

AGENDA
PLAN COMMISSION MEETING
Thursday, September 29, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Plan Commission Meeting of August 25, 2022
3. Conditional Use – Sign – Morning Meadows Subdivision
4. Ordinance 22-12 – Establishing Zoning for certain 2021 Annexed Parcels and to Amend the Zoning Code and Zoning Map of the Village of Jackson
5. Ordinance 22-14 – Amending Village Ordinances Related to Sign Reviews and Approvals
6. Ordinance 22-15 – Annexation Request and Recommendation for Temporary R-1 Zoning – Parcel #T3_074900H – Albert & Brenna Sunn
7. Ordinance 22-16 – Amending Ordinance 2-183 relating to proposed meeting date change for Plan Commission meetings
8. Citizens to address the Plan Commission
9. 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.

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, August 25, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

President Schwab called the meeting to order at 7:00 p.m.

Members Present: Tr. Emmrich, Ryan Ganshow, Tr. Kruepke, and Jon Molkentin

Excused Absent: Doug Wilcox and Ryan Ganshow

Village Board Member Present: Tr. Heckendorf

Staff Present: Director of Inspections Collin Johnson and Administrator Jen Keller

2. Approval of Minutes for the Plan Commission Meeting of June 30, 2022

Motion by Tr. Emmrich, second by Jon Molkentin to approve the Plan Commission minutes of June 30, 2022 as submitted.

Vote: 5 ayes, 0 nays. Motion carried.

3. Final Plat – Phase I Maple Fields Subdivision – Neumann Developments, Inc.

Motion by Pres. Schwab, second by Tr. Emmrich to recommend to the Village Board the approval of the Final Plat for Phase I of Maple Fields Subdivision – Neumann Developments, Inc.

Vote: 5 ayes, 0 nays. Motion carried.

4. Amending Ordinance 2-183 Relating to Proposed Meeting Date Change for Plan Commission Meetings

Director Johnson provided background information on the topic. President Schwab recommended delaying the recommendation of the Plan Commission to the September meeting to gather input from the Plan Commission members not in attendance.

5. Amending Village Ordinance Related to Sign Review and Approval

Director Johnson provided background on the topic.

Motion by Pres. Schwab, second by Tr. Kruepke to recommend Staff draft an ordinance amendment, for review by the Plan Commission, to incorporate administrative approval for signs which conform with Chapter 48, Division 7 Signs.
Vote: 5 ayes, 0 nays. Motion carried.

6. Citizens to Address the Plan Commission

No discussion occurred.

7. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke to adjourn.
Vote: 5 ayes, 0 nays. Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Jen Keller
Village Administrator

DRAFT

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: 3384 County Hwy. P Unit: NA Jackson, WI

Parcel #: 0521052 Lot Size: NA sq. ft. Building Area: NA sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ PUD ☐ Other R-5 Floodplain: Y / N

APPLICANT INFORMATION

Name(s): Home Path Financial

Mailing Address: 5116 N. 126th Street, Butler State WI Zip 53007

Office: (262) 771-0021 (Kathy) Cell: () Fax: ()

Email: permitting@myhomepath.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: NA

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

Mailing Address: _____ State _____ Zip _____

Office: () Cell: () Fax: ()

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Same as applicant

Address: _____ State _____ Zip _____

Office: () Cell: () Fax: ()

Email: _____

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

Firm Name: Same as applicant

Primary Contact: Kathy Thomas, Agent, Home Path Financial

Address: 5116 N. 126th Street State WI Zip 53007

Office: (262) 771-0021 (Kathy) Cell: () Fax: ()

Email: permitting@myhomepath.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: We are requesting a Sign Permit to post a ground sign advertising the homes for sale in the subdivision that we are building. While this sign is not planned to be posted indefinitely, per Jackson's definition of a temporary sign we will need a permanent sign permit for approximately 2 years when we anticipate the subdivision to be completed and all homes sold.

Provide a brief overview of proposed use(s) of entire property and/or lease space: NA

Hours of Operation: NA

Provide a brief overview of proposed daily on-site operations: NA

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.: NA

Describe all businesses, properties and other entities located adjacent to the proposed use: Residential lots that we own and farmland.

Describe any proposed, development, on-site improvements or other construction/remodeling activities: NA

Describe any proposed grading, and/or stormwater management plan: NA

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: NA

Describe any proposed on-site security measures including site lighting: NA

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): NA

Describe the projected traffic circulation and impacts: Intermittent increased traffic through Morning Meadows subdivision when houses are under construction and completed until all are sold.
Estimated to be 2-years.

List all setbacks from rights-of-way and property lines and height limitations: Sign installed height will be approximately 12 feet. Sign will be installed 15' from the ROW, 50' from Daisy Drive, and 25' from Lot 50 property line.

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: NA

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?

☒ No ☐ Yes If yes, explain: _____

Describe any proposed signage including type, size, and location: 48"w x 96"h size (QTY 2), V-Shape post and panel sign. 1/2" sign grade MDO with vinyl and UV laminate print and 4x4 painted and treated posts.

To be placed near the corner of CTH P and Daisy Drive, the north side of the entrance to Phase 2 Morning Meadows, Adjacent to N161W21980 Daisy Drive, Lot 50. Sign will be installed on 4x4 posts with pea gravel into the ground.

If construction is proposed, describe proposed exterior building materials (type, color, etc.): NA

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

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: NA

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): NA

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: NA

Projected Sewer/Wastewater Usage: NA gal/year

Projected Water Usage: NA 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.

Applicant Name (Print): Kathy Thomas, Agent, Home Path Financial

Applicant Signature: Kathy Thomas, Agent, Home Path Financial

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: 8/19/2022

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Building Inspection Dept.
(Checks shall be made payable to Village of Jackson)
W194 N16660 Eagle Drive
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Building Inspector: For questions concerning **building codes, zoning, or technical questions.**
Phone: (262) 677-9696
Email: collin.johnson@villageofjacksonwi.gov

Village Clerk: For all **general questions** concerning meeting dates, 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: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

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

Date Received: 8-29-22

Amount: \$ 175.00

Payment Type: CH CC / CASH

Check/Rcpt. #: 13952

Received By: [Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 261849**Date:** 9/08/2022**Check****RECEIVED
FROM**

HOME PATH FINANCIAL

\$175.00

Type of Payment

Accounting

Description

PLANNING / ZONING FEES

PC - MORNING MEADOWS SIGN

Amount

175.00

TOTAL RECEIVED175.00

Receipt Memo:

PLAN COMM APPLICATION/CK#13952

NEW HOMES FOR SALE

MORNING MEADOWS

FOR INFORMATION CALL
262-573-9083

A COMMUNITY BY:



48" w x 96" h size
V-Shape MDO post and panel sign,
(quantity 2)
4x4 treated posts painted

CUSTOMER: Stepping Stone
COMPANY: Stepping Stone
COREBRIDGE #: 00000

SALESPERSON: Nate Cass
DESIGNER: Tess
PROOF DATE: 6/28/2022

REVISIONS:

•
•
•

PLEASE CHECK ALL PROOFS FOR ACCURATE SPELLING, PUNCTUATION AND LAYOUT. Signarama Milwaukee will not be held responsible for correcting mistakes on approved artwork. Actual printed colors may be different than electronic proof. If Pantone or other color matches are required the customer must provide color matching instructions.

 **Signarama** Milwaukee
The way to grow your business
www.milwaukee-signs.com

414.273.7446 414.273.7447

5061 W. STATE ST. MILWAUKEE, WI 53208

MORNING MEADOWS SUBDIVISION ADDITION NO. 1

Part of the Northwest 1/4 and Southwest 1/4 of the Southwest 1/4 of Section 19, Town 10 North, Range 20 East, in the Village of Jackson, Washington County, Wisconsin.

NOTES:
WASHINGTON COUNTY SHALL NOT BE LIABLE FOR ANY FEES OR SPECIAL ASSESSMENTS IN THE EVENT THEY BECOME THE OWNER OF ANY LOT OR OUTLOT IN THE SUBDIVISION BY REASON OF TAX DELINQUENCY.

BEARINGS ARE BASED ON THE WEST LINE OF THE SOUTHWEST 1/4 OF SECTION 19-10-20, WHICH IS ASSIGNED TO BEAR NORTH 01°12'00" WEST, WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD83).

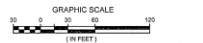
VILLAGE VISION CORNERS:
NO OBSTRUCTIONS, SUCH AS STRUCTURES, PARKING, OR VEGETATION, SHALL BE PERMITTED IN ANY DISTRICT BETWEEN THE HEIGHTS OF 25 FEET AND TEN FEET ABOVE THE PLANE THROUGH THE MEAN CURB GRADES WITHIN THE TRIANGULAR SPACE FORMED BY ANY TWO EXISTING OR PROPOSED INTERSECTING STREET OR ALLEY RIGHT-OF-WAY LINES AND A LINE JOINING POINTS ON SUCH LINES LOCATED A MINIMUM OF 15 FEET FROM THEIR INTERSECTION.

