

MINUTES

PLAN COMMISSION MEETING

Thursday, January 18, 2024 at 7:00 PM

Plan Commission Meeting

1. Call to Order and Roll Call

The meeting was called to order at 7:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke, Ryan Ganshow, Dan Reik, and Doug Wilcox.

Members Excused: Jon Molkentin

Members Absent: Ryan Ganshow

Staff Present: Administrator Jen Keller, Building Inspector Collin Johnson, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Special Plan Commission Meeting of November 14, 2023

The motion to approve the minutes for the Special Plan Commission meeting of November 14, 2023, was made by Tr. Emmrich and seconded by D. Wilcox.

Vote: 5 ayes, 0 nays. Motion carried.

3. Two-Lot Certified Survey Map for Parcels V3_053600F and V3_053600G - Village of Jackson

Administrator Keller provided background on this agenda item. Brian Parrish of Paradigm was present and introduced to the body. Mr. Parrish works with the Village of Jackson, Washington County, and the Economic Development of Washington County (EDWC). A supplemental handout was provided with an updated version of the certified survey maps and pointed out access easement updates.

The motion to recommend the Village Board approve the amended two-lot certified survey map for Parcels V3_05600F and V3_05600G conditioned upon amending the easement on lot one to properly align with the parking field for lot 1 was made by Pres. Heckendorf

Mr. Parrish has a modification they may want to consider regarding lot 3 of the certified survey map and the notice for cross-access easement on lot 3.

Pres. Heckendorf amended the motion to include the modification outlined by Mr. Parrish, second by Tr. Emmrich.

Vote: 5 ayes, 0 nays. Motion carried.

4. Review of Amended Site Plan and Other Supporting Documents for Parcel V3_053600F - 250 Focus, LLC

Administrator Keller provided the background on this agenda item, as well as pointing out additional language had been added now that the lighting and sign plans are available.

The motion to recommend the Village Board approve the 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; and
2. The Site Plan approvals shall become effective upon conveyance of the property to 250 Focus, LLC; and
3. Approval by the Village Board of a Development Agreement and Shared Access Agreement with terms acceptable to the Board; and
4. Additional landscaping shall be incorporated around the two (2) shared signs and the shared driveway; and
5. Up to three (3) additional lights shall be added to the shared driveway, with one (1) at the northwest corner and two (2) on the south side of the drive, subject to engineering review and approval.

The aforementioned motion was made by D. Wilcox and seconded by Tr. Kruepke.

Vote: 5 ayes, 0 nays. Motion carried.

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

The motion to 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 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 5 ayes, 0 nays. Motion carried.

6. Review and Consideration of Zoning Audit Report - Tim Schwecke, Planning Consultant

Tim Schwecke, Planning Consultant, was present to provide an overview of the Zoning Code audit included and the packet and provided an explanation as to why a municipality may choose to engage in one. Mr. Schwecke covered the high point items from the document. Administrator Keller expanded upon why the Village may want to pursue a zoning code audit.

The motion to recommend the Village Board authorize staff to proceed with a request for proposal to revise and update the Village Zoning Codes based on the recommendations outlined in the Zoning Code audit was made by D. Wilcox and seconded by Tr. Emmrich.

Discussion: D. Reik asked for clarification on the process before final enactment of a new zoning code. The explanation was provided by Mr. Schwecke.

Vote: 5 ayes, 0 nays. Motion carried.

7. Citizens/Village Staff to Address the Plan Commission

None.

8. Adjourn

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

Vote: 5 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:41 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk