



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
THURSDAY, MARCH 21, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/5997866403?pwd=alcreldSbGpNUVI1VnR1RWF5bXovdz09>

Meeting ID: 599 786 6403

Passcode: 53538

Dial by Location

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If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

1. **Call meeting to order**
2. **Roll call**
3. **Public Hearing: Discontinuance and vacation of N. Fourth Street between Armenia Street and McMillen Street (RWD-2023-01)**
4. **Public Comment:** *The City Council will receive comments from City residents. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance or state the following items for the record when called upon: name, address, subject matter, and contact information. No action will be taken on any public comments unless the item is also elsewhere on the agenda.*
5. **Consent Agenda:** *The Consent Agenda outlined below is hereby presented for action by the City Council. Items may be removed from the Consent Agenda on the request of any one Council member. Items not removed may be adopted by one action without debate. Removed items may be taken up either immediately after the Consent Agenda or placed later on the agenda at the discretion of the Council President.*

- a. Review and possible action relating to the **minutes of the March 7, 2023 regular City Council meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- b. Review and possible action relating to the **minutes of the March 7, 2023 License Committee meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- c. Review and possible action relating to the **minutes of the March 14, 2023 regular Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
- d. Review and possible action relating to **building, plumbing, and electrical permit report for February 2023** (Draeger, Building Inspector/Zoning Administrator)
- e. Review and possible action relating to the City Clerk-issued **License and Permit Report for February 2023** (Ebbert, Clerk/Treasurer/Finance Director)
- f. **City Sewer, Water, and Stormwater Utility Financial Statements** as of February 28, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

6. Petitions, Requests, and Communications:

- a. Presentation of **Police Department Life Saving Awards** to Officer Amelia Adsit, Officer Brett Dunkleberger and Telecommunicator Hannah Kleven (Bump, Police Chief)
- b. Review and possible action relating to proclamation recognizing **Fort Atkinson as the Intersectional Peony City of Wisconsin** (Lee, Museum Director)

7. Resolutions and Ordinances:

- a. Review and possible action relating to a Resolution **discontinuing a portion of N. Fourth Street between Armenia Street and McMillen Street**, City of Fort Atkinson, Jefferson County, Wisconsin (RWD-2023-01) (Selle, City Engineer/Director of Public Works)
- b. Review and possible action relating to a **one-lot Certified Survey Map** for the property located at 1310 and 1320 Campus Drive (Selle, City Engineer/Director of Public Works)
- c. Review and possible action relating to a **Planned Unit Development – General Development Plan (GDP)** for the Tip of the Spear, LLC multi-family residential development proposed at 1310 and 1320 Campus Drive (Selle, City Engineer/Director of Public Works)
- d. First Reading of a proposed Ordinance to amend the **Official Zoning Map** of the City of Fort Atkinson, Wisconsin, for the property located at 1310 and 1320 Campus Drive from RS-2, Single-family Residential District, to PUD, Planned Unit Development District (Selle, City Engineer/Director of Public Works)

8. Reports of Officers, Boards, and Committees:

- a. City Manager's Report (LeMire, City Manager)

9. Unfinished Business – None

10. New Business:

- a. Review and possible action relating to **2022 Year-End Financial Information** (LeMire, City Manager)
- b. Review and possible action relating to the purchase of a set of **three doors and two exit bars for the Municipal Building** (Franseen, Parks and Recreation Director)
- c. Review and possible action relating to the **purchase of a 2023 Ford F150 truck and Tommy Liftgate** for the Parks and Recreation Department at a cost not to exceed \$41,518 (Franseen, Parks and Recreation Director)
- d. Review and possible action relating to **Alcohol Beverage License** application for Ameer Investment Inc. for the licensing period of March 22, 2023 to June 30, 2023 (Ebbert, Clerk/Treasurer/Finance Director)

11. Miscellaneous – None

12. Claims, Appropriations and Contract Payments:

- a. Review and possible action relating to the **Verified Claims** presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

13. Adjournment

Date Posted: March 17, 2023

CC: City Council; City Staff; City Attorney; News Media; Fort Atkinson School District; Fort Atkinson Chamber of Commerce

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City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**CITY COUNCIL MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 7, 2023 – 7:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Scherer called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Cm. Becker, Cm. Johnson, Cm. Schultz and President Scherer. Also present: City Manager, City Clerk/Treasurer, City Engineer, City Attorney, Public Works Superintendent, Water Supervisor, Wastewater Supervisor and Park & Recreation Supervisor.

3. PUBLIC HEARING – NONE

4. PUBLIC COMMENT:

5. CONSENT AGENDA:

- a) Review and possible action relating to the minutes of the February 23, 2023 regular Fort Atkinson City Council meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- b) Review and possible action relating to the minutes of the February 28, 2023 regular Fort Atkinson Plan Commission meeting (Ebbert, Clerk/Treasurer/Finance Director)*
- c) Review and possible action on Special Event: Memorial Day Parade on Monday, May 29, 2023 from American Legion to Evergreen Cemetery from 10 a.m. to 12 p.m. (Ebbert, Clerk/Treasurer/Finance Director)*
- d) Review and possible action on Special Event: Fort Atkinson Charity concerts on June 14, June 28, July 12, July 26, Aug. 9, Aug. 23, 2023 from 6:30-8:30 p.m. at Barrie Park (Ebbert, Clerk/Treasurer/Finance Director)*

Cm. Becker moved, seconded by Cm. Johnson to approve the Consent Agenda as listed, items 5.a. through 5.d. Motion carried.

6. PETITIONS, REQUESTS, AND COMMUNICATIONS – NONE

7. RESOLUTIONS AND ORDINANCES

- a) Review and Possible action on a resolution relating to “No Mow May,” a temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code (LeMire, City Manager)*
- Manager LeMire presented the proposed exception would allow rear yards of residential properties and designated City owned property to be exempt from enforcement of Section 102-121(b)(1) throughout the month of May 2023.

The designated City-owned properties to be included in this exception are:

- Barrie Park near the playground on the corner
- North Main St. and N Fourth St by the train tracks
- A swatch near the electronic sign at Jones Park
- Wilcox Park section

Cm. Johnson moved, seconded by Cm. Schultz to adopt the resolution allowing for temporary exception to Section 102-121(b)(1) of the City of Fort Atkinson Municipal Code relating to vegetation, also known as “No Mow May.” Motion carried.

8. REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:

a) City Manager’s Report (LeMire, City Manager)

Recommended motion: No action required.

9. UNFINISHED BUSINESS – NONE

10. NEW BUSINESS:

a) Review and possible action relating to a Proposal from Bucklin’s Tree Service for bulk brush grinding services, in the amount of \$9,300 (Williamson, Superintendent Public Works)

Superintendent Williamson discussed how the Department of Public Works operates and maintains the Compost Site just east of 520 Riverside Drive (Memorial Park). A large portion of the site is dedicated to the public drop-off and storage of residential brush materials. These materials must be reduced in size yearly to allow for proper hauling and disposal to accommodate the following years collection of brush. In years past, the operation of the site utilized the practice of mass burning these materials, but five (5) years ago the City opted to take a more environmentally friendly approach to reducing (grinding into shreds/chips) the material stockpile down to a manageable size that can be utilized by the citizens of Fort Atkinson or hauled off-site. This new model requires the Department to hire a mobile process bulk grinding service company to come in and process these materials using a large scale mobile grinder and excavator.

Williamson stated they received one proposal response, to the RFP, from Bucklin’s Tree Service (BTS) in the amount ranging from \$9,300.00 to 10,650.00, dependent upon the length of time it takes to process the stockpile (proposed at 12 to 14 hours). The company we contracted with last year (DRP Mobile Services) is no longer in business. The company we have utilized in previous years (Oconomowoc Landscape) expressed no interest in bidding this service for us this year and Droprite Tree Service, Kenosha WI, did not respond to the RFP.

Cm. Johnson moved, seconded by Cm. Becker to approve a proposal from Bucklin’s Tree Service for bulk brush grinding services, in the amount of \$9,300. Motion carried.

b) Review and possible authorization relating to Water Utility Department truck, trailer, and accessory purchases at a cost not to exceed \$49,566 (Armstrong, Water Superintendent)

Water Supervisor Armstrong discussed the action taken by Council at their July 5, 2022 meeting where they approved the purchase of a Ford Transit Van for \$51,262.08 from Griffin Ford of Fort Atkinson for the Water Utility based on a request from the former Water Utility Superintendent. This purchase was included in the approved 2022 Capital Improvements Budget, using Water Utility funds. The van was ordered but the delivery date remains unknown. It was scheduled to replace the 2008 Ford truck which has suffered several breakdowns. In order to replace the 2008 truck efficiently, Water Utility staff has determined that a 4-wheel drive pick-up style truck would meet the needs of the Department in both productivity and safety better than a van. Staff also proposes to purchase an enclosed utility trailer. Griffin Ford has allowed the department to cancel the van order without penalty. Armstrong requests the City Council authorize the purchase of the 2022 Ford F150 4-wheel drive pickup from Griffin Ford Fort Atkinson at a cost of \$40,466, a utility trailer from I 90 Enterprise in Newville at a cost of \$5,650, and various accessories, for a total cost of \$49,566 to be paid for using Water Utility funds.

Cm. Becker moved, seconded by Cm. Schultz to authorize the purchase of a truck, trailer, and accessories for the Water Utility Department at a cost not to exceed \$49,566. Motion carried.

c) Review and possible action on Roof Replacement at Water Utility Department Office at a cost not to exceed \$47,500 (Armstrong, Water Superintendent)

Water Superintendent Armstrong relayed the condition of the aging roof at the Water Department Office located at 37 N. Water Street West. The current roof is over 20 years old. The cost of a new roof was estimated at \$55,000 and included in the 2023 Capital Improvements Project Budget adopted by the City Council in November 2022.

Cm. Schultz moved, seconded by Cm. Johnson to approve the proposal from Great Lakes Roofing to replace the roof at the Water Utility Department office at a cost not to exceed \$47,500. Motion carried.

d) Review and possible action relating to selection of Graef for a Traffic Impact Analysis for the area of Banker Road at a cost not to exceed \$20,000 (Selle, City Engineer/Director of Public Works)

Engineer Selle discussed the upcoming developments with the Banker Rd area necessitate the study of traffic in the area to ensure challenges are anticipated and mitigated ahead of their occurrence. A traffic impact analysis, is the term applied to this study, typically conducted by a firm with expertise in these matters.

Selle reviewed the elements of the study as follows: Phase 1 - Evaluate the addition of 216+ housing units along with a new proposed east/west road to the area, in particular the Banker Rd / Madison Ave intersection. Evaluate the need for a north south road along the high school. Phase 2 – Evaluate the Phase 1 condition with the addition of a middle school in the area, the partial closure of Campus Dr, and the potential extension of Reena Ave to the high school campus. Phase 3 – Evaluate Phase 1 and 2 with a full buildout of the proposed Banker Rd Development, with an additional +/- 200 residential units. There is approximately \$110,995.05

remaining in this account (01-60-0066-1700). The cost will be shared among the various beneficiaries including the City, SDFA, and the two developers building in the area.

Cm. Becker moved, seconded by Cm. Schultz to approve the selection of Graef for a Traffic Impact Analysis for the area of Banker Road at a cost not to exceed \$20,000. Motion carried.

e) Review and possible action relating to a Certified Survey Map for RTLE Properties LLC., for the property located at 1531 and 1533 S. Main St. (Selle, City Engineer/Director of Public Works)

Engineer Selle discussed the proposed CSM will break the lot into 3 additional lots from the parent parcel. Two of the lots will be used to construct a twin house using the zero-lot line zoning mechanism. The third lot along Riggert Rd may be platted as a condominium allowing the development of multiple units on the parcel. There are minor elements of the Preliminary Map that should be added to be in concert with the City's Land Development and Division Code. Noted below, these are minor and can be added prior to signature by the City Clerk, but should be noted as a requirement in this approval.

- Property setback lines for the DR-8 zoning
- Easements for existing utilities serving the parent parcel
- Location of existing City sewer/water in Riggert and S Main St
- Location of existing sewer and water laterals serving the existing home
- An inset map showing the location of the parcel relative to the City of Fort Atkinson
- Property corners found and set

Cm. Schultz moved, seconded by Cm. Becker to approve the Certified Survey Map for RTLE Properties LLC., for the property located at 1531 and 1533 S. Main St subject to the conditions included in the staff report. Motion carried.

f) Review and possible action relating to Wastewater Utility – Phase II Improvements Project Change Order 9 Influent Wet Well Concrete Rehabilitation Project Update at a cost not to exceed \$54,682 (Christensen, Wastewater Utility Superintendent)

Wastewater Superintendent Christensen reviewed the Phase II Improvement project at the Wastewater Utility including new process systems, and the replacement and rehabilitation of many of the existing plant processes. Work began March 2021 and is expected to finish November 2023. As work progresses there are change orders required for many reasons including corrections, improvements, changed conditions, and suppliers going bankrupt among others. Some changes are large and addressed immediately with a Change Order, and some are small and accumulated until combined with others to make a Change Order. City staff have committed to keeping Council apprised of progress on this very long project among both the work being completed and the financial implications. Change Order 9 is related to the rehabilitation of the concrete walls and floors in the influent wet well area. The wet well was constructed in 1972-1973. The concrete condition was worse than anticipated and beyond the scope of the contract. The work was completed on a time and material basis.

Cm. Becker moved, seconded by Cm. Johnson to approve the Wastewater Utility-Phase II Improvements Project Change Order 9 Influent Wet Well Concrete Rehabilitation Project Update at a cost not to exceed \$54,682. Motion carried.

g) Review and possible action relating to Interceptor Sewer Cleaning by Northern Pipe, Inc. for up to \$68,884.20 (Christensen, Wastewater Utility Superintendent)

Superintendent Christensen spoke on the 67-mile network that transfers wastewater throughout the City to the Wastewater Treatment Facility via laterals, collector mains, and interceptor sewers. The sanitary sewer collector mains are cleaned on a regular and rotating basis. Most of that system is cleaned every 2 years, with some areas cleaned more often. The exception to this are the large interceptor sewers. These sewers are too large for the sewer cleaning equipment owned by the Utility. When interceptors need cleaning, contractors are hired to provide the service. Sewer cleaning services were contacted to provide pricing to clean, remove and dispose of materials from the interceptor to approximately 2,000 feet North of the wet well. Also included are estimated costs of grouting manhole leaks and televising the interceptor to confirm condition after cleaning. The Utility contacted two companies that have recently completed projects for the City and were capable of cleaning 42" interceptor sewers. Funds for this project will come from the Sewage System Maintenance – Supplies and Expenses account.

Cm. Becker moved, seconded by Cm. Schultz to approve the Interceptor Sewer Cleaning proposal from Northern Pipe, Inc. for up to \$57,419.20 and an additional \$11,465 in reserve for unexpected conditions during the project. Motion carried.

11. MISCELLANEOUS – NONE

12. CLAIMS, APPROPRIATIONS AND CONTRACT PAYMENTS:

a) Review and possible action relating to the Verified Claims presented by the Director of Finance and authorization of payment (Ebbert, Clerk/Treasurer/Finance Director)

Cm. Becker moved, seconded by Cm. Schultz to approve the Verified Claims as presented. Motion carried.

13. ADJOURNMENT

Cm. Schultz moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 7:49 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**LICENSE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 7, 2023 – 6:30 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

President Scherer called the meeting to order at 6:30 pm.

2. ROLL CALL

Present: Cm. Johnson, Cm. Schultz and President Scherer. Also present: City Manager and City Clerk/Treasurer.

3. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION FROM AMEER INVESTMENTS INC, DBA IMART WI 0108, FOR USE AT 303 S. MAIN STREET FOR A CLASS "A" FERMENTED MALT BEVERAGE AND "CLASS A" CIDER ONLY LICENSE FOR THE LICENSING PERIOD OF MARCH 22, 2023 THROUGH JUNE 30, 2023. (EBBERT)

Clerk Ebbert presented the Ameer Investment Inc has submitted an Original Alcohol Beverage License Application for a "Class A" Liquor-Cider Only and Class "A" Fermented Malt Beverage license for use at 303 S. Main Street. This location is currently operated as Imart Store owned by Iys Ventures. Iys Ventures will remain as the owner of the property with it being managed by Ameer Investment Inc. A letter of surrender contingency upon approval was submitted by Iys Ventures. The agent/on-site Manager will remain the same. This type of license does not allow for sale of Intoxicating Liquor. The applicant provided a WI seller's permit number and Federal ID as required.

Cm. Schultz moved, seconded by Cm. Johnson to approve the Original Alcohol Beverage Retail License application from Ameer Investments Inc. dba Imart WI 0108 for use at 303 S. Main Street for a Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor Cider Only license for use at 303 S. Main Street for the licensing period of March 22, 2023 through June 30, 2023 contingent upon background check and payment of license fees. Motion carried.

4. ADJOURNMENT

Cm. Schultz moved, seconded by Cm. Johnson to adjourn. Meeting adjourned at 6:34 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, MARCH 14, 2023 – 4:00 PM
CITY HALL – SECOND FLOOR**

1. CALL MEETING TO ORDER

Manager LeMire called the meeting to order at 4:00 pm.

2. ROLL CALL

Present: Commissioners Schultz, Highfield, Kessenich, Gray, Chairperson Manager LeMire and Engineer Selle. Also present: City Clerk/Treasurer, City Attorney and Building Inspector.

Excused absences: Commissioner Lescohier.

**3. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE FEBRUARY 28, 2023
REGULAR PLAN COMMISSION MEETING**

Gray moved, seconded by Highfield to approve the minutes of February 28, 2023 regular Plan Commission meeting. Motion carried.

**4. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A
CERTIFIED SURVEY MAP FOR TIP OF THE SPEAR, LLC, FOR THE PROPERTY LOCATED AT
1310 AND 1320 CAMPUS DRIVE (CSM-2023-03) (SELLE)**

Engineer Selle reviewed the proposed Certified Survey Map. The plan is to combine the two existing parcels into one to facilitate the proposed development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The CSM is needed because the City does not permit construction of new structures which cross property lines. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one so that these standards can be met through the rezoning to MRH-30. Additionally, the proposed CSM includes dedication of public right-of-way along Banker Road.

Gray moved, seconded by Kessenich to recommend approval by the City Council of the Certified Survey Map for Tip of the Spear, LLC for the property located at 1310 and 1320 Campus Drive (CSM-2023-03). Motion carried.

**5. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATED TO THE
REZONING TO PLANNED UNIT DEVELOPMENT – GENERAL DEVELOPMENT PLAN (GDP) FOR
THE TIP OF THE SPEAR RESIDENTIAL DEVELOPMENT PROPOSED AT 1310 AND 1320
CAMPUS DRIVE (PUD-2023-01) (SELLE)**

Engineer Selle continued discussion on the rezoning of 1310-20 Campus Drive that is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot

single-family homes and neighborhoods. However, both properties are shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

The proposed project's land uses, setbacks, and lot area do not meet the standards of the SR-2 zoning district. The MRH-30 zoning district is better suited to accomplish the City's goals in this area and the proposed project. In terms of land uses, the MRH-30 zoning district permits apartment land uses by-right, which is not permitted in the SR-2 zoning district.

Gray moved, seconded by Schultz to recommend City Council approve the General Development Plan and Rezone from SR-2 to Planned Unit Development and forward to the City Council for consideration, subject to the granted flexibilities of the underlying MRH-30 District, noted as (1) minimum pavement setbacks on the right-of-way facing lot lines to be reduced as noted (2) building height requirement of 45' to be exceeded to 51.25' and (3) garage setback of 2' from the principal structure to be waived. Motion carried.

6. REVIEW AND POSSIBLE ACTION RELATING TO THE PLANNED UNIT DEVELOPMENT – SPECIFIC IMPLEMENTATION PLAN (SIP) FOR THE TIP OF THE SPEAR RESIDENTIAL DEVELOPMENT PROPOSED AT 1310 AND 1320 CAMPUS DRIVE (PUD-2023-01) (SELLE)

Engineer Selle presented the SIP that includes the conceptual level that was reviewed during the January 24, 2023 Plan Commission meeting. The applicant and City staff have chosen to pursue both steps in the Planned Unit Development process simultaneously (GDP and SIP). The Zoning Ordinance allows for both steps to occur at the same meeting. Consideration of the SIP at the March 14, 2023 Plan Commission meeting is subject to approvals of the CSM, Rezoning, and GDP steps by both Plan Commission and City Council.

Selle continued discussed the proposed project that includes two 4-story, 36-unit apartment buildings on the site. The first building (Phase 1) would tentatively be started in August 2023 (pending approvals) with leasing available June 2024. Building #2 (Phase 2) would break ground August 2024 with leasing available June 2025. The units will be a mixture of 1-bedroom, 2-bedroom, and 2-bedroom + loft configurations. Parking will be a combination of underground (below the building) and surface parking. The area was annexed into the City in 2022 and is included within the City's new TID District. This approval considers only Phase 1 of the project. Phase 2 will return for a Site Plan review by the Commission.

Gray moved, seconded by Kessenich to recommend approval to the City Council for the Specific Implementation Plan for the Tip of the Spear Residential Development proposed at 1310 and 1320 Campus Drive, subject to the following conditions (1) sidewalks be added the full length of the Campus Drive property frontage (southern property line) during Phase 1, (2) Waive the requirement for curbing along parking areas for only the 5-stall surface parking area proposed on the far eastern side of the site near the proposed stormwater pond, (3) Continued discussions with FAFD related to ingress / egress for equipment for Phase 1, (4) A full Exterior Lighting Plan is provided that meets all requirements of the Zoning Ordinance. Subject to City staff review and approval and (5) Any wetland filling is required to meet all Wisconsin DNR

requirements as indicated in the March 22, 2022 letter provided by the applicant. Motion carried.

7. REVIEW AND POSSIBLE ACTION RELATING TO A SITE PLAN REVIEW SIGNAGE FOR HOME BACKUP SYSTEMS LLC, FOR THE PROPERTY LOCATED AT 615 MADISON AVE. (SPR-2023-05) (DRAEGER)

Building Inspector Draeger presented the proposed sign for Home Backup Systems. They would like to replace one wall sign located on the Northern facade of the building, facing Madison Avenue. The proposed sign will be located in approximately the same location as a previous sign. (Center of the facade at the top portion of the building) The sign will depict the company logo and business name, as well as Generac which is the brand of equipment Home Backup Systems installs. The proposed sign is 8 ft wide and 3' tall with a total of 24 Sq Ft.

Kessenich moved, seconded by Gray to approve the Site Plan Review Signage for Home Backup Systems, LLC for the property located at 615 Madison Avenue (SPR-2023-05). Motion carried.

8. REVIEW AND POSSIBLE ACTION RELATING TO A SITE PLAN REVIEW SIGNAGE FOR MBE CPA, FOR THE PROPERTY LOCATED AT 1507 MADISON AVE. (SPR-2023-06) (DRAEGER)

Building Inspector Draeger discussed the new signs proposed by MBE CPA's to be located on the Northern facade of the building, facing Madison Avenue as well as a tenant panel sign in the Group Development sign along Madison Ave north of Pick n Save.

- Northern Façade: The two proposed wall signs are planned to replace the signs from previous businesses and in approximately the same locations (one over the entryway door and one on the upper portion of the exterior wall). The sign on the upper portion of the building is oval in shape and contains the business logo and is also approximately 29.44 square feet. The sign above the entry consists of individual letters arranged into a company message. The individual letters combine to equal approximately 9.5 square feet.
- Group Development Sign Panel: The panel signs that are being proposed are filling an existing vacant spots on the existing group development sign. The combined total square feet of the two signs equal 9 square feet.

Kessenich moved, seconded by Highfield to approve the Site Plan Review Signage for MBE CPA, for property located at 1507 Madison Avenue (SPR-2023-06). Motion carried.

9. ADJOURNMENT

Gray moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:30 pm.

Respectfully submitted
Michelle Ebbert
City Clerk/Treasurer/Finance Director



Permit Report

02/01/2023 - 02/28/2023

Permit Date	Permit #	Permit Location	Owner Name	Permit Type	Permit Description	Estimated Project Cost	Total Fees
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Group: Demo/Raze

2/14/2023	23079	330 Zida St	Nettie & Russell Toeller	Demo/Raze	Garage Tear Down	0	\$50.00
							\$50.00

Group Total: 1

Group: Electrical

2/28/2023	23109	627 Short St	Ellen Latorraca	Electrical	Remodel existing basement cistern into bathroom	0	\$39.50
2/25/2023	23098	402 Milwaukee Ave W	David L Yeadon,	Electrical	Solar Electric array on roof, flush mounted	0	\$70.00
2/24/2023	23097	430 Wilcox St	GPH Fort Atkinson LLC	Electrical	Installing alarm annunciator	0	\$40.00
2/24/2023	23096	107 W Sherman Ave	Russ Hartwig	Electrical	Install two duplex receptacles	0	\$35.00
2/23/2023	23093	1225 Whitewater Ave	Mike Janke	Electrical	bring shop electrical up to code	0	
2/22/2023	23092	214 Shirley St	Ryatisima Blue	Electrical	One receptacle and one light in small 1/2 bath on 1st floor.	0	\$36.50
2/19/2023	23085	112 Highland Ave	Jim Schulenburg	Electrical	move existing switches and outlet ,add 2 outlets, wire for heated towel bar, wire for in floor heatt	0	\$38.00
2/17/2023	23084	220 Grant St	Badger Bank	Electrical	Rooftop Solar	0	\$100.00
2/16/2023	23082	422 W Cramer St	Doug Lundberg	Electrical	Basement remodel	0	\$46.25

2/14/2023	23077	1122 N High St	Elizabeth Bull	Electrical	alteration	0	\$35.00
2/9/2023	23075	1340 Jamesway	Susan Stuckey	Electrical	Finishing area of basement	0	\$38.00
2/8/2023	23070	1141 Grant St	Barb Moore	Electrical	200A Service Upgrade	0	\$70.00
2/7/2023	23067	418 Hickory St	James and Marie Nelson	Electrical	Remodel Kitchen 1-220v 10-120v and 6 fixtures	0	\$52.00
2/7/2023	23066	610 Short St	Linda Anderson	Electrical	Wiring basement finish 10 light fix. 10 outlets 120 volt	0	\$50.00
2/7/2023	23065	1701 Montclair Pl	Roxolid Creations	Electrical	Wiring for finishing of Basement	0	\$53.75
2/6/2023	23064	922 East St	TDS	Electrical	Electric service for TDS equipment	0	\$70.00
2/3/2023	23063	922 East St	TDS Telecom, LLC	Electrical	install fiber optic cabinet	0	\$40.00
2/3/2023	23062	402 Milwaukee Ave W	David L Yeadon	Electrical	Flush to roof solar electric system mounted upon home	0	
2/2/2023	23053	1122 N High St	Elizabeth Bull	Electrical	New wiring and fixtures for whole home remodel	0	\$345.00
							\$1,159.00

Group Total: 19

Group: HVAC

2/28/2023	23111	810 Morrison St.	Robert Hendrickson	HVAC	Replace AC	0	\$70.00
2/28/2023	23110	901 Janesville Ave	Nasco Education	HVAC	Replacement 8.5 Ton and 7.5 Ton Rooftop Units	0	\$105.00
2/28/2023	23108	423 W Hilltop TR	Miguel Morales	HVAC	Replace Furnace	0	\$70.00
2/28/2023	23107	1526 Rangita St	Sharon Brokmeier	HVAC	Replace Furnace and AC 2 ton	0	\$105.00
2/28/2023	23106	205 S Third St E	Christopher Ward	HVAC	Replace Furnace	0	\$70.00

2/28/2023	23105	311 S Water St E	Design Properties LLC	HVAC	Replace Furnace	0	\$70.00
2/28/2023	23104	515 Van Buren	Matt Schreiber	HVAC	Replace Furnace and AC 2.5 Ton	0	\$105.00
2/28/2023	23103	524 Lexington Blvd	Mary Gebhart	HVAC	Replace Furnace	0	\$70.00
2/28/2023	23102	1115 W Cramer	Barb Reich	HVAC	Replace Furnace and AC 2 Ton	0	\$105.00
2/2/2023	23054	601 Handeyside Ln	Mike Foerster	HVAC	Replace existing Furnace and AC, install (20) mini-split units, duct alteration, supply and vent (10) bath fans, vent (10) dryers	0	\$1,796.30
							\$2,566.30

Group Total: 10

Group: Plumbing

2/28/2023	23101	108 Healy Ln	Jeffrey and Debra Unger	Plumbing	replace mixer valve	0	\$41.00
2/28/2023	23100	510 Grant St	Thomas Nowak	Plumbing	Repair sewer lateral in basement	0	\$35.00
2/24/2023	23095	208-210 Heritage Dr	Timm Mephram	Plumbing	Underfloor Plumbing for two basements 1 bathroom group in each basement	0	\$71.00
2/23/2023	23094	321 Monroe St	Andrew Cesar	Plumbing	Install new standalone toilet and sink in basement. Replace corroded floor drain. Move Softener to new location. Clean up drains going to main floor bath and kitchen sink. Replace galvanized	0	\$47.00

					water piping with PEX/Copper.		
2/22/2023	23091	214 Shirley St	Ryatisima Blue	Plumbing	Adding a powder room to residence (Toilet and sink)	0	\$47.00
2/21/2023	23087	627 Short St	Ellen Latorraca	Plumbing	Basement Project. Add bathroom, clean up mechanicals above cistern/ bathroom area. -Labor to Install pump and pit and underground PVC drain piping to one bathroom group consisting of 1 each: shower, vanity and toilet. -Labor to run PEX water lines and PVC drain waste and vent to lav, toilet and shower. -Install Shower Valve and drain. Shower surround to be installed by general contractor. - Labor to clean up and conceal existing water, gas and drain lines in the ceiling area of proposed bathroom, making them tighter to floor joists for clearance. -Set faucet and connect water supplies and drain. -Install	0	\$65.00

					toilet, connect to water supply and drain. - Install shower trim. -The construction permit is 23057		
2/15/2023	23081	1122 N High St	Beth Bull	Plumbing	House Remodel	0	\$154.00
2/9/2023	23076	1340 Jamesway	Susan Stuckey	Plumbing	Floor Drain, Shower, 2 Lavs, water closet	0	\$65.00
2/3/2023	23059	1701 Montclair Pl	Roxolid	Plumbing	Finish Basement Bathroom	0	\$53.00
							\$578.00

Group Total: 9

Group: Right of Way Opening Permit

2/22/2023	23090	ROW from NE corner Madison ave & Glacier River Trail to 611 E Shermanr of	WIN LLC	Right of Way Opening Permit	New Fiber Optic Lateral	0	
2/3/2023	23058	429 Edward St	Randal Herrick	Right of Way Opening Permit	removing sewer and water back to ROW	0	\$50.00
							\$50.00

Group Total: 2

Group: Sign

2/3/2023	23061	1220 Janesville Ave #700	Brunk's Bakery LLC	Sign	Change name of business on existing sign	0	\$55.00
							\$55.00

Group Total: 1

Group: Single Family Alteration/Addition

2/27/2023	23099	402 Milwaukee Ave W	David L Yeadon,	Single Family Alteration/Addition	Solar Electric array on roof, flush mounted	27,000	\$305.00
2/21/2023	23089	217 E Highland Ave	Wilbur Waggoner	Single Family Alteration/Addition	Converting existing deck into sunroom	40,000	\$97.00
2/19/2023	23086	510 W Hilltop Tr	Nathan Korth	Single Family Alteration/Addition	Finishing basement (adding walls, insulation, additional	15,000	\$230.00

					outlets, and finishing current plumbing available); electrical and plumbing contractors will pull own permit.		
2/17/2023	23083	422 W Cramer St	Doug & Carrie Lundberg	Single Family Alteration/Addition	Finish section of basement for storage/workout area	20,000	\$110.00
2/14/2023	23080	516 Riverside	Erin Erickson	Single Family Alteration/Addition	Bathroom Remodel	10,000	\$57.50
2/7/2023	23069	418 Hickory St	Jim Nelson	Single Family Alteration/Addition	Kitchen remodel	35,000	\$95.00
2/7/2023	23068	214 Shirley St	Ryatisima Blue	Single Family Alteration/Addition	Adding 1/2 bath to 1st floor	8,290	\$41.25
2/3/2023	23057	627 Short St	Ellen Latorraca	Single Family Alteration/Addition	Remodel existing basement cistern into bathroom	35,000	\$55.25
2/2/2023	23056	409 Rock River Ln	Milo L Jones	Single Family Alteration/Addition	Second floor raise walls and remove/ replace roof 842sqft Upper sunroom addition 316sqft Master bath and closet complete remodel 260sq ft Pantry, powder room, laundry addition in garage 123sqft Front entry closet and front door rework 109sqft Basement storage finish 480sqft Total 2130sqft	450,000	\$567.50

2/2/2023	23055	1340 Jamesway	Susan Stuckey	Single Family Alteration/Addition	Finishing area of the Basement for bathroom	20,000	\$50.00
2/1/2023	23052	1122 N High St	Elizabeth Bull	Single Family Alteration/Addition	Full Remodel of existing home	175,000	\$774.00
							\$2,382.50

Group Total: 11

Group: Zoning

2/21/2023	23088	217 E Highland Ave	Wilbur Waggoner	Zoning	Converting existing deck into sunroom	0	\$50.00
2/9/2023	23074	106 E Blackhawk Dr.	FWN LLC	Zoning	Adding 3 antennas to existing tower	25,000	\$100.00
2/9/2023	23073		WEPCO C/O REAL ESTATE DEPT	Zoning	Adding 3 antennas to existing tower	25,000	\$100.00
2/8/2023	23071	728 Charles St	TDS Telecom	Zoning	Placement of Fiber Cabinet on Private Property	50,000	\$50.00
2/3/2023	23060	922 East St	TDS Telecom, LLC	Zoning	TDS equipment cabinet and Electric service on newly created easement on private property	50,000	\$50.00
							\$350.00

Group Total: 5

							\$7,190.80
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Total Records: 58

3/9/2023

Jedidiah Draeger

Jedidiah Draeger
Building Inspector/Zoning Administrator



City of Fort Atkinson
City Clerk/Treasurer's Office
101 N. Main Street
Fort Atkinson, WI 53538

MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, City Clerk/Treasurer/Finance Director

RE: Monthly Report of Licenses and Permits Issued by the City Clerk

The following is a list of the Licenses and Permits issued by the City Clerk for the period of March 1, 2023 through March 21st, 2023 per the City of Fort Atkinson Municipal Code of Ordinances. No action is necessary by City Council, as these licenses and permits have already been issued. This report is for informational purposes only.

BEEKEEPING

None

OPERATOR

Licensing Period – July 1, 2022 – June 30, 2024

Applicant	Place of Employment	Recommended Approval by Fort Atkinson Police Department
Dylan Judkins	Stop & Go	X
Allan Siekert	Stop & Go	X
Brandon Mundt	Kwik Trip #439	X
Carlie Rusch	Stop & Go	X
Donovan Smith	Kwik Trip #439	X
Hailey Rodriguez	Kwik Trip #439	X
Jill Vail	N/A	X

MOBILE MERCHANT

None

DOOR-TO-DOOR RESIDENTIAL / DIRECT SELLER

Logain Palazzolo	Guardian Home Improvement	X
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MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Merrilee Lee, Hoard Historical Museum Director

RE: Peony Proclamation

BACKGROUND

Since 2012, Fort Atkinson has been proclaimed by the State of Wisconsin as the "Intersectional Peony City" in honor of the pioneering work of peony hybridizers Roger and the late Sandra Anderson. The Hoard Historical Museum oversees the proclamation effort and would request permission to pursue the proclamation from the State of Wisconsin again in 2023.

DISCUSSION

Roger and Sandra Anderson, through their nearly 4 decades of work, hybridized nearly 600 different peony varieties at their nursery, which was located in Fort Atkinson. In 2012, Roger and Sandra donated nearly 60 peony plants to the Hoard Historical Museum, which form the "Roger and Sandra Anderson Intersectional Peony Garden" located at the corner of Foster and S. 4th Street E, behind the Hoard Historical Museum. The garden continues to attract hundreds of peony enthusiasts each year while the peonies are in bloom. In 2015, the Andersons donated dozens of young peony starts for two new varieties of peony. In 2021, the Museum sold those peonies as a fundraiser; proceeds from the sale will be used to add improvements to the Museum's grounds.

FINANCIAL ANALYSIS

None

RECOMMENDATION

Staff recommends that the Hoard Historical Museum be permitted to pursue the proclamation from the State of Wisconsin naming Fort Atkinson as the "Intersectional Peony City" on Saturday, June 3, 2023.

ATTACHMENTS

City of Fort Atkinson Proclamation; 2022 State of Wisconsin Governor's Proclamation

**PROCLAMATION RECOGNIZING
THE CITY OF FORT ATKINSON AS THE
INTERSECTIONAL PEONY CITY OF WISCONSIN**

WHEREAS, the City of Fort Atkinson, Wisconsin, is the home to the largest public Intersectional Hybrid Peony Garden in North America located at the Hoard Historical Museum and so named the Roger F. and Sandra L. Anderson Intersectional Peony Garden; and

WHEREAS, the Anderson Intersectional Peony Garden at the Hoard Historical Museum in Fort Atkinson, Wisconsin features 58 named Roger F. Anderson intersectional hybrid peonies which bloom during the Wisconsin peony season; and

WHEREAS, the Hoard Historical Museum is home to two of the newest Roger F. Anderson intersectional hybrid peonies, “Mary C. Hoard” and “W.D. Hoard”, so named to exclusively honor important leaders in Fort Atkinson, Wisconsin’s history; and

WHEREAS, the City of Fort Atkinson, was the long-time home of Roger F. and Sandra L. Anderson, who established their hybrid peony business, Callie’s Beaux Jardins in 1978; and

WHEREAS, Roger F. Anderson is one of the world’s foremost producers of intersectional peony hybrids; and

WHEREAS, Roger F. Anderson, at his peony nursery, has continually created, developed, improved, and advanced the hybrid peony business world-wide for over 45 years; and

WHEREAS, Roger F. Anderson has bloomed nearly 600 hybrid peony varieties since 1980, breaking many hybridizing barriers in the peony industry; and

WHEREAS, the City of Fort Atkinson, Wisconsin is the home of Roger F. Anderson’s famous “Bartzella” Intersectional Peony, which after 15 years of diligent work, first bloomed in 1986, and is considered by peony experts to be “the most perfect yellow peony in the world,” and which received the highest American Peony Society Gold Medal Award and the Royal Horticultural Society Award of Garden Merit in 2012.

NOW, THEREFORE, I, Christopher Scherer, as City Council President of the City of Fort Atkinson, do hereby proclaim the City of Fort Atkinson, Wisconsin, as the

INTERSECTIONAL PEONY CITY OF WISCONSIN

To be celebrated on Saturday, June 3, 2023, and I recommend this observance to all Fort Atkinson citizens.

Proclaimed and signed this 21st day of March in the year 2023.

Christopher Scherer, City Council President

Attest:

Michelle Ebbert, City Clerk/Treasurer/Finance Director

STATE of WISCONSIN



OFFICE of the GOVERNOR

Proclamation

WHEREAS; the city of Fort Atkinson is home to the largest public Intersectional Hybrid Peony Garden in North America—the Roger F. and Sandra L. Anderson Intersectional Peony Garden—located at the Hoard Historical Museum; and

WHEREAS; the Anderson Intersectional Peony Garden features 58 individually named hybrid peonies honoring important leaders in Fort Atkinson's history, including Mary C. Hoard and W. D. Hoard; and

WHEREAS; the city of Fort Atkinson was the long-time home of Roger F. and Sandra L. Anderson, who established their hybrid peony business, Callie's Beaux Jardins, in 1978; and

WHEREAS; Roger F. Anderson continually innovated and advanced the hybrid peony business worldwide for more than 45 years, blooming nearly 600 hybrid peony varieties and breaking many hybridizing barriers; and

WHEREAS; the city of Fort Atkinson is the home of Anderson's acclaimed "Bartzella" Intersectional Peony, which first bloomed in 1986 after 15 years of work and is considered "the most perfect yellow peony in the world," having received the American Peony Society Gold Medal Award and the Royal Horticultural Society Award of Garden Merit in 2012;

NOW, THEREFORE, I, Tony Evers, Governor of the State of Wisconsin,
do hereby proclaim June 4, 2022, as

FORT ATKINSON "INTERSECTIONAL PEONY CITY" DAY

throughout the State of Wisconsin and I commend this observance
to all our state's residents.



