



VILLAGE OF JACKSON
VILLAGE BOARD MEETING AGENDA
Tuesday, January 30, 2024 at 6:45 PM
(Or immediately following Board of Public Works)

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
4. Consent Agenda
 - a. Approval of Minutes for the Village Board Meeting of December 12, 2023
 - b. Approval of the Agreements for 2024 Jackson Fire Department Services with the Town of Polk and the Town of Jackson
5. Approval of Licenses
 - a. Massage Establishment License Renewal for Blissful Massage, N163 W20135 Ash Drive
 - b. Massage Technician License Renewal for Sarah Ybanez of Blissful Massage, N163 W20135 Ash Drive
6. Budget and Finance Committee
 - a. Pay Request #2 - STH 60 Street Lighting Project - Wil-Surge, in the Amount of \$94,502.93
7. Plan Commission
 - a. Two-Lot Certified Survey Map for Parcels V3_053600F and V3_053600G - Village of Jackson
 - b. Amended Site Plan for Parcel V3_053600F - 250 Focus, LLC
 - c. Ordinance #24-01 - Amending Village Ordinance Section 6-54, Pertaining to the Maximum Number of Dogs Per Residence
 - d. Review and Consideration of Zoning Audit Report
8. Personnel Committee
 - a. Intergovernmental Agreement for Building Inspection Services - City of Hartford
9. West Bend School District

10. Washington County Board Report
11. Greater Jackson Business Alliance
12. Mid-Moraine Municipal Association Report
13. Closed Session Pursuant to Wis. Stats. §19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

The closed session is for the following purposes:

1. To Discuss the Conveyance of Property Publicly Owned in TID 7; and
 2. To Discuss a Development Agreement, Protective Covenant, and Shared Access and Maintenance Agreement for Property Publicly Owned in TID 7; and
 3. To Approve the Sale of Property Publicly Owned in TID 7.
14. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session
15. Sale of Property Publicly Owned in TID 7
16. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
VILLAGE BOARD MEETING
Tuesday, December 12, 2023 at 7:30 PM
Village Board Meeting

1. Call to Order and Roll Call

The meeting was called to order at 7:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Olson, Tr. Kruepke, Tr. Matter, and Tr. Wells.

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Treasurer Darlene Smith, Police Chief Ryan Vossekuil, Fire Chief Aaron Swaney, Building Inspector Collin Johnson, Parks & Recreation Director Kelly Valentino, and Clerk Anastasia Gonstead.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those who were in attendance.

3. Presentations

a. Presentation from Dillan Krutina of Jackson Scout Troop #765 - Eagle Scout Project Proposal

Dillan Krutina, of Jackson Scout Troop #765, presented his Eagle Scout project proposal to the Village Board. Mr. Krutina explained the proposed chair rail project he would like to complete at the Jackson Community Center.

b. Overview of New Village Website

Clerk Anastasia Gonstead provided an overview of the updated Village of Jackson website, with an emphasis given on the new features.

c. Final Review of the Financial Management Plan

Brian Roemer, with Ehlers, provided a final review of the Financial Management Plan to the Village Board. Mr. Roemer started with a recap of the Utilities (water and sewer), active Tax Increment Districts (TID), and Capital Improvement Plan (CIP).

Mr. Roemer went on to provide a 2024 budget recap, starting with historical data and an explanation of the full levy need, allowable levy and the levy results.

Mr. Roemer's presentation proceeded into an explanation of looking beyond the 2024 budget, including a projected levy stress for the next five years and a projected summary tax levy and

rate for the next five years. He also provided projected tax bills, along with items for future consideration for the 2025 and 2026 budgets.

Mr. Roemer provided a recap of expenditure restraint qualifications, as well as items for future consideration.

Mr. Roemer ended the presentation with a summary of the Financial Management Plan process outcomes and what to look at moving ahead.

Mr. Roemer took questions from the body.

4. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

None.

5. Consent Agenda

- a. Approval of Minutes for the Village Board Meeting of November 14, 2023
- b. Resolution 23-29 - Resolution Establishing 2024 Fees for the Village of Jackson, Washington County, Wisconsin
- c. Resolution 23-30 - Resolution Approving Election Officials for 2024-2025, for the Village of Jackson, Washington County, Wisconsin
- d. Resolution 23-31 - Amending Election Inspector Wages
- e. Resolution 23-32 - Resolution Increasing Elected Official Compensation
- f. Resolution 23-33 - Resolution Increasing Appointed Official Compensation
- g. Landshark Access Memorandum of Understanding Between Washington County Register of Deeds and the Village of Jackson
- h. Jackson Community Center Revised Rental Forms and Fees
- i. Easement Agreement for Use of Public Right of Way on Mill Road - Sysco Corporation, Inc.

Items 5e, Resolution 23-32, and 5g, Resolution 23-33, were requested to be removed from the consent agenda by Tr. Emmrich and Tr. Engelhardt, respectively. There was no objection made by the members of the body.

The motion to approve the remaining items, 5a through 5d and 5g through 5i, in the consent

agenda was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to approve Resolution 23-32 was made by Pres. Heckendorf and seconded by Tr. Kruepke. Tr. Emmrich expressed his concern about the resolution, having a desire to see the money spent elsewhere in the Village. Tr. Engelhardt expressed a similar sentiment. Tr. Olson agreed, but went on to explain his desire for there to be enough incentive for there to continue to have people willing to participate in the process, pointing out it is getting more difficult to find individuals willing to forgo their free time. Pres. Heckendorf added to the discussion, that elected official wages have not been adjusted for over twenty years and with the increase in length of meetings and complexity of the meetings, the raise in rate is warranted. Tr. Matter expressed a similar sentiment. A roll vote was taken:

Pres. Heckendorf: Aye

Tr. Kruepke: Aye

Tr. Olson: Aye

Tr. Wells: Aye

Tr. Matter: Aye

Tr. Engelhardt: Nay

Tr. Emmrich: Nay

Vote: 5 ayes, 2 nays. Motion carried.

The motion to approve Resolution 23-33 was made by Pres. Heckendorf and seconded by Tr. Olson. Tr. Olson expressed the sentiment that raising appointed official compensation is overdue, especially with how challenging it can be to find citizen appointees. Tr. Engelhardt expressed his support as well.

Vote: 7 ayes, 0 nays. Motion carried.

6. Approval of Licenses

a. Entertainment License for Jackson Community Center

b. Entertainment License for Action in Jackson

The motion to approve the licenses, en mass, was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays, 1 abstain (Pres. Heckendorf). Motion carried.

7. Budget and Finance Committee

a. Pay Request #2 - Jackson Waste Water Treatment Facility Storage Garage - Hunzinger Construction, in the Amount of \$257,119.48

The motion to approve Pay Request #2 for the Jackson Waste Water Treatment Facility Storage Garage, to Hunzinger Construction, in the amount of \$257,119.48 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

- b. Pay Request #4 - 2023 Utility Street Improvement Project - Vinton Construction, in the Amount of \$104,719.39

The motion to approve Pay Request #4 for the 2023 Utility Street Improvement Project, to Vinton Construction, in the amount of \$104,719.39 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Pay Request #7 - STH 60 Utility Upgrade Project - Advanced Construction, in the Amount of \$57,835.84

The motion to approve Pay Request #7 for the STH 60 Utility Upgrade Project, to Advanced Construction, in the amount of \$57,835.84 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

- d. Pay Request #1 - STH 60 Street Light Project - Wil-Surge, in the Amount of \$112,813.38

The motion to approve Pay Request #1 for the STH 60 Streetlight Project, to Wil-Surge, in the amount of \$112,813.38 was made by Tr. Wells and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

8. Personnel Committee

- a. Proposed Updates to Employee Descriptions - Administrative Offices and Parks and Recreation Offices

The motion to approve the proposed updates to the employee descriptions for the Administrative Offices and Parks and Recreation Offices was made by Tr. Emmrich and seconded by Tr. Kruepke. Discussion: Tr. Engelhardt asked for clarification on bonding for the two positions, Administrator Keller provided insight.

Vote: 7 ayes, 0 nays. Motion carried.

9. Parks and Recreation Commission

- a. Eagle Scout Project Proposal - Dillan Krutina, Jackson Scout Troop #765

The motion to approve the Eagle Scout Project proposal by Dillan Krutina of Jackson Scout Troop #765 was made by Tr. Emmrich and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

10. West Bend School District

Tr. Wells provided an overview of the facilities complex meeting and pointed out where the full report can be found on the school board website. The next meeting on the matter will be January 22, 2024.

11. Washington County Board Report

Pres. Heckendorf provided a summary of Supervisor Schwab's monthly email, pointing out particular resolutions of interest that involve shared services and revenue. He explained public works and financial contribution toward emergency areas are of two areas of potential interest to the Village.

12. Greater Jackson Business Alliance

Tr. Matter reported on the holiday gathering in November. He also provided an update on meetings for 2024, with anticipated regular meetings on the third Monday of every other month, starting in January.

13. Mid-Moraine Municipal Association Report

Tr. Olson said there have been no meetings for the last few months. 2024 meeting schedule came out, meetings will resume in January and there will also be a dinner meeting in January.

14. Closed Session Pursuant to Wis. Stats. §19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility" and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

The closed session is for the following purposes:

1. Updates to Section IV of the Village of Jackson Employee Handbook and Application of Same with Regard to Specific Employees; and
2. To Discuss the Village Strategic Approach Related to the Sale and Development of Properties Publically Owned in TID 7.

The motion to proceed into closed session pursuant to Wis. Stats. §19.85(1)(c) and (e), for the listed purposes, was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Engelhardt: Aye
Tr. Olson: Aye
Tr. Kruepke: Aye
Tr. Matter: Aye
Tr. Wells: Aye

Vote: 7 ayes, 0 nays. Motion carried. A five-minute break was given to the body. The meeting proceeded into closed session at 8:48 PM. Those present for the entirety of the closed session were the members of the Village Board and Administrator Keller. Treasurer Smith was also present, for item 1 only.

15. Reconvene into Open Session with Possible Action Related to the Subject of the Preceding Closed Session

The motion to reconvene into open session was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried. The meeting proceeded into open session at 10:07 PM.

The motion to authorize the Village Attorney and Village Administrator to incorporate a permanent part-time paid leave benefit, to be effective January 1, 2024, as discussed in closed session was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to direct the Village Administrator, Village Attorney, and EDWC to extend the closing date to February 13, 2024, and to draft documents establishing a Development Agreement, Shared Access Easement, Shared Maintenance Agreement, and a revised Certified Survey Map consistent with the terms as discussed in closed session was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

16. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried. The meeting was adjourned at 10:08 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk

AGREEMENT FOR 2024 JACKSON FIRE DEPARTMENT SERVICES

THIS AGREEMENT made this 14th day of November 2023, by and between the **Village of Jackson Fire Department** of the Village of Jackson, Washington County, Wisconsin, hereinafter called the Village, and the **Town of Jackson**, Washington County, Wisconsin, hereinafter called the Town.

WITNESS:

1. That for a valuable consideration, the terms of which are more particularly provided for in paragraph two (2) of this agreement, the Village will furnish firefighting protection and emergency medical service to all sections located in the Town for the period of one year, commencing on the 1st day of January, 2024 and ending on the 31st day of December, 2024, and from year to year thereafter unless notice in writing by either party upon the other signifying the intention of terminating this agreement is served by registered mail on or before 360 days before the expiration of such original term or renewed term.
2. That in consideration therefore the Town shall pay the Village for the twelve months commencing on January 1, 2024, and terminating on December 31, 2024, for such protection, the sum of \$329,015.72. Said charge to cover all calls for the period and such principal sum shall be paid as follows: \$82,253.93 on March 1, \$82,253.93 on June 7, \$82,253.93 on September 6, and \$82,253.93 on December 6, 2024.
3. The Village shall invoice the Town for the installments due. An itemized statement and record of fire and EMS calls shall be sent to the Town on a quarterly basis.
 - A. Except that in the case of a car fire or when in the opinion of the Fire Chief or his authorized assistant or other law enforcing agency, that the cause of a fire has been caused by negligence, nonfeasance, malfeasance or any other cause of a suspicious or legally questionable nature, the Village shall within five (5) days after answering the call, forward a copy of the fire report, to the Town Clerk, setting forth the fire facts, the car's owner or renter, length of service in hours, the type of fire cause if possible, and in case of suspicion or questionability of such case, to so state therein, setting forth the reasons therein.
 - B. A further consideration of this agreement is that if the Village operates an emergency medical service, this service be made available to all residents of the Town on a fee basis equal to that charged residents of any other municipality served by the Village, and further that emergency ambulance and/or rescue squad service rendered by the Village to persons injured in accidents on highways or from other causes within the Township be collected according to provisions of existing statutes, laws and ordinances of the State of Wisconsin, Washington County, Wisconsin, and the Village of Jackson.
 - C. The Village may exercise its right to bill the Town and the Town shall be liable for the payment of emergency medical calls for assistance that occurred in the Town that remain unpaid after all reasonable efforts to collect them have been exhausted.

4. That the Village shall be on call 24 hours a day for such service unless an act of God prevents the Village from fulfilling its duty.
5. That the Village assumes all responsibility for any injury to its members in the fighting of fires and the performance of its duties in fighting fires; the Town shall in no way be liable or responsible for any injury suffered by any members of the Village in the performance of its duties in fighting fires; the Town shall in no way be liable or responsible for any injury suffered by any members of the Village in the performance or their duties in fighting of fires; the Town shall not be liable or responsible for any damage to any property of the Village used in the performance of the duty of fighting said fires under this agreement; and the Village shall file with the Town Clerk annually during the term of this contract or renewal thereof proof of current liability, personal injury and compensation coverage's in the form of a certificate of coverage executed by the insurance company or its duly authorized agent underwriting such coverage.
6. If the Village makes the necessary fire inspections and files the proper reports, the Village shall be entitled to the fire department insurance dues as provided by section 101.14 of the State Statutes when received by the Town and when the reports have been filed. The Town of Jackson shall forward 100% of the 2% dues when they are received to the Village of Jackson. The dues will remain with Village of Jackson for the designated use of the 2% dues according to SPS 330.
 - A. The Village guarantees that fire prevention related inspections will be made as required by law by an authorized member of the Village and the cost of the inspection shall be borne by the Village; and following such inspection, the Chief or his duly authorized agent, shall, on request, file with the Clerk of the Town a report of all premises inspected therein; the date of such inspection and the name of the person making such inspection. The Town further agrees that the Town's building, plumbing and electrical inspectors will assist the Village Fire Inspector in enforcement of fire codes as necessary. Fees charged will not be less than such fees established by the Village.
 - B. Village Fire Inspectors will enforce all federal, State of Wisconsin, Village of Jackson and Town of Jackson laws, statutes, ordinances, resolutions and regulations. In doing so, as an agent of the Town, if no such laws have been adopted by the Town, the existing Village fire code Chapter 3.21 to 3.41 excluding section 3.30(A) on open burning, shall be used for enforcement purposes.
7. Should a catastrophic event occur within the Town and the cost to provide fire and emergency services to the incident totals over \$10,000, the Village and Town will equally divide the total costs of the incident over \$10,000.

In the presence of:

VILLAGE OF JACKSON, By:

Brian Heckendorf, Village President

Date

Jennifer Keller, Administrator

Date

In the presence of:

TOWN OF JACKSON, Washington County, Wisconsin

[Signature]

[Signature: Robert Hartwig]
Robert Hartwig, Town Chairman

12-19-23
Date

[Signature]

[Signature: Bob Eichner]
Bob Eichner, Town Clerk

12.19.23
Date

AGREEMENT FOR 2024 JACKSON FIRE DEPARTMENT SERVICES

THIS AGREEMENT made this 14th day of November 2023, by and between the **Village of Jackson Fire Department** of the Village of Jackson, Washington County, Wisconsin, hereinafter called the Village, and the **Town of Polk**, Washington County, Wisconsin, hereinafter called the Town.

WITNESS:

1. That for a valuable consideration, the terms of which are more particularly provided for in paragraph two (2) of this agreement, the Village will furnish firefighting protection and emergency medical service to designated sections located in the Town for the period of one year, commencing on the 1st day of January, 2024 and ending on the 31st day of December, 2024, and from year to year thereafter unless notice in writing by either party upon the other signifying the intention of terminating this agreement is served by registered mail on or before 360 days before the expiration of such original term or renewed term.
2. That in consideration therefore the Town shall pay the Village for the twelve months commencing on January 1, 2024, and terminating on December 31, 2024, for such protection, the sum of \$105,155.51. Said charge to cover all calls for the period and such principal sum shall be paid as follows: \$26,288.88 on March 1, \$26,288.88 on June 7, \$26,288.88 on September 6, and \$26,288.88 on December 6, 2023.
3. The Village shall invoice the Town for the installments due. An itemized statement and record of fire and EMS calls shall be sent to the Town on a quarterly basis.
 - A. Except that in the case of a car fire or when in the opinion of the Fire Chief or his authorized assistant or other law enforcing agency, that the cause of a fire has been caused by negligence, nonfeasance, malfeasance or any other cause of a suspicious or legally questionable nature, the Village shall within five (5) days after answering the call, forward a copy of the fire report, to the Town Clerk, setting forth the fire facts, the car's owner or renter, length of service in hours, the type of fire cause if possible, and in case of suspicion or questionability of such case, to so state therein, setting forth the reasons therein.
 - B. A further consideration of this agreement is that if the Village operates an emergency medical service, this service be made available to all residents of the Town on a fee basis equal to that charged residents of any other municipality served by the Village, and further that emergency ambulance and/or rescue squad service rendered by the Village to persons injured in accidents on highways or from other causes within the Township be collected according to provisions of existing statutes, laws and ordinances of the State of Wisconsin, Washington County, Wisconsin, and the Village of Jackson.
 - C. The Village may exercise its right to bill the Town and the Town shall be liable for the payment of emergency medical calls for assistance that occurred in the Town that remain unpaid after all reasonable efforts to collect them have been exhausted.

4. That the Village shall be on call 24 hours a day for such service unless an act of God prevents the Village from fulfilling its duty.
5. That the Village assumes all responsibility for any injury to its members in the fighting of fires and the performance of its duties in fighting fires; the Town shall in no way be liable or responsible for any injury suffered by any members of the Village in the performance of its duties in fighting fires; the Town shall in no way be liable or responsible for any injury suffered by any members of the Village in the performance or their duties in fighting of fires; the Town shall not be liable or responsible for any damage to any property of the Village used in the performance of the duty of fighting said fires under this agreement; and the Village shall file with the Town Clerk annually during the term of this contract or renewal thereof proof of current liability, personal injury and compensation coverage's in the form of a certificate of coverage executed by the insurance company or its duly authorized agent underwriting such coverage.
6. If the Village makes the necessary fire inspections and files the proper reports, the Village shall be entitled to the fire department insurance dues as provided by section 101.14 of the State Statutes when received by the Town and when the reports have been filed. The Town of Polk shall forward 100% of the 2% dues when they are received to the Village of Jackson. The dues will remain with Village of Jackson for the designated use of the 2% dues according to SPS 330.
 - A. The Village guarantees that fire prevention related inspections will be made as required by law by an authorized member of the Village and the cost of the inspection shall be borne by the Village; and following such inspection, the Chief or his duly authorized agent, shall, on request, file with the Clerk of the Town a report of all premises inspected therein; the date of such inspection and the name of the person making such inspection. The Town further agrees that the Town's building, plumbing and electrical inspectors will assist the Village Fire Inspector in enforcement of fire codes as necessary. Fees charged will not be less than such fees established by the Village.
 - B. Village Fire Inspectors will enforce all federal, State of Wisconsin, Village of Jackson and Town of Polk laws, statutes, ordinances, resolutions, and regulations. In doing so, as an agent of the Town, if no such laws have been adopted by the Town, the existing Village fire code Chapter 3.21 to 3.41 excluding section 3.30(A) on open burning, shall be used for enforcement purposes.

In the presence of:

VILLAGE OF JACKSON, By:

Brian Heckendorf, Village President

Date

Jennifer Keller, Administrator

Date

In the presence of:

TOWN OF POLK, Washington County, Wisconsin

Albert Schulteis
Albert Schulteis, Town Chairman

12-7-23
Date

Alison Pecha
Alison Pecha, Town Clerk

12/1/23
Date



December 21, 2023

Village of Jackson
W194 N16660 Eagle Drive
Jackson, WI 53037

Attention: Brian Kober, P.E.
Director of Public Works

Subject: Project: VOJ 23-02
STH 60 – Street Lighting
Industrial Drive – Ridgeway Drive
Pay Request #2

Dear Mr. Kober:

Enclosed you will find Pay Request #2 for the STH 60 Street Lighting project in the Village of Jackson. The total amount, due to the contractor, has been reduced by five percent (5%) for retainage but not to exceed maximum retainage. The maximum retainage was met with this pay request #2. This is per Article 6.02.A.1 Progress Payments; Retainage, of Contract Document 00500, Agreement:

Total work completed to date	= \$216,770.71
Work completed, Pay Request # 2	= \$98,019.78
Retainage Pay Request #2	= \$3,516.85
Total Retainage	= \$9,454.40
Amount due to Contractor, Pay Request #2	= \$94,502.93

If you have any questions or comments, please contact me at (920) 924-5720.

Sincerely,

Blake Furlano

Blake Furlano
Project Inspector
Gremmer & Associates, Inc.

Project VOJ 23-02
 STH 60 - Street Lighting
 Industrial Drive - Ridgeway Drive

Pay Request #1
 Wil-Surge - Prime Contractor

Item No.	Description	Units	Total	Wil-Surge		Pay Request #1		Pay Request #2		Cumulative Totals		% Complete
				Unit Price	Bid Total	Actual Quantity	Total	Actual Quantity	Total	Actual Quantity	Total	
619.1000	Mobilization	EACH	1	\$15,428.00	\$15,428.00	1.0	\$15,428.00	0	\$0.00	1	\$15,428.00	100%
628.7015	Inlet Protection Type C	EACH	25	\$89.00	\$2,225.00	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
643.5000	Traffic Control	LS	1	\$16,871.00	\$16,871.00	1.0	\$16,871.00	0	\$0.00	1	\$16,871.00	100%
653.0164	Pull Boxes Non-Conductive 24x42-Inch	EACH	17	\$987.00	\$16,779.00	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
654.0105	Concrete Bases Type 5	EACH	36	\$891.00	\$32,076.00	0.0	\$0.00	36	\$32,076.00	36	\$32,076.00	100%
655.0610	Electrical Wire Lighting 12 AWG	LF	7,629	\$0.92	\$7,018.68	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
655.0620	Electrical Wire Lighting 8 AWG	LF	20,342	\$1.68	\$34,174.56	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
655.0625	Electrical Wire Lighting 6 AWG	LF	30,513	\$1.81	\$55,228.53	0.0	\$0.00	0.00	\$0.00	0	\$0.00	0%
671.0212	Conduit HDPE Directional Bore 1-Duct 2-Inch	LF	10,835	\$13.79	\$149,414.65	5267.0	\$72,631.93	4782	\$65,943.78	10049	\$138,575.71	93%
SPV.0060.01	Install Village Furnished Lighting Unit	EACH	36	\$832.00	\$29,952.00	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
SPV.0060.02	Install Village Furnished Meter Breaker Pedestal	EACH	2	\$6,910.00	\$13,820.00	2.0	\$13,820.00	0	\$0.00	2	\$13,820.00	100%
SPV.0180.01	Concrete Restoration	SY	3.3	\$348.00	\$1,148.40	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
SPV.0180.02	Asphalt Restoration	SY	5	\$808.00	\$4,040.00	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
CO #1	Concrete Replacement (Replaces Item SPV.0180.01)	SF	700	\$13.00	\$9,100.00	0.0	\$0.00	0	\$0.00	0	\$0.00	0%
CTH P TOTAL					\$387,275.82		\$118,750.93		\$98,019.78		\$216,770.71	56%
TOTAL					\$387,275.82		\$118,750.93		\$98,019.78		\$216,770.71	55.97%

Wil-Surge original bid #
 \$378,175.82
 Difference / Increase of
 \$7,951.60

\$5,937.55 Retainage Est #1
 \$3,516.85 Retainage Est #2
 \$0.00 Retainage Est #3

Max retainage to hold = \$9,454.40
 Based off original bid price

Work completed, previous estimate	\$118,750.93
Work completed, this estimate	\$98,019.78
Total work completed	\$216,770.71
Retainage, this estimate	\$3,516.85
Total retainage, previous estimates	\$5,937.55
Total retainage	\$9,454.40
Amount due to contractor, this estimate	\$94,502.93



Amanda J. Yone



Taking the lead in Washington County.

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: January 18, 2024
Agenda Item: # 3
To: Plan Commission
From: Collin Johnson, Director of Inspections/Zoning
Subject: Two-Lot Certified Survey Map for Parcels V3_053600F and V3_053600G - Village of Jackson

Background and Analysis:

The Village of Jackson is seeking approval for a two-lot Certified Survey Map (CSM) for Parcel V3_053600F and Parcel V3_05600G. An original CSM was reviewed by the Village Plan Commission on April 20, 2023 and the Village Board on May 9, 2023. The proposed revised CSM establishes additional easements on Lots 1 and 2 for the shared driveway area, as well as at two areas for proposed shared signage.

Comprehensive Plan & Zoning Impacts:

Neither the Village Comprehensive Plan nor designated zoning are impacted by the CSM request.

Site Plan:

See attached location map and CSM.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision.

Signage:

See attached CSM.

Additional Staff Comments:

None.

Notice Requirements:

Posting on the agenda.

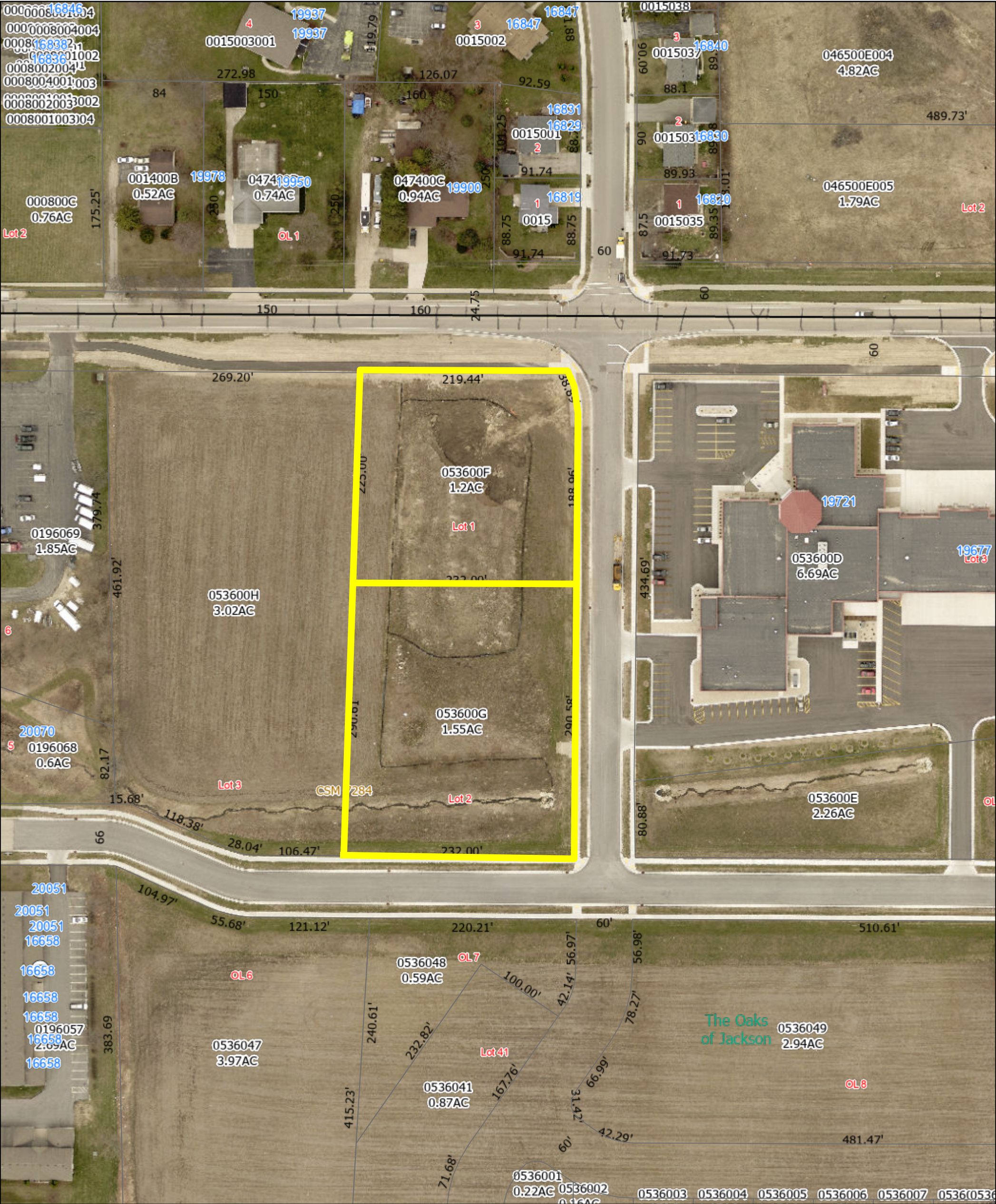
Potential Action:

Recommend the Village Board approve the Two-Lot Certified Survey Map (Revised) for Parcels V3_05600F and V3_05600G.

Attachments:

1. Aerial Map
2. Certified Survey Map - Draft

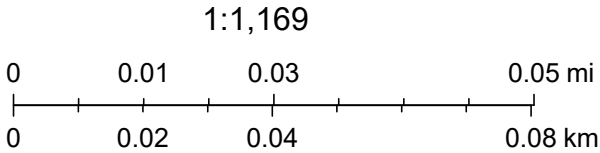
Parcels: V3_053600F and V3_05600G



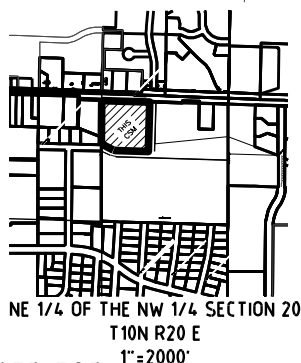
12/27/2023, 9:12:15 AM

- Override 1
- Current Parcel
- Road Centerline STH, CTH
- State Highway
- Address Point

- Lot Number
- Certified Survey Number
- Condominium Name
- Subdivision Name
- Parcel Taxkey & Acreage



A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN



Mitchell J. Reimer
Cedar Corporation
W61N497 Washington Ave
Cedarburg, Wisconsin 53012
SHEET 1 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE ¼ OF
THE NW ¼ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

SURVEYOR’S CERTIFICATE

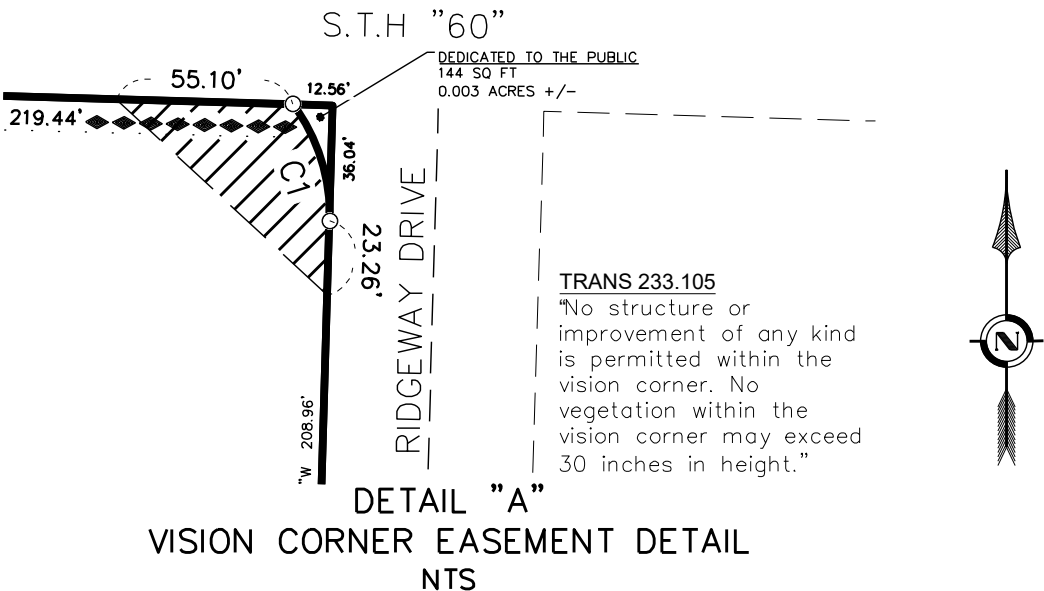
I, Mitchell J. Reimer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped Lots 1 & 2 of Certified Survey Map recorded as Document Number 1578695, Certified Survey Map 7284, recorded in the Washington County Registry in Volume 56 of Certified Survey Maps on page 228, located in the Northeast Quarter of the Northwest Quarter of Section 20, Township 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, more particularly described as follows:

A Re-Division of Lots 1 & 2 of Certified Survey Map recorded as Document Number 1578695, Certified Survey Map 7284, recorded in the Washington County Registry in Volume 56 of Certified Survey Maps on page 228. Said parcel contains 119473 square feet or 2.743 +/- Acres. Excepting therefrom Areas of Dedication as shown on Page 1 hereon.

That I have made such survey, land division, and map at the direction of Village of Jackson, Owner, N168 W19851 Village of Jackson , Washington County, Wisconsin, 53037, . That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code, in surveying, dividing and mapping the same, and Chapter 38 of the Village of Jackson Municipal Code. Said survey is subject to easements of record and as shown.

Dated this _____ day of _____, 2024.

Mitchell J Reimer, P.L.S. #3123



Mitchell J. Reimer, PLS
Cedar Corporation
W61 N497 Washington Avenue
Cedarburg, Wisconsin 53012

CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE ¼ OF
THE NW ¼ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

CORPORATE OWNER'S CERTIFICATE

The Village of Jackson, a Corporation duly organized and existing under the virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Corporation caused the land described on this map to be surveyed, mapped and dedicated as represented on the Certified Survey Map in accordance with the ordinances of the Village of Jackson, Trans 233.105(2), and Chapter 236 of the Wisconsin Statutes.

In witness hereof, the Village of Jackson, has caused these presents to be signed:

By: _____
Jen Keller - Village Administrator

Dated _____, 2024

STATE OF WISCONSIN)
WASHINGTON COUNTY) ss

Personally came before me this _____ day of _____, 2024, the above named Jen Keller, Administrator of the Village of Jackson, a Wisconsin Municipal Corporation, to me known to be the same person who executed the foregoing certificate and acknowledged the same.

_____ Notary Public, _____ Wisconsin

My commission expires _____

VILLAGE BOARD APPROVAL:

Resolved that this Certified Survey Map in the Village of Jackson, owner of said lands, being a re-division of Lots 1 & 2 CSM 7284 located in the Northeast Quarter of the Northwest Quarter of Section 20, located in the Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, is hereby approved and dedication accepted by the Village Board trustee to the Village of Jackson.

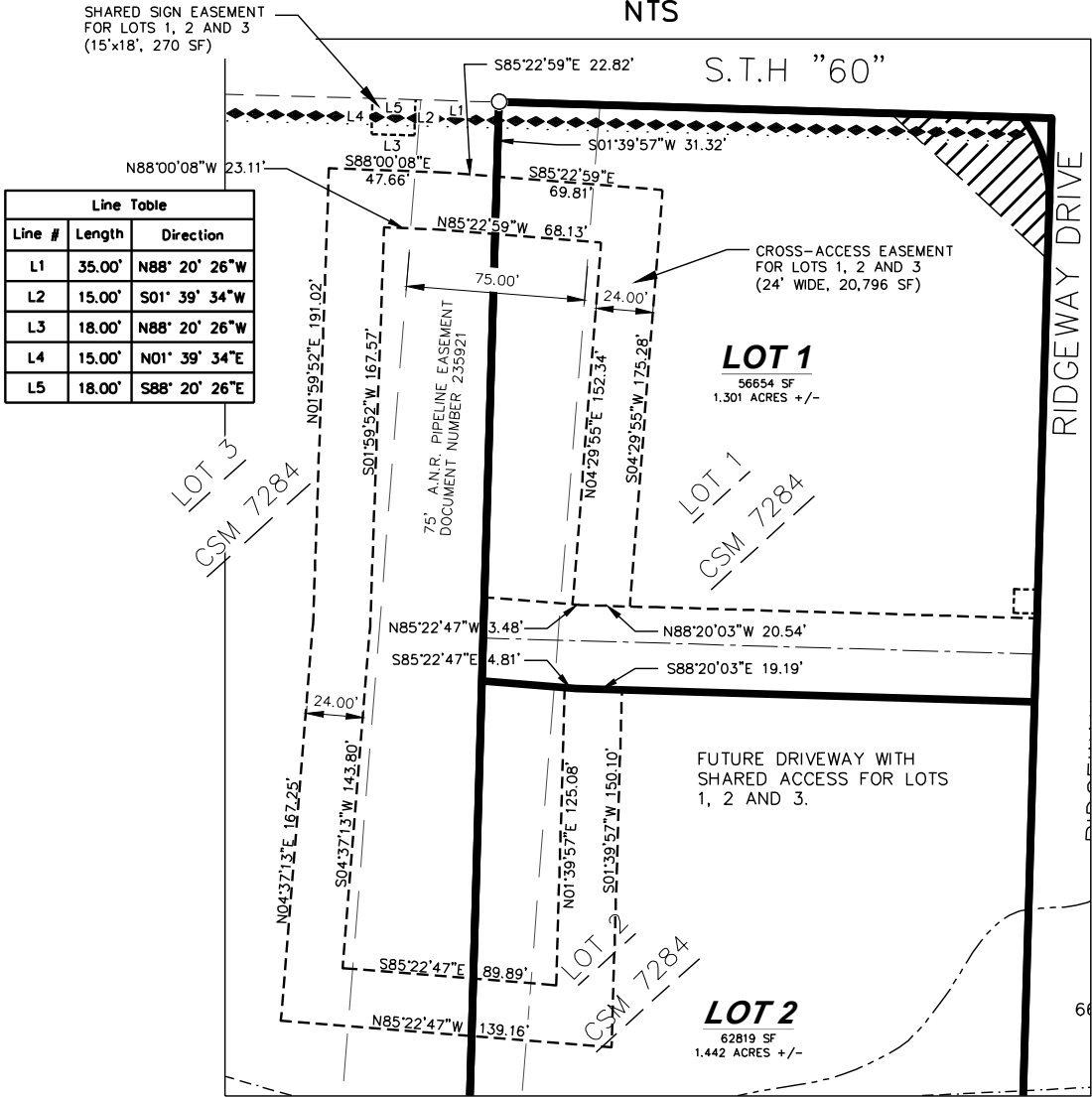
Approved this _____ day of _____, 2024. _____
Brian Heckendorf - Village President

Signed this _____ day of _____, 2024. _____
Anastasia Gonstead - Village Clerk

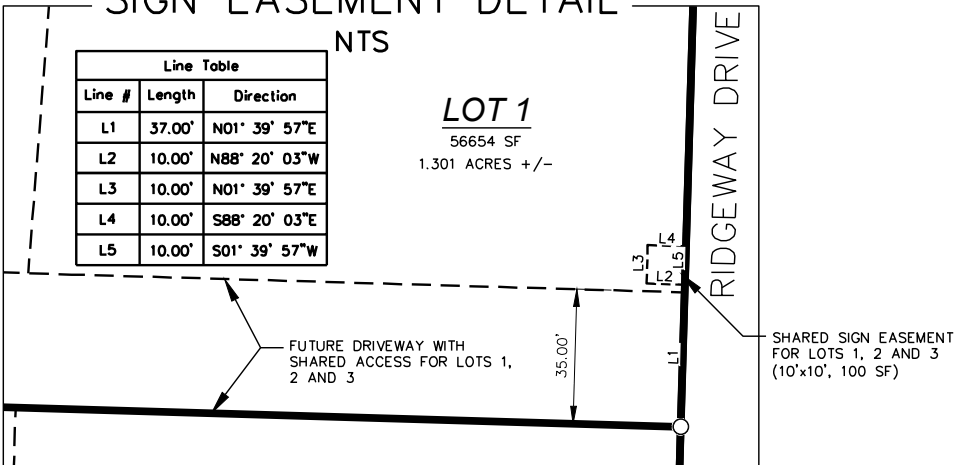
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THE NW $\frac{1}{4}$ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

DETAIL "B"
SIGN/CROSS-ACCESS EASEMENT DETAIL
NTS



DETAIL "C"
SIGN EASEMENT DETAIL
NTS



Mitchell J. Reimer, PLS
Cedar Corporation
W61 N497 Washington Avenue
Cedarburg, Wisconsin 53012

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: January 9, 2024

Agenda Item: Item #4

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections & Zoning

Subject: Site Plan Review (Amended) – Parcel V3_053600F – 250 Focus, LLC

Background and Analysis:

The Village previously approved a Conditional Use Permit and Site plan for property that was 1.2-acres in size with frontage along Hwy. 60 to the north and Ridgeway Drive to the east. The approved use proposed construction of a 3,300 square foot structure for a financial/banking with four drive-thru lanes and 27 parking stalls including two ADA stalls.

The amended site plan now takes into account the addition of the shared driveway which is tasked with providing direct access to each of the abutting sites on lots 1-3, access is provided by way of the easement detailed on the Certified Survey Map. General access to the site will be provided by a 26-foot wide enter/exit access drive along the south side of the parcel. A one-way exit directly onto Ridgeway Drive will be used by vehicles utilizing the drive-thru lanes. A 50-foot-wide vision triangle at the corner of Hwy 60 and Ridgeway Drive is also provided by way of an easement.

Site amenities including a public sidewalk along Ridgeway Drive as well as along the shared access drive to the south, the walking/biking path to the north, and direct sidewalk access to the building accessed off the walking/biking path along Hwy. 60 will remain the same as previously submitted and approved. The site will also include a variety of landscaping plantings and an enclosure for refuse and recycling containers.

