



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, MAY 13, 2025 – 4:00 PM  
CITY HALL – SECOND FLOOR**

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**MINUTES**

**1. Call meeting to order**

**2. Roll call**

Manager Chairperson Houseman introduced the new Director of Public Works Zach Navin, whom is a member of the Plan Commission.

Present: Council Representative Schultz, Commissioner Kessenich, Shull, Ciccarelli, Manager Houseman, Director Navin.

Absent:

**3. New Business**

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

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

*b. Review and possible action relating to the **minutes of the April 8, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Houseman to approve the minutes of the April 8, 2025 Plan Commission meeting. Motion carried.

*c. Review and possible action on a **Special Area Design Review** for signage at Devout Real Estate Group located at 96 S., Main St. Unit C (Draeger, Building Inspector/Zoning Administrator) (SADR-2025-01)*

Building/Zoning Administrator Draeger introduced the Devout Real Estate Group is a new tenant in the downtown district, now occupying a second floor space at 96 S. Main Street, above Good 2 Go. The business is proposing two new building signs—one facing Main Street and another near the office entrance on S. Water Street. The proposed signage was reviewed by the Historic Preservation Committee at its meeting on May 13 and was issued a Certificate of Appropriateness. Devout Real Estate Group is proposing two signs. One will face Main Street and be 20 square feet. The other will be near the entrance to the office on S. Water St. and would also be 20 square feet.

Schultz moved, seconded by Shull to approve the Special Area Design Review for signage at Devout Real Estate Group located at 96 S. Main Street Unit C. Motion carried.

- d. *Review and possible action relating to a **Site Plan Review** for signage at Rainbow Hospice Thrift Shoppe, 905 Madison Ave. (Draeger, Building/Zoning Administrator) (SPR-2025-07)* Building/Zoning Administrator Draeger referenced the Site Plan Review from Rainbow Hospice who has recently moved into the building shared with American Wholesale Furniture. To reflect this change, the applicant is planning to install new signage and update existing ones.

The proposal includes: • Installing two new building signs for Rainbow Hospice. • Refurbishing and reinstalling the existing American Wholesale Furniture sign facing Roosevelt Street. • Replacing the sign face on the existing dual-post sign along Madison Avenue. One of the new building signs will be installed alongside the existing furniture sign on the Roosevelt Street side of the building, while the second will face the parking lot on the south side. Although Article IX (Signage) of the city's zoning code does not require Plan Commission approval for replacing panels in existing signs, city staff found it helpful to present the full scope of the signage updates for context. The new signs will display Rainbow Hospice's name and services. It's worth noting that while Chapter 15 of the city's Zoning Ordinance is generally comprehensive, it does not address every possible scenario. Specifically, it provides guidance on multi-tenant monument signage but is less clear on regulations for multiple tenants and building-mounted signs. Historically, in similar situations, the city has allowed signage to utilize the full length of the building façade facing a street, rather than limiting signage to the immediate area of each tenant space. In this case, the section of the eastern façade that will house both the existing and proposed 4 ft x 8 ft building signs measures 58 feet—slightly under the 64 feet typically required. However, when considering the entire length of the eastern façade (105 feet), the proposed signage does meet ordinance requirements. The second proposed wall sign, which will face the parking lot, also complies with the sign-to-façade ratio described in the ordinance.

Schultz moved, seconded by Ciccarelli to approve the Sign Package, subject to the following conditions: • Applicant must remove two temporary signs on the façade facing Madison Ave or submit a Sign Review application for new permanent signage to City staff within 45 days. • Applicant must repair existing siding on the East facing façade prior to installing new Wall Signs. • Any other recommendations from City staff and the Plan Commission. Motion carried.

- e. *Review and possible action relating to a **Site Plan Review** for signage at Baker Glass, 1521 Ridge Dr. (Draeger, Building/Zoning Administrator) (SPR-2025-10)* Building/Zoning Administrator Draeger stated that Baker Glass recently purchased and moved to 1521 Ridge Dr. from the town of Koshkonong and is proposing to install a new Dual Post sign. The sign will be laser-cut steel with wood beam posts with concrete sonotubes for support at the base. The sign will not be illuminated.

Schultz moved, seconded by Shull to approve the Site Plan Review for signage at 1521 Ridge Drive. Motion carried.

*f. Review and possible recommendation to the City Council relating to the Ridge View Estates Preliminary Plat (Draeger, Building/Zoning Administrator) (PPR-2025-02)*

Building/Zoning Administrator Draeger provided the Preliminary Plat for Ridge View Estates. The proposed project involves a land division of an existing 35-acre property and previously subdivided 12-acres that make up Lots 1-5 and Outlot 1 to include a total of 77 new parcels, 3 outlots, and rights-of-way to be dedicated to the public. The proposed Preliminary Plat is planned to create 77 new development parcels, 3 outlots for stormwater management, and future rights-of-way to be dedicated to the City following improvements. These improvements will include new utilities and infrastructure within the public right-of-way.

Kessenich moved, seconded by Ciccarelli to approve the Preliminary Plat, subject to the following conditions:

- Requirement that Zoning Map Amendments are approved in alignment with the proposed Preliminary Plat before City Plan Commission approval of the Final Plat.
- Require all lots within the subdivision to share equal interest in stormwater outlots 2 and 3 through fractional ownership.
- Require all utility easements to be shown on the Final Plat
- Require the Final Plat to be substantially similar to the approved Preliminary Plat, outside of any requested changes by the Plan Commission or City Council.
- Any other recommendations by City staff and the Plan Commission.

Motion carried.

*g. Corridor Plan Draft Presentation (Ben Rohr, Vandewalle)*

*1) Comments and feedback on Corridor Plan*

Commissioner Kessenich commented on Main Street corridor, bike track, angle parking and suggested numerating trees.

Commissioner Ciccarelli commented on Main Street Corridor, 10 feet parking, alternate truck routes, pedestrian countdown timers, bumpouts, detector driven left turns, solar canopy.

Curtis Abendroth, 1000 N. Main Street - suggested making Main Street a one-way that would circle drivers around Madison Avenue and back to Janesville Avenue.

Cynthia Holt 813 East Street - asked as a cyclist where the safe lanes were from southeast near Museum, Middle School to the path leading to the bike path across Main Street.

Karole Yonker, 615 Short Street - referenced Riverside Drive intersection (not in the project plan). Commented on the signage on the south side of the City.

Bruce Johnson, 40 E Rockwell Avenue - does not feel there is enough space along Main Street for suggested improvements. Commented on bike paths along Janesville Avenue.

#### **4. Adjournment**

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 5:41 pm.