



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**

MINUTES

1. Call meeting to order

Chairperson Manager Houseman called the meeting to order at 4:00 pm.

2. Roll call

Present: Commission members: Ciccarelli, Kessenich, Shull, Council Representative Schultz, Director of Public Works and City Manager. Also present: City Clerk/Treasurer/Finance Director, Director of Neighborhood and Building Services and City Attorney.
Absent: Commissioner Hough.

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)*

Kessenich moved, seconded by Schultz to approve the minutes of the August 12, 2025 Plan Commission meeting. Motion carried.

*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)*

Director Draeger stated that 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 The sign faces will feature digitally printed graphics and are intended to replace the outdated fabric banners currently displayed above these entrances, providing a more durable and professional appearance. The signs will be made of aluminum.

Kessenich moved, seconded by Ciccarelli to approve the Site Plan Review for signage at Fort Atkinson Middle School 310 S. Fourth Street. Motion carried.

*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)*

Director Dayton stated that 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 Youth Soccer Association (FAYSA), 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.

Kiwanis member John Kutz discussed Phase One that 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. 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. Contingent on available funding, in Phase One is an alternate 35' x 35' patio for the concessions stand. 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.

Schultz moved, seconded by Ciccarrelli to 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. Motion carried.

d. Update on previous Plan Commission approved projects (Houseman)

4. Adjournment

Kessenich moved, seconded by Schultz to adjourn. Meeting adjourned at 4:22 pm.

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