COUNTY VISION CORNER:
NO STRUCTURE OR IMPROVEMENT OF ANY KIND IS PERMITTED WITHIN THE VISION CORNER. NO VEGETATION WITHIN THE VISION CORNER MAY EXCEED 30 INCHES IN HEIGHT.

THE ORDINARY HIGH WATER MARK IS APPROXIMATE, FOR REFERENCE ONLY.

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.

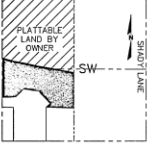
- SUBDIVISION STATISTICS**
1. SUBDIVISION CONTAINS 27 LOTS AND 1 OUTLOT.
2. DEVELOPMENT CONTAINS 10.78 ACRES MORE OR LESS.
3. LAND IS ZONED - PLANNED DEVELOPMENT.
4. 5' FRONT/REAR SETBACK.
5. 5' SIDE SETBACK.



- INDICATES SET 1 1/4" IRON ROD AT LEAST 18" IN LENGTH, WT = 4.303 LBS./LIN. FT.
- △ INDICATES FOUND 1 1/4" IRON ROD
- ⊙ INDICATES FOUND 1 IRON PIPE
- Ⓢ INDICATES DEDICATED FOR PUBLIC STREET PURPOSES
- INDICATES BUILDING SETBACK LINE

LOCATION MAP

SOUTHWEST 1/4 OF SECTION 19, T10N, R20E



Owner/Developer:
Home Path Financial Limited Partnership
19435 West Capital Drive, Suite 102
Burlington, WI, 53005
Phone 262-336-3882

Surveyor:
R.A. Smith, Inc.
John A. Smith
18745 W. Blomfield Rd.
Burlington, WI, 53005

Welland Line Table

Line #	Direction	Length
L1	N88°32'14"W	136.55
L2	N79°32'22"W	106.98
L3	N88°54'24"W	119.80
L4	N78°08'22"W	140.30
L5	N88°31'45"W	64.30
L6	N83°58'43"W	68.92
L7	N83°31'12"W	95.40
L8	S73°35'51"W	64.40
L9	S78°37'00"W	80.62
L10	S73°43'41"W	42.83
L11	S82°09'45"W	50.70
L12	S00°34'19"E	21.45
L13	S14°51'17"E	17.15
L14	S24°10'29"E	26.98
L15	S06°28'13"W	32.95
L16	S85°37'07"W	36.31
L17	S26°37'06"W	8.73
L18	S81°01'34"W	15.00
L19	N25°01'26"W	13.00
L20	N80°40'46"W	11.48
L21	S33°39'55"W	38.11
L22	N81°25'22"W	8.99
L23	N49°53'04"W	23.72
L24	N09°42'47"E	9.29
L25	N25°28'28"E	15.63
L26	N47°43'02"E	11.99
L27	N48°48'42"E	32.24
L28	N19°54'04"E	51.67
L29	N35°31'31"W	20.86
L30	N43°43'55"E	51.86
L31	N23°56'52"E	27.88
L32	N87°42'42"W	48.67
L33	N86°42'53"W	50.01
L34	N56°29'10"W	45.39
L35	N78°31'07"W	78.58

Location of Sign

There are no objections to this plat with respect to s. 236.15, 236.16, 236.20 and 236.21 (1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified October 25, 2021

Renee M. Pankow
Department of Administration



SHERMAN ROAD

SW COR. OF SW 1/4 OF SEC. 19-10-20 FOUND BRASS CAP MONUMENT ELEV 855.60 (NOV029)



August 16, 2021
Revised September 30, 2021

DOCUMENT # 330966
WASHINGTON COUNTY, WISCONSIN
2021-12-08 9:33:00 PM
John P. Casucci
JANOR & HARTSON
WASHINGTON COUNTY
REGISTER OF DEEDS
FEE: \$300.00
Page: 2

raSmith
CREATING BETTER REAL ESTATE
14743 W. Blomfield Road
Burlington, WI 53005-9758
(262) 761-1000
raSmith.com

SHEET 1 OF 2 SHEETS

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: September 29, 2022

Agenda Item: Item #3

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Conditional Use Permit – Signage for Morning Meadows Subdivision

Background and Analysis:

Morning Meadows subdivision began Phase I & Phase II grading and utility work in 2020 followed by construction of twenty-four (24) single-family homes throughout the Phase I area. Phase I home construction is nearing completion with additional twenty-eight (28) homes anticipated to be built within the Phase II area. The Developer is requesting approval to install a sales sign in the outlot area near the intersection of Daisy Drive and County Hwy. P.

The proposed sign is double-sided with each side measuring 4' x 8' (32 sf) in area, for a total of 64 square feet. The sign will advertise "New Homes For Sale" and include the subdivision name, developer name, and contact information.

The proposed signage would exceed the maximum allowable area of eight (8) square feet for a real estate sign outlined in Ordinance Sec 48-300(1) below, a Conditional Use Permit is required to allow for the increase size.

Comprehensive Plan & Zoning Impacts:

The Comprehensive Plan is not impacted by this request. Zoning Chapter 48, Division 7 is applicable to the request as outlined by specific ordinances below:

Sec. 48-300. Signs permitted in all districts without a permit.

The following signs are permitted in all zoning districts without a permit, subject to the following regulations:

(1) Real estate ground or wall signs not to exceed eight square feet in area which advertise the sale, rental, or lease of the premises upon which the signs are temporarily located. Such signs may not be placed in the right-of-way.

Site Plan:

See attached site map for general location of proposed signage

Signage:

A double-sided sign with each side measuring 4' x 8' (32 sf) in area for a total of 64 sf. is proposed. See attached sign renderings.

Additional Staff Comments:

None

Review Procedures:

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

Notice Requirements:

1. Posting on the agenda.
2. Publication of a Class 2 notice of public hearing. *(Two consecutive weekly publications required)*
3. Notification of all other municipalities, located within 1,000 feet of the subject property. *(Includes all non-contiguous municipalities)*

Potential Action:

Motion to recommend the Village Board approve the signage request for Morning Meadows subdivision as submitted conditioned upon the following:

1. This approval is only applicable to signage for Phase I & II.
2. The sign shall be approved for display for an initial period of 24-months with the opportunity to extend for an additional 12-month period upon submittal of a new sign permit application and fee to the Building Inspection Department.
3. The sign shall be removed within 30-days of the sale of the last lot or home within Phase I and/or Phase II.

Attachments:

1. Plan Commission Application
2. Sign Rendering
3. Site Plan

ORDINANCE #22-12

TO ESTABLISH ZONING FOR VARIOUS PROPERTIES ANNEXED TO THE VILLAGE WITH APPROVAL OF ORDINANCE #20-09 AND TO AMEND THE ZONING MAP OF THE VILLAGE OF JACKSON PURSUANT TO SECTION 48.34 OF THE MUNICIPAL CODE

WHEREAS, the Village Board for the Village of Jackson adopted zoning regulations for the Village of Jackson and has amended such regulations from time to time; and

WHEREAS, the zoning regulations, as amended, are codified as Chapter 48 of the Village of Jackson municipal code, which is titled "Zoning;" and

WHEREAS, the Village of Jackson annexed various properties in 2021 as set forth in Ordinance #20-09 and desires to establish the zoning of such properties specified therein; and

WHEREAS the proposed zoning has been submitted to the Village of Jackson Plan Commission for report and recommendation; and

WHEREAS the Village of Jackson Plan Commission considered the matter at its meeting on September 29, 2022 and recommended approval; and

WHEREAS, the Village Board conducted a public hearing on October 11, 2022; and

WHEREAS, the Village Plan Commission has recommended to the Village Board that the rezoning change be made; and of the recommendation of the Plan Commission, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, having determined that the rezoning is consistent with the Village's Comprehensive Plan, and having based its determination on the effect of granting of said rezoning on the health, safety, and welfare for the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved, as well as the impact on the surrounding properties as to the noise, dust, smoke, odor and others, has hereby determined that the rezoning will not violate the spirit or intent the zoning ordinance for the Village of Jackson, will not be hazardous, harmful, noxious, offensive or a nuisance by reason of noise, dust, smoke odor or other similar factors and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the development is conducted pursuant to the following conditions and is in strict compliance with the same.

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin ORDAINS AS FOLLOWS:

Section 1. To create Section 48-144.1 of the zoning code to establish a new residential zoning district to be identified as RT-10 as set forth below:

Sec. 48-144.1 RT-10 Single-Family Residential District.

(a) Generally. The RT-10 Single-Family Residential District is intended to provide for single-family residential development not to exceed one (1) dwelling unit per parcel, served by municipal sewer and water facilities. This zoning designation shall not be used in any other location except for those properties annexed into the Village under Ordinance No. 20-09 and indicated as Exhibits B-1, B-5, B-6 on the attached map.

