



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**

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**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, Commissioner Ciccarelli, Shull and Council Rep Schultz. Also present: City Attorney, Clerk/Treasurer/Finance Director and Director of Neighborhood Services.

Excused absence: Cm Kessenich.

**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)*  
Ciccarelli moved, seconded by Shull to approve the minutes of the November 4, 2025 Plan Commission meeting. Motion carried.
- 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)*  
Director Draeger provided that 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. 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.

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
- Ensure the removal of prior signage does not leave shadows or remnants on the awning
- Any recommendations by the Plan Commission

Ciccarelli moved, seconded by to approve the Special Area Design Review for signage at Hein Law Office, 101 S. Main Street with 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 4:06 pm.

Respectfully submitted

Michelle Ebbert

City Clerk/Treasurer/Finance Director