Tenant signage will include building façade(s) and drive-thru area signs. Additional signage for the entire development (Lots 1-3) is also proposed along Hwy. 60 and Ridgeway Drive.

Comprehensive Plan & Zoning Impacts:

No impact

Site Plan:

See attached revised site plan and supporting documents.

Additional Staff Comments:

Fire Department:

An inside turn radius of 25 ft and outside turn radius of 40 ft is required. Trees canopies may also impact turn area. The islands may need to be adjusted to provide required turn radius along the shared access drives. Verification needed prior to finalizing overall site plan.

Hydrants on multifamily, business, commercial and industrial zoned streets shall be spaced no more than 250 feet apart.

A 30-degree, five storz connection shall be installed as the fire department connection. The connection point shall be between three feet and four feet above the finished property grade. The fire department connection shall be located within 150 feet of a hydrant.

Review Procedures:

The Plan Commission is advisory; and the Village Board makes the final decision.

Notice Requirements:

- Posting on the agenda

Potential Action:

Motion to approve the Conditional Use request and Site Plan for Parcel V3_053600F for 250 Focus, LLC conditioned upon the following:

1. The property shall be conveyed to the buyer on or before February 23, 2024.
2. The Conditional Use and Site Plan approvals shall become effective upon conveyance of the property to 250 Focus, LLC.
3. Approval by the Village Board of a Development Agreement and Shared Access Agreement with terms acceptable to the Board.
4. Upon receipt of a written complaint and review by the Plan Commission, this Conditional Use Permit may be subject to additional regulation and/or potential revocation by the Village.

Attachments:

1. Application
2. Location Map
3. Certified Survey Map
4. Civil Plans/Stormwater Plans/Elevations & Floor Plans/ Signage Plans

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☒ COMMERCIAL	☐ INDUSTRIAL	☐ RESIDENTIAL	☐ OTHER _____
☒ CONDITIONAL USE	☐ PLANNED UNIT DEVELOPMENT	☐ CERTIFIED SURVEY MAP	
☒ <i>New</i>	☐ <i>New</i>	☐ CONCEPT PLAN	
☐ <i>Amendment</i>	☐ <i>Amendment</i>		
☐ <i>Special Use</i> <i>(For existing Cond. Use ONLY)</i>	☐ <i>Special Use</i> <i>(For existing PUD ONLY)</i>	☐ OTHER _____	

Property Address: _____ Unit: _____ Jackson, WI

Parcel #: V3_053600F Lot Size: 52,056 sq. ft. Building Area: 3,300 sq. ft.

Current Zoning: ☒ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☐ PUD ☐ Other _____ Floodplain: Y / ☒ N

APPLICANT INFORMATION

Name(s): 250 Focus, LLC, its assigns c/o Brad M. Hoeft, Agent/ Attorney

Mailing Address: P.O Box 366, Port Washington State WI Zip 53074

Office: (262) 284-2664 Cell: (_____) _____ Fax: (_____) _____

Email: bhoeft@wislawfirm.com

BUSINESS INFORMATION *(If New Business)*

Legal Business Name: 250 Focus, LLC, its assigns

D/B/A: _____ FEIN #: _____ - _____

Mailing Address: P.O. Box 366, Port Washington State WI Zip 53074

Office: (262) 284-2664 Cell: (_____) _____ Fax: (_____) _____

Email: bhoeft@wislawfirm.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Village of Jackson [under contract with applicant]

Address: N168W19851 Main St, Jackson State WI Zip 53037

Office: (262) 677-9001 Cell: (_____) _____ Fax: (_____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION *(Circle One)*

Firm Name: Excel Engineering, Inc.

Primary Contact: Ben Warntjes

Address: 100 Camelot Dr, Fond du Lac State WI Zip 54935

Office: (920) 926-9800 Cell: (_____) _____ Fax: (_____) _____

Email: ben.warntjes@excelengineer.com

Please provide as much detailed information as possible. (Add additional pages if needed.)

Briefly explain what you are requesting to be reviewed and/or approved: A review and approval of conditional use permit application, which includes detailed architectural, civil, and signage plans, for the operation of a financial institution.
Also enclosed is the Applicant's Letter of Intent/Impact Statement for consideration.

Provide a brief overview of proposed use(s) of entire property and/or lease space: The intended use of the entire property will be a full-service financial institution branch. This will include provisions for teller services, private consultation offices, drive-thru and parking lot.

Hours of Operation: Mon-Thur - Lobby: 9AM-5PM, Drive-Thru: 7:30AM-5:30PM
Fri - Lobby: 8:30AM-6PM, Drive-Thru: 7:30AM-6 PM
Sat: 8AM-12PM, Sun: Closed

Provide a brief overview of proposed daily on-site operations: Daily on-site operations will include financial services such as transaction processing, customer consultations, drive-thru banking services, and employee administrative activities.

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: There will be no negative environmental impacts from the proposed use. Drive-thru lanes to have intercom system.

Describe all businesses, properties and other entities located adjacent to the proposed use: North - Residential across STH 60, East - Jackson Fire Department across Ridgeway Dr, South & West - Vacant.

Describe any proposed, development, on-site improvements or other construction/remodeling activities: New 3,300 SF building with 27 parking spaces (including 2 handicap accessible), 3 drive-thru lanes (2 future).

Describe any proposed grading, and/or stormwater management plan: Site will be graded to drain to new inlets on the south half of the site which will convey stormwater to the existing Ridgeway ROW, which then drains to the existing regional wet pond.

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: Sidewalk is provided to correct the public way on both the north and east side of the site. Landscaping is provided at building foundation and islands.

Describe any proposed on-site security measures including site lighting: Lighting will be provided to keep the parking lot safe for all customers. Building will also be alarmed.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): A fire alarm system is proposed and the project will also include smoke detectors, manual pull stations, horns/strobes. The devices/circuit includes manual stations, photo detectors, duct detectors, heat detectors, water flow switches and supervisory switches.

Describe the projected traffic circulation and impacts: Customers will enter from the southeast corner of the shared access drive and enter either drive-thru or park for in-person banking.

List all setbacks from rights-of-way and property lines and height limitations: See sheet C1.1

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: State of Wisconsin, Department of Financial Institutions, Office of Credit Unions awaiting approval.

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?
☐ No ☒ Yes If yes, explain: DSPS Building & Plumbing Approval, DNR NOI, DOT, TransCanada Energy.

Describe any proposed signage including type, size, and location: See monument sign image included in the submittal.

If construction is proposed, describe proposed exterior building materials (type, color, etc.): Natural thin stone veneer, prefinished engineered wood lap siding, aluminum storefront and glazing window systems, and prefinished aluminum roof coping and trim.

Describe any site-specific features/constraints, etc.: N/A

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: 27 parking spaces (including 2 handicap accessible)

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): Landscape screening is provided to mask view of the transformer and trash receptacles. Other site landscaping is provided to accent the architecture of the building.

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: Waste enclosure is proposed on the southeast end of the site - see above.

Projected Sewer/Wastewater Usage: 18,000 gal/year

Projected Water Usage: 18,000 gal/year

ACKNOWLEDGEMENT & SIGNATURES

I/We hereby certify that I/We have reviewed the above Village of Jackson Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The Village reserves the right to request additional information as deemed necessary.

You MUST sign and date this Application!

Applicant Name (Print): Brad M. Hoeft, agent of 250 Focus, LLC

Applicant Signature: BRAD HOEFT

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: 1/10/2024

SUBMIT TO: Village of Jackson – Building Inspection Dept.
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: Payment is required at the time of submittal.
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning application submittal, zoning, or technical questions.
Phone: (262) 677-9696 x810
Email: collin.johnson@villageofjacksonwi.gov

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

☐ **TEMPORARY** *Expiration Date:* _____, 20____

Plan Commission Approval: *Meeting Date:* _____, 20____

Village Board Approval: *Meeting Date:* _____, 20____

In-House Approval (O-T-C): *Date:* _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: *Date:* _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY
Acct. #: 100-00-45730-000-00

Date Received: 6/30/23

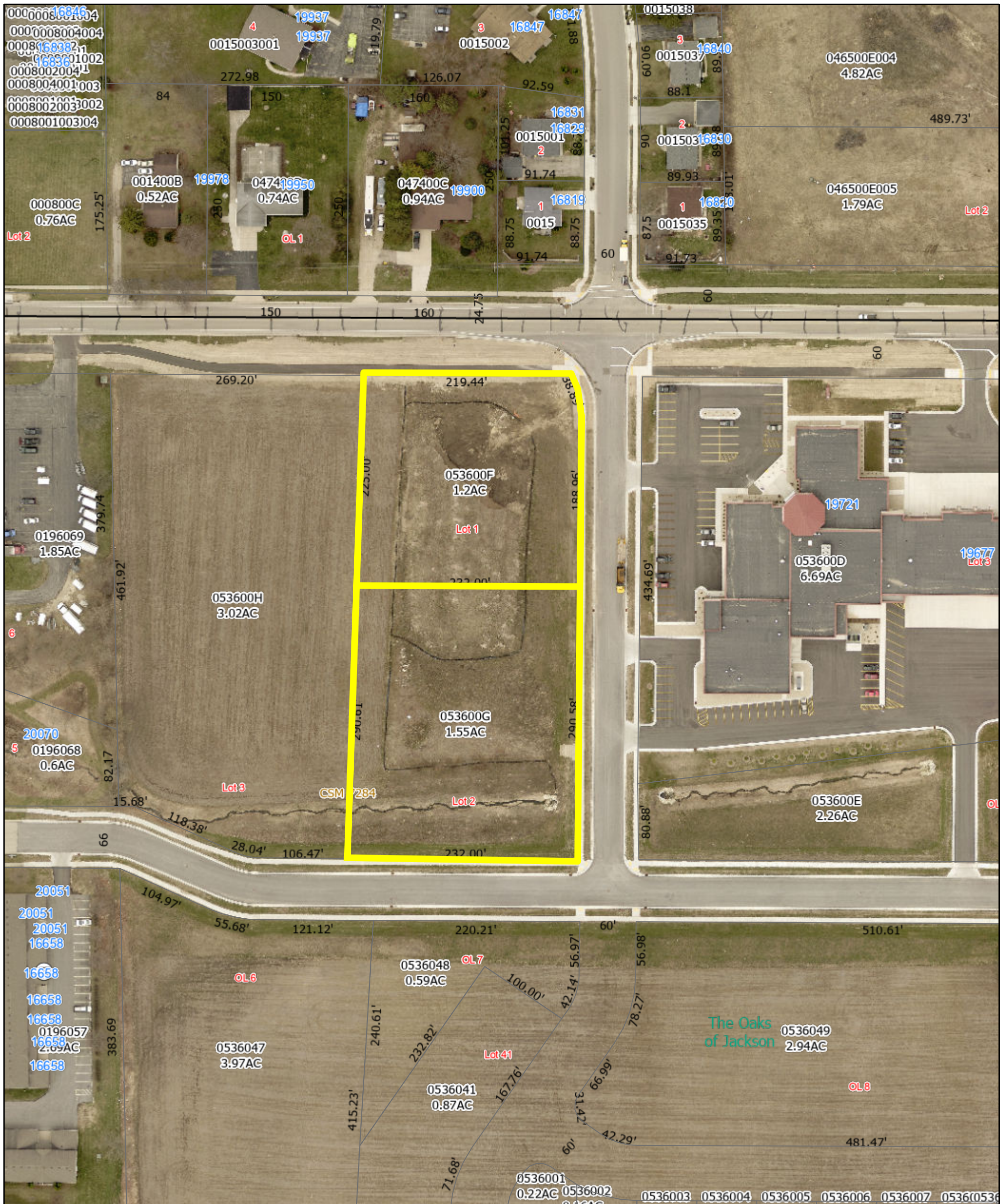
Amount: \$ 175.00

Payment Type: CH / ~~CC / CASH~~

Check/Rcpt. #: 091534

Received By: CMJ

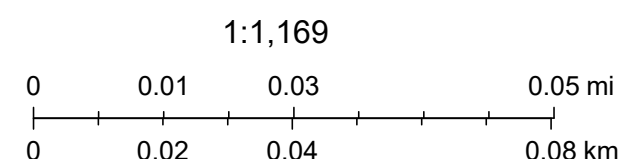
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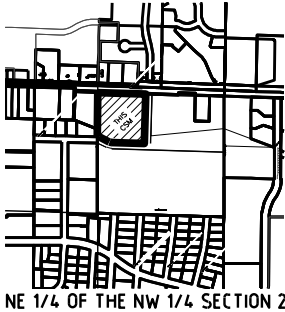
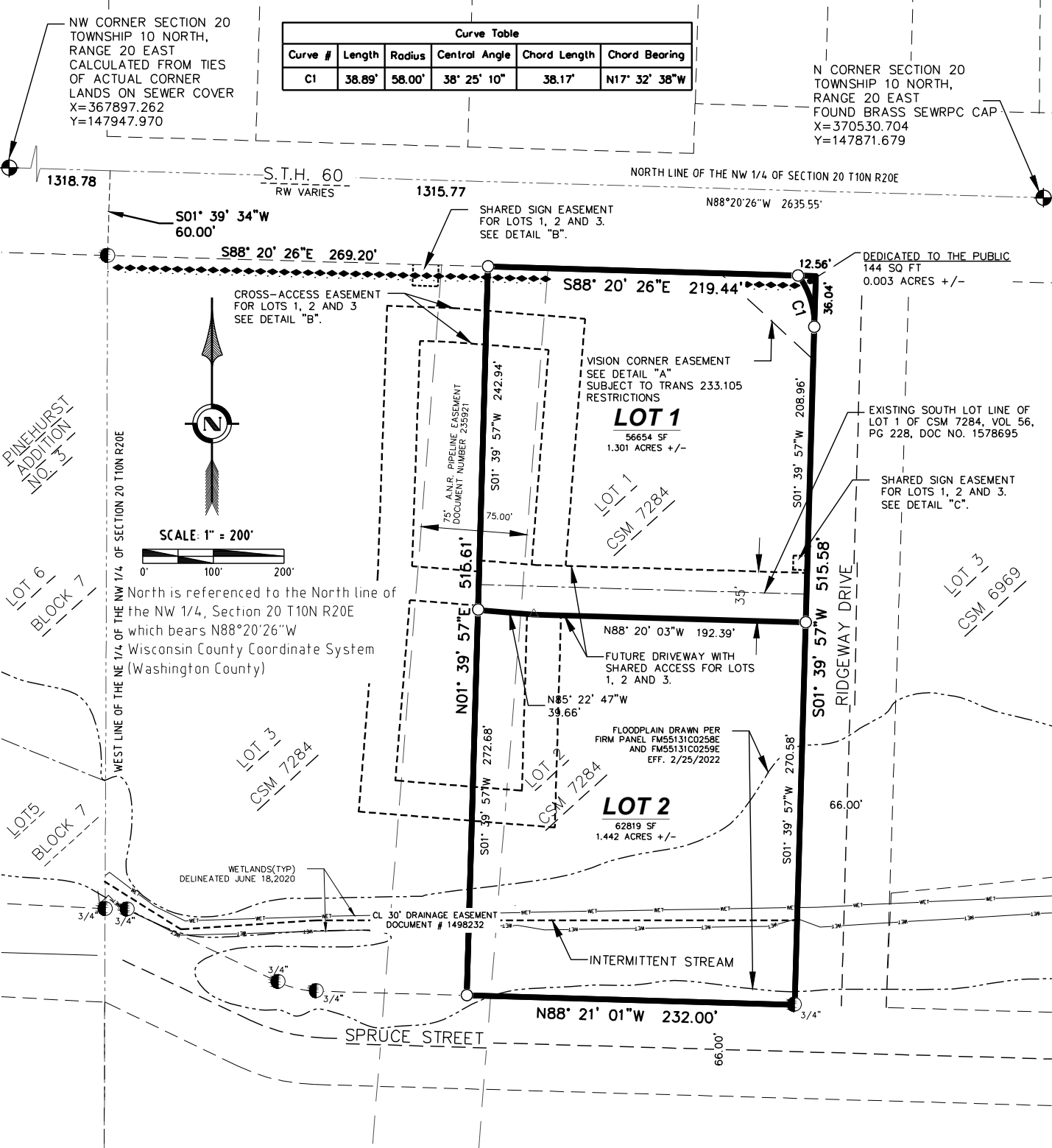
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- State Highway
- Address Point

Lot Number
 Certified Survey Number
 Condominium Name
 Subdivision Name
 Parcel Taxkey & Acreage



CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE 1/4 OF
THE NW 1/4 OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN



OWNER/PREPARED FOR:
Village of Jackson
N168 W19851 Main Street
Jackson, WI 53037

- LEGEND
- Lands to be Dedicated
 - Government Corner (As Noted)
 - Set 3/4" x 18" Rebar Weighing 1502 Pounds/Lineal Foot
 - △ Set 3" Magspike Post Construction
 - Found Iron 1-1/2" (unless noted)
 - () Recorded As
 - Access restrictions per WisDOT 884.25 Map 2310-07-29, parcel 5

Mitchell J. Reimer
Cedar Corporation
W61 N497 Washington Ave
Cedarburg, Wisconsin 53012
SHEET 1 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE ¼ OF
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SURVEYOR'S CERTIFICATE

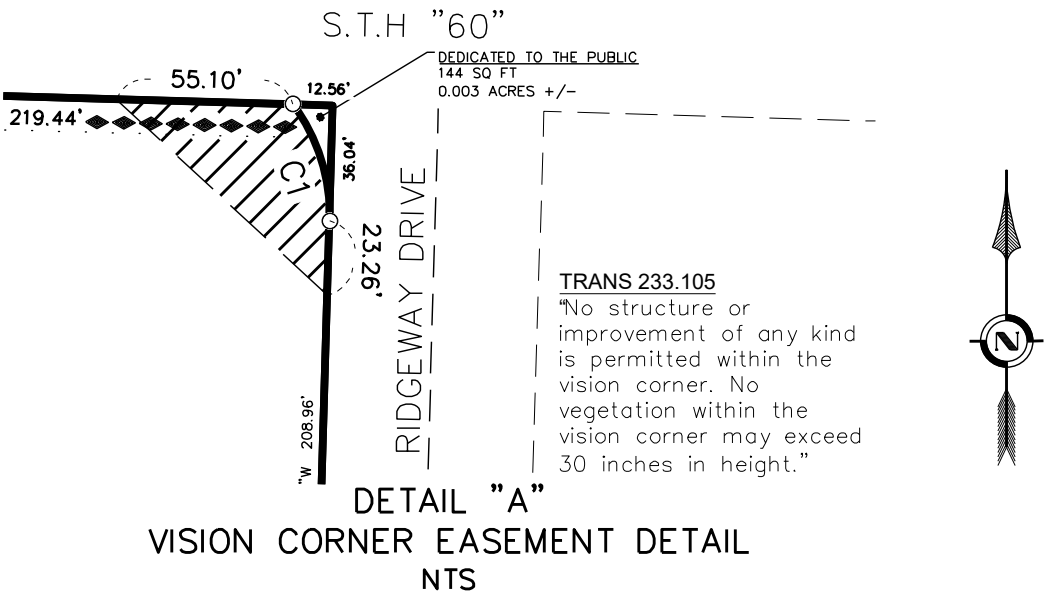
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That I have made such survey, land division, and map at the direction of Village of Jackson, Owner, N168 W19851 Village of Jackson, Washington County, Wisconsin, 53037. That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code, in surveying, dividing and mapping the same, and Chapter 38 of the Village of Jackson Municipal Code. Said survey is subject to easements of record and as shown.

Dated this _____ day of _____, 2024.

Mitchell J Reimer, P.L.S. #3123



Mitchell J. Reimer, PLS
Cedar Corporation
W61 N497 Washington Avenue
Cedarburg, Wisconsin 53012

CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

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CORPORATE OWNER'S CERTIFICATE

The Village of Jackson, a Corporation duly organized and existing under the virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Corporation caused the land described on this map to be surveyed, mapped and dedicated as represented on the Certified Survey Map in accordance with the ordinances of the Village of Jackson, Trans 233.105(2), and Chapter 236 of the Wisconsin Statutes.

In witness hereof, the Village of Jackson, has caused these presents to be signed:

By: _____
Jen Keller - Village Administrator

Dated _____, 2024

STATE OF WISCONSIN)
WASHINGTON COUNTY) ss

Personally came before me this _____ day of _____, 2024, the above named Jen Keller, Administrator of the Village of Jackson, a Wisconsin Municipal Corporation, to me known to be the same person who executed the foregoing certificate and acknowledged the same.

_____ Notary Public, _____ Wisconsin

My commission expires _____

VILLAGE BOARD APPROVAL:

Resolved that this Certified Survey Map in the Village of Jackson, owner of said lands, being a re-division of Lots 1 & 2 CSM 7284 located in the Northeast Quarter of the Northwest Quarter of Section 20, located in the Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, is hereby approved and dedication accepted by the Village Board trustee to the Village of Jackson.

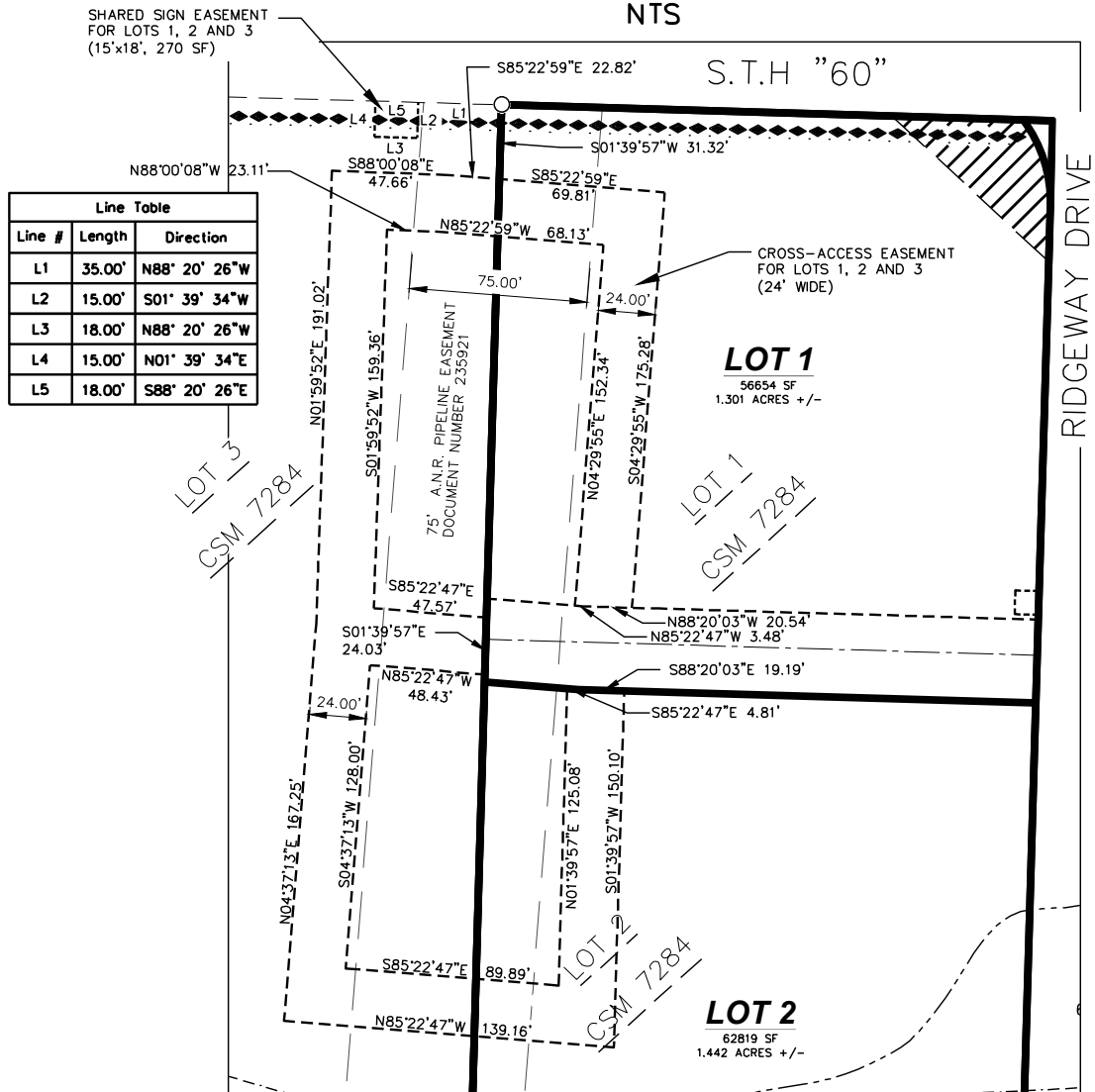
Approved this _____ day of _____, 2024. _____
Brian Heckendorf - Village President

Signed this _____ day of _____, 2024. _____
Anastasia Gonstead - Village Clerk

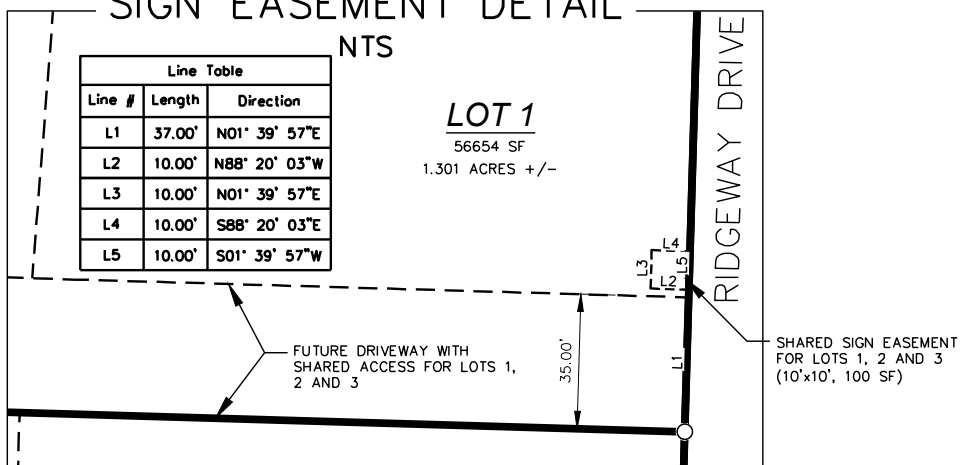
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DETAIL "B"
SIGN/CROSS-ACCESS EASEMENT DETAIL
ASEMENT NTS



DETAIL "C"
SIGN EASEMENT DETAILS

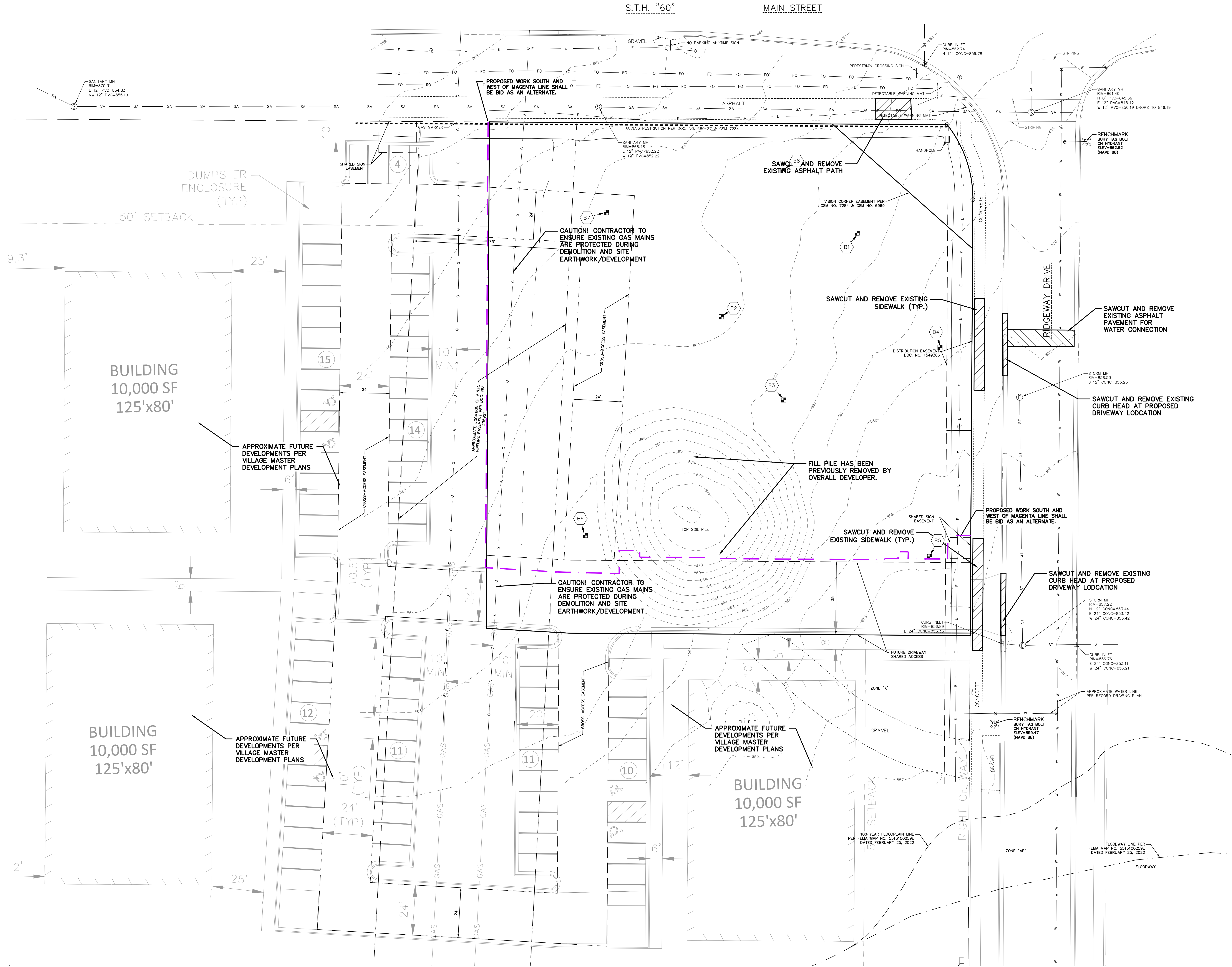


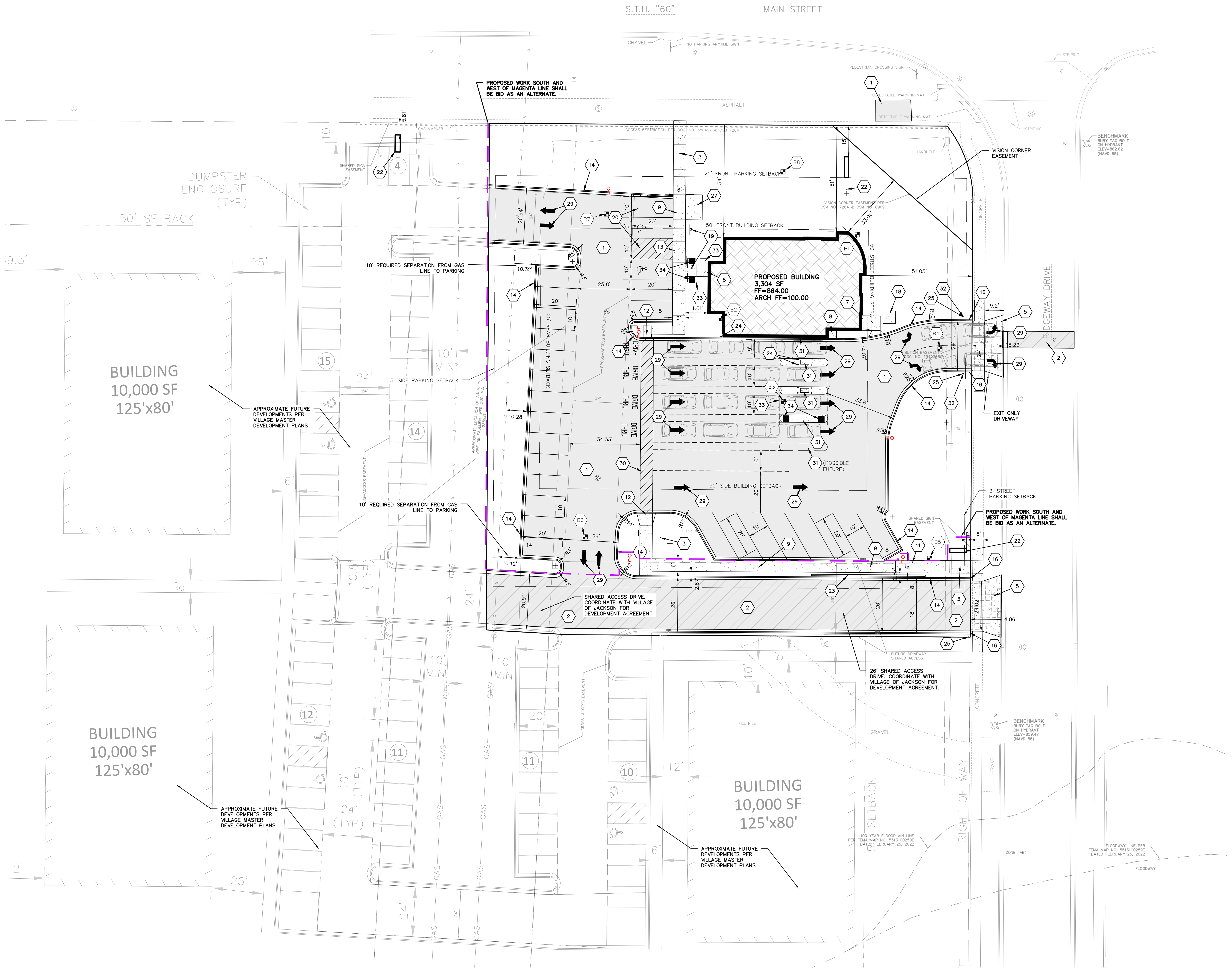
Mitchell J. Reimer, PLS
Cedar Corporation
W61 N497 Washington Avenue
Cedarburg, Wisconsin 53012

SHEET 4 OF 4 SHEETS

	PROPOSED SPOT ELEVATIONS (FLOW LINE OF CURB UNLESS OTHERWISE SPECIFIED)		EXISTING CONIFEROUS TREE
	EXISTING GRADE SPOT ELEVATIONS		EXISTING SHRUB
	PROPOSED SPOT ELEVATIONS (REFERENCE R-WALL DETAIL)		EXISTING STUMP
	BC-FINISHED SURFACE GRADE AT BACK OF WALL		SOIL BORING
	FG-FINISHED SURFACE GRADE AT FRONT OF WALL		EXISTING WELL
	PROPOSED SPOT ELEVATIONS (TOP OF CURB, FLOWLINE OF CURB)		PROPOSED WELL
	PROPOSED SPOT ELEVATIONS (TOP OF WALK, BOTTOM OF WALK @ FLOWLINE)		PROPOSED LIGHT POLE
	EXISTING WATER VALVE IN BOX		PROPOSED SIGN
	PROPOSED WATER VALVE IN BOX		EXISTING SIGN
	EXISTING WATER VALVE IN MANHOLE		CENTER LINE
	EXISTING WATER SERVICE VALVE		EXISTING HANDICAP PARKING
	EXISTING TELEPHONE MANHOLE		PROPOSED HANDICAP PARKING
	EXISTING STORM CATCH BASIN		EXISTING GAS VALVE
	PROPOSED STORM CATCH BASIN - ST CB		EXISTING WOODED AREA
	PROPOSED STORM FIELD INLET - ST FI		EXISTING HEDGE
	EXISTING SQUARE CATCH BASIN		EXISTING CHAINLINK FENCE
	EXISTING STORM CURB INLET		EXISTING WOOD FENCE
	PROPOSED STORM CURB INLET - ST CI		EXISTING BARBED WIRE FENCE
	EXISTING UTILITY POLE		PROPOSED PROPERTY LINE
	EXISTING UTILITY POLE WITH GUY WIRE		EXISTING GUARD RAIL
	EXISTING STREET LIGHT		EXISTING STORM SEWER AND MANHOLE
	EXISTING TELEPHONE PEDESTAL		PROPOSED STORM SEWER AND MANHOLE
	EXISTING ELECTRIC PEDESTAL		EXISTING SANITARY SEWER AND MANHOLE
	EXISTING ELECTRIC BOX		PROPOSED SANITARY SEWER AND MANHOLE
	EXISTING CABLE TV PEDESTAL		EXISTING WATER LINE AND MANHOLE
	PROPOSED DRAINAGE FLOW		PROPOSED WATER LINE AND MANHOLE
	1-1/4\"/>		EXISTING OVERHEAD UTILITY
	3/4\"/>		EXISTING UNDERGROUND FIBEROPTIC CABLE
	1-1/4\"/>		EXISTING UNDERGROUND TELEPHONE
	3/4\"/>		EXISTING UNDERGROUND GAS
	2\"/>		EXISTING CURB AND GUTTER
	1\"/>		EXISTING CURB AND GUTTER
	EXISTING FLOOD LIGHT		GRADING/SEEDING LINES
	SECTION CORNER		RIGHT-OF-WAY LINE
	PROPOSED APRON END SECTION		INTERIOR PROPERTY LINE
	EXISTING MARSH AREA		RAILROAD TRACKS
	EXISTING DECIDUOUS TREE WITH TRUNK DIAMETER		EXISTING GROUND CONTOUR
	EROSION MATTING		PROPOSED GROUND CONTOUR
	PROPOSED INLET PROTECTION		

D 35





SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

SITE INFORMATION:

PROPERTY AREA: 52,056 S.F. (1.20 ACRES).

EXISTING ZONING: B-1 (COMMUNITY BUSINESS DISTRICT)

PROPOSED ZONING: B-1 (COMMUNITY BUSINESS DISTRICT)

PROPOSED USE: FINANCIAL INSTITUTION

AREA OF SITE DISTURBANCE: 1.22 ACRES

SETBACKS: BUILDING: FRONT (N) = 50'
SIDE (S) = 50'
REAR(W) = 25'
STREET (E) = 50'

PAVEMENT: FRONT (N) = 25'
SIDE (S) = 3'
REAR (W) = 3'
STREET (E) = 3'

PROPOSED BUILDING HEIGHT: 14' (MAX. HEIGHT ALLOWED: 35')

PARKING REQUIRED: 1 SPACE PER 200 S.F. OF GROSS FLOOR AREA PLUS ONE SPACE FOR EACH TWO EMPLOYEES (20 SPACES REQ.)

PARKING PROVIDED: 27 SPACES (2 H.C. ACCESSIBLE)

HANDICAP STALLS REQUIRED: 2, HANDICAP STALLS PROVIDED: 2

EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.30	56,654	
BUILDING FLOOR AREA	0.00	0	0.0%
PAVEMENT (ASP. & CONC.)	0.00	0	0.0%
TOTAL IMPERVIOUS	0.00	0	0.0%
LANDSCAPE/ OPEN SPACE	1.30	56,654	100.0%

PROPOSED SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.30	56,654	
BUILDING FLOOR AREA	0.08	3,300	5.8%
PAVEMENT (ASP. & CONC.)	0.75	32,788	57.9%
TOTAL IMPERVIOUS	0.83	36,088	63.7%
LANDSCAPE/ OPEN SPACE	0.47	20,566	36.3%

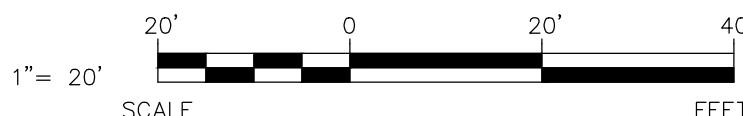
SITE PLAN KEYNOTES

- 1 STANDARD ASPHALT SECTION (TYP.)
- 2 HEAVY DUTY ASPHALT SECTION (TYP.)
- 3 CONCRETE SIDEWALK (TYP.)
- 5 HEAVY DUTY CONCRETE DRIVEWAY. INSTALL PER CITY STANDARDS AND SPECIFICATIONS.
- 7 CONCRETE TRASH RECEPTACLE PAD WITH SCREENING
- 8 CONCRETE STOOP (TYP.) SEE ARCH. PLANS FOR DETAILS.
- 9 RAISED WALK (TYP.)
- 11 RAMP WITH RAILING. SEE STRUCTURAL PLANS FOR DETAILS.
- 12 CURB RAMP (TYP.)
- 13 ADA CURB RAMP (TYP.)
- 14 18" CURB & GUTTER (TYP.)
- 16 CURB TAPER (TYP.)
- 17 CURB CUT (TYP.)
- 18 CONCRETE TRANSFORMER PAD BY UTILITY SUPPLIER (CONTRACTOR TO VERIFY FINAL LOCATION & DESIGN PRIOR TO CONSTRUCTION)
- 19 HANDICAP SIGN (TYP.)
- 20 HANDICAP STALL & STRIPING PER STATE CODES.
- 21 PRECAST CONCRETE WHEEL STOP (TYP.)
- 22 MONUMENT SIGN (DETAILS, FINAL LOCATION, & APPROVAL BY SIGN VENDOR)
- 23 LANDSCAPE BLOCK RETAINING WALL. SEE C1.2 FOR WALL ELEVATIONS.
- 24 6" CONCRETE BOLLARDS (SEE DETAIL ON ARCH. PLAN)
- 25 STOP SIGN (TYP.)
- 26 FLAGPOLE (TYP.)
- 27 BIKE RACK (TYPE & COLOR BY OWNER)
- 28 DETECTABLE WARNING PLATE
- 29 TRAFFIC FLOW ARROWS. COLOR TO MATCH PARKING STALL STRIPING.
- 30 PAINT STRIPING (TYP.). COLOR TO MATCH PARKING STALL STRIPING.
- 31 CANOPIED ITM STATION WITH CONCRETE BASE. SEE ARCH PLANS FOR DETAILS.
- 32 EXIT ONLY SIGN
- 33 CANOPY. (SEE ARCH PLANS)
- 34 COLUMN (TYP.) (SEE ARCH/STRUCT PLANS)

(X(X)) IDENTIFICATION: KEYNOTE ITEM(QUANTITY) - IF NO () = QUANTITY IS 1

PAVEMENT HATCH KEY:

- STANDARD ASPHALT
- HEAVY DUTY ASPHALT
- SIDEWALK CONCRETE
- HEAVY DUTY CONCRETE



CIVIL SITE PLAN



100 Camelot Drive
Fond du Lac, WI 54935
920-926-9800
excelengineer.com

PROJECT INFORMATION

PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

PRELIMINARY DATES

JUNE 30, 2023
JAN. 10, 2024
JAN. 10, 2024

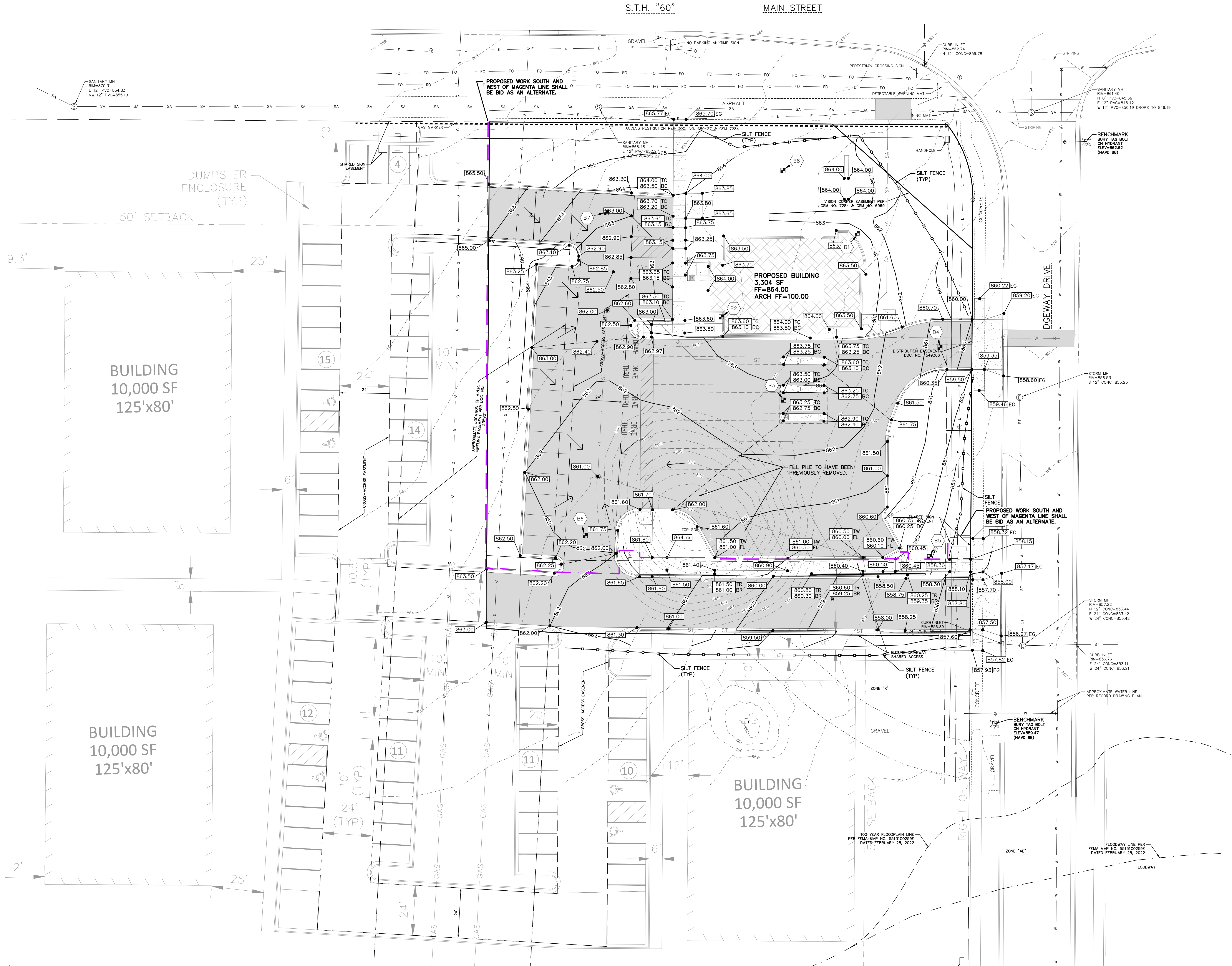
JOB NUMBER

230096200

SHEET NUMBER

C1.1

NOT FOR CONSTRUCTION



SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

- NOTES:
- HANDICAP STALL AND ACCESS AISLES SHALL NOT EXCEED A SLOPE OF 1.50% IN ANY DIRECTION. HANDICAP STALL & ACCESS AISLES SHALL CONFORM TO ADA REQUIREMENTS (CURRENT EDITION)
 - ALL SIDEWALKS SHALL NOT EXCEED A MAXIMUM CROSS SLOPE OF 1.50% AND RUNNING SLOPE OF 4.50% UNLESS OTHERWISE SPECIFIED.

INLET PROTECTION NOTE:
CONTRACTOR SHALL PROVIDE TEMPORARY INLET PROTECTION FOR ALL CURB INLETS & CATCH BASINS ON-SITE & OFF-SITE IMMEDIATELY DOWNSTREAM OF THE PROJECT SITE PER LOCAL CODE.

STABILIZED CONSTRUCTION ENTRANCE NOTE:
CONTRACTOR SHALL PROVIDE STABILIZED CONSTRUCTION ENTRANCE AT CONSTRUCTION ENTRANCE FOR PROPOSED IMPROVEMENTS AS REQUIRED PER CODE.

CONCRETE WASHOUT NOTE:
CONTRACTOR SHALL PROVIDE CONCRETE WASHOUT AS REQUIRED PER CODE. FINAL LOCATION TBD BY CONTRACTOR.

PROJECT INFORMATION

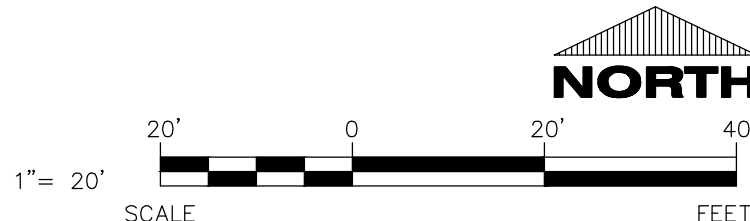
PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

PRELIMINARY DATES
JUNE 30, 2023
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JOB NUMBER
230096200

SHEET NUMBER
C1.2



SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

DOWNSPOUT NOTE:

[DS] = DENOTES DOWNSPOUT TO
GRADE LOCATIONS. PROVIDE SPLASH BLOCKS AT
ALL DS TO GRADE LOCATIONS. SEE ARCH PLANS
FOR FINAL LOCATIONS.

CLEANOUT NOTE:

[CO] = DENOTES LOCATIONS WHERE
CONTRACTOR SHALL INSTALL CLEANOUTS, SEE
C0.1 FOR SPECIFICATION.



Always a Better Plan

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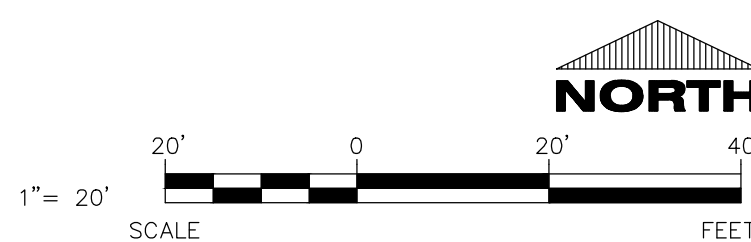
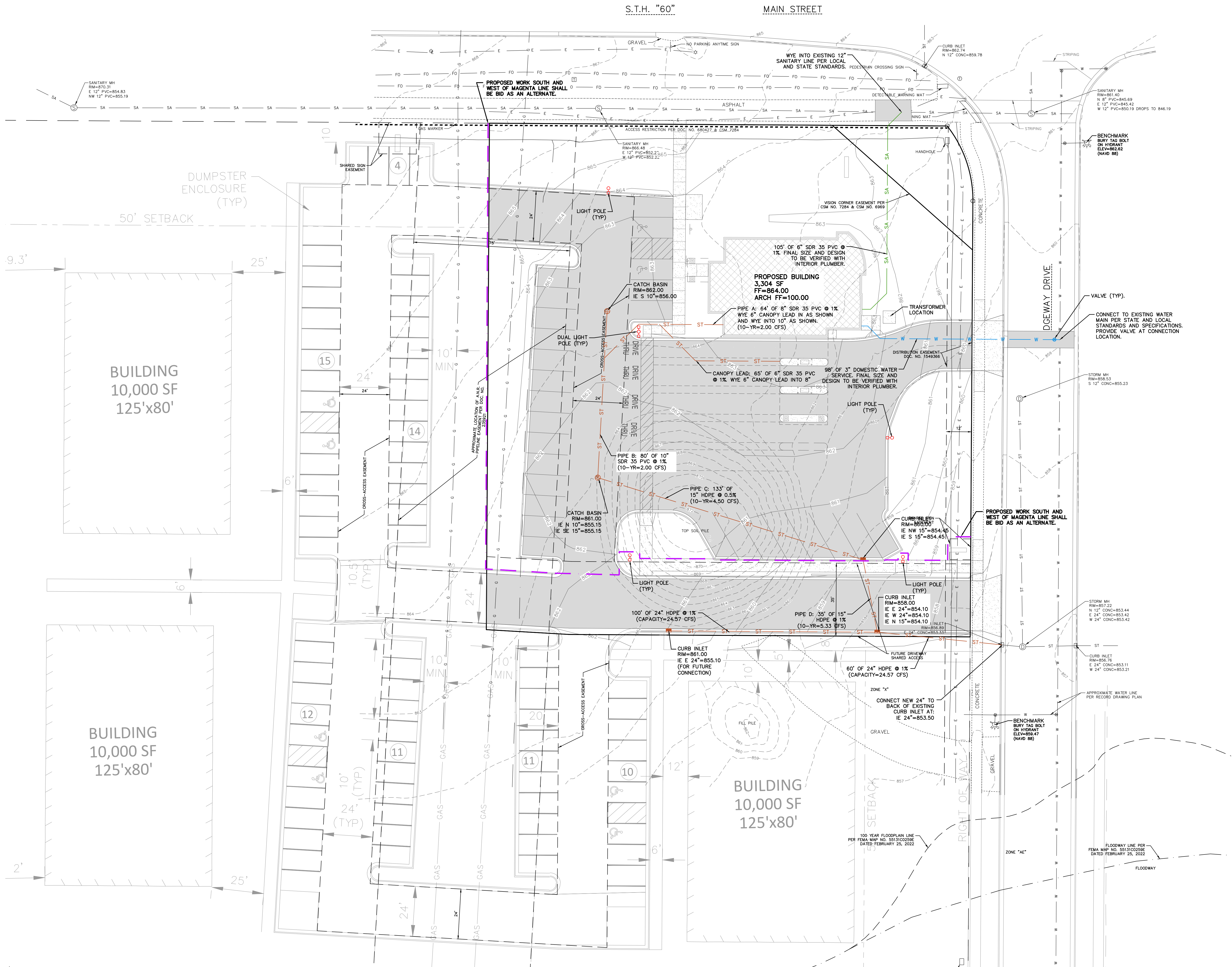
230096200

SHEET NUMBER

C1.3

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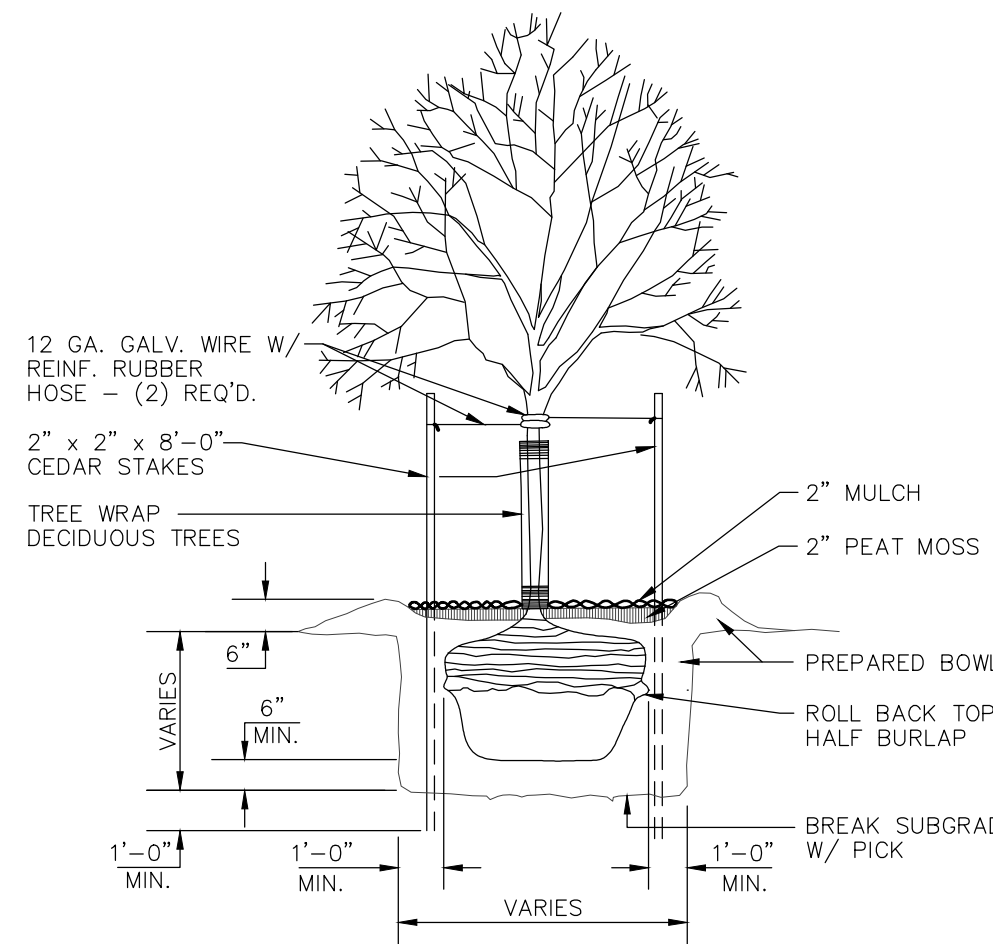


CIVIL UTILITY PLAN

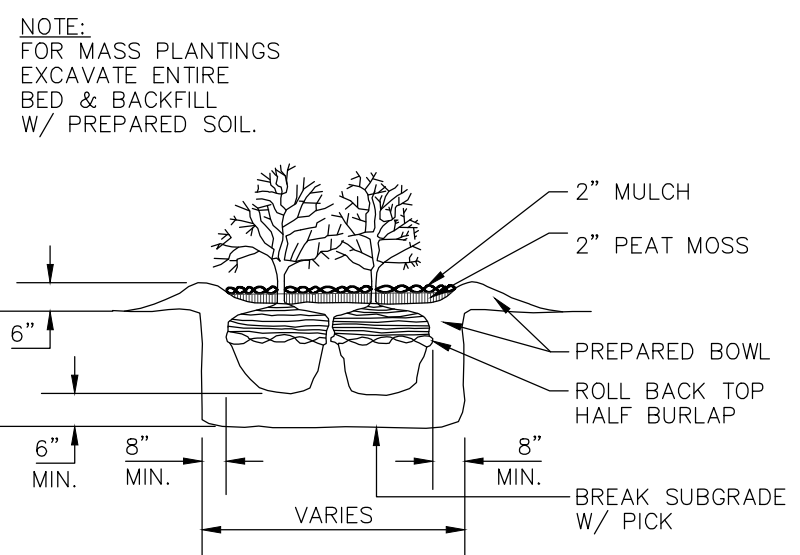
SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

EROSION MATTING LOCATION

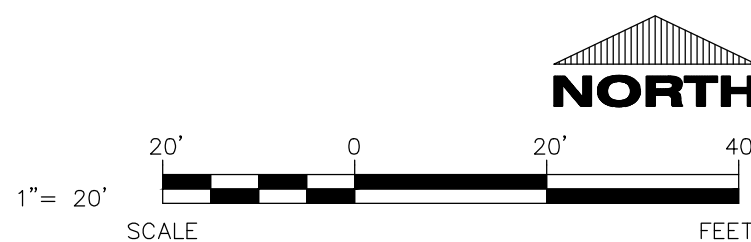
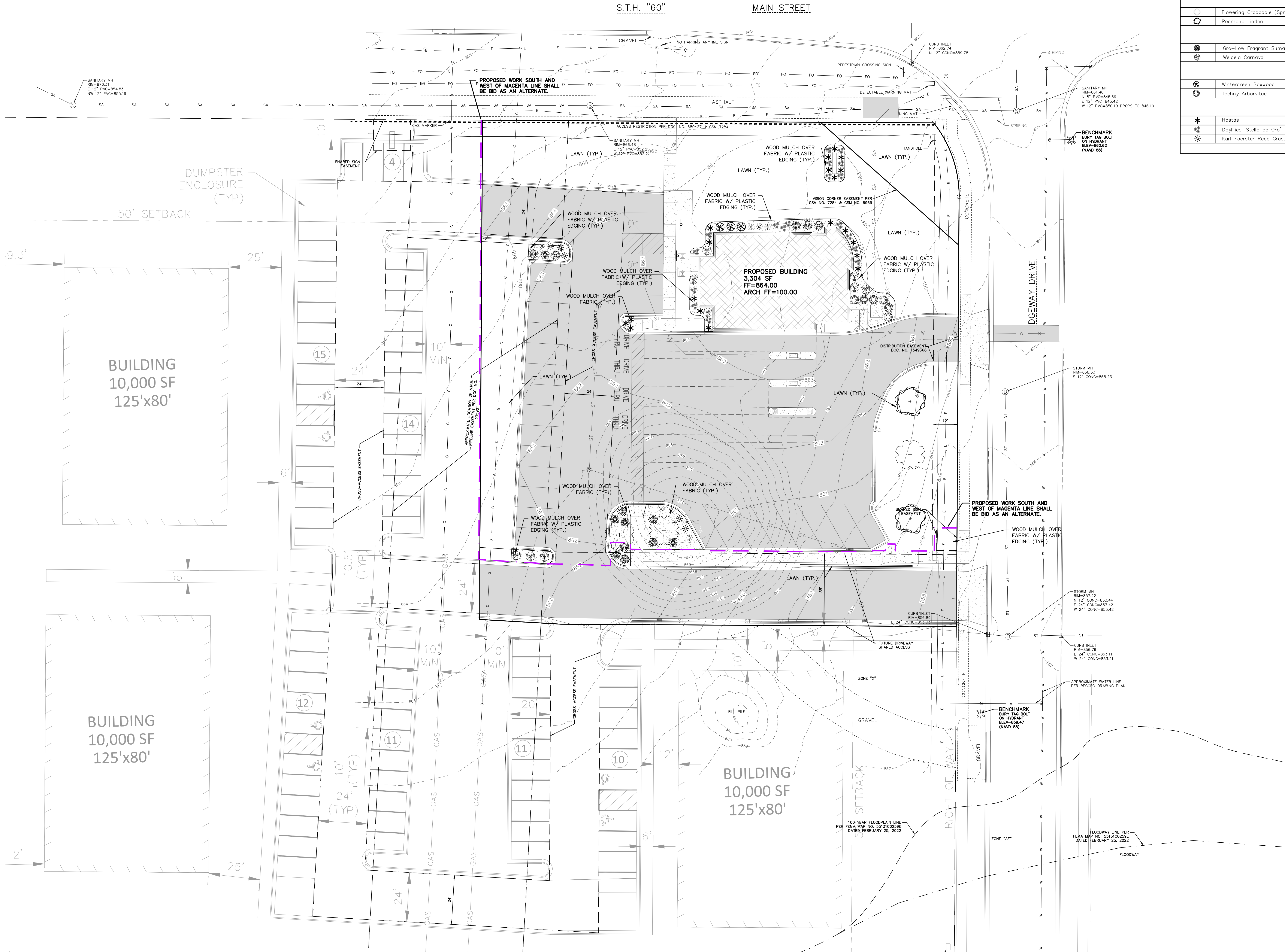
LANDSCAPING PLANTING SCHEDULE				
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
DECIDUOUS TREES				
☼	Flowering Crabapple (Spring Snow)	Malus x hybrid (Spring Snow)	2"	3
⊙	Redmond Linden	Tilia americana	2"	2
DECIDUOUS SHRUBS				
⊙	Gro-Low Fragrant Sumac	Rhus aromatica 'Gro Low'	18"	15
⊙	Weigela Canaval	Weigela Florida 'courtalar'	24"	9
EVERGREEN SHRUBS				
⊙	Wintergreen Boxwood	Buxus sinica var insularis 'Wintergreen'	18"	3
⊙	Techy Arborvitae	Thuja occidentalis	42"-48"	6
PERENNIALS				
✱	Hostas	Hostas 'Royal Standard'	1 gal pot	19
✱	Daylilies 'Stella de Oro'	Hemerocallis 'Stella de Oro'	1 gal pot	18
✱	Karl Foerster Reed Grass	Clamagrostis x acutiflora 'Karl Foerster'	1 gal pot	13



TREE PLANTING DETAIL
NO SCALE



SHRUB PLANTING DETAIL
NO SCALE



CIVIL LANDSCAPE AND RESTORATION PLAN

PROJECT INFORMATION

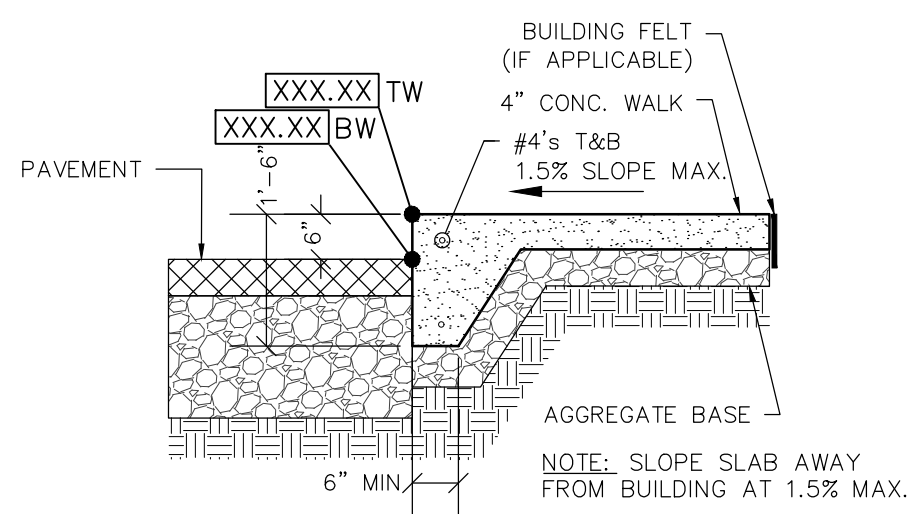
PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

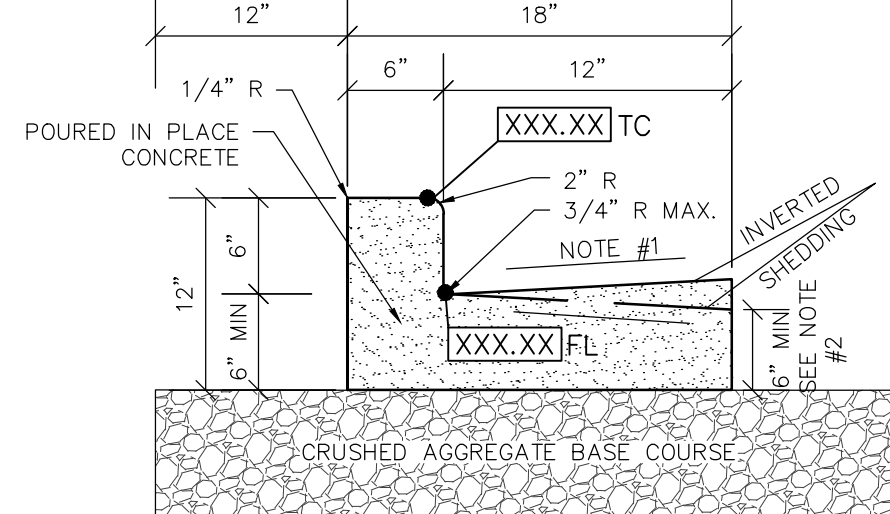
PRELIMINARY DATES
JUNE 30, 2023
JAN. 10, 2024

JOB NUMBER
230096200

SHEET NUMBER
C1.4

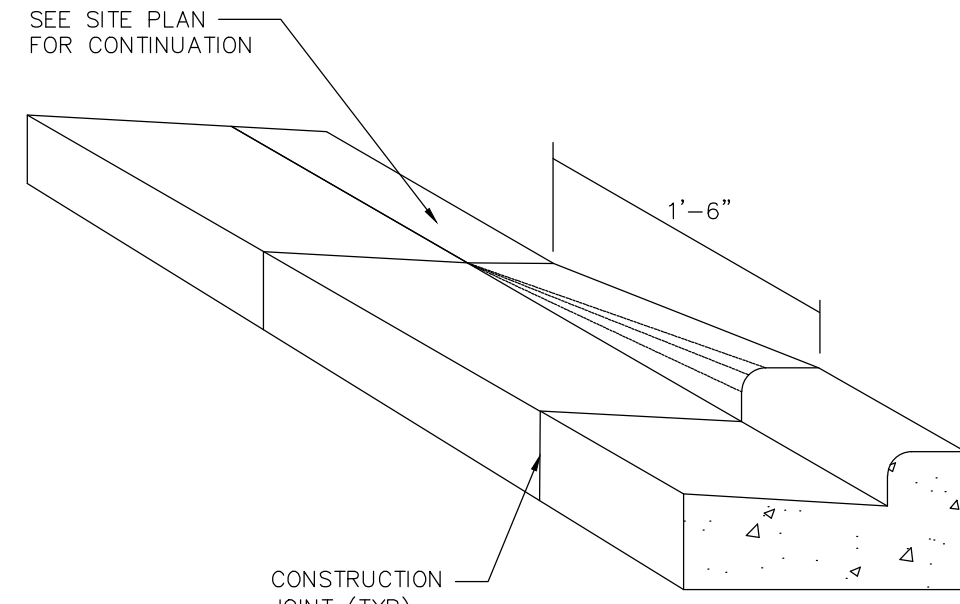


RAISED WALK DETAIL
NO SCALE

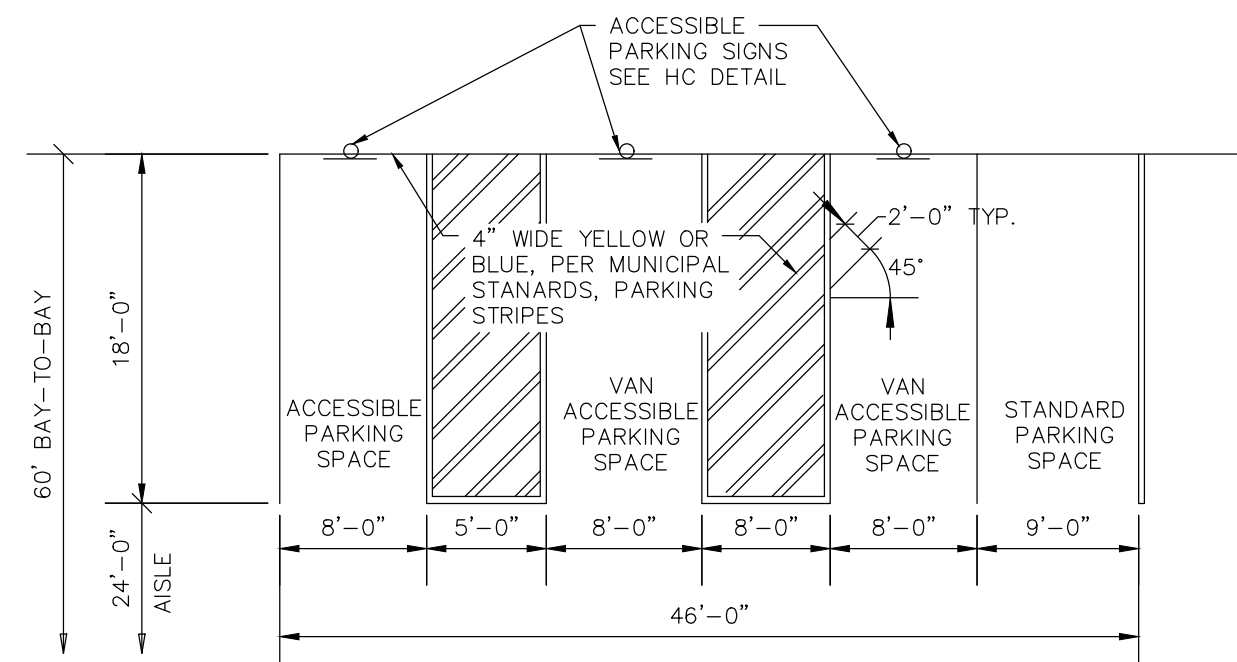


- NOTE:
- USE 4% GUTTER CROSS SLOPE UNLESS OTHERWISE NOTED IN THE PLANS.
 - THE BOTTOM OF CURB AND GUTTER MAY BE CONSTRUCTED EITHER LEVEL OR PARALLEL TO THE SLOPE OF THE SUBGRADE OR BASE AGGREGATE PROVIDED A 6" MIN. GUTTER THICKNESS IS MAINTAINED.
 - SEE SITE PLAN & GRADING PLAN FOR INVERTED & SHEDDING CURB LOCATIONS

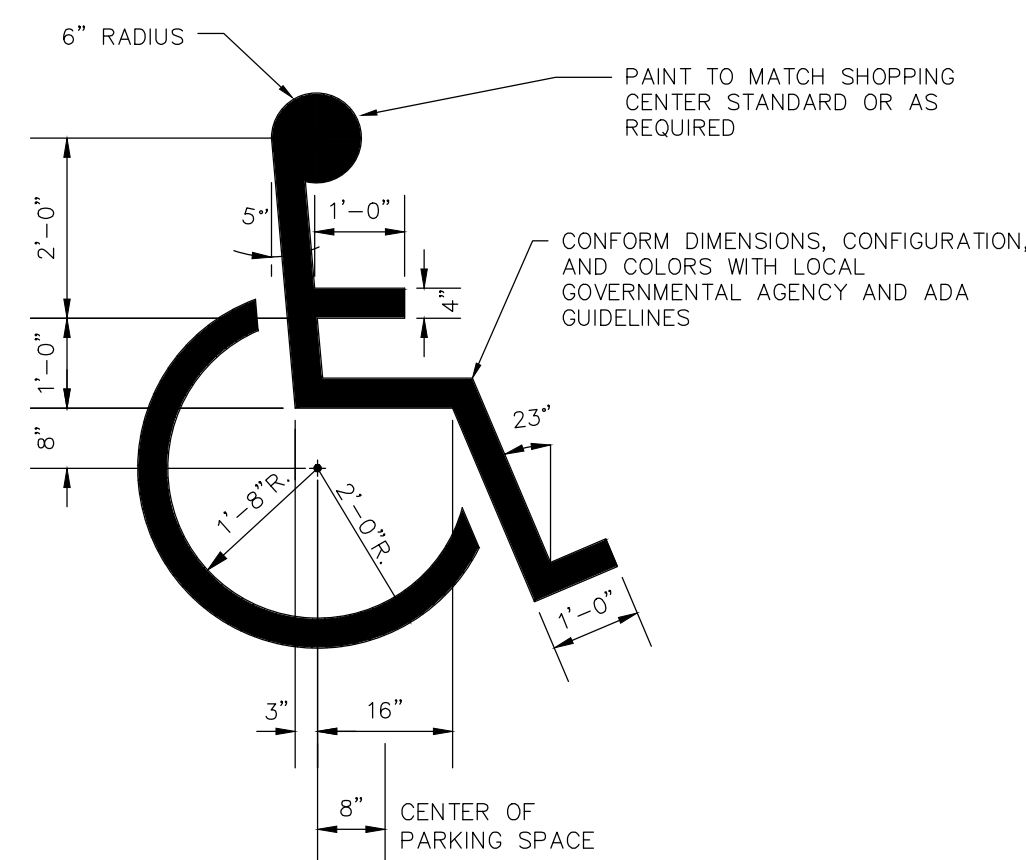
18" CONCRETE CURB & GUTTER DETAIL
NO SCALE



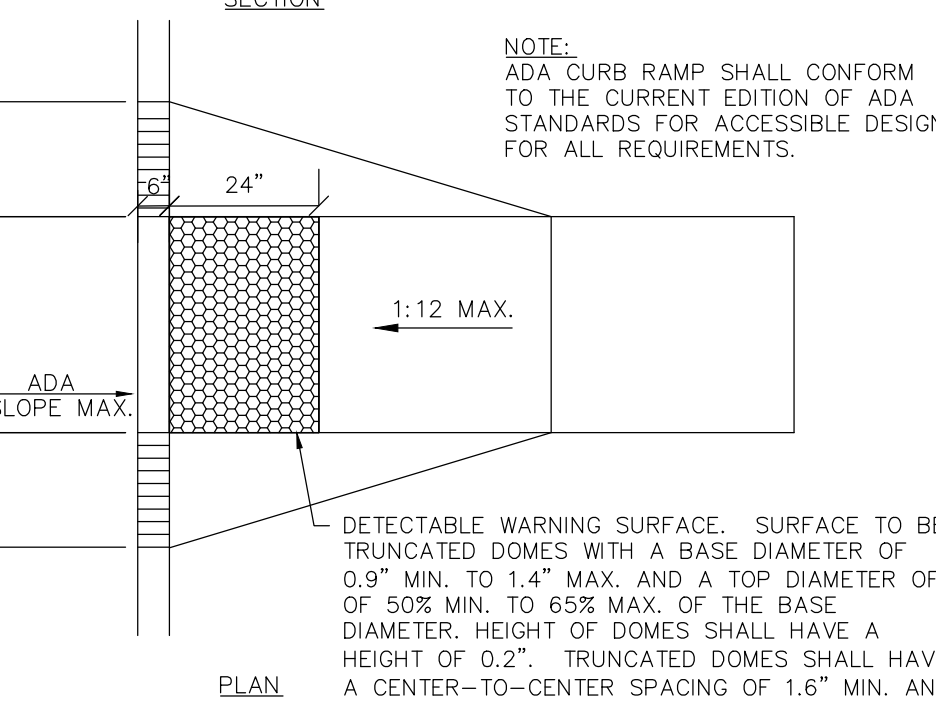
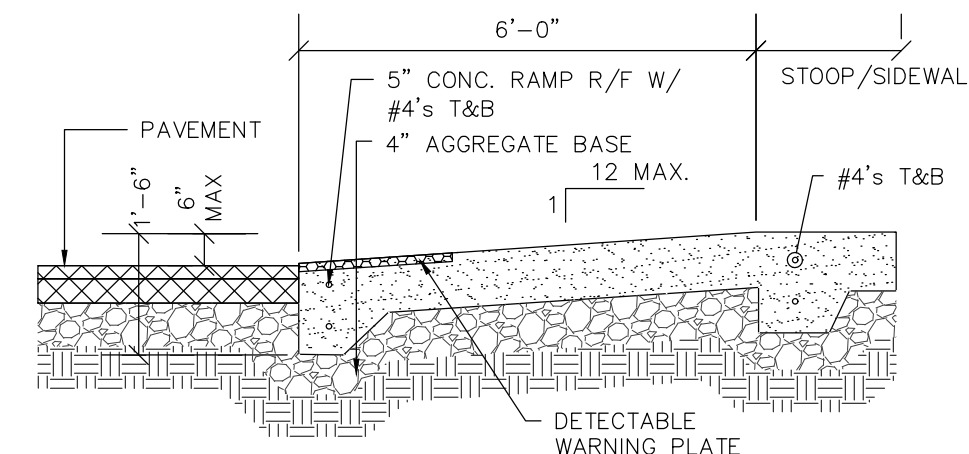
CURB TAPER DETAIL
NO SCALE



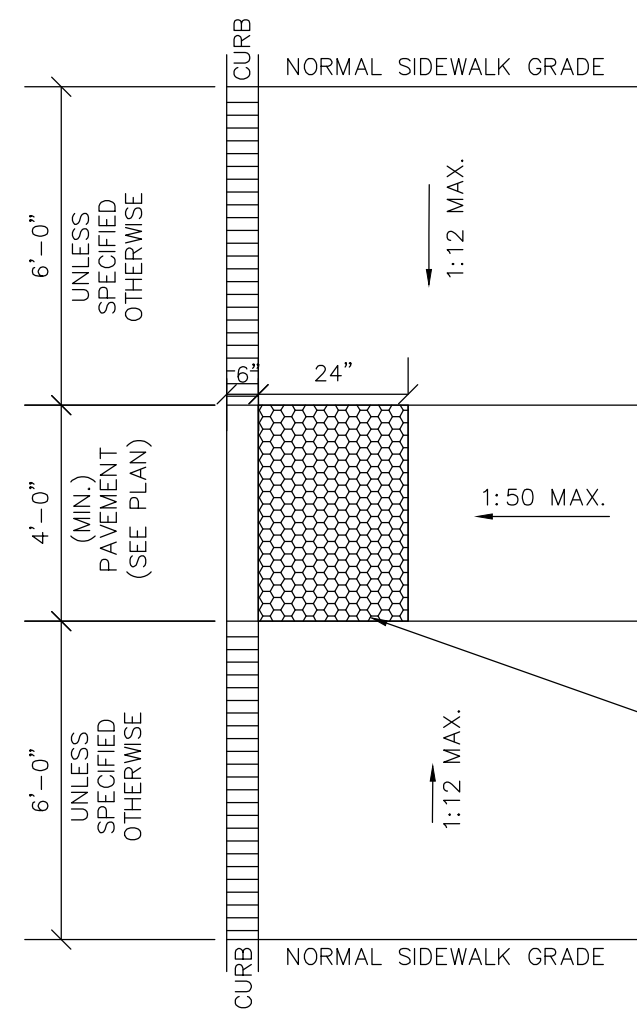
STANDARD & VAN ACCESSIBLE PARKING STALL STRIPING
NO SCALE



HANDICAP STALL SYMBOL
NO SCALE



CURB RAMP DETAIL
NO SCALE

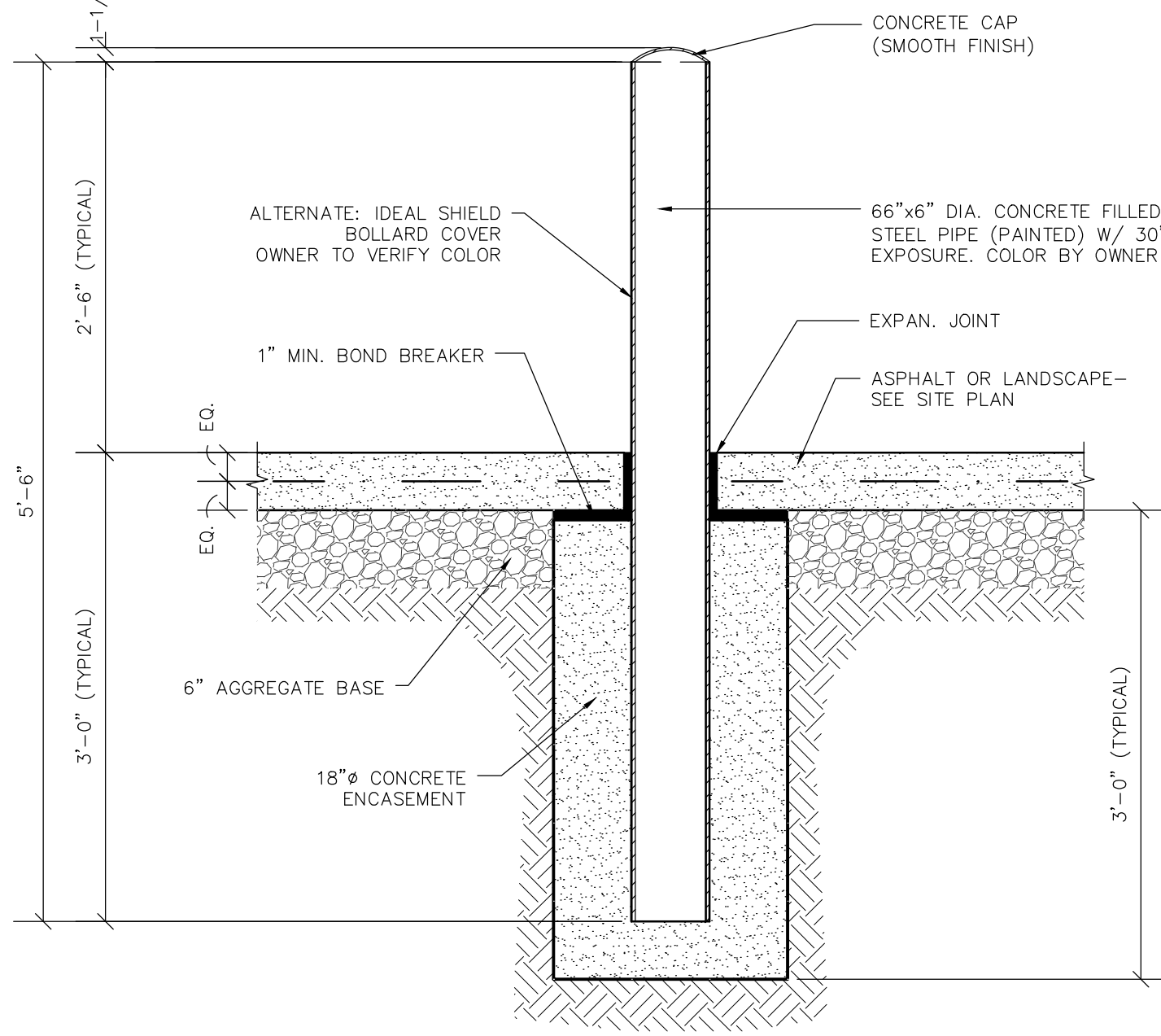


ADA SIDEWALK RAMP DETAIL
NO SCALE

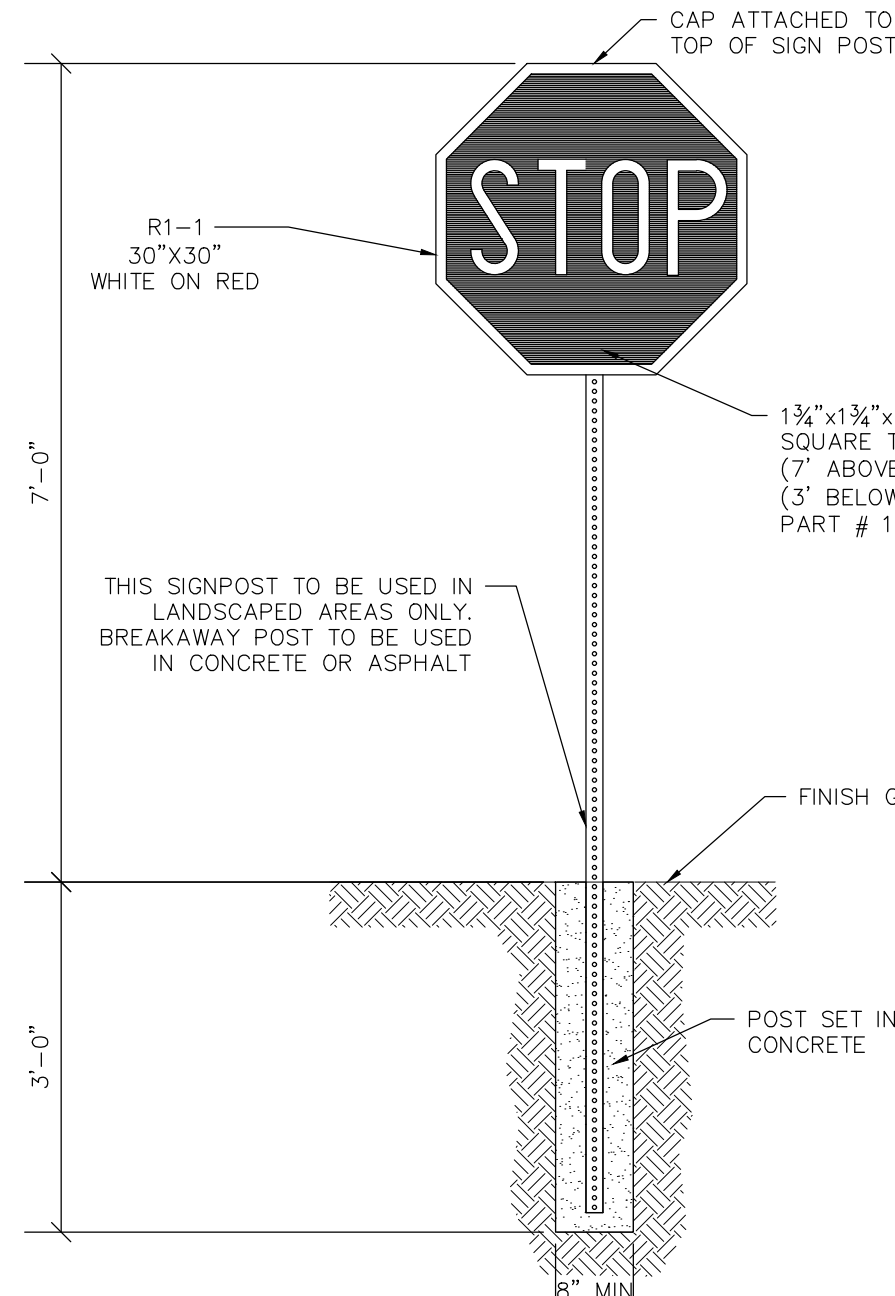
NOTE: ADA CURB RAMP SHALL CONFORM TO THE CURRENT EDITION OF ADA STANDARDS FOR ACCESSIBLE DESIGN FOR ALL REQUIREMENTS.

NOTE: ADA CURB RAMP SHALL CONFORM TO THE CURRENT EDITION OF ADA STANDARDS FOR ACCESSIBLE DESIGN FOR ALL REQUIREMENTS.

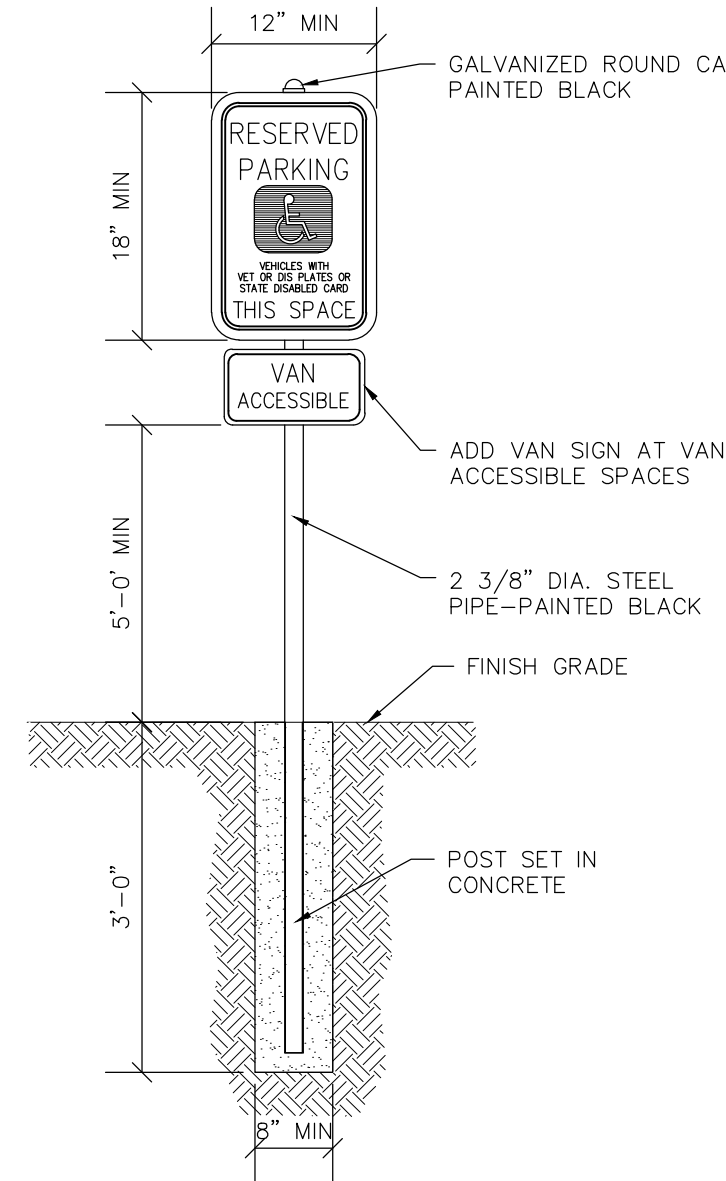
DETECTABLE WARNING SURFACE. SURFACE TO BE TRUNCATED DOMES WITH A BASE DIAMETER OF 0.9" MIN. TO 1.4" MAX. AND A TOP DIAMETER OF 0.50" MIN. TO 0.65" MAX. OF THE BASE DIAMETER. HEIGHT OF DOMES SHALL HAVE A HEIGHT OF 0.2" TRUNCATED DOMES SHALL HAVE A CENTER-TO-CENTER SPACING OF 1.6" MIN. AND 2.4" MAX. AND A BASE-TO-BASE SPACING OF 0.65" MIN. MEASURED BETWEEN THE MOST ADJACENT DOMES ON THE GRID. DOMES SHALL BE ALIGNED IN A SQUARE GRID PATTERN.



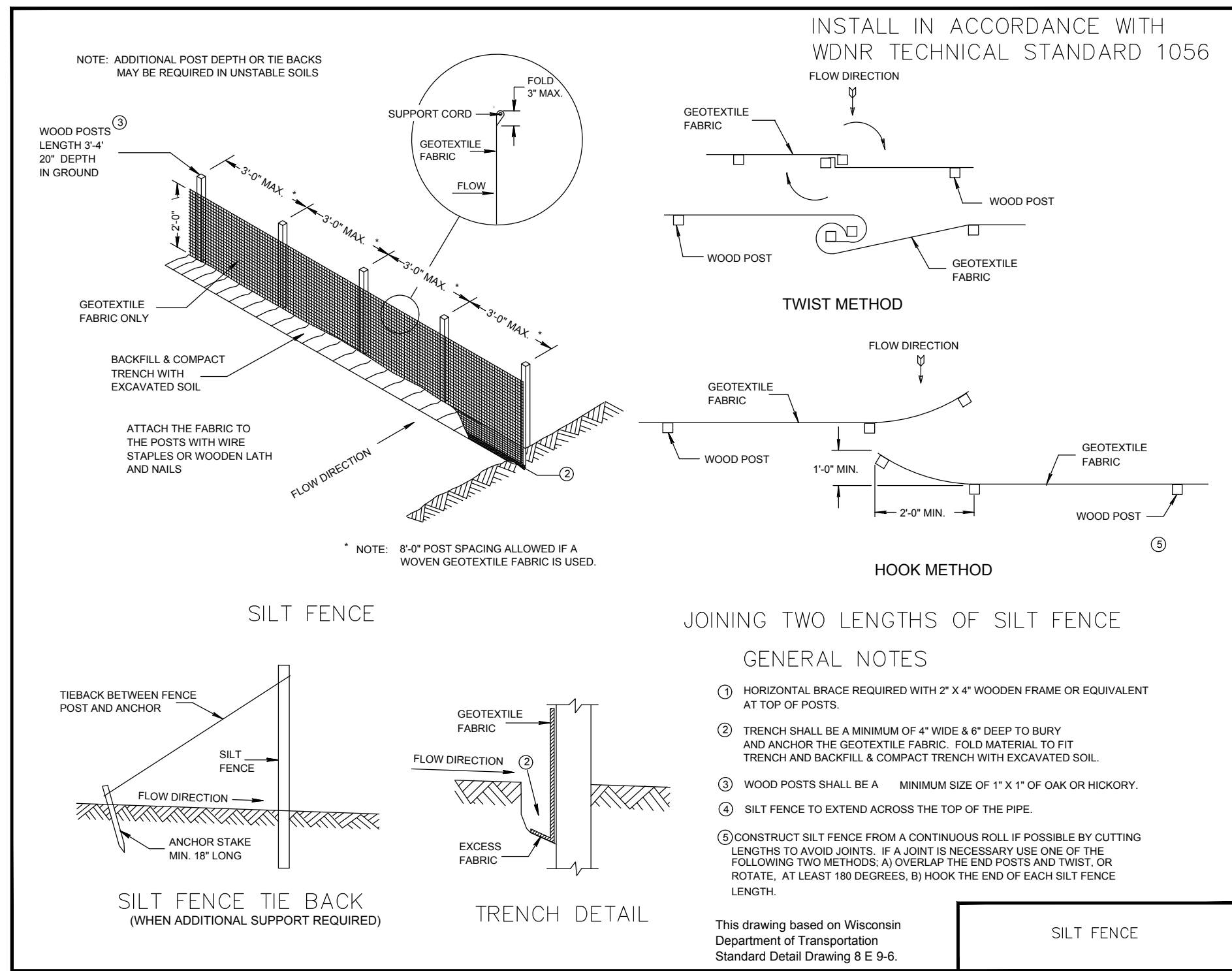
6" PIPE BOLLARD DETAIL
NO SCALE



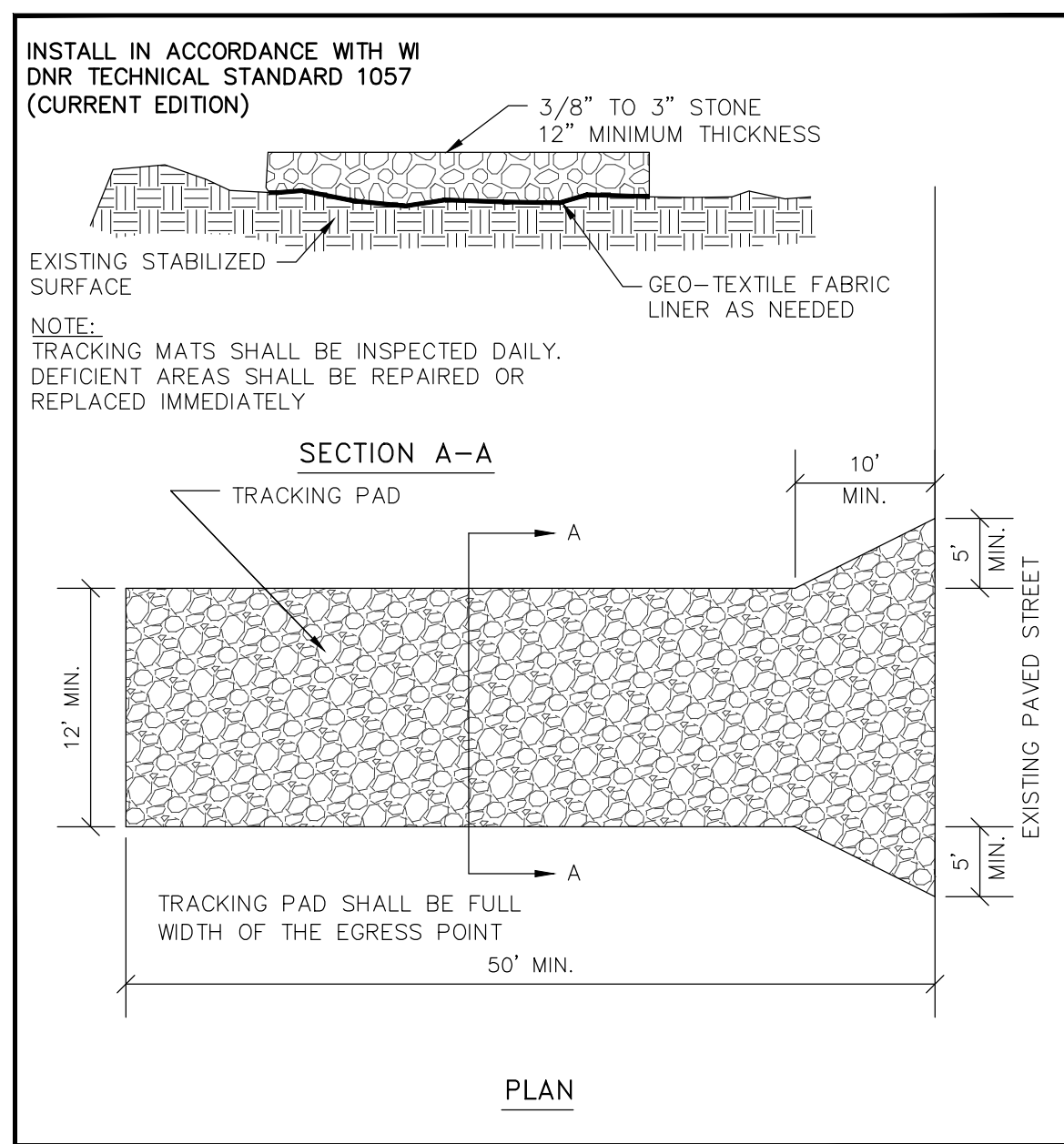
STOP SIGN WITH CONCRETE BASE DETAIL
NO SCALE



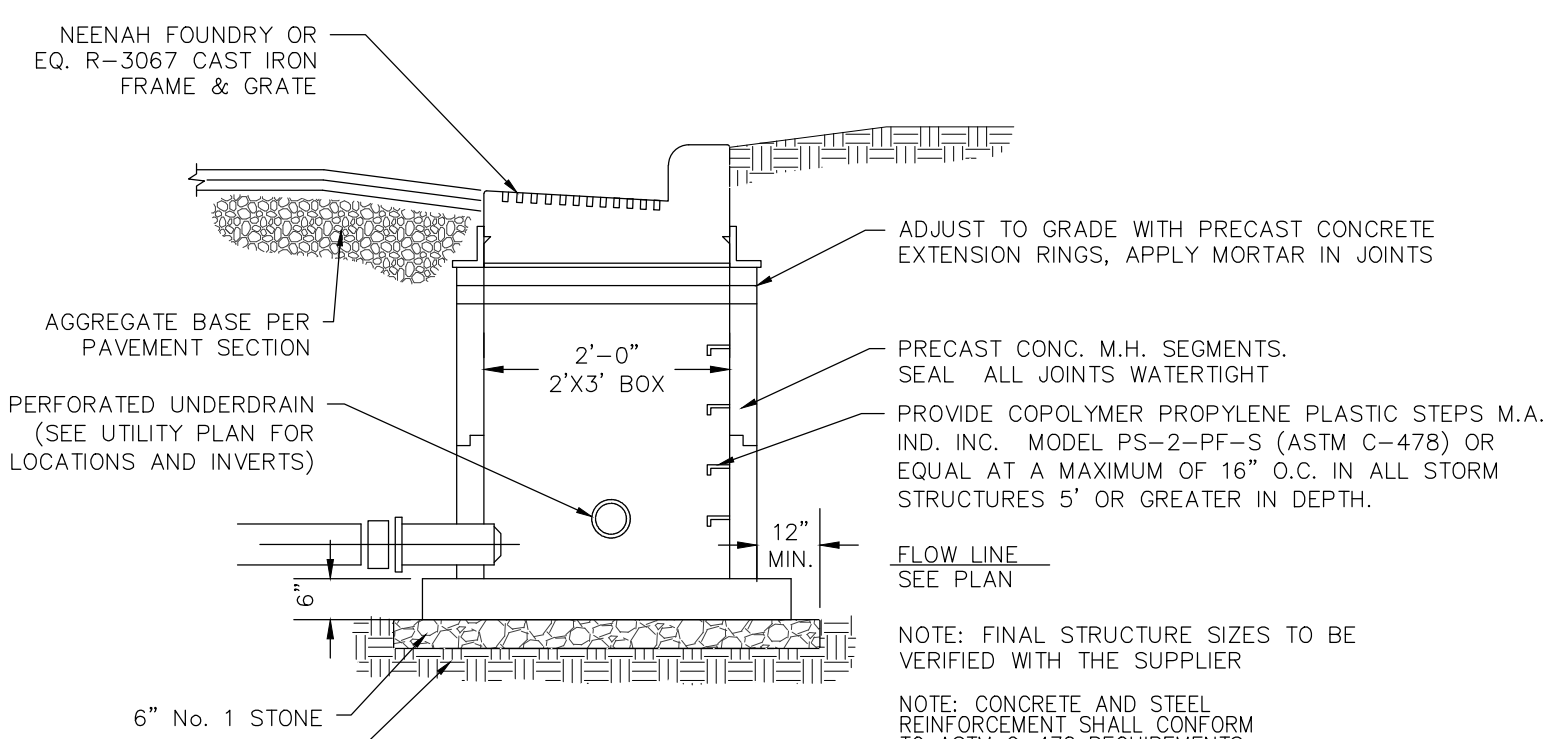
HANDICAP SIGNAGE WITH CONCRETE BASE DETAIL
NO SCALE



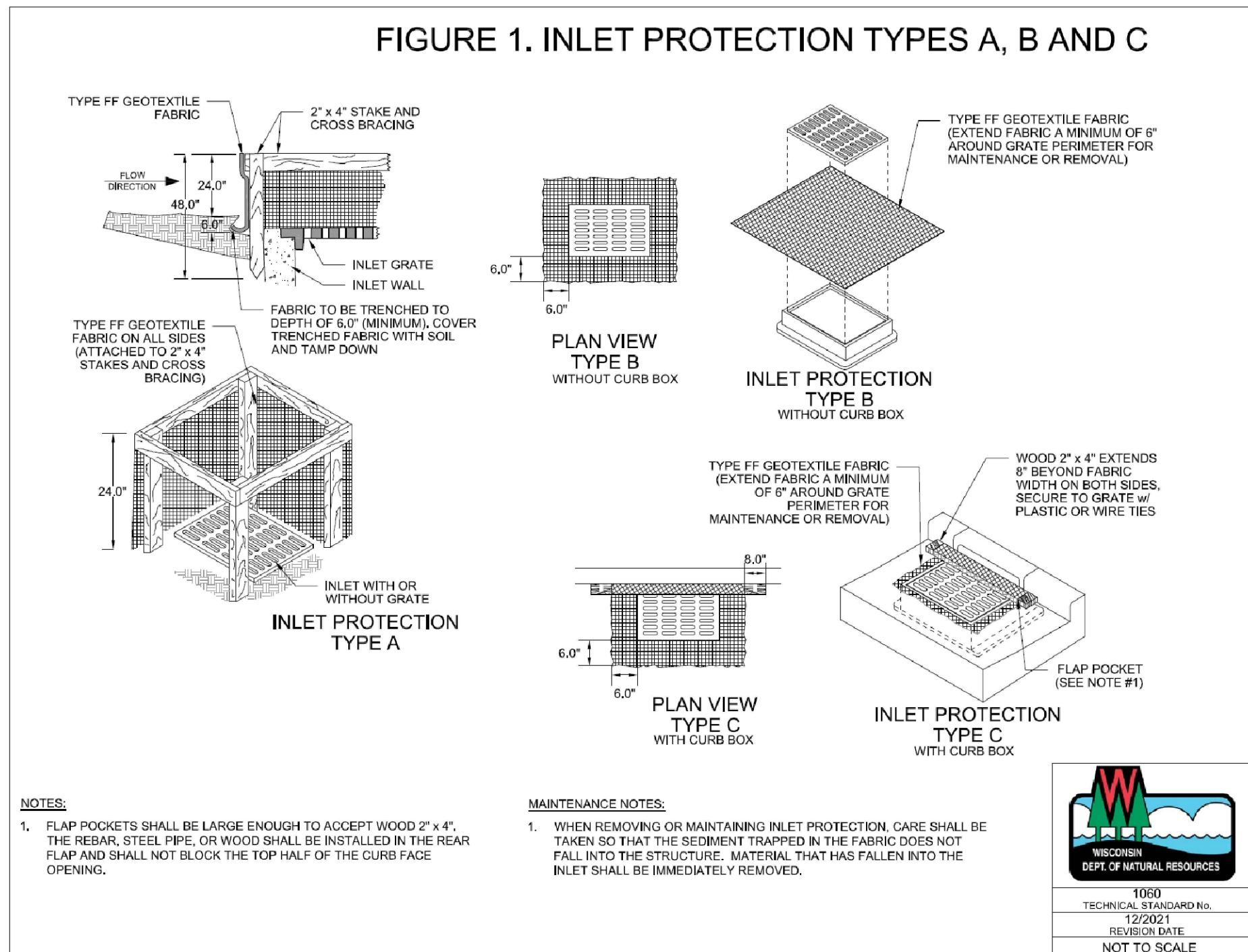
SILT FENCE - INSTALLATION DETAIL
NO SCALE



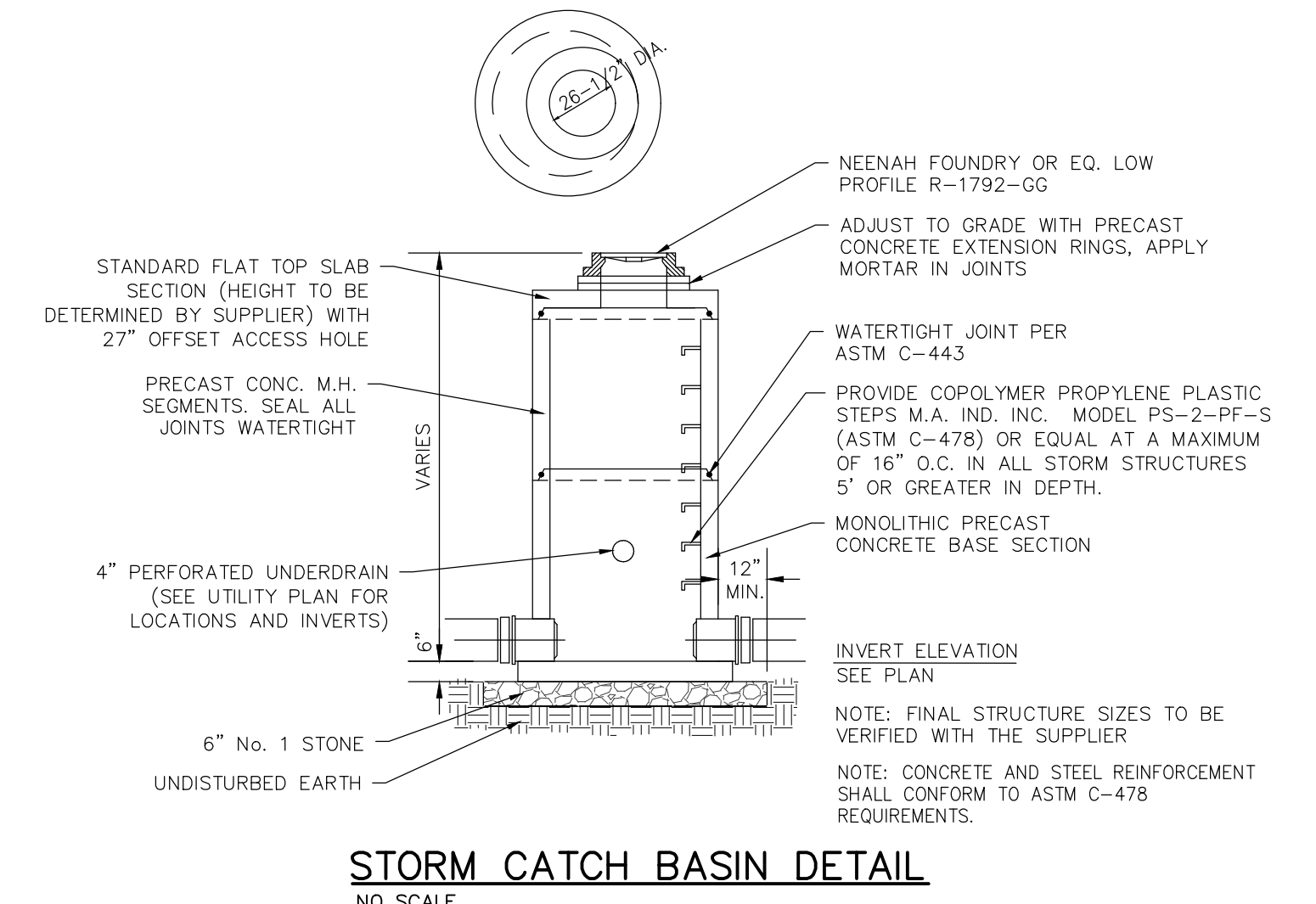
TRACKPAD DETAILS
NO SCALE



STORM CURB INLET DETAIL
NO SCALE



INLET PROTECTION DETAIL
NO SCALE



STORM CATCH BASIN DETAIL
NO SCALE

PROJECT INFORMATION

PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

PRELIMINARY DATES

JUNE 30, 2023
JAN. 10, 2024

JOB NUMBER

230096200

SHEET NUMBER

C2.0

CIVIL DETAILS

PROJECT INFORMATION

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250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

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JAN. 10, 2024

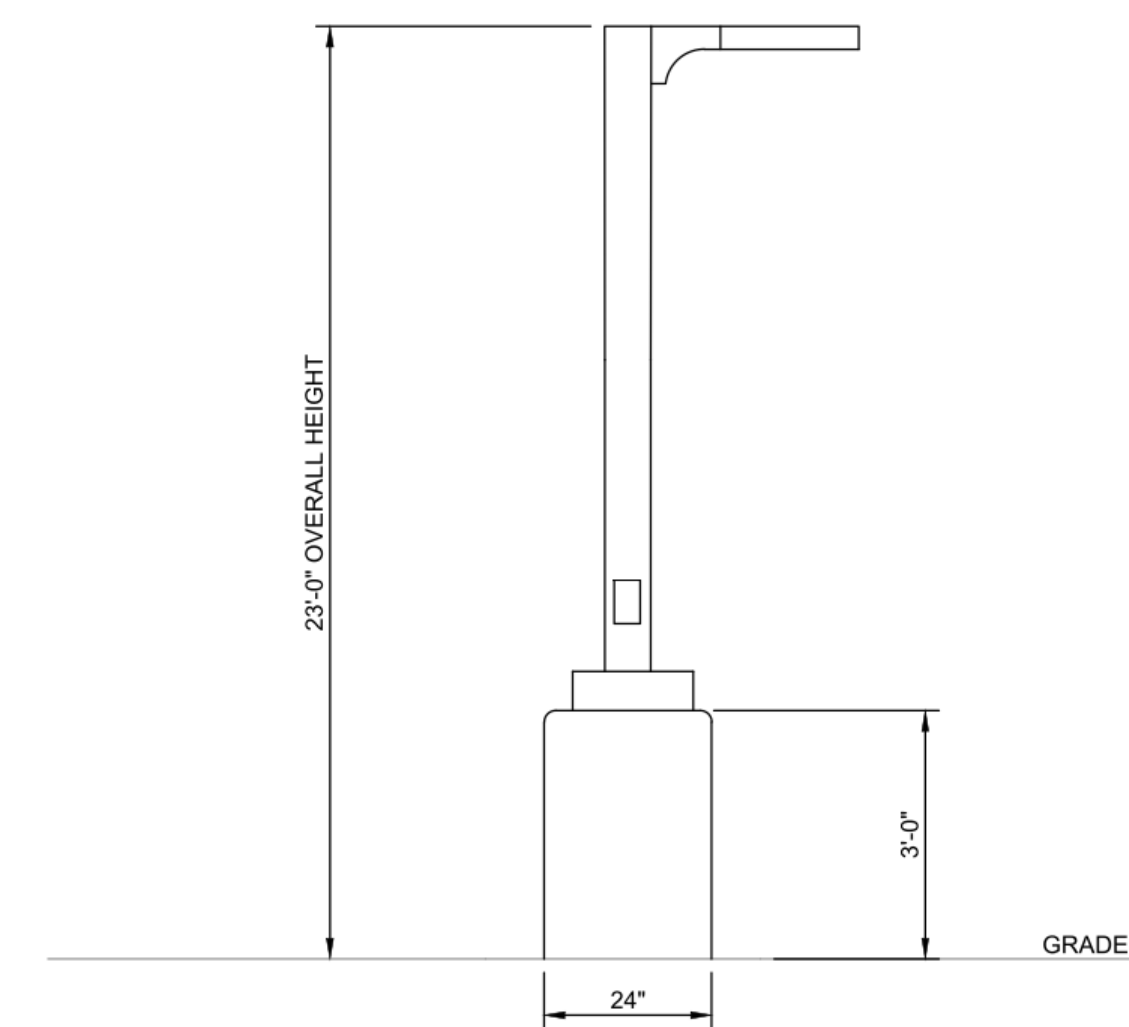
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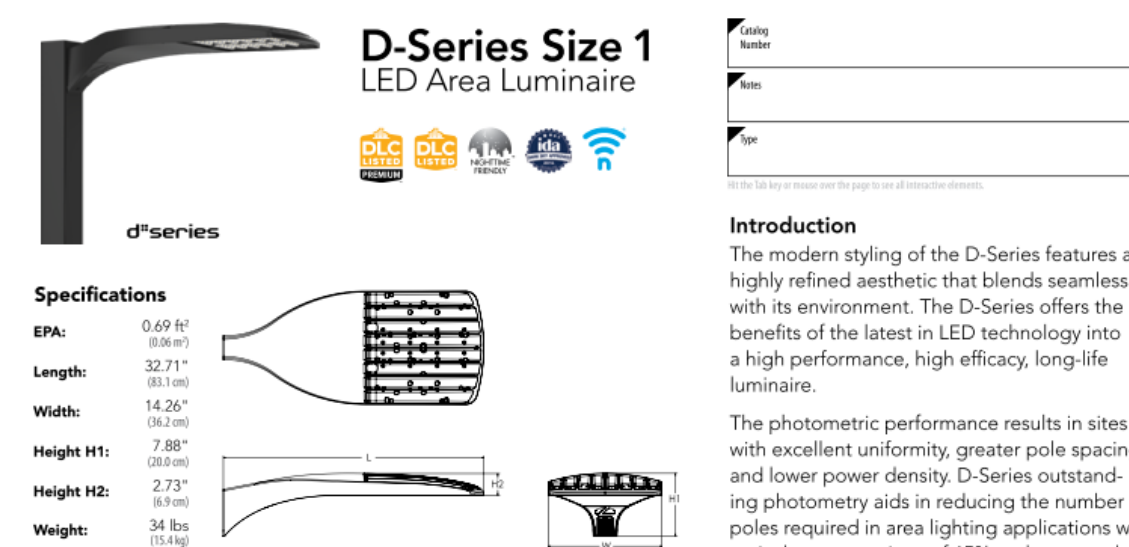
230096200

SHEET NUMBER

C3.1



LIGHT POLE DETAIL
NO SCALE



Ordering Information									
EXAMPLE: DSK1 LED P7 40K 70CRI T3M MVOLT SPA NLTAR2 PIRHN DORX									
Model	LED	Power (Watt)	Color Temperature (K)	Beam Spread (deg)	Mounting	Base	Height (ft)	Weight (lb)	Notes
DSK1 LED	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P1	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P2	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P3	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P4	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P5	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P6	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P7	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P8	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P9	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P10	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P11	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P12	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P13	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P14	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P15	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P16	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P17	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P18	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P19	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P20	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P21	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P22	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P23	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P24	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P25	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P26	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
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P31	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
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P34	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P35	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P36	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P37	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P38	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P39	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P40	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P41	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P42	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P43	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P44	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P45	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P46	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P47	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P48	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P49	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P50	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P51	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P52	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P53	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P54	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P55	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P56	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P57	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P58	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P59	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P60	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P61	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P62	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P63	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P64	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P65	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P66	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P67	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P68	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P69	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P70	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P71	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P72	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P73	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P74	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P75	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P76	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P77	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P78	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P79	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P80	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P81	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P82	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P83	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P84	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P85	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P86	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P87	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P88	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P89	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P90	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P91	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P92	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P93	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P94	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P95	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P96	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P97	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P98	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P99	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX
P100	P7	40K	70CRI	T3M	MVOLT	SPA	NLTAR2	PIRHN	DORX

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Lamp	Wattage
	L14	1	Lithonia Lighting	DSX1 LED P7 40K 70CRI T1TM	D-Series Size 1 Area Luminaire P7 Performance Package 4000K CCT 70 CRI Forward Throw	1	22697	184.43
	L12	2	Lithonia Lighting	DSX1 LED P2 40K 70CRI T1S	D-Series Size 1 Area Luminaire P2 Performance Package 4000K CCT 70 CRI Type 1 Short	1	10418	67.79
	L24	1	Lithonia Lighting	DSX1 LED P7 40K 70CRI T1TM	D-Series Size 1 Area Luminaire P7 Performance Package 4000K CCT 70 CRI Forward Throw	1	22697	368.86

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #2	+	0.7 fc	8.2 fc	0.0 fc	N/A	N/A
PARKING LOT	X	1.9 fc	8.2 fc	0.2 fc	41.0:1	9.5:1
ROADWAY	X	1.8 fc	6.7 fc	0.5 fc	13.4:1	3.6:1



CIVIL SITE PHOTOMETRIC PLAN & DETAILS

Village of Jackson
PLAN COMMISSION APPLICATION

Application/Permit #: _____

PROPERTY INFORMATION

☒ COMMERCIAL	☐ INDUSTRIAL	☐ RESIDENTIAL	☐ OTHER _____
☒ CONDITIONAL USE	☐ PLANNED UNIT DEVELOPMENT	☐ CERTIFIED SURVEY MAP	
☒ New	☐ New	☐ CONCEPT PLAN	
☐ Amendment	☐ Amendment		
☐ Special Use	☐ Special Use	☐ OTHER _____	
(For existing Cond. Use ONLY)	(For existing PUD ONLY)		

Property Address: _____ Unit: _____ Jackson, WI

Parcel #: V3_053600F Lot Size: 52,056 sq. ft. Building Area: 3,300 sq. ft.

Current Zoning: ☒ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☐ PUD ☐ Other _____ Floodplain: Y / ☒ N

APPLICANT INFORMATION

Name(s): 250 Focus, LLC, its assigns c/o Brad M. Hoeft, Agent/ Attorney

Mailing Address: P.O. Box 366, Port Washington State WI Zip 53074

Office: (262) 284-2664 Cell: (_____) Fax: (_____)

Email: bhoeft@wislawfirm.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: 250 Focus, LLC, its assigns

D/B/A: _____ F I L E #: _____

Mailing Address: P.O. Box 366, Port Washington State WI Zip 53074

Office: (262) 284-2664 Cell: (_____) Fax: (_____)

Email: bhoeft@wislawfirm.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Village of Jackson [under contract with applicant]

Address: N168W19851 Main St, Jackson State WI Zip 53037

Office: (262) 677-9001 Cell: (_____) Fax: (_____)

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Excel Engineering, Inc.

Primary Contact: Ben Warntjes

Address: 100 Camelot Dr, Fond du Lac State WI Zip 54935

Office: (920) 926-9800 Cell: (_____) Fax: (_____)

Email: ben.warntjes@excelengineer.com

Please provide as much detailed information as possible. (Add additional pages if needed.)

Briefly explain what you are requesting to be reviewed and/or approved: A review and approval of conditional use permit application, which includes detailed architectural, civil, and signage plans, for the operation of a financial institution.
Also enclosed is the Applicant's Letter of Intent/Impact Statement for consideration.

Provide a brief overview of proposed use(s) of entire property and/or lease space: The intended use of the entire property will be a full-service financial institution branch. This will include provisions for teller services, private consultation offices, drive-thru and parking lot.

Hours of Operation: Mon-Thur - Lobby: 9AM-5PM, Drive-Thru: 7:30AM-5:30PM
Fri - Lobby: 8:30AM-6PM, Drive-Thru: 7:30AM-6 PM
Sat: 8AM-12PM, Sun: Closed

Provide a brief overview of proposed daily on-site operations: Daily on-site operations will include financial services such as transaction processing, customer consultations, drive-thru banking services, and employee administrative activities.

Describe any potential environmental impacts from the proposed use including but not limited to exterior storage, noise, smoke, dust, odors, hazardous materials, vibration, horns, speakers, vehicles and equipment operation and exterior generators, HVAC, or other stationary mechanical equipment, etc.: There will be no negative environmental impacts from the proposed use. Drive-thru lanes to have intercom system.

Describe all businesses, properties and other entities located adjacent to the proposed use: North - Residential across STH 60, East - Jackson Fire Department across Ridgeway, South - West - Vacant

Describe any proposed, development, on-site improvements or other construction/remodeling activities: New 3,300 SF building with 27 parking spaces (including 2 handicap accessible), 3 drive-thru lanes (2 future).

Describe any proposed grading, and/or stormwater management plan: Site will be graded to drain to new inlets on the south half of the site which will convey stormwater to the existing Ridgeway ROW, which then drains to the existing regional wet pond.

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: Sidewalk is provided to correct the public way on both the north and east side of the site. Landscaping is provided at building foundation and islands.

Describe any proposed on-site security measures including site lighting: Lighting will be provided to keep the parking lot safe for all customers. Building will also be alarmed.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): A fire alarm system is proposed and the project will also include smoke detectors, manual pull stations, horns/strobes. The devices/circuit includes manual stations, photo detectors, duct detectors, heat detectors, water flow switches and supervisory switches.

Describe the projected traffic circulation and impacts: Customers will enter from the southeast corner of the shared access drive and enter either drive-thru or park for in-person banking.

List all setbacks from rights-of-way and property lines and height limitations: See sheet C1.1

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: State of Wisconsin, Department of Financial Institutions, Office of Credit Unions awaiting approval.

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?
☐ No ☒ Yes If yes, explain: DSPS Building & Plumbing Approval, DNR NOI, DOT, TransCanada Energy.

Describe any proposed signage including type, size, and location: See monument sign image included in the submittal.

If construction is proposed, describe proposed exterior building materials (type, color, etc.): Natural thin stone veneer, prefinished engineered wood lap siding, aluminum storefront and glazing window systems, and prefinished aluminum roof coping and trim.

Describe any site-specific features/constraints, etc.: N/A

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: 27 parking spaces (including 2 handicap accessible)

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): Landscape screening is provided to mask view of the transformer and trash receptacles. Other site landscaping is provided to accent the architecture of the building.

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: Waste enclosure is proposed on the southeast end of the site - see above.

Projected Sewer/Wastewater Usage: 18,000 gal/year

Projected Water Usage: 18,000 gal/year

ACKNOWLEDGEMENT & SIGNATURES

I/We hereby certify that I/We have reviewed the above Village of Jackson Plan Commission application and requirements, and hereby certify that the above information, attachments, and exhibits are complete, true and correct. I/We further understand that any missing or incomplete information may result in a delay of the review of this application. The Village reserves the right to request additional information as deemed necessary.

You MUST sign and date this Application!

Applicant Name (Print): 250 Focus, LLC, its assigns c/o Brad M. Hoeft, Agent/ Attorney

Applicant Signature: 

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: June 29, 2023

SUBMIT TO: **Village of Jackson – Building Inspection Dept.**
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: **Payment is required at the time of submittal.**

*Cash, Checks, or Credit Card are accepted (if applicable).
(Mail checks payable to Village of Jackson)*

QUESTIONS?

Zoning Director: For all **general questions** concerning application on submittal, zoning, or technical questions.

Phone: (262) 677-9696

Email: collin.johnson@villageofjacksonwi.gov

Village Clerk: For all **general questions** concerning notices, meeting dates and times, etc.