(b) Permitted uses. Single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided there be a minimum lot area of 1,500 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Lots shall be a minimum of 20,000 square feet in area and shall not be less than 50 feet in width at the setback line. Corner lots shall not be less than 100 feet in width at the setback line along at least one of the frontage yards.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-story dwelling shall be 1,200 square feet; the total minimum floor area of a multi-story dwelling shall be 1,800 square feet. Multi-story dwellings shall have a minimum first floor area of 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 75 feet from the road centerline or 42 feet from the right-of-way of local streets, whichever is greater. There shall be a minimum side yard of 10 feet and there shall be an aggregate side yard of not less than 25 feet. There shall a minimum rear yard setback of not less than 50 feet.

Section 2. To create Section 48-144.2 of the zoning code to establish a new residential zoning district to be identified as RT-11 as set forth below:

Sec. 48-144.2 RT-11 Single-Family Residential District.

(a) Generally. The RT-11 Single-Family Residential District is intended to provide for single-family residential development at densities not to exceed one (1) dwelling unit per

parcel, served by municipal sewer and water facilities. This zoning designation shall not be used in any other location except for those properties annexed into the Village under Ordinance No. 20-09 and indicated as Exhibits B-2 and B-3 on the attached map.

(b) Permitted uses. Single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided there be a minimum lot area of 1,500 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Lots shall be a minimum of one (1) acre in area and shall not be less than 175 feet in width at the setback line.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-story dwelling shall be 1,200 square feet; the total minimum floor area of a two-story dwelling shall be 1,800 square feet. Multi-story dwellings shall have a minimum first floor area of 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 100 feet from the road centerline or 42 feet from the right-of-way of local streets, whichever is greater. There shall be a minimum side yard of 25 feet from all structures. There shall be a minimum rear yard setback of not less than 50 feet.

Section 3. The properties listed in the Table below are hereby zoned RT-10 as specified above, and the zoning map of the Village of Jackson is hereby amended to incorporate the zoning for the various properties.

Parcels within the area defined as Exhibit B-1 in Ordinance #20-09

- | | |
|----------------|----------------|
| 1. V3_0152001 | 11. V3_0152011 |
| 2. V3_0152002 | 12. V3_0152012 |
| 3. V3_0152003 | 13. V3_0152013 |
| 4. V3_0152004 | 14. V3_0152014 |
| 5. V3_0152005 | 15. V3_0152015 |
| 6. V3_0152006 | 16. V3_0152016 |
| 7. V3_0152007 | 17. V3_0152017 |
| 8. V3_0152008 | 18. V3_0152018 |
| 9. V3_0152009 | 19. V3_0152019 |
| 10. V3_0152010 | 20. V3_0152020 |

21. V3_0152021

23. V3_0152023

22. V3_0152022

24. V3_015200D

Section 4. The properties listed in the Table below are hereby zoned RT-11 as specified above, and the zoning map of the Village of Jackson is hereby amended to incorporate the zoning for the various properties.

Parcels within the area defined as Exhibit B-2 in Ordinance #20-09

1. V3_016600B

2. V3_016600C

3. V3_016600D

Section 5. The properties listed in the Table below are hereby zoned RT-11 as specified above, and the zoning map of the Village of Jackson is hereby amended to incorporate the zoning for the various properties.

Parcel within the area defined as Exhibit B-3 in Ordinance #20-09

1. V3_045700B

Section 6. The property listed in the Table below is hereby zoned I-1 as specified in Ordinance Section 48-149, and the zoning map of the Village of Jackson is hereby amended to incorporate the zoning for the property.

Parcel within the area defined as Exhibit B-4 in Ordinance #20-09

1. V3_047700M

Section 7. The properties listed in the Table below are zoned RT-10 as specified above, and the zoning map of the Village of Jackson is hereby amended to incorporate the zoning for the various properties.

Parcels within the area defined as Exhibit B-5 in Ordinance #20-09

1. V3_0750001

12. V3_0750012

2. V3_0750002

13. V3_0750013

3. V3_0750003

14. V3_0750014

4. V3_0750004

15. V3_0750015

5. V3_0750005

16. V3_0750016

6. V3_0750006

17. V3_0750017

7. V3_0750007

18. V3_0750018

8. V3_0750008

19. V3_0750019

9. V3_0750009

20. V3_0750020

10. V3_0750010

21. V3_0750021

11. V3_0750011

22. V3_0750022

- | | |
|----------------|----------------|
| 23. V3_0750023 | 43. V3_0750043 |
| 24. V3_0750024 | 44. V3_0750044 |
| 25. V3_0750025 | 45. V3_0750045 |
| 26. V3_0750026 | 46. V3_0750046 |
| 27. V3_0750027 | 47. V3_0750047 |
| 28. V3_0750028 | 48. V3_0750048 |
| 29. V3_0750029 | 49. V3_0750049 |
| 30. V3_0750030 | 50. V3_0750050 |
| 31. V3_0750031 | 51. V3_0750051 |
| 32. V3_0750032 | 52. V3_0750052 |
| 33. V3_0750033 | 53. V3_0750053 |
| 34. V3_0750034 | 54. V3_0750054 |
| 35. V3_0750035 | 55. V3_0750055 |
| 36. V3_0750036 | 56. V3_0750056 |
| 37. V3_0750037 | 57. V3_0750057 |
| 38. V3_0750038 | 58. V3_0750058 |
| 39. V3_0750039 | 59. V3_0750059 |
| 40. V3_0750040 | 60. V3_0750060 |
| 41. V3_0750041 | 61. V3_0750061 |
| 42. V3_0750042 | 62. V3_0750062 |

Section 8. The properties listed in the Table below are zoned RT-10 as specified above, and the zoning map of the Village of Jackson is hereby amended to incorporate the zoning for the various properties.

Parcels within the area defined as Exhibit B-6 in Ordinance #20-09

- | | |
|---------------|----------------|
| 1. V3_0757001 | 9. V3_0757009 |
| 2. V3_0757002 | 10. V3_0757010 |
| 3. V3_0757003 | 11. V3_0757011 |
| 4. V3_0757004 | 12. V3_0757012 |
| 5. V3_0757005 | 13. V3_0757013 |
| 6. V3_0757006 | 14. V3_0757014 |
| 7. V3_0757007 | 15. V3_0757015 |
| 8. V3_0757008 | 16. V3_0757016 |

17. V3_0757017
18. V3_0757018
19. V3_0757019
20. V3_0757020
21. V3_0757021
22. V3_0757022
23. V3_0757023
24. V3_0757024
25. V3_0757025 (OL1)
26. V3_0757026 (OL2)
27. V3_0757027 (OL3)
28. V3_0757028 (OL4)
29. V3_0757029 (OL5)
30. V3_0757030
31. V3_0757031
32. V3_0757032
33. V3_0757033
34. V3_0757034
35. V3_0757035
36. V3_0757036
37. V3_0757037
38. V3_0757038
39. V3_0757039
40. V3_0757040
41. V3_0757041
42. V3_0757042
43. V3_0757043
44. V3_0757044
45. V3_0757045
46. V3_0757046
47. V3_0757047
48. V3_0757048
49. V3_0757049
50. V3_0757050 (OL6)
51. V3_0757051 (OL7)
52. V3_0757052 (OL8)
53. V3_0757053
54. V3_0757054
55. V3_0757055
56. V3_0757056
57. V3_0757057
58. V3_0757058
59. V3_0757059
60. V3_0757060
61. V3_0757061
62. V3_0757062
63. V3_0757063
64. V3_0757064
65. V3_0757065
66. V3_0757066
67. V3_0757067
68. V3_0757068
69. V3_0757069
70. V3_0757070
71. V3_0757071
72. V3_0757072
73. V3_0757073
74. V3_0757074
75. V3_0757075
76. V3_0757076
77. V3_0757077
78. V3_0757078
79. V3_0757079
80. V3_0757080
81. V3_0757081
82. V3_0757082

- | | |
|------------------------|------------------------|
| 83. V3_0757083 | 111. V3_0757109 |
| 84. V3_0757084 | 112. V3_0757110 |
| 85. V3_0757083 | 113. V3_0757111 |
| 86. V3_0757084 | 114. V3_0757112 |
| 87. V3_0757085 | 115. V3_0757113 |
| 88. V3_0757086 | 116. V3_0757114 |
| 89. V3_0757087 (OL9) | 117. V3_0757115 |
| 90. V3_0757088 (OL10) | 118. V3_0757116 |
| 91. V3_0757089 (OL11) | 119. V3_0757117 |
| 92. V3_0757090 (OL12) | 120. V3_0757118 |
| 93. V3_0757091 | 121. V3_0757119 |
| 94. V3_0757092 | 122. V3_0757120 |
| 95. V3_0757093 | 123. V3_0757121 |
| 96. V3_0757094 | 124. V3_0757122 |
| 97. V3_0757095 | 125. V3_0757123 |
| 98. V3_0757096 | 126. V3_0757124 |
| 99. V3_0757097 | 127. V3_0757125 |
| 100. V3_0757098 | 128. V3_0757126 |
| 101. V3_0757099 | 129. V3_0757127 |
| 102. V3_0757100 (OL13) | 130. V3_0757128 |
| 103. V3_0757101 (OL14) | 131. V3_0757129 |
| 104. V3_0757102 | 132. V3_0757130 |
| 105. V3_0757103 | 133. V3_0757131 |
| 106. V3_0757104 | 134. V3_0757132 |
| 107. V3_0757105 | 135. V3_0757133 (OL15) |
| 108. V3_0757106 | 136. V3_0757134 (OL16) |
| 109. V3_0757107 | 137. V3_0757135 (OL17) |
| 110. V3_0757108 | 138. V3_0757136 (OL18) |

