



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, APRIL 8, 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: Council representative Schultz, Commissioners Highfield, Kessenich and Shull and Chairperson Manager Houseman. Also present: Building Inspector and Clerk/Treasurer.

Absent: Commissioner Hough.

3. New Business

*a. Review and possible action relating to the **minutes of the February 25, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Highfield to approve the minutes of the February 25, 2025 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-2025-04) (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger stated A-1 Creative Packaging, a full-service contract packaging and assembly company, has recently opened at its existing location on Rockwell Ave, across from Nasco, near the corner of Rockwell and Janesville Ave. As the business expands north, A-1 plans to install two new building signs depicting the company's logo, services, and contact information on the west facade of the section located at 801 Janesville Ave. The proposed wall 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.

Kessenich moved, seconded by Schultz to approve the Site Plan Review for signage at A-1 Creative Packaging, 600 Rockwell Avenue. Motion carried.

*c. Review and possible action relating to a **Site Plan Review** for signage at Little Rainbows Play Place, 1335 N. High St. (SPR-2025-06) (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger presented Little Rainbows, whom is proposing a new wall sign on the

front façade of the building facing North High Street. The 8' x 4' sign will feature the company logo. Additionally, the applicant plans to install a replacement sign face in the existing Group Development sign along North High Street. While replacement sign faces do not require Plan Commission review and approval, this has been included for reference. The proposed wall sign and group development panel sign meet the requirements of the City's Zoning Ordinances and are aligned with the surrounding commercial area.

Highfield moved, seconded by Kessenich to approve the Site Plan Review for signage at Little Rainbows Play Place, 1335 N. High Street. Motion carried.

- d. *Update on previous Plan Commission approved projects (Houseman, City Manager)*
Manager Houseman provided a construction update on Ridge View Estates and Klement Business Park. No action was taken.

4. Adjournment

Kessenich moved, seconded by Highfield to adjourn. Meeting adjourned at 4:16 pm.

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