



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, OCTOBER 8, 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: Commissioners Highfield, Kessenich, Council Representative Schultz, City Engineer Selle and Chairperson City Manager Houseman. Also present: City Attorney and City Clerk/Treasurer. Commissioner Shull arrived at 4:10 pm.

3. New Business

*a. Review and possible action relating to the **minutes of the September 24, 2024 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Highfield moved, seconded by Schultz to approve the minutes of the September 24, 2024 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review** for signage at A1 Creative Packaging, 600 Rockwell Ave. (SPR-2024-07) (Draeger)*

Engineer Selle reviewed the submission from A-1 Creative Packaging. A-1 Creative Packaging is a full-service contract packaging and assembly company. The business has recently opened at the existing site located on Rockwell Ave across from Nasco near the corner of Rockwell and Janesville Ave. A-1 is proposing to install two new building signs and some minor directional signage for their business. The proposed changes include the following: Western and Southern Facade - The proposed new building signs are minor in scale compared to the overall facade length. Both proposed signs do not project from the building and are planning to use the existing sign lighting. The signs are planned to be 12 square feet each. Southeast and Southwest corners of building - A-1 is proposing to add two 24"x18" directional signs, one on each of the loading areas that face Rockwell Ave. The proposed wall signs and directional signs meet 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.

Schultz moved, seconded by Highfield to approve the requested wall signs and the requested directional signs as proposed for A-1 Creative Packaging. Motion carried.

c. *Review and possible action relating to a **Site Plan Review** for signage at Casys General Store, 342 Whitewater Ave. (SPR-2024-06) (Draeger)*

Engineer Selle presented the request from Casey's Gas Station, which is located at the triangle-shaped intersection of S. Main Street, Whitewater Avenue, and S. 4th Street. The company has rebranded and is proposing to remove and replace the sign face on all of their exterior signs. The proposed signs will be a replacement of the sign face located in approximately the same location as the existing signs and include no structural changes to each sign. Proposed changes include the following:

- Northern and Eastern Façade: two proposed wall signs are planned to replace the existing internally illuminated wall signs in the same location on the building at an approximate size of 15 square feet (northern façade) and 13 square feet (western façade).

- Gas Station Canopy Structure: the three proposed canopy signs are planned to replace the existing signs in approximately the same location on the canopy at an approximate size of 23 square feet each.

- Pylon Sign: the proposed pylon sign face is planned to replace the existing internally illuminated sign face in approximately the same location on the base structure at an approximate size of 42 square feet. The fuel price sign faces are also proposed to be Page 12 of 30 replaced in the same location as they are today at a total of 7 square feet (3.5 sf each).

Kessenich moved, seconded by Schultz to approve the Sign Package for Casey's General Store subject to the following conditions:

- Allow the Fueling Station Canopy Sign faces to be replaced within the same mounts and structural elements that exist today at 23 sf each. If the structural elements and mounts supporting these signs are changed in the future, each sign shall be reduced in size to meet the maximum size requirements of the ordinance (4 sf each).

- Reduce the height of the Pylon Sign structure to be 18 feet or less through the removal of the chicken-shaped structure or reduction in that structure's proposed size to meet the maximum permitted height.

Motion carried with noted conditions.

4. Adjournment

Highfield moved, seconded by Schultz to adjourn. Meeting adjourned at 4:17 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director