Phone: (262) 677-9001 Ext. 213

Email: jilline.dobratz@villageofjacksonwi.gov

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

☐ **TEMPORARY** *Expiration Date:* _____, 20____

Plan Commission Approval: *Meeting Date:* _____, 20____

Village Board Approval: *Meeting Date:* _____, 20____

In-House Approval (O-T-C): *Date:* _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

COPY

APPLICATION DENIED: *Date:* _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY
Acct. #: 100-00-45730-000-00

Date Received: 6/30/23

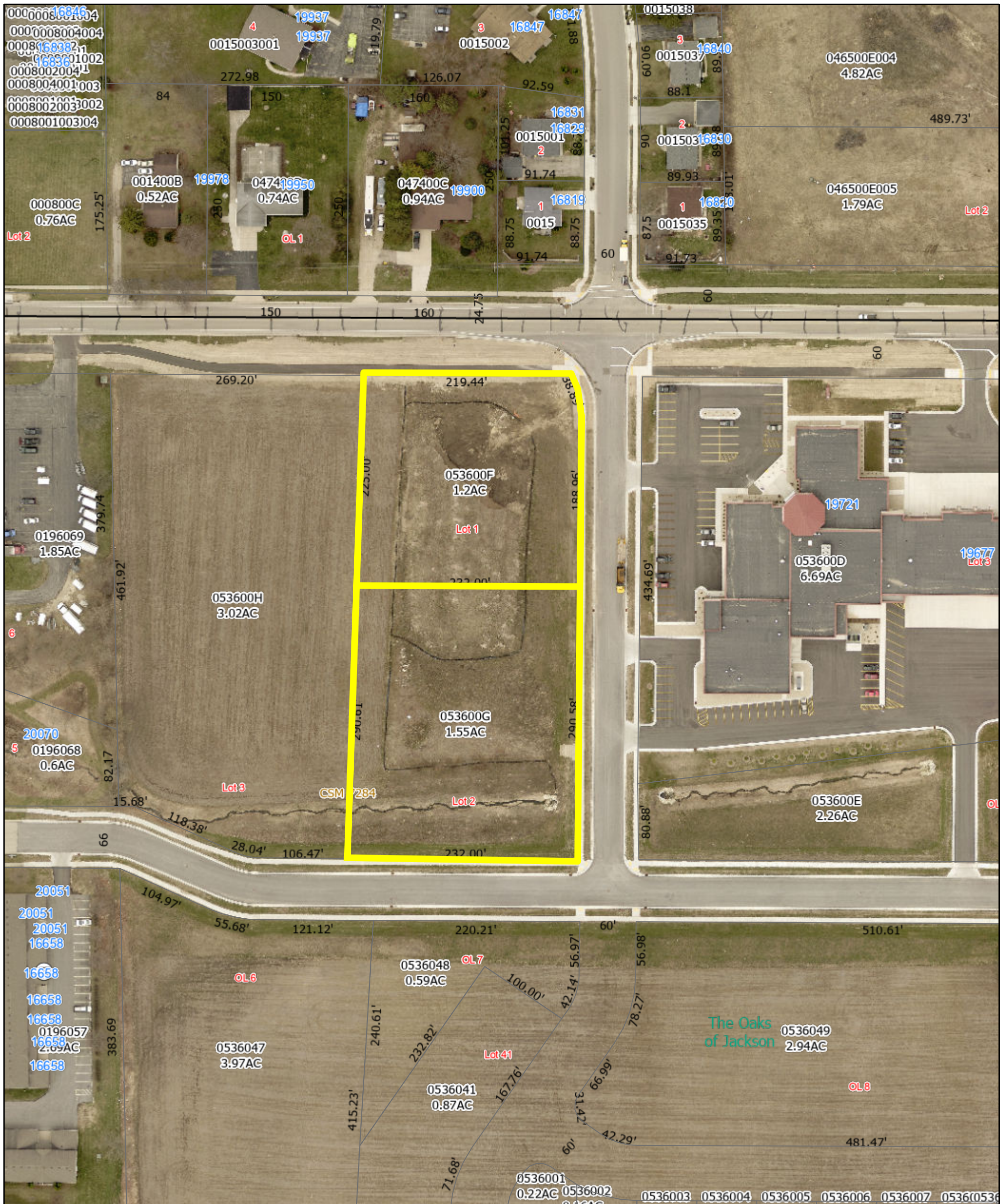
Amount: \$ 175.00

Payment Type: CH / ~~CC / CASH~~

Check/Rcpt. #: 091534

Received By: CMJ

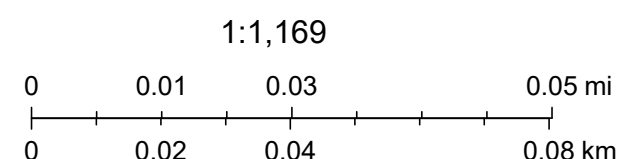
Parcels: V3_053600F and V3_05600G



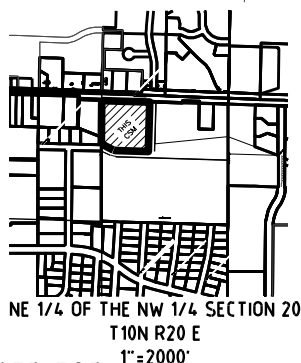
12/27/2023, 9:12:15 AM

- Override 1
- Current Parcel
- Road Centerline STH, CTH
- State Highway
- Address Point

Lot Number
 Certified Survey Number
 Condominium Name
 Subdivision Name
 Parcel Taxkey & Acreage



A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN



Mitchell J. Reimer
Cedar Corporation
W61 N497 Washington Ave
Cedarburg, Wisconsin 53012
SHEET 1 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE ¼ OF
THE NW ¼ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE

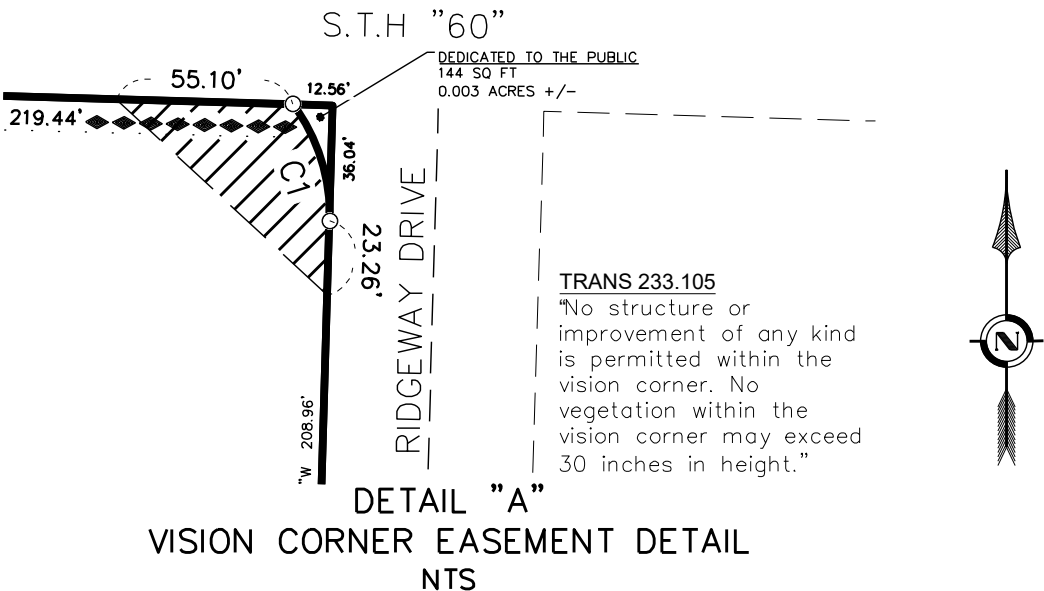
I, Mitchell J. Reimer, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped Lots 1 & 2 of Certified Survey Map recorded as Document Number 1578695, Certified Survey Map 7284, recorded in the Washington County Registry in Volume 56 of Certified Survey Maps on page 228, located in the Northeast Quarter of the Northwest Quarter of Section 20, Township 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, more particularly described as follows:

A Re-Division of Lots 1 & 2 of Certified Survey Map recorded as Document Number 1578695, Certified Survey Map 7284, recorded in the Washington County Registry in Volume 56 of Certified Survey Maps on page 228. Said parcel contains 119473 square feet or 2.743 +/- Acres. Excepting therefrom Areas of Dedication as shown on Page 1 hereon.

That I have made such survey, land division, and map at the direction of Village of Jackson, Owner, N168 W19851 Village of Jackson, Washington County, Wisconsin, 53037, . That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code, in surveying, dividing and mapping the same, and Chapter 38 of the Village of Jackson Municipal Code. Said survey is subject to easements of record and as shown.

Dated this _____ day of _____, 2024.

Mitchell J Reimer, P.L.S. #3123



Mitchell J. Reimer, PLS
Cedar Corporation
W61 N497 Washington Avenue
Cedarburg, Wisconsin 53012

CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE ¼ OF
THE NW ¼ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

CORPORATE OWNER’S CERTIFICATE

The Village of Jackson, a Corporation duly organized and existing under the virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Corporation caused the land described on this map to be surveyed, mapped and dedicated as represented on the Certified Survey Map in accordance with the ordinances of the Village of Jackson, Trans 233.105(2), and Chapter 236 of the Wisconsin Statutes.

In witness hereof, the Village of Jackson, has caused these presents to be signed:

By: _____
Jen Keller - Village Administrator

Dated _____, 2024

STATE OF WISCONSIN)
WASHINGTON COUNTY) ss

Personally came before me this _____ day of _____, 2024, the above named Jen Keller, Administrator of the Village of Jackson, a Wisconsin Municipal Corporation, to me known to be the same person who executed the foregoing certificate and acknowledged the same.

_____ Notary Public, _____ Wisconsin

My commission expires _____

VILLAGE BOARD APPROVAL:

Resolved that this Certified Survey Map in the Village of Jackson, owner of said lands, being a re-division of Lots 1 & 2 CSM 7284 located in the Northeast Quarter of the Northwest Quarter of Section 20, located in the Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, is hereby approved and dedication accepted by the Village Board trustee to the Village of Jackson.

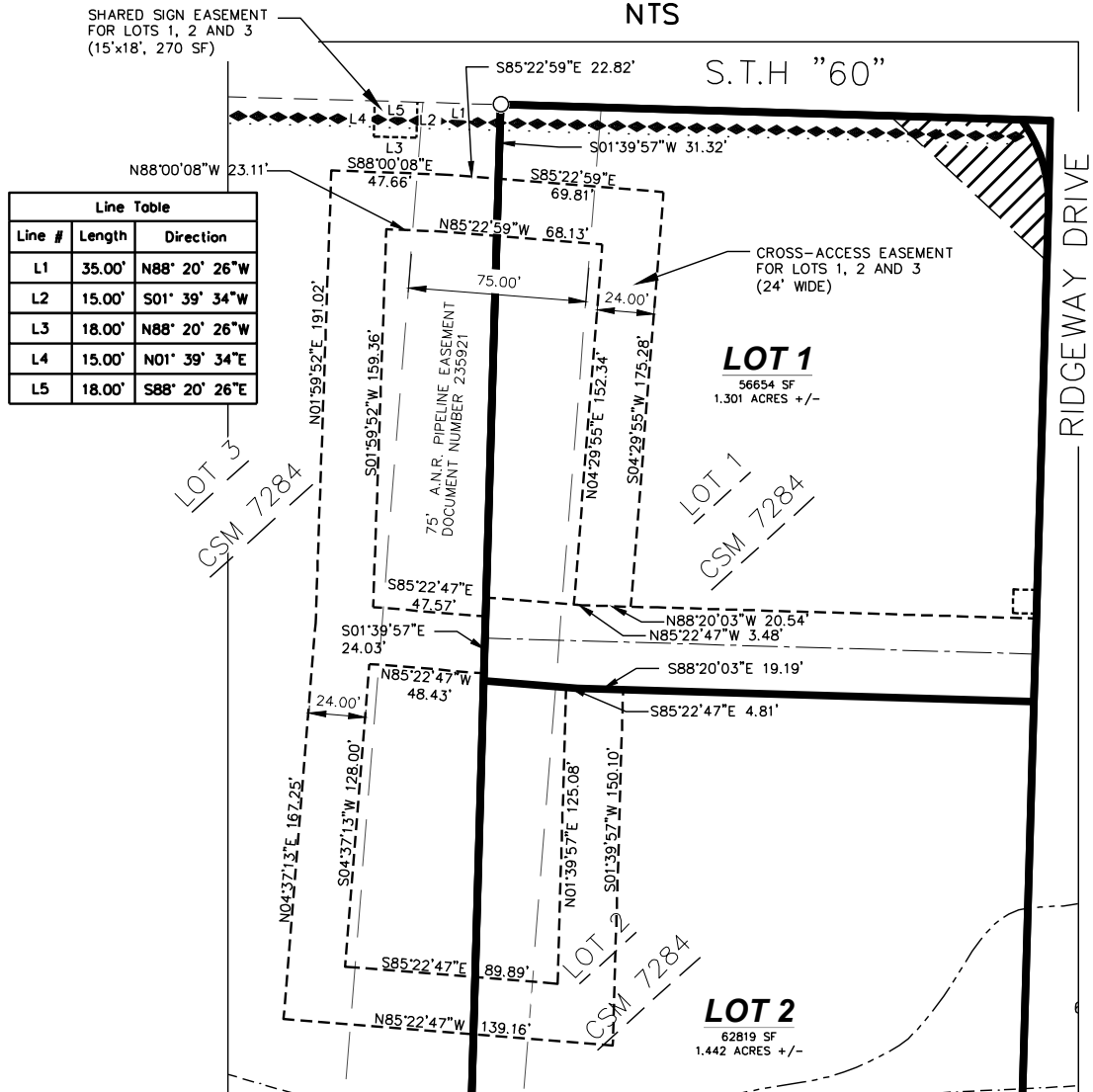
Approved this _____ day of _____, 2024. _____
Brian Heckendorf - Village President

Signed this _____ day of _____, 2024. _____
Anastasia Gonstead - Village Clerk

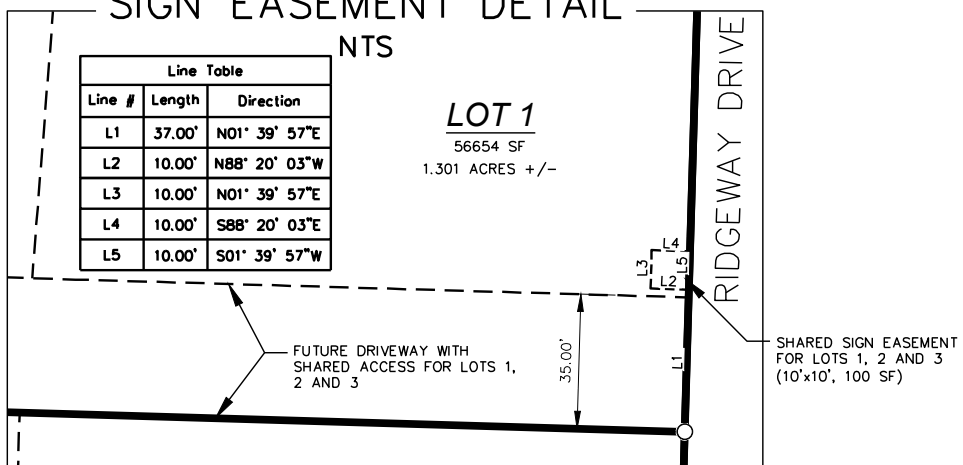
CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.

A RE-DIVISION OF LOTS 1 & 2 CSM 7284 LOCATED IN THE NE $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

DETAIL "B"
SIGN/CROSS-ACCESS EASEMENT DETAIL
ASEMENT NTS



DETAIL "C"
SIGN EASEMENT DETAIL
NTS



Mitchell J. Reimer, PLS
Cedar Corporation
W61N497 Washington Avenue
Cedarburg, Wisconsin 53012

SHEET 4 OF 4 SHEETS

PROPOSED BUILDING FOR: 250 FOCUS, LLC JACKSON, WISCONSIN LEGEND

	PROPOSED SPOT ELEVATIONS (FLOW LINE OF CURB UNLESS OTHERWISE SPECIFIED)		EXISTING CONIFEROUS TREE
	EXISTING GRADE SPOT ELEVATIONS		EXISTING SHRUB
	PROPOSED SPOT ELEVATIONS (REFERENCE R-WALL DETAIL)		EXISTING STUMP
	BG-FINISHED SURFACE GRADE AT BACK OF WALL		SOIL BORING
	FG-FINISHED SURFACE GRADE AT FRONT OF WALL		EXISTING WELL
	PROPOSED SPOT ELEVATIONS (TOP OF CURB, FLOWING OF CURB)		PROPOSED WELL
	PROPOSED SPOT ELEVATIONS (TOP OF WALK, BOTTOM OF WALK @ FLOWLINE)		PROPOSED LIGHT POLE
	PROPOSED SPOT ELEVATIONS (TOP OF WALK, BOTTOM OF WALK @ FLOWLINE)		EXISTING LIGHT POLE
	EXISTING WATER VALVE IN BOX		PROPOSED SIGN
	PROPOSED WATER VALVE IN BOX		EXISTING SIGN
	EXISTING WATER VALVE IN MANHOLE		CENTER LINE
	EXISTING WATER SERVICE VALVE		EXISTING HANDICAP PARKING STALL
	EXISTING TELEPHONE MANHOLE		PROPOSED HANDICAP PARKING STALL
	EXISTING STORM CATCH BASIN		EXISTING GAS VALVE
	PROPOSED STORM CATCH BASIN - ST CB		EXISTING WOODED AREA
	PROPOSED STORM FIELD INLET - ST FI		EXISTING HEDGE
	EXISTING SQUARE CATCH BASIN		EXISTING CHAINLINK FENCE
	EXISTING STORM CURB INLET		EXISTING WOOD FENCE
	PROPOSED STORM CURB INLET - ST CI		EXISTING BARBED WIRE FENCE
	EXISTING UTILITY POLE		PROPOSED PROPERTY LINE
	EXISTING UTILITY POLE WITH GUY WIRE		EXISTING GUARD RAIL
	EXISTING STREET LIGHT		EXISTING STORM SEWER AND MANHOLE
	EXISTING TELEPHONE PEDESTAL		PROPOSED STORM SEWER AND MANHOLE - ST MH
	EXISTING ELECTRIC PEDESTAL		EXISTING SANITARY SEWER AND MANHOLE
	EXISTING ELECTRIC BOX		PROPOSED SANITARY SEWER AND MANHOLE - SAN MH
	EXISTING CABLE TV PEDESTAL		EXISTING WATER LINE AND HYDRANT
	PROPOSED DRAINAGE FLOW		PROPOSED WATER LINE AND HYDRANT
	1-1/4" REBAR SET WEIGHING 4.30 LB/FT.		EXISTING OVERHEAD UTILITY LINE
	3/4" REBAR SET WEIGHING 1.50 LB/FT.		EXISTING UNDERGROUND FIBER OPTIC LINE
	1-1/4" REBAR FOUND		EXISTING UNDERGROUND ELECTRIC CABLE
	3/4" REBAR FOUND		EXISTING UNDERGROUND TELEPHONE CABLE
	2" IRON PIPE FOUND		EXISTING UNDERGROUND GAS LINE
	1" IRON PIPE FOUND		PROPOSED CURB AND GUTTER
	EXISTING FLOOD LIGHT		EXISTING CURB AND GUTTER
	SECTION CORNER		GRADING/SEEDING LIMITS
	PROPOSED APRON END SECTION		RIGHT-OF-WAY LINE
	EXISTING MARSH AREA		INTERIOR PROPERTY LINE
	EXISTING DECIDUOUS TREE WITH TRUNK DIAMETER		RAILROAD TRACKS
	EROSION MATTING		EXISTING GROUND CONTOUR
	PROPOSED INLET PROTECTION		PROPOSED GROUND CONTOUR

DIVISION 31 EARTH WORK

31 10 00 SITE CLEARING (DEMOLITION)

- CONTRACTOR SHALL CALL DIGGERS HOT LINE AND CONDUCT A PRIVATE UTILITY LOCATE AS REQUIRED TO ENSURE THAT ALL UTILITIES HAVE BEEN LOCATED MUST COMPLY WITH SECTION 105 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. PROVIDE HOT MD CONTRACTOR TO PROVIDE AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT TYPES AND DEPTHS AS INDICATED BELOW.
- CONTRACTOR TO FIELD TELEPHONE ALL EXISTING SANITARY AND STORM LATERALS THAT ARE SCHEDULED TO BE RE-USED AND/OR CONNECTED TO ON SITE AT TIME OF DEMOLITION. THE TELEVISION SHALL BE COMPLETED TO INSURE THE EXISTING LATERALS ARE FREE OF OBSTRUCTIONS AND IN SOUND STRUCTURAL CONDITION. TELEVISIONS OF THESE LATERALS SHOULD BE COMPLETED AT BEGINNING OF CONSTRUCTION AND DESIGN ENGINEER SHALL BE NOTIFIED OF ANY PIPE OBSTRUCTIONS AND DISCONTINUITIES IMMEDIATELY AFTER COMPLETION OF FIELD TELEVISION.
- DEMOLITION PLAN IS AN OVERVIEW OF DEMOLITION TO TAKE PLACE ON SITE. CONTRACTOR TO FIELD VERIFY EXISTING SITE CONDITIONS PRIOR TO BINDING. CONTRACTOR SHALL REMOVE, REPAIR, OR DEMOLISH ALL ITEMS AS DEMOLITION IS REQUIRED DURING CONSTRUCTION.
- INBORDER COURSE (S 15'-28"-285)
- ALL CONCRETE NOTED TO BE REMOVED SHALL BE REMOVED TO THE NEAREST CONTROL JOINT.

31 20 00 EARTH MOVING

- CONTRACTOR SHALL CALL DIGGERS HOT LINE AND CONDUCT A PRIVATE UTILITY LOCATE AS REQUIRED TO ENSURE THAT ALL UTILITIES HAVE BEEN LOCATED BEFORE STARTING EXCAVATION. DESIGN ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN PLAN AND FIELD CONDITIONS PRIOR TO CONSTRUCTION.
- PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT FOR ALL EXCAVATION, GRADING, FILL AND BACKFILL WORK AS REQUIRED TO COMPLETE THE GENERAL CONSTRUCTION WORK. ALL EXCAVATION AND BACKFILL FOR ELECTRICALS AND MECHANICALS ARE THE RESPONSIBILITY OF THE RESPECTIVE CONTRACTOR UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS.
- ALL ORGANIC TOPSOIL INSIDE THE BUILDING AREA, UNDER PAVEMENT AREAS, AND AT SITE FILL AREAS SHALL BE REMOVED. PROFIT ROLL SUBGRADE BEFORE PLACING FILL WITH HEAVY PNEUMATIC-TIRED EQUIPMENT, SUCH AS A FULLY-LOADED TANDEM AXLE DUMP TRUCK, TO IDENTIFY SOFT POCKETS AND AREAS OF EXCESS WELDING. CONTRACTOR SHALL VERIFY TOPSOIL DEPTHS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REMOVE AND FOLLOW THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT AND ACCOUNT FOR EXISTING CONDITIONS PRIOR TO SUBMITTING BID FOR THE PROJECT. EXCESS MATERIALS SHALL BE REMOVED FROM THE SITE UNLESS OTHERWISE DIRECTED IN THE PLANS OR BY LOCAL ZONING REQUIREMENTS.
- PLACE AND COMPACT FILL MATERIAL IN LAYERS TO REQUIRED ELEVATIONS. UNIFORMLY MOISTEN OR AERATE SUBGRADE AND EACH SUBSEQUENT FILL OR BACKFILL LAYER BEFORE COMPACTATION AS RECOMMENDED TO ACHIEVE SPECIFIED DRY DENSITY. REMOVE AND REPLACE, OR SCARIFY AND AIR DRY, OTHERWISE SATISFACTORY SOIL. MATERIAL THAT IS TOO WET TO COMPACT TO SPECIFIED DRY DENSITY.
- PLACE BACKFILL AND FILL MATERIALS IN LAYERS NOT MORE THAN 18" IN LOOSE DEPTH FOR MATERIAL COMPACTED BY MEANS OF EQUIPMENT EQUIPMENT, AND NOT MORE THAN 12" IN LOOSE DEPTH FOR MATERIAL COMPACTED BY HAND-OPERATED TAMPERS.
- PLACE THE SOIL TO NOT LESS THAN THE FOLLOWING MINIMUM DRY DENSITY ACCORDING TO ASTM D 698, STANDARD PROCTOR TEST. FILL MAY NOT BE PLACED ON FROZEN GROUND AND NO FROZEN MATERIALS MAY BE USED FOR BACK FILL. APPLY THE MORE STRINGENT REQUIREMENTS WHEN COMPARING BETWEEN THE FOLLOWINGS AND THE GEOTECHNICAL REPORT.
 - UNDER FOUNDATIONS - SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL, TO NOT LESS THAN 95 PERCENT.
 - UNDER INTERIOR SLAB ON GRADE WHERE GROUNDWATER IS MORE THAN 1 FEET BELOW THE SLAB - PLACE A DRAINAGE COURSE LAYER OF 3/4" CRUSHED STONE WITH 5% TO 12% GRAVEL FOUNDATION PLANS TO COMPACT THE SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL TO NOT LESS THAN 95 PERCENT.
 - UNDER INTERIOR SLAB ON GRADE WHERE GROUNDWATER IS WITHIN 1 FEET OF THE SLAB SURFACE, PLACE A DRAINAGE COURSE LAYER OF CLEAN 3/4" CRUSHED STONE WITH NO MORE THAN 10% GRAVEL FINES. PER THICKNESS INDICATED ON FOUNDATION PLANS ON PREPARED SUBGRADE, COMPACT THE SUBGRADE AND DRAINAGE COURSE TO NOT LESS THAN 95 PERCENT.
 - UNDER LAWN OR UNPAVED AREAS - COMPACT SUBGRADE AND EACH LAYER OF BACKFILL OR FILL MATERIAL, TO NOT LESS THAN 85 PERCENT.
- CONTRACTOR SHALL ENGAGE A QUALIFIED INDEPENDENT TESTING AND INSPECTING AGENCY TO PERFORM FIELD TESTS AND INSPECTIONS. CONTRACTOR SHALL PROVIDE DOCUMENTATION OF PASSING DENSITY TESTING AND PROOF-ROLLING TO ENGINEER UPON COMPLETION. IT IS SUGGESTED THAT THE GEOTECHNICAL FIRM USED TO QUALIFY THE SUBSURFACE SOIL INVESTIGATION BE ENGAGED FOR THE FIELD QUALITY CONTROL TESTS. THE GEOTECHNICAL REPORT WAS PERFORMED BY GEOTECH ENGINEERING.
- ALLOW THE TESTING AGENCY TO TEST AND INSPECT SUBGRADE AND EACH FILL OR BACKFILL LAYER. PROCEED WITH SUBSEQUENT EARTHWORK ONLY AFTER TEST RESULTS FOR PREVIOUSLY COMPLETED WORK COMPLY WITH REQUIREMENTS. PROVIDE ONE TEST FOR EVERY 2000 SQUARE FEET OF PAVED AREA OR BUILDING SLAB. ONE TEST FOR EACH SPREAD FOOTING, AND ONE TEST FOR EVERY 100 LINEAR FEET OF WALL, STRIP FOOTING.
- WHEN THE TESTING AGENCY REPORTS THAT SUBGRADES, FILLS, OR BACKFILLS HAVE NOT ACHIEVED DEGREE OF COMPACTION SPECIFIED, SCARIFY AND REWORK OR AERATE, AND RETEST TO OBTAIN THE REQUIRED DRY DENSITY. CONTRACTOR SHALL REWORK THE ENTIRE AREA TO THE REQUIRED DRY DENSITY. THE BUILDING SITE SHALL BE GRADED TO PROVIDE DRAINAGE AWAY FROM THE BUILDING AS INDICATED ON THE PLANS. SITE EARTHWORK SHALL BE GRADED TO WITHIN 0.10' OF REQUIRED EARTHWORK ELEVATIONS ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE GRADING PLAN.

31 30 00 EROSION CONTROL/STORMWATER MANAGEMENT

- THE DESIGN ENGINEER SHALL PREPARE A SITE SPECIFIC EROSION CONTROL AND A STORMWATER MANAGEMENT PLAN PURSUANT TO NR 216.46 AND NR 216.47. THE DESIGN ENGINEER SHALL ALSO FILE A CONSTRUCTION NOTICE OF INTENT WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES PURSUANT TO NR 216.45 OR TO AN AUTHORIZED LOCAL PROGRAM PURSUANT TO NR 216.415 TO OBTAIN COVERAGE UNDER THE GENERAL VERGES STORM WATER PERMIT.
- THE CONTRACTOR SHALL KEEP THE NOTICE OF INTENT PERMIT, APPROVED EROSION CONTROL AND STORMWATER MANAGEMENT PLANS, AND PLAN AMENDMENTS ON THE CONSTRUCTION SITE AT ALL TIMES PURSUANT TO NR 216.45 UNTIL PERMIT COVERAGE IS TERMINATED.
- THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL LOCAL EROSION CONTROL PERMITS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MONITORING, MAINTENANCE, AND REPAIRS OF EROSION CONTROL MEASURES. INSPECTIONS OF IMPLEMENTED EROSION AND SEDIMENT CONTROL, BEST MANAGEMENT PRACTICES MUST AT A MINIMUM BE INSPECTED EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A PRECIPITATION EVENT OF 0.5" OR MORE. A PRECIPITATION EVENT MAY BE CONSIDERED TO BE THE TOTAL AMOUNT OF PRECIPITATION RECEIVED IN ANY CONTINUOUS 24-HOUR PERIOD. THE CONTRACTOR SHALL REPAIR OR REPLACE EROSION AND SEDIMENT CONTROL AS NECESSARY WITHIN 24 HOURS OF AN INSPECTION OR AFTER A TEMPORARY NOTIFICATION WHERE REPAIR OR REPLACEMENT IS REQUESTED.
- THE CONTRACTOR SHALL MAKE AVAILABLE TO THE TESTING AGENCY ALL REQUIRED TESTS AND INSPECTIONS. WEEKLY WRITTEN REPORTS OF ALL INSPECTIONS CONDUCTED. WISCONSIN DNR CONSTRUCTION SITE INSPECTION REPORT FORM 3400-187 SHALL BE USED. WEEKLY INSPECTION REPORTS SHALL INCLUDE ALL OF THE FOLLOWING:
 - THE DATE, TIME, AND LOCATION OF THE CONSTRUCTION SITE INSPECTION.
 - THE NAME OF THE INDIVIDUAL WHO PERFORMED THE INSPECTION.
 - AN ASSESSMENT OF THE EROSION AND SEDIMENT CONTROL MEASURES.
 - A DESCRIPTION OF ANY EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICE IMPLEMENTATION AND MAINTENANCE PERFORMED.
 - A DESCRIPTION OF THE EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICE IMPLEMENTATION AND MAINTENANCE PERFORMED.
- EROSION AND SEDIMENT CONTROL IMPLEMENTED DURING CONSTRUCTION SHALL STRICTLY COMPLY WITH THE GUIDELINES AND REQUIREMENTS SET FORTH IN WISCONSIN ADMINISTRATIVE CODE (W.A.C.) NR 151. THE STATE OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES RUNOFF MANAGEMENT PERFORMANCE STANDARDS. TECHNICAL STANDARDS PUBLISHED BY THE WISCONSIN DNR SHALL ALSO BE UTILIZED TO IMPLEMENT THE REQUIRED PERFORMANCE STANDARDS. THE METHODS AND TYPES OF EROSION CONTROL WILL BE DEPENDENT ON THE LOCATION AND TYPE OF WORK INVOLVED. ALL SEDIMENT CONTROL MEASURES SHALL BE ADJUSTED TO MEET FIELD CONDITIONS AT THE TIME OF CONSTRUCTION, AND INSTALLED PRIOR TO ANY GRADING OR DISTURBANCE OF EXISTING SURFACE MATERIAL. BELOW IS A LIST OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES TO ACHIEVE THE PERFORMANCE STANDARDS REQUIRED.
 - SILT FENCE SHALL BE PLACED ON SITE AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. SILT FENCE SHALL ALSO BE PROVIDED AROUND THE PERIMETER OF ALL SOIL STOCKPILES THAT WILL EXIST FOR MORE THAN 7 DAYS. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1056 (CURRENT EDITION).
 - DITCH CHECKS SHALL BE PROVIDED TO REDUCE THE VELOCITY OF WATER FLOWING IN DITCH BOTTOMS. PLACE AT LOCATIONS SHOWN ON THE EROSION CONTROL PLAN. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1062 (CURRENT EDITION).
 - STONE TRACKING PADS AND TRACKOUT CONTROL. PRACTICES SHALL BE PLACED AT ALL CONSTRUCTION SITE ENTRANCES AND SHALL BE INSTALLED PRIOR TO ANY TRAFFIC LEAVING THE CONSTRUCTION SITE. SEE THE EROSION CONTROL PLAN FOR LOCATIONS. THE AGGREGATE USED FOR THE STONE TRACKING PAD SHALL BE 3/8" TO 3/4" INCH CLEAR OR WASHED STONE AND SHALL BE PLACED IN LAYERS AT LEAST 12 INCHES THICK. THE STONE SHALL BE UNDERLAIN WITH A WADSTY TYPE R GEOTEXTILE FABRIC AS NEEDED. THE TRACKING PAD SHALL BE THE FULL WIDTH OF THE ROCKET POINT (12" MIN WIDTH) AND SHALL BE A MINIMUM OF 50 FEET LONG. SURFACE WATER MUST BE PREVENTED FROM PASSING THROUGH THE TRACKING PAD. OTHER TRACKOUT CONTROL PRACTICES INCLUDING STABILIZED WORK SURFACES, MANUFACTURED TRACKOUT DEVICES, THE WASHING, AND STREET PAVEMENT CLEANING SHALL BE IMPLEMENTED AS NECESSARY TO MITIGATE THE TRACKOUT OF SEDIMENT OFFSITE. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1057 (CURRENT EDITION).
 - STORM DRAIN INLET PROTECTION SHALL BE PROVIDED FOR ALL NEW AND DOWNSTREAM STORM CATCH BASINS AND CURB INLETS. TYPE B OR C PROTECTION SHOULD BE PROVIDED AND SHALL BE IN CONFORMANCE WITH WISCONSIN DNR TECHNICAL STANDARD 1060 (CURRENT EDITION).
 - JUST CONTROL. MEASURES SHALL BE PROVIDED TO REDUCE OR PREVENT THE SURFACE AND AIR TRANSPORT OF DUST DURING CONSTRUCTION. CONTROL MEASURES INCLUDE APPLYING MULCH AND ESTABLISHING VEGETATION, WATER SPRAYING, SURFACE ROUGHENING, APPLYING POLYMERS, SPRAY-ON TACKERS, CHLORIDES, AND BARBERS. SOME STEPS MAY REQUIRE AN APPROACH THAT UTILIZES A COMBINATION OF MEASURES FOR DUST CONTROL. FOLLOW PROCEDURES FOUND IN WISCONSIN DNR TECHNICAL STANDARD 1068 (CURRENT EDITION).
 - THE USE, STORAGE, AND DISPOSAL OF CHEMICALS, CEMENT, AND OTHER COMPOUNDS AND MATERIALS USED ON SITE SHALL BE MANAGED DURING THE CONSTRUCTION PERIOD TO PREVENT THEIR ENTRY INTO WATERS OF THE STATE.
 - CONTRACTOR SHALL PROVIDE AN OPEN AGGREGATE CONCRETE TRUCK WASHOUT AREA ON SITE. CONTRACTOR TO ENSURE THAT CONCRETE WASHOUT SHALL BE CONTAINED TO THIS DESIGNATED AREA AND NOT BE ALLOWED TO RUN INTO STORM INLETS OR INTO THE OVERLAND STORMWATER DRAINAGE SYSTEM. WASHOUT AREA SHALL BE REMOVED UPON COMPLETION OF CONSTRUCTION.
 - TEMPORARY SITE RESTORATION SHALL TAKE PLACE AT DISTURBED AREAS THAT WILL NOT BE BROUGHT TO FINAL GRADE OR ON WHICH LAND DISTURBING ACTIVITIES WILL NOT BE PERFORMED FOR A PERIOD GREATER THAN 14 DAYS AND REQUIRES VEGETATIVE COVER FOR LESS THAN ONE YEAR. THIS TEMPORARY SITE RESTORATION REQUIREMENT ALSO APPLIES TO SOIL STOCKPILES THAT EXIST FOR MORE THAN 7 DAYS. PERMANENT RESTORATION APPLIES TO AREAS WHERE PERMANENT VEGETATIVE COVER IS NEEDED TO PERMANENTLY STABILIZE AREAS OF EXPOSED SOIL. PERMANENT STABILIZATION SHALL OCCUR WITHIN 3 WORKING DAYS OF FINAL GRADING. TOPSOIL, SEED, AND MULCH SHALL BE IN GENERAL CONFORMANCE WITH TECHNICAL STANDARDS 1058 AND 1059 AND LANDSCAPING AND SITE STABILIZATION SHALL BE IN GENERAL CONFORMANCE WITH TECHNICAL STANDARDS 1058 AND 1059. THE CONTRACTOR SHALL FILE A CONSTRUCTION NOTICE OF TERMINATION WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES IN ACCORDANCE WITH NR 163.63.
 - AT THE COMPLETION OF THE PROJECT, THE CONTRACTOR SHALL GIVE THE OWNER COPIES OF THE EROSION CONTROL AND STORM WATER MANAGEMENT PLAN, AMENDMENTS TO PLANS, SUPPORTING PLAN DATA, AND CONSTRUCTION SITE EROSION CONTROL INSPECTION REPORTS. THE OWNER SHALL RETAIN THESE FOR A PERIOD OF 3 YEARS FROM THE DATE OF THE LAST INSPECTION UNDER WRITING GENERAL PERMIT.
 - ALL POST CONSTRUCTION STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES SHALL BE CONSTRUCTED BEFORE THE SITE HAS UNDERGONE FINAL STABILIZATION.

DIVISION 32 EXTERIOR IMPROVEMENTS

32 10 00 AGGREGATE BASE & ASPHALT PAVEMENT

- CONTRACTOR TO PROVIDE COMPACTED AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT WHERE INDICATED ON THE PLANS. ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 105 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. PROVIDE HOT MD ASPHALT MIXTURE TYPES PER SECTION 400 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. CONTRACTOR SHALL OBTAIN AND REVIEW SOILS REPORT FOR RECOMMENDATIONS FOR GED-GRO/ GEOTEXTILE BELOW CRUSHED AGGREGATE (IF APPLICABLE).
- CONTRACTOR TO PROVIDE AGGREGATE BASE AND HOT MIX ASPHALT PAVEMENT TYPES AND DEPTHS AS INDICATED BELOW.

STANDARD ASPHALT PAVING SECTION	HEAVY ASPHALT PAVING SECTION
1-1/2" SURFACE COURSE (S 15'-28"-285)	1-1/2" SURFACE COURSE (S 15'-28"-285)
(WSDOT 455.2.5 TACK COAT (STAGED PAVING))	WSDOT 455.2.5 TACK COAT (STAGED PAVING)
12" INBORDER COURSE (S 15'-28"-285)	12" INBORDER COURSE (S 15'-28"-285)
12" OF 1-1/4" CRUSHED AGGREGATE	12" OF 1-1/4" CRUSHED AGGREGATE
- CONTRACTOR TO COMPACT THE AGGREGATE BASE, ASPHALT BINDER COURSE, AND ASPHALT SURFACE COURSE TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL ASPHALT PAVEMENT AREAS SHALL BE PAVED TO WITHIN 0.05' OF DESIGN SURFACE GRADES WITH POSITIVE DRAINAGE BEING MAINTAINED IN ACCORDANCE WITH DESIGN PLANS. A MINIMUM OF 1.5% SLOPE SHALL BE MAINTAINED IN ALL ASPHALT PAVEMENT AREA.
- HOT MIX ASPHALT CONSTRUCTION TO BE PROVIDED PER MORE STRINGENT REQUIREMENTS OF GEOTECHNICAL REPORT OR CONSTRUCTION DOCUMENTS.
- CONTRACTOR TO PROVIDE 4" WIDE YELLOW PAINTED STRIPING FOR PARKING STALLS, TRAFFIC LANES, AND NO PARKING AREAS. YELLOW PAINT MARKINGS SHALL ALSO BE PROVIDED FOR H.C. ACCESSIBLE SYMBOLS, TRAFFIC ARROWS, AND TRAFFIC MESSAGES.

