



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, NOVEMBER 25, 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.

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**AGENDA**

- 1. Call meeting to order**
- 2. Roll call**
- 3. New Business**
  - a. Review and possible action relating to the **minutes of the November 4, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)
  - b. Review and possible action relating to a **Special Area Design Review** for signage at Hein Law Office located at 101 S., Main St. (Draeger, Director of Neighborhood and Building Services) (SADR-2025-02)
  - c. Update on previously approved projects (Houseman)
- 4. Adjournment**

*Date Posted: November 19, 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.*

*Visit us online! City news and information can be found at [www.fortatkinsonwi.gov](http://www.fortatkinsonwi.gov), and be sure to follow us on Facebook @FortAtkinsonWI.*

[IGNORE\_INDENT]



**PLAN COMMISSION MEETING  
IN PERSON AND VIA ZOOM  
TUESDAY, NOVEMBER 4, 2025 – 6:30 PM  
CITY HALL – SECOND FLOOR**

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**MINUTES**

**1. Call meeting to order**

Chairperson Manager Houseman called the meeting to order at 6:30 pm.

**2. Roll call**

Present: Chairperson Manager Houseman, Director of Public Works Navin, Commissioners Shull, Ciccarelli and Council Representative Schultz. Also present: City Attorney, Director of Neighborhood Services and City Clerk/Treasurer/Finance Director.

Excused absence: Commissioner Kessenich.

**3. New Business**

*a. Review and possible action relating to the **minutes of the October 28, 2025, Plan Commission meeting** (Ebbert, Clerk/Treasurer/Finance Director)*

Schultz moved, seconded by Shull to approve the minutes of the October 28, 2025 Plan Commission meeting. Motion carried.

*b. Review and possible action on a **Site Plan Review** for an addition at OSI located at 1200 Industrial Dr. (SPR-2025-29) (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated OSI Industries owns several properties and structures located on the southwest side of Fort Atkinson. The subject property is 11.7-acres in size and includes one of their main operation facilities. The proposed project includes a small addition onto the southwest side of the existing structure. It is being requested to provide a new trash screening room to support on-site operations of the main plant. The proposed disturbance area is approximately 4,800 sf and includes a 1,368 sf building addition and concrete pad west of the addition. No other changes are proposed to the site. OSI is a long-standing business in the community, and this very small-scale expansion would allow them to utilize more of the existing lot and accommodate the space to handle trash screening that's part of their larger on-site operations. Overall, the proposed project is largely screened from view, is consistent with the design of the existing structure, and is located within an area already classified as impervious surface. However, concerns remain regarding adequate space for loading, unloading, and maneuvering around the addition if semi-trailers continue to park on the grassy areas surrounding the site. The City Engineer

also noted an existing stormwater manhole that is currently below grade, which could become inaccessible if the surrounding grade is altered. While the proposed addition and site modifications generally comply with the City's Zoning Ordinance, other issues remain that should be addressed by the property owner.

Ciccarelli asked if there is a mechanism to confirm the parking in the grassy area is managed. Draeger stated it can be monitored when inspections are performed for the Site Plan and permits. Draeger also confirmed 37 landscape points are required with examples and points explained in the zoning code. An example of one tree could meet all points and the 37 points does not pose a burden. Ciccarelli asked if a permit could be contingent upon property improvements, Draeger stated conditions are noted in the staff report and the progress can be monitored.

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

- Provide required landscaping points in an alternate location in the Front or Street Yard.
- Parking areas to be paved in an approved method or cease to be used for the parking of vehicles or semi-trailers.
- Raise the existing Stormwater manhole to the new grade.
- Restore existing ditches and aprons damaged by stormwater leaving the site.
- Any other comments by the Plan Commission.

Schultz moved, seconded by Ciccarelli to approve the Site Plan Review for an addition at OSI located at 1200 Industrial Drive subject to the conditions noted in the staff report. Motion carried.

- c. *Update on previously approved projects (Houseman)*  
None.

#### **4. Adjournment**

Schultz moved, seconded by Ciccarelli to adjourn. Meeting adjourned at 6:43 pm.

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



## SPECIAL AREA DESIGN REVIEW REPORT TO THE PLAN COMMISSION

**DATE:** November 25, 2025  
**PROPERTY ADDRESS:** 101 S. Main St.  
**PARCEL NUMBER:** 226-0514-0323-038  
**OWNER:** BakerB LLC  
**APPLICANT:** Hein Law Office

**FILE NUMBER:** SADR-2025-02  
**EXISTING ZONING:** DHMU  
**PROPOSED ZONING:** No Change  
**EXISTING LAND USE:** Office/Mixed Use  
**REQUESTED USES:** No change

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### BACKGROUND

Hein Law Office is a new tenant in the downtown district, now occupying the storefront at 101 S. Main Street. The business is proposing two new building signs, one facing Main Street and another facing S. Water Street East. The proposed signage was reviewed by the Historic Preservation Committee at its meeting on November 11.

