



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, OCTOBER 28, 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: Chairperson Manager Houseman, Director of Public Works Navin, Council Representative Schultz, Commissioners Ciccarelli and Shull Also present: Director of Neighborhood Services Draeger, City Attorney Westrick and Clerk/Treasurer/Finance Director Ebbert. Commissioner Kessenich arrived at 4:01 pm.

3. New Business

*a. Review and possible action relating to the **minutes of the October 14, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Ciccarelli to approve the minutes of the October 14, 2025 Plan Commission meeting. Motion carried. Shull abstained.

*b. Review and possible action relating to a Site Plan Review for signage at **Rockwell Elementary School** located at 821 Monroe St. (SPR-2025-28) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger reviewed the proposed sign that is intended to improve visibility at the intersection of West Cramer and Monroe Street. While the existing sign is appropriately placed in front of the main entrance, it is not easily seen by vehicles traveling along West Cramer Street. The existing sign will remain in its current location, and the new sign will be added to supplement the site's overall signage. The proposed signage complies with all applicable City ordinances. The City's Management Team has reviewed the application, and comments have been incorporated into this document. The Commission agreed the uniform signs amongst the schools are a great improvement.

Schultz moved, seconded by Shull to approve the Site Plan Review for signage at Rockwell Elementary School located at 821 Monroe Street as proposed. Motion carried.

*c. Review and possible recommendation to the City Council relating to an **Extraterritorial Certified Survey Map** for the property located at N3093 County Rd. K (CSM-2025-12) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger presented the Certified Survey Map to combine two parcels into a single lot. The parcels include a 1.06-acre R-2 zoned property and a 0.54-acre A-1 Agricultural Exclusive parcel. Once combined, the new 1.6-acre lot would be zoned R-2. This allows for the construction of a large accessory structure under a conditional use permit that has already been approved by Jefferson County and the Town of Jefferson. The CSM meets most of the City's Land Division and Development Ordinance requirements. The only exception is the requirement to dedicate the right-of-way for County Road K. City staff reached out to Jefferson County to confirm, and the county indicated that no dedication is required as part of their approval.

Schultz moved, seconded by Ciccarelli to recommend the City Council waive the requirement for the road dedication and approve the Certified Survey Map for property located at N3093 County Road K as submitted. Motion carried.

d. Update on previously approved projects (Houseman)

Houseman provided updates to the Commission. No action was taken.

4. Adjournment

Schultz moved, seconded by Ciccarelli to adjourn. Meeting adjourned at 4:13 pm.

Respectfully submitted,

Michelle Ebbert

City Clerk/Treasurer/Finance Director