



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

**PLAN COMMISSION MEETING
IN PERSON AND VIA ZOOM
TUESDAY, JUNE 25, 2024 – 4:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

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

2. Roll call

Present: Chairperson Manager Houseman, Engineer Selle, Council Rep Schultz, Commissioners Highfield, Kessenich, Hough and Schull. Also present: City Attorney, City Clerk/Treasurer/Finance Director, Building Inspector and Museum Director.

3. New Business

*a. Review and possible action relating to the **minutes of the June 11, 2024 Plan Commission meeting (Ebbert)***

Highfield moved, seconded by Kessenich to approve the minutes of the June 11, 2024 Plan Commission. Motion carried.

*b. Review and possible action relating to a **Site Plan Review** for signage at Oak Tree Child and Family Services, 511 Madison Ave. (SPR-2024-04) (Draeger)*

Inspector Draeger presented the submission from Oak Tree Child and Family Services for a new Wall Sign located on the Northern facade of the building facing Madison Ave, as well as a new Dual Post sign adjacent to Madison Ave. The signs will depict the company logo, contact information and the services offered. The wall sign is proposed to be 5'x4' and the Dual Post sign is proposed to be 8' wide and would have a maximum height of 6'. The proposed wall sign meets the requirements of the City's ordinances. The City's Management Team has reviewed the application and all comments have been included within this document.

Hough moved, seconded by Kessenich to approve the Site Plan Review for signage at Oak Tree Child and Family Services, 511 Madison Ave. Motion carried.

*c. Review and possible action relating to a **Special Area Design Review** for JM Carpets, 107 S. Main St. (SADR-2024-04) (Draeger)*

Inspector Draeger reviewed the property located at 107 S Main St., JM Carpets, is a long-

time business in the Downtown Historic District. JM Carpets has been in business for 40 years and is requesting to give the storefront a third face lift since the business has been at this location. The Historic Preservation Commission has reviewed this proposal on two separate occasions and offered color choices to the applicant that the HPC felt best represented the mid-century facade of the building. The owner and applicant has been receptive to the options and has chosen the colors in the proposal from those options. The applicant is proposing to repaint the facade with a new color scheme to enhance the outside appearance of the building. The current brown on the building is proposed to be replaced by the Lehigh Green and will become the most prevalent color of the painted surfaces. The Turquoise Blue is a close match to the new awnings that are already in place. The brown that is being proposed as an accent color to closely match the existing mid-century brick facade. It should be noted that the applicant replaced the building awnings ahead of this meeting and without approval from the Plan Commission; however, it should also be noted that the applicant, after being notified, has been receptive to HPC and Staff reviews.

Schultz moved, seconded by Highfield to approve the Special Area Design Review for JM Carpets, 107 S. Main Street. Motion carried.

4. Adjournment

Schultz moved, seconded by Highfield to adjourn. Meeting adjourned at 4:15 pm.

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