



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, FEBRUARY 28, 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: Gray, Highfield, Kessenich, Lescohier, Cm. Schultz, Manager LeMire and Engineer Selle. Also present: City Clerk/Treasurer, City Attorney, Building Inspector and Public Works Superintendent.

3. PUBLIC COMMENT:

Jeanne Newbold, 411 McMillen Street – she objects to the vacation of N. Fourth Street. She feels her property value is destroyed. She has concern for parking lot pollutants, and requested the City require placement of a solid fence along the northside of the proposed parking lot. She would like to see restricted parking in front of her home on McMillen.

Elliot Larson, 415 McMillen Street – he is grateful that a hospital is in Fort Atkinson. He does not understand the reasoning that is proposed to block off 4th street. He feels the hospital has other options for parking. He feels there will be efficiency issues with public safety.

**4. REVIEW AND POSSIBLE ACTION RELATING TO THE MINUTES OF THE FEBRUARY 14, 2023
REGULAR PLAN COMMISSION MEETING**

Cm Gray moved, seconded by Cm Schultz to approve the minutes from the February 14, 2023 Plan Commission meeting as submitted. Motion carried.

**5. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A
REQUEST TO DISCONTINUE A PORTION OF N. FOURTH ST. BETWEEN ARMENIA AND
MCMILLEN STREETS (RWD-2023-01) (SELLE)**

Engineer Selle reviewed the process for discontinuance of a right of way, which 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 Council will consider, and perhaps vote, on the resolution at its March 21, 2023 meeting following a public hearing at that same meeting and considering as well the recommendation from this Planning Commission. A detailed schedule for the public process is attached to this memo.

Selle discussed how the 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 28 spaces. Without the vacation, this buffer is minimized as are the number of spaces.

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 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. To date, 9 letters have been received by abutting owners; 7 objecting and 2 in support.

Cm Schultz asked Engineer Selle to describe the utilities and infrastructure that is located under the street where the parking lot may be constructed. Selle confirmed access will be required through the easement. The main concern is not building structures on top of the utilities however the parking lot is allowable.

Cm. Lescohier referenced the parking study that was provided. He noted the difference between vacating the street and not vacating the street is equivalent to 28 parking stalls. He asked what the bare minimum number of stalls is needed. Selle stated the study was done to justify the need for consolidated parking.

Jim Nelson, Fort Health Care referenced the provided diagrams that clarify 40 stalls. Their long-term goals is to eliminate the remote parking lot. Without vacating the street, it would not meet their long-term goals.

Cm. Lescohier asked how many different off-site structures would be relocated to the main campus, hospital building. Nelson discussed the services provided at other campuses that will be relocated. Fort Health Care's long-term plan is to continue renovating the existing main campus.

Cm. Gray inquired on parking allowance on adjacent streets. Selle stated that can be looked into as far as limiting or restricting parking.

Cm. Lescohier stated he would not vote in favor of the vacation as he wants to be ensured that all parking options have been explored and the street vacation is the best option.

Manager LeMire moved to recommend that the City Council approve the discontinuance of the portion of the Fourth Street public right-of-way between Armenia and McMillen Streets. Seconded by Cm Schultz. Motion carried 5-2 Cm Kessenich and Cm Lescohier opposed.

6. REVIEW AND POSSIBLE RECOMMENDATION TO THE CITY COUNCIL RELATING TO A CERTIFIED SURVEY MAP FOR RTLE PROPERTIES LLC., FOR THE PROPERTY LOCATED AT 1531 AND 1533 S. MAIN ST. (CSM-2023-04) (SELLE)

Engineer Selle presented the CSM that would 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.

Selle discussed the Zoning as DR-8 - Duplex Residential which allows for the planned uses noted above. City utilities are present at the north edge of the lot on Riggert Rd and to the intersection at Radloff in S Main St. The applicant is aware of the need to construct additional utility stubs to serve the parcels.

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 Gray moved, seconded by Cm Schultz to recommend that the City Council approve the Certified Survey Map for RTLE Properties, LLC, for the property located at 1531 and 1533 S. Main Street. Motion carried.

7. REVIEW AND POSSIBLE ACTION RELATING TO THE REQUEST FOR SITE PLAN REVIEW- SIGNAGE GOODWILL OF SOUTH CENTRAL WI, LOCATED AT 1530 MADISON AVENUE (SPR-2023-02) (SELLE)

Building Inspector Draeger presented the proposal from Goodwill to remove and replace multiple wall signs located on the east, and south facades of the building, facing Madison Avenue and Lexington Blvd. The proposed signs will be located in approximately the same location as the existing signs.

Cm Lescohier moved, seconded by Cm Kessenich to approve the request for Site Plan Review for the new signage for Goodwill of South Central, WI, located at 1530 Madison Avenue. Motion carried.

8. **PRESENTATION TO THE PLAN COMMISSION FROM HOFFMAN DEVELOPMENT GROUP/CEDARPRISE FOR A CONCEPT PLAN FOR MULTIFAMILY RESIDENTIAL DEVELOPMENT ALONG BANKER ROAD (SELLE)**

Representatives from Hoffman Development Group and Cedarprise presented a multifamily neighborhood development concept plan named The Trillium. The Trillium consists of three multifamily structures with a total of 141 units. A draft schedule was provided that included submissions to the Plan Commission and City Council. Construction is anticipated to begin the summer of 2024.

No action required.

9. **ADJOURNMENT**

Cm Kessenich moved to adjourn, seconded by Cm Gray. Meeting adjourned at 5:10 pm.

Respectfully submitted,
Michelle Ebbert
City Clerk/Treasurer/Finance Director