IN TESTIMONY WHEREOF, I have
hereunto set my hand and caused the
Great Seal of the State of Wisconsin
to be affixed. Done at the Capitol in
the City of Madison this 18th day of
May 2022.

Tony Evers
TONY EVERS
GOVERNOR

By the Governor:

Douglas La Follette
DOUGLAS LA FOLLETTE
Secretary of State



MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Andy Selle, P.E., City Engineer/Director of Public Works

RE: Review and possible action relating to the Discontinuance of the N 4th Street Right of Way between Armenia and McMillan Streets (RWD-2023-01)

REQUEST OVERVIEW:

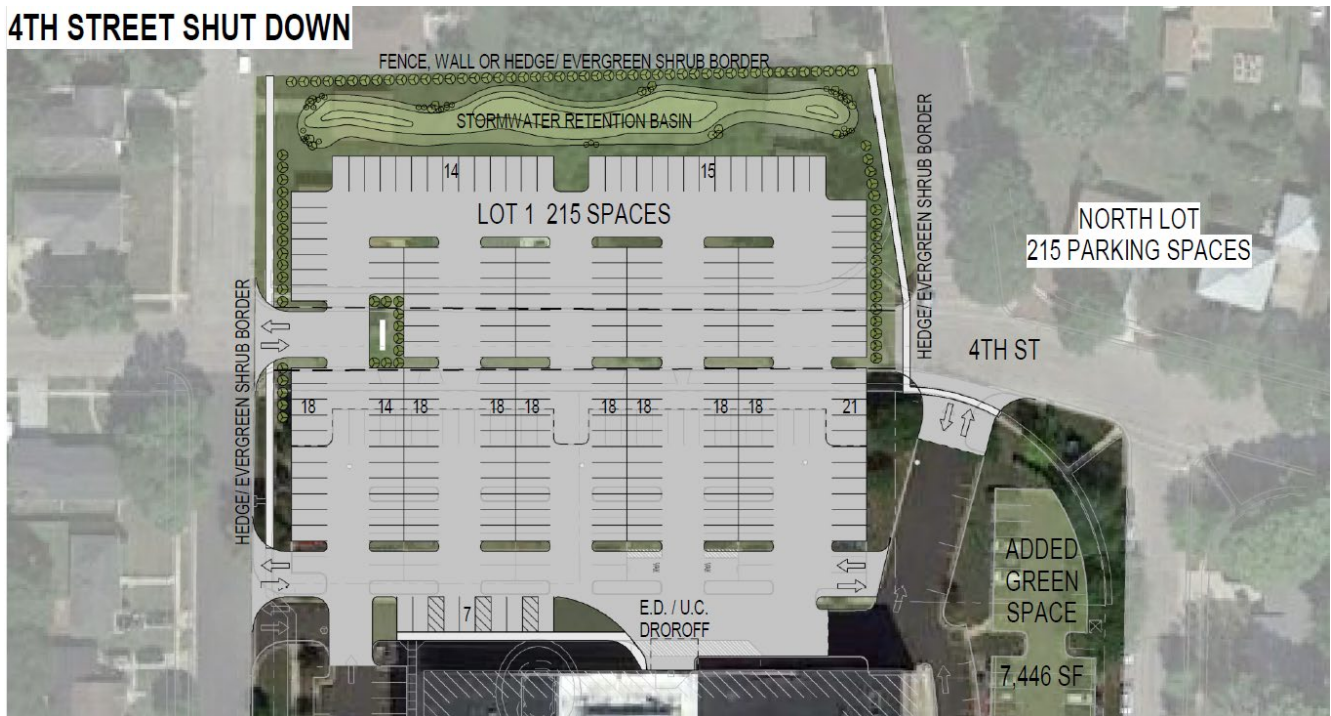
The process for discontinuance of a right of way is covered in state statute 66.1003. The statute indicates that proceedings to consider the discontinuance may be initiated by the City Council and the introduction of a resolution declaring that *it is in the public interest to consider the discontinuance*. This meeting was held on February 7, 2023 where the *draft* resolution was read and the process for consideration initiated. The City of Fort Atkinson is thus the applicant in the process. The Planning Commission heard this request at their meeting on February 28. The Plan Commission recommended the City Council approve the request by a 5-2 vote. Those dissenting asked to explore additional options that would not require the discontinuance of the right of way.

The coexistence of a hospital within an established neighborhood creates both opportunities and challenges. Opportunities exist because of the presence of Fort Healthcare within a City of our size and their continued investment in the community and the well maintained facilities that exist here. The neighborhood is well established with a variety of housing products for a range of residents. Certainly over the years there has been conflict, compromise, and resolution and it appears this particular request is no different. Both Fort Healthcare and the local neighbors have had productive and respectful conversations throughout the process.

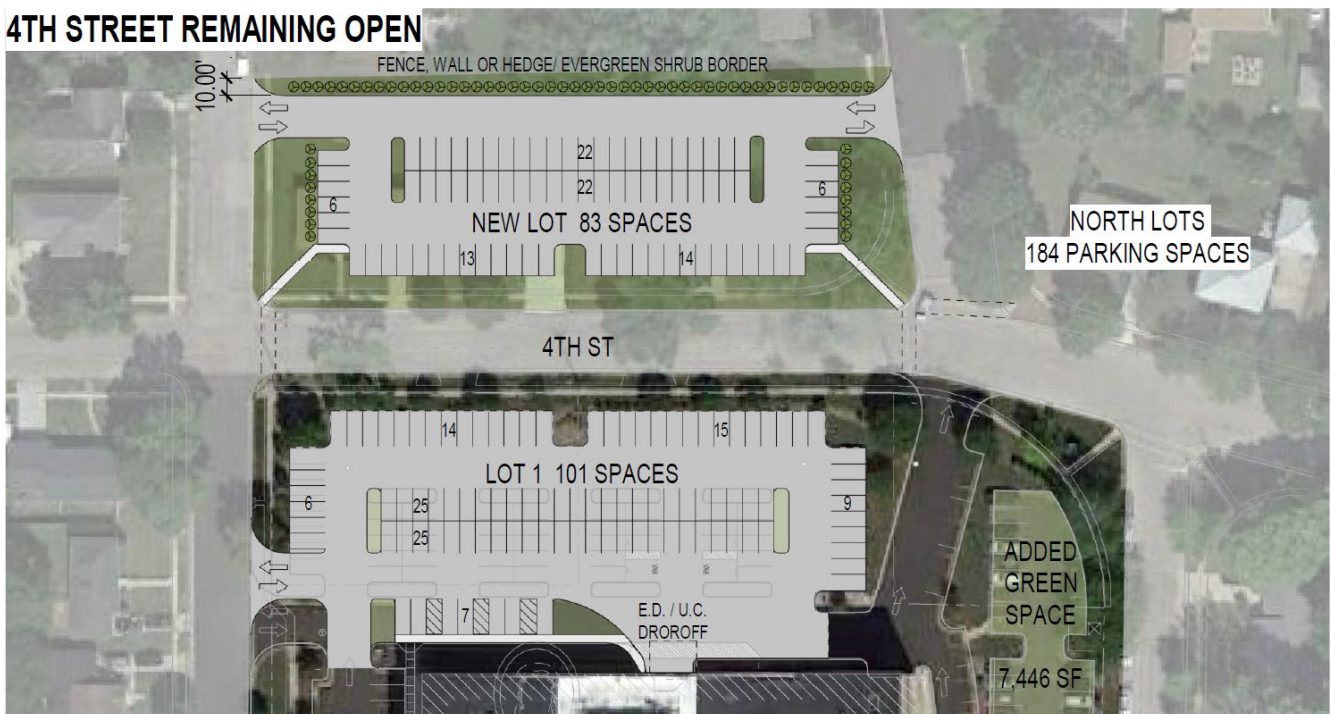
Fort Healthcare continues progress on their proposed consolidation plans at their Sherman Ave campus. Parking adjacent to the main building was identified in a 2021 parking study as inadequate to serve the proposed clinics locating to the main building. Current remote parking operations have a number of drawbacks toward the stated goal of consolidation.

Fort Healthcare has purchased single family homes in the area to allow for expansion, including the four residential lots abutting N 4th St. Rezoning of these four lots to *Institutional*, was approved by the Plan Commission and City Council in June and July of 2022, the first step in planning the parking lot expansion. These homes are planned to be relocated to accommodate the expansion. The concepts of the parking lots are noted below. A significant buffer is allowed to the north under the vacated Street, along with an additional 31 spaces. Without the vacation, this buffer is minimized as are the number of spaces.

4TH STREET SHUT DOWN



4TH STREET REMAINING OPEN



Fort Healthcare engaged affected landowners by issuing several letters, inviting each to meetings held on January 18 and February 1. City staff attended each meeting. Questions from residents were varied and included concerns related to property values, noise, water runoff, traffic patterns, light pollution, and aesthetics.

The statute defines affected, abutting, parcel owners as those within 2,650 feet of the ends of the right of way to be considered for discontinuance. The map below outlines this area in blue. This represents 63 parcels, of which 7 are owned by Fort Healthcare.

Should one third (21) of those parcel owners file a written objection to the discontinuance, the Council must pass the resolution with a 4/5 majority. If such objections are not received, the resolution may pass Council by a simple 3/5 majority. As of this writing, 7 letters have been received by abutting owners; 6 objecting and 1 in support. The vote for approval currently would require a simple majority. Letters will be accepted up until 7PM on March 21, 2023.

	SUPPORT VACATION	OBJECT VACATION
ABUTTING PARCELS	1	6
NON-ABUTTING PARCELS	1	16

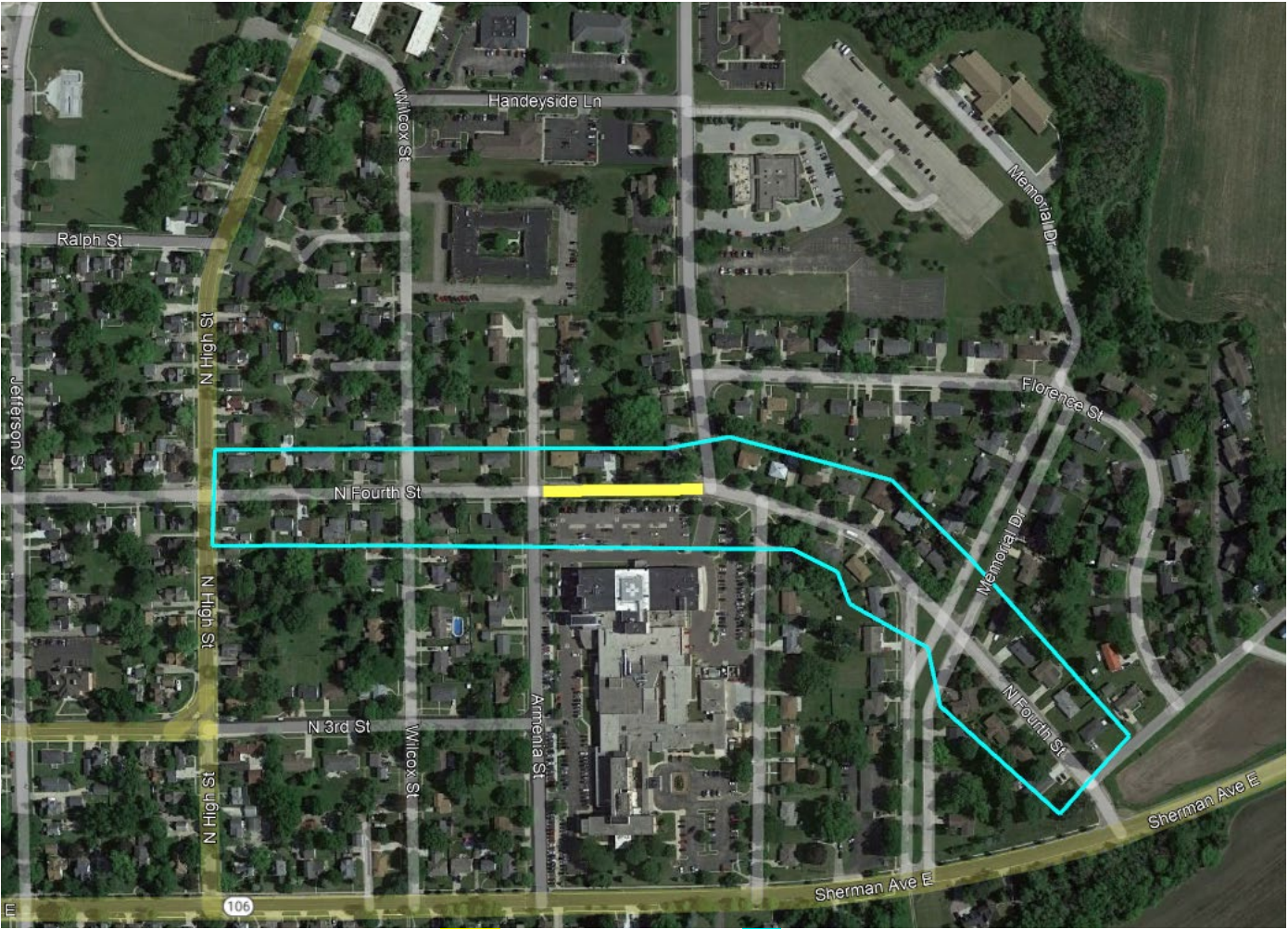


Figure 1: Requested area of vacation noted in yellow. Abutting parcels noted in blue

PUBLIC NOTICE:

The discontinuance of a public right-of-way require a Class 3 Public Notice (attached) and notification of property owners immediately adjacent to the discontinued right-of-way. Fort Healthcare is the only property owner immediately adjacent to the requested discontinued area. Class 3 notices were published in the Jefferson County Daily Union on February 21st, February 28th, and March 7th. A formal public hearing will be held at the March 21st City Council meeting.

COMPREHENSIVE LAND USE PLAN (2022):

The Future land use category for this area is “Community Facilities” on the north side of Fourth Street and “Health Facilities” on the south side. The Community Facilities future land use category is intended to encompass larger-scale public buildings, hospitals, power substations, churches, and special-care facilities, and similar public and quasi-public uses (p. 95). The Health Facilities future land use category includes a range of small to large-scale buildings, including hospitals, specialty medical care facilities, clinics, campuses, and other related quasi-public uses (p.95).

The Comprehensive Plan shows this area within the Healthcare Center Planning Area as depicted in the adjacent map from page 33 of the Plan. Opportunities outlined in the Plan for this area include recognition of Fort Healthcare as a regional marketing asset; balancing expansion with neighborhood preservation, access and wayfinding improvements, and senior housing development.

Allowing the expansion of a parking lot within the area designated within the Healthcare Center Planning Area meets the purpose and intent of the Comprehensive Plan.

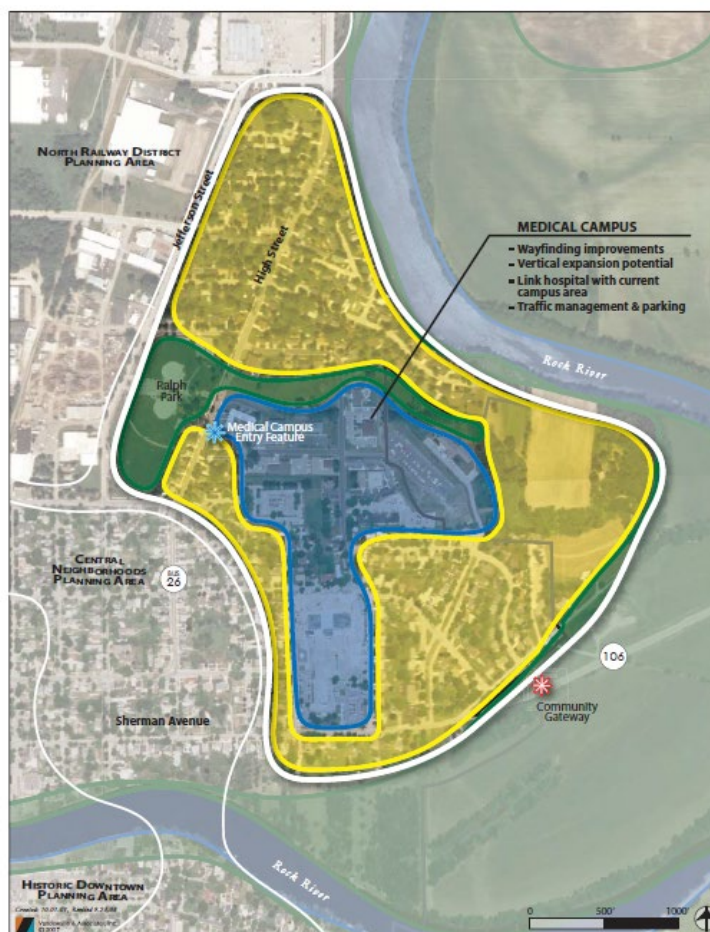
Likewise, on page 86 of the Plan, Policy #13 indicates the following:

Plan for the future of the Fort Healthcare facilities, whether through expansion of the existing site or elsewhere in the community.

Recommendations within the Comprehensive Plan’s Community Facilities section specifically indicates the following directive “Support Fort Healthcare as a key community facility and asset.” Expansion of the Fort Healthcare campus north into the area so designated on the Plan is consistent with the purpose and intent of the Plan and may allow for future redevelopment of existing parking facilities.

HEALTHCARE CENTER PLANNING AREA

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Opportunities

- Fort Atkinson Healthcare as regional marketing asset
- Healthcare expansion balanced with neighborhood preservation
- Single story healthcare building sites can expand up
- Access and wayfinding improvements
- Neighborhood preservation & senior housing development

Note: This map is not a Detailed Future Land Use Map or Future Transportation Map for zoning and other decision making. The purpose of this map is to show conceptual future growth options and facilitate public discussion.

Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors
- Agriculture
- Existing Major Roads
- Potential Future Roads
- Main Trails (Existing & Proposed)

REVIEW BY CITY STAFF:

All staff have reviewed the request. Those with concerns or observations are noted below;

Engineer's Office – The City has water, storm, and sanitary within the footprint of N 4th St. The proposed use of this area, if vacated, as a parking lot will not affect the performance or maintenance of these facilities. An easement will be required to control the space above and access to the infrastructure.

Stormwater in the area has been a concern voiced by residents. Whether the vacation is approved or not, the proposed parking improvements will come before the Plan Commission for Site Plan Review. During this process, the detailed analysis of stormwater, as well as landscaping, lighting, and other aesthetics will be reviewed and analyzed. At present, this office is not concerned that the vacation of N 4th St, coupled with the removal of homes and expansion of parking areas will have an impact on stormwater management that cannot be thoughtfully designed to mitigate or eliminate possible impacts.

Traffic patterns within the area will be affected by the proposed vacation. North 4th St does not include a stop sign along its half mile length through the neighborhood, creating an efficient travel path between N High St (business 26) and Sherman Ave (STH 106), both arterial streets. The vacation of the street will likely reduce this transient traffic through the neighborhood.

Local traffic will be impacted with the closure of the road. Local residents will need to reroute to other roads when traveling in the east/west direction, which does represent an inconvenience. The distance to Sherman Ave, an east/west arterial road, is one block to the south. Additional, local impacts associated with the changing patterns of hospital patrons and employees can be expected as the hospital brings parking closer to the main building. Volumes of vehicles entering and exiting the area are not expected to change, however the concentration of parking at the main campus instead of split with the remote lot a few blocks to the north will represent a change.

In short, with respect to traffic, there will be changes at a local scale that shift current patterns to new patterns. This office has no concern regarding the local transportation system's potential to accommodate this request.

Police Department – The possible discontinuance of N 4th St does not present any challenges to response time or local policing. As with any change, new traffic flow patterns will emerge and can be managed if situations arise.

Fire Department / EMS - The vacation of the street will have negligible impact on fire or EMS operations. As long as Armenia and McMillen remain open and unobstructed, Fire Department staff has no opinion on this street vacation. The Fire Department will seek to ensure continued access to any fire hydrants that may be relocated due to parking lot expansion in that area, which will be done through the site plan review process.

Public Works – If vacated, the alignment of McMillan St from north to south may require adjustment to accommodate efficient snow plow operations. Without this adjustment, trucks coming from the north along McMillan will leave a pile of snow within the drive entrance/exit area of the hospital

parking lot. A more gradual turn in McMillan as it moves south through the former N 4th St intersection will mitigate this impact.

RECOMMENDATION:

Staff recommends that the City Council approve the Resolution discontinuing a portion of N. Fourth Street between Armenia Street and McMillen Street, based on its compatibility with the public interest and the Comprehensive Plan.

Note that, if approved, the Resolution directs City staff to prepare or have prepared a Plat of Vacation or a Certified Survey Map showing new parcel lines with the vacated right-of-way. The new parcel would also include the existing four parcels to the north and the hospital parcel to the south.

ATTACHMENTS:

[Statute 66.1003](#)

[Schedule of Public Meetings](#)

Resolution for Discontinuance

[Public Notice](#)

[2021 Parking Study \(Graef\)](#)

Letters of Objection and Support

[Fort Healthcare Parking Lot Layouts](#)

[Area Map](#)

66.1003 Discontinuance of a public way.

- (1)** In this section, "public way" means all or any part of a road, street, slip, pier, lane or paved alley.
- (2)** The common council of any city, except a 1st class city, or a village or town board may discontinue all or part of a public way upon the written petition of the owners of all the frontage of the lots and lands abutting upon the public way sought to be discontinued, and of the owners of more than one-third of the frontage of the lots and lands abutting on that portion of the remainder of the public way which lies within 2,650 feet of the ends of the portion to be discontinued, or lies within so much of that 2,650 feet as is within the corporate limits of the city, village or town. The beginning and ending of an alley shall be considered to be within the block in which it is located. This subsection does not apply to a highway upon the line between 2 towns that is subject to s. [82.21](#).
- (3)** The common council of any city, except a 1st class city, or a village or town board may discontinue all or part of an unpaved alley upon the written petition of the owners of more than 50 percent of the frontage of the lots and lands abutting upon the portion of the unpaved alley sought to be discontinued. The beginning and ending of an unpaved alley shall be considered to be within the block in which it is located. This subsection does not apply to a highway upon the line between 2 towns that is subject to s. [82.21](#).
- (4)**
 - (a)** Notwithstanding subs. [\(2\)](#) and [\(3\)](#), proceedings covered by this section may be initiated by the common council or village or town board by the introduction of a resolution declaring that since the public interest requires it, a public way or an unpaved alley is vacated and discontinued. No discontinuance of a public way under this subsection may result in a landlocked parcel of property.
 - (b)** A hearing on the passage of a resolution under par. [\(a\)](#) shall be set by the common council or village or town board on a date which shall not be less than 40 days after the date on which the resolution is introduced. Notice of the hearing shall be given as provided in sub. [\(8\) \(b\)](#), except that in addition notice of the hearing shall be served on the owners of all of the frontage of the lots and lands abutting upon the public way or unpaved alley sought to be discontinued in a manner provided for the service of summons in circuit court at least 30 days before the hearing. When service cannot be made within the city, village or town, a copy of the notice shall be mailed to the owner's last-known address at least 30 days before the hearing.
 - (c)** Except as provided in this paragraph, no discontinuance of the whole or any part of a public way may be ordered under this subsection if a written objection to the proposed discontinuance is filed with the city, village or town clerk by any of the owners abutting on the public way sought to be discontinued or by the owners of more than one-third of the frontage of the lots and lands abutting on the remainder of the public way which lies within 2,650 feet from the ends of the public way proposed to be discontinued or which lies within that portion of the 2,650 feet that is within the corporate limits of the city, village or town. If a written objection is filed, the discontinuance may be ordered only by the favorable vote of two-thirds of the members of the common council or village or town board voting on the proposed discontinuance. An owner of property abutting on a discontinued public way whose property is damaged by the discontinuance may recover damages as provided in ch. [32](#). The beginning and ending of an alley shall be considered to be within the block in which it is located.
 - (d)** No discontinuance of an unpaved alley shall be ordered if a written objection to a proposed discontinuance is filed with the city, village or town clerk by the owner of one parcel of land that abuts the portion of the alley to be discontinued and if the alley provides the only access to off-street parking for the parcel of land owned by the objector.
- (5)** For the purpose of this section, the narrowing, widening, extending or other alteration of any road, street, lane or alley does not constitute a discontinuance of any part of the former road, street, lane or alley, including any right-of-way, which is included within the right-of-way for the new road, street, lane or alley.
- (6)** Whenever any of the lots or lands subject to this section is owned by the state, county, city, village or town, or by a minor or incompetent person, or the title to the lots or lands is held in trust, petitions for

discontinuance or objections to discontinuance may be signed by the governor, chairperson of the board of supervisors of the county, mayor of the city, president of the village, chairperson of the town board, guardian of the minor or incompetent person, or the trustee, respectively, and the signature of any private corporation may be made by its president, secretary or other principal officer or managing agent.

- (7) The city council or village or town board may by resolution discontinue any alley or any portion of an alley which has been abandoned, at any time after the expiration of 5 years from the date of the recording of the plat by which it was dedicated. Failure or neglect to work or use any alley or any portion of an alley for a period of 5 years next preceding the date of notice provided for in sub. (8) (b) shall be considered an abandonment for the purpose of this section.

(8)

- (a) Upon receiving a petition under sub. (2) or (3) or upon the introduction of a resolution under sub. (4), the city, village, town, or county shall deliver a copy of the petition or resolution to all of the following:

1. The secretary of transportation, if the public way or unpaved alley that is the subject of the petition or resolution is located within one-quarter mile of a state trunk highway or connecting highway.
2. The commissioner of railroads, if there is a railroad highway crossing within the portion of the public way that is the subject of the petition or resolution.

- (b) Notice stating when and where the petition or resolution under this section will be acted upon and stating what public way or unpaved alley is proposed to be discontinued shall be published as a class 3 notice under ch. 985.

- (9) In proceedings under this section, s. 840.11 shall be considered as a part of the proceedings.

- (10) Notwithstanding ss. 82.10 and 82.21, no city council or county, village, or town board may discontinue a highway when the discontinuance would deprive a landowner or a public school of all access to a highway.

History: 1973 c. 189 s. 20; Sup. Ct. Order, 67 Wis. 2d 585, 774 (1975); 1975 c. 46; 1993 a. 184, 246, 491; 1995 a. 239; 1999 a. 150 ss. 265, 337 to 343; Stats. 1999 s. 66.1003; 2003 a. 214; 2009 a. 107, 223.

NOTE: 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

Cross-reference: See s. 236.43 for other provisions for vacating streets.

The enactment of sub. (2m) [now sub. (5)] did not eliminate any vested rights of abutting property owners. *Miller v. City of Wauwatosa*, 87 Wis. 2d 676, 275 N.W.2d 876 (1979).

An abutting property owner under sub. (2) (c) [now sub. (4) (c)] at the very least must be somehow supporting or sustaining travel on the street. *Voss v. City of Middleton*, 162 Wis. 2d 737, 470 N.W.2d 625 (1991).

The plain language of this section unambiguously shows that a town has authority to proceed under sub. (3) to vacate unpaved alley segments, even when considered in conjunction with ch. 236, which provides for county vacation of platted alleys in towns. The legislature could have exempted roads and alleys that fall under ch. 236, but it did not. That omission shows that the legislature did not intend for ch. 236 to be the exclusive means of dealing with unpaved alleys in recorded plats. *Smerz v. Delafield Town Board*, 2011 WI App 41, 332 Wis. 2d 189, 796 N.W.2d 852, 10-1186.



PROPOSED PUBLIC MEETING SCHEDULE

Matter: North 4th St. Discontinuance (from McMillen Street to Armenia Street)

Tues. Feb 7, 2023 – City Council Meeting (7 PM @ City Hall and via Zoom)

Description: At this meeting City Council introduces the resolution. There may be some discussion among Council Members, but no vote is taken. This simply introduces the matter and begins the public review process.

Public Input: There is no public hearing at this meeting. However, comments from residents are received at the beginning of EVERY City Council meeting for a maximum of 3 minutes. Council may not respond to questions, only listen to resident's comments.

Tues. Feb 28, 2023 – Plan Commission Meeting (4 PM @ City Hall and via Zoom)

Description: The 4th St request will be heard by Plan Commission who will consider if the matter meets basic criteria to be considered by the City Council. A vote to recommend to Council will be taken.

Public Input: Comments from residents are received at the beginning of the meeting for a maximum of 3 minutes. Commission may not respond to questions, only listen to resident's comments.

Tues. Mar 21, 2023 – City Council Meeting (7 PM @ City Hall and via Zoom)

Description: At this meeting City Council will open the Public Hearing on the matter, hearing from anyone present wishing to speak on the matter. Following closure of the hearing, and later on the agenda, the matter will be discussed by Council. Council may take action on the item with a vote.

Public Input: The Public Hearing will be held in the beginning of the meeting. Any citizen is allowed to speak. Generally limited to 3 minutes, there is an opportunity for questions of clarification but the hearing is not a discussion.

NOTE – FORMAL WRITTEN COMMENTS in favor or against, should be submitted to Andy Selle, Director of Public Works, at any point in the process. Formal comments are entered into the record and provided to City Council and Planning Commission. Formal written comments against, from at least 1/3 of the residents abutting N 4th St (Sherman Ave to N High St) require the resolution to pass with a 4/5 majority.

Questions/Comments to:

Andy Selle, Director Public Works

101 N Main St, Fort Atkinson, WI 53538

aselle@fortatkinsonwi.gov 920.397.9901

RESOLUTION NO. _____

**RESOLUTION DISCONTINUING A PORTION
OF N. FOURTH STREET BETWEEN ARMENIA STREET
AND MCMILLEN STREET, CITY OF FORT ATKINSON,
JEFFERSON COUNTY, WISCONSIN**

WHEREAS, the City Council of the City of Fort Atkinson declares that the public interest requires that N. Fourth Street between Armenia Street and McMillen Street, in the City of Fort Atkinson, Jefferson County, Wisconsin be discontinued and vacated as described on Exhibit A attached hereto;

WHEREAS, this Resolution was introduced before the City Council of the City of Fort Atkinson on February 7, 2023, Notice of Pendency of Application to Vacate the described property was filed with the Register of Deeds for Jefferson County on March ____, 2023 Notice of Hearing was duly published in the Daily Jefferson County Union, a copy of the Notice of Hearing was served more than 30 days prior to the hearing in the manner prescribed by law on the owners of all of the frontage of the lots and lands abutting upon the portion of said street to be discontinued or a waiver of notice thereof was received; and a public hearing was held before the City Council of the City of Fort Atkinson on March 21, 2023 at 7:00 o'clock p.m.

NOW THEREFORE, in accordance with the authority vested in the City of Fort Atkinson by Sec. 66.1003 Wis. Stats.

BE IT RESOLVED by the City Council of the City of Fort Atkinson that N. Fourth Street between Armenia Street and McMillen Street, in the City of Fort Atkinson, Jefferson County, Wisconsin be discontinued and vacated since the public interest requires it.

BE IT FURTHER RESOLVED, that the City Council hereby direct staff to commission a Plat of Vacation and/or Certified Survey Map showing the aforementioned portion of N. Fourth Street vacated and new parcel lines, to be reviewed and approved per the City's Zoning and Land Division Ordinances.

The above Resolution was duly adopted by the City of Fort Atkinson at a regular meeting held on March 21, 2023.

City of Fort Atkinson City Council

Christopher Scherer, Council President

CERTIFICATION

I hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Fort Atkinson on the _____ day of _____, 2023.

Michelle Ebbert,
City Clerk/Treasurer

**NOTICE OF MEETING ON DISCONTINUANCE
OF NORTH FOURTH STREET BETWEEN
ARMENIA STREET AND MCMILLIEN STREET
CITY OF FORT ATKINSON, JEFFERSON COUNTY, WISCONSIN**

PLEASE TAKE NOTICE, the City Council of the City of Fort Atkinson will act upon a petition to discontinue North Fourth Street between Armenia Street and McMillian Street, (and the making of a related amendment to any official City map) as shown and described on the map and description attached hereto and incorporated herein on March 21, 2023 at 7:00 pm, 101 N. Main St., Fort Atkinson, WI.

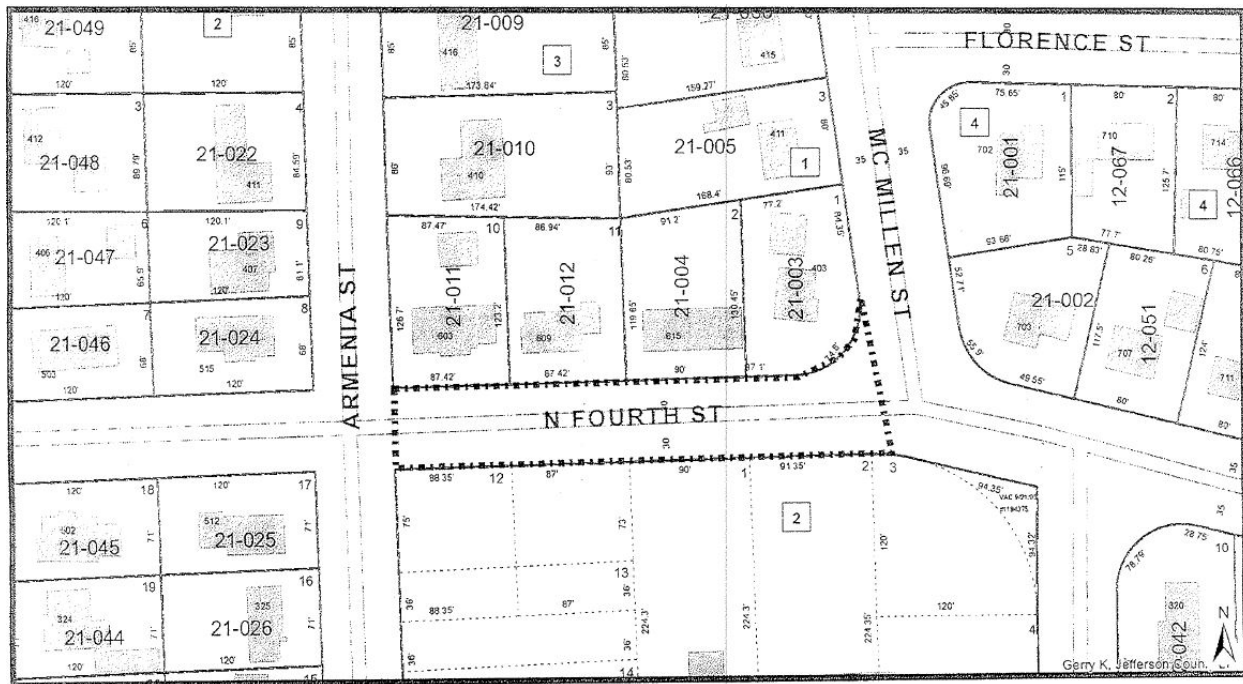
Dated: January 26, 2023

CITY OF FORT ATKINSON
Jefferson County, Wisconsin
Michelle Ebbert, City Clerk

Attachments: Map of North Fourth Street between Armenia Street and McMillian Street to Be Discontinued

Description of Fourth Street between Armenia Street and McMillian Street to Be Discontinued

Notice to publisher: Publish as a Class 3 Notice on February 21, 2023; February 28, 2023 and March 7, 2023
(Do not publish this note)



Project ID: 2022-0325
Portion of North 4th Street To Be Discontinued
City of Fort Atkinson, Wisconsin

LEGAL DESCRIPTION

That part of North Fourth Street being a part of George Whitmore Plat, a subdivision of Out Lot 17 in Government Lot 3 recorded in Volume 6 of Plats, Page 50 as Document Number 486605 in the Office of the Register of Deeds of Jefferson County and also that part of North Fourth Street being a part of the plat of Weidemann First Addition, a subdivision of Out Lot 16 in Government Lot 3 and part of Government Lot 2 recorded in Volume 6 of Plats, Page 66 as Document Number 506275 in the Office of the Register of Deeds of Jefferson County, all being part of Section 3, Township 5 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin and being more particularly described as follows:

Beginning at the Northwest corner of Lot 12 of said George Whitmore Plat, said point also lying on the south right-of-way line of North Fourth Street; thence North 00°30'22" West, a distance of 60.00 feet to the Southwest corner of Lot 10 of said George Whitmore plat, said point also lying on the north right-of-way line of North Fourth Street; thence North 89°15'41" East along said north right-of-way line and along the south lines of Lot 10 and Lot 11 of George Whitmore Plat, a distance of 174.84 feet to the Southeast corner of Lot 11 of said George Whitmore Plat and the Southwest corner of Lot 2, Block 1 of said Weidemann First Addition; thence continue North 89°15'41" East along said north right-of-way line and the south line of said Block 1, a distance of 126.77 feet to a point of curvature of a curve concave to the northwest, having a radius of 50.00 feet; thence easterly, northeasterly and northerly along the arc of said curve and along said north right-of-way line, the west right-of-way line of McMillen Street, said south line and the east line of Block 2 of said Weidemann First Addition, through a central angle of 96°50'56", having a chord bearing of North 40°50'13" East and a chord length of 74.81 feet; a distance of 84.52 feet to a point of cusp; thence South 07°35'15" East along the east line of Block 2 extended, a distance of 116.97 feet to a point on a curve concave to the southwest, said point also lying on the south right-of-way line of said North Fourth Street and the north line of Lot 3, Block 2 of said Weidemann First Addition, having a radius of 120.00 feet; thence northwesterly and westerly along the arc of said curve and along said south right-of-way line and said north line, through a central angle of 04°19'31", having a chord bearing of North 89°38'10" West and a chord length of 9.06 feet, a distance of 9.06 feet to a point of tangency, said point being the Northwest corner of said Lot 3 and the Northeast corner of Lot 2, Block 2; thence South 89°15'41" West, along said south right-of-way line and the north line of said Block 2, a distance of 181.35 feet to the Northwest corner of Lot 1, Block 2 of said Weidemann First Addition and the Northeast corner of Lot 12 of said George Whitmore Plat; thence continue South 89°15'41" West, along said south right-of-way line and the north line of said Lot 12, a distance of 175.04 feet to the point of beginning.

This parcel contains **0.514 acres**, more or less.

Fort Memorial Hospital Campus Consolidation Parking Study

Fort Atkinson, Wisconsin

Date: September 23, 2021

Prepared by:



275 West Wisconsin Avenue, Suite 300

Milwaukee, WI 53203

Introduction

Fort Memorial Hospital (FMH) is located on the east side of Fort Atkinson, WI. The main entrance is on Armenia Street and the campus covers the entire block, bordered by Sherman Avenue on the south, McMillen Street on the east and N Fourth Street on the north. Multiple affiliated clinics, services, and overflow surface parking lots are located 2-3 blocks north of the main campus, primarily along McMillen Street and Handeyside Lane. As part of a consolidation effort, many of these services will be relocated to the main campus. The overflow lots are expected to remain in use for the near future, but long-range plans include relocating that parking closer to the main campus. GRAEF was retained to conduct a parking study to evaluate existing parking conditions on the main campus and facilities to the north and determine short and long range future parking needs on the main campus due to the consolidation. This report documents the procedures and findings of the parking study.

Study Approach

The methodology for this parking demand analysis includes:

- Review of background information and data provided by FMH regarding physicians, staff, and visitors
- Conduct an inventory of available parking spaces, including parking designation user groups and lots
- Conduct an occupancy survey of the parking facilities, considering user group and parking lot
- Determine the peak parking ratios and occupancy rates for each lot and user group
- Evaluate the parking adequacy for existing conditions
- Determine the total required spaces after consolidation
- Recommend the number of new spaces per user group to be constructed, accounting for the excess capacity
- Prepare a written report summarizing the findings and recommendations of the study

Hospital Census Data and Programming

The FMH building is approximately 310,000 square feet and provides a variety of uses. There are 325 average daily patient visits. Outpatient services such as lab work, urgent care, and ambulatory surgery account for about 275 patient visits and rehab/physical therapy services account for the remaining 50 patient visits. In addition to the patient visits, there are approximately 225 employees on-site during the peak shifts. The three clinics north of the hospital that are being relocated to the main campus have approximately 170 visitors per day. All of the services provided at these clinics are outpatient non-rehab-related services.

Parking Supply

As part of the parking inventory, the parking lots included in the study were divided into three groups – the south lots serving the FMH main campus, the north clinic lots serving the affiliated clinics to be consolidated, and the north overflow lots providing off-site parking for main campus staff. Five parking lots were included in the south FMH main campus group. Three lots were included in the north clinic lots and two lots were included in the north overflow lots. Exhibits of the overall study area, parking lots, and existing parking inventory per specific user designation are shown in Exhibits 1 – 10.

