



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 26, 2025 – 4:00 PM
CITY HALL – SECOND FLOOR**

<https://us02web.zoom.us/j/82214860406?pwd=TEVyUVdQM05VNFVzb0E2TUNTVnZlZz09>

Meeting ID: 822 1486 0406

Passcode: 53538

Dial by Location

+1 312 626 6799

If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 397-9901. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.

AGENDA

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
 - a. Review and possible action relating to the **minutes of the August 12, 2025 Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
 - b. Review and possible action relating to a **Site Plan Review for signage** at Fort Atkinson Middle School (Draeger, Director of Neighborhood and Building Services) (SPR-2025-24)
 - c. Review and possible action on a **Public Monument Review for the Kiwanis Field Facility Improvements** at Rock River Park (Dayton, Director Parks and Recreation) (PMR-2025-02)
 - d. Update on previous Plan Commission approved projects (Houseman)
- 4. Adjournment**

Date Posted: August 21, 2025

CC: Plan Commission, City Council; City Staff; City Attorney; News Media; Fort Atkinson School

District; Fort Atkinson Chamber of Commerce

Notice is hereby given that a majority of the Fort Atkinson City Council may be present at this meeting at the location and time indicated above to gather information about any subject matters on this agenda over which they have decision-making responsibility. This may constitute a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553, 494 N.W.2d 408 (1993), and must be noticed as such although the City Council will not take any formal action at this meeting.

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**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



City of Fort Atkinson
City Manager's Office
101 N. Main Street
Fort Atkinson, WI 53538

SITE PLAN REVIEW REPORT TO THE PLAN COMMISSION

DATE: August 26, 2025

PROPERTY ADDRESS:

310 South 4th Street

PARCEL NUMBER: 226-0514-0332-076

OWNER: Fort Atkinson School District

APPLICANT:

Chris Proost, La Crosse Sign Group of Madison (representative
for the School District)

FILE NUMBER: (SPR-2025-24)

EXISTING ZONING:

I, Institutional

PROPOSED ZONING: No change

EXISTING LAND USE:

Indoor Institutional

REQUESTED USES: No change

BACKGROUND

Section 15.09.27 of the City of Fort Atkinson Zoning Ordinance outlines the requirements for the Sign Permit application. This requires review of the proposed sign's conformance to the code, materials, legibility and visual clarity, compatibility with building characteristics, land uses, and site conditions, and potential conflicts with vehicular or pedestrian circulation.

REQUEST OVERVIEW

The Fort Atkinson School District is proposing the installation of two new wall signs at Fort Atkinson Middle School. The first sign will be located at the primary entrance facing South 4th Street East, and the second will be installed at the gymnasium entrance along South High Street. Both signs are designed as single-faced, non-illuminated wall-mounted signs. The sign faces will feature digitally printed graphics and are intended to replace the outdated fabric banners currently displayed above these entrances, providing a more durable and professional appearance.

In addition to these wall signs, the School District recently received Plan Commission approval on June 26, 2025, for two separate freestanding signs on the same campus: the installation of a new dual-post sign adjacent to S High St, and the replacement of a panel within an existing monument sign located at the intersection of South High Street and South 4th Street East.

The proposed wall signs are consistent with these previously approved projects and together contribute to a unified and cohesive signage plan for the Middle School campus. Furthermore, the proposed wall signs do not conflict with any applicable provisions of the City's Sign Ordinance. Instead, they serve to enhance visibility, identification, and wayfinding for both visitors and students while maintaining compliance with the City Ordinances.

The Sign Code requirements for **Wall Signs** are documented below.

Requirement	Proposed
1 sign per exterior wall, plus 1 per customer entry	Met = 1 sign per customer entry
Maximum size = 1 sf of sign area per 1 ft of building	Met = 400' of façade length, 20 sf per sign

facade length	
Shall not extent above wall or over any roof	Met = no wall or roof overhang
Shall be made of durable, all-weather materials	Met = aluminum
Shall be ambient, backlit, internal, or gooseneck lighting	Met = non-illuminated sign
Shall be a minimum of 8 ft above the sidewalk	Met = located above door
Shall project a maximum of 12 in. from the front façade face of the building	Met = 1" off of facade
Sign must be designed of materials harmonious with the building and site	Met = materials consistent with building design

PUBLIC NOTICE

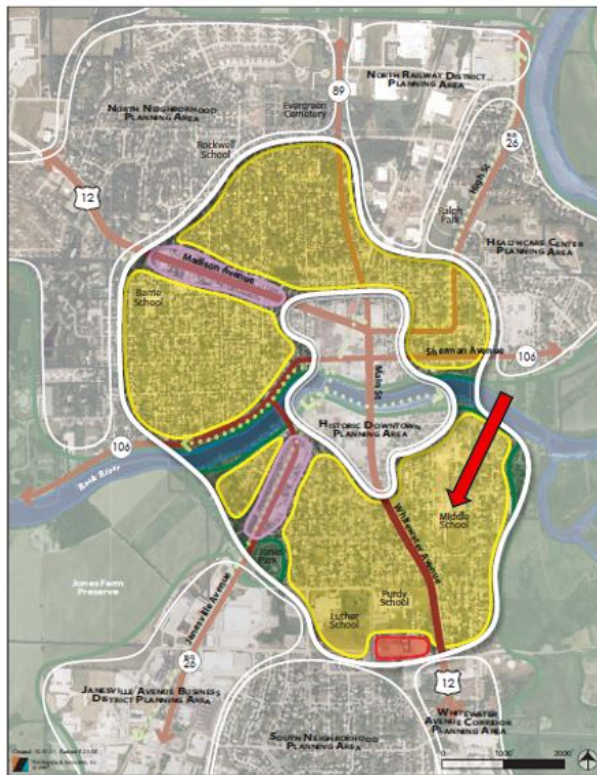
No public notice is required for signage review and action.

COMPREHENSIVE LAND USE PLAN (2019):

The subject properties are all shown as Community Facilities on the Future Land Use Map. This designation includes large-scale public buildings, hospitals, power substations, schools, churches, and special-care facilities. The proposed signs are not planned to change the land use on any of the subject properties. Staff believes the proposal is in concert with the Comprehensive Plan.

CENTRAL NEIGHBORHOODS PLANNING AREA

FIGURE: 2.16
CITY OF FORT ATKINSON
FUTURES OPEN HOUSE



DISCUSSION

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.

RECOMMENDATION

City staff recommends approval of the Sign Package as submitted.

ATTACHMENTS

1. Wall Signs
2. FAMS-Sitemap
3. Sign Application
4. LSG Letter-Middle School



Project

WALL SIGNS.

Consultant

JON TAYLOR

Design Art

MICHAEL V JOLIN

NEW SINGLE FACED NON-ILLUMINATED
WALL SIGNS. SIGNS WILL HAVE
DIGITALLY PRINTED FACES.

Color Key

- ① PMS 185C
- ② PMS COOL GRAY 11C
- ③ BLACK
- ④ WHITE

Job Number

129895

Creation Date

7/3/2024

Revision Date

7/3/2024

Revision Number

1

File Path



Approved by: _____ Date: _____ Landlord: _____ Date: _____

*Colors on sketch are only a representation, actual color of finished product may differ from this sketch.

*To make the best use of standard sized materials and control costs the size of the finished product may vary slightly.



Proposed Sign
Location

This is an aerial photograph of a school campus. The main building is a long, rectangular structure with a grey roof. To its right is a large, curved green field, likely a baseball field, with a dark base path. Several parking lots with cars are visible. Two yellow circles are drawn on the image to indicate proposed sign locations: one on the roof of a smaller building to the left of the main building, and another on the side of a building further down the left side. The text 'Proposed Sign Location' is written in yellow next to each circle. The school's name, 'Fort Atkinson Middle School', is written in white with a graduation cap icon to the left. The address '310' is visible on the main building's roof. The address '100' is visible on a building to the right. The address '2025' is visible on a building at the bottom right. The text 'Page 9 of 40' is in the bottom right corner.



