



**ORDINANCE COMMITTEE MEETING
IN PERSON AND VIA ZOOM
TUESDAY, FEBRUARY 3, 2026 – 6:00 PM
CITY HALL – SECOND FLOOR**

MINUTES

1. Call meeting to order

President Jaeckel called the meeting to order at 6:00 pm.

2. Roll call

Present: Cm. Huckabee, Cm. Johnson and President Jaeckel. Also present: City Manager, City Clerk/Treasurer, Director of Public Works, Director of Neighborhood Services and Police Chief.

3. Public Comment for Matters on the Agenda

- a. *The Ordinance Committee will receive comments from City residents relating to matters on the agenda. Comments are generally limited to three minutes per individual. Anyone wishing to speak is required to sign up in advance and state the following items for the record when called upon: name and address.*

Note for hybrid meetings: if anyone on the Zoom wishes to speak during public comment relating to matters on the agenda, please raise your virtual hand through Zoom, as the chat box is not monitored and those on the call must remain muted if not recognized to speak.

None.

4. New Business

- a. *Review and possible recommendation to the City Council relating to amendments to various sections of the Zoning Ordinance, Chapter 15 of the City of Fort Atkinson Code of General Ordinances, relating to the review and approval of Signs (Draeger, Director of Neighborhood and Building Services)*

Director Draeger stated that city staff have prepared the attached summary of proposed Zoning Text Amendments focused on Article IX: Signage. The proposed amendments would shift review and approval of Permanent Business Signs and Optional Miscellaneous Signs from the Plan Commission to administrative staff review, while retaining the existing Plan Commission review and approval process for Electronic Message Signs and signage located within the DHMU zoning district. The proposed changes are based on the

recognition that Plan Commission review of many sign types is an unnecessary additional step. Prior to Plan Commission consideration, staff has already worked with applicants to ensure full compliance with ordinance standards. As a result, Plan Commission review typically does not add new conditions or information once the ordinance requirements are met. This approach is consistent with practices adopted by many Wisconsin communities to streamline sign permitting, reduce approval timelines, and promote a more business-friendly regulatory process while limiting discretionary review. The proposed amendments will result in a more efficient sign approval process, reduced potential for legal challenges, improved administrative efficiency, and continued heightened review for sensitive areas and unique sign types.

Huckabee moved, seconded by Johnson to recommend the City Council approve the proposed Zoning Text Amendments as outlined in the attached summary dated January 27, 2026. Motion carried.

- b. *Review and possible recommendation to the City Council relating to an Ordinance to repeal and recreate Article III of Chapter 86 of the City of Fort Atkinson Code of General Ordinances relating to Recycling (Navin, Director of Public Works)*

Director Navin presented the purpose of this memo is to request the Ordinance Committee's recommendation to repeal and recreate the City's recycling ordinance. This update is necessary to align City code with new Wisconsin Department of Natural Resources (DNR) administrative rules that went into effect on July 1, 2025. The City's existing recycling ordinance was originally adopted in 1994 to comply with state solid waste recovery laws. However, in May 2024, the Governor approved new administrative rules (specifically affecting Chapter NR 544) to update effective recycling program criteria. To be recognized by the DNR as having an "effective recycling program" under §287.11, Wis. Stats., the City is mandated to adopt these updated rules. Maintaining this status is not optional if the City wishes to remain eligible for state recycling grants.

Huckabee moved, seconded by Johnson to recommend the draft ordinance to repeal and recreate Chapter 86, Article III to the City Council. This action ensures that our local laws remain current with state standards and protects our eligibility for essential grant funding. Motion carried.

- c. *Review and possible recommendation to the City Council relating to Sections 94-151 through 95-160 of the City of Fort Atkinson Municipal Code (ATV/UTVs) (Houseman, City Manager)*

Manager Houseman discussed that the Fort Atkinson City Council enacted an ordinance allowing ATV/UTV use on the City's streets in November 2023, which became effective on April 8, 2024. The ordinance included a two-year automatic sunset without additional Council action in Section 95-160. Without action, the ordinance would sunset on April 8, 2026. The matter is on the agenda for review and possible recommendation to the City Council by the Ordinance Committee. Staff would like to gather feedback from the Ordinance Committee relating to continuing the ordinance and any possible amendments. Any amendments requested by the Ordinance Committee will be integrated into the draft

Ordinance for review by the City Council. Staff requests that Section 95-160 be renumbered and amended to eliminate the six-month review of incidents by the City Council. After three such reports, staff does not feel it is necessary to provide data relating to violations of one specific ordinance. If staff starts to see issues or dangerous patterns of behavior relating to ATV/UTV use, then staff will present a report and recommendations for a possible solution. Staff believes there was a typo in the original ordinance, which created Section 95-160. The Section number should be 94-160 to continue the numbering pattern.

Johnson moved, seconded by Huckabee to recommend that Section 95-160 be renumbered and amended as above and recommend the City Council review the Ordinance for adoption. Motion carried.

5. Adjournment

Huckabee moved, seconded by Johnson to adjourn. Meeting adjourned at 6:22 pm.

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