



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, AUGUST 12, 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, Commissioner members: Ciccarelli, Kessenich, Chairperson Manager Houseman and Director of Public Works Navin. Also present: City Attorney, Clerk/Treasurer/Finance Director and Director of Building Services.

Absent: Commissioners Hough and Shull.

3. New Business

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

Kessenich moved, seconded by Ciccarelli to approve the minutes of July 8, 2025 Plan Commission meeting. Motion carried.

b. Review and possible action relating to a *Site Plan Review* for signage at Crown of Life Christian Academy, 535 Berea Dr. (SPR-2025-25) (Draeger, Director of Neighborhood and Building Services)

Director Draeger stated that Crown of Life Christian Academy is proposing the installation of a new monument sign near the primary public entrance to the property. The sign will feature the school's logo and will be internally illuminated for visibility. The proposed monument sign is intended to be installed as part of a broader site improvement effort, which includes a parking lot expansion recently approved by the Plan Commission during its June 24, 2025 meeting. The sign will be located on the existing 36-acre parcel; however, the property has limited visibility and does not feature a significant amount of street frontage. This is a one-sided sign with the school name facing traffic entering the lot. The lighting of the sign is anticipated to not interfere with the neighborhood.

Ciccarelli moved, seconded by Kessenich to approve the Site Plan Review for signage at Crown of Life Christian Academy, 535 Berea Drive. Motion carried.

c. *Update on previous Plan Commission approved projects (Houseman)*

Chairperson Manager Houseman mentioned staff will continue research on projecting signage as it pertains to allowance or lack of in the Ordinance. Two lots in the Klement Business Park were sold in July with construction anticipated in the spring of 2026. The sale of three lots on Marigold Drive will be complete by August 15th. Lots on Maple/Grove have been sold with construction anticipated at the end of 2025/early 2026. Manager Houseman stated the plans for Main Street and Janesville Avenue were approved by the Council. However, there is no schedule for these projects yet.

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:18 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director