Table 1 shows the parking supply by user designation for the south FMH main campus lots and Table 2 shows the parking supply by user designation for the north clinic and overflow lots. The majority of parking spaces are general use spaces without a specific user designation. However, there are various spaces throughout the parking lots reserved for specific users. These users are primarily medical specialties. For example, there are several spaces reserved for Obstetrics-Gynecology Physicians located in Lot 1 near an entrance and several spaces reserved for Surgeons in Lot 4. Other groups in the Specialty category include clergy, couriers, day care visitors, and lactation patients, among others. While these courtesy spaces are not in high demand, they satisfy a unique need and their locations should remain in close proximity to the appropriate entrances for the designated users.

As shown in the tables and exhibits, there are 321 general use spaces on the main campus, with 33 spaces reserved for specialty users, 25 ADA accessible spaces, and 8 spaces for Police/EMS, for a total of 387 spaces. The north clinic lots provide 174 general use spaces, 6 specialty spaces, and 14 ADA accessible spaces, for a total of 194 spaces. The north overflow lots provide 314 general use spaces and 10 ADA accessible spaces, for a total of 324 spaces.

Table 1: Parking Supply in South FHM Main Campus Parking Lots

User Group	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Total
General/Unmarked	80	39	66	77	59	321
Specialty Parking	3	12	1	13	4	33
ADA Accessible	4	1	11	1	8	25
Police/EMS	0	8	0	0	0	8
Total	87	60	78	91	63	387

Table 2: Parking Supply in North Clinic and Overflow Parking Lots

User Group	Clinic Lots			Overflow Lots		Total		
	Lot 6	Lot 7	Lot 8	Lot 9	Lot 10	Clinic	Overflow	Total
General/Unmarked	25	58	91	197	117	174	314	488
Specialty Parking	0	6	0	0	0	6	0	6
ADA Accessible	1	4	9	0	10	14	10	24
Total	26	68	100	197	127	194	324	518

On-street parking surrounding the hospital is limited and has various restrictions. The west side of McMillen Street between N Fourth Street and Sherman Avenue is the only segment near the hospital without any on-street parking restrictions. The east side of McMillen Street and the first block of N Third Street west of Armenia Street limit on-street parking to two hours from 9:00 AM – 6:00 PM except for Sundays and holidays. The west side of Armenia Street and all of N Fourth Street limit on-street parking to two hours from 9:00 AM – 5:00 PM on weekdays. A map of the on-street parking is shown in Exhibit 11.

It should be noted that the 90° angled parking on the east side of Armenia Street is on Fort Memorial Hospital grounds and is not considered on-street parking. It is included in Lots 4 and 5 in the exhibits and data analysis.

Parking Ratios and Requirements

The City of Fort Atkinson adopted an updated Zoning Ordinance in October 2020, which became effective on November 1, 2020. Under the new zoning map, FMH and the affiliated services located north of the main campus are zoned as institutional. Section 15 Article VI: Performance Standards includes off-street parking requirements for the various land uses in 15.06.06. Figure 15.06.06a shows the range of parking spaces for an indoor institutional use such as a hospital as 1 – 1.25 spaces per 5 expected patrons at maximum capacity. However, Section 15.03.12 provides specific guidance on Institutional Land Uses. Item 15.03.12 (1) (b) 1 states that the parking requirements for a hospital will be determined by the Zoning Administrator based on a parking study. Therefore, the exact requirements will be based on the existing parking occupancy rates and standard practices.

The Institute of Transportation Engineers (ITE) Parking Generation Manual – 5th Edition lists parking requirements for a variety of land uses and intensities. Fort Memorial Hospital is approximately 140,000 square feet and staffs approximately 225 employees on peak shifts. For a 310,000 square-foot hospital (Land Use Code 610), the ITE Parking Manual recommends 698 spaces. For a hospital with 225 employees per shift, the manual recommends 337 spaces. While both square footage and number of employees are evaluated when determining parking demand, the number of employees is the preferred parameter for determining parking spaces, as occupied square footage is not consistent across all hospitals. The size of patient rooms, offices, lobbies, and storage areas can vary between hospitals, but do not impact parking demand. The number of staff is a better indicator of how many patients visit a hospital each day and what the parking demand is expected to be. As mentioned in Table 1, there are 387 total parking spaces on the south FMH main campus lot, which exceeds the 337 spaces recommended by ITE based on total employees.

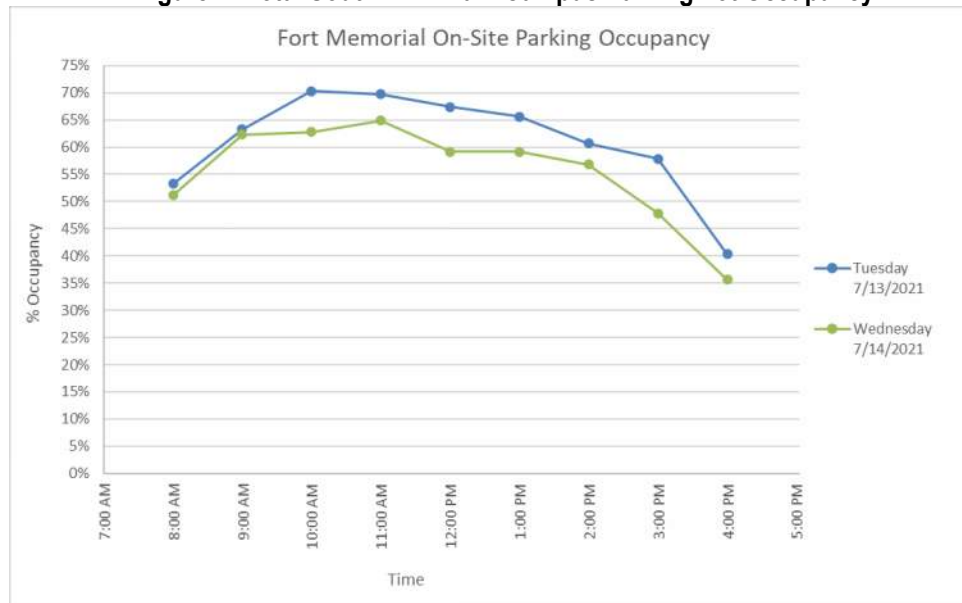
Table 1 and Table 2 also show the number of ADA accessible spaces located in each lot. The ADA sets guidelines on the number of spaces required for parking lots. Hospitals have special requirements depending on the number of total parking spaces, type of patients at the hospital, and amount of staff parking. These requirements and an

evaluation of the existing and recommended future ADA parking supply and demand are included in a separate section of this report.

Parking Occupancy & Availability

Parking occupancy counts for the main campus south lots and the affiliated service and overflow north lots were conducted on Tuesday, July 13 and Wednesday, July 14, 2021. Data was collected every hour on the hour between 8:00 AM and 5:00 PM, for a total of nine hours. Traffic patterns have shifted significantly due to the on-going COVID-19 global pandemic, various safer-at-home orders, and a shift to virtual interactions and meetings. Therefore, it is possible that the parking occupancy rates captured in 2021 are different from the parking occupancy in prior years. However, FMH has indicated that patient visits have been stable and that the dates on which data collection occurred are reflective of typical census data for clinic operations. Figure 1 shows the total parking occupancy for all user groups in the south FHM main campus lots, based on time of day.

Figure 1: Total South FMH Main Campus Parking Lot Occupancy



Standard practice guidelines for maximum parking occupancy thresholds vary between approximately 85% and 90%. For patients and visitors who are looking for spaces near entrances and are not familiar with the entire campus, the ideal rate is 85%. For staff parking areas where routine parking, 90% is acceptable. In this range, there are available spaces, but users do not spend an excessive amount of time circulating the parking lots to find a space. Lower parking occupancy rates could indicate inefficiently used space. As shown in the figure, the highest occupancy rate is 70%. Typical occupancy rates fall between 55% and 70%, with the highest rates occurring in the late morning and early afternoon between 9:00 AM and 2:00 PM. Therefore, while the current FHM main campus lots do have available capacity, they are approaching the recommended thresholds.

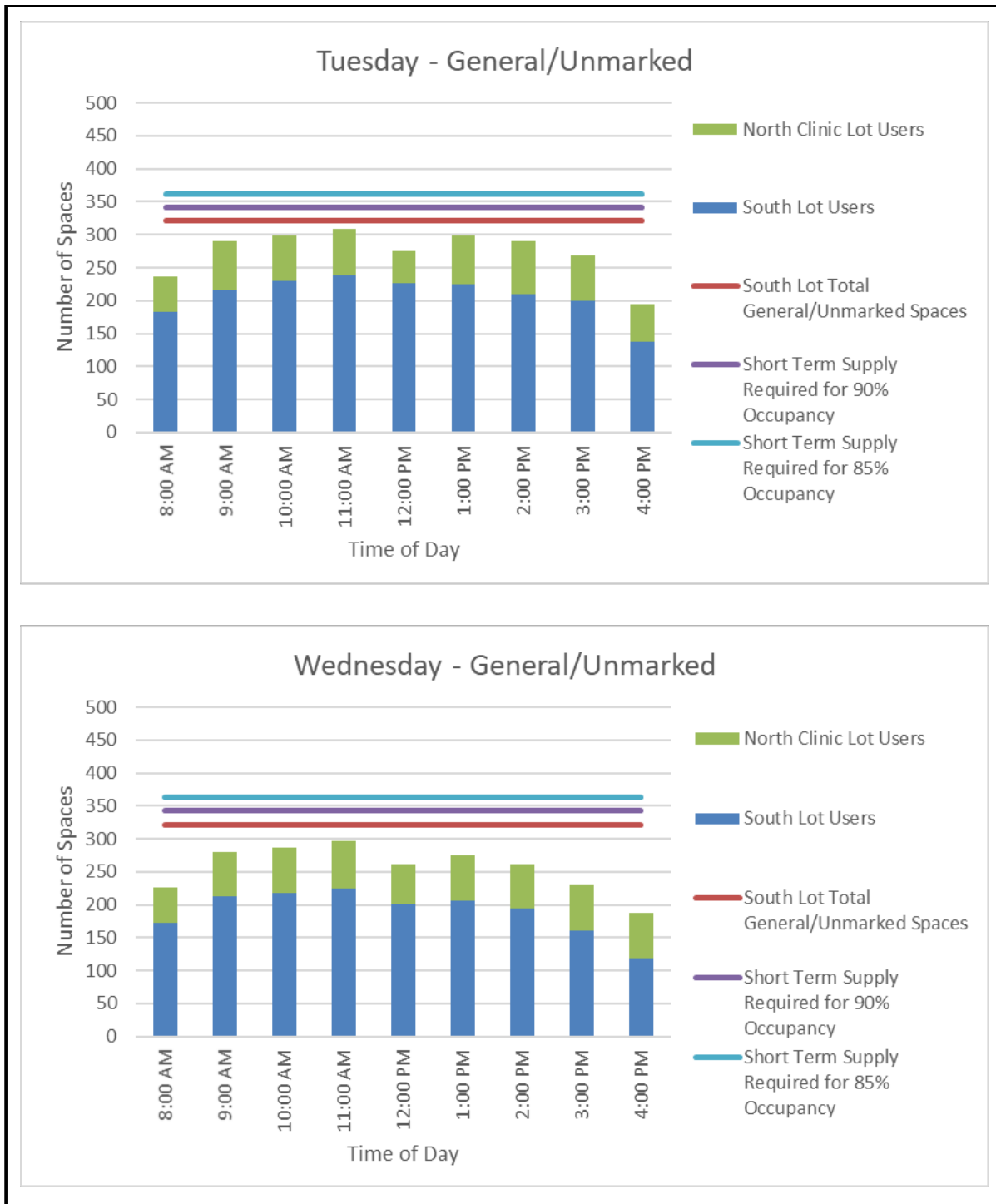
As part of the consolidation, parking for three affiliated clinics will need to be provided on the main campus south lots. Additionally, while the north overflow parking lots for main campus staff are being maintained for the near future, the long-range plan involves relocating the overflow parking to the main campus. The total parking demand in the north lots must be compared to the available spaces in the south lots to determine how much additional parking will be required for the near future and the long-range plans. Additionally, enough parking supply should be provided to achieve 85% - 90% occupancy so that users will not spend excessive time circulating the parking lots and to provide reserve capacity.

Short-Range General Use Parking Needs

Because the north overflow parking lots will be maintained for the immediate future, short-term parking needs on the main campus focus on accommodating the only the demand in the north clinic lots. Figure 2 shows the hourly demand for general unmarked spaces in the south and north clinic lots by day. Additionally, the total number of

general/unmarked spaces in the south lot is shown on each figure, as well as the total number of spaces required to achieve 90% and 85% occupancy based on the combined total demand for the south main campus lots and the north clinic lots. The highest hourly volume of occupied general use spaces between all eight lots is 308 spaces. To achieve 90% occupancy, the south lots would need to provide 342 general use spaces. To achieve 85% occupancy, the south lots would need to provide 362 general use spaces. Currently, the south lots provide 321 general use spaces, so an additional 21 – 41 general use spaces must be added to the south lots to satisfy the recommended short-term parking supply. This would increase the range of total spaces provided in the south lots to 408 – 428.

Figure 2: General User Parking Demand in South & North Clinic Lots, with Existing and Recommended Supply



In addition to the general use spaces, occupancy rates of the 33 reserved specialty spaces on the south lots and the 6 reserved specialty spaces in the north clinics lots were evaluated. Not all of the specialty spaces were occupied during the field visit. It is possible that the specialty spaces in the south lots could be re-assigned or shared to accommodate users from the north lots. However, it's possible that these spaces may belong to individual employees and are used regularly, so designating new spaces for the six north clinic lot users may be appropriate. Communication with hospital staff is required to determine how the specialty spaces should be assigned and allocated.

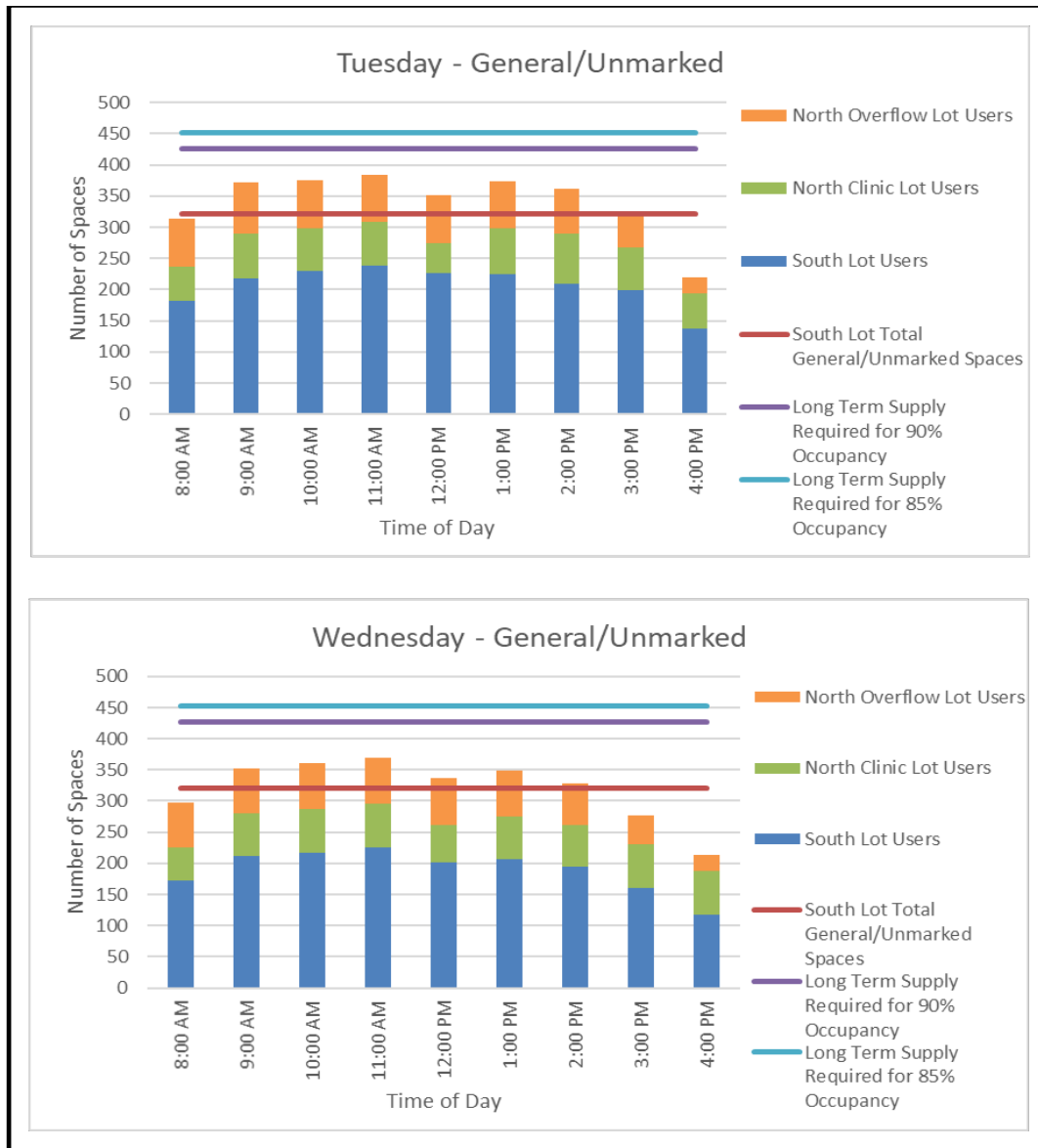
In addition to the 21-41 spaces required to satisfy demand, it is recommended that the general/unmarked spaces be assigned as patient/visitor or employee/staff parking. This will ensure that visitors and patients can easily access the appropriate entrances and that hospital staff and employees use appropriate lots. It will also assist in determining the demand for each lot and user group for long-range plans and in determining the number of ADA accessible spaces required for each lot based on user type.

Long-Range General Use Parking Needs

As mentioned earlier, long-range parking needs include relocating the north overflow lots to the FMH main campus. To determine how much additional parking would be needed to accommodate the overflow parking, the total north lot demand was compared to the existing south lot demand and total supply. Figure 3 shows the hourly demand for general unmarked spaces in all of the lots, including the north overflow lots, by day. Additionally, the total number of general/unmarked spaces in the south lots is shown on each figure, as well as the total number of spaces required to achieve 90% and 85% occupancy based on the combined south and north total demand. The highest hourly volume of occupied general use spaces between all ten lots is 384 spaces. To achieve 90% occupancy, the south lots would need to provide 427 general use spaces. To achieve 85% occupancy, the south lots would need to provide 452 general use spaces. By the time the overflow lots have been relocated to the main campus, the number of general uses spaces on the south lots should range between 342 and 362 spaces to satisfy the short-range consolidation needs. Therefore, depending on the general use occupancy and the long-range plans, 64-110 spaces should be added to the campus to accommodate the overflow parking.

If the spaces and lots on the main campus are separated into patient/visitor and employee/staff parking, occupancy can be monitored and re-evaluated when finalizing long-range plans. Staff parking and specialty parking can be relocated based on new lots and building access. The ADA accessible parking supply can be refined as the parking designations are more clearly defined, and patient/visitor parking can be increased as needed.

Figure 3: General User Parking Demand in All Lots, with Existing and Recommended Supply



ADA Accessible Parking

ADA guidelines specify the number of accessible spaces that must be provided per lot. Hospital, outpatient, and clinic land uses have special requirements based on the type of care and the number of patients and visitors. Chapter 5 of the ADA Guide states that at hospital outpatient facilities, at least 10% of the patient/visitor parking spaces must be ADA accessible. For rehabilitation and physical therapy facilities, 20% of the patient and visitor spaces must be ADA accessible. Parking spaces for medical offices, clinics, and staff at hospitals are subject to the regular space requirements. Because the south lots do not specify employee vs patient parking spaces or lots, the lots are looked at collectively to determine how much ADA accessible parking is required.

ADA Accessible Parking – Existing Supply

As previously mentioned, there are 387 spaces available on the south campus, and 225 employees during peak shifts. During the occupancy study, it was determined that 75-80 employees park in the overflow lots every day, indicating that approximately 150 employees park on the main campus. After removing the 8 Police/EMS spaces and 150 general use and reserved specialty use spaces occupied by staff, there are approximately 230 remaining general use spaces available for patients and visitors. As previously mentioned, approximately 275 daily visits are outpatient appointments and 50 daily visits are therapy visits. Table 3 shows the user type, the total number of each

user type according to hospital census data, and the number of total spaces provided for each user type. It also shows the total number of existing ADA accessible spaces in the south lots and the number of ADA accessible spaces required by ADA guidelines for each user type. Overall, the south lots should add 8 more ADA accessible spaces to satisfy ADA guidelines.

It should be noted that because the exact number of daily outpatient visits vs daily rehab visits is unknown and all the parking is undesignated, the numbers shown in the tables are estimates based on percentages of total spaces and average visits. Creating specific parking areas or lots for the different users would more clearly define the number of spaces subject to the various ADA requirements.

Table 3: ADA Accessible Space Requirements Comparison for South Lots

User Type	Daily Visits	Total Lot Spaces	ADA Spaces Provided	ADA Spaces Required	ADA Rate	Balance
Employees	225	150	25	6	Standard value for typical use lots	-8
Outpatient Parking	275	194		20	10% of Outpatient parking spaces	
Rehab/Therapy Parking	50	35		7	20% of Rehab parking spaces	
Total	550	379	25	33		-8

The number of existing and required spaces in the north clinic lots are shown in Table 4. Because the clinics are smaller and the lots do not specify employee parking, the total lot size was used to determine ADA requirements. Based on ADA guidelines and the north clinic lot sizes, the north clinic lots have a shortage of 6 ADA accessible spaces.

Table 4: ADA Accessible Space Requirements in North Clinic Lots

Lot	Number of Daily/Hourly Visits	Total Lot Spaces	ADA Spaces Provided	ADA Spaces Required	ADA Rate	Balance
Lot 6	41/5	26	1	3	10% Of Outpatient parking spaces	-2
Lot 7	44/6	68	4	7	10% Of Outpatient parking spaces	-3
Lot 8	85/11	100	9	10	10% Of Outpatient parking spaces	-1
Total	170/22	194	14	20		-6

Although ADA spaces do not need to be provided in the north employee overflow lots (Lots 9 & 10) given that they are not located near a building entrance, the total general use spaces in the north overflow lots need to be included in the calculations to determine the total ADA accessible supply located on the south main campus. As shown in Table 5, there are currently 324 unmarked spaces in the two north overflow lots, which would require 8 ADA accessible spaces. These spaces should be included in the south main lots, which would increase the required total summarized in Table 3 from 33 to 41.

Table 5: ADA Accessible Space Requirements in North Overflow Lots

Lot	Total Lot Spaces	ADA Spaces Provided	ADA Spaces Required	ADA Rate	Balance
Lot 9	197	0	N/A	N/A	N/A
Lot 10	127	10			
Total	324	10	8	Standard value for typical use lots	2

ADA Accessible Parking – Occupancy

As with the general use spaces, the short-term ADA accessible parking needs on the main campus focus on accommodating the demand in the north clinic lots. However, the supply on the south main campus lots should meet ADA requirements including the north overflow lots.

During the field observations, the 25 ADA accessible spaces were never all occupied at the same time and capacity does not appear to be an issue. However, based on ADA standards and guidelines, the south main campus should supply 41 spaces (33 for south campus lots and 8 for north overflow lots) to satisfy requirements for the south main campus and north overflow lots and 61 spaces when the north clinic lots are included. However, these numbers are calculated assuming that all parking spaces in the north clinic lots are subject to the higher medical facility rates and estimates, rather than the standard rates used for staff parking. Additionally, the supply of each classification for the spaces in the south main campus lots are estimates. Designating parking areas for employee and patient/visitor parking may result in a lower number of required ADA spaces than what is shown in the table.

Under the current undesignated parking layout, 16 spots need to be added to the existing supply to satisfy the current ADA requirements for the south main campus and north overflow lots. Additionally, if the ADA recommendation is applied to the new 21-41 new parking spaces required for the north clinic consolidation, 3 – 5 ADA accessible spaces would be required, assuming all the new spaces are for outpatient visits. When the north overflow lots are relocated to the south main campus, no additional ADA accessible parking would be required assuming the 16 spaces are added with the short-term improvements. However, ADA accessible spaces and occupancy should be monitored in the immediate future. If a significant increase in ADA accessible parking demand is observed, additional ADA accessible parking could be considered with the long-range plans.

Conceptual Layout Alternatives

Several preliminary concepts have been developed to accommodate the consolidation parking needs. These concepts separate patient/visitor and employee/staff parking and provide the required ADA parking spaces based on the appropriate rates and designations. They have been divided into short-term and long-term options.

Short Range Concepts

To address the short-term needs resulting from the clinic consolidation, Lot 3 can be reconfigured and expanded. As Expanding the lot to the south and west along Sherman Avenue will add 89 spaces. This lot would be signed for Patient/Visitor Parking, providing 148 Patient/Visitor spaces and 16 ADA spaces. It would also involve removing approximately 16,000 square feet of green space. The reconfigured Lot is shown in Exhibit 12.

In addition to expanding and reconfiguring Lot 3, 34 spaces in Lot 1 would be designated as Patient/Visitor, 49 spaces would be designated as Employee/Staff and 4 spaces would be ADA accessible. Lot 2 would be designated as Employee/Staff only. Lot 4 would be designated as Employee/Staff only, 19 spaces would be converted to 5,500 square feet of green space, and an additional 6 ADA accessible spaces would be supplied. Spaces in lot 5 would be designated as Patient/Visitor only. The recommended parking designations and reconfigurations for Lots 1, 2, 4, and 5 are shown in Exhibits 13, 14, and 15. Lot 3 is shown in Exhibit 12. Table 6 shows the number of spaces that would be provided in each lot by user designation, the number of required ADA spaces, and the number of provided ADA spaces.

It should be noted that the standard ADA rates, which were used to determine the spaces required for employee/staff parking, decrease as the parking supply increases. The total number of ADA spaces for employee/staff parking is based on total available employee/staff parking, not on the individual lot sizes. Additionally, by defining employee/staff parking and patient/visitor parking, the total number of required ADA spaces decreases from 41 to 33. With the reconfigured lots and parking designations, 161 spaces would be provided on the south lots for employee/staff parking. After accounting for the 105 spaces in the north overflow lots, the total employee/staff parking would be 266, which requires 7 ADA spaces. The short-term recommendations include 8 ADA spaces on the south campus, for a total of 169 spaces provide on the south campus lot. When including the patient/visitor parking on the south campus, a total of 442 spaces would be provided. As previously mentioned, 428 spaces must be provided on the south lots after the clinic consolidation to achieve 85% occupancy.

Table 6: Short-Term Parking Supply based on Recommendations

Designation	Rate	Lot	Non-ADA Spaces	ADA Spaces Required	ADA Spaces Provided	Total Spaces
Patient/Visitor	10% of Outpatient	Lot 1	34	4	4	38
		Lot 3	148	15	16	164
		Lot 5	63	7	8	71
		Total	245	26	28	273
Employee/Staff/ Specialty	Standard Rates	Lot 1	49	2	0	49
		Lot 2	51	3	1	52
		Lot 4	61	3	7	68
		Total Employee/Staff Spaces Provided on South Campus	161	N/A	8	169
		ADA Demand Including 105 Occupied Spaces in Overflow Lots	266	7	N/A	N/A
South Campus Total			406	33	36	442

Long Range Concepts

Long-range planning involves expanding the south campus property and eliminating the north overflow lots. Several concepts have been developed to address long-term parking needs. The first would be to reconfigure Lot 1 on the north side of the hospital by the Emergency Department entrance. Shifting the Lot 1 access point on Armenia Street to the north and rotating the parking in the middle of the lot by 90° allows for an additional 27 spaces when accounting for ADA spaces. This would provide 50 Patient/Visitor spaces, 56 Employee/Staff spaces, and 8 ADA spaces. Minimal green space would be impacted under this concept. This concept is shown in Exhibit 16.

Another option would be to acquire the land north of N Fourth Street or west of Armenia Street. Surface parking lots for employees could be provided in these areas, which would allow the north overflow parking lots to be eliminated. If the short-term parking recommendations are implemented, 105 spaces would be occupied in the overflow lots. The long-range concept shown in Exhibit 17 provides an additional 194 spaces north of the main campus, between Armenia Street and McMillen Street. Exhibit 18 shows an additional 76 spaces west of Armenia Street between Sherman Avenue and N Third Street. Finally, the land west of Armenia Street from N Third Street to N Fourth Street could be acquired and developed into an additional surface lot, as shown in Exhibit 19. This lot could provide an additional 136 spaces. These lots would allow for parking on the existing campus to be removed to accommodate more green space if needed, depending on the short-range improvements. Table 7 summarizes the number of spaces that would be provided in each lot by user designation, the number of required ADA spaces, and the number of provided ADA spaces under the long-range plans, assuming no spaces are converted to green space.

As previously mentioned, the long-range supply to provide 85% occupancy is 452 general/unmarked spaces. With 261 patient/visitor spaces, 380 employee/staff spaces and 40 ADA accessible spaces, the parking supply exceeds the minimum thresholds for desirable occupancy rates and parking supply should satisfy hospital needs. Several of the existing lots could be reconfigured and reduced to provide additional green space. Exhibit 20 shows the campus footprint on the City Comprehensive plan. The proposed footprint falls within the City plans and allows the land to the north of the campus to be repurposed for other uses.

Table 7: Long-Term Parking Supply based on Recommendations

Designation	Rate	Lot	Non-ADA Spaces	ADA Spaces Required	ADA Spaces Provided	Total Spaces
Patient/Visitor	10% of Outpatient	Lot 1	50	5	5	55
		Lot 3	148	15	16	164
		Lot 5	63	7	8	71
		Total	261	27	29	290
Employee/Staff	Standard Rates	Lot 1	56	3	3	59
		Lot 2	51	3	1	52
		Lot 4	61	3	7	68
		North New Surface Lot	194	6	0	194
		West New Surface Lot	76	4	0	76
		Potential New Surface Lot	136	5	0	136
		Total	574	12	11	585
South Campus Total			835	39	40	875

Recommendations & Conclusions

A parking lot expansion is recommended as a result of the consolidation of several clinics currently located north of the Fort Memorial Hospital main campus. Short-term recommendations focus on accommodating the parking needs from clinic lots, while long-range plans focus on relocating staff parking from overflow lots.

Short Range Recommendations:

- **Reconfigure and Expand Lot 3 to Add 89 Spaces.** This exceeds the 21-41 spaces required to achieve 85% - 90% occupancy.
- **Separate Employee/Staff and Patient/Visitor Parking.** This will assist in determining the demand for each lot and user group for long-range plans and in determining the number of ADA accessible spaces required for each lot based on user type. This will also ensure that hospital staff and employees use appropriate lots and that visitors and patients can easily access the appropriate entrances. It may also be beneficial to maintain some unmarked/general spaces to provide some flexibility on campus.
- **Reassign 6 existing Reserved Specialty spaces on the south campus, or add 6 new Reserved Specialty spaces.** This will require conversations with hospital staff to determine who currently uses the spaces, who needs the spaces in the future, and where they should be located.
- **Add 8-11 ADA accessible spaces to the south campus, locating these near entrances and satisfying ADA guidelines.** Based on the user designations and the demand in the north overflow lots, a total of 33 spaces are required on the south campus. The south lots currently provide 25 spaces. Adding a minimum of 8 spaces will bring the existing supply for the south main campus and north overflow lots up to ADA standard is acceptable, but the current plans provide 11 additional spaces. During the design of the lots, the requirements for van accessible spaces should be considered.

Long-Range Parking Needs:

- Reconfigure Lot 1 to provide an additional 27 spaces and designate spaces as Employee/Staff and Patient/Visitor. Staff parking and specialty parking can be relocated based on demand and building access, the ADA accessible parking supply can be refined as the parking designations are more clearly defined, and patient/visitor parking can be increased as needed.
- As additional property is obtained surrounding the south campus, parking can be expanded and the overflow lots located north of the campus can be eliminated. Over 400 spaces could be added to the south campus, which could bring the total parking supply, including ADA accessible spaces, to 875 spaces.
- Parking should be monitored after implementation of the short-range improvements. These numbers may be revised at the time of the expansion, based on hospital data and potential changes in demand. An update to the study may be beneficial prior to relocating the overflow lots to evaluate the effectiveness of the improvements. Changes to parking designations or specialty parking areas may be necessary.

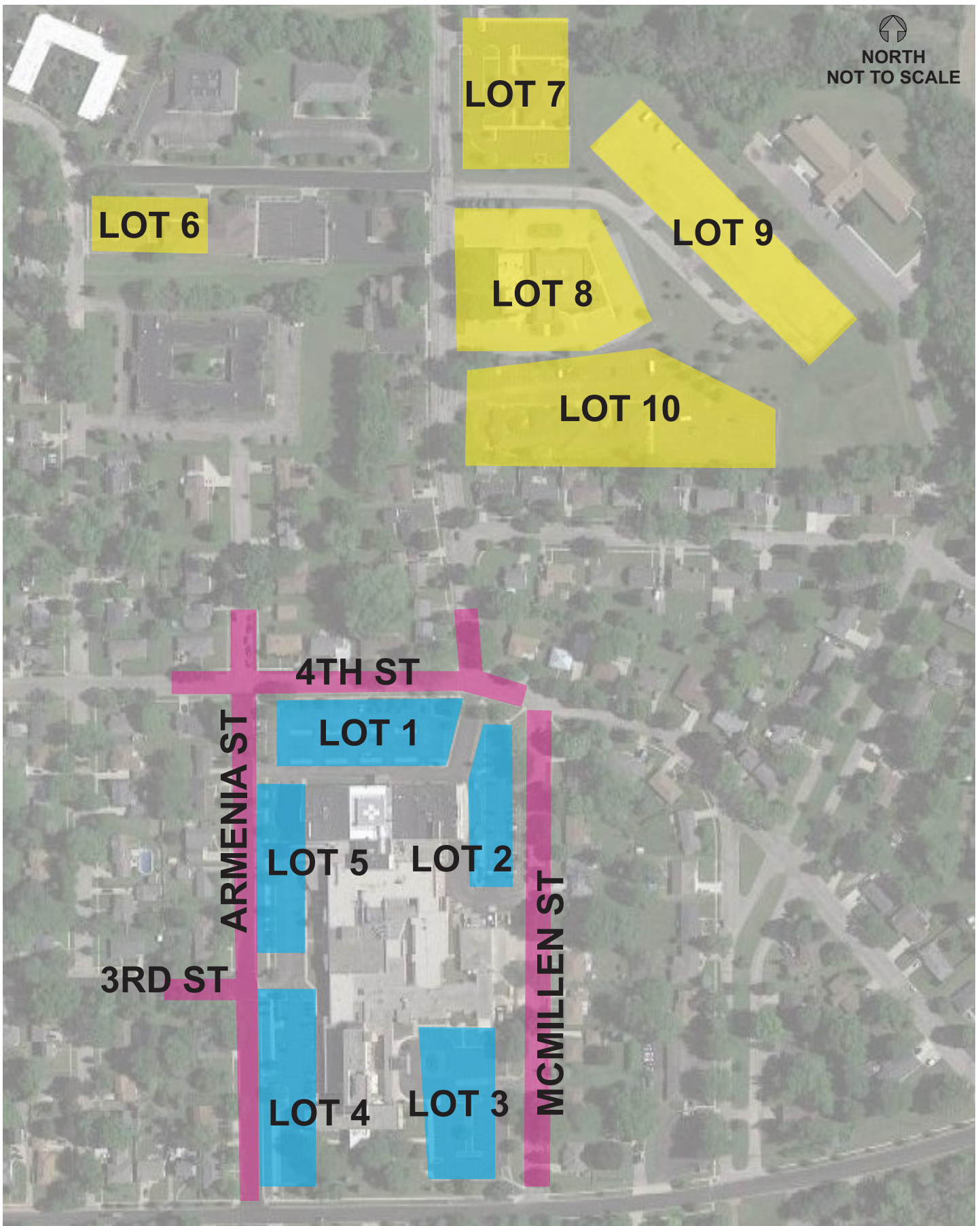
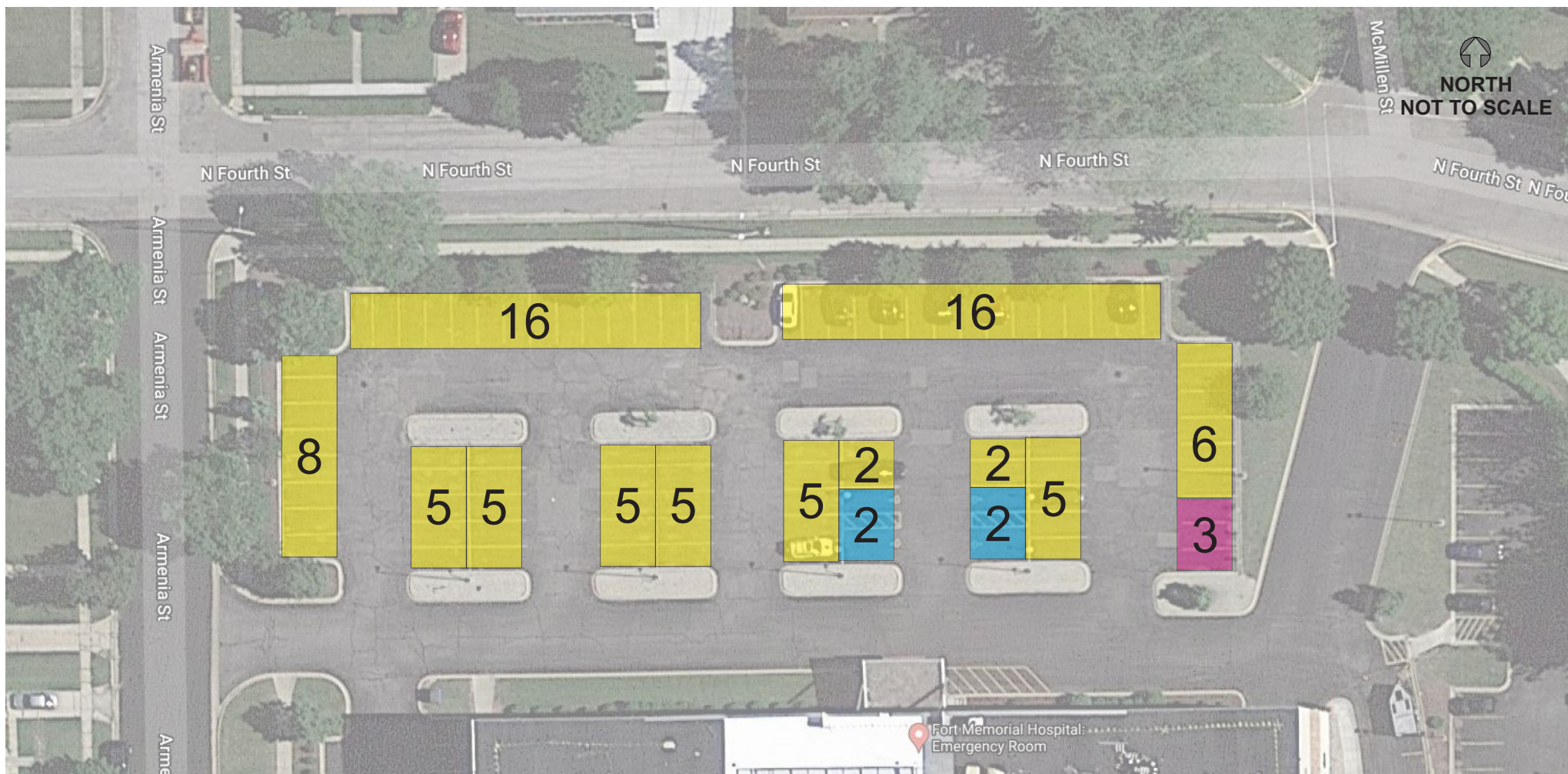
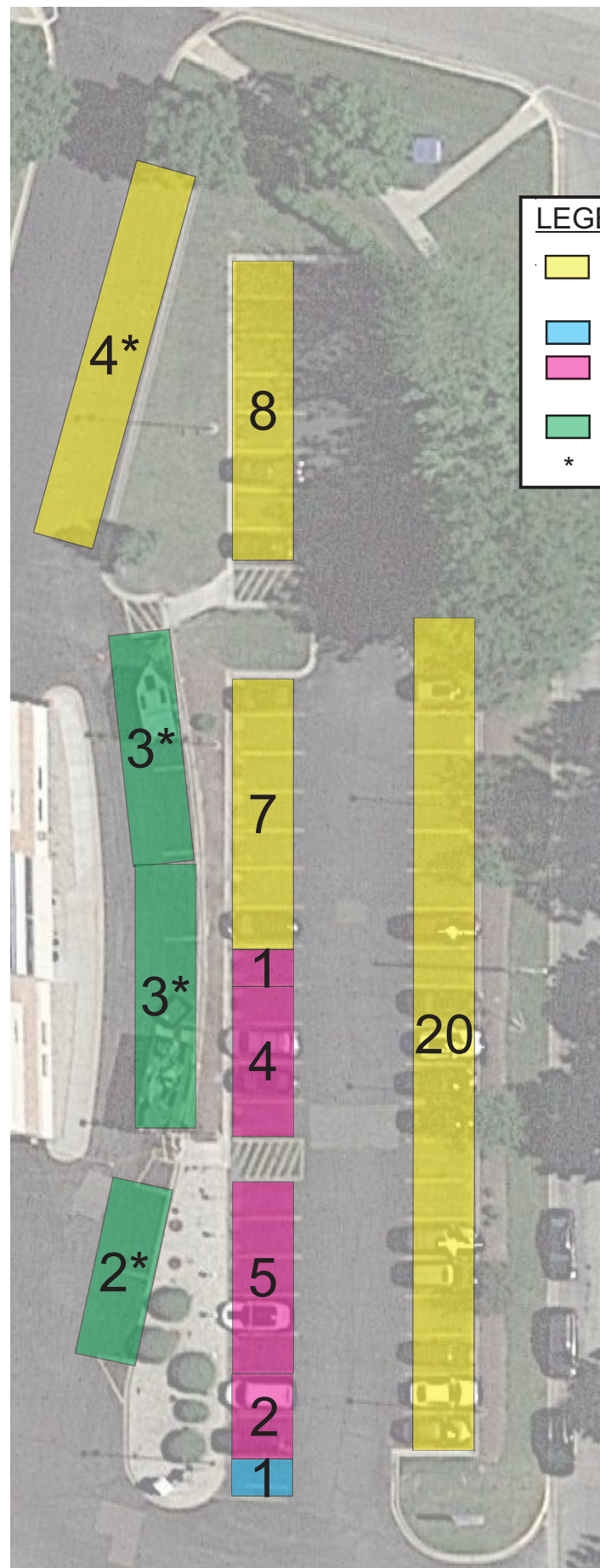