Section 9. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 10. The several sections of this ordinance are declared to be severable. 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 11. The Village Clerk and Village Administrator are 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: _____

Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

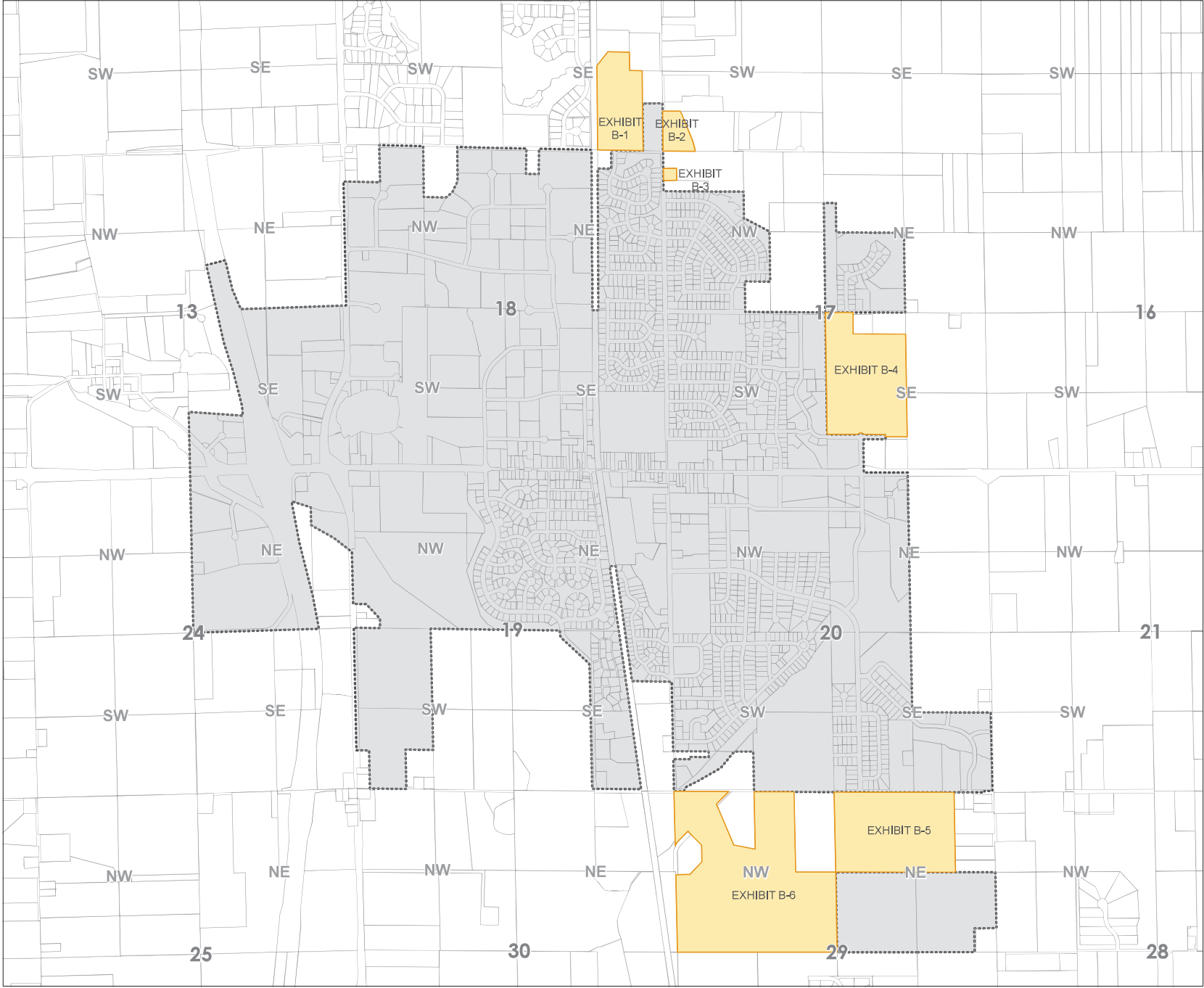
Proof of Posting:

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

Village Official

Date

Property to be Attached to the Village of Jackson



AREAS TO BE ATTACHED

- EXHIBIT B-1 25.71 Acres
- EXHIBIT B-2 5.13 Acres
- EXHIBIT B-3 1.00 Acres
- EXHIBIT B-4 53.90 Acres
- EXHIBIT B-5 59.51 Acres
- EXHIBIT B-6 123.85 Acres

CURRENT VILLAGE BOUNDARY



1 inch equals 700 feet

STAFF MEMO**Village of Jackson
Plan Commission****Meeting Date:** September 29, 2022**Agenda Item:** Item #4**To:** Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator**From:** Collin Johnson, Director of Inspections**Subject:** Establishing New Zoning Districts for the 2021 Annexed Parcels and Amending the Village of Jackson Zoning Code and Map**Background and Analysis:**

On December 8, 2020, a total of 229 parcels were annexed into the Village of Jackson under Ordinance 20-09 and officially became part of the Village of Jackson on January 1, 2021.

As a matter of general practice, a temporary zoning designation would have been included in the annexation ordinance however, the issue was overlooked. Working with Town of Jackson representatives, Village Staff have been able to review the Town of Jackson zoning language applied to each of the attached parcels. Staff quickly determined the zoning standards established by the Town were largely incompatible with current Village residential zoning districts. Placing the newly attached properties into an already established Village zoning district would have created significant inconsistencies within the already developed areas.

To remain consistent, Staff is recommending adoption of zoning language that mimics the Town zoning standards already in place. Before you is draft Ordinance 22-12 which seeks to create two new residential zoning districts within Chapter 48 of the Village Zoning Code.

While there are general differences in the building setback requirements and lot sizes, there are in fact, similarities or in some instances, increased restrictions beyond current Village requirements. The proposed Ordinance also contains similar maximum building height and minimum floor area requirements, as well as limits on accessory dwelling size and height.

Comprehensive Plan & Zoning Impacts:

The proposed zoning designations are consistent with the 2050 Village of Jackson Comprehensive Plan.

Site Plan:

See attached documents for general location of attached properties.

Signage:

Not applicable

Additional Staff Comments:

None

Review Procedures:

The Plan Commission is advisory; and the Village Board makes the final decision following a public hearing.

Notice Requirements:

1. Posting on the agenda.
2. Publication of a Class 2 notice of public hearing. *(Two consecutive weekly publications required.)*
3. Notification of all other municipalities located within 1,000 feet of the subject property. *(Includes all non-contiguous municipalities.)*

Potential Motion:

Motion to recommend the Village Board approve Ordinance 22-12 establishing residential Zoning Districts RT-10 and RT-11 under Chapter 48 of the Village Code and to amend the Village of Jackson Zoning Map consistent with the proposed changes.

Attachments:

1. Parcel Exhibit Map
2. Ordinance 22-12 (DRAFT)

DIVISION 7. SIGNS

Sec. 48-298. Purpose and intent.

The intent of this division is to provide for and regulate the location and safe construction of signs in a manner to ensure that signs are compatible with surrounding land uses, and express the identity of individual proprietors and the community as a whole.

(Prior Code, § 14.10A; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-299. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Awning sign means a non-illuminated identification is affixed flat to the surface of an awning and which does not extend vertically or horizontally beyond the limits of such awning.

Banners means a flexible graphic that may only be displayed by commercial and institutional establishments, delineating a special area or depicting a special announcement. See *Temporary signs*.

Canopy sign means a sign suspended from or forming part of a canopy or marquee and which does not extend horizontally beyond the limits of such canopy or marquee.

Changeable copy sign means any sign which is characterized by changeable copy, letters, or symbols, regardless of method of attachment.

Flags means devices generally made of flexible materials, such as cloth, paper, or plastic, and displayed on strings. Flags may or may not include copy. This definition does not include the flag of any country or state.

Ground sign means a sign attached to the ground independent of any buildings.

Marquee. See *Canopy sign*.

Projecting sign means a sign projecting more than 12 inches from the face of the building.

Roof sign means a sign erected on or over the roof of the building.

Temporary sign means a graphic granted by permit, to be displayed in 30 day increments, not to exceed a total of 90 days in any calendar year.

Wall sign means a sign which is attached to a wall of a building and projects not more than 12 inches from such wall and shall not extend above the ceiling line of the top floor of the building.