Fort Atkinson
Middle School

Proposed Sign
Location

City of Fort Atkinson Procedural Checklist for Sign Permits Requirements per Section 15.09.27

This form is designed to be used by the Applicant as a guide to submitting a complete application for a sign permit and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address of proposed sign: _____

I Application Packet Requirements

The Applicant shall submit an electronic copy or paper copies of the application as required by the City.

- ☐ The name, address, phone number, and email address of the applicant.
- ☐ The name of the business or land use the proposed sign will serve.
- ☐ The name, address, phone number, email address, and signature of the property owners.
- ☐ The name, address, phone number, and email address of the sign contractor.
- ☐ The property's zoning designation and use of the building for which the sign will provide information.
- ☐ The property's current land use or uses for entire subject property, including all indoor and outdoor areas.
- ☐ A signage plan, drawn to a recognizable scale, for the property shall be submitted showing the following:
 - ☐ Location, type, height, width, and area of the proposed sign.
 - ☐ Location, type, height, width, and area of all existing signs on the property and indication of whether existing sign(s) will remain or be removed/replaced.
 - ☐ All property lines and buildings on the property and within 50 feet of the proposed sign.
 - ☐ All customer entrances, parking areas, driveways, and public roads.
 - ☐ Method of attachment, structural support, method of illumination, and sign materials.
 - ☐ Approximate value of the sign to be installed, including cost of installation.
- ☐ Payment of the sign permit fee.
- ☐ Any other information that may reasonably be requested by the Zoning Administrator for the purpose of application evaluation.
- ☐ A written statement that all temporary signs will be removed per the limits.
- ☐ Any existing or proposed sign on property abutting a State Highway, United States Highway, or Interstate Highway shall also require approval from the Wisconsin Department of Transportation or the Federal Highway Administration.

II Applicability

- 1) No Freestanding Sign listed under Section 15.09.05(1)(a), On-Building Sign listed under Section 15.09.05(1)(b), Pedestrian Sign listed under Section 15.09.05(1)(c), Bulletin Board or Order Board Sign under Section 15.09.05(1)(d), or Optional Miscellaneous Sign under Section 15.09.05(3)(b) shall be erected, installed, or constructed without approval from the City of Fort Atkinson Plan Commission.
- 2) No Menu Board or Sandwich Board Signs listed under Section 15.09.05(1)(d) or Building Management Identification Sign, On-Site Warning Sign, or On-Site Directional Sign listed under Section 15.09.05(3)(a), shall be erected, installed, constructed, or maintained without the granting of a permit from the Zoning Administrator in accordance with the provisions of this Section.
- 3) For signs requiring a permit in Subsection (a), above, this Section shall apply and be construed to require a permit for a change of copy on any sign or for any conversions or changes in the sign structure.
- 4) This Section shall not apply to repainting or re-facing with the same sign copy, cleaning, repair, or other normal maintenance of the sign or sign structure.
- 5) No new permit is required for signs which are in place as of the effective date this Chapter, and such signs may remain as legal nonconforming signs. Any alteration or relocation of such signs shall conform to the requirements of this Chapter. Refer to Section 15.09.35 for rules pertaining to nonconforming signs.
- 6) Any sign permit granted hereunder shall not be assigned or transferred to any other sign, including a modified sign face or modified sign structure.
- 7) The owner or tenant may request all such signs at one site be included under one permit.

III Criteria Used to Evaluate the Sign Permit Application

In deciding whether or not to grant a sign permit, the Zoning Administrator shall determine whether the proposed sign is in compliance with the provisions of Article IX of the City of Fort Atkinson Zoning Ordinance. In such review, the Zoning Administrator may also consider the following factors:

- 1) Conformance to the zoning and sign code.
- 2) Minimization of conflict with vehicular or pedestrian circulation.
- 3) Compatibility with the building characteristics, adjacent uses, and adjacent signs.
- 4) Compatibility with the specific physical site conditions which warrant approval of the proposed sign.
- 5) Materials and maintenance aspects.
- 6) Legibility and visual clarity.

IV Process Checklist

- | | |
|---|-------------|
| ☐ Application fee of \$75 received by City Treasurer | Date: _____ |
| ☐ Reimbursement of professional consultant costs agreement executed. | Date: _____ |
| ☐ Receipt of complete application packet by Zoning Administrator | Date: _____ |
| ☐ Review and action by Zoning Administrator | Date: _____ |

7/30/2025

City of Fort Atkinson Plan Commission
City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

Subject: Exterior Sign Approval for The Fort Atkinson School District – Middle School.

At 310 S 4th St. East (Zoned I – Institutional) we are proposing to remove the banners from over two entrances and replace it with a new sign face. They will be decorated as shown on the attached drawing.

attached drawing “MIDDLE SCHOOL DIRECTIONAL.pdf”.

No form of illumination or electrical is involved in this project.

The cost for this project including labor is \$2,793.

This is the full extent of the proposed work to be done at this location by La Crosse Sign Group.



Public Monument and Building Review REPORT TO THE PLAN COMMISSION

DATE: August 26, 2025

PROPERTY ADDRESS: 1300 Lillian St.

PARCEL NUMBER: 226-0514-0423-045

OWNER: City of Fort Atkinson

APPLICANT: City of Fort Atkinson

FILE NUMBER: PMR-2025-02

EXISTING ZONING: I - Institutional

PROPOSED ZONING: No change

EXISTING LAND USE: Public Park

REQUESTED USES: Public Park

BACKGROUND

The Parks and Recreation Department staff have been collaborating with the Fort Atkinson Kiwanis Club, the Fort Youth Tackle Football Club (FYTF), and the Jefferson County United Soccer Club (JC United), formerly known as Fort Atkinson United Soccer Club, to develop a plan aimed at improving accessibility for players and spectators, as well as enhancing spectator seating, field lighting, and the multipurpose use of the fields. The proposed project is divided into multiple phases.

REQUEST OVERVIEW

Phase One involves the installation of a permanent path that will connect the parking lot to the concessions stand and the spectator seating area, the replacement of bleachers, and the addition of new soccer goals. Staff members are requesting a review on behalf of the Kiwanis Club, which has previously participated in other facility improvement projects at this park and serves as the primary fundraising partner for this initiative.

The proposed path will be constructed using the same specifications as other Parks and Recreation projects. It will be a 5-inch thick, 6-foot wide path connecting the parking lot to the concessions stand and spectator seating area. The path is designed to meet ADA requirements, featuring a 2% sideways slope from north to south and a grade that does not exceed 5% over its length. Contingent on available funding, in Phase One is an alternate 35' x 35' patio for the concessions stand.

The current bleachers on-site consist of steel frames with wood plank benches. Some of the frames have been bent over time, and the wooden planks require periodic replacement. This project proposes to replace the existing bleachers with two sets of five-row, 15-foot bleachers. Both units will include handrails and safety fencing behind the top row and on the sides. The bleachers will be situated on a 15' x 25' pad, which will also provide space for wheelchair seating.

During construction, contractors will access the fields from the north-east end of the facility.

Post-construction restoration will include grading the disturbed areas with topsoil, seeding and erosion control straw mats. Areas will be roped off and watered using on-site irrigation until the grass is established. Erosion control socks will be used as needed and will be placed to the south of the path and proposed patio.

Phase Two of the project includes the addition of new field lighting fixtures. Currently, there are 32 light fixtures on the south field and 24 on the north field. The proposed replacement will feature energy-efficient LED lights and more durable metal poles. Future phases will address the replacement of fencing, parking needs, and other site improvements.

Public notice is not required for the Public Monument Review process. City staff have reviewed the proposed locations for permanent hard surfaces in Phase One for potential hindrances to the future use of the space and have no concerns regarding the placement of the path and bleacher pads.

