



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 24, 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 Ciccarelli, Kessenich, DPW Navin, Manager Houseman. Also present: Building Inspector, City Attorney and City Clerk/Treasurer/Finance Director.

Absent: Commissioners Hough and Shull

3. New Business

a. Review and possible action relating to the *minutes of the June 10, 2025 Plan Commission meeting* (Ebbert, Clerk/Treasurer/Finance Director)

Ciccarelli would like more detail added to minutes. Asked about signage on facade, connections to Mielke drive, walkway and preliminary plan.

No action was taken.

b. Review and possible action relating to the *Site Plan Review for a parking lot at Crown of Life Christian Academy located at 535 Berea Drive (SPR-2025-11)* (Draeger, Building Inspector/Zoning Administrator)

Inspector Draeger presented the request for Crown of Life Christian Academy who owns a 36-acre parcel that currently includes a school, outdoor recreational space, surface parking, and is severely constrained by wetlands to the east, west, and north. The site is located directly east of the Highway 26 Bypass and is surrounded by residential development. The existing surface parking lot includes 65 spaces located south of the school building. The applicant is proposing to increase the total number of parking spaces on the site to 127. This would be accomplished by expanding the existing parking lot to the south and adding another overflow parking lot to the east of the access drive. Landscaping, lighting, stormwater management, and a possible playground are also proposed and associated with the parking expansion project. No other site changes are proposed at this time.

Draeger stated the Plan Commission's discussion and determination on the proposed playground.

Either: 1. Waive the accessory structure setback for the playground because of the unconventional lot configuration due to the on-site wetland areas and because the playground will not be visible from the street. The playground is proposed to be a minimum of 10 feet from the southern property line, meeting the required principal structure front yard setback.

Or 2. Do not permit the playground because it does not meet the accessory structure setbacks, is located too close to the existing residential properties to the south, and creates a potential safety issue where children would be required to cross the access drive and walk a considerable distance to access the playground area. Alternate areas on the site appear to be available and would be more appropriate.

City staff recommend approval of the Site Plan, subject to the following conditions:

- Waive the requirement for a parking study, as determined by City staff.
- Waive the requirements for curbing along the western and southern edge of the expanded paved area associated with the western parking lot expansion because the proposed approach matches the existing configuration.
- Require the applicant to place the proposed playground in a location that complies with the city's zoning ordinance.
- Require the applicant to submit an updated erosion control plan and submit to city staff for approval
- Require the applicant to submit Universal Soil Loss Equations to city staff for approval
- Any other recommendations from City staff and the Plan Commission

Houseman asked if there is an existing playground. Inspector Draeger indicated there is. Ciccarelli suggested another location for the playground, pointed out crosswalks and pedestrian paths. Draeger stated there is an area reserved for a retention pond. The playground would still be in the front yard of the school. Manager Houseman described paths via GIS.

Kessenich asked if the area would be fenced. Draeger stated nothing was presented regarding a fence.

Houseman inquired on the erosion control requirements. Draeger noted the gravel tracking pad is to avoid tracking dirt and debris onto the city streets.

Ciccarelli inquired on the light patterns. Draeger stated specific requirements were met according to the code.

Schultz moved, seconded by Kessenich to approve the Site Plan Review for a parking lot expansion at Crown of Life Christian Academy located at 535 Berea Drive subject to the conditions outlined in the Staff report as follows:

- Waive the requirement for a parking study, as determined by City staff.
 - Waive the requirements for curbing along the western and southern edge of the expanded paved area associated with the western parking lot expansion because the proposed approach matches the existing configuration.
 - Require the applicant to place the proposed playground in a location that complies with the city's zoning ordinance.
 - Require the applicant to submit an updated erosion control plan and submit to city staff for approval
 - Require the applicant to submit Universal Soil Loss Equations to city staff for approval.
- Motion carried.

- c. *Presentation relating to a **Site Plan Review for signage** at the Fort Atkinson School District schools and administration building (Draeger, Building Inspector/Zoning Administrator)*
- Inspector Draeger presented the submission from the Fort Atkinson School District, who is proposing several new signs across various locations within the community. For efficiency, all the signs are reviewed and grouped within this staff report. However, each location that requires action by the Plan Commission will be separately acted upon. To note, all signs are proposed to be non-illuminated, constructed of aluminum, and match one another. The proposed new signage 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.