Window sign means a sign painted on or affixed to a window. Materials affixed to a window shall be affixed to the inside surface of the window to eliminate scattering of copy by wind action.

(Prior Code, § 14.10A; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03 , § I)

Sec. 48-300. Signs permitted in all districts without a permit.

The following signs are permitted in all zoning districts without a permit, subject to the following regulations:

- (1) Real estate ground or wall signs not to exceed eight square feet in area which advertise the sale, rental, or lease of the premises upon which the signs are temporarily located. Such signs may not be placed in the right-of-way.
- (2) Ground signs identifying the name and address of the resident not to exceed two square feet in area when located on the premises. Such signs may be placed at the right-of-way line.
- (3) Home occupation and professional home office wall signs not to exceed two square feet in area and mounted flush against the dwelling.
- (4) Bulletin boards on ground signs or wall signs for public, charitable, or religious institutions not to exceed 50 square feet in area located on the premises. Such signs shall meet the setback requirement of the district in which they are located.
- (5) Memorial signs, tablets, names of buildings, and date of erection when cut into any masonry surface or when constructed of metal and affixed flat against a structure.
- (6) Official ground signs such as traffic control, parking restrictions, information, and notices. Such signs may be placed at the curb line or pavement edge.
- (7) A singular "help wanted" or similar employment advertisement provided such sign or display does not exceed 32 square feet in display area.
- (8) Any official sign of the village or village affiliate displayed for the purposes of municipal business or activity.

(Prior Code, § 14.10B; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03 , § II)

Sec. 48-301. Signs permitted in business and industrial districts with a permit.

Signs are permitted in all business and manufacturing districts subject to the following restrictions:

- (1) Temporary signs, except as described in subsection (a) below; when seeking a ~~special-use~~temporary sign permit shall, in each case, describe the material of the sign to be permitted; the size of the sign to be permitted; the time period the sign is to remain in place; and how the sign will be displayed, including the location. Signs which meet the definition of a non-permanent sign, but are anticipated to be displayed for a period exceeding 90 days, shall be approved as a conditional use or a planned unit development site plan amendment.
 - (a) Temporary banner signs shall be limited to one sign per tax parcel. Where multiple tenants exist on a single tax parcel, each tenant shall be permitted to display a single banner in 30 day increments, not to exceed a total of 90 days in any calendar year. Such banners shall not be displayed simultaneously except those described in section 48-300.
- (2) Wall signs placed against the exterior walls of buildings shall not extend more than 12 inches outside of a building's wall surface, shall not exceed in area 30 percent of the signable area of the building, or 300 square feet, whichever is smaller, for any one premises. Wall signs shall not extend beyond the ceiling level of the top floor of the building upon which they are located.
- (3) Projected signs, awning signs, canopy signs, and marquees fastened to, suspended from, or supported by structures shall not exceed 100 feet in area for any one premises; shall not extend more than six feet into any required yard; shall not extend more than three feet into any public right-of-way; shall

not be less than ten feet from all side lot lines; shall not exceed a height of 20 feet above the mean centerline street grade; and shall not be less than ten feet above the sidewalk nor 15 feet above a driveway or an alley.

- (4) Ground signs shall not exceed 20 feet in height above the mean centerline street grade, shall not exceed 80 square feet on one side nor 160 square feet on all sides for any one premises. No ground sign shall be placed closer than 80 feet to another ground sign or projecting, awning, canopy, or marquee sign unless permitted by conditional use. ~~The conditional use application shall include scaled drawings or renderings showing the sign relative to the site and structures, photos or videotapes of the proposed sign at both 20 feet in height and the proposed height from all directions that are deemed necessary by the village.~~
- (5) Roof sign shall not exceed ten feet in height above the roof, shall meet the height requirements for the district in which it is located, and shall not exceed 300 square feet on all sides for any one premises.
- (6) Window signs shall not exceed 25 percent of the glass area of the pane upon which the sign is displayed.
- (7) The total area of all signs except window signs, erected or placed on any one premises shall not exceed 60 percent of the signable area of a building as defined in section 48-302 herein or 400 square feet, whichever is smaller.

(Prior Code, § 14.10C; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03 , § III)

Sec. 48-302. Signs which may be erected or placed if a conditional use is granted.

The village may permit the erection of a ground sign in excess of the requirements as set forth in section 48-301(4) and the total signage square footage in excess of the requirements as set forth in section 48-301(7) through the granting of a conditional use permit when the signs are erected on property adjacent to an arterial street, or highway with a posted speed limit of 40 mph or greater. The conditional use application shall include scaled drawings or renderings showing the sign relative to the site and structures, photos, or videotapes of the proposed sign at both 20 feet in height and the proposed height from all directions that are deemed necessary by the village.

(Prior Code, § 14.10D; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-303. Signable area.

The signable area of a building is designated as the area of the facade of the building up to the roofline, which is free of windows and doors, or major architectural detail on which signs may be displayed. In computing signable areas, any facade, which faces and abuts upon a public street right-of-way, may be utilized.

(Prior Code, § 14.10E; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-304. Search lights.

The village ~~board~~ may, by special use permit, allow the temporary use of a search light for advertising purposes in any nonresidential district provided that the search light will not be located in any public right-of-way, will not be located closer than ten feet to an adjacent property, and will not cause a hazard to traffic or adjoining properties. Special use permits for search lights shall not be granted for a period of more than five days in any six-month period.

(Prior Code, § 14.10F; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-305. Facing.

No sign except those permitted in section 48-301 shall be permitted to face a residential district within 100 feet of such district boundary.

(Prior Code, § 14.10G; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-306. Lighting and color.

Signs shall not resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices. Signs shall not obstruct or interfere with the effectiveness of railroad or traffic signs, signals, or devices. Signs shall not be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape. Signs shall not be placed so as to obstruct or interfere with traffic visibility upon public ways. Signs may be illuminated but non-flashing.

(Prior Code, § 14.10H; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-307. Construction and maintenance standards.

- (a) *Wind pressure and dead load requirements.* All signs and other advertising structures shall be designed and constructed to withstand wind pressure of not less than 40 pounds per square foot of area; and shall be constructed to receive dead loads as required in the village building code or other ordinance.
- (b) *Protection of the public.* The temporary occupancy of a sidewalk or street or other public property during construction, removal, repair, alteration, or maintenance of a sign is permitted provided the space occupied is roped off, fenced off, or otherwise isolated.
- (c) *Maintenance.* The owner of any sign shall keep it in good maintenance and repair, which includes restoring, repainting, or replacement of a worn or damaged legally existing sign and ensuring it is erected in a clean, sanitary, and inoffensive condition, free and clear of all obnoxious substances, rubbish, weeds, and grass.
- (d) *Supporting members, braces and other attachments.*
 - (1) Supporting members or braces of all signs shall be constructed of galvanized iron, properly treated steel, copper, brass, or other non-corrosive incombustible material.
 - (2) All projecting signs, if placed at a right or other angle to the wall or roof of any building, shall be attached by such non-corrosive metal bolts, anchors, cable, or other metal attachments as shall ensure permanent and safe construction and shall be maintained free from rust or other defects.
 - (3) Every means or device used for attaching any sign shall extend through the walls or roof of the building should the zoning administrator determine the safe and permanent support of such sign so required and shall be securely anchored by wall plates and nuts to the inside of the walls or to bearings on the underside of two or more roof or ceiling joists in the walls or to bearings on the underside of two or more roof or ceiling joists in accordance with instructions given by the building inspector.
 - (4) Small flat signs containing less than ten feet of area may be attached to a building by the use of lag bolts or other means to the satisfaction of the zoning administrator.
 - (5) No signs, or any part thereof, or sign anchors, braces, or guide rods shall be attached, fastened, or anchored to any fire escape, fire ladder, or stand pipe and no such sign or any part of any sign or any anchor, brace, or guide rod shall be erected, put up, or maintained so as to hinder or prevent ingress or

egress through such door, doorway, or window so as to hinder or prevent the raising or placing of ladders against such building by the fire department of the village, as necessity therefore may require.

(Prior Code, § 14.10I; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-308. Existing signs.

- (a) *Nonconforming signs.* Signs (except for temporary signs) lawfully existing at the time of the adoption or amendment of this chapter may be continued although the size or location does not conform to this chapter. However, all nonconforming signs shall be deemed to have exhausted their economic life after seven years from the time they become a nonconforming use. Nonconforming signs, after this seven-year period, shall either be made to conform to the terms of this chapter, or shall be removed by the owner, agent or person having beneficial use of the property. Nonconforming signs, during the seven year grace period, shall be kept in good repair, but the cost of maintenance shall not be considered grounds for their continued use beyond the seven year grace period. The zoning officer or building inspector shall, after the seven year grace period, notify the owner, agent or person having beneficial use of the property, of the expiration of the grace period. After 30 days, if the sign has not been made to conform to this chapter or removed, the zoning officer shall initiate the appropriate punitive action.
- (b) *Vacated and abandoned signs.* Any sign or banner that is not removed within 30 days of the discontinuance of business operations or activities at the premises shall be considered a vacated/abandoned sign. The zoning officer or building inspector shall, after 30 days, notify the owner, agent, or person having beneficial use of the property to remove the vacated/abandoned sign within ten days of receiving a "notice of intent to remove." Should the vacated/abandoned sign not be removed by the owner, or his agent, within ten days, the sign will be removed by the village and all costs for removal, storage and disposal will be assessed to the property owner. Vacated/abandoned signs removed by the village may be disposed of at the discretion of the zoning officer or building inspector after 45 days of removal. Disposal may include destruction, sale, and sale at auction or any other means deemed necessary.