DISCUSSION

In 2023, the Fort Atkinson Parks and Recreation Department adopted a 5-year Comprehensive Outdoor Recreation Plan, which outlines improvements for parks and open spaces throughout the city. Specifically, at the Kiwanis Fields in Rock River Park, the plan emphasizes the need to "assess the cost of replacing football facilities, including storage, bleachers, paths, and benches," as highlighted on pages 49 and 77. This initiative aligns with the City of Fort Atkinson Comprehensive Plan, amended in 2023. One of the policies outlined on page 94 of the Comprehensive Plan stresses the importance of designing park facilities in compliance with the Americans with Disabilities Act. The proposed project, supported by the Kiwanis Club aligns with these priorities.

One of the objectives of the Public Monument/Building Review process is to clearly identify and explain the public purpose of the proposed monument to ensure it serves the community as a whole, rather than just an individual or a specific group.

The proposed project aligns with the objective. Participation in Parks and Recreation programs at Kiwanis Fields typically averages around 130 individuals engaged in organized activities. Throughout the year, approximately 300 to 400 youth participate in the football program, while an additional 100 to 200 youth are involved in competitive soccer (U18 and U15). During competitions that includes visiting teams, the number of visitors to the park can exceed over a thousand individuals.

Another objective of the Public Monument/Building Review process is to identify the short and long-term maintenance needs of the monument or building and to plan accordingly. The aim is to ensure that future maintenance, repairs, and replacements do not solely fall on the City.

The Parks and Recreation Department is responsible for maintaining the irrigation and hard

surfaces at Kiwanis Fields in Rock River Park. The Department has also entered into an agreement with the Fort Youth Tackle Football Club to manage the concessions stand, storage facilities, and press box. This agreement outlines the responsibilities and approvals required for any major upgrades to the property. Additionally, landscaping duties, such as mowing and weed trimming around trees, facilities, and signs, fall to the parks maintenance staff. The proposed improvements aim to reduce maintenance needs in the short term by adding aluminum bleachers and concrete pads beneath them. Snow removal will not be necessary at this location since it does not connect to any other trail systems or sidewalks. Overall, the proposed plan prioritizes low maintenance and durability. Replacing the current lights with LED lights will significantly reduce staff maintenance due to their durability and long lifespan. Although these bulbs are not indefinite, they will eventually need replacement.

RECOMMENDATION

Staff recommends that the Plan Commission review the application and recommend that the City Council approve the request for a Public Monument/Building Review of Phase One and Two of the Kiwanis Field Project. This includes the installation of an accessibility path, bleacher pads, new aluminum bleachers, a concrete concessions patio, and field lighting outlined in Phase Two.

ATTACHMENTS

1. Public Monument-Building Review application FILLABLE1
2. Kiwanis Fields at Rock River Park Project Outline 8.19.25
3. RRP-Kiwanis Field Project Site Plan Information 8.19.25
4. FAF Community Grant Application (2020)-Kiwanis Fields COFA P&R FINAL
5. FAF- Grant Request- Kiwanis Fields- Signed 8.4.25 JDK
6. CORP Pages

City of Fort Atkinson Procedural Checklist for Public Monument/Building Review Requirements per Wis. Statutes 62.23 (5) and Section 15.10.42 of the Zoning Ordinance

This form is designed to be used by the Applicant as a guide to submitting a complete application for a site plan and by the City to process the application.

Name, company, and client (if applicable): _____

Phone number: _____ Email: _____

Property address for site plan: _____

I Applicability

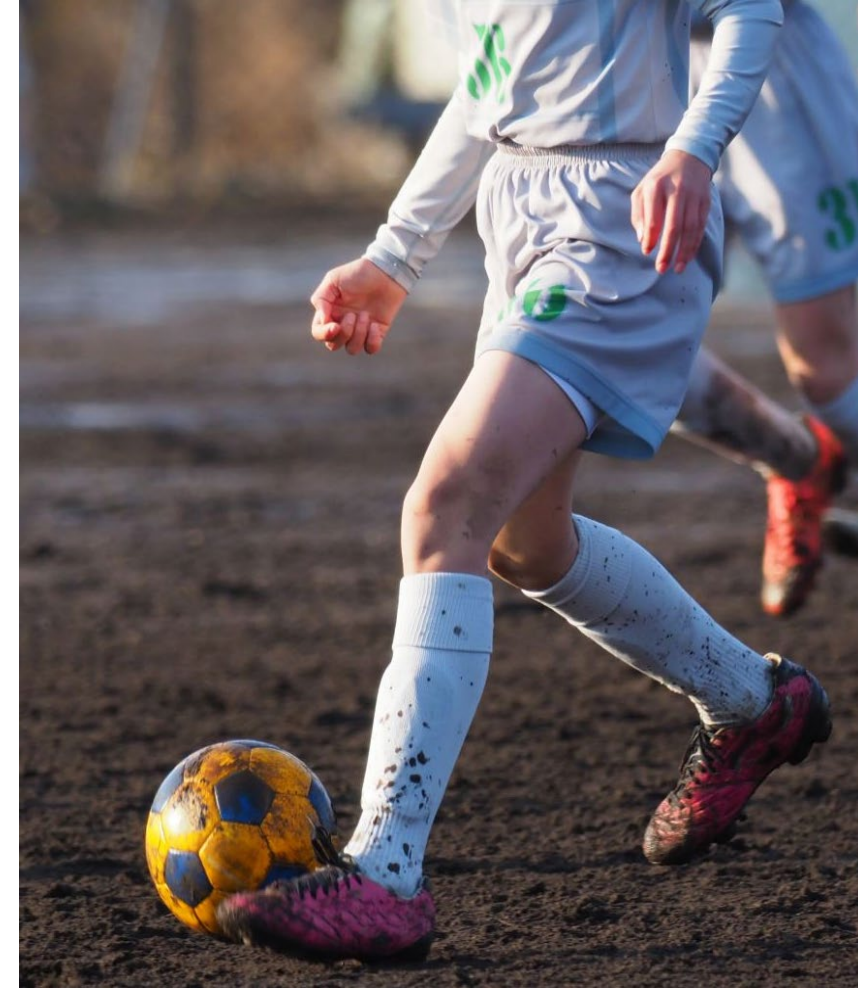
Site plan review and approval shall be required for changes to site characteristics (listed in Section 15.10.42).

II Application Requirements

The Applicant shall submit an electronic copy or paper copies, if required by the City, of the application. Applications for site plans shall contain all of the following, unless specific application requirements are waived in writing by the Zoning Administrator.

- ☐ Written description of the intended use describing in reasonable detail the following:
 - ☐ Existing zoning district(s) and proposed zoning district(s), if different.
 - ☐ Existing and proposed land uses, including a survey of existing buildings or monuments onsite.
 - ☐ Projected number of residents, employees, and/or daily customers.
 - ☐ Demonstration of compliance with the applicable standards and requirements of the City of Fort Atkinson Municipal Code.
 - ☐ Demonstration of consistency with the Comprehensive Plan.
 - ☐ Fencing materials (Section 15.06.40).
 - ☐ Explanation of the purpose of the public monument or building (must serve a public purpose)
 - ☐ Any other information pertinent to adequate understanding by the Plan Commission of the intended use and its relation to nearby properties.
- ☐ A small location map showing the subject property and illustrating its relationship to the nearest street intersection.
- ☐ Pre-Development Site Information.
 - ☐ Legal description of the subject property.
 - ☐ Existing property lines and setback lines.
 - ☐ Existing structures and paved areas.
 - ☐ Existing right of way lines with bearings and dimensions clearly labeled.