EXHIBIT 1
PARKING LOT SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN



LEGEND

- 80 GENERAL/UNMARKED SPACES
- 3 RESERVED SPECIALTY SPACES
- 4 HANDICAP SPACES

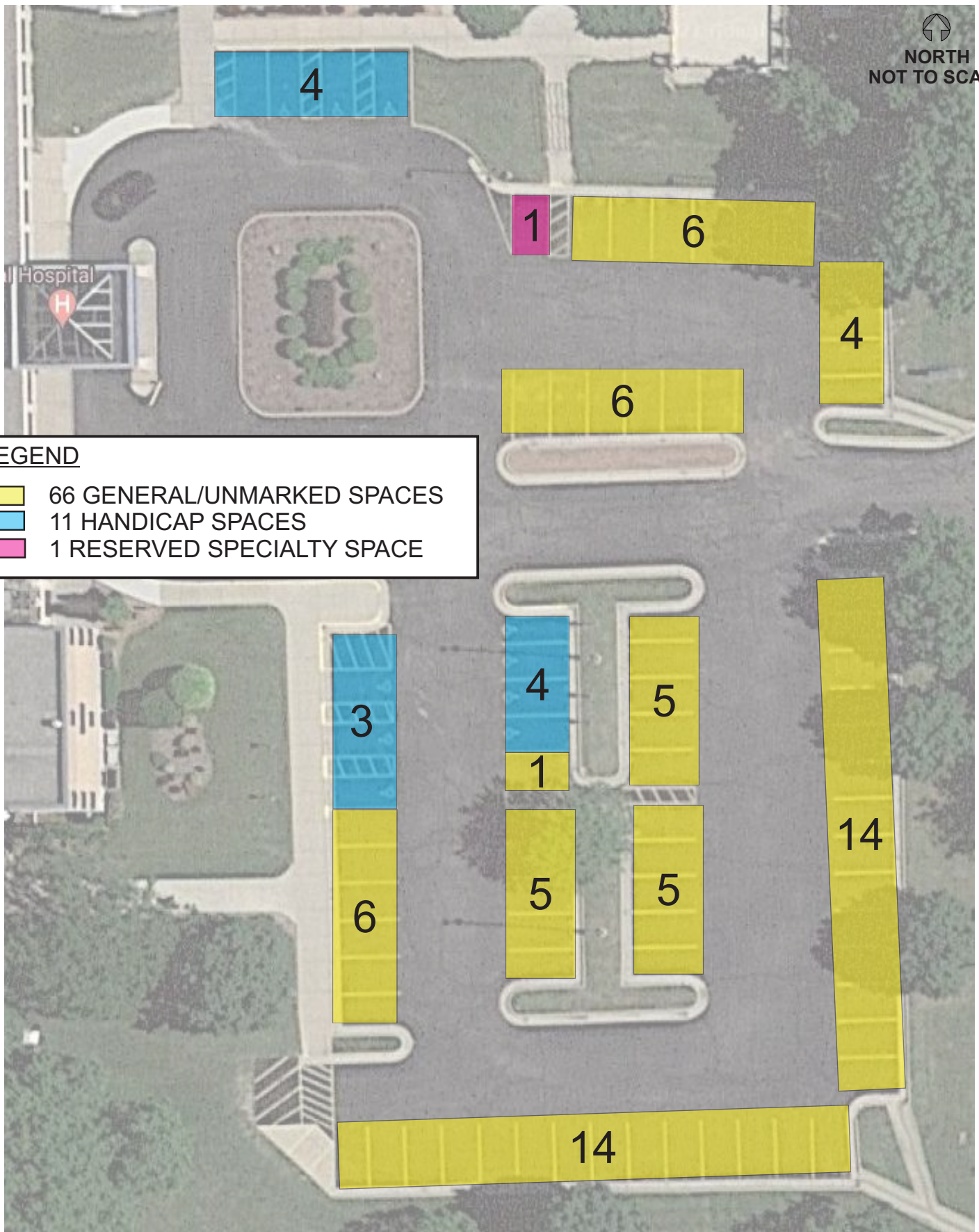


LEGEND

- 39 GENERAL/
UNMARKED SPACES
- 1 HANDICAP SPACE
- 12 RESERVED
SPECIALTY SPACES
- 8 POLICE/EMS
- *

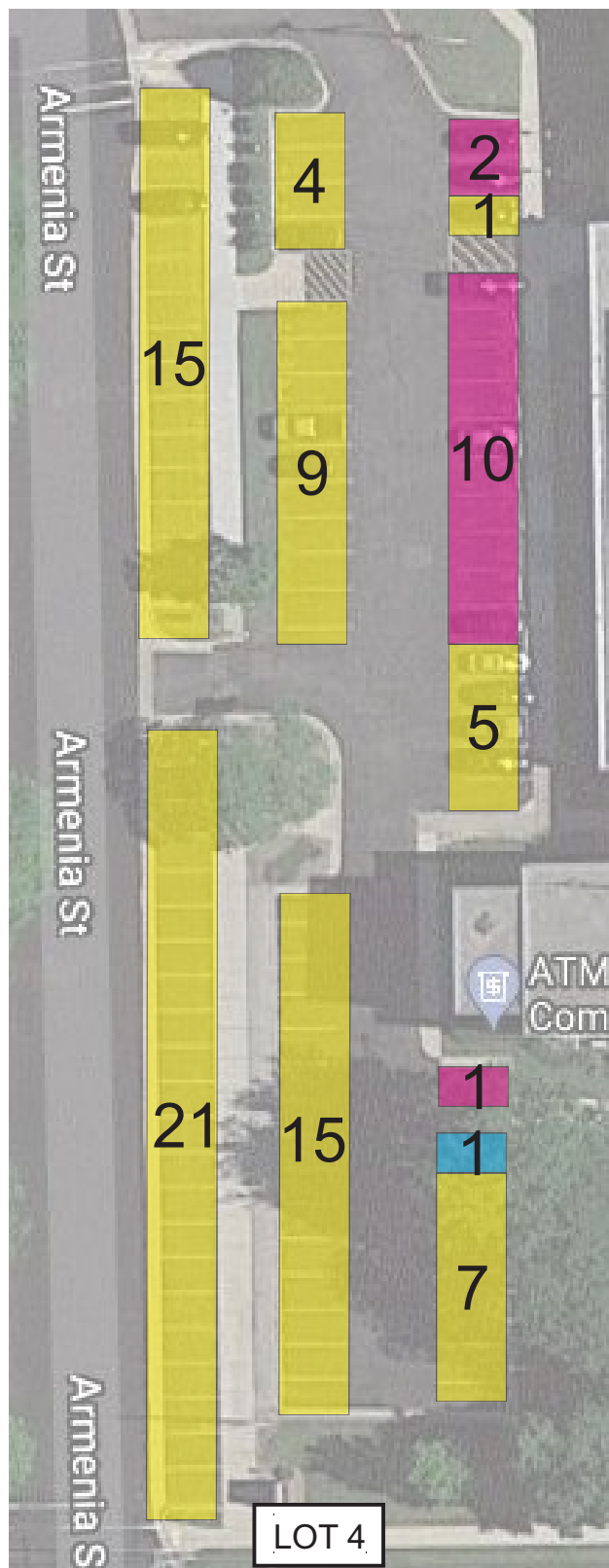
 PARALLEL PARKING

EXHIBIT 3
LOT 2 SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN



LEGEND

- 66 GENERAL/UNMARKED SPACES
- 11 HANDICAP SPACES
- 1 RESERVED SPECIALTY SPACE



LEGEND

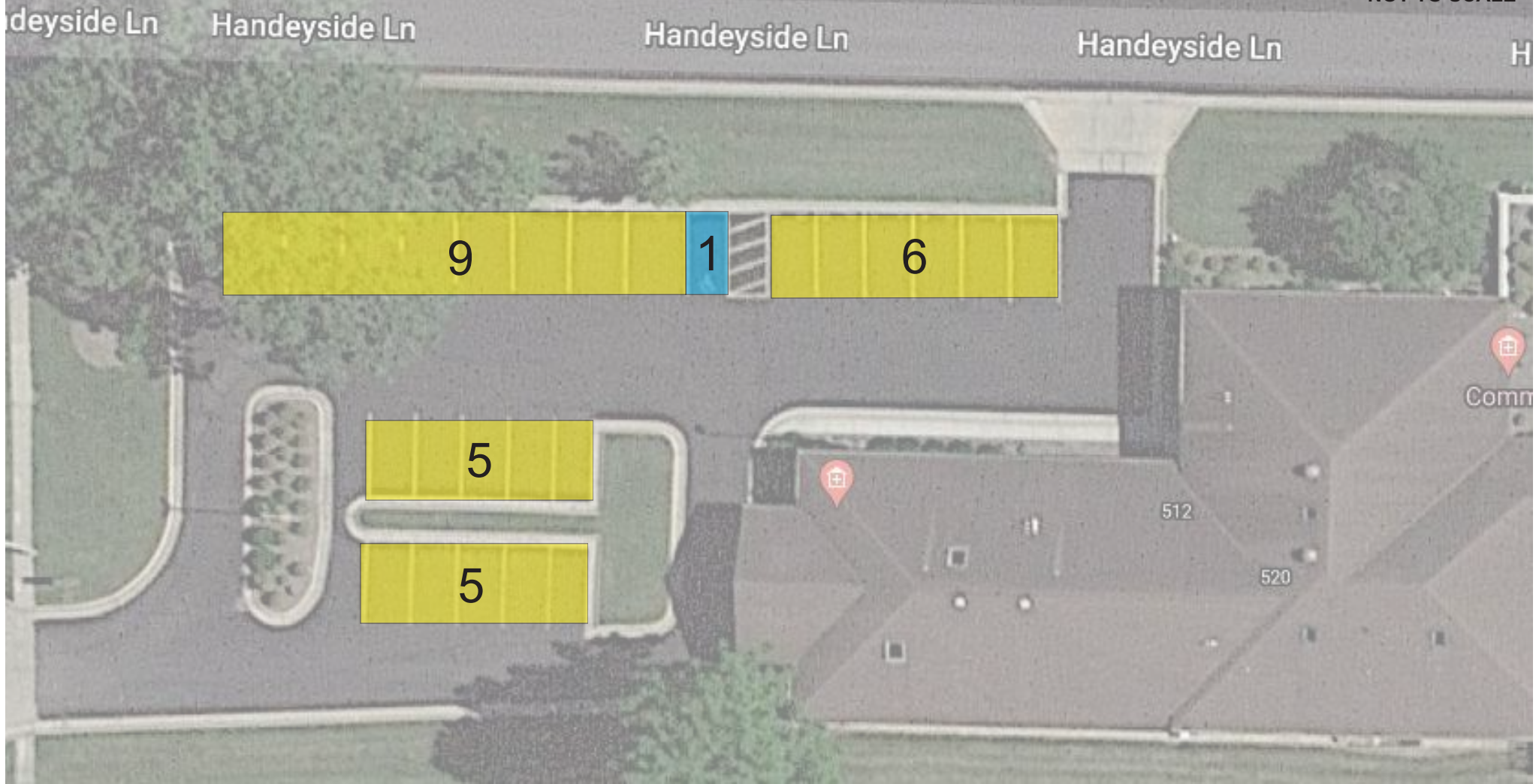
- 77 GENERAL/UNMARKED SPACES
- 1 HANDICAP SPACES
- 13 RESERVED SPECIALTY SPACES



LEGEND

- 59 GENERAL/UNMARKED SPACES
- 8 HANDICAP SPACES
- 4 RESERVED SPECIALTY SPACES
- * PARALLEL PARKING

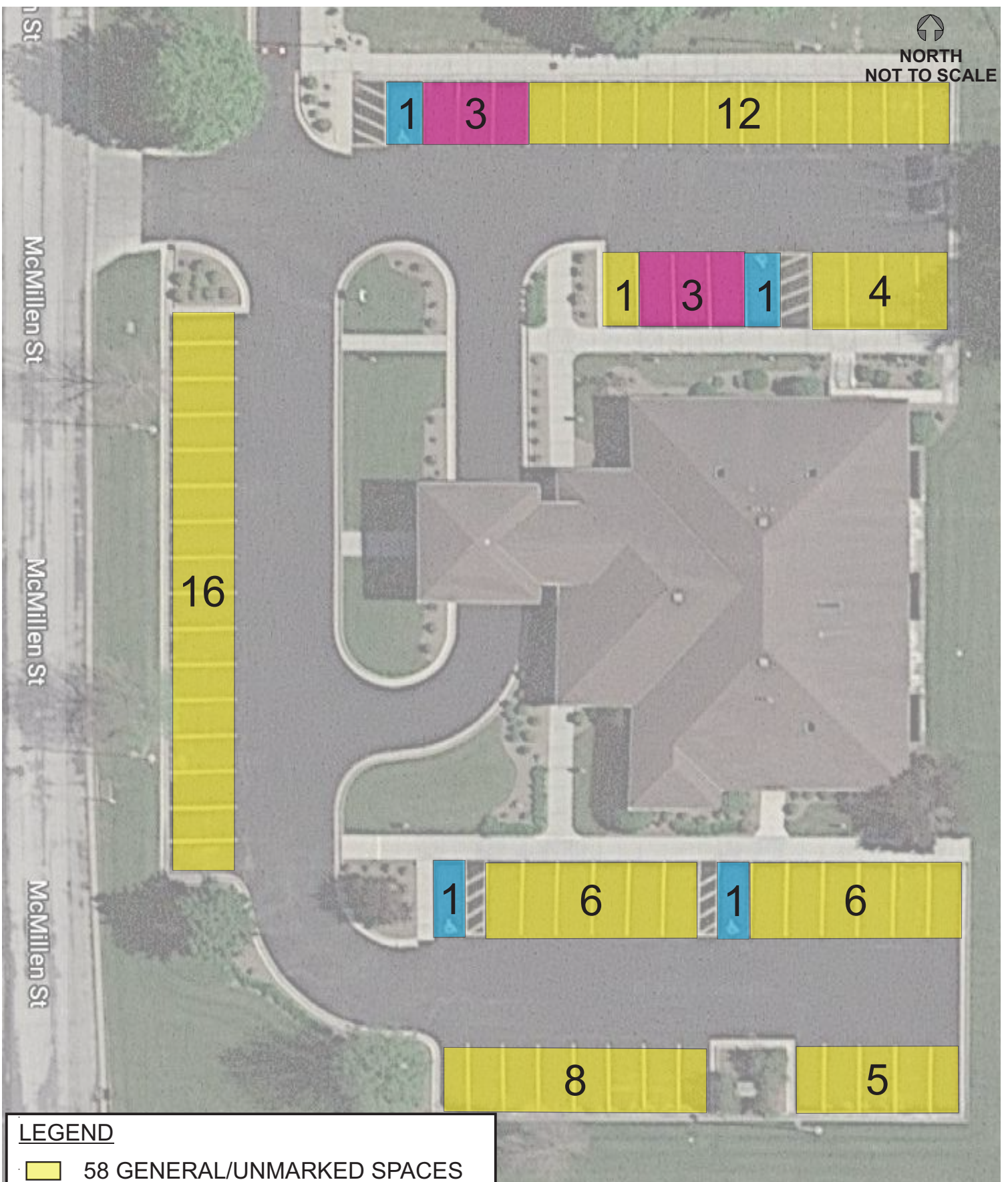
EXHIBIT 5
LOTS 4 & 5 SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN



LEGEND

- 25 GENERAL/UNMARKED SPACES
- 1 HANDICAP SPACES

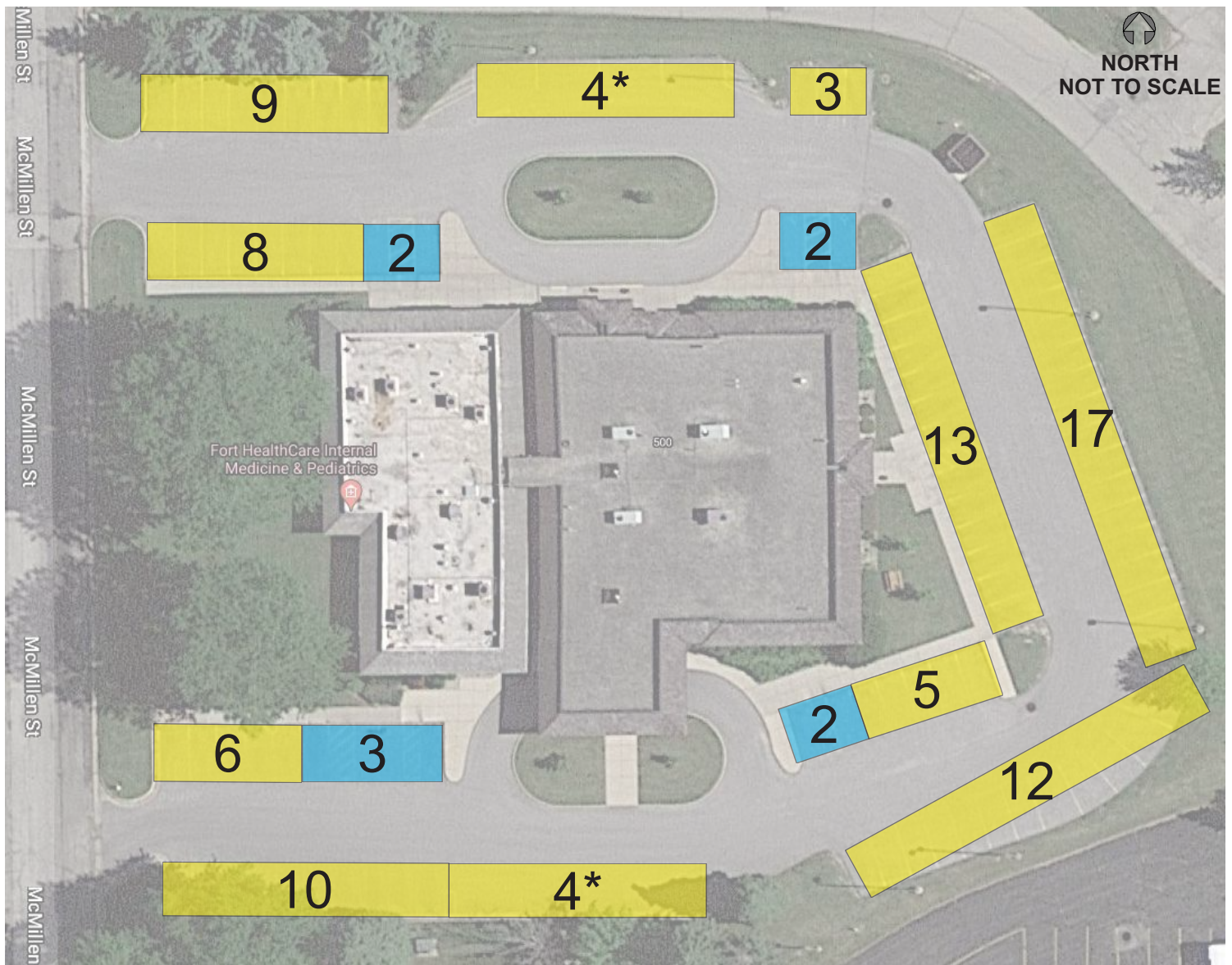
NORTH
NOT TO SCALE



LEGEND

- 58 GENERAL/UNMARKED SPACES
- 4 HANDICAP SPACES
- 6 RESERVED SPECIALTY SPACES

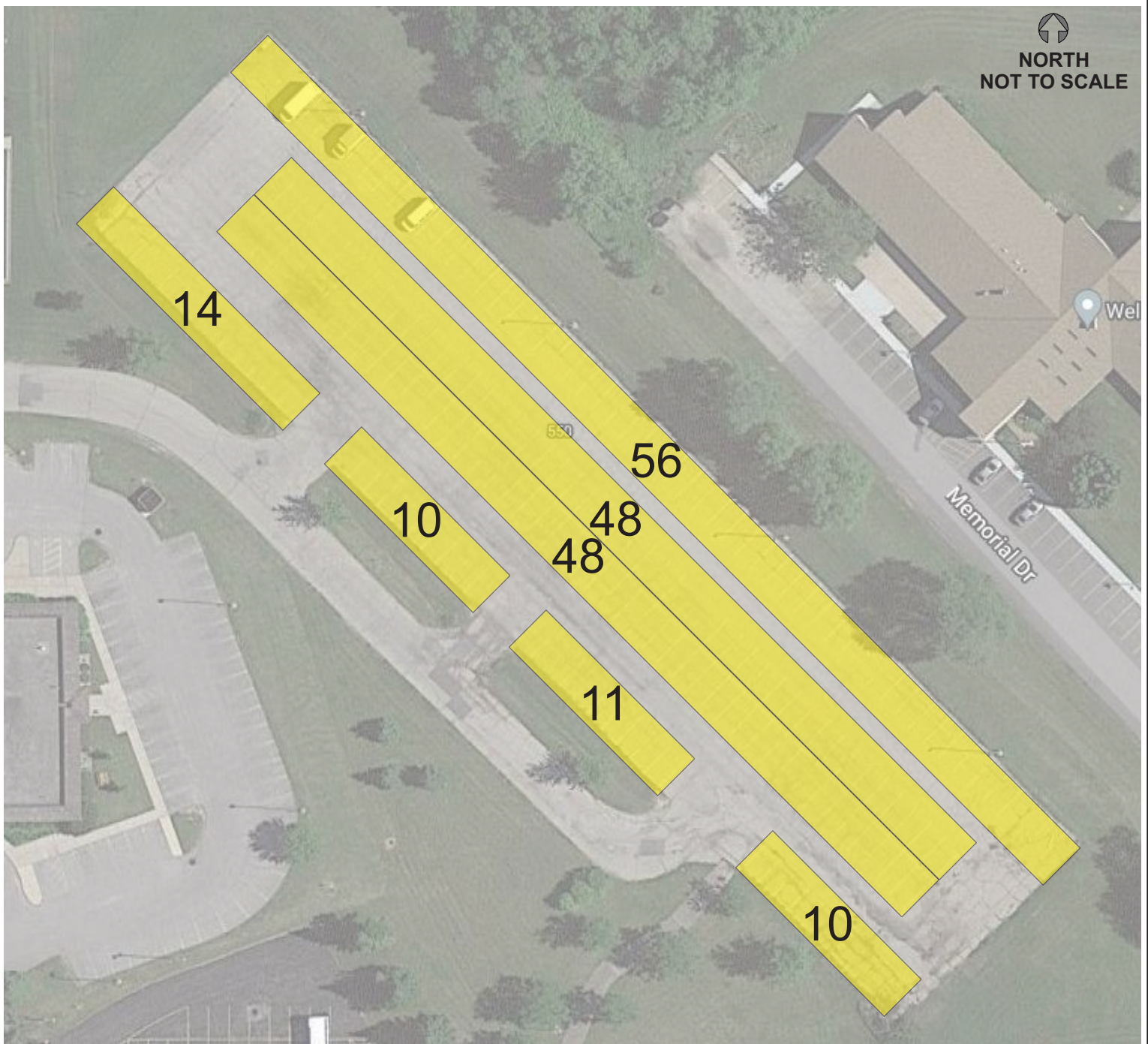
EXHIBIT 7
LOT 7 SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN



LEGEND

- 91 GENERAL/UNMARKED SPACES
- 9 HANDICAP SPACES
- * PARALLEL PARKING

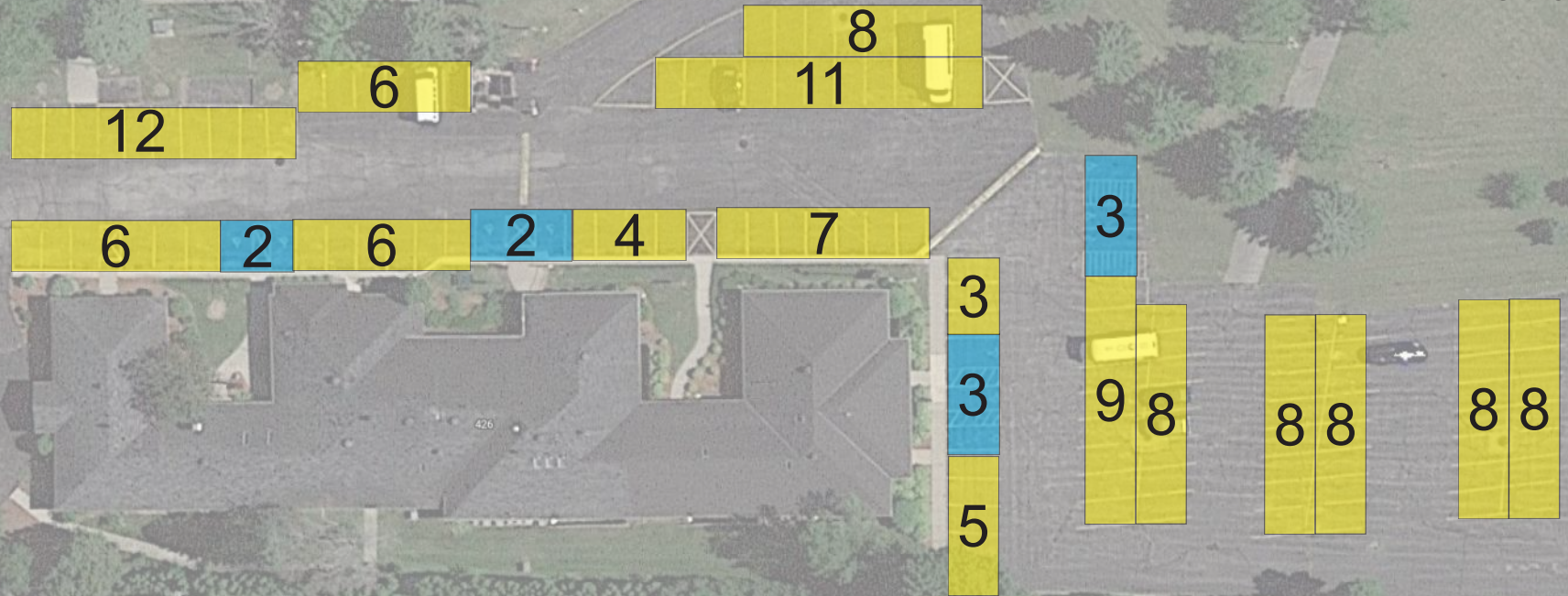
NORTH
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LEGEND

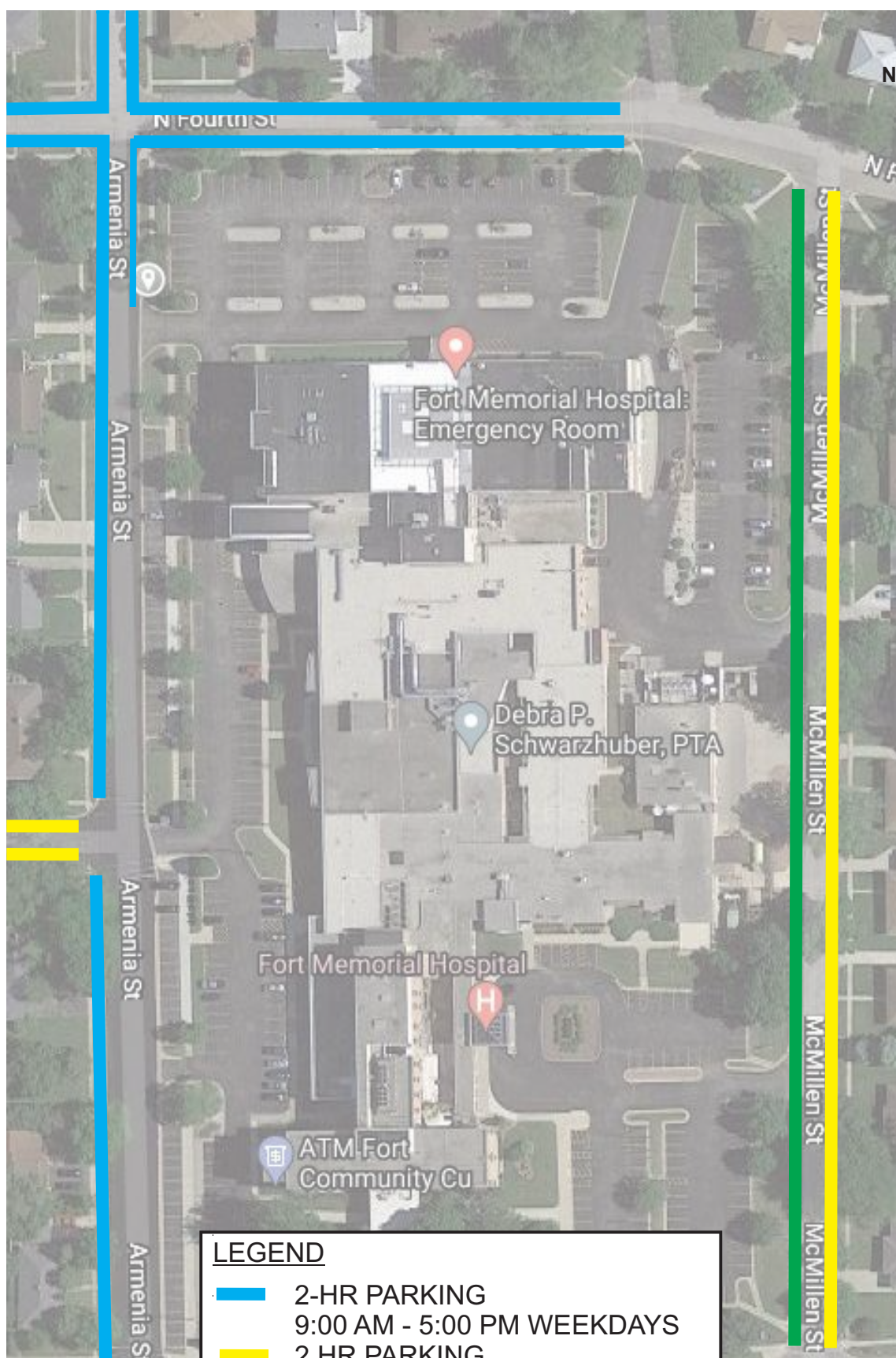
 197 GENERAL/UNMARKED SPACES

NORTH
NOT TO SCALE



LEGEND

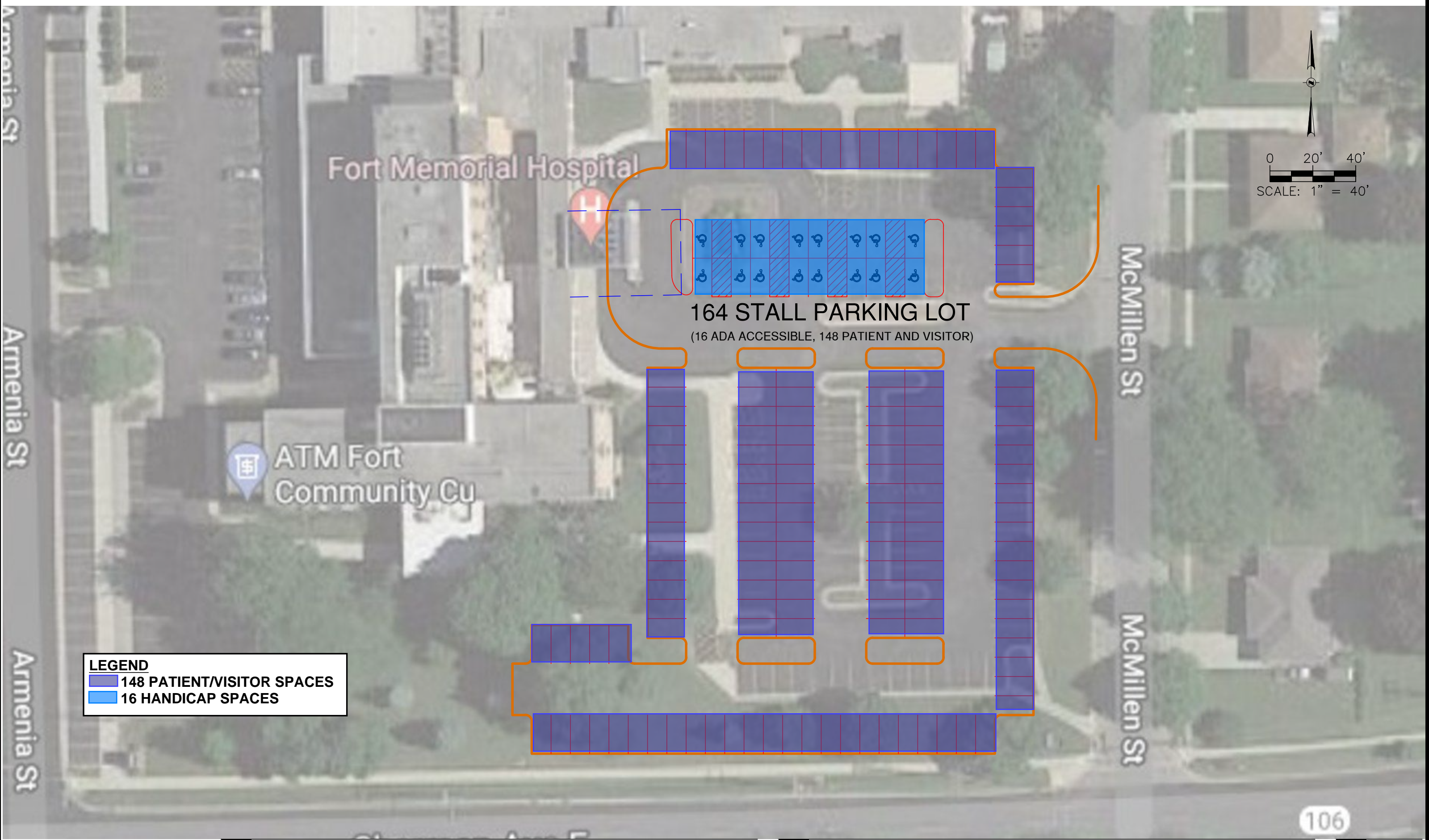
- 117 GENERAL/UNMARKED SPACES
- 10 HANDICAP SPACES



LEGEND

- 2-HR PARKING
9:00 AM - 5:00 PM WEEKDAYS
- 2 HR PARKING
9:00 AM - 6:00 PM EXC SUN/HOL
- NO RESTRICTIONS

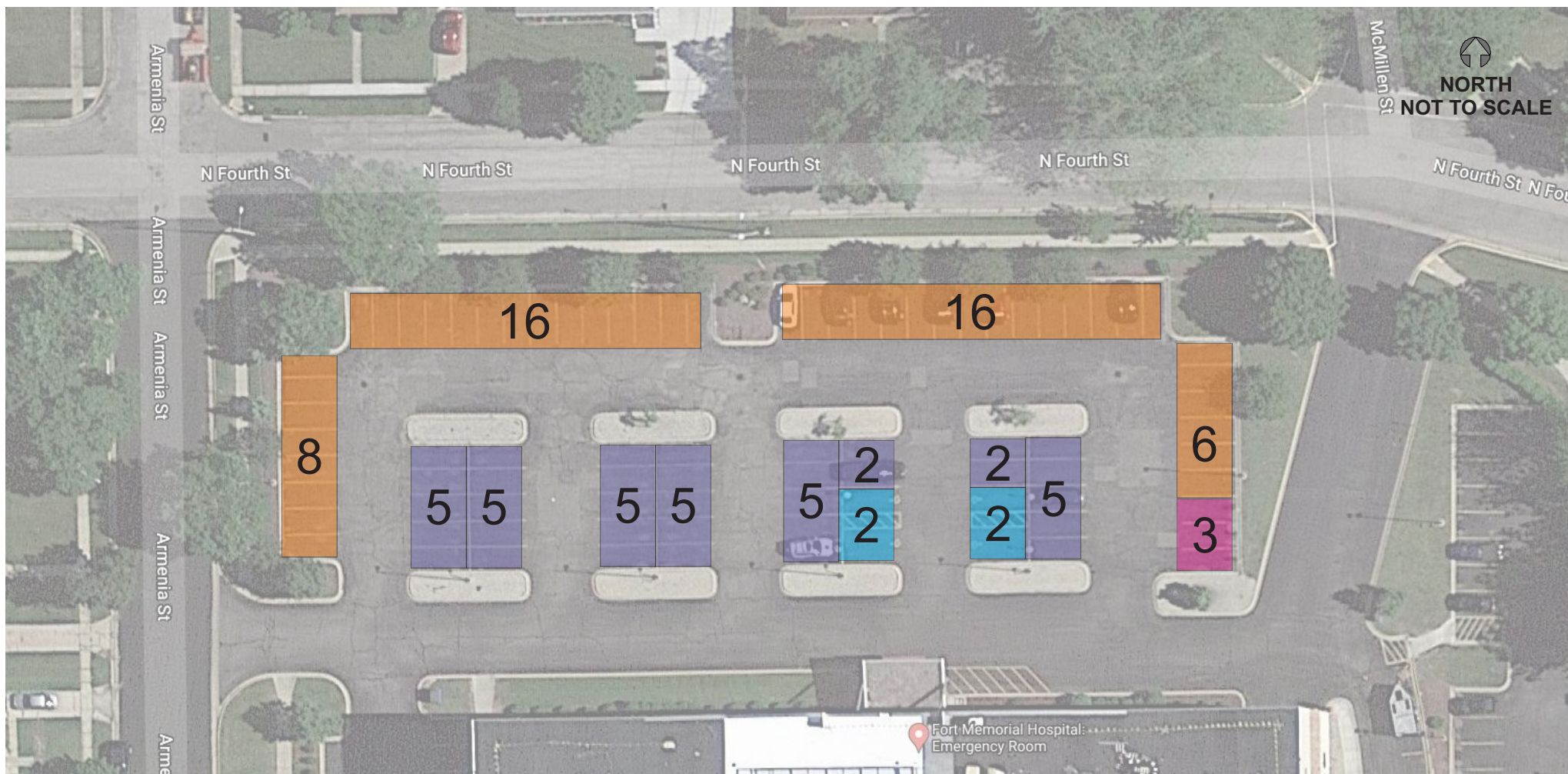
EXHIBIT 11
ON-STREET PARKING SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN



LEGEND

148 PATIENT/VISITOR SPACES

16 HANDICAP SPACES



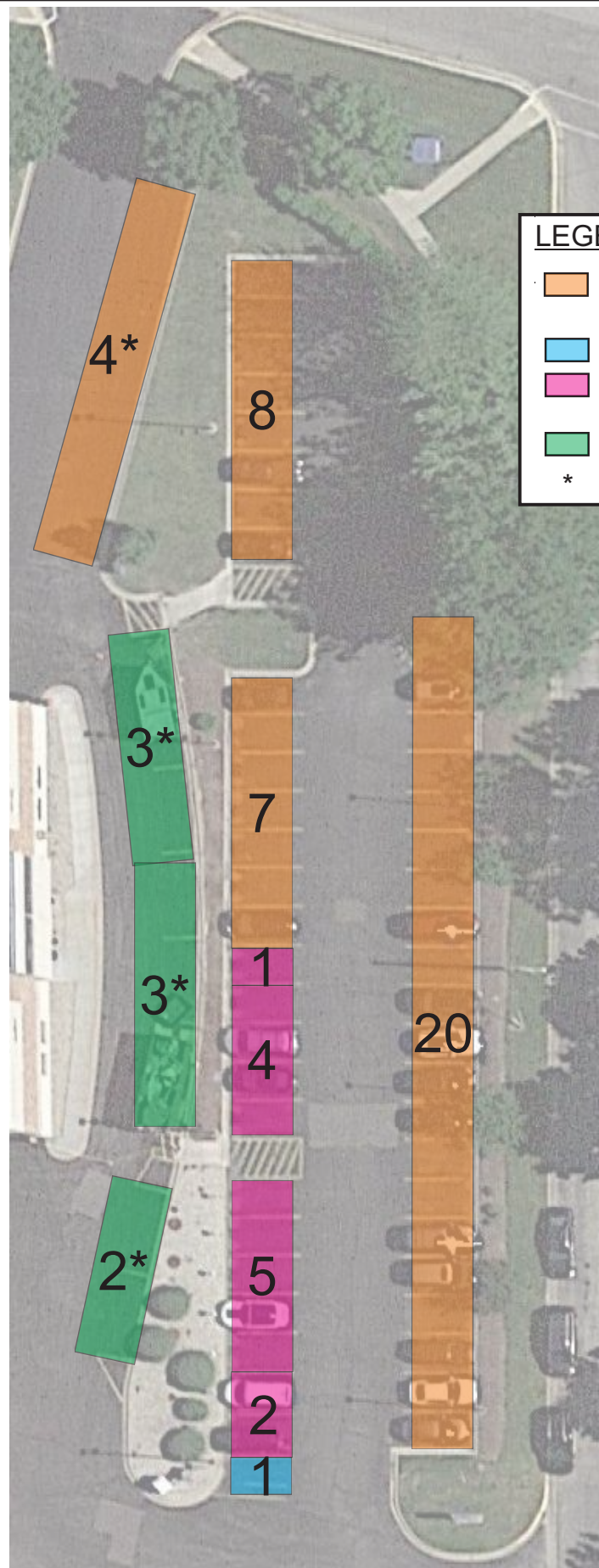
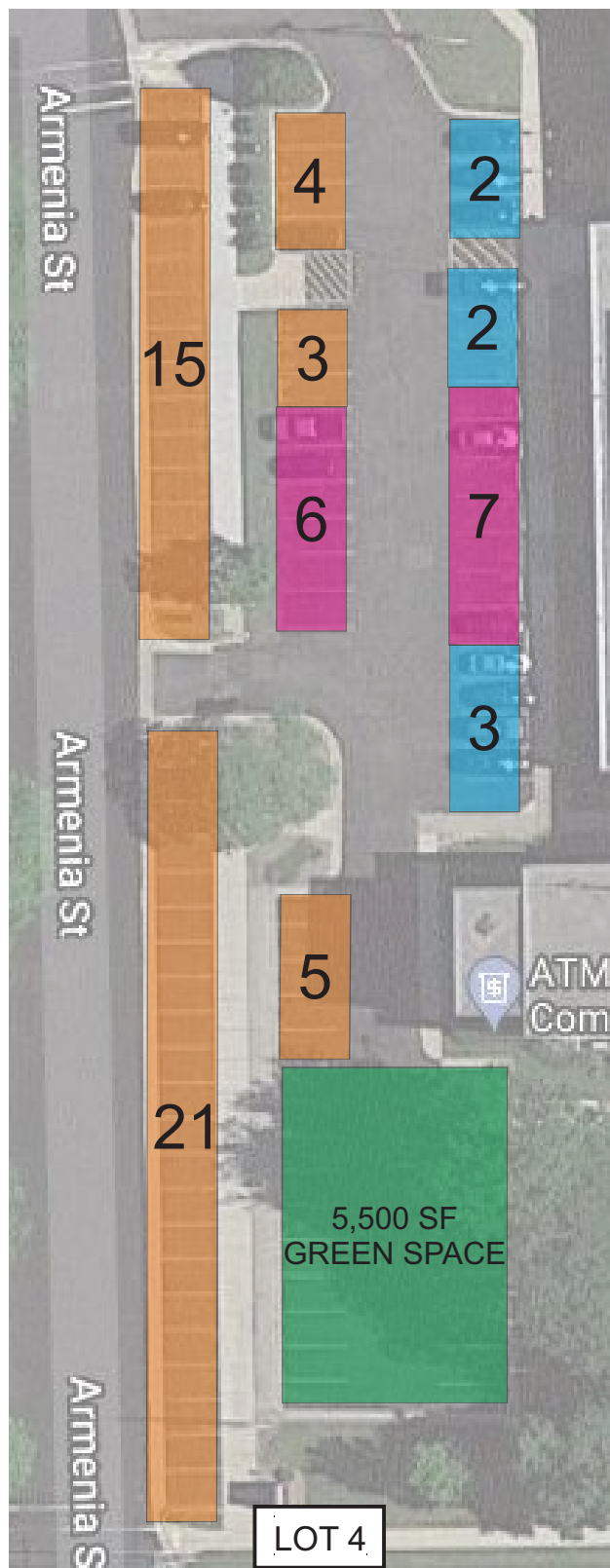


EXHIBIT 14
RECOMMENDED LOT 2 SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN



LEGEND

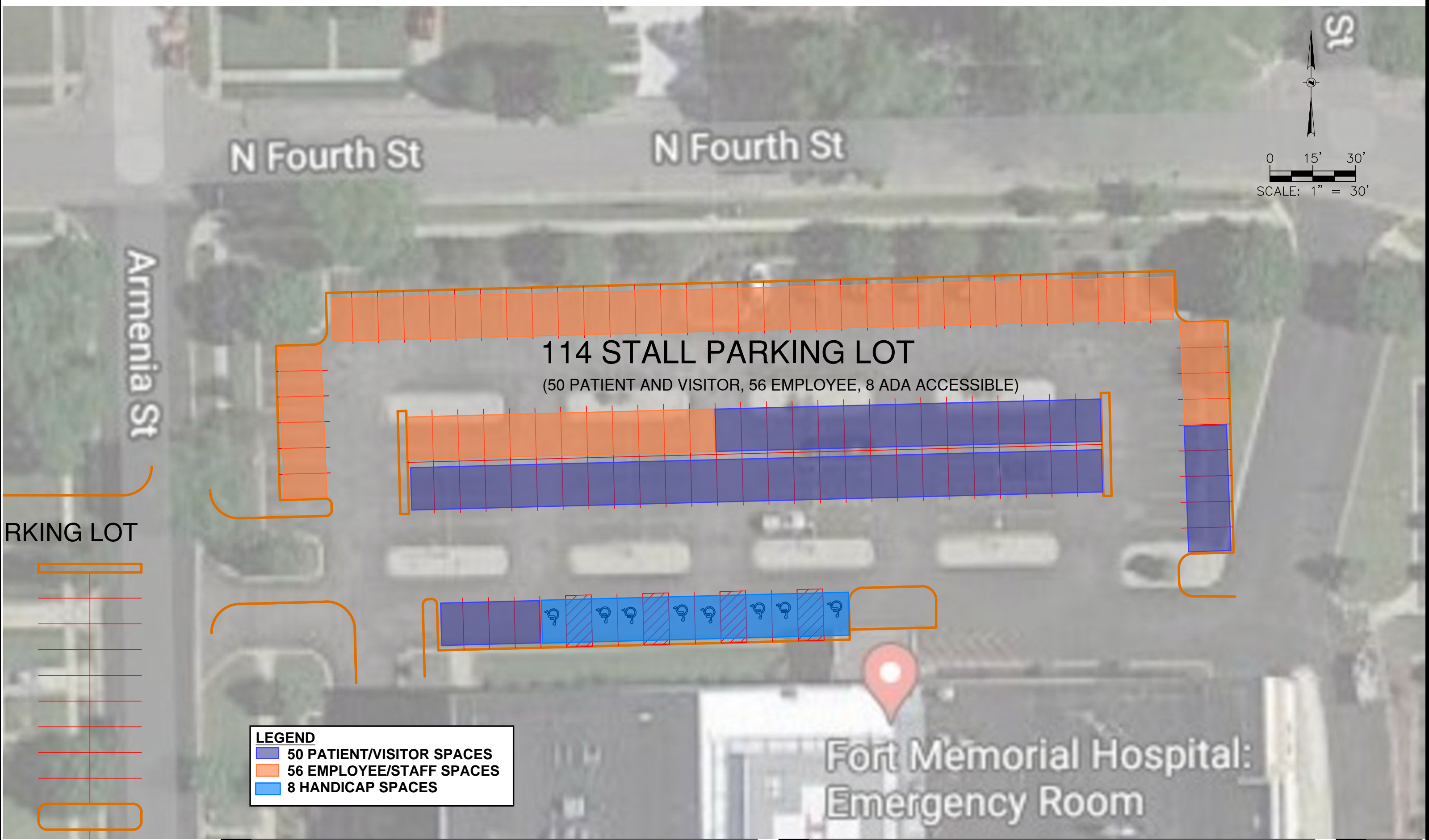
- 48 EMPLOYEE/STAFF SPACES
- 7 HANDICAP SPACES
- 13 RESERVED SPECIALTY SPACES



LEGEND

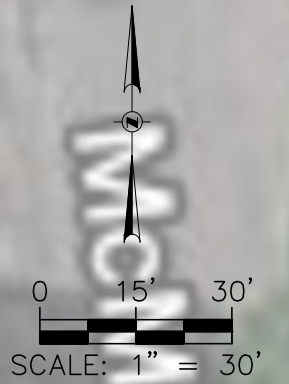
- 59 PATIENT/VISITOR SPACES
- 8 HANDICAP SPACES
- 4 RESERVED SPECIALTY SPACES
- * PARALLEL PARKING


EXHIBIT 15
RECOMMENDED LOTS 4 & 5 SUMMARY
FORT MEMORIAL HOSPITAL PARKING STUDY
FORT ATKINSON, WISCONSIN

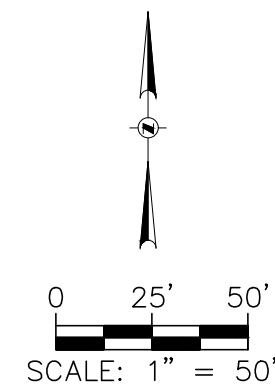


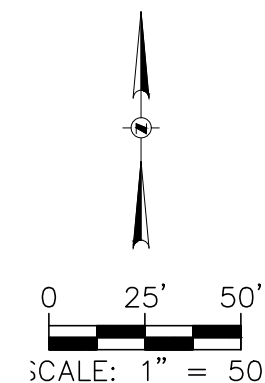
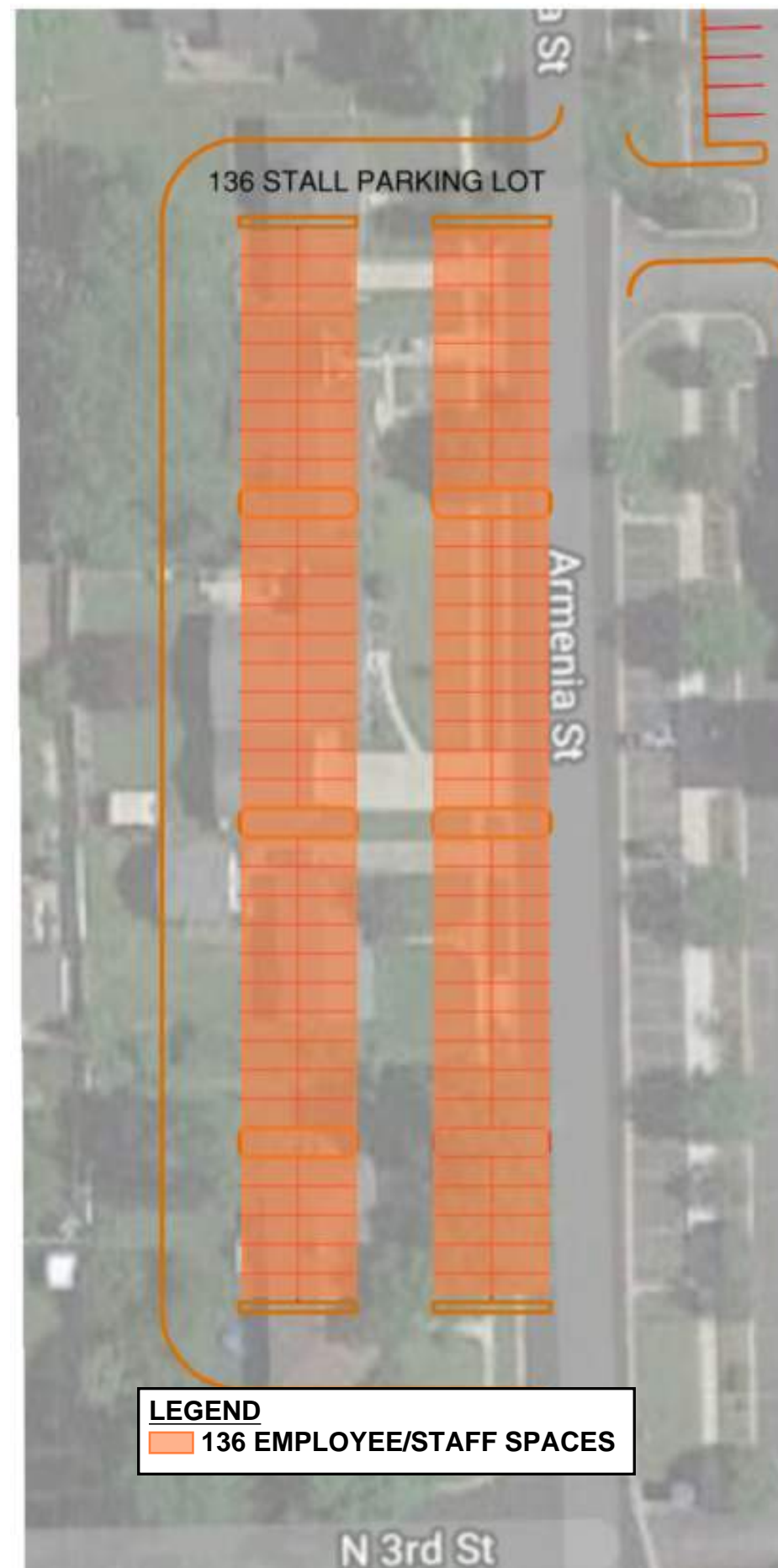
LEGEND

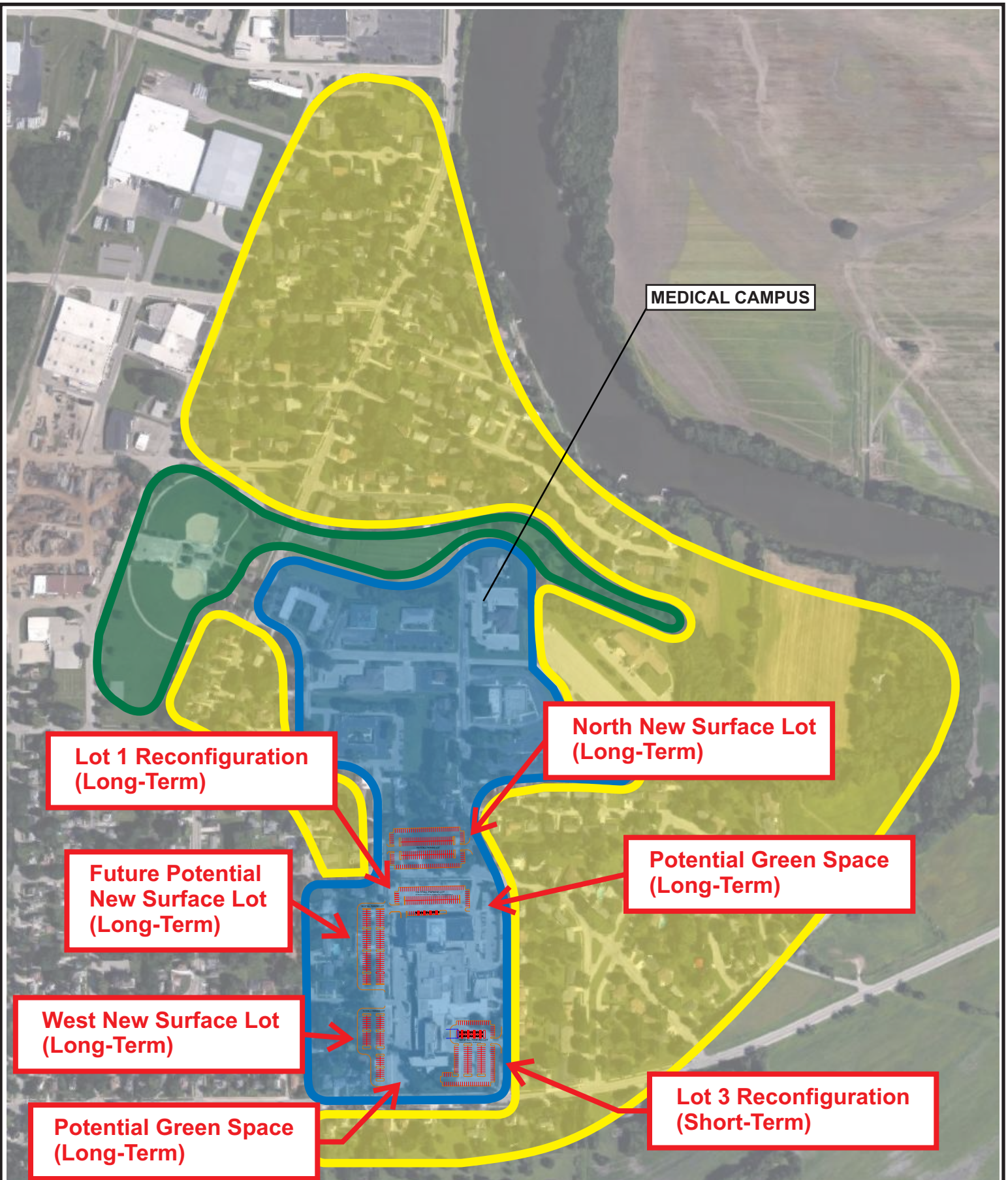
- 50 PATIENT/VISITOR SPACES
- 56 EMPLOYEE/STAFF SPACES
- 8 HANDICAP SPACES



LEGEND	
	194 EMPLOYEE/STAFF SPACES








Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Sally A. Sexton, own and reside at 502 N. 4th St
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 4th day of February 2023.

Signature: 

Printed Name: Sally A. Sexton

Street Address: 502 N. 4th

Fort Atkinson, WI 53538

Telephone: 920 563-4936

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

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CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Brenda Stevens, own and reside at 515 N. 4th St.

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 4 day of February 2023.

Signature: Brenda Stevens

Printed Name: Brenda Stevens

Street Address: 515 N. 4th St.

Fort Atkinson, WI 53538

Telephone: 920.650.6605

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

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FEB 16 2023
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CLERK / TREASURER

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, ALAN L. FEHLY, own and reside at 412 N. 4th St.
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 3rd day of February 2023.

Signature: 

Printed Name: ALAN FEHLY

Street Address: 412 N. 4th St.

Fort Atkinson, WI 53538

Telephone: 920-723-1034

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

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FEB X 6 2023
CITY OF FORT ATKINSON
CLERK / TREASURER

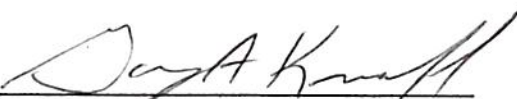
Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, GARY + STEPHANIE KNOFF own and reside at 222 MEMORIAL DR.

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 3 day of February 2023.

Signature: 

Printed Name: GARY A. KNOFF

Street Address: 222 MEMORIAL DR

Fort Atkinson, WI 53538

Telephone: n/a

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

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FEB X 6 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, JEFF SCHNOEDL, own and reside at 417 N 4TH ST
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 7 day of February 2023.

Signature: 

Printed Name: JEFF SCHNOEDL

Street Address: 417 N 4TH ST

Fort Atkinson, WI 53538

Telephone: 920-673-6945

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Dawn Radke & Mike Umland, own and reside at 807 N 4th St.

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 6 day of February 2023.

Signature: Dawn Radke / Mike Umland

Printed Name: Dawn Radke / Mike Umland

Street Address: 807 N. 4th St.

Fort Atkinson, WI 53538

Telephone: 920-728-0638

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 7 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

From: [Andy Selle](#)
To: [Sarah Weihert](#)
Cc: [Rebecca LeMire](#)
Subject: FW: North Fourth Street
Date: Friday, February 10, 2023 12:54:11 PM

Sarah can you save this email with the other letters received? Address below.

Thanks

A

-----Original Message-----

From: Christine Dempski <cdversa@icloud.com>

Sent: Friday, February 10, 2023 11:25 AM

To: Andy Selle <ASelle@fortatkinsonwi.gov>

Subject: North Fourth Street

Dear Mr. Selle,

My name is Christine Dempski and I live at, 328 N. High St., Fort Atkinson, WI. My house is on the corner of North High St. and North Fourth St. I have lived at this address my entire life. When my parents purchased this home, in the early 1950's, it was not on a corner lot. As the 400 block of North Fourth St., did not even exist, at that time.

I appreciate living close to the hospital and I do not want the hospital to move. I also appreciate the concerns of my neighbors that live closer to the hospital. However, change is a necessity in life. If I have a vote, regarding the closure of a portion of North Fourth St., then, I am for closing it, so the hospital can make a safe parking area for everyone.

Thank you for allowing me to voice my opinion. I appreciate your time and the job you do for this city.

Christine Dempski

Sent from my iPad

KARI BEHLING
328 CLARENCE STREET
FORT ATKINSON, WI 53538

Rebecca LeMira & Andy Selle
City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI

2/23/23

Dear City of Fort Atkinson Representatives,

I am writing to voice that I am in favor of the Fort HealthCare parking project that will include closing off Fourth Street.

As an employee and neighbor of Fort HealthCare, I wholeheartedly support this project for the following reasons:

- Fourth Street is currently a “racetrack”, and this plan will slow traffic down
- The hospital desperately needs more parking
- This project falls in line with the city plan
- It makes sense and sets the groundwork to allow for future expansions to the North at Fort Memorial Hospital

Additionally, I have attended one of the public meetings and I believe that Fort HealthCare is doing everything possible to accommodate the neighbors in terms of the water issues, lighting, and noise. The planned green space is a plus, and this is the perfect time for the City of Fort Atkinson to repair/replace old pipes that are contributing to the water drainage issues.

Fort HealthCare is an asset to the community and needs to be able to plan for future growth, starting with the Fourth Street parking project. In my humble opinion, the benefits outweigh the negatives.

Sincerely,

Kari Behling

Kari Behling
Phone: 920-253-7736

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Joan Mittag, own and reside at 304 McMillen St., within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5th day of February 2023.

Signature: Joan A. Mittag
Printed Name: JOAN A. MITTAG
Street Address: 304 McMillen St.
Fort Atkinson, WI 53538
Telephone: 920-563-2824

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Jeannie Neubold, own and reside at 411 McMillen St.
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5 day of February 2023.

Signature: Jeannie A. Neubold

Printed Name: Jeannie A. Neubold

Street Address: 411 McMillen St.

Fort Atkinson, WI 53538

Telephone: 920-691-6343

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 6 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, Carolyn B. Smith, own and reside at 310 Mc Millen St.
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5 day of February 2023.

Signature: Carolyn B. Smith

Printed Name: Carolyn B. Smith

Street Address: 310 Mc Millen St.

Fort Atkinson, WI 53538

Telephone: 920-542-0444

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED
FEB X 6 2023
CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Frank Lewandowski own and reside at 222 McMillen St.

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5 day of February 2023.

Signature: Frank T. Lewandowski

Printed Name: FRANK T. LEWANDOWSKI

Street Address: 222 McMillen St

Fort Atkinson, WI 53538

Telephone: 1-920-568-0711

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED
FEB X 6 2023
CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Charlene Klomp, own and reside at 736 Florence St, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5 day of February 2023.

Signature: Charlene A. Klomp

Printed Name: CHARLENE A. KLEMP

Street Address: 736 Florence St

Fort Atkinson, WI 53538

Telephone: 920-563-6787

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 6 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, Elliott J. Larson, own and reside at 415 McMillen St., within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5th day of February 2023.

Signature: Elliott J. Larson

Printed Name: Elliott J. Larson

Street Address: 415 McMillen St.

Fort Atkinson, WI 53538

Telephone: 920-563-3832

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED
FEB X 6 2023
CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Brandy Enger, own and reside at 707 McMillen St.
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 4th day of February 2023.

Signature: _____

Printed Name: _____

Street Address: _____

Fort Atkinson, WI 53538

Telephone: _____

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 6 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Peter Olsen, own and reside at 703 Florence St.

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5th day of February 2023.

Signature: Peter Olsen

Printed Name: Peter Olsen

Street Address: 703 Florence St.

Fort Atkinson, WI 53538

Telephone: 920-723-8289

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 6 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Beverly Haluska, own and reside at 411 Armenia St.

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 3 day of February 2023.

Signature: Beverly A Haluska
Printed Name: Beverly A. Haluska
Street Address: 411 Armenia St
Fort Atkinson, WI 53538
Telephone: 920-563-8111

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 6 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, Rick KOZAK, own and reside at 219 Memorial St, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 3 day of February 2023.

Signature: Ricky A Kozak

Printed Name: Ricky A Kozak

Street Address: 219 Memorial St

Fort Atkinson, WI 53538

Telephone: (920) 563-0378

PAID
FEB X 3 2023
FORT ATKINSON
WATER UTILITIES

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB 03 2023

CITY OF FORT ATKINSON
CITY MANAGER

RECEIVED

FEB X 3 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Steve Benson, own and reside at 202 Memorial Dr

_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 2nd day of February 2023.

Signature:

Printed Name:

Street Address:

Fort Atkinson, WI 53538

Telephone:

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB 03 2023

CITY OF FORT ATKINSON
CITY MANAGER

RECEIVED

FEB 13 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Ken Koch & Sally Koch, own and reside at 420 Memorial Drive, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 17th day of February 2023.

Signature: *Ken Koch & Sally Koch*
Sally Koch

Printed Name: Ken Koch & Sally Koch

Street Address: 420 Memorial Dr.

Fort Atkinson, WI 53538

Telephone: 920-563-4706

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Lucas Zamora, own and reside at 300 McMillen Street

 , within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5 day of February 2023.

Signature: Lucas Zamora

Printed Name: Lucas Zamora

Street Address: 300 McMillen Street

Fort Atkinson, WI 53538

Telephone: 608-886-8605

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, MICHAEL E WENDY TAYLOR, own and reside at 411 MEMORIAL DR
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 07 day of February 2023.

Signature: Michael Wendy Taylor
Printed Name: MICHAEL TAYLOR Wendy Taylor
Street Address: 411 MEMORIAL DR.
Fort Atkinson, WI 53538
Telephone: 920 723 7003

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

Objection to vacation of North Fourth Street

(McMillen Street to Armenia Street)

I, Kullen P Cook, own and reside at 710 Florence St
, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 5th day of February 2023.

Signature: Kullen P. Cook

Printed Name: Kullen P. Cook

Street Address: 710 Florence Street

Fort Atkinson, WI 53538

Telephone: 262.527.8871

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED

FEB X 8 2023

CITY OF FORT ATKINSON
CLERK / TREASURER

To Andy Selle and Fort Atkinson City Council:

My name is Steve Benson, a resident who lives at 202 Memorial Drive since 1989 and has resided in Fort Atkinson since 1984. I also was employed at Fort Healthcare from 1995 to 2022 and recently retired. Being an employee of Fort Healthcare I understand their need for expansion and adding parking. I attended the February 1st meeting but I disagree with some of the proposals and statements.

I agree they need more parking. It was stated their long term goal has been and is still is to expand to the north on McMillen St. This is fine for separate medical buildings but I do not believe it holds true for hospital campus parking since patients and employees need to be as close to the hospital as possible. I do not think the vacating of 4th St. is the best option for this. This street is too busy as people utilize it to go from Main St. or High St. to get to out of town on Highway 106 or vice versa to avoid downtown Main St. I believe building towards North 3rd Street from Armenia is a better option. This is because 3rd St. already ends at Armenia and Armenia could be vacated with little or no traffic issues if the houses on Armenia were bought and made into parking to the west. The parking would also be closer to the hospital main entrance.

Some of the statements or proposals I believe are false. It was stated the drainage of backyards would not worsen and might even improve. I simply do not believe this to be true as Mr. Selle admitted having issues with the one property owner. The 3rd Street option would not have any drainage issues since it goes uphill and has none currently. I also believe the 3rd St. option would have a less impact on fire and ambulance concerns. The 3rd St. option would also lessen the noise and lighting issues on neighbors since it is down hill and would face the hospital. It was stated the city did not "let" SSM/Dean and UW health move away from McMillen St. area when there was open land to expand, but doesn't the city have final zoning approval.

Another statement I think is incorrect: it is not a good idea for a road to go through the parking lots. Our downtown area parking lots have this, forcing pedestrians to cross much busier streets. It was also said the traffic would not increase but would be rerouted. While this is true, it would be rerouted to Main St. and Highway 106 which with Main St. downtown already being one lane it would create more backups. Could the relocation of the 4th St. houses be moved to the hospital's remote lot instead of the property recently torn down and that property could be available to the hospital for parking making that parking much closer to the hospital campus?

Other things to consider are turning off of intersections and getting out of driveways off Sherman Ave. due to the rerouting of traffic, also the plummeting of property values due to the changes. Could parking ramps be put in with an over the street walkway? This would make sense especially for the ER lot since it is already surrounded by city streets. Could sidewalks be put in on the hospital side on McMillen and on the east side of McMillen from 4th St. to Internal Meds for safety? Could the entrances to the new 4th St. parking face the hospital so cars lights leaving do not shine into the neighbors homes.

I would like for you to vote no on the vacating of 4th St. and let the hospital purchase houses in the long term on 3rd St. or at least make them purchase houses to the north of McMillen when available and then expand their new parking lot further north. I feel it does not make sense to vacate 4th St. just to gain an extra 37 parking stalls.

Sincerely,
Steve Benson

**Objection to vacation of North Fourth Street
(McMillen Street to Armenia Street)**

I, Kim M. McKenney, own and reside at 321 Armenia Street
_____, within the City of Fort Atkinson and am an "abutting" owner of land within 2,650 feet in relation to a portion of North Fourth Street proposed to be discontinued by the City of Fort Atkinson (Fort Atkinson) in favor of Fort Health Care, Inc. (Fort Health), within the meaning of Wis. Statute Sec. 66.1003(4)(c). I have present access to North Fourth Street, pay property taxes in support of it, the buried utilities under it, as well as possess a reasonable expectation to its continued use. I vote for veto of the proposed vacation of North Fourth Street. See Voss v. City of Middleton 162 Wis.2d 737 (1991), 470 N.W.2d 625.

Signed this 28 day of February 2023.

Signature: Kim M. McKenney
Printed Name: Kim M. McKenney
Street Address: 321 Armenia Street
Fort Atkinson, WI 53538
Telephone: 920-568-1264

File with:

Fort Atkinson City Clerk

101 N. Main St.

Fort Atkinson, WI 53538

Hours: Monday through Friday, 8am – 5pm

RECEIVED
MAR 1 2023
CITY OF FORT ATKINSON
CLERK / TREASURER

To City Council Members,

My name is Steve Benson and I live at 202 Memorial Drive Fort Atkinson. I attended the February 8th meeting and the February 29th planning commission meeting in regards to the vacating of Fourth Street to Fort Healthcare.

I agree the hospital needs more parking and space to expand but I disagree vacating Fourth Street is the best option. There are many more options that make more sense with less inconvenience for the nearby residents and all the residents of Fort Atkinson.

Armenia Street would be the better option as it is less traveled and also puts the parking near the main entrance where it should be, making it even a better option for not only the residents but also Fort Healthcare.

A parking ramp is also a better option as it could be made on the current ER parking lot making the parking closer to the hospital campus. The hospital speaker spoke of not only the cost but of the maintenance and snow removal, but other parking would also have maintenance and snow removal. The hospital could build the cost of the ramp into the cost of their current remodel.

The hospital also spoke of safety concerns having a street in the middle of two parking lots. The city could make those intersections four way stops greatly reducing any safety issues.

Also the hospital owns extra houses going north on Armenia and Mcmillen Streets so they could buy the four houses they do not own and could then extend the parking lot from the Fourth Street houses all the way to the nursing home and the dentist office. Fort Healthcare could sell their random houses they own and buy these and extend the parking lot.

The Fort Healthcare representative also spoke if you do not vacate Fourth Street they would move their remote parking to the already torn down buildings at 426 Mcmillen which is only one block away from their parking lot. I do not understand why we are even thinking about vacating Fourth Street when they have this option.

Armenia and Mcmillen Streets could also be made one way streets on the sides of the hospital and make angle parking along the one sides adding additional parking.

Please consider the impact vacating Fourth Street would have on all the residents in the area and the whole city not just the Fourth Street houses. Consider all the ramifications on the rerouting of traffic it would have especially Main Street, Sherman Avenue, Armenia and Mcmillen.

Do you want to set a precedence of vacating streets to businesses making Fort Atkinson a nightmare for not only for our residents but tourists. It would be like going through a corn maze. Please take time to drive over to the area and look at the map to review these other options. I think it is just common sense not to vacate Fourth Street with all the other options.

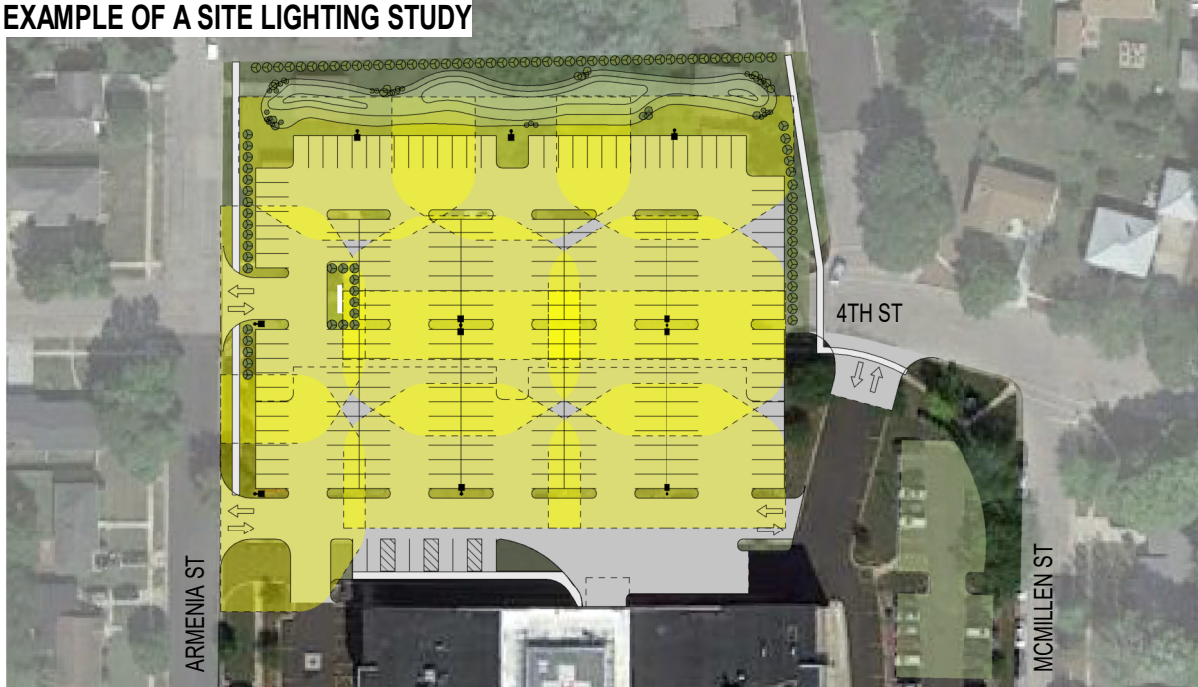
Thank you for your time and contact me at 920 563 8795 to discuss

Steve Benson

4TH STREET SHUT DOWN



EXAMPLE OF A SITE LIGHTING STUDY



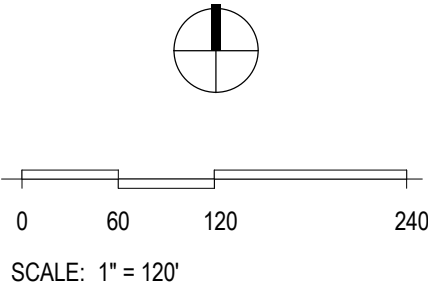
*AN OFFICIAL PHOTOMETRIC SITE LIGHTING STUDY WILL BE PROVIDED BY ELECTRICAL ENGINEER TO ENSURE SITE LIGHTING IS CONTAINED WITHIN PARKING LOT

LEGEND

- RECONFIGURED/ EXPANDED PARKING
- NEW GREEN SPACE

Fort Memorial Hospital
Fort Atkinson, Wisconsin

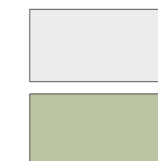
PARKING FEASIBILITY STUDY PLAN



4TH STREET REMAINING OPEN



LEGEND



RECONFIGURED/ EXPANDED PARKING

NEW GREEN SPACE








0 60 120 240

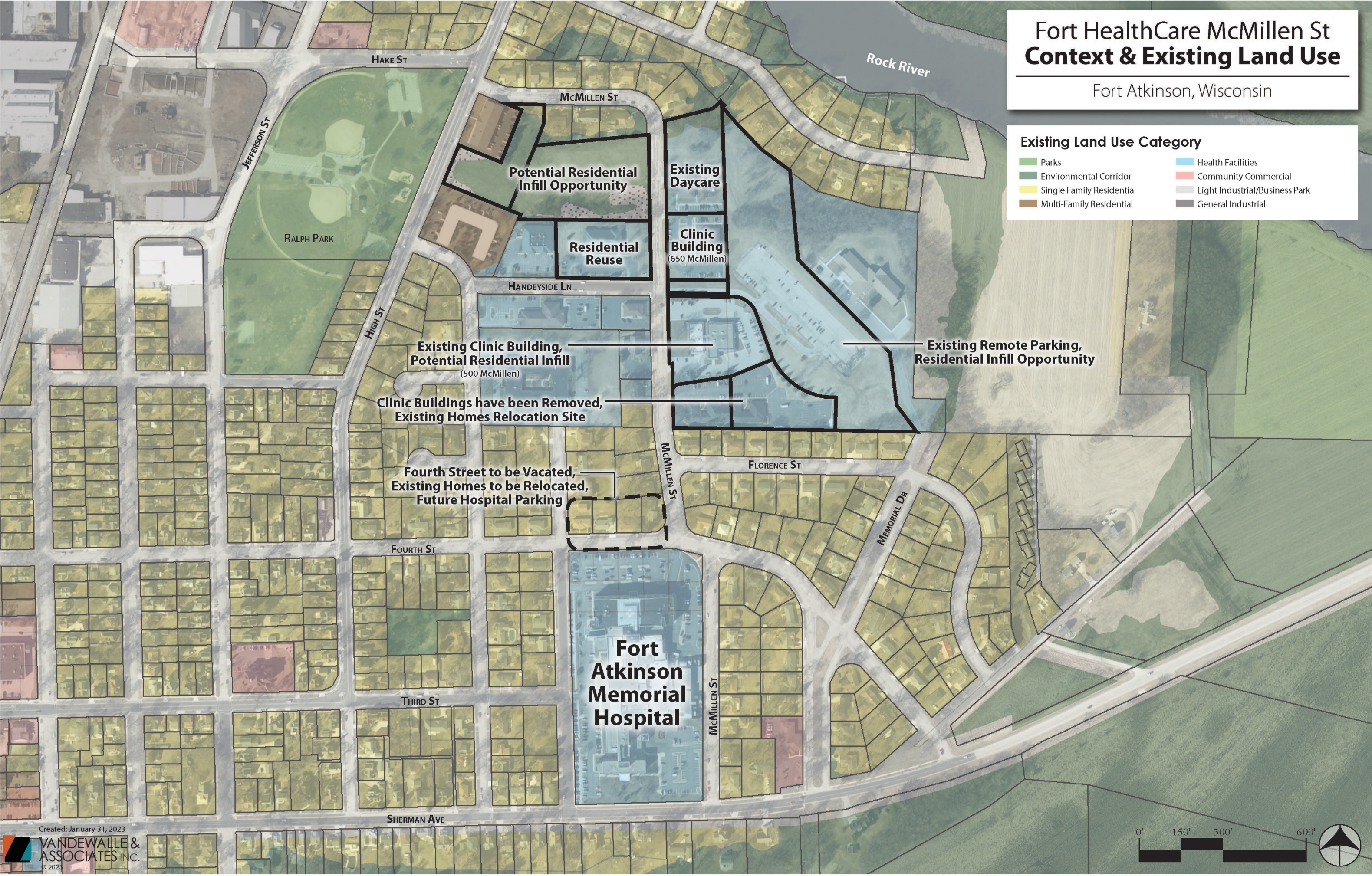
SCALE: 1" = 120'

Fort HealthCare McMillen St Context & Existing Land Use

Fort Atkinson, Wisconsin

Existing Land Use Category

- | | |
|---|--|
|  Parks |  Health Facilities |
|  Environmental Corridor |  Community Commercial |
|  Single Family Residential |  Light Industrial/Business Park |
|  Multi-Family Residential |  General Industrial |





MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Andy Selle, P.E., City Engineer/Director of Public Works

RE: Review and possible action relating to the Tip of the Spear, LLC Multi-family Residential Development – Certified Survey Map, General Development Plan, and Rezoning from SR-2, Single-family Residential District, to PUD, Planned Unit Development District

BACKGROUND

Section 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for Certified Survey Map (CSM) review and approval by the Plan Commission and City Council for conformance with all ordinances and plans.