(Prior Code, § 14.10J; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-309. Permit required; procedure.

- (a) No sign shall be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without a permit, except those signs excepted in section 48-300. All signs shall fully conform to the requirements of this chapter.
- (b) Application for a sign permit shall be made on forms provided by the zoning officer or building inspector and shall contain or have attached thereto the following information:
 - (1) Name, address and telephone number of the applicant.
 - (2) Location of building, structure, or lot to which or upon the sign is to be attached or erected.
 - (3) Name of person, firm, corporation, or association erecting the sign.
 - (4) Written consent of the owner or lessee of the building, structure, or land to which or upon which the sign is to be affixed.
 - (5) A scale drawing of such sign indicating the dimension, the materials to be used, the type of illumination, if any, and the method of construction and attachment.
 - (6) A scale drawing indicating the location and position of such sign in relation to nearby buildings or structures.

-
- (7) Copies of any other permit required and issued for the sign, including the written approval by the electrical inspector, in the case of illuminated signs, who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the same complies with the electrical code.
 - (8) Additional information as may be required by the building inspector, zoning officer, or village plan commission.
 - (c) Sign permit applications shall be filed with the building inspector, who shall review the application for its completeness and accuracy and approve or deny, in writing, the application within 30 days of receipt from the zoning administrator unless the time is extended by written agreement with the applicant. A sign permit shall become null and void if work authorized under the permit has not been completed within six months of the date of issuance.

(Prior Code, § 14.10K; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03 , § IV)

Secs. 48-310—48-336. Reserved.

Sec. 48-151. PUD Planned Unit Development District.

- (a) *When applicable.* The owner or developer of a parcel of land of two or more acres may follow the provisions of this section in applying for development approval.
- (b) *Purpose.* The planned unit development (PUD) procedure offers flexibility in design and layout for residential, commercial, and industrial developments and makes it possible for mixed uses to be integrated into a development. It may provide for open space and land for public purposes. It may permit the use of a more creative development approach, such as zero lot line development. This process offers flexibility, but demands strict compliance. Amendments to the development agreement shall be made by the village board.
- (c) *Compliance.* The planned unit development proposal shall be in compliance with the adopted plans and policies of the village for development. The owner or developer shall provide assurance that the approved planned unit development (PUD) project, including the conditions of approval and schedule, will be complied with. The developer or owner shall sign and record a development agreement, a development plan showing all improvements to be constructed, and any deed restrictions or covenants required for approval. The owner or the owner's agent of commercial and industrial developments shall obtain approval of the village for all leases of the PUD project prior to entering into a lease for the entire premises or portions thereof. This requirement is applicable to existing and future PUD commercial and industrial developments. Leasehold uses shall be in compliance with the village's adopted plans and policies for development. The owner shall incorporate the requirements of this subsection in any development agreement required for the project.
- (d) *Density.* The former zoning classification of the area under consideration shall serve as the primary requisite in determining the density of dwelling units within the proposed PUD unless it was found that a reduction or increase would be in the best interest of the village. The density of residential development shall be not greater than the number of units permitted per acre on a total acreage basis and shall include wetlands, water bodies, stormwater detention basins, dedicated park land, open space owned in common, etc., so as to maximize open space, wetlands, woodlands, and views, while giving the developer the units needed for the success of the project.
- (e) *Pre-applicable conference.* A pre-submittal conference with staff is required to familiarize the applicant with the process and to introduce the staff to the proposal.
- (f) *Submittal requirements.* Submittal requirements are as follows:
 - (1) All preliminary subdivision submittal requirements, including erosion control plans.
 - (2) A development plan, showing all proposed improvements, including landscaping, the siting and elevations of all proposed primary structures, and details of any improvement deemed necessary by the staff.
 - (3) A proposal consisting of the restrictions, covenants, phasing, and assurances, which will assure the completion and the expectations of the project.
 - (4) The applicant is encouraged to submit a concept plan prior to a preliminary development plan in order to gain additional insight as to the acceptability of the concept.
- (g) *Development agreement.* The development agreement is a recordable document depicting all improvements to be constructed.
- (h) *Deed restrictions and conditions.* The village may require conditions and restrictions to be placed upon the property to be developed through properly recorded deed restrictions or restrictive covenants. The village shall be named as a party of interest so that, if necessary, the deed restrictions or restrictive covenants may be enforced through injunctive or other relief under the documents as recorded. Such conditions and restrictions shall provide, among other things, for the continuous maintenance of common areas together

with the right of the village to ensure that such areas are maintained by assessing the cost of such maintenance to the developer, owner, or association responsible for the same.

- (i) *Amenities and conditions.* Examples of amenities and conditions appropriate for consideration for this type of development are:
- (1) Recreational areas and parks.
 - (2) Off street parking.
 - (3) ~~Signing-Signage, where incompatible with Ordinance Chapter 48, Division 7.~~
 - (4) Landscaping.
 - (5) Common areas and their treatment.
 - (6) Maintenance on the common areas.
 - (7) Color and texture of all building materials.
 - (8) Internal pedestrian and vehicular circulation.
 - (9) Grading and drainage.
 - (10) Buffering uses in the PUD from surrounding areas and vice versa.
 - (11) Setbacks.
- (j) *Approval.* The approval of the planned unit development proposal by the village board shall be based on the following:
- (1) Compatibility with surrounding development.
 - (2) Compatibility with plans and policies approved by the village.
 - (3) Assurance of compliance, which shall include:
 - a. Development agreement.
 - b. Development site plan.
 - c. Deed restrictions or restrictive covenants as required.
 - d. Performance bonds.
 - e. Proof of financial capability.
 - f. Schedule of construction.
- (k) *Rescission of approval.* The village board may rescind the approval of the planned unit development if conditions of approval of the development are not being met. For example: if the time phasing of the development is not being met and an extension has not been mutually agreed to by the village and developer, the village may serve notice that if the project is not brought up to date within a specified time period, the village, at its option, may void all previous approvals. Where such action is taken, all bonds may be forfeited, unless a new agreement is approved upon re-application.
- (l) *Special planning circumstances.* Owners or developers of parcels of land less than two acres which, in the determination of the village, have special planning circumstances, may be requested to fulfill the planned unit development procedures of this section.
- (m) *Fees.* The schedule of fees shall be set forth in the development agreement.

(Prior Code, § 14.06D.16; Ord. No. 94-06; Ord. No. 94-10; Ord. No. 02-07; Ord. No. 06-08)

ORDINANCE #22-14

AMENDING CHAPTER 48 OF THE VILLAGE CODE OF ORDINANCES REGARDING SIGNS AND PLANNED UNIT DEVELOPMENT

THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN, does hereby ordain the following changes to the Village Code:

SECTION I. Amending Chapter 48-301(1) of the Municipal Code of the Village of Jackson, Wisconsin, is hereby changed to read as follows:

- (1) Temporary signs, except as described in subsection (a) below; when seeking a ~~special-use~~ temporary sign permit shall, in each case, describe the material of the sign to be permitted; the size of the sign to be permitted; the time period the sign is to remain in place; and how the sign will be displayed, including the location. Signs which meet the definition of a non-permanent sign but are anticipated to be displayed for a period exceeding 90 days, shall be approved as a conditional use or a planned unit development site plan amendment.

SECTION II. Amending Chapter 48-301(4) of the Municipal Code of the Village of Jackson, Wisconsin, is hereby changed to read as follows:

- (4) Ground signs shall not exceed 20 feet in height above the mean centerline street grade, shall not exceed 80 square feet on one side nor 160 square feet on all sides for any one premises. No ground sign shall be placed closer than 80 feet to another ground sign or projecting, awning, canopy, or marquee sign unless permitted by conditional use. ~~The conditional use application shall include scaled drawings or renderings showing the sign relative to the site and structures, photos or videotapes of the proposed sign at both 20 feet in height and the proposed height from all directions that are deemed necessary by the village.~~

SECTION III. Amending Chapter 48-302 of the Municipal Code of the Village of Jackson, Wisconsin, is hereby changed to read as follows:

The village may permit the erection of a ground sign in excess of the requirements as set forth in section 48-301(4) and the total signage square footage in excess of the requirements as set forth in section 48-301(7) through the granting of a conditional use permit when the signs are erected on property adjacent to an arterial street, or highway with a posted speed limit of 40 mph or greater. The conditional use application shall include scaled

drawings or renderings showing the sign relative to the site and structures, photos or videotapes of the proposed sign at both 20 feet in height and the proposed height from all directions that are deemed necessary by the village.

