



**PLAN COMMISSION MEETING  
COUNCIL CHAMBERS, MUNICIPAL BUILDING  
101 NORTH MAIN STREET, FORT ATKINSON, WISCONSIN  
TUESDAY, SEPTEMBER 10, 2019 - 4:00 p.m.**

**AGENDA**

1. Call to order.
2. Roll call.
3. Approval of minutes of July 23, 2019 Plan Commission meeting.
4. Review and approve Certified Survey Map splitting a two-acre parcel off parent parcel on Koshkonong Mounds Road (extra-territorial).

Action – Reject—Approve and refer to City Council.

5. Adjournment.

CC: David Westrick  
Michelle Ebbert  
Brian Juarez  
Jim Morrow, Co. Surveyor  
News Media

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7760. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.*

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**CITY OF FORT ATKINSON**  
**Plan Commission ~ July 23, 2019**  
**1,012th Meeting**

CALL TO ORDER.

The meeting was called to order by Manager Trebatoski in the Council Chambers of the Municipal Building at 4:00 pm.

ROLL CALL.

Present: Commissioners Frame, Johnson, Greenhalgh, Engineer Selle and Manager Trebatoski.  
Also present: City Attorney, Building Inspector and City Clerk/Treasurer.

Excused absence: Roz Highfield and Davin Lescohier

APPROVAL OF MINUTES OF JULY 9, 2019 PLAN COMMISSION MEETING.

Cm. Greenhalgh motioned, seconded by Cm. Frame to approve the minutes of the July 9, 2019 Plan Commission meeting. Motion carried.

REVIEW AND APPROVE CERTIFIED SURVEY MAP CREATING THREE LOTS ON BUENA VISTA ROAD (EXTRA-TERRITORIAL)

Engineer Selle presented the request to split an existing home onto a 1.5 acre parcel from the larger parcel. Natural Resources zoning will be applied to site that was formerly A-1 and the home site will be zoned A-3. No comments presented by Departments.

Cm. Greenhalgh asked if this complies with the comprehensive plan for the extra-territorial area. Selle confirmed this is a bit past the expansion area of the City, but it does comply with the area.

Cm. Frame moved, seconded by Cm. Johnson to approve the Certified Survey Map creating three lots on Buena Vista Road (Extra-territorial). Motion carried.

REVIEW AND APPROVE SITE PLAN FOR ADDITIONAL STORAGE BUILDING AT NEAD SELF STORAGE, 1216 WHITEWATER AVENUE

Engineer Selle reviewed the request for a building of 11,000 sq. ft. and improve the landscaping. The lot is zoned C-2. Many modern requirements are not met by the existing buildings. The façade and materials meet requirements as were included in the packet. Site does not meet greenspace requirements but can be met with the layout design and by adding landscape and architecture features. Selle noted minor contingencies are to be met prior to construction.

Building and Zoning: The code requires one tree and three shrubs for every 3,600 sq ft of open space on a parcel. In addition, the buffer yard requirements with residential use to the south will require three trees and three shrubs for every 100 feet along the buffer yard. This addition would require five trees and 15 shrubs, slightly fewer than shown. Green space requirements have been met. The proposed building meets architectural requirements. The front third of the lot will need to meet the requirements of the new code with concrete approach with a maximum width of 24 feet, and asphalt or concrete on all surfaces roughly east of line from the face of the existing buildings near Whitewater Avenue. Proposed fixture for lighting will need to have cutoff shades.

Stormwater: The project will disturb less than one acre of ground. As all other applicants have done, stormwater improvements have been made on the site, though not required. One of the two entrances have been removed and replaced with grass, green space has been reestablished on the

site which will provide infiltration and a stormwater feature has been noted in the southeast corner of the property, though details on its function are still forthcoming.

Erosion and Sediment Control: The plan notes details for silt fence, construction approach, erosion control blanket and seeding, but is missing site specifics and specs. This is a minor issue and can be reviewed by the City Engineer prior to the issuance of building permits, but will be required. Cm. Greenhalgh asked about the driveway and parking area. No concerns at this time as presented.