- ☐ Existing easements and utilities.
- ☐ Existing and proposed topography with a maximum contour interval of 2 feet, except where existing ground is on a slope of less than 2 percent where one foot contours shall be shown.
- ☐ The outer edges of all natural resource areas (i.e. floodplains, shorelands, wetlands, drainageways, woodlands, steep slopes).
- ☐ Proposed Post-Development Site Information.
 - ☐ Property lines and setback lines.
 - ☐ Location of all proposed structures and use areas, including paved areas, building entrances, walks, drives, decks, patios, fences, utility poles, and drainage facilities.
 - ☐ Proposed right of way lines with bearings and dimensions clearly labeled.
 - ☐ Proposed access points onto public streets and access drives on the subject property.
 - ☐ Location and dimension of all on-site parking (and off-site provisions if they are to be employed), including a summary of the number of parking stalls provided.
 - ☐ Location of all proposed parking and traffic circulation areas.
 - ☐ Location and configuration of all visibility triangles proposed on the subject property.
 - ☐ Location and dimension of all loading and service areas on the subject property.
 - ☐ Location of all outdoor storage areas and the design of all screening devices.
 - ☐ Location of all rooftop, wall-mounted, and ground-mounted mechanical equipment, and the design of all screening devices.
 - ☐ Location and type of all stormwater facilities and management approach to be employed and a copy of the proposed maintenance agreement.
 - ☐ Location of snow storage areas, except for single family and two family residential.
 - ☐ Proposed easement lines and dimensions with a key provided and explanation of ownership and purpose. Easement documents governing public access or cross access should be provided for review.
 - ☐ Location and size of all gas, electric, water, storm and sanitary utilities serving the parcel.
 - ☐ Location, type, height, size, and lighting of all signage on the subject property.
 - ☐ In the legend, include the following data for the subject property: lot area, flood area, floor area ratio, impervious surface area, impervious surface ratio, and building heights.
 - ☐ Proposal short and long-term maintenance plan for proposed buildings and/or monuments.
- ☐ Detailed Landscaping Plan. If required, a landscape plan depicting the location, type, and size at time of planting and maturity of all landscaping features as required in Article VIII.
- ☐ Grading and Erosion Control Plan. Scaled drawing depicting existing and proposed grades, including retention walls and related devices, and erosion control measures. Written erosion control plan indicating pre-site disturbance elements, maintenance and inspection timing of same during construction, provisions for temporary stabilization during construction and final stabilization plan.
- ☐ Elevation Drawings.
 - ☐ Elevations of proposed buildings or proposed remodeling of existing buildings showing finished exterior treatment and all rooftop, wall-mounted, and ground-mounted mechanical equipment.
 - ☐ Depict exterior materials, texture, color, and overall appearance.



KIWANIS FIELDS AT ROCK RIVER PARK

KIWANIS CLUB OF FORT ATKINSON PROJECT

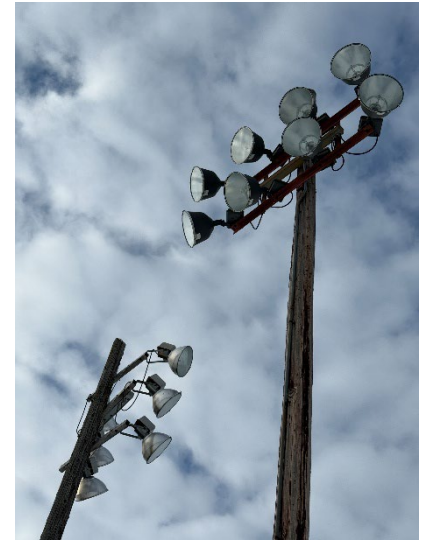


30 North Water Street - West
Fort Atkinson, WI 53538

PROJECT OBJECTIVES

- Increase accessibility to the fields and the concessions stand through additional implementation of hard surfaces (concrete or asphalt)
- Replace the current bleachers and/or benching with upgraded, low-maintenance, and safer equipment
- Replace lighting with LED lighting for both fields to increase usage and decrease costs
- Configure both fields for both football and soccer usage
- Add equipment for soccer usage (goals, etc)
- Work with Parks and Rec to analyze parking, fencing and other site improvements

CURRENT SITE LAYOUT



PROPOSED CHANGES – ADDITIONAL HARD SURFACE FOR ACCESSIBILITY AND CONCESSIONS



PROPOSED CHANGES – NEW BLEACHERS – SIX LOCATIONS



PROPOSED CHANGES – NEW BLEACHERS – SIX LOCATIONS WITH CONCRETE PADS UNDERNEATH FOR MAINTENANCE



PROPOSED CHANGES – UPGRADE LIGHTING

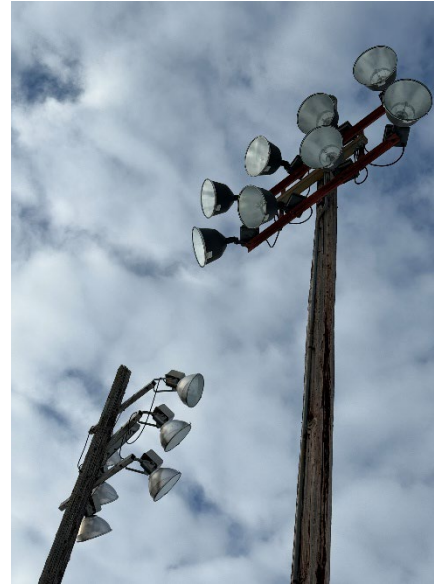


PROPOSED CHANGES – UPGRADE LIGHTING

Currently there are 32 lights (four banks of 8) on the south field and 24 lights (four banks of 6) on the north field.

These are old metal halide lights, high wattage, and also they short out frequently

The Proposed replacement LED lights would be on new poles and about 80% less energy than the current lights with immediate on/off and dimming capabilities.



OTHER CONSIDERATIONS

- Purchasing equipment for Soccer to be utilized better
- Working with Park and Rec Department to analyze parking solutions and potential updates to the existing parking
- Collaboration with all stakeholders (Fort Atkinson Youth Football, JC United Soccer, Fort Park and Recs, etc) to upgrade the fields for future generations to enjoy

TIMELINE

- Fundraising has begun by the local Kiwanis Club of Fort Atkinson
- Receive approval to officially move forward from Park and Recs Department in March 2025
- Seek additional fundraising through Kiwanis events, Football and Soccer events, The Fort Atkinson Community Foundation, Kiwanis International and other methods to enact Phase 1 during Summer 2025