SECTION IV.

Amending Chapter 48-304 of the Municipal Code of the Village of Jackson, Wisconsin, is hereby changed to read as follows:

The village ~~board~~ may, by special use permit, allow the temporary use of a search light for advertising purposes in any nonresidential district provided that the search light will not be located in any public right-of-way, will not be located closer than ten feet to an adjacent property, and will not cause a hazard to traffic or adjoining properties. Special use permits for search lights shall not be granted for a period of more than five days in any six-month period.

SECTION V.

Amending Chapter 48-151(i)(3) of the Municipal Code of the Village of Jackson, Wisconsin, is hereby changed to read as follows:

- (3) Signage: Signs, where not conforming to the current Village of Jackson sign code.

SECTION VI.

This Ordinance shall take effect from and after its passage and posting.

Introduced by:_____

Seconded by:_____

Vote: _____ Aye _____ Nay

Passed and Approved:_____

Michael E. Schwab, Village President

Attest: Jilline S. Dobratz, Village Clerk

Proof of Posting

I, the undersigned, certify that I posted this Ordinance on the bulletin boards at the Village Hall, post office, and one other location in the Village of Jackson.

Village Official:_____

Date:_____

STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: September 29, 2022

Agenda Item: Item #5

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Proposed Changes to Village Sign Review and Approval Process

Background and Analysis:

The current practice for certain sign approvals by way of a special use permit or a conditional use permit, such as what is required in a PUD zoning district, currently requires review and approval by the Village Plan Commission and Village Board. This requirement is outlined in the following ordinances:

Sec. 48-301. Signs permitted in business and industrial districts with a permit.

Signs are permitted in all business and manufacturing districts subject to the following restrictions:

- (1) Temporary signs, except as described in subsection (a) below; when seeking a special use permit shall, in each case, describe the material of the sign to be permitted; the size of the sign to be permitted; the time period the sign is to remain in place; and how the sign will be displayed, including the location. Signs which meet the definition of a non-permanent sign but are anticipated to be displayed for a period exceeding 90 days, shall be approved as a conditional use or a planned unit development site plan amendment.*
- (a) Temporary banner signs shall be limited to one sign per tax parcel. Where multiple tenants exist on a single tax parcel, each tenant shall be permitted to display a single banner in 30 day increments, not to exceed a total of 90 days in any calendar year. Such banners shall not be displayed simultaneously except those described in section 48-300.*

Sec. 48-302. Signs which may be erected or placed if a conditional use is granted.

The village may permit the erection of a ground sign in excess of the requirements as set forth in section 48-301(4) and the total signage square footage in excess of the requirements as set forth in section 48-301(7) through the granting of a conditional use permit when the signs are erected on property adjacent to an arterial street, or highway with a posted speed limit of 40 mph or greater.

Additionally, under the Village Planned Unit Development Code, Section 48-151(i), *Amenities and Conditions*, signage is listed as one of the items that are subject to review by the Plan Commission and Village Board.

While it is understood and a widely used practice to regulate various forms of signage in many municipalities, Village staff have come to understand that the approval practices currently required by the Village of Jackson are somewhat of a bureaucratic burden on local businesses and other entities seeking to install or construct what is generally deemed to be standard signage. In addition to the fees associated with the sign permit itself, the cost for such approvals from both the Commission and Board is currently \$175.00.

Continued

As well, delays in seeking such approvals can be unfavorable to the business. The entire process also creates added costs for the Village by way of the time involved to process and prepare submittals for the Plan Commission and Village Board. Also, such actions require a public hearing and a Class II notice to be published two consecutive weeks in advance of the hearing. The typical cost for publishing each Class II notice is approximately \$30.

Staff is also aware that there have been no objections by either the Plan Commission, Village Board, or anyone else, by way of public comments, to any sign submittal in recent years. This is a testament to the idea that the various signage applications reviewed by the various village entities are for the most part, unobjectionable. As well, requiring such approval processes places further obligations on the Plan Commission and Village Board that are often viewed as unnecessary formalities.

Because the Village has established sign regulations, staff is of the opinion that the review and approval process for the majority of sign applications, could be completed administratively as opposed to the more formalized current practice. It is also worth noting that a sign request found to not comply with the current sign code would still be subject to the review and approval by the Plan Commission and Village Board.

During the August 25, 2022, Plan Commission meeting, Staff were directed to draft the necessary amendments to Village Ordinance(s) in order to allow for staff to review and approve all signage which conforms to current Village Code. Before you are those ordinance amendments in DRAFT form.

Additional Staff Comments:

None

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, no other public notice is required.

Potential Action:

Motion to recommend the Village Board approve the amendments to Village Ordinance Sections 48-301(1), 48-301(4), 48-302 and 48-151(i)(3) as drafted.

Attachments:

Copy of Ordinance - Chapter 48, Division 7 – Signs (Redline version)

Copy of DRAFT Ordinance Amendments – Chapters 48-301(1), 48-301(4), 48-302

Copy of DRAFT Ordinance Amendment – Chapter 48-151(i)(3)

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
(For existing Cond. Use ONLY) (For existing PUD ONLY) ☐ OTHER _____

Property Address: Lot 1 Maple Rd Unit: _____ Jackson, WI

Parcel #: 074900H Lot Size: 45,532.60 sq. ft. Building Area: _____ sq. ft.

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

APPLICANT INFORMATION

Name(s): Albert Sunn + Brenna Sunn
Mailing Address: 11633 W Mill St State WI Zip 53225
Office: (_____) Cell: (414) 477-6192 Fax: (_____) _____
Email: albertsunn07@gmail.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: _____
D/B/A: _____ FEIN #: _____ -
Mailing Address: _____ State _____ Zip _____
Office: (_____) Cell: (_____) Fax: (_____) _____
Email: _____
Website: _____

PROPERTY OWNER INFORMATION

Name(s): Albert Sunn + Brenna Sunn
Address: 11633 W Mill St State WI Zip 53225
Office: (_____) Cell: (414) 477-6192 Fax: (_____) _____
Email: albertsunn07@gmail.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: UBuildIt
Primary Contact: Jaime Budiac
Address: 3815 N Brookfield Rd Suite 204 State WI Zip 53045
Office: (~~414~~) 262-754-0404 Cell: (_____) Fax: (_____) _____
Email: Jbudiac.wi@ubuildit.com

Describe the projected traffic circulation and impacts: N/A

List all setbacks from rights-of-way and property lines and height limitations: Front yards are 30' from property line and 15' from side yards.

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: N/A

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?

☒ No ☐ Yes If yes, explain: _____

Describe any proposed signage including type, size, and location: N/A

If construction is proposed, describe proposed exterior building materials (type, color, etc.): We are building a residential home with vinyl siding that is white

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

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: N/A

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): N/A

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: N/A

Projected Sewer/Wastewater Usage: 0 gal/year

Projected Water Usage: 30,000 gal/year

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:	9-1-22
Amount: \$	225.00
Payment Type:	CH / CC / CASH
Check/Rcpt. #:	4072
Received By:	[Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 261782**Date:** 9/06/2022**Check****RECEIVED
FROM**

ALBERT C. SUNN

\$225.00

Type of Payment

Accounting

Description

PLANNING / ZONING FEES

SUNN ANNEXATION

Amount

225.00

TOTAL RECEIVED225.00

Receipt Memo:

PLAN COMM. ANNEXATION

Letter of Intent

We are requesting immediate annexation to the Village of Jackson from the Town of Jackson in order to begin construction of our new home. Due to the setback requirements in the Town of Jackson we would be unable to build our new home. In the Village of Jackson if we are zoned R1 we would be able to build our home and abide by the setback requirements.

Impact Statement

We are looking to build a single-family residence on this property. We currently own two vehicles that would be parked at the residence. We are looking to start construction in the beginning of October 2022 (pending annexation approval). We are hoping that construction would be concluded by June of 2023. We are looking at the possibility of Village sewer connection, but due to the system being gravity fed I believe we will have to have a mound system on our property. I have already had a soil test done on the property and they stated we need a mound system if we are unable to use village septic. We estimate that we would use around 30,000 gallons of water per year as currently it is only myself and wife that would be living at the property. All stormwaters will be contained on the property.

Washington County

Owner (s):
SUNN, ALBERT CARL, III
SUNN, BRENN A JO

Location:
NE,Sect. 29, T10N,R20E

Mailing Address:
ALBERT CARL SUNN III
BRENN A JO SUNN
11633 W MILL ST
MILWAUKEE, WI 53225-1129
Request Mailing Address Change

School District:
2058 - GERMANTOWN SCHOOL

Tax Parcel ID Number:Tax District: Status:
074900H T7-TOWN OF JACKSON Active

Alternate Tax Parcel Number:Government Owned:Acres:
1.0500

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):
PT OF NE CSM 6033 LOT 1 DOC 1534843

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)
MAPLE RD

Assessments

Attachments

Districts

Documents

Notes

Parcel History

Permits

Sales History

Survey History

Taxes

0 Lottery credits claimed

Tax History

* Click on a Tax Year for detailed payment information.