Brian Fischer of Anderson Ashton Design commented on the stormwater plans and stated they are putting a depression in the front of the property to help with water quality, however they were informed that a stormwater plan was not needed.

Selle confirmed a stormwater plan is not needed, however the planned depression would not serve a beneficial purpose to stormwater runoff without engineered soils. A stormwater plan required by ordinance has a certain threshold for suspended solids. The concern is the depression would allow water to run down the road where it needs to be soaked into the ground. Engineer soils or a type of soil mix the City could assist with would work in favor of the purpose of the depression.

Selle stated the engineered soil from the DNR specs could cost over \$100 per yard where a mix of City compost and local sand could estimate around \$500. Selle stated the City would commit to the \$500 and provide assistance should the cost of the mix rise over \$500.

Cm. Greenhalgh moved, seconded by Cm. Frame to approve Site Plan for additional storage building at Nead Self Storage, 1216 Whitewater Avenue with the following minor submittals prior to issuing building permits: details on erosion control, stormwater function details, updated landscaping plan showing additional trees and shrubs, lighting fixtures and a commitment from the City for infiltration soil should the cost go above \$500. Motion carried.

#### REVIEW AND APPROVE UPDATED SITE PLAN FOR HAUMERSON'S POND

Engineer Selle reviewed the updated site plan and the agreement between the School District and City for parking improvements.

1. Remove issues with vehicle lights shining on houses on Zida Street.
2. Allow for a parking at grade with the warming house and closer handicap access.
3. Allow the existing drive at the end of Fourth Street to be closed and converted to grass.

Cm. Frame moved, seconded by Cm. Greenhalgh to approve the updated site plan for Haumerson's Pond and refer to City Council. Motion carried.

#### ADJOURNMENT

Cm. Frame moved, seconded by Cm. Greenhalgh to adjourn. Meeting adjourned at 4:23 pm.

Respectfully submitted  
Michelle Ebbert  
City Clerk/Treasurer

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#4



**CITY OF FORT ATKINSON, Fort Atkinson, WI, 53538**

**Date: September 6, 2019**

**TO:** Planning Commission

**FROM:** Andy Selle, P.E.

**SUBJECT:** Koshkonong Mounds Rd - Extraterritorial Review - CSM

**Background:**

This is a request for a preliminary certified survey map to split a 2 acre parcel off from the parent parcel to donate land to the County for an extension of mounds park.