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires an optional public hearing, staff review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

Section 15.10.44 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Planned Unit Development (PUD). This process entails the Zoning Map Amendment and concurrent approval of a General Development Plan. The GDP allows an applicant to propose a development plan that differs from some of the baseline requirements of the zoning district and ordinance. An approved GDP will specify which zoning flexibilities are proposed and granted. It will also identify the base underlying zoning being used to guide the PUD. Like other Zoning Map Amendment procedures, the Plan Commission hears the proposal, holds discussion, and makes a recommendation to the City Council. City Council must approve the change through Ordinance, requiring three readings.

Attached are memorandums provided to the Plan Commission for their March 14 meeting. The Certified Survey Map and General Development Plan were recommended for approval by the Fort Atkinson Plan Commission on March 14. A Specific Implementation Plan was also approved by the Plan Commission March 14 for the first building (Phase 1). Approval is contingent upon approvals by the City Council of the CSM, Rezone to PUD and the GDP.

DISCUSSION

The project area is composed of two parcels of 5.4 total acres located east of Fort Atkinson High School, south of the planned Banker Road Neighborhood, west of two residential homes in the Town of Koshkonong, and north of the Madison College campus. The properties were previously developed with private on-site well and septic systems serving the two existing single-family homes. However, City water and sewer have been extended to the site to serve the property. Additionally, a wetland delineation was completed for the properties in 2018 and has been reflected in the submitted plans.

The proposed project includes two 4-story, 36-unit apartment buildings on the site located near the Fort Atkinson High School. The first building would tentatively be started in August 2023 (pending approvals) with leasing available June 2024. Building #2 would break ground August 2024 with leasing available June 2025. The units will be a mixture of 1-bedroom, 2-bedroom, and 2-bedroom + loft configurations. Parking will be a combination of underground (below the building) and surface parking. The area was annexed into the City in 2022 and is included within the City's new TID District (#9).

CSM REVIEW:

The proposed Certified Survey Map is planned to combine the two existing parcels into one to facilitate the proposed development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The CSM is needed because the City does not permit construction of new structures which cross property lines. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one so that these standards can be met through the rezoning to MRH-30. Additionally, the proposed CSM includes dedication of public right-of-way along Banker Road.

This process, in combination with the proposed rezoning, provides the opportunity for the proposed project to meet the majority of the Zoning Ordinance's bulk dimensional standards, outside of those identified below.

PUD REZONING REVIEW:

1310-20 Campus Drive is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot single-family homes and neighborhoods. However, both properties are shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

The proposed project's land uses, setbacks, and lot area will largely fit the MRH-30 zoning district and this is recommended for the Base Zoning (the template for the PUD). PUD zoning

will allow the project several flexibilities to this Base Zoning, which are formally outlined below in the GDP.

GDP REVIEW - REQUESTED ZONING FLEXIBILITIES:

The requested use of a Planned Unit Development zoning district enables the City to consider granting flexibilities from many, but not all, zoning requirements of the MRH-30 district. During the consideration of the Planned Development, each of these requested flexibilities must be identified. In reviewing the proposed GDP, the following Zoning Ordinance requirements are not met and must be granted flexibility by the Plan Commission and Common Council.

1. The Permitted Maximum Building Height established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance does not permit the building height proposed. Specifically, the maximum building height in the MRH-30 zoning district is 45 feet. The proposed structure is 51.25 feet.
2. The Permitted Minimum Attached Garage Setback established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance does not permit the attached garage setback proposed. Specifically, the minimum attached garage setback in the MRH-30 zoning district is 2 feet behind the main plane of the building façade. The proposed attached garage is even with the main plan of the building façade (0-foot setback).
3. The Permitted Minimum Pavement Setbacks established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance do not permit the pavement setbacks proposed. The minimum pavement setbacks in the MRH-30 zoning district are 5 feet for side and rear lot lines and 10 feet for street right-of-way fronting lot lines. The pavement setback immediately west of the Phase 1 building is less than 10 FT. This narrow section is due to the elevation of the detention pond on the east side under a flood condition. The section requiring this flexibility is from the southwest corner of the property to the south edge of parking for the Phase 2 building. Plan Commission should note that this flexibility is truly only required with the conversion of the high school access to a public road. The developer was in favor of this “future” interpretation.

FINANCIAL ANALYSIS

There is no financial impact to the City.

RECOMMENDATION

Staff recommends the City Council approve the Certified Survey Map.

Staff recommends the City Council approve the General Development Plan and the Zoning Flexibilities noted in this report, contingent upon approval of the Rezoning to PUD.

Staff recommends the City Council accept the Ordinance Rezoning the parcel to PUD, with the underlying base zoning MRH-30, and move to a second reading at the April 6 meeting.

Note, in the event of little public feedback with this request at the April 6 meeting, staff will likely recommend suspending the rules to approve at the April 6 meeting.

ATTACHMENTS

- CSM and Application
- GDP and Application
- Plan Commission Memo(s) for GDP-CSM and SIP
- March 14, 2023 Plan Commission Minutes (attached earlier in the packet)
- Development Narrative
- Comprehensive Plan Future Land Use Map
- Banker Road Neighborhood Plan
- DRAFT Ordinance Rezoning the Parcel from SR-2 to PUD



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Certified Survey Map Application

This form is designed to be used by the Applicant as a guide to submitting a complete application for review of a Certified Survey Map by the City to process the application.

APPLICANT Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

OWNER Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Postal address for proposed CSM: _____

Parcel Identification Numbers Involved: _____

Brief description of proposed division or combination and purpose: _____

I Application Packet Requirements

The Applicant shall submit one electronic copy of the application.

- ☐ A map of the subject property to scale depicting:
 - ☐ All lands and boundaries for the parcel(s)
 - ☐ Current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control.
 - ☐ All lot dimensions of the subject property.
 - ☐ A graphic scale and a north arrow.
- ☐ Legal Description
- ☐ All easements, setbacks or land restrictions on the parcel(s)



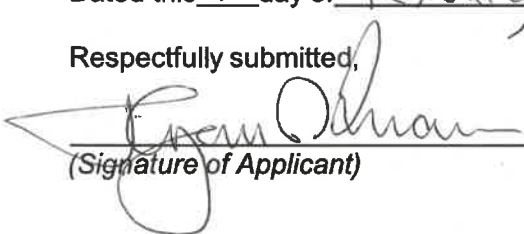
City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

II Process Checklist

- | | |
|--|-------------|
| <input type="checkbox"/> Application fee of \$100 plus \$10 per additional lot received by City Treasurer
(Maximum \$500) | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> City Staff Review | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation | Date: _____ |
| <input type="checkbox"/> City Council review and action | Date: _____ |

Dated this 1 day of February, 20 23

Respectfully submitted,



(Signature of Applicant)

DRAFT

JEFFERSON COUNTY
CERTIFIED SURVEY MAP #

A part of the SW 1/4 of the NW 1/4, including all of Lot 1
of CSM 4431, of Section 33, T6N., R14E., City of Fort
Atkinson, Jefferson County, Wisconsin.

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

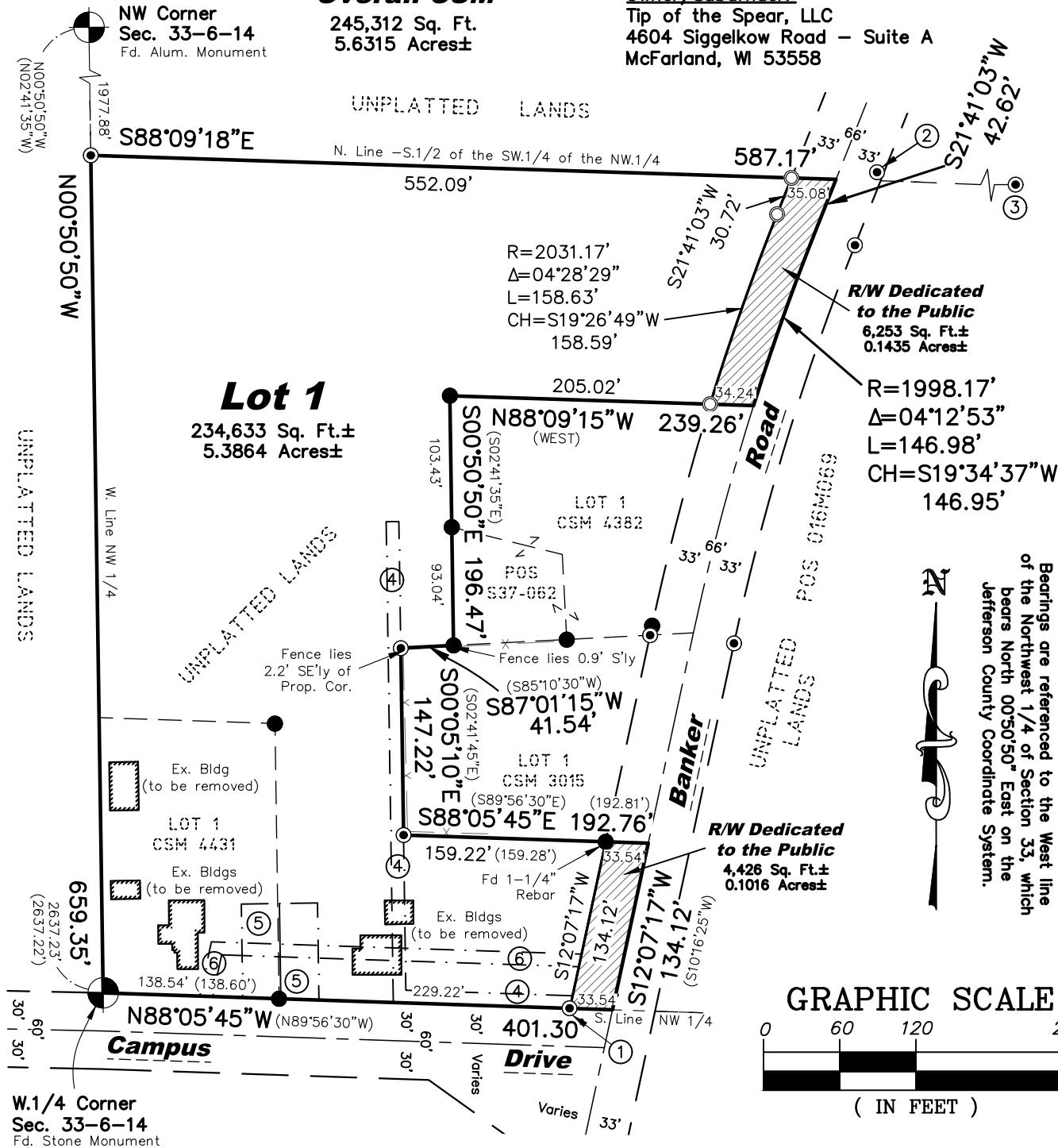
Overall CSM

Owner/Subdivider:

Tip of the Spear, LLC
4604 Siggelkow Road – Suite A
McFarland, WI 53558

245,312 Sq. Ft.
5.6315 Acres±

NW Corner
Sec. 33–6–14
Fd. Alum. Monument

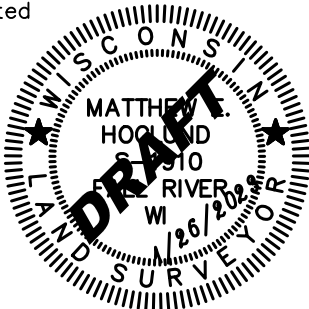


LEGEND

NOTES

- Found 1–1/4" Iron Pipe
- Found 3/4" Rebar, Unless Noted
- 3/4" by 24" Iron Rebar Set Weighing 1.5 lbs./ft.
- (303.63') Record Data (if different)
- Boundary Line
- Existing R/W Line
- Platted Lot Line
- Sectional Subdivision Line
- Existing Easement Line
- Street Centerline

- Found IP lies N73°57'W, 0.31' from the corner
- Found IP lies N13°58'08"W, 2.27' from the corner
- Found IP at the NW corner of Lot 4 of Berry Hill lies S88°09'18"E, 414.77' from the NE corner of this CSM
- 10' W.E.P.CO. Easement per Doc. 943328
- 60' City of Fort Atkinson sanitary sewer, watermain & storm sewer Easement per Doc. 979516
- 10' W.E.P.CO. & Wis. Tel. Co. Easement per Vol. 479, P. 619



QUAM ENGINEERING, LLC

4604 SIGGELKOW ROAD – SUITE A MCFARLAND, WI 53558

608-838-7750 www.quamengineering.com

Project # MC-37-20

Drawn By: MEH
Project # MC-37-20

**JEFFERSON COUNTY
CERTIFIED SURVEY MAP #**

***A part of the SW 1/4 of the NW 1/4, including all of Lot 1 of CSM 4431, of
Section 33, T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.***

SURVEYOR'S CERTIFICATE:

I, Matthew E. Hoglund, Registered Land Surveyor, do hereby certify to the best of my knowledge and belief, that I have surveyed, divided, and mapped the following Certified Survey being a part of the Southwest one-quarter of the Northwest one-quarter, including all of Lot 1 of Jefferson County Certified Survey Map No. (CSM) 4431, recorded in Volume 22 of Certified Survey Maps on Page 168 as Document No. 1123862 of Jefferson County Records, of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

BEGINNING at the West one-quarter Corner of said Section 33;

thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Northwest corner of the South one-half of said Southwest one-quarter of the Northwest one-quarter;

thence, along the North line of said South one-half of said Southwest one-quarter of the Northwest one-quarter, S88°09'18"E, 587.17 feet to its intersection with the centerline of Banker Road;

thence, along said centerline, S21°41'03"W, 42.62 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1998.17 feet and a chord which bears S19°34'37"W, 146.95 feet;

thence, continuing along said centerline, Southerly, 146.98 feet along the arc of said curve through a central angle of 04°12'53" to the Northeast corner of Lot 1 of CSM 4382;

thence, along the North line of said CSM 4382, N88°09'15"W, 239.26 feet to the Northwest corner of said Lot 1 of CSM 4382;

thence, along the West line of said Lot 1 of CSM 4382 and its Southerly extension, S00°50'50"E, 196.47 feet to its intersection with the North line of Lot 1 of CSM 3015;

thence, along last said North line, S87°01'15"W, 41.54 feet to the Northwest corner of said Lot 1 of CSM 3015;

thence, along the West line of said Lot 1 of CSM 3015, S00°51'00"E, 147.22 feet to the Southwest corner of said Lot 1 of CSM 3015;

thence, along the South line of said Lot 1 of CSM 3015, S88°05'45"E, 192.76 feet to its intersection with aforesaid centerline of Banker Road;

thence, along said centerline, S12°07'17"W, 134.12 feet to its intersection with the South line of said Northwest one-quarter and the North right-of-way line of Campus Drive;

thence, along last said South line and North right-of-way line, N88°05'45"W, 401.30 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 245,312 square feet or 5.6315 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact.

I further certify, to the best of my knowledge and belief, that this map is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof made; that I have made such survey, land division, and map by the direction of Ryan Quam of Tip of the Spear, LLC, the owner of said land; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Land Division Ordinance of the City of Fort Atkinson in surveying, dividing, and mapping the same.

Dated this 26th day of January, 2023.

Quam Engineering, LLC
By: Matthew E. Hoglund
P.L.S. S-1910



C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

Drawn By: MEH
Project # MC-37-20

**JEFFERSON COUNTY
CERTIFIED SURVEY MAP #**

***A part of the SW 1/4 of the NW 1/4, including all of Lot 1 of CSM 4431, of
Section 33, T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.***

OWNER'S CERTIFICATE:

Tip of the Spear, LLC, a Wisconsin Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Company caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on this Certified Survey Map. Tip of the Spear, LLC does also certify that this Certified Survey Map is required to be submitted to the City of Fort Atkinson for approval.

IN WITNESS WHEREOF, the said Tip of the Spear, LLC, has caused these presents to be signed by

_____, its _____, and _____,
its _____, at _____, Wisconsin, on this _____, day of
_____, 20__.

In the presence of: _____

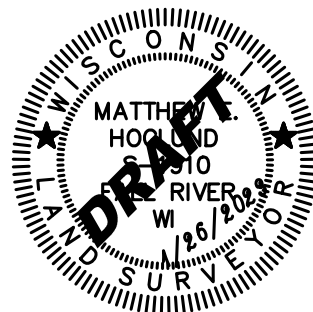
Print Name Print Name

STATE OF WISCONSIN)
COUNTY DANE) SS

Personally came before me this ____ day of _____, 20__, _____,
_____ and _____, _____ of
the above named Company, to me known to be the person who executed the foregoing instrument, and to me
known to be the _____ of said Company and acknowledged that they executed
the foregoing instrument as such officer as the deed of said company, by its authority.

(Notary Seal) _____ Notary Public, _____, Wisconsin

My commission expires _____.



CITY OF FORT ATKINSON APPROVAL CERTIFICATE:

Resolved, that this Certified Survey Map, Tip of the Spear, LLC, owner, is hereby approved and the dedication accepted by the City Council.

Date: _____ Approved _____
Chris Scherer - Council President

I hereby certify that the foregoing is a copy of a Resolution adopted by the City Council of the City of Fort Atkinson.

Date: _____ Signed _____
Michelle Ebbert - City Clerk

C.S.M. No. _____

Doc. No. _____

Vol. _____ Page _____

Drawn By: MEH
Project # MC-37-20

JEFFERSON COUNTY
CERTIFIED SURVEY MAP # _____

A part of the SW 1/4 of the NW 1/4, including all of Lot 1 of CSM 4431, of Section 33, T6N., R14E., City of Fort Atkinson, Jefferson County, Wisconsin.

CONSENT OF CORPORATE MORTGAGEE:

_____, a bank duly organized and existing under and by virtue of the laws of the State of Wisconsin, as mortgagee of the above-described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above certificate of Tip of the Spear, LLC, owner.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by its authorized representative listed below at _____, Wisconsin and its corporate seal affixed on the _____ day of _____, 20____.

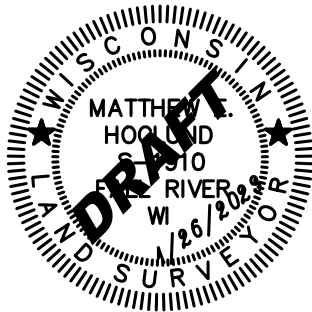
By: _____ Title: _____

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this ____ day of _____, 20____, _____, its _____ of the above named corporation, to me known to be the person(s) who executed the foregoing instrument, and to me known to be such authorized representative of said corporation, and acknowledged that _____ executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

(Notary Seal) _____ Notary Public, _____, Wisconsin

My commission expires _____.



REGISTER OF DEEDS CERTIFICATE:

Received for recording this ____ day of _____, 20____, at _____ o'clock __ M. and recorded in Volume _____ of Certified Survey Maps on Pages _____ as Document No. _____.

Staci M. Hoffman, Jefferson County Register of Deeds

Procedural Checklist for Planned Developments

The process for review and approval of the General Development Plan shall be identical to that for zoning map amendments per Section 15.10.31. The process for review and approval of the Specific Implementation Plan shall be identical to that for site plans per Section 15.10.42.

This form is designed to be used by the Applicant as a guide for submitting a complete for a Planned Development (PUD) and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address for Planned Development: _____

I Application Packet Requirements

The Applicant shall submit an electronic copy of the application or paper copies as may be required by the City.

- ☐ **A. Pre-Application Conference.** Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.

- ☐ **B. Concept Plan.** Upon completion of the pre-application conference, described above, the applicant may decide to prepare an optional conceptual plan for review by the Plan Commission.

The Plan Commission or City Council may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. The Plan Commission shall accept the concept plan and inform the application to move on to the next step in the PUD process, General Development Plan.

The concept plan submittal shall include the following items:

- ☐ A location map of the subject property and its vicinity.
- ☐ A general written description of the proposed PUD, including:
 - ☐ General project themes and images.
 - ☐ The general mix of dwelling unit types and/or land uses.
 - ☐ Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
 - ☐ General treatment of natural features.
 - ☐ Relationship to nearby properties and public streets.
 - ☐ Relationship of the project to the Comprehensive Plan.
 - ☐ Description of potentially requested exceptions from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the

potential adverse impacts created by making exceptions to standard zoning district requirements.

- ☐ A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.

☐ **C. General Development Plan (GDP):**

The GDP submittal shall include the following items:

Exhibit #1

- ☐ General location map of the subject site depicting:

- ☐ All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
- ☐ Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
- ☐ A graphic scale and a north arrow.

Exhibit #4

- ☐ Generalized site plan showing the pattern or proposed land uses, including:

- ☐ General size, shape, and arrangement of lots and specific use areas.
- ☐ Basic street pattern and pattern of internal drives.
- ☐ General site grading plan showing preliminary road grades.
- ☐ Basic storm drainage pattern, including proposed on-site stormwater detention.
- ☐ General location of recreational and open space areas, including designation of any such areas to be classified as common open space.

Exhibit #5

- ☐ Statistical data, including:

- ☐ Minimum lot sizes in the development.
- ☐ Approximate areas of all lots.
- ☐ Density/intensity of various parts of the development.
- ☐ Building coverage.
- ☐ Landscaping surface area ratio of all land uses.
- ☐ Expected staging.

Exhibit #4

Exhibit #4 and #8

Exhibit #9

Exhibit #7 and #11

- ☐ Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.

Exhibit #7 and #11

- ☐ General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from City standards or common practices.

N/A

- ☐ General outline of property owners' association, covenants, easements, and deed restrictions.

Letter

- ☐ A written description of the proposed Planned Unit Development, including:

- ☐ General project themes and images.
- ☐ The general mix of dwelling unit types and/or land uses.
- ☐ Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
- ☐ General treatment of natural features.
- ☐ General relationship to nearby properties and public streets.

Letter



N/A

- ☐ General relationship of the project to the Comprehensive Plan.
- ☐ Proposed exceptions from the requirements of this Chapter.

- ☐ A Traffic Impact Analysis – if deemed necessary by Zoning Administrator – that evaluates the adequacy of the existing and proposed transportation system that services the PUD and addresses all elements of the transportation system as it related to pedestrians, bicyclists, transit, vehicular traffic, and adjacent land development. WisDOT TIA requirements must be followed if a development project has direct access to the State Trunk Highway System.

☐ D. Specific Implementation Plan (SIP):

Upon completion of the GDP review process, described above, the applicant shall submit a Specific Implementation Plan to the Zoning Administrator for determination of completeness. The SIP may be placed on the Plan Commission agenda once the Zoning Administrator determines the SIP to be complete.

The Zoning Administrator, or by majority vote of the Plan Commission may waive submittal information listed below, and/or may likewise require additional information beyond that listed below. Note that the area included in a SIP may be only a portion of the area included in a previously approved GDP. The SIP submittal shall include the following items:

Exhibit #3



Exhibit #2

Exhibit #8



Exhibit #9

Exhibit #11

Exhibits #12/13

Exhibit #10

Exhibit #11

Letter



- ☐ An existing conditions map of the subject site depicting the following:
 - ☐ All lands for which the Planned Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
 - ☐ Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
 - ☐ Existing utilities and recorded easements.
 - ☐ All lot dimensions of the subject site.
 - ☐ A graphic scale and a north arrow.
- ☐ A SIP map of the proposed site showing at least the following:
 - ☐ Lot layout and the arrangements of buildings.
 - ☐ Public and private roads, driveways, walkways, and parking facilities.
 - ☐ Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- ☐ Proposed grading plan.
- ☐ Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.
- ☐ Architectural plans for any nonresidential buildings, multifamily structures, or building clusters, other than conventional single-family homes or individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
- ☐ Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
- ☐ Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes that are proposed to vary from City standards or common practices.
- ☐ Specific written description of the proposed SIP including:
 - ☐ Specific project themes and images.
 - ☐ Specific mix of dwelling unit types and/or land uses.

Letter

- ☐ Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.

Letter

- ☐ Specific treatment of natural features, including parkland.
- ☐ Specific relationship to nearby properties and public streets.
- ☐ Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
- ☐ A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.
- ☐ A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions would occur.
- ☐ Phasing schedule, if more than one development phase is intended.

N/A

- ☐ Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.

N/A

- ☐ A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.

II Criteria Used to Evaluate the Planned Development Application

See Section 15.10.44(e) for criteria used by the Zoning Administrator to evaluate the application. The Plan Commission shall make findings with respect to the following criteria:

1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of the Fort Atkinson Zoning Code.
2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.

9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions modifications variation of any standard or regulation of the Fort Atkinson Zoning Code.
10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.

III Process Checklist

- | | |
|--|-------------|
| <input type="checkbox"/> Pre-Application Conference | Date: _____ |
| <input type="checkbox"/> Plan Commission Concept Plan Review | Date: _____ |
| <input type="checkbox"/> General Development Plan (<i>same process as zoning map amendment</i>) | |
| <input type="checkbox"/> Application fee of \$200.00 received by City Clerk | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| <input type="checkbox"/> Receipt of GDP by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> Development Review Team Input | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice sent to official newspaper by City Clerk | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice published on _____ and _____ | Date: _____ |
| <input type="checkbox"/> Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of clerks of municipalities within 1,000 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of airports within 3 miles of the petition | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation | Date: _____ |
| <input type="checkbox"/> Common Council review and action | Date: _____ |
| <input type="checkbox"/> Specific Implementation Plan (<i>same process as site plan</i>) | |
| <input type="checkbox"/> Receipt of SIP by Zoning Administrator | Date: _____ |
| <input type="checkbox"/> Development Review Team Input | Date: _____ |
| <input type="checkbox"/> Zoning Administrator Report | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Meeting | Date: _____ |
| <input type="checkbox"/> Plan Commission Review and Action | Date: _____ |

Planned Development

Statement of Owners Intent,
General Development Plan, and
Specific Implementation Plan for
Campus Drive Apartments
Phase 1 Development

Project:
Campus Drive Apartments Development

Owner:
Tip of the Spear, LLC
Attn: Ryan Quam

Statement of Owners Intent

It is the intent of the Owner to develop the lands controlled by the Owner as a multifamily development in general conformance with the TIF plan and Comprehensive Plan. The purpose of this submittal is to seek the following Village approvals:

- 1) General Development Plan approval for phase 1 and 2 development;
- 2) Specific Implementation Plan approval for phase 1 development;
- 3) Zoning amendment creating the Planned Unit Development (PUD) to allow phase 1 development;
 - a. Multi-family Residential-30 zoning is the best fit for the proposed development;
 - b. Bulk regulations for MRH-30 zoning Section 15.02.24 of the Zoning Ordinances include a maximum height of 45 feet for principal structures;
 - c. The PUD approval is required to allow a maximum height of 51.25’;
- 4) Certified Survey Map combining two parcels into one lot;

Legal Description

The lands controlled by the Owner addresses and legal descriptions are as follows:

- 1) W6490 and W6492 Campus Drive;
- 2) A part of the SW ¼ of the NW ¼ including all of Lot 1, C.S.M. 4431, Section 33 T6N, R14E;
- 3) See General Location Map as Exhibit #1;
- 4) See proposed Certified Survey Map attached as Exhibit #2;

Existing Site

The Existing Site Plan is included as Exhibit #3 and site features are as follows:

- 1) 5.63 total acres;
- 2) Fort Atkinson high school is adjacent to the west;
- 3) City owned lands with planned development is adjacent to the north;
- 4) Banker Road and two single family homes are adjacent to the east;
- 5) Campus Drive is adjacent to the south;
- 6) Existing houses served by wells and septic fields and City sanitary sewer and water main has been extended into property from Campus Drive;
- 7) Wetland Delineation per Taylor Conservation, LLC report dated July 3, 2018;

Description of General Development Plan (GDP) for Phase 1 and 2 Development

This parcel is designated as “Planned Neighborhood” on the Future Land Use Map of the Comprehensive Plan. The development proposes two four story, 36-unit apartment buildings with associated parking and drive aisles and the details are as follows:

- 1) The Site Plan (GDP) is included as Exhibit #4 with features as follows:
 - Phase 1 and Phase 2 buildings with 11,300 square foot footprint;
 - 72 above ground parking stalls;
 - 17,270 square foot, phase 2, dog park with gate and perimeter fence;
 - 12.8 dwelling units per acre after phase 2 development
- 2) The Grading Plan (GDP) is included as Exhibit #5 with features as follows:
 - Underground garage entrances on the north side of the phase 1 building and the south side of the phase 2 building;
 - First floor doors on the south side of the phase 1 building and west side of the phase 2 building;

- Garage floor pedestrian and overhead door on the north side of the phase 1 building and south side of the phase 2 building;
 - Regional drainage safe overflow on the east side of the phase 1 and phase 2 buildings;
 - Includes wetland filling per Wisconsin DNR Approval letter dated 3/22/22;
 - On-site stormwater detention pond;
- 3) The Utility Plan (GDP) is included as Exhibit #6
- The existing 10" sanitary lateral will be extended with 6" sanitary lateral to serve the phase 1 building;
 - A 6" sanitary lateral will be incorporated into the public sanitary sewer extension along the high school driveway to serve the phase 2 building;
 - The existing 8" water service will be extended with 6" water main to serve the phase 1 building;
 - A 6" water service will be incorporated into the public water main extension along the high school driveway to serve the phase 2 building;
 - Inlets and catch basins will collect runoff from all impervious areas and storm sewer will carry runoff to the detention pond;
 - Storm sewer and storm manholes will collect the offsite runoff from the north and transfer it underground through the site to Campus Drive storm sewer;
- 4) The Landscape, Lighting, and Signage Plan (GDP) is included as Exhibit #7
- Tree and shrub locations with species;
 - Parking light locations;
 - Sign locations;

Description of Specific Implementation Plan (SIP) for Phase 1 Development

The first phase is scheduled to break ground in June 2023 in order to allow a June 1, 2024 opening. The second phase is tentatively scheduled to break ground in July 2024 in order to allow a June 1, 2025 opening. The first phase is a four story 36-unit apartment building and the details are as follows:

- 5) The Site Plan (SIP) is included as Exhibit #8 with features as follows:
- 11,300 square foot footprint;
 - 175 feet long;
 - 72 feet deep;
 - 36 above ground parking stalls;
 - 6.4 dwelling units per acre;
 - 5.06% building coverage ratio;
 - 87.05% landscape area ratio;
- 6) The Grading and Erosion Control Plan (SIP) is included as Exhibit #9 with features as follows:
- Underground garage entrance on the north side of the building;
 - First floor doors on the south side of the building;
 - Garage floor door on the north side of the building;
 - Retaining walls to accommodate the grade changes;
 - Includes wetland filling per Wisconsin DNR Approval letter dated 3/22/22;
 - On-site stormwater detention pond;
- 7) The Utility Plan (SIP) is included as Exhibit #10
- The existing 10" sanitary lateral will be extended with 6" sanitary lateral to serve the phase 1 building;
 - The existing 8" water service will be extended with 6" water main to serve the phase 1 building;

- Inlets and catch basins will collect runoff from all impervious areas and storm sewer will carry runoff to the detention pond;
- Storm sewer and storm manholes will collect the offsite runoff from the north and transfer it underground through the site to Campus Drive storm sewer;
- 8) The Landscape, Lighting, and Signage Plan (SIP) is included as Exhibit #11
 - Tree and shrub locations with species;
 - Parking light locations;
 - Sign locations;
- 9) The Exterior Elevations drawing are included as Exhibit #12.1 and 12.2
 - Materials include single hung vinyl windows, aluminum railing systems, thin stone veneer, fiber-cement lap siding, and fiber-cement siding panels with reveal joints;
 - Roof materials include three dimensional asphalt shingles;
- 10) The Apartments Garage Floor Plan is included as Exhibit #13.1
 - Tenant storage and mechanical rooms in the garage;
 - 27 parking stalls;
 - 11 bike racks will be hung on the garage wall for tenant use;
- 11) The Apartments First Floor Plan is included as Exhibit #13.2
 - 8,912 approximate apartments area;
 - Six two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;
- 12) The Apartments Second Floor Plan is included as Exhibit #13.3
 - 8,912 approximate apartments area;
 - Six two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;
- 13) The Apartments Third Floor Plan is included as Exhibit #13.4
 - 8,912 approximate apartments area;
 - Six two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;
- 14) The Apartments Fourth Floor Plan is included as Exhibit #13.5
 - 9,712 approximate apartments area;
 - Four two bedroom with lofts;
 - Two two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;



City of Fort Atkinson
City Engineer's Office
101 N. Main Street
Fort Atkinson, WI 53538

CERTIFIED SURVEY MAP, REZONING, AND GENERAL DEVELOPMENT PLAN (GDP) REVIEW REPORT TO THE PLAN COMMISSION

DATE: March 14, 2023

FILE NUMBER: PUD-2023-01

PROPERTY ADDRESSES: 1310-20 Campus Drive

EXISTING ZONING: SR-2, Single-Family Residential

PARCEL NUMBER: 226-0614-3323-014 and 226-0614-3323-015

PROPOSED ZONING: MRH-30, Multi-Family Residential and PUD, Planned Unit Development

OWNER: Tip of The Spear, LLC

EXISTING LAND USE: Rural Single-Family/Vacant

APPLICANT: Ryan Quam

REQUESTED USES: Multi-Family Residential Apartments

BACKGROUND ON CSM, REZONING, AND GDP REVIEW:

Section 70.05.04 and 70.06.03 of the City of Fort Atkinson Land Division and Development Ordinance outlines the requirements for Certified Survey Map (CSM) review and approval by the Plan Commission and City Council for conformance with all ordinances and plans.

Section 15.10.31 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for a Zoning Map Amendment process. This requires an optional public hearing, staff review, and approval by the Plan Commission and the City Council on the consistency of the proposal with adopted plans.

Section 15.10.44 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Planned Unit Development. This process entails the Zoning Map Amendment and concurrent approval of a General Development Plan. The GDP allows an applicant to propose a development plan that differs from some of the baseline requirements of the zoning district and ordinance. An approved GDP will specify which zoning flexibilities are proposed and granted. It will also identify the base underlying zoning being used to guide to PUD. Like other Zoning Map Amendment procedures, the Plan Commission hears the proposal, holds discussion, and makes a recommendation to the City Council.

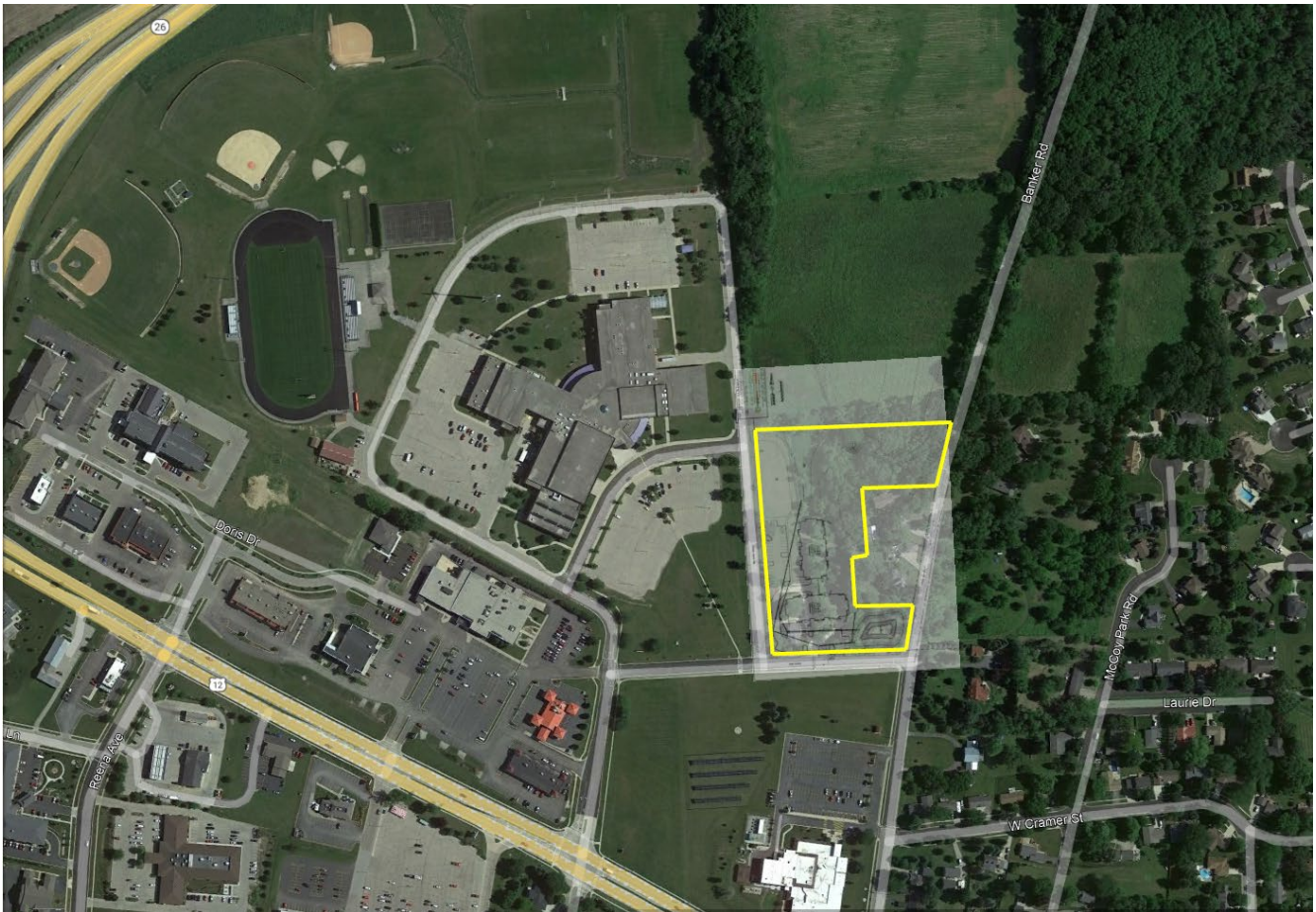
REQUEST OVERVIEW:

This project was previously reviewed at a conceptual level during the January 24, 2023 Plan Commission meeting. Today, the applicant has submitted plans for formal review of:

1. A Certified Survey Map to combine the existing two parcels into one.
 2. A General Development Plan for rezoning to Planned Unit Development (PUD) with flexibilities identified from the base MRH-30 zoning district (underlying zoning). The current Zoning is SR-2.
-

3. A Specific Implementation Plan (SIP) for the site plan details associated with the project.

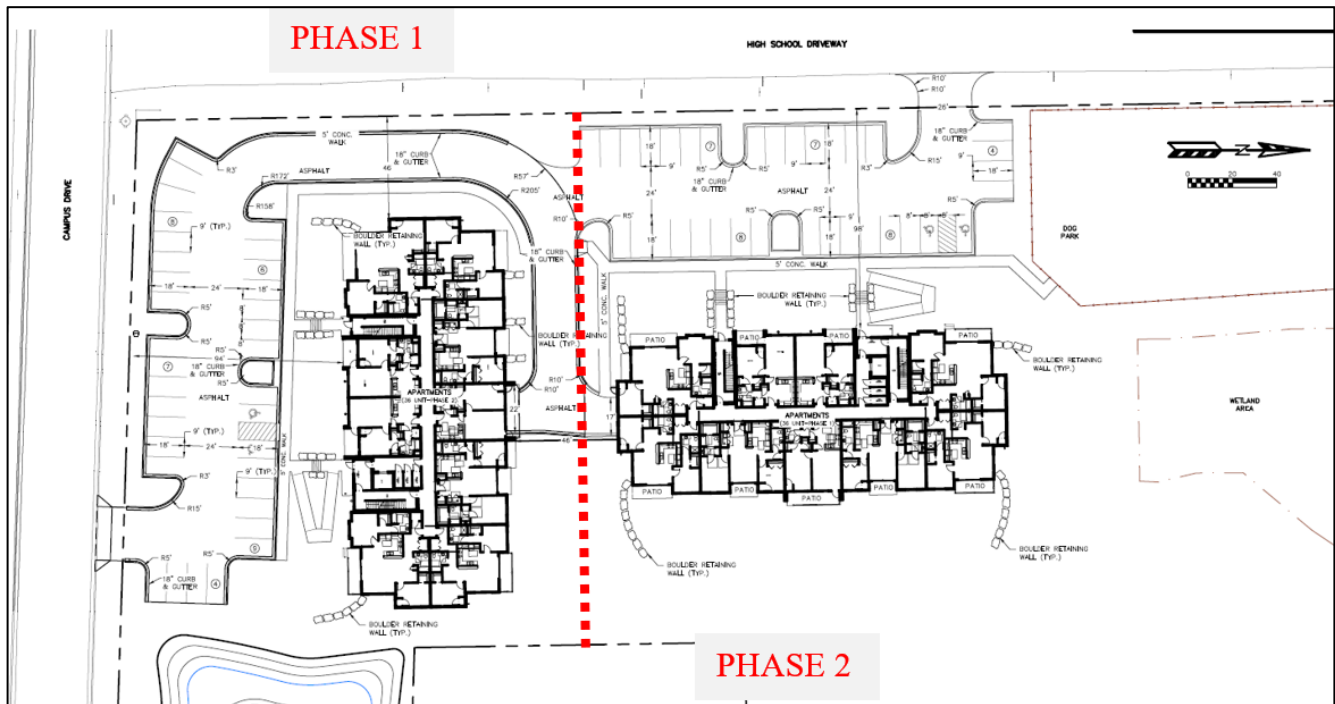
The first two processes outlined above are included within this staff report. The SIP staff report has been provided separately for the Plan Commission's consideration following approval of the other processes.