32 20 00 CONCRETE AND AGGREGATE BASE

- CONTRACTOR TO PROVIDE CRUSHED AGGREGATE BASE AND CONCRETE WHERE INDICATED ON THE PLANS.
- ALL AGGREGATE PROVIDED MUST COMPLY WITH SECTION 305 OF THE WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION. ALL AGGREGATE PLACED MUST BE COMPACTED TO AN AVERAGE DENSITY PER WISCONSIN STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION.
- DESIGN AND CONSTRUCTION OF ALL CAST-IN-PLACE INTERIOR CONCRETE FILL WORK SHALL CONFORM TO ACI 308R OR ACI 318-08.
- CONTRACTOR TO PROVIDE 4" WIDE YELLOW PAINTED STRIPING FOR PARKING STALLS, TRAFFIC LANES, AND NO PARKING AREAS. YELLOW PAINT MARKINGS SHALL ALSO BE PROVIDED FOR H.C. ACCESSIBLE SYMBOLS, TRAFFIC ARROWS, AND TRAFFIC MESSAGES.
 - THE BARS AT ALL CONSTRUCTION JOINTS OF THE CONCRETE. THE BARS SHALL BE #4 REBAR 30" LONG PLACED AT 30" O.C.
 - DUMPTER PAD/APRON CONCRETE - 4" OF CONCRETE OVER 4" OF CRUSHED AGGREGATE BASE. CONSTRUCTION JOINTS SHALL CONSIST OF 1/8" WIDE BY 1" DEEP T-LOED JOINT WHERE INDICATED ON THE PLANS.
 - CONCRETE SHALL BE SET IN ACCORDANCE WITH THE DESIGN PLAN.
 - CONTRACTOR SAWCUT JOINT - CONTRACTOR SHALL PROVIDE A SAWCUT JOINT AT MAXIMUM SPACING OF 10' ON CENTER. SAWCUT SHALL BE 2" IN DEPTH.
 - TYPE FOUR CONTROL JOINT - FOUR CONTROL JOINT SHALL BE PROVIDED WITH 1-1/4" DIAMETER BY 20" LONG SMOOTH DOWEL PLACED AT 12" O.C. ONE HALF OF THE DOWEL SHALL BE GRADED GREENSTEEL 4" SPEED DOWEL TUBES SHALL BE USED.
 - HEAVY DUTY/OVERLAYWAY CONCRETE - 4" OF CONCRETE OVER 4" OF 3/4" CRUSHED AGGREGATE. CONCRETE SHALL BE REINFORCED WITH #3 REBARS ON CHAIRS AT 3' O.C. REBAR SHALL BE PLACED PLACED IN THE UPPER 1/3 TO 1/2 OF THE SLAB. CONSTRUCTION JOINTS SHALL BE SAWCUT 1.5" IN DEPTH AND BE SPACED A MAXIMUM OF 15' ON CENTER.
 - DESIGN MIXES SHALL BE IN ACCORDANCE WITH ASTM C94.
 - STRENGTH TO BE MINIMUM OF 4,500 PSI AT 28 DAYS FOR EXTERIOR CONCRETE.
 - MAXIMUM WATER/CEMENT RATIO SHALL BE 0.45.
 - SUMP SHALL NOT EXCEED 4" FOR EXTERIOR CONCRETE FILL WORK.
 - CONCRETE FILL WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.05' OF DESIGN SURFACE AND FLOWLINE GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
 - CONCRETE FILL WORK SHALL HAVE CONSTRUCTION JOINTS OR SAW CUT JOINTS PLACED AS INDICATED ON THE PLANS OR PER THIS SPECIFICATION. SAWCUTS SHALL BE DONE AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER CONCRETE IS PLACED. CONCRETE CURB AND GUTTER JOINTING SHALL BE PLACED EVERY 10' OR CLOSER (6' MIN). IF CONCRETE PAVEMENT IS ADJACENT TO CONCRETE CURB, JOINTING IN THE PAVEMENT AND CURBS SHALL BE PLACED AT THE SAME LOCATION. ALL EXTERIOR CONCRETE SHALL HAVE A LIGHT COMB FINISH.
 - CONCRETE SHALL BE REINFORCED WITH #4 TO #6 REBARS WITHIN 4% TO 5% AIR CONTENT. NO OTHER ADMIXTURES SHALL BE USED WITHOUT APPROVAL OF EXCEL ENGINEERING, INC. CALCIUM CHLORIDE SHALL NOT BE USED.
 - MAXIMUM AGGREGATE SIZE FOR ALL EXTERIOR CONCRETE SHALL BE 0.75 INCHES.
 - VERY EQUIPMENT CONCRETE CONTRACTOR REQUIRED PAD. PADS SHALL HAVE FIBERESH MIX 300 FIBERS AT A RATE OF 1.5 LBS/CU YD. OR 6 X 6 1/4 X 4 1/4 W/160 WEDGED WIRE MESH WITH MINIMUM 1 INCH COVER. EQUIPMENT PADS SHALL HAVE 5.5 INCHES THICK WITH 1 INCH CHAIR SPACING OTHERWISE. COORDINATE ADDITIONAL PAD REQUIREMENTS WITH RESPECTIVE CONTRACTOR.
 - ALL CONCRETE FILL WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.05' OF DESIGN SURFACE AND FLOWLINE GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
 - CONCRETE FILL WORK SHALL HAVE CONSTRUCTION JOINTS OR SAW CUT JOINTS PLACED AS INDICATED ON THE PLANS OR PER THIS SPECIFICATION. SAWCUTS SHALL BE DONE AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER CONCRETE IS PLACED. CONCRETE CURB AND GUTTER JOINTING SHALL BE PLACED EVERY 10' OR CLOSER (6' MIN). IF CONCRETE PAVEMENT IS ADJACENT TO CONCRETE CURB, JOINTING IN THE PAVEMENT AND CURBS SHALL BE PLACED AT THE SAME LOCATION. ALL EXTERIOR CONCRETE SHALL HAVE A LIGHT COMB FINISH.
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 - ALL CONCRETE FILL WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.05' OF DESIGN SURFACE AND FLOWLINE GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
 - CONCRETE FILL WORK SHALL HAVE CONSTRUCTION JOINTS OR SAW CUT JOINTS PLACED AS INDICATED ON THE PLANS OR PER THIS SPECIFICATION. SAWCUTS SHALL BE DONE AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER CONCRETE IS PLACED. CONCRETE CURB AND GUTTER JOINTING SHALL BE PLACED EVERY 10' OR CLOSER (6' MIN). IF CONCRETE PAVEMENT IS ADJACENT TO CONCRETE CURB, JOINTING IN THE PAVEMENT AND CURBS SHALL BE PLACED AT THE SAME LOCATION. ALL EXTERIOR CONCRETE SHALL HAVE A LIGHT COMB FINISH.
 - CONCRETE SHALL BE REINFORCED WITH #4 TO #6 REBARS WITHIN 4% TO 5% AIR CONTENT. NO OTHER ADMIXTURES SHALL BE USED WITHOUT APPROVAL OF EXCEL ENGINEERING, INC. CALCIUM CHLORIDE SHALL NOT BE USED.
 - MAXIMUM AGGREGATE SIZE FOR ALL EXTERIOR CONCRETE SHALL BE 0.75 INCHES.
 - VERY EQUIPMENT CONCRETE CONTRACTOR REQUIRED PAD. PADS SHALL HAVE FIBERESH MIX 300 FIBERS AT A RATE OF 1.5 LBS/CU YD. OR 6 X 6 1/4 X 4 1/4 W/160 WEDGED WIRE MESH WITH MINIMUM 1 INCH COVER. EQUIPMENT PADS SHALL HAVE 5.5 INCHES THICK WITH 1 INCH CHAIR SPACING OTHERWISE. COORDINATE ADDITIONAL PAD REQUIREMENTS WITH RESPECTIVE CONTRACTOR.
 - ALL CONCRETE FILL WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.05' OF DESIGN SURFACE AND FLOWLINE GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
 - CONCRETE FILL WORK SHALL HAVE CONSTRUCTION JOINTS OR SAW CUT JOINTS PLACED AS INDICATED ON THE PLANS OR PER THIS SPECIFICATION. SAWCUTS SHALL BE DONE AS SOON AS POSSIBLE, BUT NO LATER THAN 24 HOURS AFTER CONCRETE IS PLACED. CONCRETE CURB AND GUTTER JOINTING SHALL BE PLACED EVERY 10' OR CLOSER (6' MIN). IF CONCRETE PAVEMENT IS ADJACENT TO CONCRETE CURB, JOINTING IN THE PAVEMENT AND CURBS SHALL BE PLACED AT THE SAME LOCATION. ALL EXTERIOR CONCRETE SHALL HAVE A LIGHT COMB FINISH.
 - CONCRETE SHALL BE REINFORCED WITH #4 TO #6 REBARS WITHIN 4% TO 5% AIR CONTENT. NO OTHER ADMIXTURES SHALL BE USED WITHOUT APPROVAL OF EXCEL ENGINEERING, INC. CALCIUM CHLORIDE SHALL NOT BE USED.
 - MAXIMUM AGGREGATE SIZE FOR ALL EXTERIOR CONCRETE SHALL BE 0.75 INCHES.
 - VERY EQUIPMENT CONCRETE CONTRACTOR REQUIRED PAD. PADS SHALL HAVE FIBERESH MIX 300 FIBERS AT A RATE OF 1.5 LBS/CU YD. OR 6 X 6 1/4 X 4 1/4 W/160 WEDGED WIRE MESH WITH MINIMUM 1 INCH COVER. EQUIPMENT PADS SHALL HAVE 5.5 INCHES THICK WITH 1 INCH CHAIR SPACING OTHERWISE. COORDINATE ADDITIONAL PAD REQUIREMENTS WITH RESPECTIVE CONTRACTOR.
 - ALL CONCRETE FILL WORK SURFACES AND CONCRETE CURB FLOWLINES SHALL BE CONSTRUCTED TO WITHIN 0.05' OF DESIGN SURFACE AND FLOWLINE GRADES ASSUMING POSITIVE DRAINAGE IS MAINTAINED IN ACCORDANCE WITH THE DESIGN PLANS.
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 - CONCRETE SHALL BE REINFORCED WITH #4 TO #6 REBARS WITHIN 4% TO 5% AIR CONTENT. NO OTHER ADMIXTURES SHALL BE USED WITHOUT APPROVAL OF EXCEL ENGINEERING, INC. CALCIUM CHLORIDE SHALL NOT BE USED.
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SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS



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100 Camelot Drive
Fond du Lac, WI 54935
920-926-9800
excelengineer.com

PROJECT INFORMATION

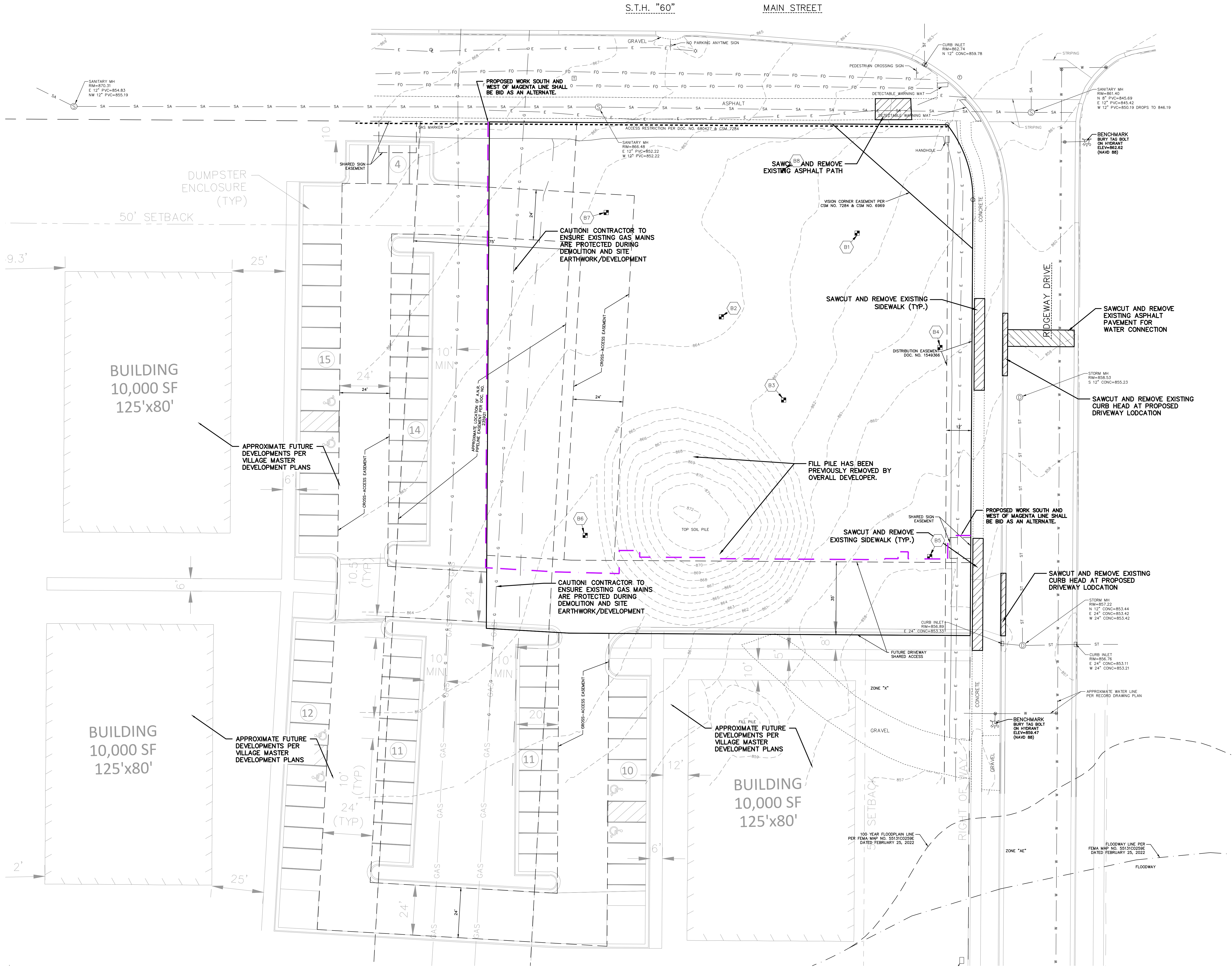
PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

PRELIMINARY DATES	
JUNE 30, 2023	NOT FOR CONSTRUCTION
JAN. 10, 2024	

JOB NUMBER
230096200

SHEET NUMBER
C1.0





NORTH

1"= 20' SCALE

0 20' 40' FEET

CIVIL EXISTING SITE AND DEMOLITION PLAN

PROJECT INFORMATION

PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

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SPECIFICATION NOTE:
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SPECIFICATIONS AND REQUIREMENTS

SITE INFORMATION:

PROPERTY AREA: 52,056 S.F. (1.20 ACRES).

EXISTING ZONING: B-1 (COMMUNITY BUSINESS DISTRICT)

PROPOSED ZONING: B-1 (COMMUNITY BUSINESS DISTRICT)

PROPOSED USE: FINANCIAL INSTITUTION

AREA OF SITE DISTURBANCE: 1.22 ACRES

SETBACKS: BUILDING: FRONT (N) = 50'
SIDE (S) = 50'
REAR(W) = 25'
STREET (E) = 50'

PAVEMENT: FRONT (N) = 25'
SIDE (S) = 3'
REAR (W) = 3'
STREET (E) = 3'

PROPOSED BUILDING HEIGHT: 14' (MAX. HEIGHT ALLOWED: 35')

PARKING REQUIRED: 1 SPACE PER 200 S.F. OF GROSS FLOOR AREA PLUS ONE SPACE FOR EACH TWO EMPLOYEES (20 SPACES REQ.)

PARKING PROVIDED: 27 SPACES (2 H.C. ACCESSIBLE)

HANDICAP STALLS REQUIRED: 2, HANDICAP STALLS PROVIDED: 2

EXISTING SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.30	56,654	
BUILDING FLOOR AREA	0.00	0	0.0%
PAVEMENT (ASP. & CONC.)	0.00	0	0.0%
TOTAL IMPERVIOUS	0.00	0	0.0%
LANDSCAPE/ OPEN SPACE	1.30	56,654	100.0%

PROPOSED SITE DATA

	AREA (AC)	AREA (SF)	RATIO
PROJECT SITE	1.30	56,654	
BUILDING FLOOR AREA	0.08	3,300	5.8%
PAVEMENT (ASP. & CONC.)	0.75	32,788	57.9%
TOTAL IMPERVIOUS	0.83	36,088	63.7%
LANDSCAPE/ OPEN SPACE	0.47	20,566	36.3%

SITE PLAN KEYNOTES

- 1 STANDARD ASPHALT SECTION (TYP.)
- 2 HEAVY DUTY ASPHALT SECTION (TYP.)
- 3 CONCRETE SIDEWALK (TYP.)
- 5 HEAVY DUTY CONCRETE DRIVEWAY. INSTALL PER CITY STANDARDS AND SPECIFICATIONS.
- 7 CONCRETE TRASH RECEPTACLE PAD WITH SCREENING
- 8 CONCRETE STOOP (TYP.) SEE ARCH. PLANS FOR DETAILS.
- 9 RAISED WALK (TYP.)
- 11 RAMP WITH RAILING. SEE STRUCTURAL PLANS FOR DETAILS.
- 12 CURB RAMP (TYP.)
- 13 ADA CURB RAMP (TYP.)
- 14 18" CURB & GUTTER (TYP.)
- 16 CURB TAPER (TYP.)
- 17 CURB CUT (TYP.)
- 18 CONCRETE TRANSFORMER PAD BY UTILITY SUPPLIER (CONTRACTOR TO VERIFY FINAL LOCATION & DESIGN PRIOR TO CONSTRUCTION)
- 19 HANDICAP SIGN (TYP.)
- 20 HANDICAP STALL & STRIPING PER STATE CODES.
- 21 PRECAST CONCRETE WHEEL STOP (TYP.)
- 22 MONUMENT SIGN (DETAILS, FINAL LOCATION, & APPROVAL BY SIGN VENDOR)
- 23 LANDSCAPE BLOCK RETAINING WALL. SEE C1.2 FOR WALL ELEVATIONS.
- 24 6" CONCRETE BOLLARDS (SEE DETAIL ON ARCH. PLAN)
- 25 STOP SIGN (TYP.)
- 26 FLAGPOLE (TYP.)
- 27 BIKE RACK (TYPE & COLOR BY OWNER)
- 28 DETECTABLE WARNING PLATE
- 29 TRAFFIC FLOW ARROWS. COLOR TO MATCH PARKING STALL STRIPING.
- 30 PAINT STRIPING (TYP.). COLOR TO MATCH PARKING STALL STRIPING.
- 31 CANOPIED ITM STATION WITH CONCRETE BASE. SEE ARCH PLANS FOR DETAILS.
- 32 EXIT ONLY SIGN
- 33 CANOPY. (SEE ARCH PLANS)
- 34 COLUMN (TYP.) (SEE ARCH/STRUCT PLANS)

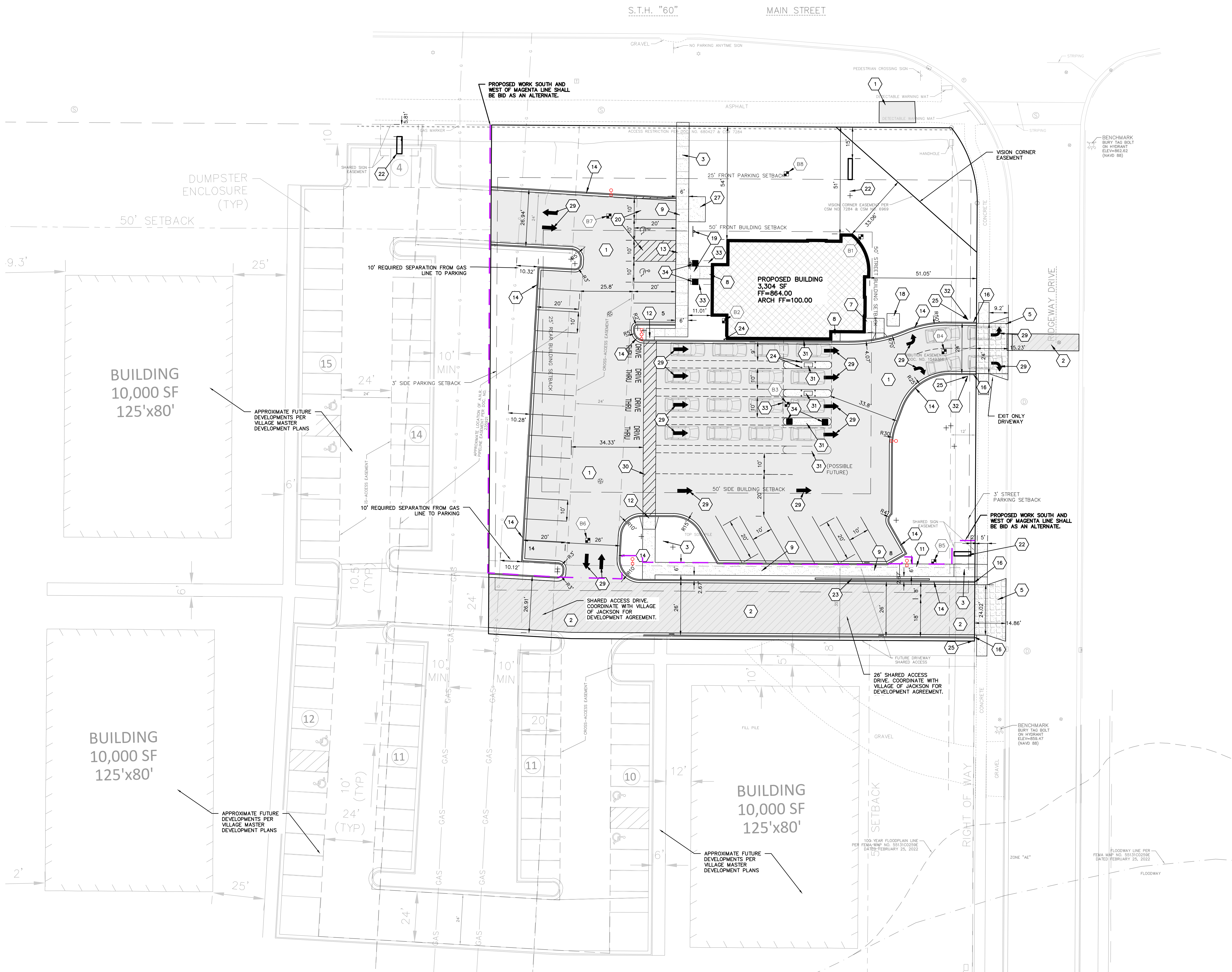
(X(X)) IDENTIFICATION: KEYNOTE ITEM(QUANTITY) - IF NO () = QUANTITY IS 1

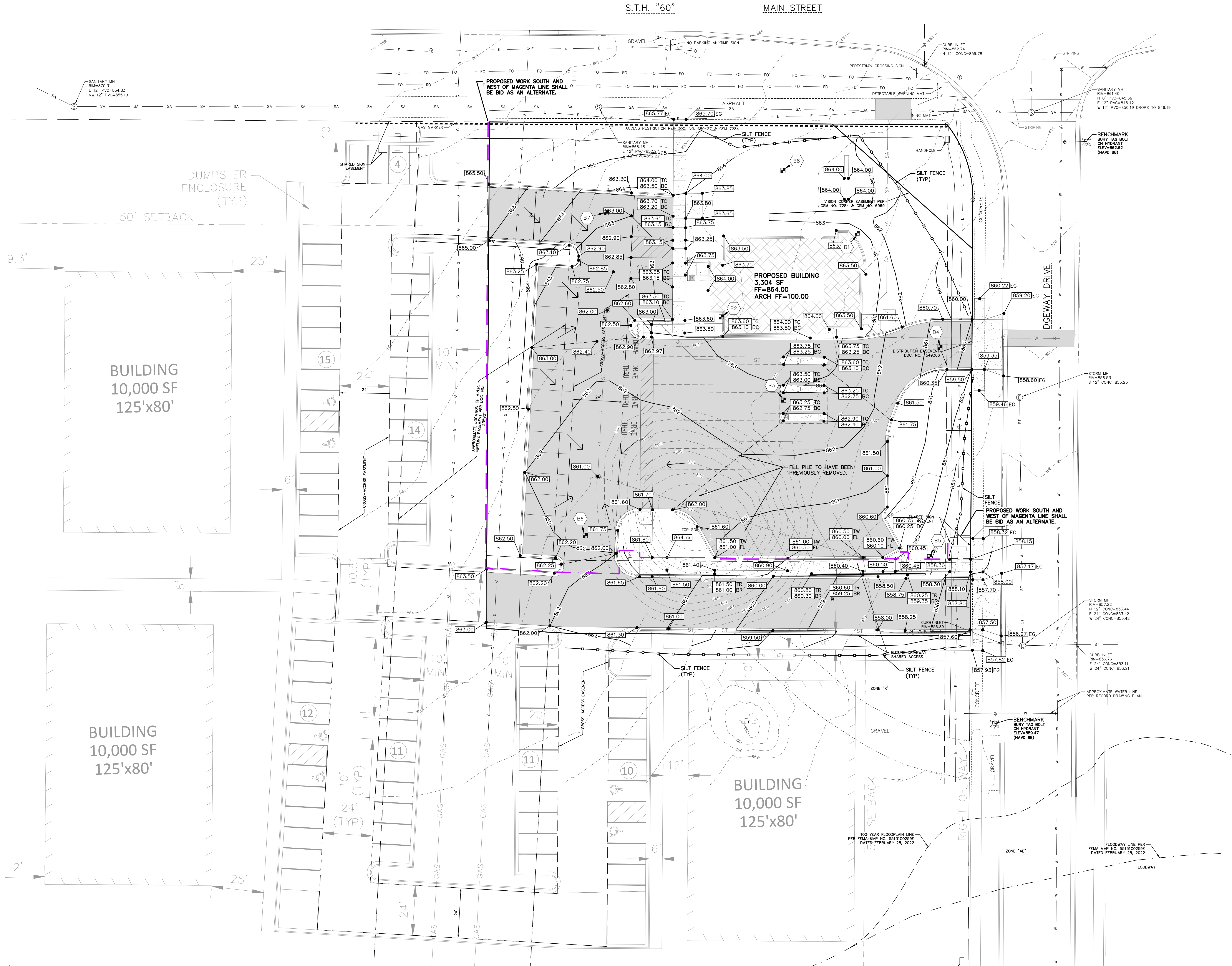
PAVEMENT HATCH KEY:

- STANDARD ASPHALT
- HEAVY DUTY ASPHALT
- SIDEWALK CONCRETE
- HEAVY DUTY CONCRETE

1" = 20'
SCALE
NORTH
FEET

CIVIL SITE PLAN





SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

- NOTES:
- HANDICAP STALL AND ACCESS AISLES SHALL NOT EXCEED A SLOPE OF 1.50% IN ANY DIRECTION. HANDICAP STALL & ACCESS AISLES SHALL CONFORM TO ADA REQUIREMENTS (CURRENT EDITION)
 - ALL SIDEWALKS SHALL NOT EXCEED A MAXIMUM CROSS SLOPE OF 1.50% AND RUNNING SLOPE OF 4.50% UNLESS OTHERWISE SPECIFIED.

INLET PROTECTION NOTE:
CONTRACTOR SHALL PROVIDE TEMPORARY INLET PROTECTION FOR ALL CURB INLETS & CATCH BASINS ON-SITE & OFF-SITE IMMEDIATELY DOWNSTREAM OF THE PROJECT SITE PER LOCAL CODE.

STABILIZED CONSTRUCTION ENTRANCE NOTE:
CONTRACTOR SHALL PROVIDE STABILIZED CONSTRUCTION ENTRANCE AT CONSTRUCTION ENTRANCE FOR PROPOSED IMPROVEMENTS AS REQUIRED PER CODE.

CONCRETE WASHOUT NOTE:
CONTRACTOR SHALL PROVIDE CONCRETE WASHOUT AS REQUIRED PER CODE. FINAL LOCATION TBD BY CONTRACTOR.

PROJECT INFORMATION

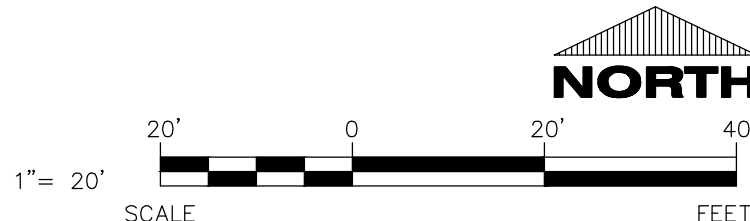
PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

PRELIMINARY DATES
JUNE 30, 2023
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JOB NUMBER
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SHEET NUMBER
C1.2



CIVIL GRADING AND EROSION CONTROL PLAN

SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

DOWNSPOUT NOTE:

[DS] = DENOTES DOWNSPOUT TO
GRADE. LOCATIONS. PROVIDE SPLASH BLOCKS AT
ALL DS TO GRADE LOCATIONS. SEE ARCH PLANS
FOR FINAL LOCATIONS.

CLEANOUT NOTE:

[CO] = DENOTES LOCATIONS WHERE
CONTRACTOR SHALL INSTALL CLEANOUTS, SEE
C0.1 FOR SPECIFICATION.



Always a Better Plan

100 Camelot Drive
Fond du Lac, WI 54935
920-926-9800
excelengineer.com

PROJECT INFORMATION

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STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

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JUNE 30, 2023
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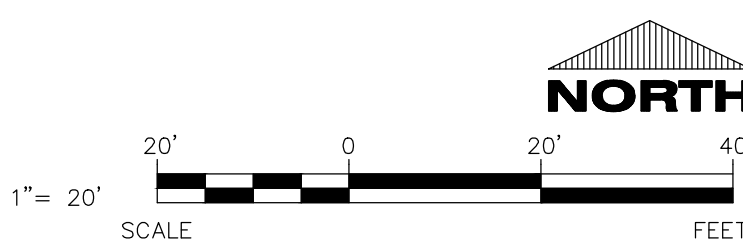
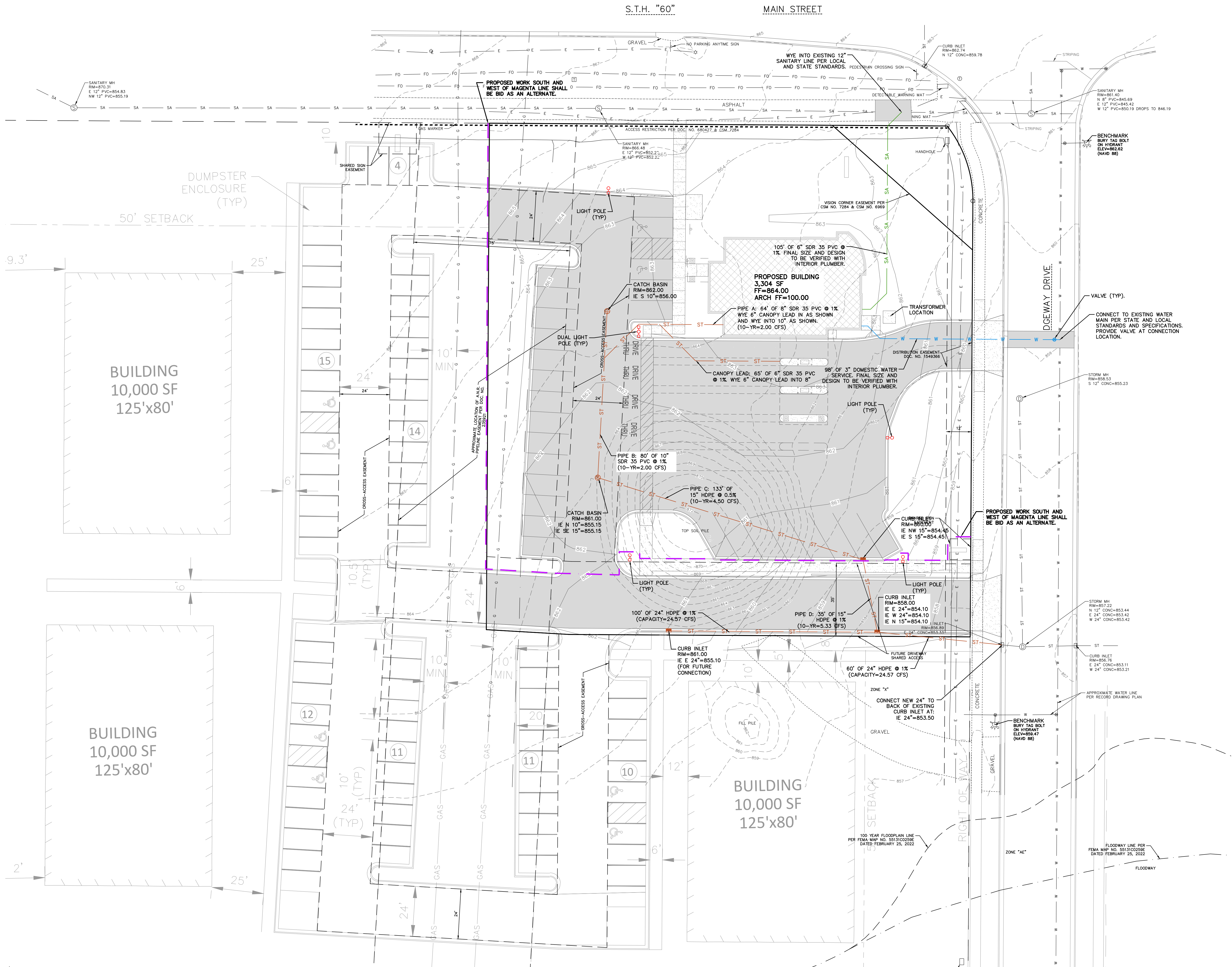
230096200

SHEET NUMBER

C1.3

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Page 57 of 97

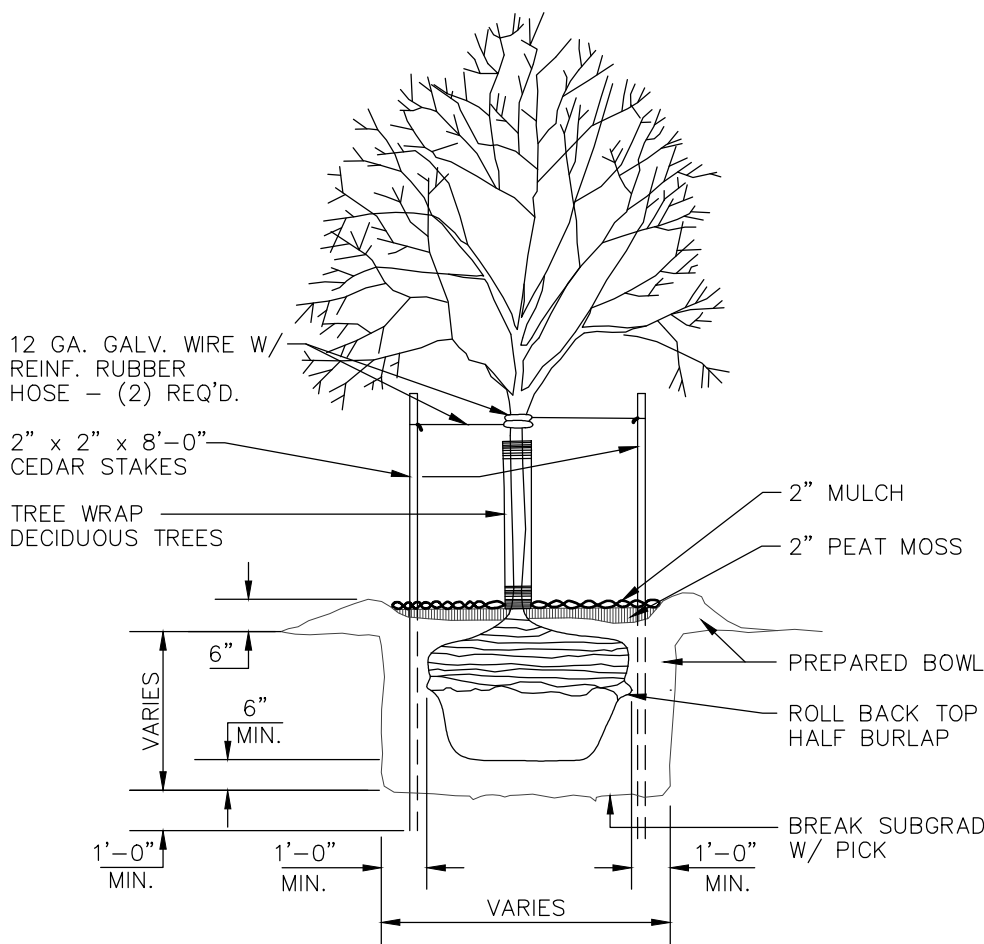


CIVIL UTILITY PLAN

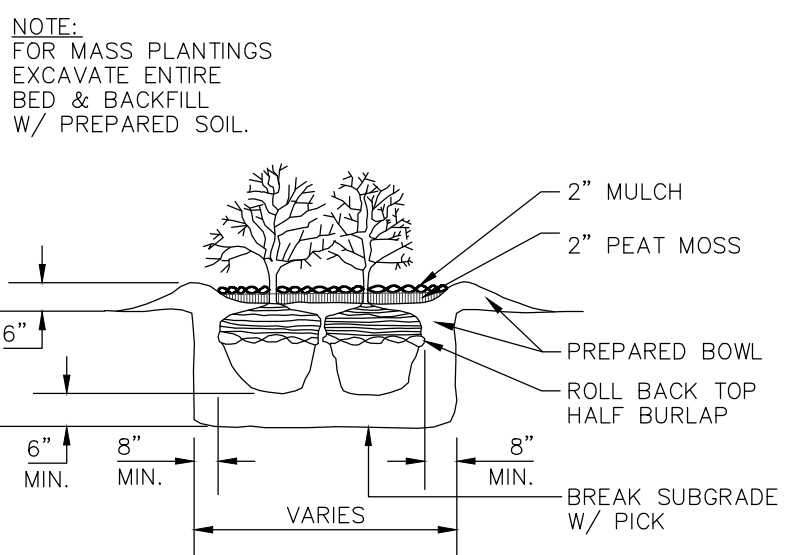
SPECIFICATION NOTE:
SEE SHEET C0.1 FOR PLAN
SPECIFICATIONS AND REQUIREMENTS

EROSION MATTING LOCATION

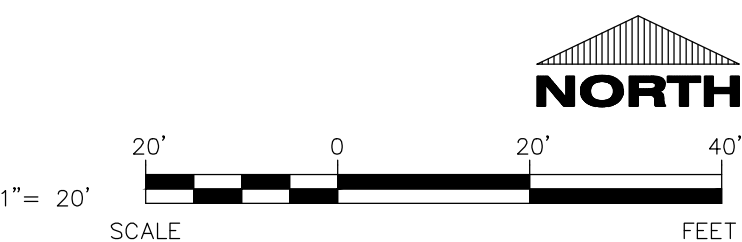
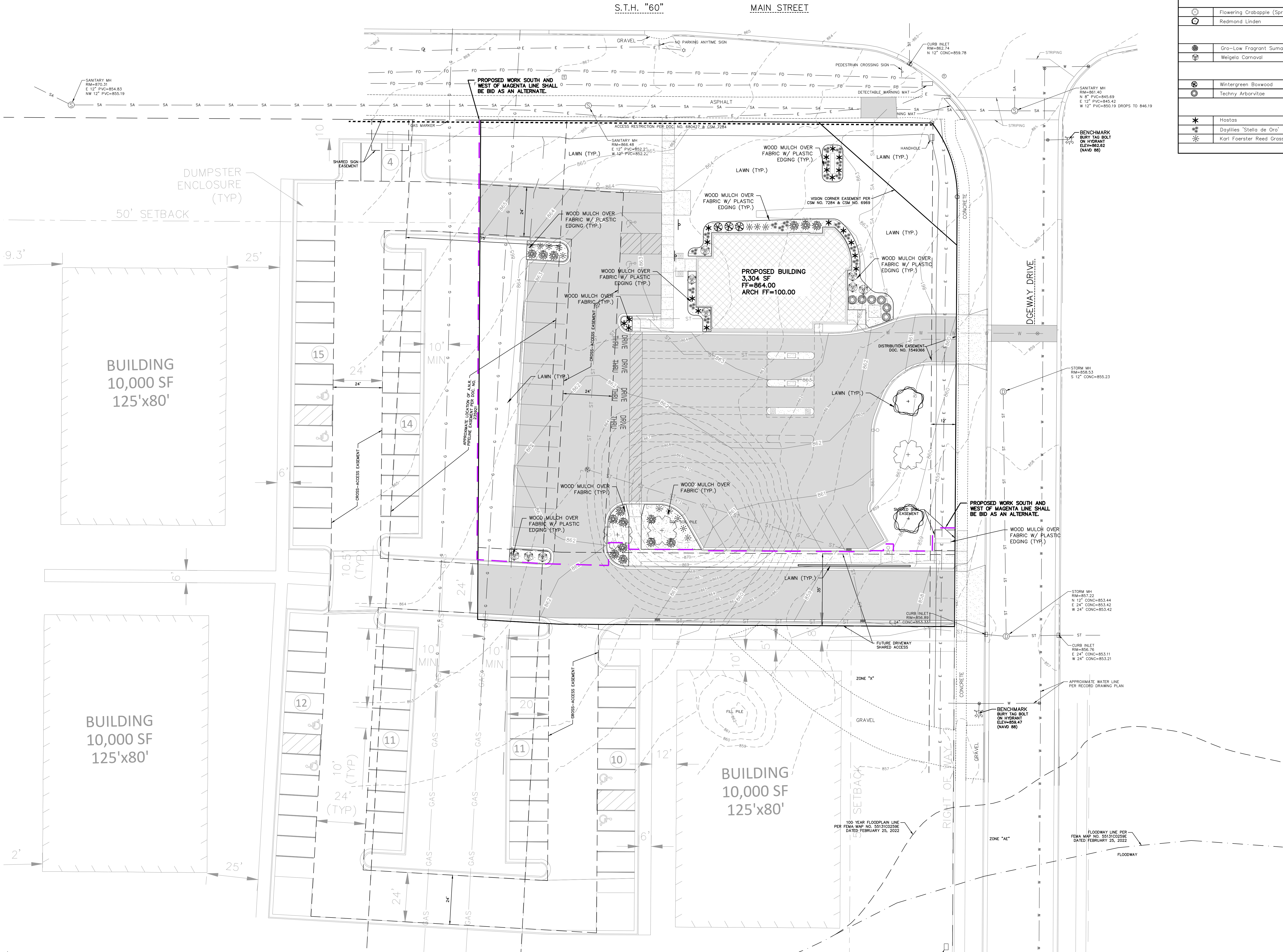
LANDSCAPING PLANTING SCHEDULE				
SYMBOL	COMMON NAME	BOTANICAL NAME	PLANTED SIZE	QUANTITY
DECIDUOUS TREES				
☼	Flowering Crabapple (Spring Snow)	Malus x hybrid (Spring Snow)	2"	3
⊙	Redmond Linden	Tilia americana	2"	2
DECIDUOUS SHRUBS				
⊙	Gro-Low Fragrant Sumac	Rhus aromatica 'Gro Low'	18"	15
⊙	Weigela Canaval	Weigela Florida 'courtalar'	24"	9
EVERGREEN SHRUBS				
⊙	Wintergreen Boxwood	Buxus sinica var insularis 'Wintergreen'	18"	3
⊙	Techy Arborvitae	Thuja occidentalis	42"-48"	6
PERENNIALS				
✱	Hostas	Hostas 'Royal Standard'	1 gal pot	19
✱	Daylilies 'Stella de Oro'	Hemerocallis 'Stella de Oro'	1 gal pot	18
✱	Karl Foerster Reed Grass	Clamagrostis x acutiflora 'Karl Foerster'	1 gal pot	13