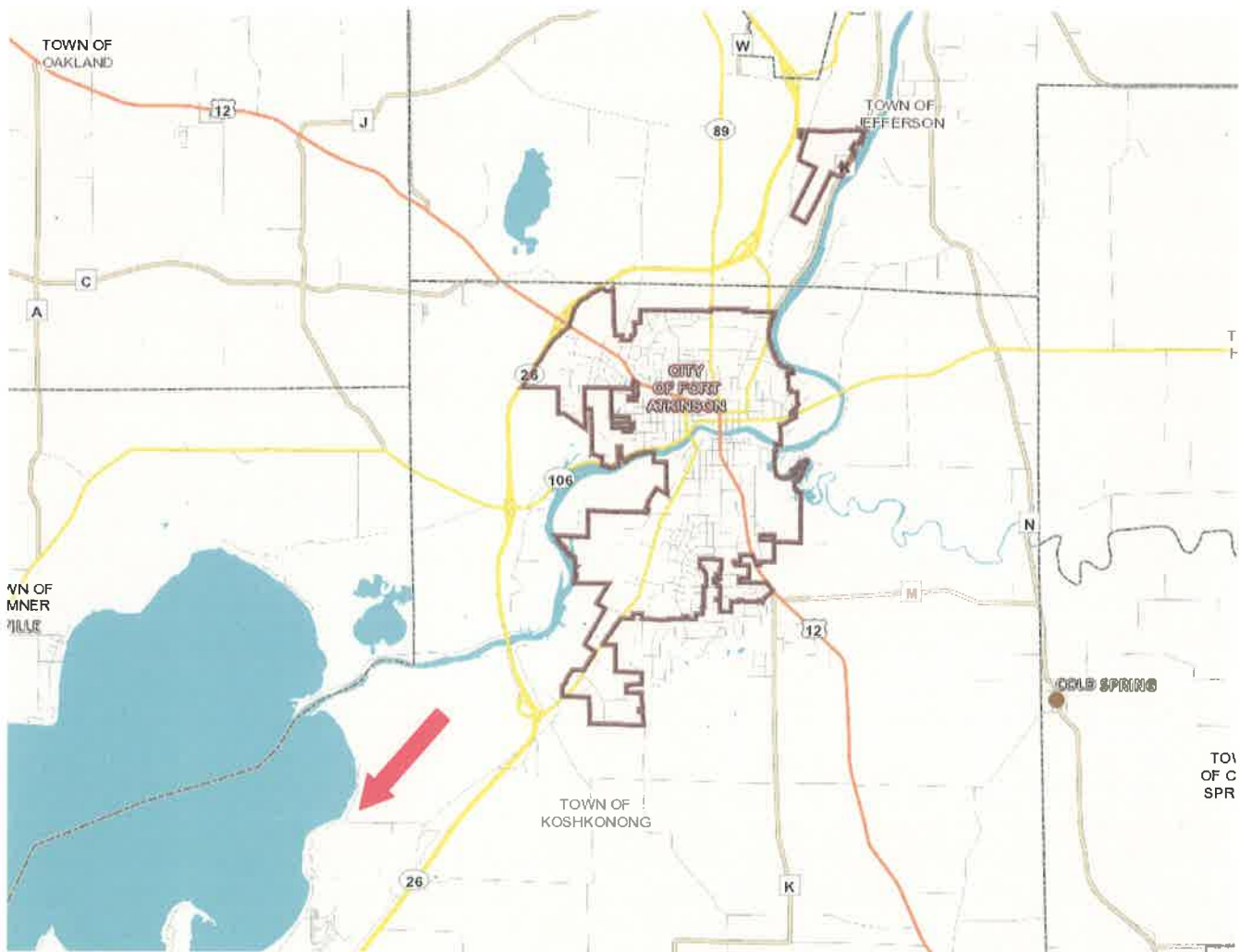


Figure 1: Property location in relation to the City of Fort Atkinson

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**City Department Reviews:**

City departments have reviewed the submittal without comments.



Figure 2: Proposed land division

**Recommendation:**

Staff recommends approval of the request.

Attachments:

Original Submittal

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# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF GOVERNMENT LOT 3 OF SECTION 24, T5N, R13E,  
TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

### LEGEND

- SET 3/4" DIA. BY 18" REBAR (1.5 LBS/ LINEAR FOOT)
- ⊗ SET 1-1/2" MAG NAIL
- FOUND 1-1/4" DIA. IRON PIPE
- ◆ FOUND MONUMENT WITH 2" DIA. BRASS CAP
- FOUND 5" SQUARE CUT LIMESTONE
- ⊕ POWER POLE
- ⊞ UTILITY PEDESTAL SIGN

**BASIS OF BEARINGS**  
BEARINGS ARE RELATED TO THE SOUTH LINE OF THE FRACTIONAL SOUTHEAST 1/4 OF SECTION 24, T5N, R13E, WHICH BEARS N86°49'54"W.