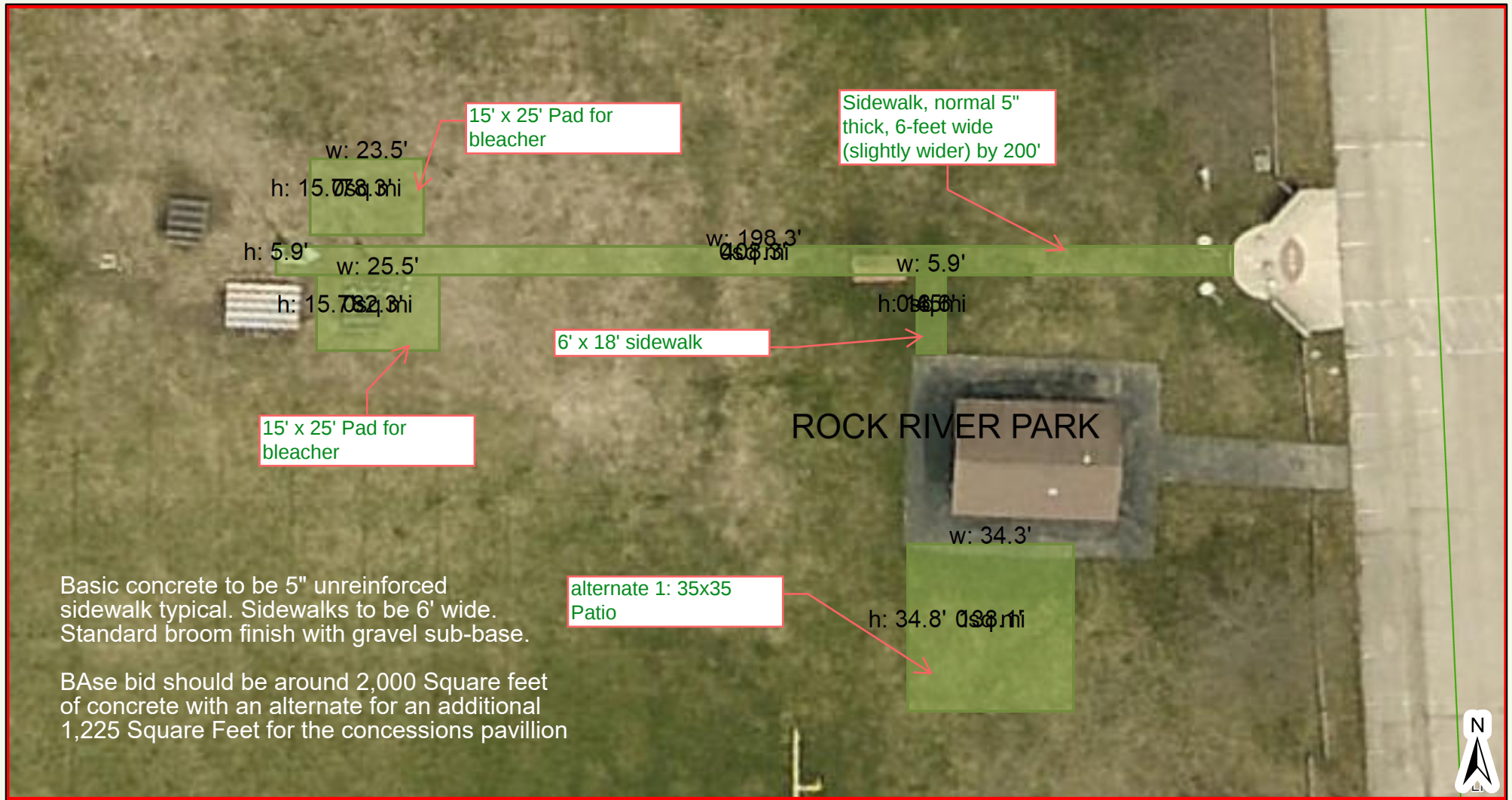
PHASE ONE

- Installation of concrete and bleachers in time for fall soccer and football, approximately \$40,000 worth of work.

PHASE TWO

- Raise awareness through Phase One and secure additional funding to procure and install lighting prior to Fall of 2026 football and soccer seasons, approximately \$70,000 worth of work
- Identify additional needs through Park and Rec and continue to collaborate on additional ways to improve the fields

Jefferson County Land Information



Basic concrete to be 5" unreinforced sidewalk typical. Sidewalks to be 6' wide. Standard broom finish with gravel sub-base.

Base bid should be around 2,000 Square feet of concrete with an alternate for an additional 1,225 Square Feet for the concessions pavillion

alternate 1: 35x35
Patio

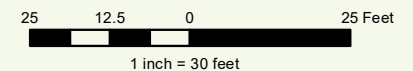
- | | | |
|--|---|--|
|  PLSS Sections |  Old Lot/Meander/Other Carto-Lines |  Tax Parcel Information |
|  Right of Ways |  Rail Right of Ways |  Personal Property |
| Cartographic Lines | | |
|  Property Boundary |  Surface Water | |
|  Map Hooks | | |



Jefferson County Geographic Information System

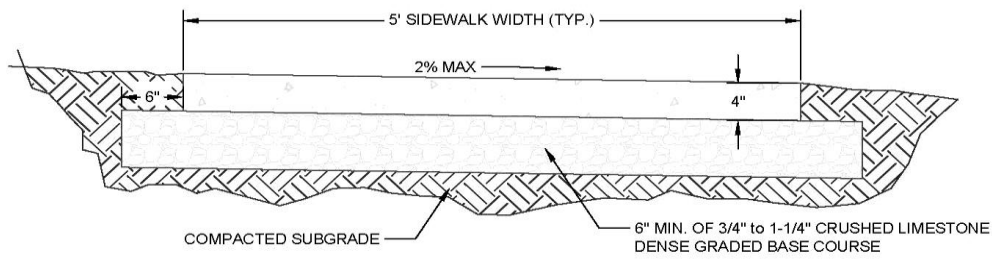
DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: June 18, 2025



Author: Public User

Pavements Plan



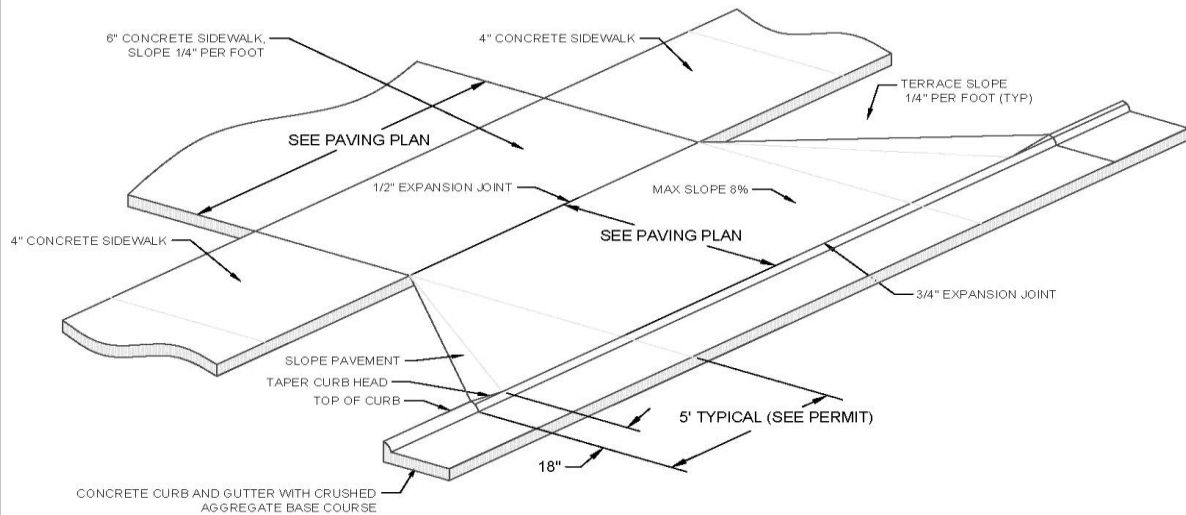
TYPICAL SECTION

NOTES:

1. PROVIDE EXPANSION JOINT EVERY 50' MINIMUM.
2. TOOL CONTROL JOINTS
3. CHANGE DEPTH TO 6" FOR DRIVEWAY CROSSINGS

CONCRETE SIDEWALK

NTS



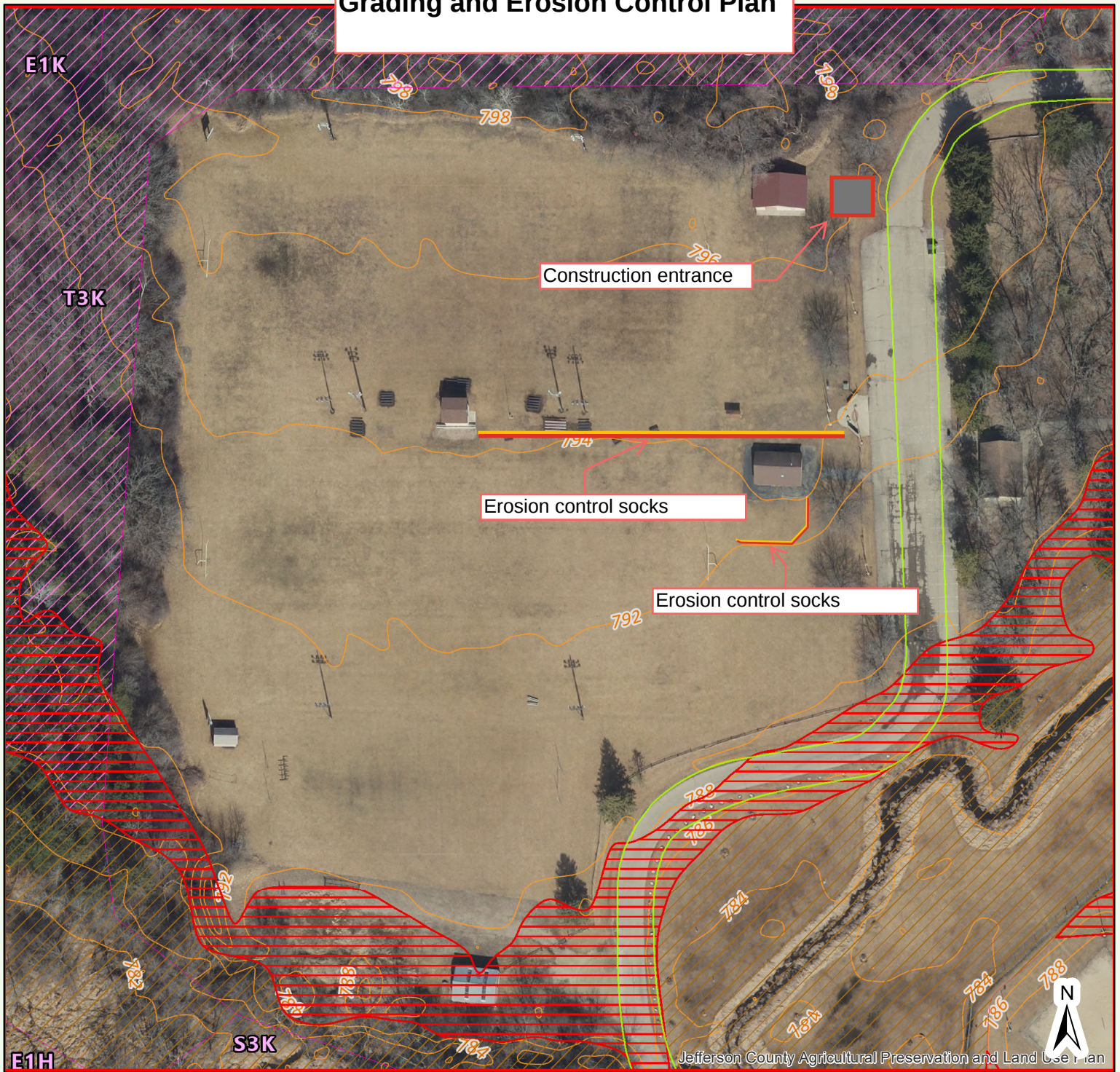
NOTE: CONCRETE SIDEWALK AND DRIVEWAY APRON SHALL HAVE A THOROUGHLY COMPACTED 6" OF 3/4" TO 1-1/4" CRUSHED LIMESTONE DENSE GRADED BASE.

DRIVEWAY APRON/ENTRANCE

NTS

Jefferson County Land Information

Grading and Erosion Control Plan



Right of Ways

Flood Map Amendments LOMA

Approved/Revalidated=>2/4/15

Denied/Not Revalidated

Floodplain 2/4/2015

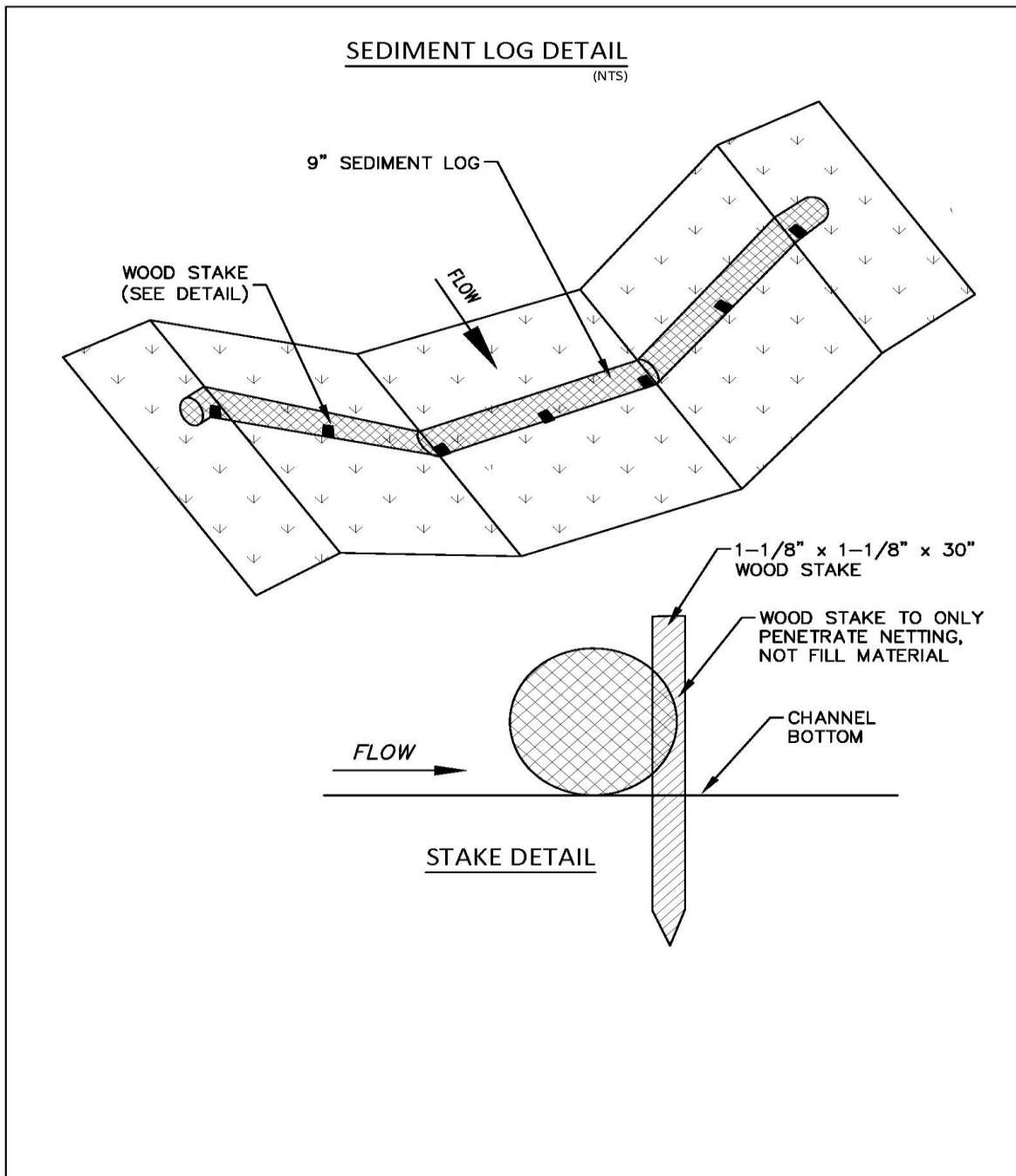
- ZONE A NO BSE 1%(100 YR)
- ZONE AE BSE 1% (100YR)
- 0.2% FLD HAZ (500 YR)
- Flood Storage Districts 2/4/2015
- Flood Mitigation Properties
- Erosion Control Socks

Notes:

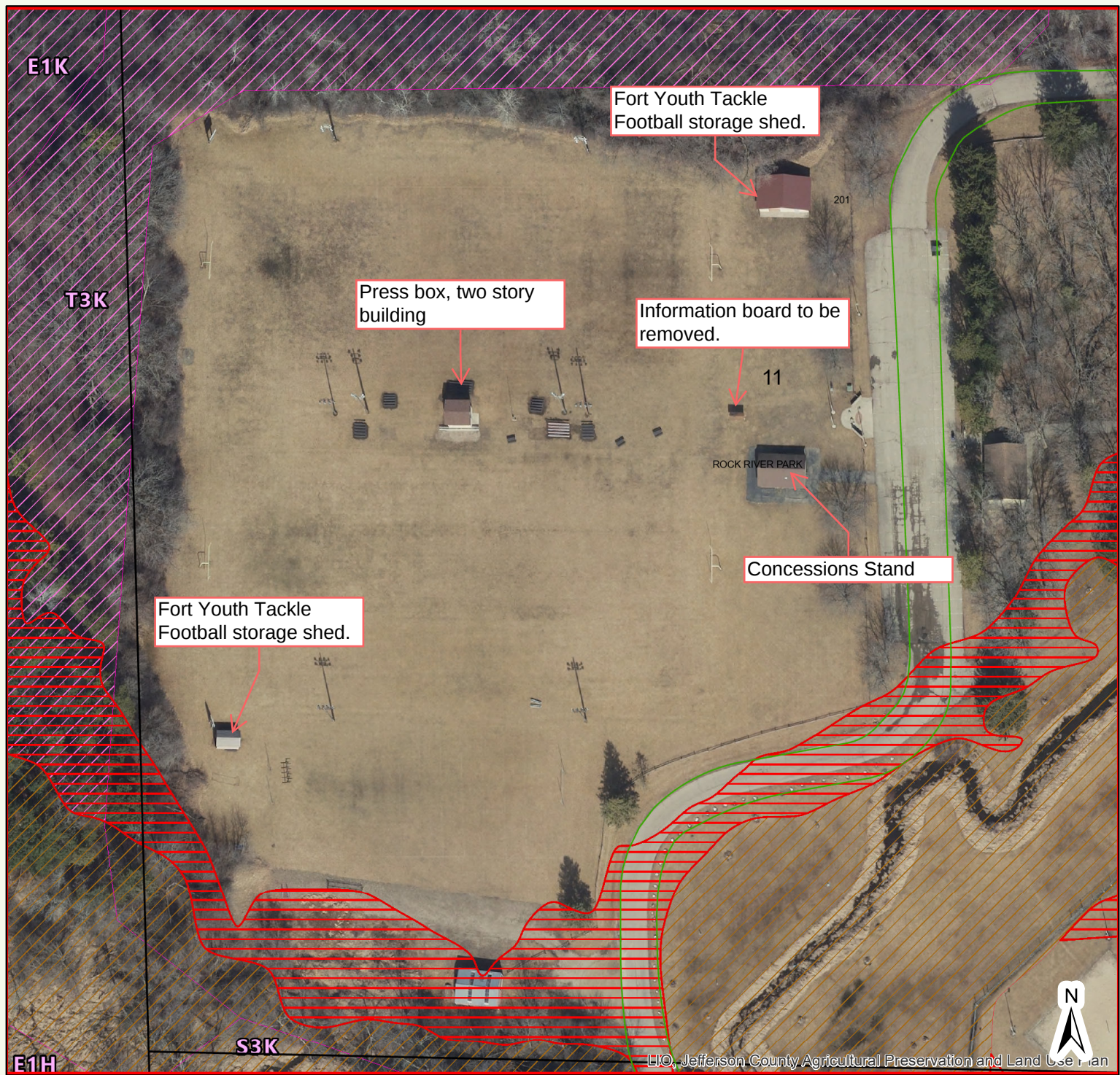
- Site drains north to south, erosion control socks
- Construction traffic to enter from the parking lot north of the facility entrance. Split rail fencing posts will be temporarily removed. during construction.
- Site restoration to use seed and straw erosion blankets

100 50 0 100 Feet
1 inch = 100 feet

Grading and Erosion Control Plan



Jefferson County Land Information



- PLSS Sections
- Right of Ways

Cartographic Lines

- Property Boundary
- Old Lot/Meander/Other Carto-Lines
- Rail Right of Ways
- Surface Water

- Map Hooks
- Tax Parcel Information
- Personal Property

Flood Map Amendments LOMA

- ✱ Approved/Revalidated=>2/4/15
- ✱ Denied/Not Revalidated

Floodplain 2/4/2015

- ZONE A NO BSE 1%(100 YR)
- ZONE AE BSE 1% (100YR)
- 0.2% FLD HAZ (500 YR)
- Flood Storage Districts 2/4/2015
- Flood Mitigation Properties
- COUNTY ADOPTED

100 50 0 100 Feet
1 inch = 100 feet

Fort Atkinson Community Foundation

244 N. Main Street
Fort Atkinson, WI 53538

facf@fortfoundation.org
www.fortfoundation.org
(920) 563-3210

COMMUNITY GRANT REQUEST FORM

1. Name, address and telephone number of the organization requesting funds.

City of Fort Atkinson
Parks and Recreation Department
101 N. Main Street
Fort Atkinson, WI 53538
920-397-9913

2. Describe the organization (legal composition, directors and staff, purpose, history).

Ben Dayton, Director of Fort Atkinson Parks & Recreation Department, under the management of Rebecca Houseman, City Manager, and under the elected City Council. The department is comprised of 9 full-time employees, about 180 part-time staff and about 300 volunteers.

The purpose of the Parks & Recreation Department is to enrich the quality of life for all participants by providing an enjoyable, wholesome recreational experience. We create recreation programs, have recreation features at our facilities and maintain 15 parks, Senior Center, Youth Center, Aquatic Center, River Walk and Bike Trail. Also, multiple rental shelters, including two enclosed facilities.

Kiwanis Club of Fort Atkinson is the local chapter of Kiwanis International. The FA chapter has been around for over 40 years and currently has over 30 members, a board of directors, and is completely volunteer led. Kiwanis is a global organization of volunteers dedicated to improving the world, one child and one community at a time. The Kiwanis Club exists to serve children.

The City of Fort Atkinson is applying for this grant on behalf of the Kiwanis Club and will serve as the fiscal agent and contact for the Fort Atkinson Community Foundation.

3. Is your organization classified as a 501(c)3? Y or **N**. Tax ID #39-6005451,

4. If no, what is your IRS classification? City Government, Kiwanis Club is a 501c4

5. Amount of money being requested?

The request for phase one of the project is not to exceed \$20,000, which represents half of the estimated project costs for this phase.

6. When will the funds be needed?

By end of 2025

7. Please give a detailed explanation of how the funds will be used. Attach any supporting information that may be helpful to the Directors as they consider the request.

The Kiwanis Club has raised over \$20,000 in the last 18 months for a capital improvement project titled “Kiwanis Fields Improvements.” The initial fundraising efforts have focused on two primary goals for the Kiwanis Fields at Rock River Park in Fort Atkinson (“Phase 1”). First, to create a hard surface path from the parking lot to the fields to improve accessibility for individuals in wheelchairs or those who have difficulty traversing grass. Second, to provide upgraded bleachers for both fields that are safe and low-maintenance, in contrast to the old wooden bleachers currently in use. This is the first phase of a multi-phase project, which will eventually include additional improvements, such as a patio for the concession stand, upgraded lighting to LED, and enhanced equipment for multi-sport use. The fundraising packet is attached for reference.

The Parks and Recreation staff have collaborated with the Kiwanis Club on the site plan to ensure that the location is both accessible and functional. The walking path's location was carefully assessed to ensure it would not impede the future use of the facility. All hard surfaces will be made of 5-inch thick concrete. The walking path is designed to be 6 feet wide with a standard broom finish. The bleacher pads each measure 15 feet by 25 feet, providing 5 feet of space in the front and 10 feet on the side for wheelchair access. New aluminum bleachers will require very little regular maintenance. The design prioritizes durability and ease of maintenance.

In 2023, the Fort Atkinson Parks and Recreation Department adopted a 5-year Comprehensive Outdoor Recreation Plan ("CORP"), which outlines improvements for parks and open spaces throughout the City. Specifically, the CORP highlights the need to "assess the cost of replacing football facilities, including storage, bleachers, paths, and benches" At the Kiwanis Football Fields in Rock River Park. This initiative is supported by the City of Fort Atkinson Comprehensive Plan, which was amended in 2023. On page 94 of the Comprehensive Plan, one of the Parks and Recreation Department policies emphasizes designing park facilities to comply with the Americans with Disabilities Act. The proposed project from the Kiwanis Club aligns with these priorities.