TREE PLANTING DETAIL
NO SCALE



SHRUB PLANTING DETAIL
NO SCALE



CIVIL LANDSCAPE AND RESTORATION PLAN

PROJECT INFORMATION

PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

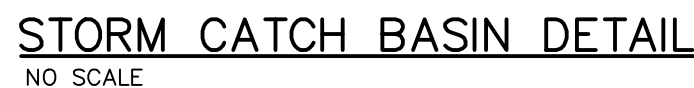
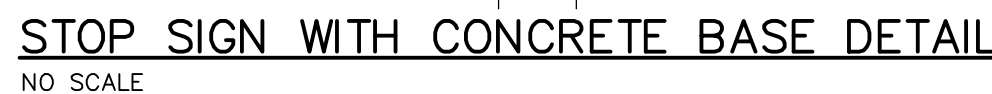
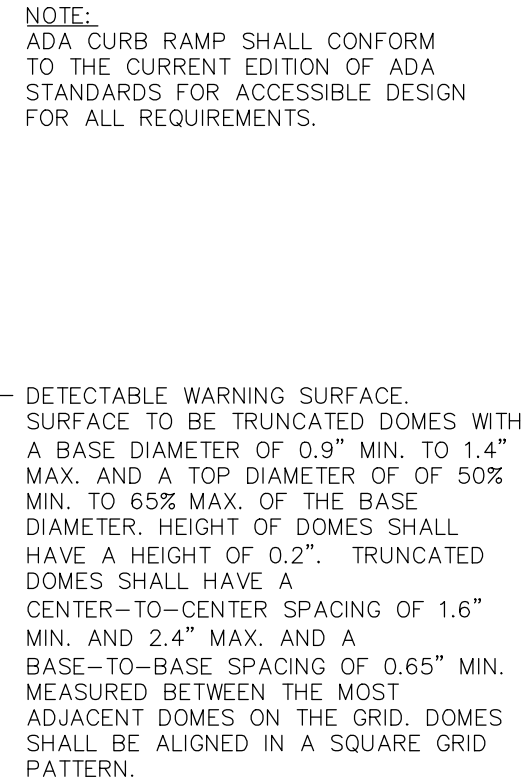
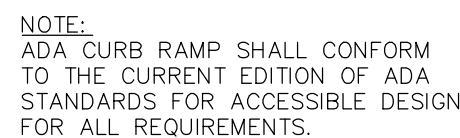
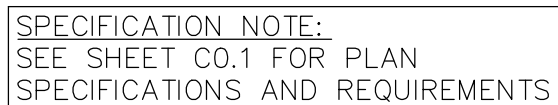
PROFESSIONAL SEAL

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JOB NUMBER
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SHEET NUMBER
C1.4

NOT FOR CONSTRUCTION



PROJECT INFORMATION

PROPOSED BUILDING FOR:
250 FOCUS, LLC
STH 60 & RIDGEWAY DR. • JACKSON, WI 53037

PROFESSIONAL SEAL

PRELIMINARY DATES

JUNE 30, 2023
JAN. 10, 2024

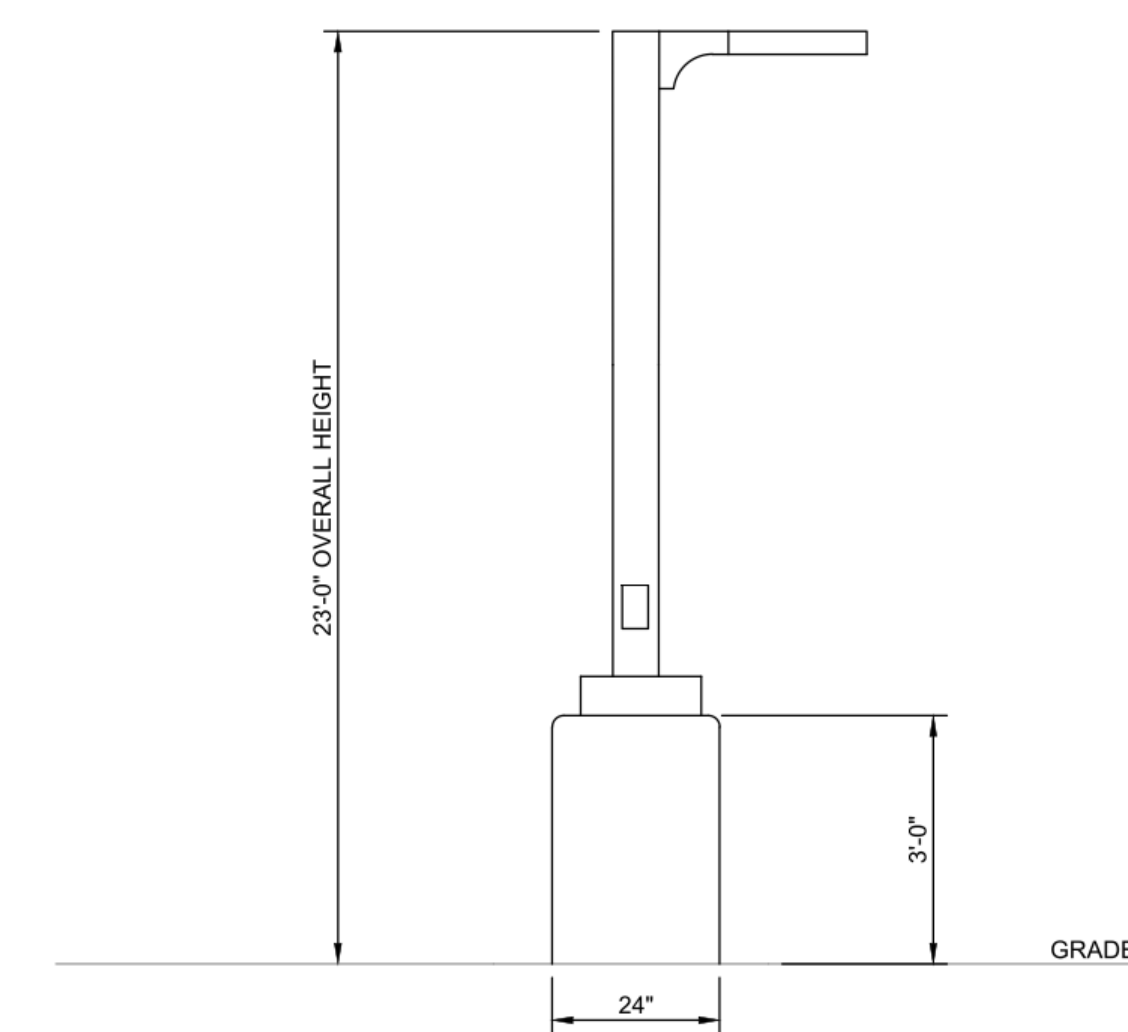
NOT FOR CONSTRUCTION

JOB NUMBER

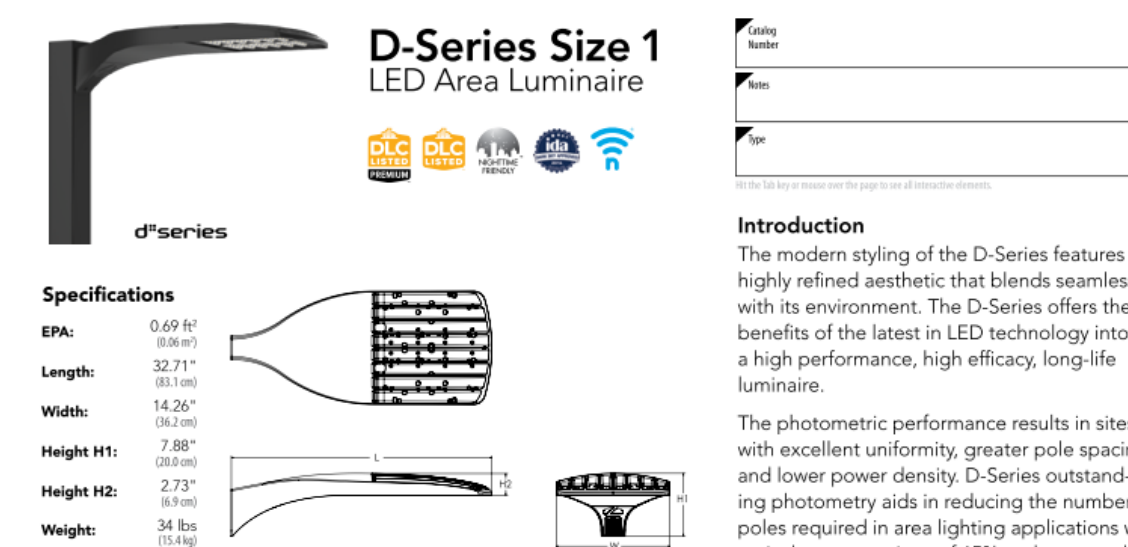
230096200

SHEET NUMBER

C3.1



LIGHT POLE DETAIL
NO SCALE



Ordering Information

Order	Part	Quantity	Unit	Description	Notes	Notes
DSX1	LED P7 40K 70CRI T3M MVOLT SPA N141R2 P1RH D0R0	1	EA	DSX1 LED P7 40K 70CRI T3M MVOLT SPA N141R2 P1RH D0R0		

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LITHONIA LIGHTING
COMMERCIAL OUTDOOR
One Lithonia Way • Columbus, Georgia 31907 • Phone 1-800-705-6276 • sales@lithonia.com
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Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Number Lamps	Lumens Lamp	Wattage
	L14	1	Lithonia Lighting	DSX1 LED P7 40K 70CRI T3M	D-Series Size 1 Area Luminaire P7 Performance Package 4000K CCT 70 CRI Forward Throw	1	22697	184.43
	L12	2	Lithonia Lighting	DSX1 LED P2 40K 70CRI T15	D-Series Size 1 Area Luminaire P2 Performance Package 4000K CCT 70 CRI Type 1 Short	1	10418	67.79
	L24	1	Lithonia Lighting	DSX1 LED P7 40K 70CRI T3M	D-Series Size 1 Area Luminaire P7 Performance Package 4000K CCT 70 CRI Forward Throw	1	22697	368.86

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #2	+	0.7 fc	8.2 fc	0.0 fc	N/A	N/A
PARKING LOT	X	1.9 fc	8.2 fc	0.2 fc	41.0:1	9.5:1
ROADWAY	X	1.8 fc	6.7 fc	0.5 fc	13.4:1	3.6:1



CIVIL SITE PHOTOMETRIC PLAN & DETAILS



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STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: January 18, 2024

Agenda Item: # 5

To: Plan Commission

From: Collin Johnson, Director of Inspections/Zoning

Subject: Ordinance #24-01 - Amending Village Ordinance Section 6-54, Pertaining to the Maximum Number of Dogs Per Residence

Background and Analysis:

Ordinance Section 6-54 currently establishes a limit on the maximum number of dogs permitted at any residence at two. On several occasions, the Village has received requests from residents who seek to exceed the maximum number of dogs allowed under the current ordinance. In every instance, the Village has approved those requests by way of a conditional use permit. Village staff have long recognized the current limit of two dogs may no longer be practical, particularly given the proclivity of the Village to grant exceptions for every request received in recent years.

Staff conducted a survey of various nearby communities to compare similar regulations regarding the keeping of dogs. The table below demonstrates how each, dogs and cats, are regulated both individually and collectively regarding the total number allowable.

Community	Number of Dogs	Number of Cats	Note
Slinger	3	3	Each
Germantown	3	3	Combination
Grafton, Village of	3	5	Combination
Kewaskum	3	N/A	
West Bend	2	2	Each
Cedarburg	3	3	Combination
Menomonee Falls	No Limit	No Limit	
Richfield	3	N/A	
Hartford	3	3	Combination

Germantown:

No person shall keep or allow to be kept more than 3 dogs or 3 cats, or a combination thereof, which are over the age of 5 months, within the Village unless such person holds a permit therefor from the Village Clerk, pursuant to this section.

Grafton:

No person may keep, harbor, shelter or possess at any time more than five dogs or cats, or combination thereof, except that no person shall keep, harbor, shelter or possess more than three dogs which are over the age of five months unless the person holds a valid kennel license.



Cedarburg:

Limitation on number of dogs and cats. No person shall keep, maintain, or harbor any combination of dogs and cats numbering more than three in any apartment, residence, household, yard or business, except where specifically allowed by zoning ordinances. A time limit of five months is allowed for litters.

Aside from West Bend and the Village of Jackson, the majority of municipalities allow a maximum of three dogs per residence. Staff agree that the limit of three dogs is a suitable compromise to the current limit of two dogs per residence. The proposed ordinance will also serve to eliminate the need for obtaining a special use permit for additional animals kept at a residence or dwelling.

Comprehensive Plan & Zoning Impacts:

None.

Site Plan:

Not applicable.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision.

Signage:

Not applicable.

Additional Staff Comments:

Police Department:

The PD supports adoption of this ordinance amendment.

Notice Requirements:

Posting on the agenda.

Potential Action:

Recommend the Village Board approve Ordinance #24-01, amending Section 6-54 of the Code of Ordinances pertaining to the maximum number of dogs allowed per residence.

Attachments:

1. Ordinance 24-01 Amending Ordinance Section 6-54

ORDINANCE #24-01

**AMENDING ORDINANCE SECTION 6-54 OF THE VILLAGE OF JACKSON
PERTAINING TO THE MAXIMUM NUMBER OF CATS AND DOGS ALLOWED PER
RESIDENCE.**

WHEREAS, the Village Board for the Village of Jackson ordains that the following section(s) of the Municipal Code are hereby repealed, recreated, or amended to read;

Section 1. Amending Ordinance Sec. 6-54.**Sec. 6-54. Maximum number of cats and dogs per residence.**

- (a) No person may keep, harbor, shelter or possess, at any time, more than three dogs and two cats over the age of five (5) months at any residence.
- (b) In determining the limitations on the number of dogs and cats, as provided in subsection (a) above, any excess dog or cat, which was owned and/or licensed in the Village, on or before the effective date of this chapter, shall be grandfathered and allowed to remain until said excess animals are given away, sold, or expire.

Section 2. Effective Date This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 3. Severability If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 4. The Village Clerk and Village Administrator are hereby authorized and directed to make all changes within the Village of Jackson Code of Ordinances necessary to reflect this Ordinance.

Introduced by: _____

Seconded by: _____

Vote: _____aye _____nay

Passed and approved _____

VILLAGE OF JACKSON

By: _____
Brian J. Heckendorf, Village President

Attest:

Anastasia Gonstead, Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted copies of this Ordinance on bulletin boards at the Jackson Municipal Complex, Post Office and one other location in the Village.

Village Official

Date



STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: January 18, 2024
Agenda Item: # 6
To: Plan Commission
From: Collin Johnson, Director of Inspections/Zoning
Subject: Review and Consideration of Zoning Audit Report - Tim Schwecke, Planning Consultant

Background and Analysis:

At the August 17, 2023 Plan Commission meeting, a brief presentation was given by the Village Planning Consultant related to a potential zoning code audit based on staff's long-recognized challenges related to interpretation and application of our current zoning code.

As a matter of reference, most Village zoning districts applicable to commercial, industrial, and manufacturing uses provide no "use by right" authority. For each zoning district, an ordinance should, and must, identify uses that are allowed by right, uses that may be allowed if certain conditions are met, and uses that are not allowed.

Each zoning district must also provide for permitted uses that are allowed by right throughout the district. An example would be single-family or multifamily homes in a residential district. Permitted uses are authorized by the zoning administrator with a simple permit. Authorization must be granted if the project complies with general standards for the zoning district, any overlay district or design standards, and related building or construction codes.

Some ordinances list uses that are expressly prohibited for a particular district. Uses that are not specifically listed are also prohibited. If the permitted uses in a zoning ordinance do not allow the use sought by a landowner, they may seek special review of the situation through a conditional use, variance, or zoning amendment.

In addition to standard "use by right" conflicts, staff have also come to realize the perhaps incorrect, unnecessary, or over-use of both "conditional use" and "special use" reviews and approvals. A few examples of these include approvals for the keeping of more than three dogs at a residence, or an "over the counter" review/approval for items such as secondary detached garages and business approvals.

The overall intent of the review is to identify areas where reconsideration of the zoning code would work to ensure simplicity in its application, provide for better "end-user" interpretation, and reduce unnecessary formalized review and approval.

The zoning code audit is also intended, in part, to identify inconsistencies in current procedures and practices, provide "best practice" recommendations, review compliance with applicable state and federal laws, and ultimately provide for an ease to use code that every use can understand and apply to everyday situations.

Comprehensive Plan & Zoning Impacts:

None.

Site Plan:

Not applicable.



Taking the lead in Washington County.

Review Procedures:

The Plan Commission is advisory. The Village Board makes the final decision.

Signage:

Not applicable.

Additional Staff Comments:

None.

Notice Requirements:

Posting on the agenda.

Potential Action:

Recommend the Village Board authorize staff to proceed with drafting a revised Village of Jackson zoning Code, based on the recommendations outlined in the zoning code audit.

Attachments:

1. Code Audit Report

1. Introduction

The Village of Jackson retained Civi Tek Consulting to conduct an audit of the Village's existing zoning code as an initial first step in developing a workplan to update the code, which was first adopted in 1994.

The overall intent of the audit is to generally identify potential changes that are intended to:

- align the code to court rulings;
- align the code to new/revised state law;
- align the code with the comprehensive plan and other local plans;
- improve overall transparency;
- right-size dimensional standards;
- include new land uses;
- address affordable housing;
- clearly articulate requirements;
- make the code more user-friendly (easier navigation, use of plain English); and
- improve review procedures to shorten review times, while achieving the overall intent of the zoning code.

Findings and recommendations in this report are not prioritized; staff will evaluate potential changes consistent with time and budget constraints.

2. Code Organization

A well-designed table of contents provides the highest level of organization. As with most things, there are a number of ways zoning code content can be organized. The author prefers a "flatter" structure rather than a "pyramidal" scheme. With a flatter structure, the reader can visually see all of the major parts of the code in a single page. In contrast, a pyramid requires the reader to open up the highest levels to see what is within.

A sample table of contents for the zoning code is included as Appendix A. It pulls in land-use regulations found in other parts of the municipal code including floodplain regulations (Chapter 16, Article II) and adult-use standards (Chapter 10).

Some communities are pulling all of the land development regulations into a single chapter of the municipal code under the umbrella of a "unified land development code". If that is desired, land division procedures and requirements would be incorporated into the overall table of contents.

The parts in the table of contents that are less obvious are explained in varying level of detail in the following pages of this report.

3. Land Uses

A comprehensive list of permissible land uses is one of the key building blocks of a good zoning code. The list should be crafted to meet unique needs of the Village and include existing uses and new land use types that area reasonably anticipated to occur in the future. Land uses should be defined so there are no overlapping terms.

Because this master list can be lengthy, land uses should be grouped to help the reader more easily find the land uses they are trying to find. Below are typical groups.

Typical Land Use Groups

• Residential	• Recreation and Entertainment	• Agriculture & Resource-Based Uses
• Special Care Facilities	• Government & Community Services	• Accessory Uses for all Principal Use
• Food and Beverage Sales	• Transportation	• Accessory Uses for Residential Uses
• Vehicle Rental, Sales, and Service	• Telecommunications and Utilities	• Accessory Uses for other Principal Uses
• General Commercial	• Industrial & Manufacturing	• Temporary Uses
	• General Storage	

As a starting point, a typical list of land uses is included in Appendix B. It should be noted, the current code has a rather limited listing of land uses due in large part how conditional uses are handled; more about that later.

4. Land Use Table

A land use table (aka use table) is a great organizational tool because it lists of all land uses allowed within the jurisdiction and identifies where the uses are allowed by right or as a special exception (aka conditional use). Below is a snippet of what a typical table looks like. Depending on the number of zoning districts, a land use table may in fact consist of two; one for residential districts and one for all other districts.

Not only does a table like this identify where the uses are allowed, it can also indicate if there is secondary review, such as architectural review, site plan review, or zoning permit review.

A land use table efficiently helps answer two fundamental questions.

- What can I do with this property? (columns)
- Where can I put my business? (rows)

Sample Code from Another Jurisdiction

		Base Zoning District													
		Secondary Review	P-1	Q-1	C-1	UC	AP	RR	R-1	B-1	B-2	B-4	M-1	M-2	T-1
9	General Sales														
9.01	Convenience retail sales	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	C	-	-
9.02	General retail sales	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	C	-	-
9.03	General retail sales, large format	BP, SP, ZP	-	-	-	-	-	-	-	-	-	C	C	-	-
9.04	Outdoor sales	BP, SP, ZP	-	-	-	-	-	-	-	-	-	P	C	-	-
10	General Services														
10.01	Administrative services	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	P	-	-
10.02	Adult-oriented establishment	BP, SP, ZP	-	P	-	-	-	-	-	-	-	-	P	P	-
10.03	Body-piercing establishment	BP, SP, ZP	-	-	-	-	-	-	-	-	C	C	C	-	-
10.04	Commercial kennel	BP, SP, ZP	-	-	-	-	C	-	-	-	-	-	-	-	-
10.05	Commercial stable	SP, ZP	-	-	-	-	C	C	-	-	-	-	-	-	-
10.06	Equipment rental	BP, SP, ZP	-	-	-	-	-	-	-	-	C	P	P	-	-
10.07	Financial services	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	P	-	-
10.08	Funeral home	BP, SP, ZP	-	-	-	-	-	-	-	C	C	P	C	-	-
10.09	General repair	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	P	-	-
10.10	General services	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	P	-	-
10.11	Health care center	BP, SP, ZP	P	-	-	-	-	-	-	-	-	P	C	-	-
10.12	Health care clinic	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	C	-	-
10.13	Instructional services	BP, SP, ZP	-	-	-	-	-	-	-	C	P	P	P	-	-
10.14	Landscape business	SP, ZP	-	-	-	-	-	-	-	-	C	P	P	-	-
10.15	Professional services	BP, SP, ZP	-	-	-	-	-	-	-	P	P	P	P	-	-
10.16	Tattoo establishment	BP, SP, ZP	-	-	-	-	-	-	-	-	C	-	-	-	-

Where can I put it?

What can I do?

5. Land Use Descriptions and Standards

Building off of the organization created with a land use table (i.e., groupings), all of the related information should be found in one part of the code. For each land use, there should be a description of the use and any parking and supplemental standards as appropriate.

By way of example, each land use should include the following parts:

- Description
- Vehicle parking requirements
- Bicycle parking requirements (required or recommended)
- Loading requirements
- Supplemental standards

Below is snippet for an artisan shop. What is important here is the organization, not necessarily the specific content in each of the parts.

In term of organization, all of the land use descriptions and standards could be located in an appendix. In the proposed table of contents, this is Appendix B.

Sample Code

Artisan shop

Description: A place where handmade craft items or works of art are made on a small-scale and offered for retail sale. Examples of such items include paintings, textiles, weaving, photography, sculptures, pottery, leather products, handmade paper, jewelry, hand-blown glass, small furniture and other similar wooden items, candles, soaps, and lotions.

Vehicle Parking: 1 space for each 350 square feet of display area; plus 1 space for each employee on the largest work shift

Bicycle Parking: Recommended - 5 percent of required vehicle parking spaces, but not less than 4

Supplemental Standards:

(A) Generally. All materials and activities, except loading and unloading, must be conducted entirely within an enclosed building.

(B) Demonstrations and workshops. The operator may conduct demonstrations and workshops within the confines of the building.

6. Zoning Districts

There are more than 20 zoning districts in the current code as listed below. The number of zoning districts for single-family residential is unusually large. As part of a code rewrite, the Village should consider merging some of the residential districts to reduce the overall number.

It also appears the floodplain districts serve as base zoning districts. A better approach is to use overlay districts for the floodplain regulations.

- | | |
|--|--|
| • A-1 Agricultural District | • R-3 Single-Family Residential District |
| • R-1 Single-Family Residential District | • R-4 Single-Family Residential District |
| • R-2 Single-Family Residential District | • R-5 Single-Family Residential District |

- R-6 Two-Family Residential District
- R-8 Multiple-Family Residential District
- R-9 Mobile Home Park District
- RT-10 Single-Family Residential District
- RT-11 Single-Family Residential District
- B-1 Community Business District
- B-2 Downtown Business District
- M-1 Limited Manufacturing District
- M-2 General Manufacturing District
- P-1 Park and Recreation District
- I-1 Institutional and Public Service District
- FW Floodway district (Chapter 16, article II)
- FC Floodplain conservancy district (Chapter 16, article II)
- FF Flood fringe district. (Chapter 16, article II)
- GFP General floodplain district. (Chapter 16, article II)
- PUD-01 Miller Mixed-Use Planned Unit Development District
- PUD-02 Sysco Planned Unit Development District
- PUD-03 KARM Planned Unit Development District

7. Definitions

Section 48-1 of the zoning code includes more than 90 definitions, many of which relate to floodplain regulations. Additional sign definitions are found in s. 48-299. For the sake of completeness, all definitions should be gathered and put in one part of the code.

While it is legally sufficient to include both general definitions and land use definitions in one section, its easier for the reader if land uses were part of a separate section. Recommendations for handling land use definitions are included in the previous section (Land Use Descriptions and Standards).

Recommendations:

1. Definitions should be compiled into a master list and placed in a single section of the code. In the sample table of contents, general definitions would be placed in an appendix.
2. Remove land use definitions.
3. Definitions should simply describe the word/term, not go beyond that to include development standards or how various elements are measured.
4. Include illustrations when the meaning of a definition is not readily apparent after a first reading. By way of example, an illustration should be added to building height.
5. Ensure that all defined words/phrases are actually used in the code and if so, in the way intended.

8. Comprehensive Plan and Zoning Consistency

While a comprehensive plan is not a regulatory tool, rezoning petitions need to be generally consistent with the future land use map. To help facilitate that consistency and take some of the guesswork out of the equation, some zoning codes and/or comprehensive plans show the zoning districts that may fit with the various land use categories.

Sample Compatibility Matrix from Another Jurisdiction

General Plan Land Use Designations	Coastal and Non-Coastal Zones																																		
	AE	C1	CA	CC	CM	COS	CPD	CPD/CBD	CR	CR1	CR2	CRE	CRPD	CPD	IND	M1	M2	M3	OS	R/MU	R1	R2	RA	RB	RBH	RE	RES	RHD	RO	RPD	TC	TP	REC	OS-REC	
Rural																																			
ECU-Rural																																			
Agricultural																																			
ECU-Agricultural																																			
Open Space ^{1,2}																																			
ECU-Open Space ^{1,2}																																			
Very Low Density Residential																																			
Low-Density Residential																																			
Medium-Density Residential																																			
Residential High-Density																																			
Residential Planned Development																																			

Source: Ventura County Land Use Plan

Recommendation: The zoning code should incorporate or reference a standalone document that shows all of future land use categories and what zoning districts would be appropriate.

9. Site Restrictions

While addressing environmental constraints is a major part of a typical zoning code, it is not possible to definitively identify all of the potential issues. In such cases, it is quite common to see a provision in a zoning code that allows staff to flag specific properties that may be unbuildable or severely constrained due to development constraints that are generally not widely seen elsewhere. While staff can identify these types of situations, the property owner should be given the right to challenge the determination or provide additional information showing the constraint is no longer present or is less than what was flagged. Below is a sample provision.

Sample Code from Another Jurisdiction

Site Restrictions

No land shall be used, or structure erected, where the land is unsuitable for such use or structure by reason of flooding, concentrated runoff, inadequate drainage, adverse soil or rock formation, unfavorable topography, low percolation rate or bearing strength, erosion susceptibility, or any other feature likely to be harmful to the health, safety, prosperity, aesthetics, and general welfare of the Village and its citizens. The Village Engineer, in applying the provisions of this section shall, in writing, recite the particular fact upon which he or she bases their conclusion that the land is not suitable for a certain use.

Once such a determination has been made, the Zoning Administrator, Building Inspector, or other governmental official or body shall not issue a development order or other approval authorizing the development in the area subject to the development constraint.

The property owner shall have the right to appeal such administrative decision consistent with the procedures and requirements in Article 5. The Zoning Administrator may reconsider his or her determination at any time and render a new determination if new or additional facts become known or if the facts upon which the determination was made are not accurate.

10. Bicycle Parking Standards

It is becoming more common for communities to include standards for bicycle parking in their zoning codes as more people bike for pleasure and as one of their modes of transportation.

Recommendation: The Village should consider how the zoning code could be modified to address this small, but growing, part of the transportation mix. In particular, the following provisions should be evaluated:

- Establish site design standards for both short-term parking (2 hours or less) and long-term parking (more than 2 hours).
- Allow reductions in on-site vehicle parking when bicycle parking is provided and maintained.
- Establish standards for businesses and institutional uses, or recommended levels of bicycle parking as an initial starting point.
- Identify whether the required or recommended parking is more geared to short-term or long-term parking. For example, a library would be geared to short-term parking while a government office may be more geared to long-term (employee) parking.

11. Electric Vehicles

While electric vehicles (EVs) currently account for a fraction of motor vehicles on the road today, the number of EVs in Wisconsin is only expected to grow, slowly at first but then more aggressively when there is more infrastructure and ownership costs come down.

Projected Electric Vehicle Registrations in Wisconsin

Year	EV Registrations	Percent of Total Fleet
2022	9,039	0.1
2027	217,048	4.1
2030	334,097	6.1
2035	553,686	9.9
2040	843,623	14.7
2050	1,863,585	31.0

Source: Wisconsin Electric Vehicle Infrastructure Plan;
Wisconsin Department of Transportation (2022)



To proactively address the growing demand, the Village should evaluate two related points.

- **Charging Stations as Infrastructure** Some communities have established requirements in their codes that require the installation of charging stations in commercial and multifamily developments. Other communities have opted to require a certain percentage of them be EV-ready, which means underground conduit is in place so that a charging station can be more easily installed at future date.

Recommendation: The Village should evaluate whether it is appropriate to require EV infrastructure or simply incorporate recommendations into the code. If EV infrastructure is required, the code should indicate if that means EV-ready or EV-installed.

- **Charging Stations as a Distinct Land Use** When a bank of charging stations is installed in a parking lot, there is a potential that these charging stations become a unique land use (i.e., a gas station in the parking lot for

EVs). This is especially true when they are located in a place that is highly visible to the travelling public. EV drivers who otherwise wouldn't patronize the commercial establishment will turn in to plug in. While its great to have more plug-in options for the travelling public, a bank of stations can have the effect of using parking spaces that are needed for the principal use on the property. As with most land uses, the location on the parcel and the number of stations matters a lot.

Recommendation: The Village should add a land use type in the zoning code to account for EV stations as a land use. This may be established based on the number stations provided (e.g., 10 or more) and/or the proximity to a major roadway (e.g., 8 or more charging stations within 200 feet of a major collector).

More reading: Brian Ross, Jessica Hyink and Rebecca Heisel. "Zoning Practice - Preparing for the Electric Vehicle Surge" October 2022, Vol. 39, No. 10, American Planning Association.

12. Cottage Housing

Cottage housing is a unique development type characterized by smaller single-family homes arranged in a cluster with shared common areas. Housing units are generally single-family units, although a few duplex units could be incorporated as well. This housing type generally appeals to singles, couples, and small families. A cottage housing project could occur in a greenfield setting or as an infill/redevelopment project.



Given the need for affordable housing and to expand housing choice, the Village may want to add this development option to the zoning code. This development option is included in the sample table of contents in Appendix A.

A typical ordinance will address the following matters.

- Review procedure
- General design principles
- Housing density
- Parking requirements (number and placement)
- Yard setbacks
- Building heights
- Common area requirements (amount and use)
- Maximum and minimum floor area
- Number of units in a project
- Perimeter landscaping
- Unified architectural style

Sample Code from Another Jurisdiction

The Common Council makes the following legislative findings:

- (1) Cottage housing is a new type of housing in Wisconsin Rapids that can fill an unmet housing need.
- (2) Cottage housing can provide opportunities for homeownership that may not otherwise exist.
- (3) Cottage housing responds to demographic trends occurring locally, in the region, and nationally. These include a declining household size and more people living alone and longer.
- (4) It is not possible to define specific areas in the City where cottage housing should be developed. Rather, cottage housing is a development option that developers can explore.
- (5) Cottage housing will likely have the same or fewer people than the single-family homes that could be built on the site.
- (6) Given the size restrictions on the housing unit, the bulk of a cottage housing project is similar to the single-family homes that could be built on the site.
- (7) Cottage housing is consistent with the City's comprehensive plan and supports the findings in the Housing Study completed in 2016.
- (8) Rather than codifying all parameters of cottage development, the standards in this article are intended to provide sufficient guidance without becoming overly prescriptive, with the understanding that the City and the developer will work together to craft a detailed development plan that meets community needs and works well with the site and the target market.

Source: City of Wisconsin Rapids

13. Adaptive Reuse

The Village's code could potentially allow institutional uses (e.g., nursing homes, child day care centers, schools) in residential districts as a conditional use. While allowing institutional uses in residential districts makes a great deal of common sense (i.e., supportive services are located where people live) the code should anticipate that sooner or later these uses may no longer be needed because of market and demographic shifts. Rather than allowing these buildings to sit vacant and a potential drag on the surrounding properties, the Village should consider allowing adaptive reuse. This development option is included in the sample table of contents in Appendix A.

Sample Code from Another Jurisdiction

Section 510-250 Generally

An adaptive reuse project allows the use of an existing building in a residential zoning district that has been used for an institutional use (e.g., school, day care, nursing home, library, worship facility) that for practical purposes is no longer usable for the most recent use or any other institutional use allowed in the zoning district where it is located. Such institutional use must have been legally established and operated and the building must not be dilapidated or in a state of disrepair, or partly or wholly destroyed by fire, flood, wind, or other disaster.

Source: Village of East Troy

14. Architectural Review Standards

The Village's code does not directly address the architecture of multi-family and non-residential buildings (e.g., massing, continuous blank walls) or exterior building materials. The Village will need to determine what if any guidance should be added to the zoning code. These standards can range from simple to wide-ranging. They can be offered as guidelines or stated as a requirement.

As an initial starting point, the Village should evaluate standards used by cities and villages in the area and mirror those elements deemed appropriate. If the Village determines requirements are not needed, in whole or in part, guidelines could be developed.

15. Effect of a Land Transfer on Zoning Designation

Under state law, adjoining property owners are able to transfer land from one lot to another provided the resulting parcels comply with local zoning requirements. In those situations where the affected lots are in different zoning districts, a provision should be added to the Village code stipulating that the transfer does not alter the location of the zoning district boundary until such time as the zoning map has been amended. Alternatively, a provision could be drafted stipulating that a parcel may only have one base zoning designation, which would disallow such land transfers until the zoning has been adjusted to reflect the proposed lot line.

16. Traffic Impact Analysis

Historically, development in the village has been relatively small scale. However, the Village should consider adopting requirements for a traffic impact analysis (TIA). Such provision would state when a TIA is mandatory and what content should be part of a TIA. Below is an example set of requirements.

Sample Code from Another Jurisdiction

Traffic impact analysis

A. When required. A traffic impact analysis is required when the anticipated number of trips per day of the proposed development at build-out is 500 or more. When the number of trips is 300 or more but less than 500, the Village may, in its sole discretion, require a traffic impact analysis when circumstances warrant such review.

B. Purpose. A traffic impact analysis evaluates the adequacy of the existing transportation system to serve the proposed development and determine the expected effects of the proposed development on the transportation system. The traffic impact analysis must provide adequate information for Village staff to evaluate the development proposal and to provide recommended conditions of approval in the event approval is recommended.

C. Preparation. When a traffic impact analysis is required, the applicant must hire an engineer as approved by the Zoning Administrator to prepare the report. The approved engineer shall have expertise in transportation planning.

D. Trip generation rates. Trip generation rates for various land uses shall be based on the manual entitled "Trip Generation" (latest edition) published by the Institute of Transportation Engineers. Trip generation rates from other sources may be used if it can be shown that the alternative source better reflects local conditions.

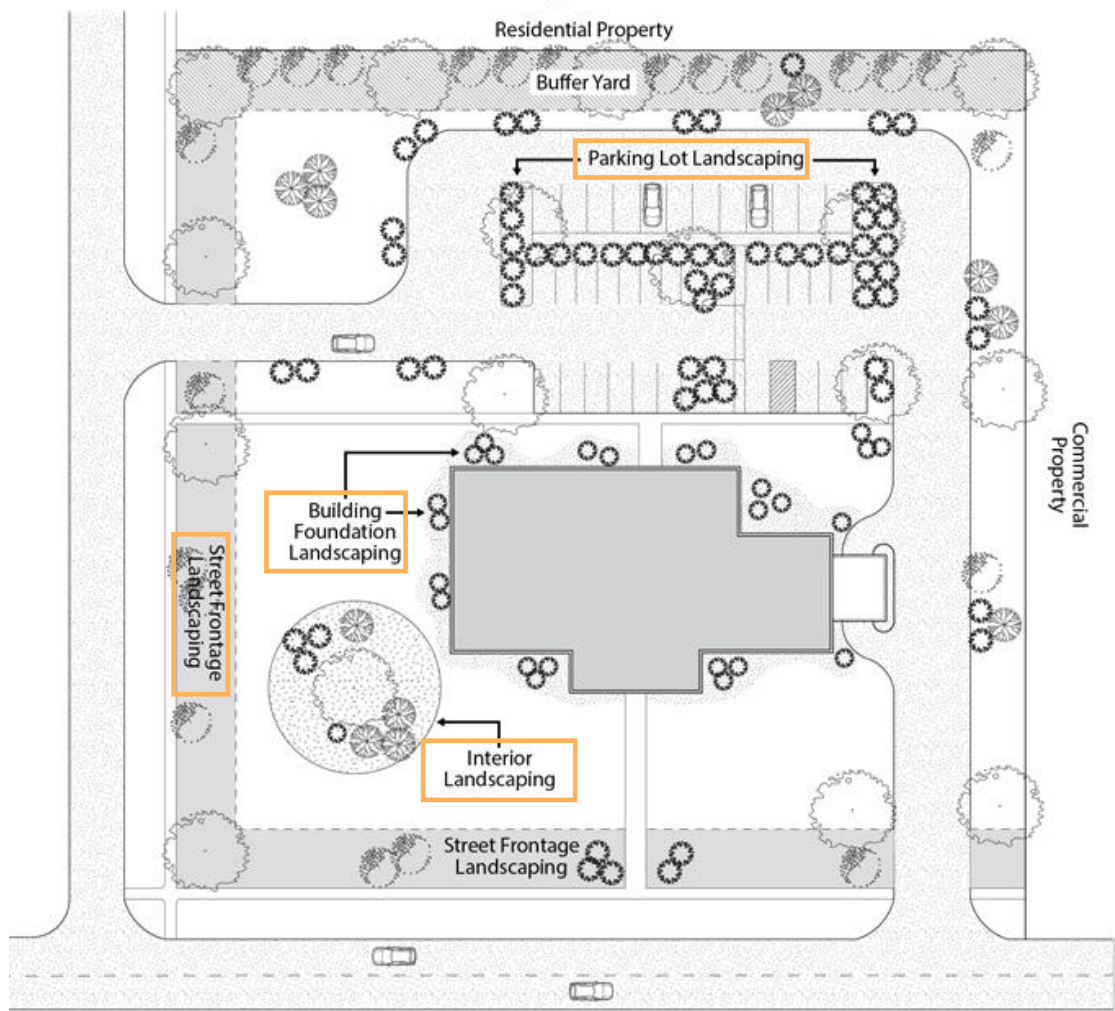
E. Form and content. A traffic impact analysis must be completed consistent with the most current revision of the Traffic Impact Analysis Guidelines published by the Wisconsin Department of Transportation.

17. Landscaping

The current zoning code does not provide adequate guidance to applicants or those who must review development projects. While there is merit in allowing for flexibility, standards are needed from a practical and legal perspective so everyone knows what is required.

Landscaping standards can be adopted for different parts of a lot and stated as a defined level of landscaping per a defined unit of measure. Often landscaping is required along the street frontage, in parking areas, around buildings, and sometimes within the interior of a lot.

Types of Landscaping in Different Parts of a Development Project



The required level of landscaping can be adjusted based on where the project is located (commercial or industrial). Below is a generic way to think about minimum landscaping requirements.

Location	Plants per Unit of Measure
Street side landscaping	# plants per 50 feet of street frontage
Building foundation	# plants per 100 feet of building perimeter
Parking lots	# plants per 500 square feet of pavement
Interior lot	# plants per 1,000 square feet of building floor area

By way of example, it's quite common to require one shade tree for every 50 feet of street frontage. In that way, a more or less continuous canopy of shade can be provided over time.

Screening (e.g., landscaping, fencing) between incompatible land uses is a common technique in many zoning codes. The Village's zoning code doesn't mention screening except for around mobile home parks. The Village should consider adopting more standards.

18. Outdoor Lighting

Outdoor lighting is an important design component, that is really not addressed in the current code except for a brief mention with regard to conditional uses. The Village should consider establishing standards for multifamily, commercial, institutional and industrial developments. Lighting standards usually focus on a few key points that should be part of a site plan review. From a developer's perspective, submitting the required information is a rather routine process.

19. Signs

Division 7 of the zoning code addresses signage. As drafted, the regulations are not content neutral because they regulate content in varying degrees. This part of the code should be revised to comply with court rulings including *Reed v. Town of Gilbert* (U.S. Supreme Court, 2015) and *Austin v. Reagan*.

Recommendations:

1. The Village should expand the scope of the sign regulations to address things typically included in sign codes.
2. Existing and new provisions must be drafted to be content neutral.
3. Sign regulations should also address electronic message displays with regard to size, lighting levels, number, and placement.

20. Design Principles

The Village's zoning code, as is common, requires a site plan review to evaluate proposed development projects. In its simplest form, this evaluation looks at the basics such as building placement and ensuring the number of required parking spaces are provided. Beyond that, there are many factors that play into a site's design. The Village's code does not include design principles in a meaningful way. From a practical and legal perspective, the code should include basic design principles that are considered during a site plan review process. This would include the design of on-site parking, pedestrian movements, building placement, landscape design, and outdoor lighting to name a few.

Recommendation: The code should include meaningful design principles that can be used in the site review process.