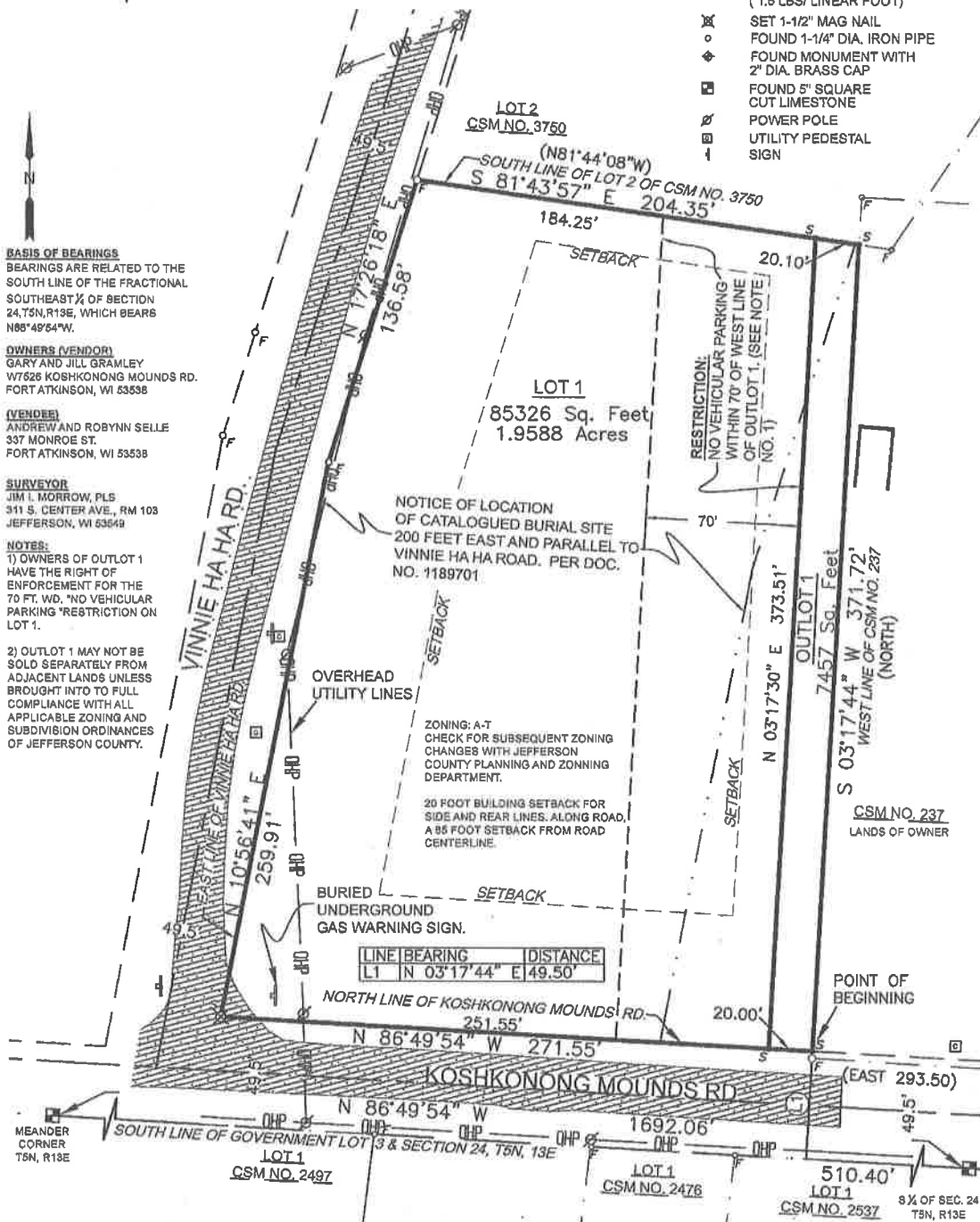
**OWNERS (VENDOR)**  
GARY AND JILL GRAMLEY  
W7626 KOSHKONONG MOUNDS RD.  
FORT ATKINSON, WI 53538

**(VENDOR)**  
ANDREW AND ROBYNN SELLE  
337 MONROE ST.  
FORT ATKINSON, WI 53538

**SURVEYOR**  
JIM I. MORROW, PLS  
341 S. CENTER AVE., RM 103  
JEFFERSON, WI 53549

**NOTES:**  
1) OWNERS OF OUTLOT 1 HAVE THE RIGHT OF ENFORCEMENT FOR THE 70 FT. WD. "NO VEHICULAR PARKING" RESTRICTION ON LOT 1.

2) OUTLOT 1 MAY NOT BE SOLD SEPARATELY FROM ADJACENT LANDS UNLESS BROUGHT INTO TO FULL COMPLIANCE WITH ALL APPLICABLE ZONING AND SUBDIVISION ORDINANCES OF JEFFERSON COUNTY.



