



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, FEBRUARY 25, 2025 – 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, Hough, Shull, Kessenich, Council Rep Schultz and Manager Houseman. Also present: Building Inspector, City Attorney and City Clerk/Treasurer/Finance Director.

3. New Business

*a. Review and possible action relating to the **minutes of the February 11, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Kessenich moved, seconded by Highfield to approve the minutes of the February 11, 2025 Plan Commission meeting. Motion carried.

*b. Review and possible action relating to a **Site Plan Review** for signage at Fort Community Credit Union, 800 Madison Ave. (SPR-2025-02) (Draeger)*

Inspector Draeger presented the site plan review for FCCU. Fort Community Credit Union (FCCU) is planning to replace an existing pylon sign with a new monument sign featuring an electronic messaging center. The new sign will be installed in the front yard of the property, facing East and West. FCCU also intends to replace two existing single post signs with LED upgrades and panel replacements at their location on 800 Madison Avenue.

Kessenich moved, seconded by Hough to approve the Sign Package, subject to the following conditions:

- Applicant must provide City staff with information on how frequently the Electronic Message Sign component of the Monument Sign will change. A minimum of 10 seconds per display image is required and shall be subject to approval by City staff. The sign shall not blink, flash, fade, or provide other distracting movement.
- Any other recommendations of City staff and the Plan Commission.

Motion carried.

c. Update on previous Plan Commission items (Houseman, City Manager)

None.

4. Adjournment

Hough moved, seconded by Highfield to adjourn. Meeting adjourned at 4:08 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director