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### REQUEST OVERVIEW

The City's Zoning Ordinance, which was adopted in 2020, created a Special Area Design Review process for parcels located in the City's Downtown Historic Mixed Use (DHMU) zoning district. The Special Area Design Review – Design Alteration Review is designed to forward both aesthetic and economic objectives of the City by controlling the site design and exterior appearance of development within the district in a manner which is consistent with sound land use, urban design, and economic revitalization principles.

There are three categories of Special Area Design Reviews: Renovation Review, Design Alteration Review, and Project Review:

**A. Renovation Review** applications involve only a renovation of the exterior appearance of a property, such as repainting, re-roofing, residing, or replacing with identical colors, finishes, and materials. Staff shall review, and the Plan Commission shall review and approve or deny these applications.

**B. Design Alteration Review** applications involve a change only in the exterior appearance of a nonresidential or multifamily property, such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage. Staff shall review, and the Plan Commission shall review and approve or deny these applications.

**C. Project Review** applications involve modification to the physical configuration of a property, such as the erection of a new building, the demolition of an existing building, or the addition or removal of bulk to an existing building. Staff shall review, and the Plan Commission shall review through the Conditional Use Permit process and make a final determination.

Hein Law Office is proposing two new signs. One will face Main Street and be 17 square feet.

The other will face S. Water St. E and will be 9.65 square feet. Both signs plan to utilize the existing facade area that was recently used by the signage for Edwards Jones. The existing awning is planned to remain; however, it is showing some signs of age and should be cleaned or repaired as needed.

No public notice is required for a Wall Sign Review

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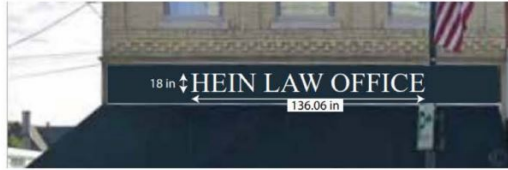
**DISCUSSION**

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

- 1 sign per exterior wall, plus 1 per customer entry **Met:** 1 sign per wall
- Maximum size = Each business is allowed a minimum of 40 sq ft of wall sign. **Met:** Western Facade: Wall sign proposed = 17 SF  
Northern Facade: Wall sign proposed = 9.65 SF
- Shall not extent over any roof or parapet **Met:** Located on the façade, no roof or parapet overhang
- Shall be made of durable, all-weather materials **Met:** Vinyl lettering over existing exterior materials
- Shall be ambient, backlit, or gooseneck lighting **Met:** No lighting is proposed
- Shall be a minimum of 8 ft above the sidewalk **Met:** The signage on the Main St. facade is located above the doors and windows.
- Shall project a maximum of 12 in. from the front façade face of the building **Met:** No new projection is proposed
- Sign must be designed of materials harmonious with the building and site **Met:** sign materials and colors are harmonious with the building.



Vinyl  
Imprint: White



Vinyl  
Imprint: White





The proposed wall signs meet 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.

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## RECOMMENDATION

Staff recommends that the Plan Commission approve the requested signs as proposed with the listed conditions below.

- Clean the existing awning and remove the mold/mildew
- Any recommendations by the Plan Commission

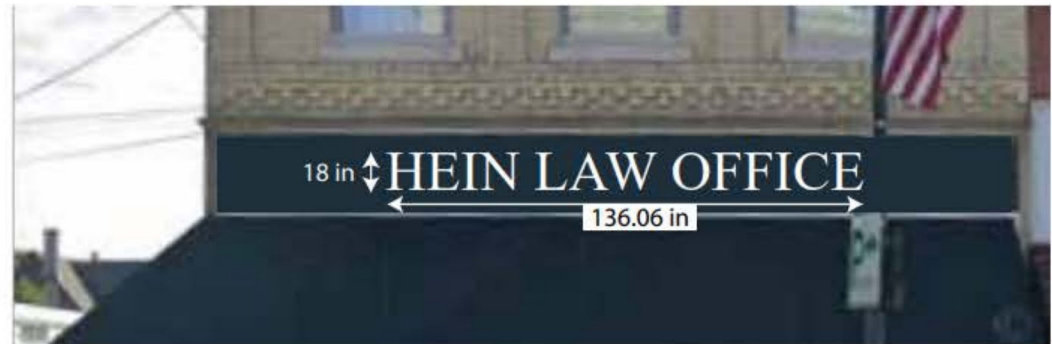
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## ATTACHMENTS

1. New Building signage\_2025



Vinyl  
Imprint: White



Vinyl  
Imprint: White