City staff recommends approval of the Sign Package, subject to the following conditions:

- Require the applicant to provide the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff.
- Any other recommendations of City staff and the Plan Commission.

Kessenich inquired on the sign at Rockwell Elementary and suggested a double faced sign on the corner. Draeger stated this is where the current sign is located with landscaping and was proposed by the District. Ciccarelli recommended a wall sign be placed. Houseman stated feedback from the Commission can be provided to the District.

- 1) *Review and possible action relating to a **Site Plan Review for signage** at the School District of Fort Atkinson Office located at 201 Park St. (SPR-2025-15) (Draeger, Building Inspector/Zoning Administrator)*
Kessenich moved, seconded by Schultz to approve the Site Plan Review for signage at the School District of Fort Atkinson, 201 Park Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.
- 2) *Review and possible action relating to a **Site Plan Review for signage** at Rockwell Elementary School located at 821 Monroe St. (SPR-2025-12) (Draeger, Building Inspector/Zoning Administrator)*

Ciccarelli moved, seconded by Schultz moved to approve the Site Plan Review for signage at the Rockwell Elementary School, 821 Monroe Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 3) *Review and possible action relating to a Site Plan Review for signage at Purdy Elementary School located at 719 S. Main St. (SPR-2025-13) (Draeger, Building Inspector/Zoning Administrator)*

Kessenich moved, seconded by Schultz to approve the Site Plan Review for signage at the Purdy Elementary School, 719 S. Main Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 4) *Review and possible action relating to a Site Plan Review for signage at Fort Atkinson Middle School located at 310 S 4th St. East (SPR-2025-14) (Draeger, Building Inspector/Zoning Administrator)*

Schultz moved, seconded by Kessenich to approve the Site Plan Review for signage at the Fort Atkinson Middle School, 310 S. 4th Street East with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 5) *Review and possible action relating to a Site Plan Review for signage at Barrie Elementary School located at 1000 Harriette St. (SPR-2025-16) (Draeger, Building Inspector/Zoning Administrator)*

Schultz moved, seconded by Kessenich moved to approve the Site Plan Review for signage at the Barrie Elementary School, 1000 Harriette Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- 6) *Review and possible action relating to a Site Plan Review for signage at Luther Elementary School located at 205 Park St. (SPR-2025-17) (Draeger, Building Inspector/Zoning Administrator)*

Schultz moved, seconded by Kessenich to approve the Site Plan Review for signage at the Luther Elementary School, 205 Park Street with the condition that the applicant provides the proposed setback of all dual post signs at each location that are a minimum of 15' from the curb face and located outside of the right-of-way, subject to approval by City staff. Motion carried.

- d. *Review and possible action relating to a **Site Plan Review** for signage at Verizon, 1520 Madison Ave. (SPR-2025-17) (Draeger, Building Inspector/Zoning Administrator)*

Inspector Draeger stated that Verizon is re-establishing a retail location within the multi-tenant commercial building located south of Madison Avenue, west of Pick 'n Save, and south of Culver's. The company previously operated in a different tenant space within the

same building and is now proposing new exterior signage for its new location. Proposed changes include the following:

- Northern Façade (1): one proposed internally illuminated wall sign is planned above the front door at an approximate size of 25 square feet.
- Pylon Sign (2): the existing pylon sign is not proposed to change. One existing 6 square foot tenant sign within the sign structure is proposed to be replaced with a new sign face.
- Northern Façade (3): one proposed window sign is planned on the front door at an approximate size of 1.25 square feet.
- Northern Façade (4): one proposed address sign is planned above the front door at an approximate size of 0.25 square feet.

All signs meet the sign code without conditions.

Ciccarelli moved, seconded by Kessenich to approve the Site Plan Review for signage at Verizon, 1520 Madison Avenue. Motion carried.

- e. *Update on previous Plan Commission approved projects (Houseman, City Manager)*
Houseman provided updates on Ridge View Estates construction progress. No action was taken.

4. Adjournment

Schultz moved, seconded by Kessenich to adjourn. Meeting adjourned at 4:49 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director