Sample Code from Another Jurisdiction

Minimum Design Standards for Parking

Parking areas must be designed based on the following principles:

1. Provide continuous flow of traffic through the parking area.
 2. Allow safe movement of pedestrians from parking to buildings.
 3. Allow for appropriate landscaping of parking areas without conflicting with outdoor lighting.
 4. Ensure that emergency service vehicles are able to travel through parking areas, including fire trucks (having a curb-to-curb turning radius of 40 feet) and tow trucks (having a curb-to-curb turning radius of 47 feet with a car in tow).
 5. Minimize impervious surfaces.
 6. Allow for the logical expansion of parking areas to accommodate different land uses or an expansion of an existing use.
 7. Ensure that the stormwater generated on the site is accommodated consistent with adopted requirements.
-

21. Review Procedures

Overview As shown in the potential table of contents (Appendix A), all of the procedures are grouped together from an organizational standpoint. To help understand the basics of each, a chart is included in Appendix C. Existing procedures are shown along with potential revisions and new procedures that are not in the zoning code. Potential changes are intended to simplify the process and reduce the overall length of the process.

Typical content While there are differences between the different review procedures, each should generally include the following elements.

- Applicability and exemptions
- Initiation
- Review procedures
- Decision criteria
- Imposition of conditions in approval
- Content of decision notice (letter)
- Effect of approval
- Effect of denial
- Expiration of approval
- Appeal

Decision criteria From a practical and legal perspective, everyone should know the criteria decision-makers will be using to evaluate whether an application should be approved or denied. Sometimes, the criteria can be stated in terms of things decision-making process should consider. In some instances, though, it is appropriate to more definitively state the criteria that must be satisfied in order to grant approval.

Sample Code for Factors as Decision Criteria from Another Jurisdiction

The review authority must consider the following factors in making their decision:

- (1) effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
- (2) effects of the project on the natural environment;
- (3) effects of the project on surrounding properties;
- (4) compliance with the general site design principles and requirements in Article ____;
- (5) compliance with the design principles for parking lots in Article ____;
- (6) compliance with other applicable requirements in this chapter; and
- (7) any other factor that relates to the purposes of this chapter set forth in § ____ or as allowed by state law.

Sample Code for Mandatory Determinations from Another Jurisdiction

The Plan Commission and Village Board must compare the known and anticipated impacts of the existing nonconforming use on properties in the area and those of the proposed nonconforming use. The Plan Commission may not recommend and the Village Board may not approve a conversion when the new nonconforming use would be more of a nonconformity than the existing nonconforming use.

Burden of proof. To avoid any confusion, it's always helpful to describe who has the burden of proof for each of the different types of reviews and during an enforcement proceeding.

Sample Code from Another Jurisdiction

- A. **Application review process.** During the application review process, the applicant has the burden of proof to show that the application should be approved based on the decision criteria relating to that application.
 - B. **Appeal of an administrative decision.** During an administrative appeal proceeding, the petitioner has the burden of proof to show that such decision is not consistent with this chapter.
 - C. **Enforcement proceedings.** During an enforcement proceeding, the zoning administrator or administrative unit taking enforcement action has the burden of proof to show that the action or development is in violation of this chapter.
-

Step-by-step descriptions The section describing the steps in the review process can be a running list of who does what and when. Alternatively, the process can be graphically depicted as a flowchart. An example is shown below.

New procedures

- **Reasonable accommodations** Under federal law, a person with a disability can request a local government to make a reasonable accommodation in their zoning regulations. While a zoning code can be silent on this matter, the best approach is to incorporate provisions in the zoning code rather than crafting a process on the fly when a request has been made. The code should include legislative findings, a clear process how such requests are to be handled, and confidentiality provisions.
- **Registration of nonconforming uses.** While nonconforming land uses are allowed to continue and exist, there are instances where the nonconforming use expands overtime and/or morphs into something quite different. When that happens, the municipality faces challenge in terms of enforcement. In addition, a person who owns a nonconforming use may also face challenges when they attempt to sell their business because the buyer or the lender may not know with certainty if what is being sold qualifies as a nonconforming use.

For these reasons, the Village should consider adding a way in the zoning code to formally register a nonconforming use. At the conclusion of the process there would be an evidence-based determination that establishes when the use became nonconforming and the nature of the use at that time. The process can be initiated by the municipality or by the property owner. This procedure is included in the sample table of contents in Article 5 (Appendix A).

22. Outstanding Violations and Payments

Approvals granted under a zoning code are considered a privilege and not a per se right. Therefore, the Village can refuse to consider any application so long as the subject property is currently violating the zoning code or when taxes and other required payments are delinquent. Below is a sample provision.

Sample Code from Another Jurisdiction

- If the zoning administrator determines that a parcel is in violation of this chapter, no permit or approval of any kind can be granted under this chapter that would benefit such parcel, except to correct the violation or as may be required by state law.
 - No permit or approval of any kind can be granted under this chapter that would benefit a parcel for which taxes, assessments, special assessments, or other required payments are delinquent and unpaid.
-

23. Specific Land Uses

Antenna facilities State law preemptively The zoning code should be revised to regulate this use consistent with any standards.

Amateur radio antennas State law preemptively regulates amateur radio antennas. The zoning code should be revised to regulate this use consistent with any standards.

Payday lenders Section 59.69 (4f), Wis. Stats., preemptively regulates payday lenders. The Village should determine if this use should be regulated as allowed in that section.

Foster homes The Village should amend the zoning code to regulate this use consistent with state law.

Adult family homes State law preemptively regulates adult family homes. The Village should amend the zoning code to regulate this use consistent with that section.

Community living arrangements Section 59.69 (15), Wis. Stats., preemptively regulates community living arrangements (CLAs). The zoning code includes CLAs, but does not explicitly address the number of residents and where they are specifically allowed. Under state statutes, CLAs with 8 or fewer residents are allowed in any residential zoning district. CLAs with 9 to 15 residents may locate in any multi-family zoning district by right and with approval as a special exception in a single-family or two-family zoning district. CLAs with more than 15 residents may locate in any residential district with approval as a special exception. The code should be amended to reflect the different permissions based on the number of residents.

Accessory dwellings and in-law suites Accessory dwellings are currently not allowed. The Village may want to consider allowing them as a means to promote workforce housing.

In-law suites are another housing option that can work to expand choices. With this type of housing the additional unit is an integral part of a single-family, but provides separate areas for related family members. An in-law suite has separate bedrooms, bath rooms, and kitchenette but does not have a front separate entrance.

Sample Description for In-Law Dwelling Unit from Another Jurisdiction

An arrangement and use of rooms within a single-family dwelling that allows for one or two family members to reside separate from the single housekeeping entity while remaining part of and having nonlockable direct interior access to the entire single-family dwelling. The arrangement of rooms may contain a kitchenette with associated living areas, bedrooms, and a bathroom.

Note: Also known as secondary suite.

Home occupations The current zoning code allows two distinct types of home businesses: home occupations and professional home offices. However, there are few limitations on those uses, which may be fine if that is the intent.

Telecommunication facilities Section 66.0404, Wis. Stats., preemptively regulates telecommunication facilities. While the review process for a new tower of Class 1 collocation, is similar to a conditional use, it is recommended to create a new review process that is tailored to this specific use.

Solar and wind energy systems Section 66.0401, Wis. Stats., preemptively regulates solar and wind energy systems. The Village should amend the zoning code to regulate these uses consistent with that section. Rather than use the conditional use process as the means of review, a new review process should be created. That way, there won't be any confusion on the part of the applicant, neighbors, and the reviewing body.

As with most land uses, the scale of the operation, the size of the subject property, the location of the use on the property, and operating characteristics matter a lot. It would be appropriate to specify the minimum lot area for many of these and to exclude them from a platted subdivision. While some of these uses can be allowed by right, most would be reviewed as a special exception.

Adult Uses The zoning code does not include any regulations for adult uses. Rather, licensing requirements are found in Chapter 10 of the municipal code. While the licensing requirements can remain outside of the zoning code, provisions should be added to the zoning code to identify where the use may be allowed.

Chapter 10 suggests that the use can occur in any zoning district so long as the Village issues a conditional use permit. Again, with the changes to state law in 2017, there is not enough control with the conditional use process to deny a permit application.

- **Definition.** The definition for adult establishments should also include "adult health/sport clinic". A corresponding definition should be added to the section with all of the general definitions.
- **Secondary negative effects.** Local communities can regulate adult uses as they relate to potential secondary negative effects they can create. The part of the code addressing adult uses should therefore be revised to include legislative findings specifically related to this matter. Below is a sample set of findings.

If the Village wants to include such legislative findings, it is important to not only enumerate them in the code, but to be fully aware of what is being addressed beyond a casual understanding. A reading packet of related materials should be prepared and made available to those recommending adoption of the code and Village board members.

Sample Code from Another Jurisdiction

(A) Legislative findings. The town board makes the following legislative findings regarding adult-oriented establishments:

- (1) Negative secondary effects associated with adult, sexually-oriented establishments have been confirmed by the United States Supreme Court in its decisions in, for example, *City of Renton v. Playtime Theatres, Inc.* (475 U.S. 41 (1986)) and by the United States Court of Appeals in its decisions in, for example, *Hang On, Inc. v. City of Arlington* (65 F.3d 1248 (5th Cir., 1995)), *Fantasy Ranch v. City of Arlington Texas* (459 F.3d 546 (5th Circuit, 2006)), and *Andy's Restaurant & Lounge, Inc. v. City of Gary* (466 F.3d 550 (7th Cir., 2006)) and such negative secondary effects include, for example, personal and property crimes, prostitution, lewd behavior, assault, public indecency, obscenity, illicit drug use and drug trafficking, potential spread of disease, negative impacts on surrounding properties, urban blight, litter, and sexual assault and exploitation.
- (2) The decisions issued by the appellate courts constitute reliable sources of information that may be reasonably relied upon by the Town Board.
- (3) Each of the foregoing negative secondary effects constitutes a harm that the Town has a substantial governmental interest in preventing and/or abating.
- (4) Continued regulation of adult-oriented establishments is necessary to limit the aforementioned negative secondary effects associated with adult-oriented establishments and thereby promote the health, safety, and welfare of the Town of Mukwonago.
- (5) The Town Board intends, via this chapter, to establish reasonable regulations on adult-oriented establishments, while preserving free speech pursuant to the First Amendment to the United States Constitution and Article I, Section 3 of the Wisconsin Constitution.

- **Proximity to other land uses.** Section 54-235 (c)(1) prohibits adult uses within 2,000 feet of any land used or zoned for residential purposes or within 2,000 feet of any church or school. Other similar uses should be considered including public libraries, play grounds and parks, family day care homes, group day care homes, taverns, or any youth-oriented establishment. The separation distances do not need to be the same. One word of caution is in order. It's not possible to use these separation standards to in effect not allow adult uses in the Village's jurisdiction.

- **Prohibition on sale of alcohol.** If the Village determines that on-premise consumption of alcohol creates a negative effect deemed unacceptable, a prohibition can be part of the development standards for an adult use. Again, this restriction must be related to the secondary negative effects.

Shared-use kitchen The Village may want to consider allowing shared-use kitchens, described below, in certain zoning districts and with appropriate development standards.

Sample Description for Shared-use Kitchen

A commercial-grade kitchen that is open to community groups and local food entrepreneurs who produce food products for sale to restaurants, food stores, and other outlets that will sell the product to the ultimate consumer. A shared-use can be operated by a university or other secondary school, governmental agency, non-profit organization, or private company.

Business incubator The Village may want to consider allowing business incubators, described below, in certain zoning districts and with appropriate development standards.

Sample Description for Business Incubator

A place where multiple start-up companies can operate within a single building for a defined period of time not exceeding two years. While each of the participating companies may have their own defined space, a business incubator will often have office space for the operator and common areas for the start-up companies including conference rooms, co-work areas, an employee lounge, copying and computer services, 3D printers, light machinery, and the like. In addition to a physical space, a business incubator provides access to business resources such as mentors, networking opportunities, training and educational programs, and other forms of material support. A business incubator can be operated by a university or other secondary school, governmental agency, non-profit organization, or private company.

Wind test towers Section 66.0401 (3), Wis. Stats., allows wind test towers throughout the municipality. While not a common occurrence, this use should be added to the Village code.

Community gardens The Village may want to add a use type for community gardens and allow them in areas where they fit.

Sample Description for Community Garden

A place where a group of unrelated individuals grow vegetables, fruits, and flowers for their personal use. A community garden can be divided into individual plots of land for the exclusive use of the person assigned each plot, or the entire garden may be a cooperative effort of any number of people, or a combination thereof.

Twin homes For the casual observer, a twin home looks like a typical duplex. The only difference is the common wall is located on a property line separating the two dwelling units. The Village should consider adding this type of housing to the land use table and establishing supplemental standards.

24. Conditional Uses

A new paradigm The state legislature in 2017 changed how conditional uses are reviewed across the state. Prior to the new law, conditional uses were reviewed on a case-by-case basis. If the proposed use was appropriate for the given location, it was approved potentially subject to unique conditions intended to help make the project fit its surroundings.

Now, the conditional use review process turns on the petitioner being able to comply with the municipality's code requirements. As long as the standards can be met, then the conditional use is generally approved. For that reason, some communities have rethought how they use the conditional use review process. Most noticeably, conditional used now include various requirements that are tailored to each of the conditional uses. Some address operational characteristics including noise, hours of operation, outdoor storage, and the like. Other standards address special landscaping and screening requirements unique to the use.

The current zoning code is ill-equipped to handle conditional uses under the new law, which is a prominent center piece of the Village's land use strategy.

By way of example, there is no list of permissible conditional uses. In fact, a number of the zoning districts state that "all uses and accessory uses are conditional in this district." In practical terms, that means that a property owner can propose any land use and as long as they meet the standards in the code, most likely none, the

Village will have little chance to deny the project or impose conditions, with rare exception. Of all the potential revisions to the code, this is the most critical.

Intermediary review In determining where the various conditional uses should be allowed, a typical lot in the zoning district is generally envisioned. However, there are lots that do not comply with the minimum lot size applied throughout the district. In addition, there may be existing nonconforming uses on a lot and there may already be a conditional use on a lot. Those are unique situations that affect whether a conditional use on a given lot would be appropriate or not. These are atypical situations that need to be handled differently.

The Village may want to consider an intermediate review to determine whether a conditional use would be appropriate or not given the atypical nature of the lot. Below is a sample provision creating an intermediate review before a special use application can be considered.

Sample Code from Another Jurisdiction

Nonconforming lots In the event a lot is classified as a nonconforming lot (e.g., lot area, lot width), all conditional uses are prohibited, unless the Plan Commission determines, on a case-by-case basis, that the nature of the nonconformity does not affect the appropriateness of the lot for the conditional use. Any such determination in the affirmative shall have no bearing on the Plan Commission's recommendation or the Town Board's decision made under this chapter.

Existing nonconforming uses In the event a lot has a nonconforming use, all conditional uses are prohibited, unless the Plan Commission determines, on a case-by-case basis, that the nonconforming use and proposed conditional use are compatible. Any such determination in the affirmative shall have no bearing on the Plan Commission's recommendation or the Town Board's decision made under this chapter.

Existing conditional uses In the event a lot has an approved conditional use, all other conditional uses are prohibited, unless the Plan Commission determines, on a case-by-case basis, that the existing and proposed conditional uses are compatible. Any such determination in the affirmative shall have no bearing on the Plan Commission's recommendation or the Town Board's decision made under this chapter.

Inappropriate use of the conditional use process The current code also uses the conditional use review process to review things that are not land uses per se. Such instances include:

- § 48-108 (a) Maximum height of accessory structures
- § 48-108 (b) Maximum floor area of accessory structures
- § 48-108 (c) Maximum floor area of shed
- § 48-267 Special use permits
- § 48-302 Exceeding multiple standards for ground signs

Following the statutory changes in 2017 for how conditional uses are reviewed, these sections should be revised to incorporate a different review process that gives the Village the needed discretion.

25. Financial Guarantees

While it is common to include provisions in a land division code addressing financial guaranties for infrastructure, there are instances in the zoning code where the use of financial guarantee may be warranted. For example, if weather inhibits installation of required landscaping or the completion of a site improvement, temporary occupancy may occur if an adequate financial guarantee is in place. Sometimes a financial guarantee is required to ensure a telecommunication tower is removed when it is no longer in service.

The zoning code should describe when financial guarantees may be used and most importantly what types of guarantees are acceptable. In this regard, bonds are the least desirable and should not be used. Cash deposits and letters of credit are far more desirable, because the money is easier to access.

26. Floodplain Regulations

The Village's floodplain regulations are currently not part of the zoning code, with the exception of floodplain terms and references to the different floodplain districts. Since the regulations were adopted, the Department of Natural Resources published a new model ordinance that is intended to comply with statutory changes (2019 Act 175, regarding regulation of nonconforming structures). As proposed in the table of contents (Appendix _??_), the floodplain regulations should be part of the zoning code.

27. Shoreland Regulations

The Village's zoning code does not address shoreland-wetlands as required under § 62.231, Wis. Stats.

28. Specific Revisions to Existing Code

1. The definition for family should be renamed to household unit and revised accordingly.
2. Include details on how lot area is measure. In particular, lot area should only include developable land. Potential exclusions are shown below. All of the numbers are illustrative.

Sample Definition for Lot Area

Lot area means the total horizontal area within the lot lines of the lot, but excludes the following:

- 100 percent of any waterbodies
- 50 percent of any slopes exceeding 18 percent
- 100 percent of any wetlands
- 85 percent of any floodfringe areas
- 100 percent of any floodways
- Etc.

3. The term "church" is used a number of times in the zoning code. While not entirely inappropriate, the more appropriate term is "place of worship" or "worship facility".
4. Remove "parties in interest" from the list of definitions in § 48-1, because it is not referenced in the zoning code in any meaningful way. A review should be done to remove any unused terms from the definitions section.
5. The current code establishes prescriptive front yard setbacks. Setback averaging is a tool that works well in older established neighborhoods that may have been developed before the advent of the zoning code being adopted.
6. Mobile homes and manufactured homes are distinctly different housing types based on their construction specifications. It appears the code uses these terms somewhat interchangeably. The code should clarify where these different housing types are allowed.
7. Review § 48-1 to make sure all unique terms are defined. By way of example, impervious surface should be defined.
8. The code should be revised to comply with 2023 Wisconsin ACT 16 which was enacted in June of 2023. The act addresses (i) the procedure for amending zoning ordinances and appeal rights, (ii) approval of "permits" for residential housing developments, (iii) judicial review of local residential development decisions, and (iv) planned development district zoning.

9. The code should be revised to comply with 2017 Wisconsin Act 67 which was enacted in November of 2017. The Act (i) limits the authority of local governments to regulate the development on substandard lots and repair, rebuilding, and maintenance of nonconforming structures, (ii) requires the issuance of conditional use permits under certain circumstances (previously discussed above), and (iii) provides standards for the granting of variances.
10. The definitions for front, side and rear yard leave land unclassified (i.e., not part of any yard area).
11. Section 48-150 address the requirements for a PUD and include requirements for "proof of financial capability." How is that evaluated? It should be removed as a requirement.
12. Section 48-174 establishes a standard of one loading space for every 3,000 feet of floor area for businesses. That standard is excessive and should be revised.

Appendix A. Sample Table of Contents

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5. Specific Procedural Requirements

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Division 3 – Special Exception

Division 4 – Wireless Telecommunication Facility

Division 5 – Wind Energy System Facility

Division 6 – Solar Energy System Facility

Division 7 – Site Plan

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Division 9 – Conversion of a Nonconforming Use

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Division 12 – Code Interpretation

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6. Zoning Districts and Land Use

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Division 3 – Zoning Districts

Division 4 – Allowable Land Uses

7. Use and Development Standards

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Division 3 – Environmental and Engineering Standards

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Division 5 – Site Design Standards

8. Building Types (optional)

9. Alternative Development Options

Division 1 – Conventional Planned Unit Development

Division 2 – Cottage Housing Project

Division 3 – Adaptive Reuse Project

Division 4 – Conservation Subdivision

10. Specific Planned Development Districts

11. Floodplain Overlay District (Ch. 16, Art. II)

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Division 2 – Maps and Districts

Division 3 – General Provisions Applicable to all
Floodplain Districts

Division 4 – Floodway District

Division 5 – Floodfringe District

Division 6 – General Floodplain District

Division 7 – Flood Storage District

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Division 9 – Nonconformities

12. Wellhead Protection Overlay District

13. Shoreland-Wetland Overlay District

14. Shoreland Overlay District

15. Landscaping and Buffers

16. Parking, Loading and Access

17. Outdoor Lighting

18. Signs

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Appendix

A. Land Use Table

B. Land Use Descriptions and Supplemental Standards

C. Zoning Districts and Dimensional Standards

D. Building Type Illustrations (optional)

E. General Definitions

F. Mapping Requirements

Appendix B. Sample of Typical Land Uses

1. Residential

- Mixed-use residential
- Multi-family, 2 units
- Multi-family, 3 to 4 units
- Multi-family, 5 or more units
- Single-family dwelling
- Townhouse, 2 units
- Townhouse, 3 to 4 units
- Townhouse, 5 or more units

2. Special Care Facilities

- Assisted living center
- Community living arrangement, 8 or fewer residents
- Community living arrangement, 9 to 15 residents
- Community living arrangement, more than 15 residents
- Group day care center
- Group day care center (company)
- Hospice care center
- Nursing home
- Temporary residential shelter

3. Food and Beverage

- Banquet hall
- Craft brewery, winery, distillery
- Restaurant
- Tavern

4. Vehicle Sales and Service

- Marine sales and service
- Truck stop
- Truck-trailer rental establishment
- Vehicle fuel station
- Vehicle repair shop
- Vehicle sales and service
- Vehicle service shop

5. General Commercial

- Adult-oriented establishment
- Body-piercing establishment
- Business incubator
- Commercial greenhouse
- Conference - exposition center
- Equipment rental, large (new subtype)
- Equipment rental, small (new subtype)
- Financial services
- General services
- Healthcare clinic
- Instructional studio
- Multipurpose business
- Office
- Overnight lodging
- Retail sales, 15,000 square feet or less
- Retail sales, more than 15,000 square feet
- Secondhand store
- Shared-use kitchen
- Tattoo establishment
- Tobacco/vape/smoke store
- Veterinary clinic

6. Recreation and Entertainment

- Golf course
- Indoor entertainment
- Indoor recreation
- Marina
- Outdoor recreation
- Park, community
- Park, neighborhood
- Recreational trail

7. Government & Community Services

- Administrative government center
- Animal shelter
- Cemetery
- Community center
- Community cultural facility
- Community garden
- Delivery/pickup hub
- Food pantry
- Funeral establishment
- Health care center
- House museum (needed?)
- Place of worship
- Public safety facility
- School, K-12

8. Transportation

- Airport
- Park and ride lot
- Parking structure
- Railroad
- Transit center
- Truck terminal

9. Utilities and Telecommunication

- Large wind energy system
- Public utility office and yard
- Solar power plant
- Telecommunication tower and Class 1 collocation
- Telecommunication, Class 2 collocation
- Utility installation, major
- Utility installation, minor

10. Industrial & Manufacturing

- Artisan shop
- Composting facility
- Construction equipment sales and service
- Contractor yard
- General repair
- Makers space
- Manufacturing
- Recycling center
- Solid waste transfer station

11. Storage

- Bus storage facility
- Dry boat storage
- Personal storage facility
- Vehicle storage yard
- Warehouse

12. Agriculture & Resource-Based Uses

- General cultivation
- Open lands

13. Accessory Uses for All Principal Uses

- Amateur radio and/or citizens band antenna
- EV charging facility, 1 to 4 stations
- EV charging facility, 5 or more stations
- Exterior communications device
- Firewood storage
- Little free library
- Rain garden
- Retaining wall
- Small wind energy system
- Solar energy system, building-mounted
- Solar energy system, ground-mounted

14. Accessory Uses for Residential Uses

- Accessory building, residential
- Accessory dwelling unit (ADU)
- Amateur radio tower
- Backyard chickens
- Bed and breakfast
- Boat house
- Family day care home
- Gardening
- Home occupation
- Hot tub
- Household livestock
- Household pets
- In-family suite
- Keeping of bees
- Outdoor fireplace
- Outdoor kitchen
- Patio
- Pergola
- Play structure
- Private kennel
- Sport court (private)
- Swimming pool
- Tourist rooming house

15. Accessory Uses for Other Principal Uses

- Accessory building, non-residential
- Drive-through window
- Outdoor food and beverage service
- Outdoor play area
- Parking lot
- Roof-top greenhouse

16. Temporary Uses

- Construction office
- Livestock for vegetation management
- Mobile food establishment
- Model home
- Party tent
- Portable storage container
- Rummage sale
- Sale of vehicles and recreational equipment
- Seasonal retail sales
- Sidewalk café
- Topsoil removal and sale
- Wind test tower

INTERGOVERNMENTAL AGREEMENT FOR BUILDING INSPECTION SERVICES

Between the Village of Jackson and City of Hartford

This agreement (“Agreement”) is made by and between the Village of Jackson (**Village**), a municipal corporation located in the County of Washington; and the City of Hartford (**City**), a municipal corporation located in the Counties of Dodge and Washington. The purpose of this agreement is for the City to contract with the Village for the provision of building inspection services on a flat rate basis within the Village and City to ensure compliance with applicable State and local building codes and ordinances.

WHEREAS, the Village and City (the “Contracting Municipalities”) are in need of building inspection services to inspect buildings for building code compliance; and

WHEREAS, the Village of Jackson employs State certified inspectors for general construction, electrical, plumbing, HVAC, and commercial inspections; and

WHEREAS, the Village and City, pursuant to Wisconsin State Statute 66.0301 (2) have the authority to enter into cooperative intergovernmental agreements; and

NOW, THEREFORE, the Village of Jackson and City of Hartford in consideration of the mutual promises hereinafter set forth, do promise and agree as follows:

1. Parties

Parties to this Agreement are the Village of Jackson, a Wisconsin municipal corporation with its principal offices located at N168W19851 Main Street, Jackson, WI 53037 and the City of Hartford with its principal offices located at 109 N. Main Street, Hartford, WI 53027 (individually a “Municipality” or collectively the “Municipalities”).

2. Authority.

The Municipalities are authorized by law to enter into this Intergovernmental Agreement pursuant to Sec. 66.0301, Wis. Stats., which specifically allows intergovernmental cooperation between municipalities.

3. Purpose

The purpose of this Agreement is to provide building inspection services to the Contracting Municipalities to inspect buildings and provide those general municipal inspection services set forth in Section 4, below.

4. Services

The ~~Contracting Municipalities Village~~ hereby ~~contract agrees with the Village of Jackson to provide the City with~~ or the provision of residential and commercial building, plumbing, electrical and HVAC inspection services on a flat-rate basis and to provide the following services:

- a. Review applications for building permits and building plans submitted, and issue commercial and residential building, plumbing, electrical, and HVAC and any

related permits in compliance with the ordinances of ~~a Contracting Municipality~~
~~at the City~~ and the State of Wisconsin Uniform Dwelling Code.

- b. Perform all general inspections from footings to final occupancy as required by the ordinances of ~~a Contracting Municipality~~~~the City~~, State Regulations, and permit requirements. Inspections normally will be performed Monday through Friday, excluding weekends and holidays. Reasonable efforts will be made to complete inspections within 1 business day of a request.
- c. Issue orders to correct building and zoning code violations on a non-exclusive basis.
- d. Maintain computer records of building permit applications and permits issued, including such items as date applied, date issued, permit number, type, contractor, owner, property address, permit fees, and other monies collected, utilizing the infrastructure provided by ~~each Contracting Municipality~~~~the City~~.
- e. Provide information to builders, owners and residents of the ~~Contracting Municipalities~~~~City~~ regarding the Building Codes and Ordinances either by phone, e-mail or through appointment.
- f. Attend meetings upon special request of an Administrator of ~~a Contracting Municipality~~~~the City~~.
- g. Appear in any court of law- including municipal and Circuit courts- as requested by ~~a Contracting Municipality~~~~the City~~ to provide testimony with respect to code enforcement and ordinance violations.
- h. Perform the ~~Contracting Municipality~~~~City's~~ responsibilities under the State of Wisconsin Uniform Dwelling Code.
- i. All services shall be performed consistent with applicable state statutes and respective municipal ordinances. If applicable, certified agent status services will be provided.
- j. The Municipalities acknowledge that this agreement represents an independent contract relationship and that in no event shall any of the persons performing services by the Village of Jackson under this agreement be considered employees of the City of Hartford.
- k. The Municipalities acknowledge that the hours of service provided to the Contracting Municipalities shall be approximately as set forth in Exhibit A and that each community may utilize said service hours above in the manner most appropriate or necessary for their community.
- l. The Municipalities understand that vacations, trainings, and other leave situations may temporarily reduce the available hours worked in any particular

week, but ~~Jackson~~ the Village will manage said situations to ensure continued service provision to all of the parties remains to meet Statutory timelines for inspection services, to ensure quality customer service, and these non-service times shall be as evenly divided based on need amongst the two parties. The Municipalities further agree that the hours may be adjusted by the Municipalities if necessary for certain projects with advanced communication and such adjustments shall be tracked for appropriate compensation adjustment at the end of the year.

- m. ~~Village of Jackson~~ The Village shall ensure Inspectors providing inspection services have all necessary licenses and maintain said licenses during the contract. All costs for said licenses and maintaining said licenses are included in the costs determined in Section 9.

5. Reports/Records

During the term of this agreement, the Village of Jackson Building Inspection Department shall:

- a. Maintain separate files at each ~~Contracting~~ Municipality, in the format directed, of all applications and permits, containing the information specified in Section 1.d. above.
- b. Provide a report that shows time spent on work for each respective Municipality, and also that shows time spent off work due to vacation, holidays, sick leave or other paid absence (such paid time off referred to herein as "Paid Time Off"). This report shall be given to each community weekly or as otherwise requested by each Municipality. The report shall include current daily and weekly totals for the current work, and also year-to-date totals.
- c. Provide reports, documents, and files relating to building inspection as may be requested from time to time by ~~any of the Contracting Municipalities~~ the City.
- d. Answer/respond to requests for open-public records made pursuant to Chapter 19 of the Wisconsin Statutes as outlined in Exhibit B.
- e. ~~Any Contracting~~ Either Municipality may have inspection records produced in performance of this agreement or portions of said records maintained by the respective municipality and not the Village of Jackson at the discretion of said municipality.
- f. The Village of Jackson Building Inspection Department shall require all permit fee payments and other payments to be made pursuant to the Code of each respective ~~Contracting~~ Municipality, to be made by the applicant directly to the respective municipality. If, despite this requirement, any payments are received by the Village of Jackson that are due to ~~a Contracting Municipality~~ the City, the Village of Jackson Building Inspection Department shall contact the Administrator for the ~~Contracting Municipality~~ City, as applicable, seeking

guidance as to what to do with the payment that was received in error, and the Village of Jackson Building Inspection Department shall comply with the directions received in that regard, on a case-by-case basis.

6. Items Provided by the Village of Jackson.

The Village of Jackson shall provide the following related to the performance of this agreement:

- a. A direct phone line for building inspection services performed for the ~~Contracting Municipalities~~City pursuant to this Agreement.
- b. All necessary secretarial support for maintaining files while in the possession of the Village of Jackson.
- c. All code books, technical manuals and inspection equipment.
- d. A certified and licensed Building Inspector to perform described services ~~for the Contracting Municipalities~~as set forth in this Agreement.

7. Items provided by the ~~Contracting Municipalities~~City.

- a. Prior to the issuance of a building permit by the Building Inspector, the Building Inspector shall e-mail the official designated by ~~each Contracting Municipality~~the City, to seek confirmation of fee compliance and zoning compliance. No permit shall be issued until the Village of Jackson Building Inspector receives notification of fee compliance including water and sewer connection fees as well as zoning requirements compliance including conditional use permit requirements for a particular building permit application.
- b. The ~~Contracting Municipalities~~City shall provide required application forms, State Seals, house numbers and any required special office supplies or documents needed to process and file permits for their respective municipality.
- ~~c. The ~~Contracting Municipalities~~City shall apply for certified agent status with the State of Wisconsin Department of Safety and Professional Services. ~~for their respective municipality.~~~~
- c.
d. The ~~Contracting Municipality~~City shall provide legal advice/support for any legal issues arising from the performance of duties by the Jackson building inspectors under this agreement, including, but not limited to, code enforcement actions, raze orders, special charge claims, open records requests, and other building inspection issues for their respective municipality.

8. Provision of Inspection Vehicles

- a. The Village of Jackson shall provide a properly registered vehicle for one 1/2 equivalent building inspector.

- b. The City of Hartford shall provide one properly registered vehicle for use by one ¼ equivalent building inspector, which vehicle shall be housed in the City of Hartford. The City of Hartford shall be solely responsible for the expense for this vehicle.
- c. The Parties acknowledge that it may be necessary to provide mileage reimbursement if the vehicles described above are not available for use. Mileage shall be an expense reimbursed by the Contracting Municipalities under Section 9, below.

9. Payment to the Village of Jackson for Services Rendered Through this Agreement

- a. **Budget.** Prior to the execution of this contract, and thereafter no later than October 31 of each year of this agreement, the Village of Jackson shall draft an annual budget for expenses related to total Inspections Services. The total budgeted expenses shall be as described in Exhibit B, which is incorporated herein by reference. After this total expense is calculated, an additional administrative fee of 6.5% of the total Inspections expense budget shall be added, to be shared on a pro-rata basis as described in Exhibit A. The initial annual budget shall be used as a baseline and shall be attached as Exhibit B of this agreement. Exhibit B shall also depict the hourly rate to be applied to compensation adjustment as described in subsection (c) below. In no case shall the Inspections expense budget exceed an increase of 5% from any one year to the next, without approval by each community prior to October 31.
- b. **Time of Payment.** The compensation due to the Village of Jackson shall be paid in twelve equal installments on the 1st day of each month.
- c. **Annual Compensation Adjustment.** It is intended that the communities will approximately share the hours of .75 full-time equivalent Building Inspectors (30 hours/week) with 20 hours per week going to Jackson and 10 hours per week spent in Hartford. The intent is that the Municipalities share these hours based on need with a prorated inclusion of Paid Time Off, shared on a pro-rata basis based upon their contracted payments set forth in Exhibit A (the “Equal Share”). The Municipalities recognize that maintaining the Equal Share exactly is not realistic or desirable due to fluctuating needs, and therefore variation within a range of 20 percent above or below the Equal Share will not result in an adjustment to the compensation amounts described in this agreement. If, however, in any calendar year any one or more of the communities receives 20 percent more or less than the Equal Share as set forth in Exhibit A, the compensation amounts will be adjusted as follows:
 - i. The actual hours used by each community for the calendar year, plus 1/3rd of actual Paid Time Off hours, shall be multiplied by the hourly rate depicted in Exhibit B.

ii. The administrative fee of 3.25 percent of the total actual hours multiplied by the hourly rate shall be added to the ~~Contracting Municipality~~City's totals, resulting in the ~~Village of Sussex and the Village of Slinger~~Contracting Municipality's Adjusted Payment Obligation.

iii. If actual payments by ~~the any individual Contracting Municipality~~the City of Slinger for the year in question exceed ~~the Village of Slinger~~the individual Contracting Municipality's Adjusted Payment Obligation, the Village of ~~Richfield~~Jackson shall refund the difference to ~~the Village of Slinger~~the City~~that Contracting Municipality~~, no later than March 1 following the year in which payments were made. If actual payments by ~~the Village of Slinger~~any individual Contracting Municipality~~the City~~ are less than ~~the individual Contracting Municipality's Adjusted Payment Obligation~~the Village of Slinger's Adjusted Payment Obligation, the Village of ~~Richfield~~Jackson shall invoice ~~the that Contracting Municipality~~Village~~the City of Slinger~~ for the balance no later than January 31 following the year that payments were made, and ~~the Village of Slinger~~that Contracting Municipality~~the City~~ shall pay the balance to the Village of ~~Richfield~~Jackson no later than March 1.

d. In the event that ~~any of the Municipalities~~either of the parties anticipate that they will utilize more hours than the Equal Share, the ~~Municipalities~~parties shall meet to discuss the anticipated deviation and, if needed, the deviation may be addressed by addendum to this Agreement.

i. ~~If actual payments by the Village of Sussex for the year in question exceed the Village of Sussex Adjusted Payment Obligation, the Village of Richfield shall refund the difference to the Village of Sussex, no later than March 1 following the year in which payments were made. If actual payments by the Village of Sussex are less than the Village of Sussex's Adjusted Payment Obligation, the Village of Richfield shall invoice the Village of Sussex for the balance no later than January 31 following the year that payments were made, and the Village of Sussex shall pay the balance to the Village of Richfield no later than March 1.~~

10. Term of Agreement

The term of this agreement shall commence January 1, 2024, and shall continue through December 31, 2024.

The agreement shall then automatically renew through December 31 of the following year, and for every year thereafter, unless ~~365-180~~ days written notice has been given in accordance with Section 11 of this agreement.

11. Termination of Agreement

This agreement may be terminated without cause by any Municipality upon ~~365-180~~ days written notice to the other Municipality. This agreement may also be terminated by any non-breaching Municipality at any time, upon substantial breach committed by any other

Municipality. All such notices shall be by certified mail or personally delivered as follows:

City of Hartford Clerk
City of Hartford
109 N. Main St.
Hartford, WI 53027

Village of Jackson Clerk
Village of Jackson
N168W19851 Main Street,
Jackson, WI 53037

A non-breaching Municipality shall not be responsible for Liquidated Damages as described in Section 12 of this agreement.

12. Termination Liquidated Damages

If any Municipality chooses to terminate this agreement prior to expiration of this agreement on December 31, 2024, the terminating Municipality agrees to bear the full costs for any subsequent expenses related to unemployment insurance claims, involuntary severance pay or any related legal fees associated with employment termination directly related to termination of this agreement. Additionally, the terminating Municipality also agrees to pay the full costs for any penalties related to the termination of lease of capital equipment associated with this agreement, specifically cell phones and vehicles.

If any Municipality chooses not to extend this agreement beyond December 31, 2023, the Municipalities agree to equally share any and all expenses.

13. Assignment

This agreement shall not be assigned to any other party without the written consent of the Municipalities.

14. Insurance

The Village of Jackson shall maintain public liability insurance coverage and worker's compensation coverage for Jackson inspectors performing work under this Agreement.

15. Hold Harmless, Indemnification, and Release

In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, each party hereto shall indemnify and save harmless and agrees to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the defense of any claim asserted or imposed upon any other party hereto, or their officers, agents, employees and independent contractors, growing out of acts or omissions of the indemnifying party its officers, agents, employees and independent contractors, in the performance of this agreement on behalf of the indemnifying party. Each party's

obligations under this section shall apply only to the extent of that party's fault, negligence, or intentional conduct.

Nothing herein shall be interpreted to waive or abrogate limitations on bringing claims, limitations of liability and other defenses established by Wisconsin Statutes Section 893.80 and other State laws.

16. Governing Law

This agreement and all questions arising in connection herewith shall be governed by the laws of the State of Wisconsin.

17. Legal Drafting

This agreement is a result of negotiation among the parties, and was drafted by the parties directly, and shall not be interpreted against any party due to their involvement in drafting the agreement.

18. Entire Agreement

This agreement contains the entire agreement between the parties regarding this matter. This agreement may be modified only by an agreement to this agreement which is authorized by the Village of Jackson Board of Trustees, and the Common Council of the City of Hartford.

The parties have executed this agreement on this _____ day of _____, 2024.

Village of Jackson
A Municipal Corporation

City of Hartford
A Municipal Corporation

BY: _____
Village of Jackson President

BY: _____
City of Hartford Mayor

ATTEST:

ATTEST:

BY: _____
Village of Jackson Clerk

BY: _____
City of Hartford Clerk

Exhibit A

Municipality	Hours Provided Per Week	Pro Rata Share	Minimum Equal Share Hours	Maximum Equal Share Hours
Village of Jackson	20 hours	66%	1273	1909
City of Hartford	10 hours	34%	1830	2746

Assistant Building Inspector (Part-time) – Village of Jackson and City of Hartford

The Village of Jackson (est. 1912) is seeking a qualified candidate to fill the position of Assistant Building Inspector to be shared with the City of Hartford. With a population of roughly 7,900, the Village of Jackson is a small, yet vibrant and diverse community located on Hwy 60 between Interstates 41/45 in Washington County and Interstate 43 in Ozaukee County. The City of Hartford (est. 1883) is a community of 15,700 residents. Both communities have experienced strong growth in the residential and commercial/manufacturing industries.

The role of this part-time position is to assist the Directors of Inspections in each respective community in carrying out their daily functions of the building and zoning departments for the Village of Jackson and the City of Hartford. The qualified candidate will work in a team environment reviewing building plans, issuing permits, and performing field inspections to ensure conformance with state and local building and zoning codes.

A combination of education and experience substantially equivalent to the following criteria will be given strong consideration:

- Candidates should possess a high school diploma or GED along with two (2) years' experience in inspecting or construction trades employment. Combination of education and experience may also be considered. A valid driver's license and automobile insurance is required.
- Persons with multiple state building inspection certifications (UDC or Commercial) are strongly encouraged to apply. Candidates who can become certified within 18 months of employment will also be considered.
- A strong technical aptitude and knowledge of Wisconsin building codes and construction trades, materials, and practices is required.
- The position has frequent verbal and written communication with developers, contractors, elected officials, homeowners, and the general public. A successful candidate will enjoy working in a fast-paced, team-oriented environment.

This position requires a minimum of 24 hours per week (16 hours per week in the Village of Jackson and 8 hours per week in the City of Hartford), including office and field work, with potential for additional hours during busy times or staff absences. The position offers a great pay range of \$35 to \$50 per hour, including flexible workdays, paid time-off, and hours that are amenable to work/life balance and the potential for personal and professional growth.

Interested candidates should submit their applications, including a resume, work history, education, and license/certification documents to: Village of Jackson, c/o Collin Johnson via email at collin.johnson@villageofjacksonwi.gov or via mail to W194N16660 Eagle Drive, Jackson, WI 53037. The application deadline for this position is XXXX 1, 2024, or until filled.