CORP: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:d46fe0b3-ecb7-3528-a41a-422817aa0dff>

COFA Comp Plan:

[https://www.fortatkinsonwi.gov/Amended%20Fort%20Atkinson%20Comprehensive%20Plan_with%20maps%20\(6.6.2023\).pdf](https://www.fortatkinsonwi.gov/Amended%20Fort%20Atkinson%20Comprehensive%20Plan_with%20maps%20(6.6.2023).pdf)

Funds for the first phase will be used to purchase the bleacher systems and hire a concrete contractor to install the walking paths, bleacher pads and patio area.

8. How will the Fort Atkinson area benefit, should your organization be awarded a grant?

The Kiwanis Fields are utilized throughout the year by various organizations, including both youth and adult programs offered by Parks and Recreation, as well as public access. Fort Atkinson Youth Football and the JC United Soccer programs conduct both practices and competitions at these fields.

The Kiwanis Club and the Parks and Recreation Department have provided feedback on ways to improve the area. Enhancing the fields with a clean, safe, and ADA-compliant path, along with new and safe bleachers, will improve the overall usability of the fields and ensure better accessibility for parents, grandparents, friends, and visiting teams and families from different communities.

9. How many individuals do you estimate will benefit from your project on an annual basis?

Participation in Parks and Recreation programs at Kiwanis Fields averages around 130 individuals engaged in organized activities. Throughout the year, it is estimated that approximately 300 to 400 youth take part in the football program, while an additional 100 to 200 youth are involved in competitive soccer (U18 and U15). This level of participation benefits not only local community members but also the teams that travel to Kiwanis Fields from outside the area.

To provide further context, data from Placer Labs indicates that Rock River Park had just under 2,000 visitors on September 16, 2023. This number coincided with programs organized by both the Fort Youth Football program and the Fort Atkinson Parks and Recreation Department at the facility.

10. Describe the sources of other funds available, or being sought, to complete this project.

The Kiwanis Club plans to use the initial \$20,000, along with a matching grant from the foundation, to kickstart the project by completing the first phase.

Both the Fort Atkinson Youth Football and JC United organizations have begun grassroots fundraising efforts. They expect to gain momentum this fall as they complete the first phase and start fundraising for the subsequent phases.

Additional funding requests from the foundation will be presented at a later date to support the next phases of this project.

11. Please explain how your project will be sustained into the future. Is there a plan for future funding or maintenance and who will be responsible for that?

The current bleachers are constructed with a steel frame and wooden planks for seating. Each set of bleachers is placed on bare dirt, gravel, or millings. Parks staff are responsible for weeding and spraying around and underneath the bleachers to control weed growth. Additionally, the wooden planks require regular painting and will eventually need replacement due to decay.

To address these issues, the Kiwanis Club and the parks and recreation staff will work together on a solution that will significantly reduce the maintenance required on site. The first phase will involve the installation of concrete pads and new aluminum bleachers. Once set, aluminum bleachers will require very little maintenance. The hard surfaces will eventually need crack filling, but the City of Fort Atkinson is developing a maintenance plan for these surfaces in collaboration with the Department of Public Works. With regular maintenance, the concrete pads and paths may last up to 50 years before replacement is necessary.

12. Please include financial statements for the last two years and year-to-date statements for the current year. These statements will need to consist of balance sheets for each of the three periods and operating statements showing actual results against budget for each period. Also show your sources of revenue.

The following URL provides a downloadable copy of the 2022, 2023 and 2024 City of Fort Atkinson Operating Budget and CIP.

Person representing applicant:

City of Fort Atkinson
Name: Ben Dayton, Director of Parks and Recreation
Email: bdayton@fortatkinsonwi.gov
Address: 30 N. Water Street W., Fort Atkinson, WI 53538
Phone: 920-397-9910

Kiwanis Club
Name: John Kutz
Email: John@msigeneral.com
Address: W7398 County Rd. C, Fort Atkinson, WI 53538
Phone: 920-650-5032

I hereby certify that all information submitted in connection with this application is true and correct to the best of my knowledge.

Signature and title

Date:

Print name

Signature and title of supervisor, if applicable

The deadline for receipt of grant applications is March 15, June 15, Sept. 15, and Dec. 15. Foundation meetings to consider grant requests are held in January, April, July, and October.

Application may be mailed or delivered to: The Fort Atkinson Community Foundation, 244 North Main Street, Fort Atkinson, WI 53538 (Chamber of Commerce building).



FORT ATKINSON

COMMUNITY FOUNDATION

July 25, 2025

Ben Dayton & John Kutz
City of Fort Atkinson, Parks & Recreation Department
30 N. Water Street W.
Fort Atkinson, WI 53538

Dear Ben & John,

The Fort Atkinson Community Foundation Board of Directors met on July 24th and reviewed your grant proposal for up to \$20,000 to support Phase 1 improvements at the Kiwanis Youth Fields. I am pleased to inform you that the Board voted to approve your full grant request.

The grant will be paid through the Bertha & Marilyn Kuhl Fund, a Field of Interest Fund held at our foundation that focuses on projects that beautify or otherwise improve the Fort Atkinson area. The grant will be paid upon the receipt of invoices related to project work, not to exceed \$20,000.

The deadline for use of this grant is June 30, 2026. Any extension or changes to the grant terms must be requested in writing to our foundation's board of directors for consideration.

Please sign below, confirming your acceptance of the grant terms, and return this original copy to our office, keeping a copy for your records.

The Community Foundation would appreciate any public recognition of this grant. If you have any questions, please contact our executive director, Megan Hartwick, at 920.563.3210 or via email at facf@fortfoundation.org.

Thank you for partnering with our foundation on this wonderful project!

Regards,

Lisa Caras, Chairman
Fort Atkinson Community Foundation

Ben Dayton, Director of Parks & Recreation, City of Fort Atkinson

John Kutz, Board Member & Past President, Kiwanis

Date

8-7-25

Date



CITY OF FORT ATKINSON

COMPREHENSIVE OUTDOOR RECREATION PLAN



2023 - 2028



ROCK RIVER PARK

Park Address: 1300 Lillian Street
 Park Size: 43 acres
 10-Minute Walk Population (2021): 102 residents

EXISTING FACILITIES

TYPE	INSTALL YR
Swimming	1992
Playground at Aquatic Center	1992
Basketball Court	
Tennis Courts	1999
Football/La Crosse Field	1990's
Obstacle Course	2008
Archery Range	2015
Bike/Walking Trail	
Frisbee/Disc Golf Course	2015
Rotary Pavilion	1999
Playground at Rotary Pavilion	2004
Restrooms	2000
Football Field Concession Stand	1998
Clubhouse	
Grills	
Drinking Water	
Bleachers	2008
Picnic Tables	
Benches	
Parking Lot	



RECOMMENDATIONS

IMPROVEMENT	PRIORITY	COST ESTIMATE
Build up area across from Pavilion for more parking.	3-5 yrs	\$1,500/stall
Designate parking stalls and handicap stalls (especially near the Clubhouse and pavilion).	1-3 yrs	\$500/ea.
Install signage for overflow parking off of Lillian St.	1-3 yrs	\$5,000/sign
Consider installing a splash pad in the pool area.	6+ yrs	\$120/SF
Replace aging and broken wood fencing.	1-3 yrs	\$80/LF
Pave all parking lots.	3-5 yrs	\$100,000
Assess the cost of replacing football facilities.	6+ yrs	\$80,000/field
Add more shade/umbrellas to pool area.	3-5 yrs	\$20,000/ea.
Expand disc golf facility to 18-holes and hold a community tournament.	3-5 yrs	\$20,000 - \$70,000
Upgrade/replace basketball hoops and lights.	3-5 yrs	\$2,000/ea.
Acquire the four former homes (Jefferson County-owned) along the west side of the park's highway 106 entrance. If/when acquired, install a new gateway or landscaping feature on the land.	6+ yrs	TBD
Install new playground equipment at Rotary Pavilion.	6+ yrs	\$200,000
Improve trail routes.	3-5 yrs	\$35 LF (asphalt)
Enhance clubhouse parking.	3-5 yrs	\$1,500/stall

SITE PHOTOS