The project area is composed of two parcels are 5.4 total acres located east of Fort Atkinson High School, south of the planned Banker Road Neighborhood, west of two residential homes in the Town of Koshkonong, and north of the Madison College campus. The properties were previously developed with private on-site well and septic systems serving the two existing single-family homes. However, City water and sewer have been extended to the site to serve the property. Additionally, a wetland delineation was completed for the properties in 2018 and has been reflected in the submitted plans.

The proposed project includes two 4-story, 36-unit apartment buildings on the site located near the Fort Atkinson High School. The first building would tentatively be started in August 2023 (pending approvals) with leasing available June 2024. Building #2 would break ground August 2024 with leasing available June 2025. The units will be a mixture of 1-bedroom, 2-bedroom, and 2-bedroom + loft configurations. Parking will be a combination of underground (below the building) and surface

parking. The area was annexed into the City in 2022 and is included within the City's new TID District (#9).



CSM REVIEW:

The proposed Certified Survey Map is planned to combine the two existing parcels into one to facilitate the proposed development. The Land Division and Development Code requires that the CSM be reviewed by the Plan Commission for consistency with all other ordinances, laws, rules, regulations, and plans. The CSM is needed because the City does not permit construction of new structures which cross property lines. The Zoning Ordinance has minimum and maximum density, intensity, and bulk regulations for all properties in the City. As further described below, the proposed CSM combines the two lots into one so that these standards can be met through the rezoning to MRH-30. Additionally, the proposed CSM includes dedication of public right-of-way along Banker Road.

This process, in combination with the proposed rezoning, provides the opportunity for the proposed project to meet the majority of the Zoning Ordinance's bulk dimensional standards, outside of those identified below.

REZONING REVIEW:

1310-20 Campus Drive is currently zoned SR-2 Single-Family Residential. This zoning district allows for and is oriented to large-lot single-family homes and neighborhoods. However, both properties are shown on the City of Fort Atkinson's 2019 Comprehensive Plan Future Land Use Map as Planned

Neighborhood because it was envisioned that this area would transition overtime to become an extension of residential neighborhoods served by public sewer and water.

The proposed project's land uses, setbacks, and lot area do not meet the standards of the SR-2 zoning district. The MRH-30 zoning district is better suited to accomplish the City's goals in this area and the proposed project. In terms of land uses, the MRH-30 zoning district permits apartment land uses by-right, which is not permitted in the SR-2 zoning district. If the proposed CSM is approved, the new parcel will meet the MRH-30 lot configuration requirements as shown below:

Bulk Regulation	MRH-30 Standard	Proposed New Parcel
Minimum Lot Area	20,000 square feet	234,633 square feet
Minimum Lot Area per Dwelling Unit	870 square feet/dwelling unit	6,517 square feet/du
Minimum Lot Width	100 feet	200+ feet
Minimum Lot Depth	120 feet	600+ feet
Minimum Lot Frontage at ROW	50 feet	All Greater Than 100 feet

GDP REVIEW - REQUESTED ZONING FLEXIBILITIES:

The requested use of a Planned Unit Development zoning district enables the City to consider granting flexibilities from many, but not all, zoning requirements of the MRH-30 district. During the consideration of the Planned Development, each of these requested flexibilities must be identified. In reviewing the proposed GDP, the following Zoning Ordinance requirements are not met and must be granted flexibility by the Plan Commission and Common Council.

1. The Permitted Maximum Building Height established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance does not permit the building height proposed. Specifically, the maximum building height in the MRH-30 zoning district is 45 feet. The proposed structure is 51.25 feet.
2. The Permitted Minimum Attached Garage Setback established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance does not permit the attached garage setback proposed. Specifically, the minimum attached garage setback in the MRH-30 zoning district is 2 feet behind the main plane of the building façade. The proposed attached garage is even with the main plan of the building façade (0-foot setback).
3. The Permitted Minimum Pavement Setbacks established for the MRH-30 district in Section 15.02.24 of the Zoning Ordinance do not permit the pavement setbacks proposed. The minimum pavement setbacks in the MRH-30 zoning district are 5 feet for side and rear lot lines and 10 feet for street right-of-way fronting lot lines. The pavement setback immediately west of the Phase 1 building is less than 10 FT. This narrow section is due to the elevation of the detention pond on the east side under a flood condition. The section requiring this flexibility is from the southwest corner of the property to the south edge of parking for the Phase 2 building. Plan Commission should note that this flexibility is truly only required with the conversion of the high school access to a public road. The developer was in favor of this "future" interpretation.

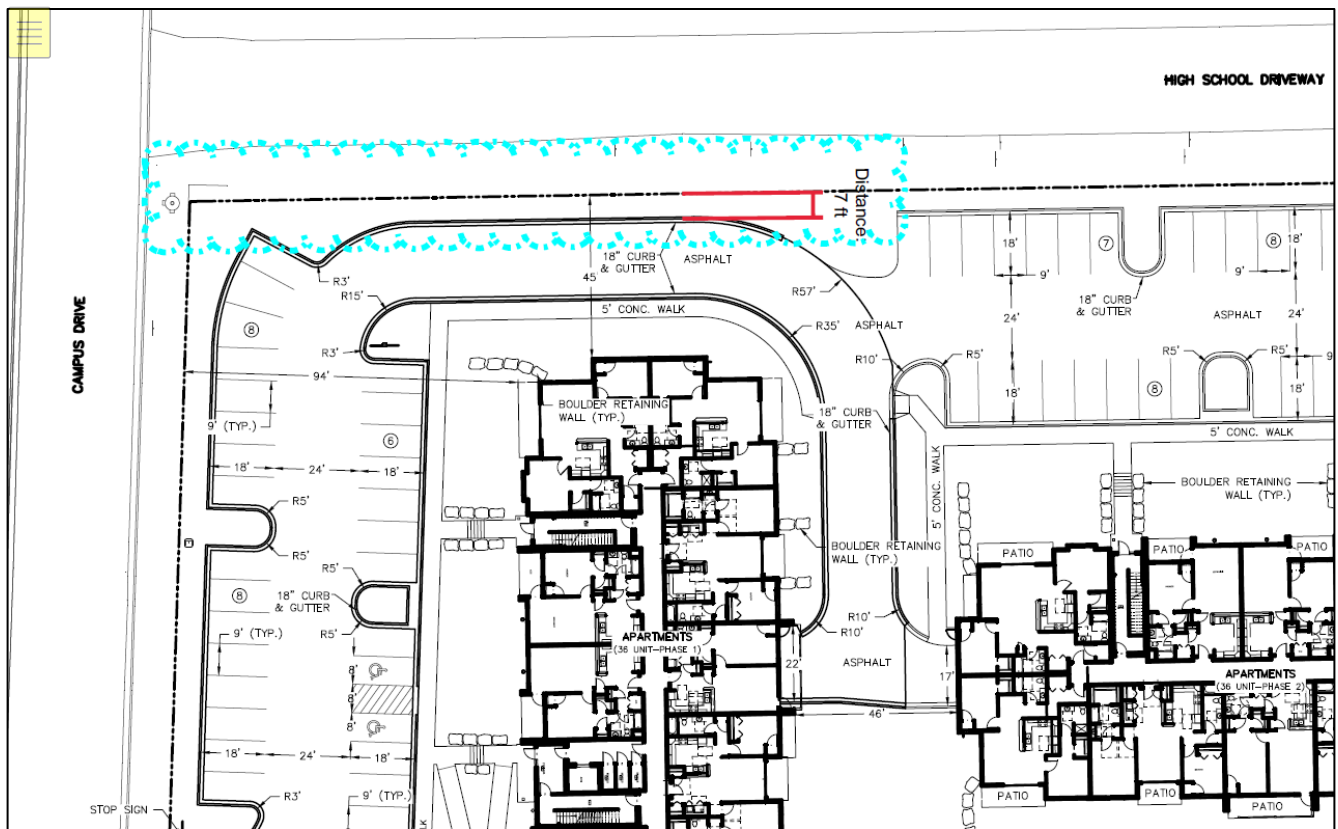


Figure 1: Area of proposed flexibility from required pavement setbacks

REZONING AND GDP – ZONING MAP AMENDMENT:

Planned Unit Developments are considered a Zoning Map Amendment and must be reviewed per the requirements of Section 15.10.31(4)(b) of the Zoning Ordinance. City Staff is required to provide a written report regarding this review to assist the Plan Commission and Common Council in reviewing the proposed amendment.

1. Does the proposed Zoning Map Amendment advance the purposes of the Zoning Ordinance as outlined in Section 15.01.03? Yes. The proposed zoning map amendment will provide new much needed housing in the community in an identified growth area to serve as component of the larger neighborhood plan in this area.
2. Is the proposed Zoning Map Amendment in harmony with the Comprehensive Plan? Yes. The proposed zoning map amendment helps accomplish many of the community's goals as identified in the Comprehensive Plan and is consistent with the Planned Neighborhood designation on the Future Land Use as part of the larger Banker Road Neighborhood Plan.
3. Does the proposed Zoning Map Amendment maintain the desired consistency of land uses, land use intensities, and land use impacts with the base Zoning District? Yes. The proposed project includes a permitted by-right land use in the MRH-30 zoning district and meets the majority of the land use intensities and impact standards of the MRH-30 zoning district (flexibilities outlined above). The proposed project also meets the performance, exterior building design, and landscaping standards of the MRH-30 zoning district.

4. Does the proposed Zoning Map Amendment address any of factors that are not accomplished on the current Zoning Map? Yes. The proposed rezoning from SR-2 to PUD with base MRH-30 accomplishes greater densities, residential land use types, and opportunities for the site.

All portions of the Specific Implementation Plan are included within a separate staff report for review and consideration.

COMPREHENSIVE LAND USE PLAN (2019):

The subject properties are located within the Northwest Quadrant Planning Area and are identified as Neighborhood areas on the plan. The opportunities indicated on the plan include traditional neighborhood and sustainable design, in addition to capitalizing on the proximity to existing businesses and schools.

The subject properties are also shown as Planned Neighborhood on the Future Land Use Map. This designation includes a mix of Single Family, Two-Family, Multi-Family, Neighborhood Commercial, Community Facilities, and Parks and Environmental Corridors in a carefully designed, integrated, and interconnected neighborhood. While the Planned Neighborhood designation is intended to provide a mixture of housing types across a large area, the subject properties are only proposed to include Multi-Family Residential. However, in viewing this entire area together through the lens of the Banker Road Neighborhood Plan, this designation aligns with the proposed land uses on the subject property. Staff believes the proposal is in concert with the Comprehensive Plan.

Housing Studies

The City of Fort Atkinson and Jefferson County conducted three different Housing Studies in 2019-2021. Each study found that there is existing demand for new housing of

NORTHWEST QUADRANT PLANNING AREA

FIGURE 2.12

CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



Opportunities

- Proximity to Madison enhances marketability
- Community gateway experience
- Traditional neighborhood & sustainable design
- Neighborhoods connected across Highway 26
- Capitalize on existing businesses & schools
- Urban mixed use development & redevelopment opportunities

Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors

various formats (rental, owner, senior, etc.) and a shortage of supply for each of those formats. There was also a consensus among the studies that if communities didn't lead the effort to reverse these trends, that the situation would only get worse across the county. This project and the Banker Road Neighborhood Plan are in direct response to these studies and are consistent with their findings.

PUBLIC NOTICE:

No public notice is required for Certified Survey Map review and action. A public hearing is optional for Rezoning and Planned Unit Development review and action. Staff determined a public hearing was not required for this request. Notices have been mailed to property owners within 100 FT of the project parcel.

DISCUSSION:

The applicant has worked with City staff over the last year in revising and refining the proposed development, in addition to presenting the project conceptually before the Plan Commission in January. The City's Management Team has reviewed the application and all comments have been included within this document.

The proposed project aims to provide much needed housing within the City of Fort Atkinson, serve as the catalyst for the implementation of the Banker Road Neighborhood Plan, aligns with existing plans for the area, and provides new opportunities for people to work and live in the community, assisting local employers and the local economy. This type of project is not unique to Fort Atkinson or many of the other larger communities in Jefferson County.

Overall, the proposed development is of high-quality design, meets the requirements of the City's ordinances, is in alignment with adopted City plans, and provides new tax base, housing units, and local economic benefits in the community.

RECOMMENDATIONS:

It should be noted that the approval of all three recommendations below are contingent upon each other. The denial of one, is the denial of all. In the event Plan Commission passes all three as noted below, this will be conveyed to City Council as the final approving body.

City staff recommends the Plan Commission take action to recommend City Council approval of the Certified Survey Map.

City staff recommends the Plan Commission recommend City Council approval of the General Development Plan and Rezone from SR-2 to Planned Unit Development and forward to the City Council for consideration, subject to the granted flexibilities of the underlying MRH-30 District, noted below:

- minimum pavement setbacks on the right-of-way facing lot lines to be reduced as noted
- building height requirement of 45' to be exceeded to 51.25'
- garage setback of 2' from the principal structure to be waived

CSM, Rezoning, and GDP

March 14, 2023

PUD-2023-01

- Any other recommendations of City staff and the Plan Commission.

ATTACHMENTS:

- CSM and Application
- GDP and Application
- Development Narrative
- Comprehensive Plan Future Land Use Map
- Banker Road Neighborhood Plan
- Draft Ordinance Rezoning the Parcel from SR-2 to PUD

NORTHWEST QUADRANT PLANNING AREA

FIGURE 2.12

CITY OF FORT ATKINSON
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Opportunities

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Conceptual Land Uses

- Community Commercial
- Downtown
- Major Institutions
- Mixed-Use
- Neighborhood
- Employment
- Environmental Corridors

Concept 2

Fort Atkinson, Wisconsin

Potential Home Sites

Type	Units	%
~100'+ lots (wooded)	19	7%
~75-80' lots	44	17%
~60-65' lots	60	24%
~50' lots (Alley)	14	6%
~40' lots (Alley)	7	3%
Duplexes	24	9%
Townhomes	16	6%
Multi Family	70	28%
~ 254		100 %

Stormwater (~5.2 acres)

Parks (~4.5 acres)

Trails

Potential Streets

Type	Linear Feet
80' row	~800
66' row	~3,250
60' row	~6,300

Total Linear Feet ~10,350

Potential Alleys ~1,150

Legend

- Existing Mature Trees Intended to be Preserved on Private Lots
- Existing Mature Trees Intended to be Preserved in Parks
- Surveyed Trees (by others)
- Delineated Wetlands
- 2' Contours

Outdoor Athletic Facilities

High School Access Point

Fort Atkinson High School

Trail to Campus Dr

Connection to Long-term Development

Sioux Trail



ORDINANCE NO. ____

**AN ORDINANCE
TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF FORT ATKINSON**

NOW, THEREFORE, the City Council of the City of Fort Atkinson, Wisconsin, do ordain as follows:

Section 1. Section 15.02.03 of the City of Fort Atkinson Zoning Ordinance, adopting the Map of Standard Zoning Districts, is hereby amended to change the zoning classification of the following described property from **SR-2, Single-family Residential District**, to **PUD, Planned Unit Development District**. The intention is to use the MRH-30, Multi-family Residential District as the base zoning district when providing the flexibilities outlined in the approved General Development Plan and Specific Implementation Plan for the PUD Project:

A part of the Southwest one-quarter of the Northwest one-quarter, including all of Lot 1 of Jefferson County Certified Survey Map No. (CSM) 4431, recorded in Volume 22 of Certified Survey Maps on Page 168 as Document No. 1123862 of Jefferson County Records, of Section 33, Township 6 North, Range 14 East, City of Fort Atkinson, Jefferson County, Wisconsin, being more particularly described as follows:

BEGINNING at the West one-quarter Corner of said Section 33; thence, along the West line of said Northwest one-quarter, N00°50'50"W, 659.35 feet to the Northwest corner of the South one-half of said Southwest one-quarter of the Northwest one-quarter; thence, along the North line of said South one-half of the Southwest one-quarter of the Northwest one-quarter, S88°09'18"E, 587.17 feet to its intersection with the centerline of Banker Road; thence, along said centerline, S21°41'03"W, 42.62 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 1998.17 feet and a chord which bears S19°34'37"W, 146.95 feet; thence, continuing along said centerline, Southerly, 146.98 feet along the arc of said curve through a central angle of 04°12'53" to the Northeast corner of Lot 1 of CSM 4382; thence, along the North line of said CSM 4382, N88°09'15"W, 239.26 feet to the Northwest corner of said Lot 1 of CSM 4382; thence, along the West line of said Lot 1 of CSM 4382 and its Southerly extension, S00°50'50"E, 196.47 feet to its intersection with the North line of Lot 1 of CSM 3015; thence, along last said North line, S87°01'15"W, 41.54 feet to the Northwest corner of said Lot 1 of CSM 3015; thence, along the West line of said Lot 1 of CSM 3015, S00°51'00"E, 147.22 feet to the Southwest corner of said Lot 1 of CSM 3015; thence, along the South line of said Lot 1 of CSM 3015, S88°05'45"E, 192.76 feet to its intersection with aforesaid centerline of Banker Road; thence, along said centerline, S12°07'17"W, 134.12 feet to its intersection with the South line of said Northwest one-quarter and the North right-of-way line of Campus Drive; thence, along last said South line and North right-of-way line, N88°05'45"W, 401.30 feet to the **POINT OF BEGINNING**.

The above-described parcel contains 245,312 square feet or 5.6315 acres, more or less, and is

subject to all easements and agreements, if any, of record and/or fact.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage, posting, or publication as provided by law.

Enacted by the City Council of the City of Fort Atkinson, Jefferson County, Wisconsin,
this _____ day of _____, 2023.

Christopher Scherer, President

ATTEST:

Michelle Ebbert, City Clerk/Treasurer/Finance Director



MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Rebecca Houseman LeMire, City Manager

RE: Review and possible action relating to 2022 Year-End Financial Information

BACKGROUND

Starting with the 2021 Year-End Financials, the City Manager has presented highlights of the year-end financial information that encompasses the following goals:

1. Provide the actual number and percentage of 2022 personal property and real estate taxes collected;
2. Provide a listing of general fund revenue accounts 15 percent over or under the 2022 budgeted amount in accounts with \$5,000 or more (Table 1);
3. Provide a listing of general fund expenditure accounts 15 percent over or under the 2022 budgeted amount in accounts with \$5,000 or more (Table 2);
4. Provide an estimated net increase (or decrease) to the City's General Fund balance, referencing the City's Fund Balance Policy (Table 3);
5. Provide an estimated summary of the ending balance in all funds, along with any necessary explanation of changes (Table 4);
6. Request the City Council authorize the carry-over of outstanding positive balances from certain accounts to 2023 (Table 5).

Much like the other changes to the manner in which information has been presented in the past, staff wishes to create efficiencies and avoid duplication of efforts and reporting while maintaining transparency and accountability.

DISCUSSION

Section 1 – 2022 Taxes Collected

Recall that the 2022 real property and personal property tax bills were mailed to property owners in December 2022. There are two options for payment. Property owners may pay the entire amount by January 31, 2023; or they may pay in two installments, the first of which is due to the City by January 31, 2023 and the second is due to the County by July 31, 2023. Also recall that, although the City collects the first installment or the entire bill, the City only retains about 30% of the revenue collected. The City "settles" with the other taxing jurisdictions in January and February to ensure that all taxing jurisdictions have revenue to operate.

The total property taxes levied in the City of Fort Atkinson in 2022 was \$28,377,504.34. Of that, the City collected 73%, or \$20,713,770, as of January 31, 2023. For reference, at this point in 2022 and 2021, the City had also collected 73% of property taxes. Staff is not concerned, as it is perfectly acceptable for real property owners to pay the remaining property taxes by July 31, 2023.

Section 2 – 2022 General Fund Revenue Accounts

Table 1 attached to this memo includes a list of general fund revenue accounts that are either over or under the 2022 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes that to explain the discrepancy.

Identifying these accounts and offering explanations provides transparency to elected officials and the public; provides accountability to staff monitoring these accounts; and aids in future budgeting.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 1. However, the **total net revenue in 2022 is estimated at \$273,462**. This number is positive and represents revenues above and beyond what was budgeted and expected in 2022.

Section 3 – 2022 General Fund Expenditure Accounts

Table 2 attached to this memo includes a list of general fund expenditure accounts that are either over or under the 2022 budget by 15 percent or more, where the budgeted amount was \$5,000 or more. The table includes the account number, the account description, the actual year-end amount, the budgeted amount, the variance, the variance as a percentage of the budget, and any notes that to explain the discrepancy.

There are other accounts that did not meet the thresholds above for inclusion in this report. As such, there are not totals within Table 2. However, the **total net expenditures in 2022 was \$23,351**. This number is positive and represents budgeted expenditures that were unspent in 2022.

Section 4 – 2022 Net Increase or Decrease to Fund Balance

The City's General Fund unassigned fund balance policy, as included in the Financial Stability Guidebook, indicates that the City will strive for an unassigned General Fund fund balance of 15-30% of budgeted General Fund expenditures.

2022 saw the unassigned fund balance grow by an estimated \$296,813. The balance at the end of 2022 is estimated at \$3,787,022. This represents 38% of the City's general fund expenditures, or about 4.5 months of operations. Note that these numbers remain estimates until the 2022 audit is finalized.

Note that the General Fund expenditure number used in this calculation was \$9,806,937. This represents general fund expenditures for general City operations, but it does not include expenditures in other accounts supported by the general tax levy, such as debt service, transportation, the Library, and the Capital Improvements Project budget. When these expenditures are included, the total expenditure budget is \$12,431,293. When using this number, the General Fund fund balance is about 30%.

Table 3 below shows the estimated net increase to the General Fund fund balance in 2022.

Table 3: 2022 Net Increase/Decrease to General Fund Fund Balance (Estimate)	
1/1/2022 General Fund Fund Balance	\$ 3,490,209
2022 Net Revenues (Loss)	\$ 273,462
2022 Net Expenditures (Loss)	\$ 23,351
12/31/2022 General Fund Fund Balance	\$ 3,787,022

The unassigned fund balance provides the City with the working capital needed to meet cash flow needs throughout the year and affords a comfortable margin of safety to address unanticipated expenditures, emergencies, or other unexpected declines in revenue due to economic downturns, reductions in State aid, or others. It also allows the City to take advantage of opportunities as they are presented, such as land acquisition or other one-time purchases. Further, a healthy fund balance positively influences the City's bond rating, which allows for better interest rates and more competitive bond sales.

Section 5 – Estimated Fund Balances for All Funds

Table 4 attached summarizes the fund balances for all of the City's funds. Note that these numbers will not be finalized until the 2022 Audit is complete later this year. Explanations for positive and negative fund balances are included in the table.

Section 6 – Request to Carry Over certain Funds to 2023

Table 5 shows the accounts with funds in 2023 that have been requested to be carried over to 2023 for specific purposes. The total of the funds in these accounts is \$308,152.06. These accounts and the funds within the accounts represent designated projects or activities where donations were received in prior years or where programming carries over from 2022 to 2023.

FINANCIAL ANALYSIS

Note that the information provided in this memo is subject to change with the completion of the 2022 financial statements by the City's professional auditors. The City remains in a positive financial position overall with a healthy General Fund fund balance.

RECOMMENDATION

Staff recommends that the City Council approve the 2022 funds requested to be carried over to 2023 as listed in Table 5, for a total of \$308,152.06. The remaining information included in this memo is for the Council's information.

ATTACHMENTS

Table 1: 2022 General Fund Revenues – Accounts Over/(Under) budget by 15% or more

Table 2: 2022 General Fund Expenditures – Accounts Under/(Over) Budget by 15% or more

Table 4: 2022 Changes in Fund Balance – All Funds (estimates – 2022 Audit will provide final fund balance)

Table 5: 2022 Funds Requested to be Carried Over to 2023

Table 1: 2022 General Fund Revenues - Accounts Over/(Under) Budget by 15% or more*

UNDER-REALIZED REVENUES	ACTUAL 12/31/2022	BUDGET 12/31/2022	VARIANCE	% of Budget	Notes
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NONE

OVER-REALIZED REVENUES	ACTUAL 12/31/2022	BUDGET 12/31/2022	VARIANCE	% of Budget	Notes
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01-43-0043-1100	ALCOHOL LICENSES	\$ (26,110.00)	\$ (22,100.00)	\$ 4,010.00	18.14%	Increase in number of licenses; increase in Class A quota
01-43-0043-1200	OPERATOR LICENSES	\$ (8,735.00)	\$ (7,500.00)	\$ 1,235.00	16.47%	Turnover and additional operators
01-43-0043-5100	BUILDING PERMITS	\$ (56,819.87)	\$ (38,000.00)	\$ 18,819.87	49.53%	Increase in number of permits
01-43-0043-5200	ELECTRICAL PERMITS	\$ (17,334.25)	\$ (11,000.00)	\$ 6,334.25	57.58%	Increase in number of permits
01-43-0043-6100	COURT PENALTIES & COSTS	\$ (145,171.36)	\$ (95,000.00)	\$ 50,171.36	52.81%	Use of State Debt Collection; continued collection efforts
01-48-0048-1100	INTEREST ON GENERAL INVESTMENT	\$ (87,906.31)	\$ (14,000.00)	\$ 73,906.31	527.90%	Increase in interest rates
01-48-0048-2100	RENTAL OF CITY PROPERTY	\$ (9,664.01)	\$ (5,500.00)	\$ 4,164.01	75.71%	DMV; Cell tower rent
01-48-0048-6100	SALE OF CITY PROPERTY	\$ (20,953.78)	\$ (5,000.00)	\$ 15,953.78	319.08%	Sale of surplus PW equipment

*Accounts must have a minimum of \$5,000 budgeted to be included

NET REVENUES OVER (UNDER) BUDGET - ALL ACCOUNTS:	\$ 273,462
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Table 2: 2022 General Fund Expenditures - Accounts Under/(Over) Budget by 15% or more*

ACCOUNTS OVER BUDGET		ACTUAL 12/31/2022	BUDGET 12/31/2022	VARIANCE	Variance as a % of Budget	Notes
						Change in process for charging IT hours; covering as contracted expense; budgeted
01-51-5141-1700	PRE-PAID IT HOURS-CONTRACT	\$ 8,445.33	\$ -	\$ (8,445.33)	0.00%	in 2023
01-51-5171-1000	MUNI.BLDG-Elect/Water/Stormwtr	\$ 24,591.37	\$ 18,500.00	\$ (6,091.37)	32.93%	Increase in electricity rates (WE)
01-51-5171-1100	MUNI.BLDG-Natural Gas	\$ 7,303.16	\$ 5,800.00	\$ (1,503.16)	25.92%	Increase in natural gas rates (WE)
01-51-5190-6000	WORK COMP INSURANCE	\$ 119,964.00	\$ 96,500.00	\$ (23,464.00)	24.32%	Increase in mod due to claims
01-52-5211-0500	PD-Dispatch/OT - PT	\$ 43,108.03	\$ 31,000.00	\$ (12,108.03)	39.06%	Staffing changes; medical leave; retire New staff supplies; pre-employ testing;
01-52-5211-0600	PD-Office Supplies	\$ 23,535.62	\$ 19,000.00	\$ (4,535.62)	23.87%	fiber; email hosting
01-52-5211-0700	PD-Protective Supplies	\$ 10,086.00	\$ 7,000.00	\$ (3,086.00)	44.09%	New staff supplies; offset by vest grants
01-52-5211-1100	PD-Natural Gas	\$ 18,028.53	\$ 15,000.00	\$ (3,028.53)	20.19%	Increase in natural gas rates (WE)
01-52-5211-1300	PD-Squad Expense/Mileage	\$ 61,586.23	\$ 40,000.00	\$ (21,586.23)	53.97%	Fuel; expense offset/repair damaged squads
01-52-5211-1700	PD-Uniform Allowance	\$ 24,009.94	\$ 18,700.00	\$ (5,309.94)	28.40%	New staffing expenses
01-52-5211-5000	PD-Training/Range Expense	\$ 17,573.99	\$ 14,100.00	\$ (3,473.99)	24.64%	New staffing expenses; conferences
01-52-5231-0600	FIRE-Supplies	\$ 18,027.83	\$ 15,000.00	\$ (3,027.83)	20.19%	Prepare for FT Dept; radio batteries
01-52-5231-1000	FIRE-Elect/Water/Stormwater	\$ 19,246.09	\$ 12,000.00	\$ (7,246.09)	60.38%	Increase in electricity rates (WE)
01-52-5231-1100	FIRE-Natural Gas	\$ 5,786.61	\$ 5,000.00	\$ (786.61)	15.73%	Increase in natural gas rates (WE)
01-52-5231-1400	FIRE-Building Maintenance	\$ 12,328.53	\$ 6,000.00	\$ (6,328.53)	105.48%	Buildings expenses
01-52-5240-0000	REFERENDUM CONTRACT	\$ 45,820.67	\$ 23,390.00	\$ (22,430.67)	95.90%	Offset by ARPA & FACF Grant
01-52-5241-0200	BUILDING INSP- PT Salaries	\$ 21,204.00	\$ 1,500.00	\$ (19,704.00)	1313.60%	PT & Contract when position vacant
01-54-5412-1100	PW OPERATIONS-Natural Gas	\$ 23,362.31	\$ 17,000.00	\$ (6,362.31)	37.43%	Increase in natural gas rates (WE)
01-54-5431-0600	STREET MAINTENANCE-Supplies	\$ 44,595.45	\$ 30,000.00	\$ (14,595.45)	48.65%	Increase in price of asphalt; surcharges
01-54-5432-0600	STREET PERMIT REPAIRS-Supplies	\$ 18,719.30	\$ 12,000.00	\$ (6,719.30)	55.99%	Asphalt increases
01-54-5435-0600	SNOW & ICE-Supplies	\$ 15,725.32	\$ 10,000.00	\$ (5,725.32)	57.25%	Snow plow blades
01-54-5444-0600	SIDEWALKS-Supplies	\$ 21,949.07	\$ 13,750.00	\$ (8,199.07)	59.63%	Concrete for sidewalk & road repair
01-54-5471-0500	RECYCLE/REFUSE-Compost Site	\$ 39,036.75	\$ 30,750.00	\$ (8,286.75)	26.95%	Grinding, chipping at compost
01-55-5512-1100	MUSEUM-Natural Gas	\$ 11,483.80	\$ 8,000.00	\$ (3,483.80)	43.55%	Increase in natural gas rates (WE)
01-55-5512-1200	MUSEUM-Repairs/Maint	\$ 13,098.24	\$ 7,500.00	\$ (5,598.24)	74.64%	Repair AC unit
01-55-5534-0100	FESTIVALS/ART/RIVRWLK-Salaries	\$ 24,959.44	\$ 13,500.00	\$ (11,459.44)	84.88%	Underbudgeted; overallocation Previously unbilled expense associated with required relocation of phone lines during
01-60-0062-3101	FIRE STATION RENO/EXPANSION	\$ 18,163.87	\$ -	\$ (18,163.87)	0.00%	expansion project

ACCOUNTS UNDER BUDGET		ACTUAL 12/31/2022	BUDGET 12/31/2022	VARIANCE	Variance as a % of Budget	Notes
01-51-5111-0700	COUNCIL-Publications	\$ 3,671.54	\$ 5,000.00	\$ 1,328.46	-26.57%	Fewer expenses than anticipated
01-51-5141-0700	CLERK/TREAS-Muni Code Update	\$ 2,961.99	\$ 5,000.00	\$ 2,038.01	-40.76%	Fewer updates than expected
01-51-5171-0500	MUNI.BLDG-Repairs	\$ 10,954.77	\$ 13,500.00	\$ 2,545.23	-18.85%	Fewer expenses than anticipated
01-51-5190-7500	HEALTH INSURANCE EMPLOYER	\$ 34,719.13	\$ 62,500.00	\$ 27,780.87	-44.45%	Staffing changes
01-52-5211-0200	PD-Overtime	\$ 60,824.48	\$ 85,000.00	\$ 24,175.52	-28.44%	Comp time through salary accounts
01-52-5211-0300	PD-Holiday Pay	\$ 8,485.19	\$ 29,000.00	\$ 20,514.81	-70.74%	Comp time through salary accounts
01-52-5211-0520	PD-Bldng Mntc & Cstdn P-Time	\$ 10,376.00	\$ 17,210.00	\$ 6,834.00	-39.71%	Employee medical leave
01-52-5211-0530	PD-CSO/Code Enforcement	\$ 5,670.68	\$ 15,410.00	\$ 9,739.32	-63.20%	Staffing changes, 1/2 year vacancy
01-52-5211-1200	PD-Bldg Maint	\$ 14,488.44	\$ 24,700.00	\$ 10,211.56	-41.34%	New maintenance schedule
01-52-5231-0200	FIRE-Salaries Overtime	\$ 27,279.62	\$ 42,500.00	\$ 15,220.38	-35.81%	Full staffing (4)
01-52-5231-0700	FIRE-Rural Truck Maint	\$ 2,878.42	\$ 5,000.00	\$ 2,121.58	-42.43%	Lack of maint. required
01-52-5231-0900	FIRE-Phone/Radio/Internt/Cable	\$ 6,083.27	\$ 7,500.00	\$ 1,416.73	-18.89%	Moved to fiber for savings
01-52-5231-2000	FIRE-Contract Repair & Mntnce	\$ 12,572.92	\$ 17,000.00	\$ 4,427.08	-26.04%	Fewer expenses than anticipated
01-52-5232-0000	FIRE INSPECTION-Salaries	\$ 13,199.10	\$ 20,986.50	\$ 7,787.40	-37.11%	Changed inspection process
01-52-5241-0100	BUILDING INSP-Salaries	\$ 61,639.73	\$ 73,000.00	\$ 11,360.27	-15.56%	Partial year position vacancy
01-52-5290-8000	DENTAL INSURANCE EMPLOYER	\$ 30,728.27	\$ 36,500.00	\$ 5,771.73	-15.81%	Staffing changes
01-54-5411-1000	ST MACH-Fleet Ins	\$ 12,270.11	\$ 18,500.00	\$ 6,229.89	-33.68%	Insurance cost changes
01-54-5412-1600	PW OPERATIONS-Safety Program	\$ 1,838.86	\$ 7,500.00	\$ 5,661.14	-75.48%	No salary allocation (change)
01-54-5435-0700	SNOW & ICE-Sand-Salt	\$ 57,361.36	\$ 80,000.00	\$ 22,638.64	-28.30%	Reduction of salt use; remaining stock
01-54-5441-0600	TRAFFIC CTRL-Supplies	\$ 18,954.26	\$ 26,200.00	\$ 7,245.74	-27.66%	Offset increased expense in other PW
01-54-5441-0700	TRAFFIC CTRL-Long Line Paintin	\$ 4,343.30	\$ 8,500.00	\$ 4,156.70	-48.90%	Offset increased expense in other PW
01-54-5442-0600	ST.LIGHTING-Supplies	\$ 3,891.68	\$ 5,000.00	\$ 1,108.32	-22.17%	Reduced expenses
01-54-5490-7500	HEALTH INSURANCE EMPLOYER	\$ 143,889.17	\$ 190,000.00	\$ 46,110.83	-24.27%	Staffing changes; allocation to Depts
01-54-5490-8000	DENTAL INSURANCE EMPLOYER	\$ 10,730.16	\$ 13,500.00	\$ 2,769.84	-20.52%	Staffing changes; allocation to Depts
01-55-5512-0600	MUSEUM-Supplies	\$ 5,055.23	\$ 6,000.00	\$ 944.77	-15.75%	Fewer purchases
01-55-5513-0200	YOUTH CTR-Salaries P-Time	\$ 18,559.41	\$ 33,633.00	\$ 15,073.59	-44.82%	Fewer youth center attendees, staff
01-55-5521-0300	REC-Part-Time Wages	\$ 43,840.81	\$ 62,431.00	\$ 18,590.19	-29.78%	Seasonal staff vacancies
01-55-5523-1000	AQUATIC CTR-Electricity	\$ 9,370.45	\$ 12,300.00	\$ 2,929.55	-23.82%	Budget based on previous data
01-55-5523-1200	AQUATIC CTR-Natural Gas	\$ 4,790.62	\$ 6,300.00	\$ 1,509.38	-23.96%	Budget based on previous data
01-55-5534-0600	FESTIVALS/ART/RIVRWLK-Supplies	\$ 11,230.56	\$ 14,200.00	\$ 2,969.44	-20.91%	Fewer expenses than anticipated
01-55-5541-1300	PARKS-Electrical Work	\$ 4,422.91	\$ 9,000.00	\$ 4,577.09	-50.86%	Fewer expenses than anticipated
01-55-5590-8000	DENTAL INSURANCE EMPLOYER	\$ 10,814.50	\$ 14,346.59	\$ 3,532.09	-24.62%	Staffing changes; allocation to Depts
01-56-5611-0700	FORESTRY-Trees	\$ 9,605.00	\$ 16,605.00	\$ 7,000.00	-42.16%	Offset by Tree Grants from FACF
01-57-5770-6000	CONTING HEALTH INS/UTILITY	\$ 46,547.65	\$ 54,964.00	\$ 8,416.35	-15.31%	Contingency unused