THIS INSTRUMENT WAS DRAFTED BY JIM I. MORROW, PLS S-2777

DATE: 8/22/2019  
SHEET 1 OF 4

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CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF GOVERNMENT LOT 3 OF SECTION 24, T5N, R13E,  
TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, JIM I. MORROW, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF CHAPTER 236.34 OF WISCONSIN STATUTES, AND CHAPTER 15.04 OF JEFFERSON COUNTY ORDINANCE, AND UNDER THE DIRECTION OF GARY G. GRAMLEY, OWNER, THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THIS CERTIFIED SURVEY MAP; THAT SUCH MAP CORRECTLY REPRESENTS ALL THE EXTERIOR BOUNDARIES AND THE SUBDIVISION OF THE LAND SURVEYED; AND THAT THIS LAND IS LOCATED IN GOVERNMENT LOT 3 OF SECTION 24, T5N, R13E, TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN, CONTAINING 85326 SQUARE FEET OR 2.13 ACRES OF LAND AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTH ¼ CORNER OF SAID SECTION 24, THENCE N86°49'54"W 510.40 FEET ALONG THE SOUTH LINE OF GOVERNMENT LOT 3 AND THE SOUTH LINE OF SAID SECTION 24 TO A POINT ON THE SOUTHERLY EXTENSION OF THE WEST LINE OF CSM NO. 237 AS RECORDED IN VOLUME 1 OF CERTIFIED SURVEY MAPS, PAGE 295, AND AS DOCUMENT NO. 707398 OF JEFFERSON COUNTY RECORDS; THENCE N03°17'44"E (RECORDED AS NORTH) ALONG THE WEST LINE OF SAID CSM 237 AND ITS SOUTHERLY EXTENSION, FOR A DISTANCE OF 49.50 FEET TO A POINT ON THE NORTH LINE OF KOSHKONONG MOUNDS ROAD (A 49.5 FOOT WIDE PUBLIC RIGHT-OF-WAY), SAID POINT ALSO BEING THE POINT OF BEGINNING OF LANDS TO BE DESCRIBED; THENCE N86°49'54"W ALONG SAID NORTH LINE FOR A DISTANCE OF 271.55 FEET TO A POINT ON THE EAST LINE OF VINNIE HA HA ROAD (A 49.5 FOOT WIDE PUBLIC RIGHT-OF-WAY); THENCE ALONG SAID EAST LINE OF VINNIE HA HA ROAD FOR THE FOLLOWING TWO COURSES: N10°56'41"E 259.91 FEET TO A POINT, AND N17°26'18"E 136.58 FEET TO A POINT ON THE SOUTH LINE OF LOT 2 OF CSM NO. 3750, AS RECORDED IN VOLUME 17 OF CERTIFIED SURVEY MAPS, PAGE 123, AND AS DOCUMENT 1000398, JEFFERSON COUNTY RECORDS; THENCE S81°43'57"E (RECORDED AS N81°44'08"W) ALONG SAID SOUTH LINE OF LOT 2 A DISTANCE OF 204.36 FEET TO A POINT ON THE WEST LINE OF SAID CSM NO. 237; THENCE S03°17'44"W ALONG SAID WEST LINE A DISTANCE OF 371.72 FEET TO THE POINT OF BEGINNING.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD AND TO THE RIGHTS OF THE PUBLIC AS OCCUPIED BY KOSHKONONG MOUNDS ROAD AND VINNIE HA HA ROAD.

DATED THIS \_\_\_\_ DAY OF AUGUST, 2019

\_\_\_\_\_  
JIM I. MORROW, PLS  
PROFESSIONAL LAND SURVEY NO. 2777

APPROVED BY THE CITY OF FORT ATKINSON

DATE \_\_\_\_\_  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

APPROVED BY THE TOWN OF KOSHKONONG

DATE \_\_\_\_\_  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

APPROVED BY THE PLANNING AND ZONING COMMITTEE OF JEFFERSON COUNTY

DATE \_\_\_\_\_  
\_\_\_\_\_  
MATT ZANGL, ZONING ADMINISTRATOR

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CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF GOVERNMENT LOT 3 OF SECTION 24, T5N, R13E,  
TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

**OWNER'S CERTIFICATE**

AS OWNERS, WE HEREBY CERTIFY THAT WE CAUSED THE LAND DESCRIBED HEREIN TO BE SURVEYED, DIVIDED,  
AND MAPPED AS REPRESENTED ON THIS CERTIFIED SURVEY MAP. WE ALSO CERTIFY THAT THIS CERTIFIED  
SURVEY MAP IS REQUIRED TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL: TOWN OF KOSHKONONG,  
JEFFERSON COUNTY, AND CITY OF FORT ATKINSON.

WITNESS THE HAND AND SEAL OF SAID OWNERS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

LAND CONTRACT VENDOR                      LAND CONTRACT VENDOR

\_\_\_\_\_  
GARY G. GRAMLEY                      JILL S. GRAMLEY

STATE OF WISCONSIN)  
JEFFERSON COUNTY) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019, THE ABOVE NAMED; GARY  
G. GRAMLEY AND JILL S. GRAMLEY TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING  
INSTRUMENT AND ACKNOWLEDGED THE SAME.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC, \_\_\_\_\_, WISCONSIN

WITNESS THE HAND AND SEAL OF SAID OWNERS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

LAND CONTRACT VENDEE                      LAND CONTRACT VENDEE

\_\_\_\_\_  
ANDREW R. SELLE                      ROBYNN C. SELLE

STATE OF WISCONSIN)  
JEFFERSON COUNTY) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019, THE ABOVE NAMED;  
ANDREW R. SELLE AND ROBYNN C. SELLE TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING  
INSTRUMENT AND ACKNOWLEDGED THE SAME.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC, \_\_\_\_\_, WISCONSIN

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CERTIFIED SURVEY MAP NO. \_\_\_\_\_

BEING A PART OF GOVERNMENT LOT 3 OF SECTION 24, T5N, R13E,  
TOWN OF KOSHKONONG, JEFFERSON COUNTY, WISCONSIN.

**CONSENT OF CORPORATE MORTGAGEE**

JOHNSON BANK, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY CONSENT TO THE SURVEYING, DIVIDING, AND MAPPING OF THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP, AND DOES HEREBY CONSENT TO THE ABOVE CERTIFICATE OF GARY G. GRAMLEY AND JILL S. GRAMLEY, OWNERS.

IN WITNESS WHEREOF, THE SAID JOHNSON BANK HAS CAUSED THESE PRESENTS TO BE SIGNED BY \_\_\_\_\_, ITS \_\_\_\_\_ (TITLE),

AND COUNTERSIGNED BY \_\_\_\_\_, ITS SECRETARY (CASHIER),

AT \_\_\_\_\_, WISCONSIN,  
AND ITS CORPORATE SEAL TO BE HEREUNTO AFFIXED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

IN THE PRESENCE OF:

JOHNSON BANK

\_\_\_\_\_  
(TITLE) DATE

\_\_\_\_\_  
SECRETARY OR CASHIER DATE

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY) ss

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019, \_\_\_\_\_, PRESIDENT,  
AND \_\_\_\_\_, SECRETARY OF THE ABOVE NAMED CORPORATION, TO ME KNOWN TO BE THE PERSONS  
WHO EXECUTED THE FOREGOING INSTRUMENT, AND TO ME KNOWN TO BE SUCH PRESIDENT AND SECRETARY (CASHIER)  
OF SAID CORPORATION, AND ACKNOWLEDGED THAT THEY EXECUTED THE FOREGOING INSTRUMENT AS SUCH OFFICERS  
AS THE DEED OF SAID CORPORATION, BY ITS AUTHORITY.

\_\_\_\_\_  
NOTARY PUBLIC,  
\_\_\_\_\_, WISCONSIN

MY COMMISSION EXPIRES \_\_\_\_\_.

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