*Accounts must have a minimum of \$5,000 budgeted to be included

NET EXPENDITURES UNDER (OVER) BUDGET - ALL ACCOUNTS:	\$ 23,351
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Table 4: 2022 Changes in Fund Balances - All Funds (Estimates - 2022 Audit will provide Final Fund Balances)

Fund Number	Fund Description	1/1/2022 Starting Fund Balance	12/31/2022 Ending Fund Balance	Change in Position	Notes
01	General Fund	\$ 3,490,209	\$ 3,787,022	\$ 296,813	Positive fund balance
02	Wastewater Fund	\$ 4,107,530	\$ 5,537,162	\$ 1,429,632	Does not include capital assets; positive balance
03	Water Fund	\$ 1,182,015	\$ 2,416,369	\$ 1,234,354	Does not include capital assets; positive balance
04	Debt Service Fund	\$ 2,328	\$ 4,391	\$ 2,063	Timing of payments; interest
05	Transportation Fund	\$ (207,128)	\$ 375,962	\$ 583,090	Includes borrowed funds; 2022 outstanding projects
06	Business Revolving Loan Fund	\$ 512,199	\$ 517,266	\$ 5,067	Additional interest and principal repaid
07	EMS Fund	\$ (4,159)	\$ (200,678)	\$ (196,519)	Community Foundation Grant Offset; Timing
08	Lodging/Room Tax/Cityscape	\$ 10,344	\$ 55,406	\$ 55,406	Postive EOY balance
09	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
10	Stormwater Utility Fund	\$ 595,168	\$ 552,604	\$ (42,564)	Overspent in 2022; review increase in rates for 2024
11	<i>Currently Unused</i>	\$ -	\$ -	\$ -	
12	Tax Increment District #6 - Klement Business Park	\$ (1,631,981)	\$ (1,551,825)	\$ 80,156	Distressed TID; Debt and GF Advances continue to be paid back through increment generated and payments from Donor TIDs
13	Tax Increment District #7 - Downtown	\$ (1,451)	\$ (0)	\$ 1,451	Expenditure period ended in 2022; excess revenue "donated" to TID #6
14	Tax Increment District #8 - Northwest Corridor	\$ 448,114	\$ 850,127	\$ 402,013	TID continues to be successful; Funds to be used in 2023 to support TID #8 Development Projects
15	Library Fund	\$ 42,730	\$ 29,797	\$ (12,934)	Overspent in 2022; positive balance
16	Capital Improvements Fund	\$ -	\$ 996,853	\$ 996,853	New Fund; 2022 borrowing and funds assigned to specific projects
17	Taxi Fund	\$ 3,184	\$ (61,833)	\$ (65,017)	Staff is monitoring the Taxi income changes
18	CDBG - Lorman Fund	\$ -	\$ 211,941	\$ 211,941	Final payments, reimbursements in 2023; close fund
19	CDBG - Water Main Fund	\$ -	\$ 691,699	\$ 691,699	Final payments, reimbursements in 2023; close fund
20	Airport Fund	\$ 8,802	\$ 66,021	\$ 57,219	Grant and fuel sales provided additional revenue
21	Capital Catalyst Revolving Loan Fund	\$ 600,000	\$ 489,538	\$ (110,462)	2 loans in 2022; long-term receivables; additional loans in 2023
22	American Rescue Plan Act (ARPA) Fund	\$ 598,407	\$ 1,011,726	\$ 413,319	Funds to be expended through 2026. 2nd taunch in 2022; funds spent on PS start-up, etc.
23	Tax Increment District #9	\$ -	\$ (9,192.50)	\$ (9,193)	NEW TID - Mixed Use on Northwest
24	Tax Increment District #10	\$ -	\$ (8,750.00)	\$ (8,750)	NEW TID - Blight Elimination on Northeast

Table 5: 2022 Funds Requested to be Carried Over to 2023

Account Number	Account Description	Amount Carried Over to 2022	Amount to be Carried Over to 2023	Notes
16-60-0064-2101	ENGINEER DWNTWN CORRIDOR	\$ -	\$ 45,000.00	Carry over requested to begin corridor planning in 2023
16-60-0065-1300	YOUTH CENTER CONCESSIONS	\$ 5,361.15	\$ 5,565.36	Includes donations specific to Youth Center; Concessions
16-60-0065-1601	SENIOR CENTER-PROGRAMS	\$ 11,639.36	\$ 17,242.53	Includes donations specific to Senior Center and program fees collected in 2022 payable in 2023
16-60-0065-2200	DANCE PROGRAM	\$ 31,985.69	\$ 28,265.48	Includes program fees collected in 2022 for expenses payable in 2023
16-60-0065-4101	PARKS CORP PLAN	\$ -	\$ 1,400.00	Remaining funds budgeted for CORP; Project will be complete in 2023 and account closed
16-60-0065-4105	MEMORIAL PARK SHELTER	\$ 2,014.41	\$ 4,925.58	Includes donations specific to Memorial Park
16-60-0065-4107	PROJECT LEAD	\$ -	\$ 4,884.43	Includes donations specific to 2022 Project LEAD LED Lighting Project
16-60-0065-4108	HAUM POND SHELTER	\$ 2,255.69	\$ 5,992.12	Includes donations specific to Haumerson's Pond; Rental income
16-60-0065-4109	HAUM POND PROJ	\$ 7,012.12	\$ 7,012.12	2022 expenses reimbursed by FAFC; leftover donations to be carried over to next project; City remains Friends group fiscal agent
16-60-0065-4110	DIAMOND DIRT	\$ 3,619.99	\$ 3,309.99	Includes donations and funds specific to field maintenance at Jones Park and Ralph Park
16-60-0065-4114	FORT YOUTH TRIATHLON	\$ 7,951.35	\$ 6,465.39	Includes donations, sponsorships, and programs fees for the Youth Triathlon
16-60-0065-4115	JONES PK IMPRV GENERALS	\$ 7,419.75	\$ 9,899.04	Fort Atkinson Generals donations and park improvements
16-60-0065-4116	JF LUTHER DIAMONDS	\$ 10,241.19	\$ 11,441.19	Softball league donations for future field improvements
16-60-0065-4117	SMALL PROJ DONATION	\$ 9,911.86	\$ 3,608.20	Donations for projects; tree program
01-60-0066-1700	BANKER ROAD BORROWING	\$ 126,139.66	\$ 110,995.05	Includes funds from borrowing for the Banker Road land purchase; to be used in 2022 and 2023 for structure demolition and possibly toward infrastructure costs associated with Banker Road Development
01-51-5190-3000	RETIREE H & D INSURANCE	\$ 65,755.69	\$ 31,947.70	Conversion of retiree sick balances to health insurance premiums
01-55-5516-1500	SR CENTER-Van	\$ 10,955.53	\$ 10,197.88	Carry forward this balance for maintenance on the Senior Center van
TOTAL TO CARRY OVER TO 2023			\$ 308,152.06	



MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Review and possible action relating to the purchase of a set of three doors and two exit bars for the Municipal Building

BACKGROUND

City staff worked with Plunkett Raysich Architects (PRA) in 2022 to perform a facility assessment on the Municipal Building. The facility assessment identified recommendations for maintenance and improvements necessary to continue operations. The assessment prioritized items to repair and/or replace at the Municipal Building.

DISCUSSION

In the facility assessment, PRA recommended removal and replacement of the deteriorated hollow metal doors and door frames in the northwest corner of the gymnasium. The doors are 25+ years old and, over time, the rust has eaten away at the door frames causing gaps between the frame and the doors. Heated/cooled air slips through the gaps causing the building to be less efficient.

Also in the facility assessment, PRA recommended that the exit bars on the Main Street and Water Street entrances be replaced. The two entrances and exits requested are the main access points for all traffic at City Hall and are heavily used. The current exit bars are at the end of their useful life and often "stick" which may cause security concerns.

FINANCIAL ANALYSIS

Staff had received an initial proposal to budget appropriately for this work in August 2022 and had budgeted \$13,200 in the CIP. Due to the price of steel doors, hardware, and cost of labor rising significantly, the price has increased in the last six months. The table below outlines the proposals for this work from Baker Glass and FA Glass and Mirror Co. Both proposals are over the budgeted amount, but the Baker Glass proposal is less expensive at \$14,100.

	Baker Glass	FA Glass and Mirror Co.
Set of Three Doors	\$10,700	\$12,369
Two Panic Bars (total)	\$3,400	\$4,023
Total	\$14,100	\$16,392

If approved, \$13,200 will be covered through the Municipal Building CIP (levy-funded), and the remaining balance of \$900 will be covered through the Municipal Building Repairs budget.

RECOMMENDATION

Staff recommends that the City Council approve Baker Glass's proposal for the purchase and installation of two panic bars and one set of three doors at the Municipal Building for \$14,100.

ATTACHMENTS

Baker Glass, LLC Proposal; Fort Atkinson Glass and Mirror Co. Proposal



Baker Glass, LLC

N1806 US Hwy 12
Fort Atkinson, WI 53538

Proposal

Date

2/9/2023

Proposal Submitted To:

Attn: Brooke Franseen
CITY OF FORT ATKINSON
Parks & Rec Dept
101 N Main Street
Fort Atkinson, WI 53538-1896

Project/Jobsite Information:

Doors/Door Repairs
City of Fort Atkinson
Municipal Building
30 North Water St. W
Fort Atkinson, WI 53538

Main Phone	Alternate Phone	Fax #	Email Address	Terms	Rep
920-397-9910			BFranseen@fortatkinsonwi.gov		

All material is guaranteed to be as specified. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the Proposal. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This proposal may be withdrawn by us if not accepted within 30 days.

Signature

Description			Amount
FURNISH AND INSTALL THE FOLLOWING ITEMS			
REPLACEMENT OF EXISTING ENTRY DOORS Qty. (1) 117-1/2" x 100" Steel Door Frame With (3) 3/0 x 7/0 Entry Doors (2) Doors Exit Only, (1) Center Door With Exterior Handle Trim and Cylinder Re-Use All Hardware With Exception of New Hinges Interior Final Paint By Others			10,700.00
REPLACE EXISTING PANIC BARS AT EXISTING STOREFRONT ENTRY DOORS Qty. (1) 3' Von Duprin Panic At Parks and Rec Entry Qty. (1) 3'-6" Von Duprin Panic At Main Entry Of Administrative Building Hardware Finish To Match Existing Includes All Labor and Materials, Disposal of Existing Hollow Metal Steel Door			3,400.00
PROJECT IS SALES TAX EXEPMT			
Sales Tax			0.00
Phone #	Fax #	E-mail	Total \$14100.00
920-563-5154	920-563-5710	office@bakerglasscompany.com	

Brooke Franseen

From: Daryl Schneider <darylpaulschneider@gmail.com>
Sent: Friday, January 27, 2023 1:38 PM
To: Brooke Franseen
Subject: Quotation for Exit/Panic Bars & Door Replacements.

Hello Brooke, I have your prices finally done. A, Main front entry door , Supply a new , matching panic bar and pull handle , We will reuse the door key cylinder, The old bar will be removed and new panic device and outside pull installed. We will lube your hinges , The panic bar will match the old bar so you don't have any new holes drilled into the door to weaken it . Total price installed , \$1945.00. B, South side , gym door entrance, We will again supply a new Von Duprin Panic bar and pull and also reuse your keyed cylinder. This project will cost \$2,078.00. C, QUOTE to replace the gym, North side Triple exit doors and steel frame. We will reuse the door closers , panic bars , pull handles, The 3 doors will be foam filled from the factory, We will supply 3 new thresholds, door sweeps, weather stripping for all doors , Frame is also new , we will heavy base paint the inside bottom 4' after the door jambs and bottoms and door tops to help resist rusting, the frame and doors come primed gray from the factory. The 3 door transmission will be glazed with a 1" Bronze, printable panel. We will haul all old materials from the site and recycle the steel. Price includes hardware listed , our labor and clean up. Total for this is \$12,369. Thank you and quoted by Daryl Schneider, Fort Atkinson Glass and Mirror Co.



City of Fort Atkinson
Parks and Recreation Office
30 N. Water St. W.
Fort Atkinson, WI 53538

MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Brooke Franseen, Parks and Recreation Director

RE: Request for 2023 Capital Outlay Purchase of a 2023 F150 Truck and Tommy Gate Liftgate

BACKGROUND

In 2022, a 31-year-old F150 was the first replacement of the Department's vehicle replacement plan in the Capital Improvements Program budget. Currently, our parks vehicle fleet consists of three trucks that are in good shape, but there are safety concerns with four trucks as outlined in the vehicle fleet attachment.

The safety concerns with these four trucks are serious and include many truck parts rotting out, such as the rocker panels, cab corners and wheel wells, and underneath the cab. The Department is working towards a goal of a 15-year vehicle replacement plan, and the age of the replacements shown is currently 16 years to 27 years old. The older the vehicle, the more money that goes into the vehicle regarding maintenance and repairs. This request is to replace the 2002 F-150.

DISCUSSION

In 2022, a F-350 flatbed was approved for purchase with the 2022 borrowing in 2023. However, due to dealerships unable to get flatbeds for several years, staff is requesting to purchase a F-150 truck instead. The F-350 flatbed has been pushed to the 2026 Capital Improvements Program per the attached vehicle list.

The Department has five full-time parks staff, four seasonal parks maintenance staff, and four seasonal cityscape staff who need transportation to perform work duties. Staff often ride together to accommodate the number of vehicles. The requested F-150 will be a reliable and valuable addition to the fleet and will help staff serve the community more efficiently.

FINANCIAL ANALYSIS

Griffin Ford Fort Atkinson was the only quote received. Much like the Water Department's recent truck purchase, the state procurement vendor was unable to provide options and another local dealer was contacted with no response.

- List Price: \$43,385.00
- Purchase Price: **\$38,736.00**

Griffin Ford also proposed a guaranteed trade in value of \$1,200 for the 2002 F-150 with the option for the City to attempt to sell it outright for more through the State of Wisconsin Surplus Auction Site. The net expense would be guaranteed at \$37,536.

In addition to the truck, staff proposes to purchase a Tommy Gate Liftgate at a cost of \$3,982.00 from Northland Equipment. The Tommy Gate is an accessory that is on all trucks for safety.

The Department budgeted \$50,000 through the 2022 borrowing for the F-350 flatbed replacement. Due to the inability to find a flatbed, staff is requesting to purchase the 2023 F-150 with the 2022 borrowed funds.

The total cost for the truck and liftgate is \$41,518, which is \$7,282 less than the 2022 borrowed funds.

RECOMMENDATION

Staff recommends that the City Council authorize the purchase of the 2023 Ford F-150 from Griffin Ford at a cost of \$38,736.00 with the guaranteed trade in value of \$1,200.00 for the 2002 Ford F-150 and the option to attempt to sell the department's old truck prior to delivery of the new unit. Further, staff recommends that the Council authorize the purchase of a tommy gate liftgate from Northland Equipment at a cost of \$3,982.00 for a total cost of \$41,518 to be paid for using 2022 borrowed funds.

ATTACHMENTS

F150 2023 Griffin Quote; Tommy Gate Liftgate Quote from Northland Equipment; Vehicle Fleet Inventory



Date: **03/16/2023 11:25 AM**
Salesperson: **Timothy Maney John Chady**
Manager: **Paul Schepp**

FOR INTERNAL USE ONLY

BUSINESS NAME **CITY OF FORT ATKINSON** Home Phone: **(920) 563-7777**
CONTACT _____
Address : **101 N MAIN ST**
FORT ATKINSON, WI 53538 Work Phone: **(920) 563-7777**
JEFFERSON
E-Mail : **BFRANSEEN@FORTATKINSONWI.NET** Cell Phone: **(920) 222-1550**

VEHICLE
Stock # : **T23-65** New / Used : **New** VIN : **1FTMF1EP5PKD99336** Mileage : **5**
Vehicle : **2023 Ford F-150** Color : **CARBONIZED GRAY**
Type : **F1E**

TRADE IN
Payoff : VIN : **1FTNF21L62ED11897** Mileage : **77,013**
Vehicle : **2002 Ford F-250** Color :
Type :

Selling Price	43,385.00
Discount	5,187.00
Adjusted Price	38,198.00
Total Purchase	38,198.00
Trade Allowance	1,200.00
Trade Difference	36,998.00
Service Fee	349.00
Non Tax Fees	189.00
Trade Payoff	
Cash Deposit	
Balance	37,536.00

Customer Approval: _____ Management Approval: _____
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Date: **03/16/2023 9:10 AM**

Salesperson: **Dennis Mitchell**

Manager: **John Chady**

FOR INTERNAL USE ONLY

BUSINESS NAME **CITY OF FORT ATKINSON**

Home Phone: **(920) 563-7777**

CONTACT

Address : **101 N MAIN ST
FORT ATKINSON, WI 53538
JEFFERSON**

Work Phone: **(920) 563-7777**

E-Mail : **ABUMP@FORTATKINSONWI.GOV**

Cell Phone: **(920) 222-1550**

VEHICLE

Stock # : New / Used : **New** VIN : Mileage : **0**

Vehicle : **0** Color :

Type :

TRADE IN

Payoff : VIN : Mileage :

Vehicle : Color :

Type :

Selling Price **43,385.00**

Discount **5,187.00**

Adjusted Price **38,198.00**

Total Purchase **38,198.00**

Trade Allowance

Trade Difference

Service Fee **349.00**

Non Tax Fees **189.00**


Trade Payoff

Cash Deposit

Balance **38,736.00**

Customer Approval: Management Approval:

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



ford.com

VEHICLE DESCRIPTION

F-150

2023 F-150 4X4 REGULAR CAB
141" WHEELBASE
2.7L V6 ECOBOOST
ELEC TEN-SPEED AUTO W/TOW M

EXTERIOR
CARBONIZED GRAY METALLIC
INTERIOR
DARK SLATE CLOTH 40/20/40

PK D99336

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DAYTIME RUNNING LAMPS
- EASY FUEL® CAPLESS FILLER
- FULLY BOXED STEEL FRAME
- HALOGEN HEADLAMPS
- HEADLAMPS - AUTO HIGH BEAM
- HEADLAMPS - AUTOLAMP (ON/OFF)
- LOCKING REMOVABLE TAILGATE
- MANUAL FOLD POWER MIRRORS
- PICKUP BOX TIE DOWN HOOKS
- POWER TAILGATE LOCK
- TRAILER SWAY CONTROL
- WIPERS- INTERMITTENT

INTERIOR

- 4" PRODUCTIVITY SCREEN
- CRUISE CONTROL
- DOOR LOCKS - POWER
- DUAL SUNVISORS
- ILLUMINATED ENTRY
- MESSAGE CTR: OUTSIDE TEMP, COMPASS, TRIP COMPUTER
- POWERPOINTS - 12V
- TILT/TELESCOPE STR COLUMN

FUNCTIONAL

- AUTO HOLD
- CURVE CONTROL
- DYNAMIC HITCH ASSIST
- FAIL-SAFE COOLING SYSTEM
- FORDPASS CONNECT™ 4G HOTSPOT TELEMATICS MODEM
- MYKEY®
- POST-COLLISION BRAKING
- PRE-COLLISION ASSIST W/AEB
- REVERSE SENSING AND REAR VIEW CAMERA
- SELECTSHIFT®
- SYNC®4 W/8" SCREEN

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY®
- CTR HIGH MOUNT STOP LAMP
- PERIMETER ALARM
- SOS POST-CRASH ALERT SYST™
- TIRE PRESSURE MONIT SYS

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 8YR/100,000 HYBRID BATTERY

INCLUDED ON THIS VEHICLE

EQUIPMENT GROUP 101A

- XL SERIES

OPTIONAL EQUIPMENT/OTHER

- 2.7L V6 ECOBOOST
- .265/70R 17 BSW ALL-TERRAIN
- 3.55 RATIO REGULAR AXLE
- 6435# GVWR PACKAGE
- FRONT LICENSE PLATE BRACKET
- COLOR-COORDINATED CARPET
- BLACK PLATFORM RUNNING BOARDS
- 50 STATE EMISSIONS
- AUTO START-STOP REMOVAL
- CLASS IV TRAILER HITCH
- XL CHROME APPEARANCE PACKAGE
- .CHROME FRONT/REAR BUMPERS
- .FOG LAMPS
- .17" SILVER PAINTED ALUMINUM

(MSRP)

1,285.00

NO CHARGE

NO CHARGE

145.00

250.00

NO CHARGE

- 50.00

315.00

895.00

PRICE INFORMATION

BASE PRICE

39,900.00

TOTAL OPTIONS/OTHER

2,840.00

TOTAL VEHICLE & OPTIONS/OTHER

42,740.00

DESTINATION & DELIVERY

1,895.00

TOTAL BEFORE DISCOUNTS

44,635.00

XL DISCOUNT

- 750.00

XL DISCOUNT CHROME

- 500.00

TOTAL SAVINGS

- 1,250.00

	RAMP ONE		CONVOY	ITEM #:	58-0220 O/T 2	Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance .
	CC15					
	RAMP TWO					
This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.			PB281 N RB 2X 335 006522 02 28 23			

EPA DOT

Fuel Economy and Environment

Gasoline Vehicle

Fuel Economy

20

combined city/hwy

17

city

23

highway

Standard Pickup Trucks range from 12 to 70 MPG. The best vehicle rates 132 MPGe.

5.0 gallons per 100 miles

You spend

\$3,000

more in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost

\$2,200

Fuel Economy & Greenhouse Gas Rating (tailpipe only)

Smog Rating (tailpipe only)

4

1

10

Best

1

6

10




Best

This vehicle emits 451 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fuelconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$8,000 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$2.95 per gallon. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fueleconomy.gov

Calculate personalized estimates and compare vehicles



GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score

★★★★★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash

Driver Passenger

★★★★★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash

Front seat Rear seat

★★★★★

Not Rated

Based on the risk of injury in a side impact.


Rollover

★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA). www.safercar.gov or 1-888-327-4236


1FTMF1EP5PKD99336



WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

SCAN OR TEXT 1FPKD99336 TO 48028

Msg & Data rates may apply. Text HELP for help



www.ford.com/help/privacy-terms/

03/16/2023

2202303077600



306 W. State St.
Janesville, WI 53546-2556

(608) 754-6608 (800) 458-1123
fax: (608) 754-0675
www.NorthlandEquipment.com

Quote

#: 0079699

Date: 3/16/2023

Created By: JAS

Salesperson: JOE

Customer #: HAVSPF

Sold To:

GRIFFIN FORD LINCOLN
1642 JANESVILLE AVE
FORT ATKINSON, WI 53538

Ship To:

GRIFFIN FORD LINCOLN
1642 JANESVILLE AVE
FORT ATKINSON, WI 53538

Confirm To:			Customer P.O.:	Terms: Net due on receipt of goods	
Ordered	Unit	Item Number	Description	Price	Amount
CITY OF FORT ATKINSON					
1.00	EACH	/SALES PICKUP	Pickup Accessories 3400	3,982.00	3,982.00
TOMMY GATE LIFT GATE - G2 SERIES PICKUP STYLE LIFTGATE					
MODEL - G2-60-1342 TP27 - 1300 LBS CAPACITY					
ONE-PIECE STEEL TREADPLATE W/ 27" LOADING DEPTH + 4" TAPER					
DUAL HYDRAULIC CYLINDERS - VIRTUALLY MAINTENANCE FREE					
RECESSED CONTROL - FULLY ENCLOSED HYDRAULIC SYSTEM					
OEM HITCH NOT COMPATIBLE - WILL SUPPLY 6000 LB 2" RECEIVER					
ALL COMPONENTS INSTALLED					
F.O.B. JANESVILLE, WI					

<div>Office: Tax Terms Time Sn Vin Parts \$'s</div> <div>Close Direct-ship Deposit</div> <div>Called</div>	<div>QUOTE VALID FOR 7 DAYS</div>		Net Order:	3,982.00
	456-0000373759-03		Less Discount:	0.00
	WI Resale Exempt Sales		Freight:	0.00
			Sales Tax:	0.00
Customer Acceptance: _____		Date: _____	PO#: _____	<div>Order Total: \$3,982.00</div> <div>Less Deposit: 0.00</div> <div>Order Balance: \$3,982.00</div>

Customer Acceptance: _____ Date: _____ PO#: _____

Signature: I understand that by signing this document I am entering into an agreement with Northland Equipment Co., Inc. for the services, products, and terms stated. **Payment due** on receipt of goods unless otherwise written. A late payment charge of 1.5% on the past due balance will be assessed monthly. Credit card payments over \$3000.00 are subject to a 3% processing fee. **Returns** for stock items must be made within 5 business days of receipt. All special order items require written authorization, may be subject to restocking fees, and are at the manufacturer's discretion. **Limited Warranty:** Northland Equipment Co., Inc. will warranty all in-house workmanship for 90 days unless otherwise written. The warranty work must be completed by Northland Equipment Co., Inc. or its assignees. All products are covered separately by the manufacturer's warranty. Northland Equipment Co., Inc. will not be liable for any other warranties, either expressed or implied, and the warranty of **MERCHANTABILITY** and the **WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE** are hereby specifically waived. Under no circumstances will Northland Equipment Co., Inc. be liable for any consequential damages as a result of any defective parts, material or labor supplied by it. Any warranty by a manufacturer of the parts, materials, or devices installed by Northland Equipment Co., Inc., which is different than the warranty stated herein, will be assigned by Northland Equipment Co., Inc. to customer.

Parks & Recreation / Cityscape Vehicles						
Concerns				Replacement Plan	Truck Age at Replacement	Notes
JUNK - antifreeze in motor		1991	Ford F-150	2022 CIP	31	Was replaced in 2022 CIP
Hole in floor board, power steering pump seeping, rear diff cover seeping, both sides rocker panels rotted off, trans output shaft seal seeping	#95	1999	Ford F-350 Flatbed	2026 CIP	27	Was approved with the 2022 borrowing for purchase in 2023 but replaced with a F150 in the 2023 CIP due to dealerships unable to get flatbeds for several years
Rocker pannels, cab corners and wheel wells rotted out, rear main seal seeping	#97	2002	Ford F-150	2023 CIP	21	Requesting replacement in 2023 with 2022 borrowed funds from the scheduled flatbed replacement
Rocker panels, cab corners, and underneath the cab and seat all rusted	#91	2003	Ford F-150	2025 CIP	22	
Rear main seal leak and tommy gate is rotting out	#90	2008	Ford F-250	2027 CIP	19	
	#94	2012	Ford F-250	2028 CIP	16	
	#93	2018	Ford F-250			
	#98	2022	Ford F-350			
1982 van living life 1 qt of oil at a time. Oil leaks from every gasket, but runs and drives	#28	1982	Ford E-150 Van			Cityscape
Clutch getting worn - need replacement soon. No seasonals can drive stick shift	#18	1997	Ford F-150			Cityscape - stick shift
Staff who need transportation to perform duties: 5 full time Parks staff, 4 seasonal Parks Maintenance staff, and 4 seasonal Cityscape staff						

Yellow shaded = replacement needed soon



MEMORANDUM

DATE: March 21, 2023

TO: Fort Atkinson City Council

FROM: Michelle Ebbert, City Clerk/Treasurer/Finance Director

RE: Review and possible action relating to Alcohol Beverage License application for the licensing period of March 22, 2023 to June 30, 2023

BACKGROUND

The State of Wisconsin regulates alcohol licensing for local governments through Chapter 125. There are three classes of Licenses; Class A, Class B and Class C. "Class C" pertains strictly to wine with consumption on-site in a restaurant. The difference between Class A and B is where alcohol is authorized for sale and for consumption. Class A generally offers sale of alcohol on-site with consumption off-site (e.g. grocery or liquor store, gas station or convenience store). Class B allows for on-site sale and on-site consumption (e.g. Restaurant, Bar, Bowling Alley, Tavern). Class A can easily be remembered because alcohol is consumed *Away* from the premises. Likewise, Class B you consume on-site, for example *Bar*.

Table 1: Type of license, beverage and where consumption is permitted.

<u>Type of License</u>	<u>Type of Beverage</u>	<u>Consumption Location</u>
"Class A"	Intoxicating Liquor	Off-site
Class "A"	Fermented Malt	Off-site
"Class A" Liquor: Cider Only*	Cider Only	Off-site
"Class B"	Intoxicating Liquor	On-site
Class "B"	Fermented Malt	On-site
"Class C"	Wine only	On-site
Reserve "Class B"	Intoxicating Liquor	On-site
Temporary Class "B" **	Fermented Malt	On-site
Temporary "Class B" **	Wine	On-site

*The 2015-17 Wisconsin State Budget (2015 Act 55) provides that municipalities shall issue a "Class A" liquor license if both of the following apply:

- The "Class A" liquor license application is for sales limited to cider products only.
- The application for a "Class A" liquor license holds a Class "A" beer license for the same premises.

2015 Act 55 provision also defines 'cider' to mean any alcohol beverage that is obtained from the fermentation of the juice of apples or pears and that contains not less than 0.5 percent alcohol by volume and not more than 7.0 percent alcohol by volume. "Cider" includes flavored, sparkling, and carbonated cider.

** Temporary Class “B” Fermented Malt and Temporary “Class B” Wine – these licenses are issued throughout the year to lodges, societies, bona fide clubs, chambers, non-profit, etc.

Table 2: Combination of Licenses

<u>License Combinations</u>	<u>Type of Beverage(s)</u>	<u>Consumption Location</u>
“Class A” and Class “A”	Intoxicating Liquor and Fermented Malt	Off-site
Class “A” and “Class A” Liquor: Cider Only	Fermented Malt and Cider	Off-site
“Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Class “B” and “Class C” Wine	Fermented Malt and Wine	On-site
Reserve “Class B” and Class “B”	Intoxicating Liquor and Fermented Malt	On-site
Temporary Class “B” and Temporary “Class B”	Fermented Malt and Wine	On-site

Table 3: License fees

<u>Type of License</u>	<u>License Fee</u>
“Class A” Intoxicating Liquor	\$500.00
Class “A” Fermented Malt	\$100.00
“Class A” Liquor: Cider Only	No fee.
“Class B” Intoxicating Liquor	\$500.00
Class “B” Fermented Malt	\$100.00
“Class C” Wine Only	\$100.00
Reserve “Class B” Intoxicating Liquor	\$10,000 (one-time)
Temporary Class “B” Fermented Malt	\$10.00
Temporary “Class B” Wine	\$10.00

A combination Class A license (intoxicating liquor and fermented malt) would total \$600.00

Table 4: Existing Quotas (03/02/2023)

<u>License</u>	<u>Quota</u>	<u>Licenses Issued</u>	<u>Licenses Available</u>
“Class A” Intoxicating Liquor	16 - 1 per 750 residents	16	0
Class “A” Fermented Malt	17 - 1 per 750 residents	15	2
“Class B” Intoxicating Liquor	25 - 1 per 500 residents	25	0
RESERVE “Class B” Intoxicating Liquor	4 - \$10,000 one-time fee	4	0

City of Fort Atkinson Code of Ordinances Sec. 6 addresses the following stipulations on issuing licenses.

Sec. 6-33. Licenses

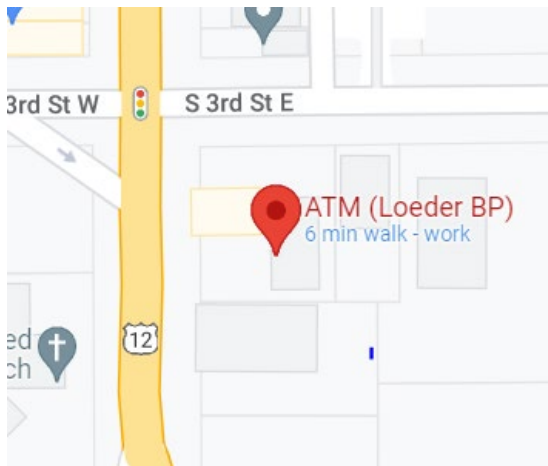
- (a) No alcohol beverage licenses shall be granted to any applicant for premises on which the applicant is responsible for any delinquent and unpaid personal property taxes, assessments, utility bills or other financial claims of the City.
- (b) No license shall be granted for any premises unless the applicant for the license shall provide to the city evidence of ownership or leasehold interest in the premises for the term of the licenses.
- (c) Any license duly granted not used for 90 consecutive days shall be subject to review and possible suspension or revocation by the Council. These licenses may not be regranted during this 90-day period.

DISCUSSION

Ameer Investment Inc has submitted an Original Alcohol Beverage License Application for a “Class A” Liquor-Cider Only and Class “A” Fermented Malt Beverage license for use at 303 S. Main Street. This location is currently operated as Imart Store owned by Iys Ventures. Iys Ventures will remain as the owner of the property with it being managed by Ameer Investment Inc. A letter of surrender contingency upon approval was submitted by Iys Ventures. The agent/on-site Manager will remain the same.

This type of license does not allow for sale of Intoxicating Liquor. The applicant provided a WI seller’s permit number and Federal ID as required.





FINANCIAL ANALYSIS

Pro-rated alcohol license fees for the period will be \$33.36 with a publication fee of \$225.00.

RECOMMENDATION

Staff recommends approval by the City Council to approve the Alcohol License Application for the licensing period of March 22, 2023 to June 30, 2023 for Ameer Investment, Inc dba Imart WI 0108, 303 S. Main Street contingent upon a successful background check and all monies owed to the City are paid prior to license issuance by the City Clerk.

ATTACHMENTS

Alcohol License Application materials

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06/30/2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Fort Atkinson

County of Jefferson Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (Individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Ameer Investment Inc.

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Rizek</u>	(First) <u>Munadel</u>	(Middle Name) <u>Subhi</u>	Home Address (Street, City or Post Office, & Zip Code) <u>8950 W. 103rd St, Palos Hills IL 60465</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>Wargolet</u>	(First) <u>Daray</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code) <u>Fort Atkinson WI 53538</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name I Mart WI 0208 Business Phone Number 920-563-4808
2. Address of Premises 303 S Main St Post Office & Zip Code Fort Atkinson WI 53538

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

single story retail convenience store


4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? IYS Ventures LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☐ Yes ☒ No
Completed
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
 If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 12-07-2022 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☐ No
 If yes, explain.
Currently changing 16 locations from 145 Ventures LLC to Ameer Investment Inc. See attached list.
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Rizek, Munadel S</u>	Title/Member <u>President</u>	Date <u>02-14-2023</u>
Signature 	Phone Number <u>716-804-4242</u>	Email Address <u>ameerinvestinc@gmail.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2-23-23</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



February 22, 2023

Michelle Ebbert
City Clerk/Treasurer/Finance Director
City of Fort Atkinson
101 N. Main Street
Fort Atkinson WI 53538

RE: LIQUOR LICENSE AT 303 S MAIN ST – FORT ATKINSON, WI

The license at the above referenced premises is currently under:

License Holder: Muwafak Rizek

Name of LLC/Sole Prop/Inc: IYS Ventures LLC

Address of LLC: 15416 S 70th Ct, Orland Park, IL 60462

Address of licensed premise/business address: 303 S Main St, Fort Atkinson WI 53538

Type of License: Class "A" Fermented Malt Beverage and Class "A" Liquor – Cider Only

I, Muwafak Rizek, hereby surrender my Class "A" Fermented Malt Beverage and Class "A" Liquor – Cider Only license contingent upon the approval for said license to Ameer Investment Inc. Should Ameer Investment Inc not be approved for said license, I will hereby retain the license.

Signature:

Date: 02-22-2023

Printed Name: Muwafak Rizek

Auxiliary Questionnaire Alcohol Beverage License Application

Owner

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Rizek		Munadel		Subhi	
Home Address (street/route)		Post Office		City	State Zip Code
8950 W 103 rd St				Palos Hills	IL 60465
Home Phone Number		Age	Date of Birth		Place of Birth
					Jerusalem

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ officer of Ameer Investment Inc.
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

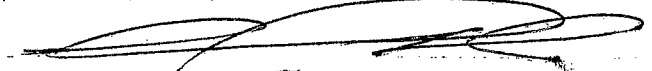
The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? Do not; have not
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No
 If yes, identify. See attached list
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>Mark's Supermarket</u>	Employer's Address <u>317 US-64 Cresswell, NC 27928</u>	Employed From <u>7 yrs</u>	To <u>present (Owner)</u>
Employer's Name <u>Jenin Supply</u>	Employer's Address <u>7251 W. 87th St. Bridgeview, IL 60455</u>	Employed From <u>3 yrs</u>	To <u>present</u>

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Auxiliary Questionnaire Alcohol Beverage License Application

Agent

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
WARGOLET		DARCY		Marie	
Home Address (street/route)		Post Office	City	State	Zip Code
320 W BLACKHAWK DR, #8			FORT ATKINSON	WI	53538
Home Phone Number		Age	Date of Birth	Place of Birth	
		--	(Milwaukee	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.
- ☒ **AGENT** of **AMEER INVESTMENT INC**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 48 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify.

(Name, Location and Type of License/Permit)

- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
IYS VENTURES LLC	ORLAND PARK, IL	05-2022	Present
Employer's Name	Employer's Address	Employed From	To
LOEDER OIL	LAKE MILLS, WI		05-2022

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Darcy Wargolet
(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village of FORT ATKINSON County of JEFFERSON
☒ City

The undersigned duly authorized officer/member/manager of AMEER INVESTMENT INC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
I MART WI0108
(Trade Name)

located at 303 S MAIN ST

appoints DARCY WARGOLET
(Name of Appointed Agent)
320 W BLACKHAWK DR, #8, FORT ATKINSON WI 53538
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year SAME AS ABOVE

For: AMEER INVESTMENT INC.
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, DARCY WARGOLET, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 2-24-23 Agent's age _____
(Signature of Agent) (Date)
320 W BLACKHAWK DR, #8, FORT ATKINSON WI 53538 Date of birth _____
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

AMEER INVESTMENT INC - WISCONSIN LOCATIONS				
LIQUOR LICENSE APPLICATIONS IN PROGRESS				
STORE #	ADDRESS	CITY		ZIP
Imart WI0003	237 Keller Ave S	Amery	WI	54001
Imart WI0005	1040 Bergslien St.	Baldwin	WI	54002
Imart WI0010	311 Belknap St	Superior	WI	54880
Imart WI0054	1 Hewett St	Neillsville	WI	54456
Imart WI0057	706 N 4th St	Tomahawk	WI	54487
Imart WI0063	406 Belknap st	Superior	WI	54880
Imart WI0075	314 E Badger St	Waupaca	WI	54981
Imart WI104	5551 Eastpark Blvd	Madison	WI	53718
Imart WI102	4701 Burma Rd.	McFarland	WI	53558
Imart WI100	4800 Larson Beach Rd.	McFarland	WI	53558
Imart WI106	109 N. Main St.	Deerfield	WI	53531
Imart WI116	206 W Madison St.	Lake Mills	WI	53551
Imart WI108	303 S. Main St.	Fort Atkinson	WI	53538
Imart WI114	819 N. Main St. (Tyranena)	Lake Mills	WI	53551
Imart WI112	300 W. Madison St.	Waterloo	WI	53594
Imart WI110	880 Linmar Ln.	Johnson Creek	WI	53038

Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number

456-1031183444-04

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) Ameer Investment Inc.			Federal Employer Identification No. (FEIN)		
Trade or Business Name (if different than Legal Name) I Mart WI0108			Telephone Number (708) 966-0514		
Business Address (License Location) 303 S Main St			Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		
Municipality Fort Atkinson	State WI	Zip Code	Business Telephone (920) 563-4808		
Mailing Address (if different than Business Address) 15416 S 70th Ct			County Jefferson		
Municipality Orland Park			State IL	Zip Code 60462	

Organization (check one)

☐ Sole Proprietor ☒ Wisconsin Corporation – Enter date incorporated: 12-07-2022

☐ Partnership ☐ Out-of-State Corporation – Are you registered to do business in Wisconsin? ☐ Yes ☐ No

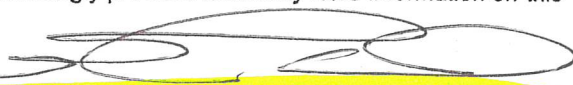
☐ Other (describe) _____

- ☒ Yes ☐ No 1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- ☒ Yes ☐ No 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, revenue.wi.gov/forms/excise/ctp-129.pdf.)
- ☒ Yes ☐ No 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- ☒ Yes ☐ No 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- ☒ Yes ☐ No 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- ☒ Yes ☐ No 6. Does the applicant understand that they may not sell single cigarettes?
- ☒ Yes ☐ No 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- ☒ Yes ☐ No 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco-directory may be sold in Wisconsin?

Cigarettes / Tobacco will be sold ☒ over counter ☐ through vending machine ☐ both

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)