Tax Year*	Omitted	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Fees	Total Payoff
2021	☐	\$690.41	\$690.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2020	☐	\$794.80	\$794.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019	☐	\$736.86	\$736.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2018	☐	\$703.73	\$703.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	☐	\$473.84	\$473.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	☐	\$469.84	\$469.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015	☐	\$367.13	\$367.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014	☐	\$367.38	\$367.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2013	☐	\$395.80	\$395.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2012	☐	\$739.35	\$739.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2011	☐	\$767.82	\$767.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2010	☐	\$767.53	\$767.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2009	☐	\$762.03	\$762.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total								\$0.00

If your taxes are 3 years or more delinquent, please contact the Treasurer's Office for additional fees due. (262) 335-4324.

NOTE: Current year tax bills may not be processed by the county.

Interest and penalty on delinquent taxes are calculated to September 30, 2022.

Request for Annexation Review

Wisconsin Department of Administration

COPY

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102
wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

Petitioner Information

Name: **Albert and Brenna Sunn**

Phone: **414-477-6192**

Email: **albertsunn07@gmail.com**

Contact Information if different than petitioner:

Representative's Name:

Phone:

E-mail:

1. Town where property is located: **Jackson**

2. Petitioned City or Village: **Jackson**

3. County where property is located: **Washington**

4. Population of the territory to be annexed: **0**

5. Area (in acres) of the territory to be annexed: **1.05**

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
T7-074900H

Include these required items with this form:

1. ☐ Legal Description meeting the requirements of s.66.0217 (1) (c) [see attached annexation guide]
2. ☐ Map meeting the requirements of s. 66.0217 (1) (g) [see attached annexation guide]
3. ☐ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
4. ☐ Check or money order covering review fee [see next page for fee calculation]

(2021)

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable review fee

\$ 200 **Initial Filing Fee** (required with the first submittal of all petitions)
\$200 – 2 acres or less
\$350 – 2.01 acres or more

\$ 200 **Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way)
\$200 – 2 acres or less
\$600 – 2.01 to 10 acres
\$800 – 10.01 to 50 acres
\$1,000 – 50.01 to 100 acres
\$1,400 – 100.01 to 200 acres
\$2,000 – 200.01 to 500 acres
\$4,000 – Over 500 acres

\$ 400 **TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

Include check or money order, payable to: **Department of Administration**

DON'T attach the check with staples, tape, ...

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee & form received: _____

Payer: _____ Check Number: _____

Check Date: _____

Amount: _____

ANNEXATION SUBMITTAL GUIDE

s. 66.0217 (5) THE PETITION

- ☐ State the purpose of the petition:
- Direct annexation by unanimous approval; OR
 - Direct annexation by one-half approval; OR
 - Annexation by referendum.
- ☐ Petition must be signed by:
- All owners and electors, if by unanimous approval.
 - See 66.0217 (3) (a), if by one-half approval.
 - See 66.0217 (3) (b), if by referendum.
- ☐ State the population of the land to be annexed.

[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]

s. 66.0217 (1) (c) THE DESCRIPTION

- ☐ The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR
- ☐ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.
- ☐ The land may NOT be described only by:
- Aliquot part;
 - Reference to any other document (plat of survey, deed, etc.);
 - Exception or Inclusion;
 - Parcel ID or tax number.

s. 66.0217 (1) (g) THE MAP

- ☐ The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:
- A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
 - Bearings and distances along all parcel boundaries as described.
 - All adjoining as referenced in the description.
- ☐ The map must include a **graphic scale**.
- ☐ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

s. 66.0217 FILING

- ☐ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by s. 66.0217 (4).

Petition for Unanimous Annexation

The undersigned, constituting 100 percent of the owners of the following described territory in the Town of Jackson, Washington County, Wisconsin, lying contiguous to the Village of Jackson, petition the Village of Jackson to annex the territory below and shown on the attached Map (Exhibit 1), as permitted by Chapter 66 of the Wisconsin Statutes, to the Village of Jackson, Washington County, Wisconsin.

Parcel 1 of CSM 6033 as well as the abutting right of way areas of Sherman Road and Maple Road, Formerly Lot 1 of CSM 784, being a part of the Northeast 1/4 of Section 29, Township 10 North, Range 20 East, in the Town of Jackson, Washington County, State of Wisconsin.

There are no persons residing in the territory.

Parcel Number: 074900H; Parcel 1 of CSM 6033 in the Town of Jackson, Washington County.

Dated this 30th day of August 2022

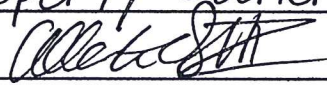
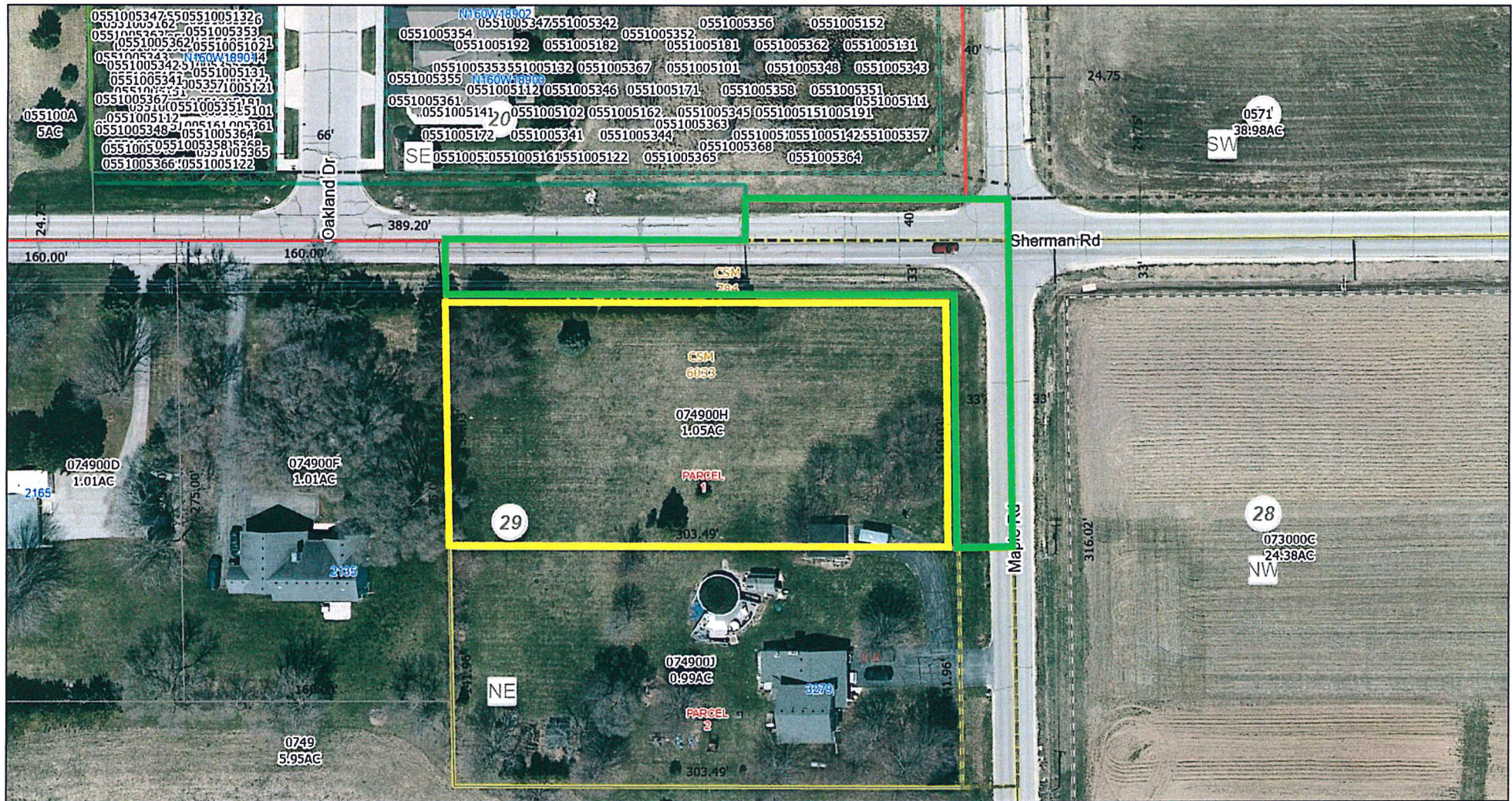
Authorized Agent: (Name) Albert Sunn
(Title) Property Owner
(Signature) 

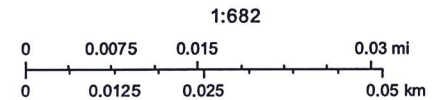
Exhibit 1

Parcel #: T3_074900H

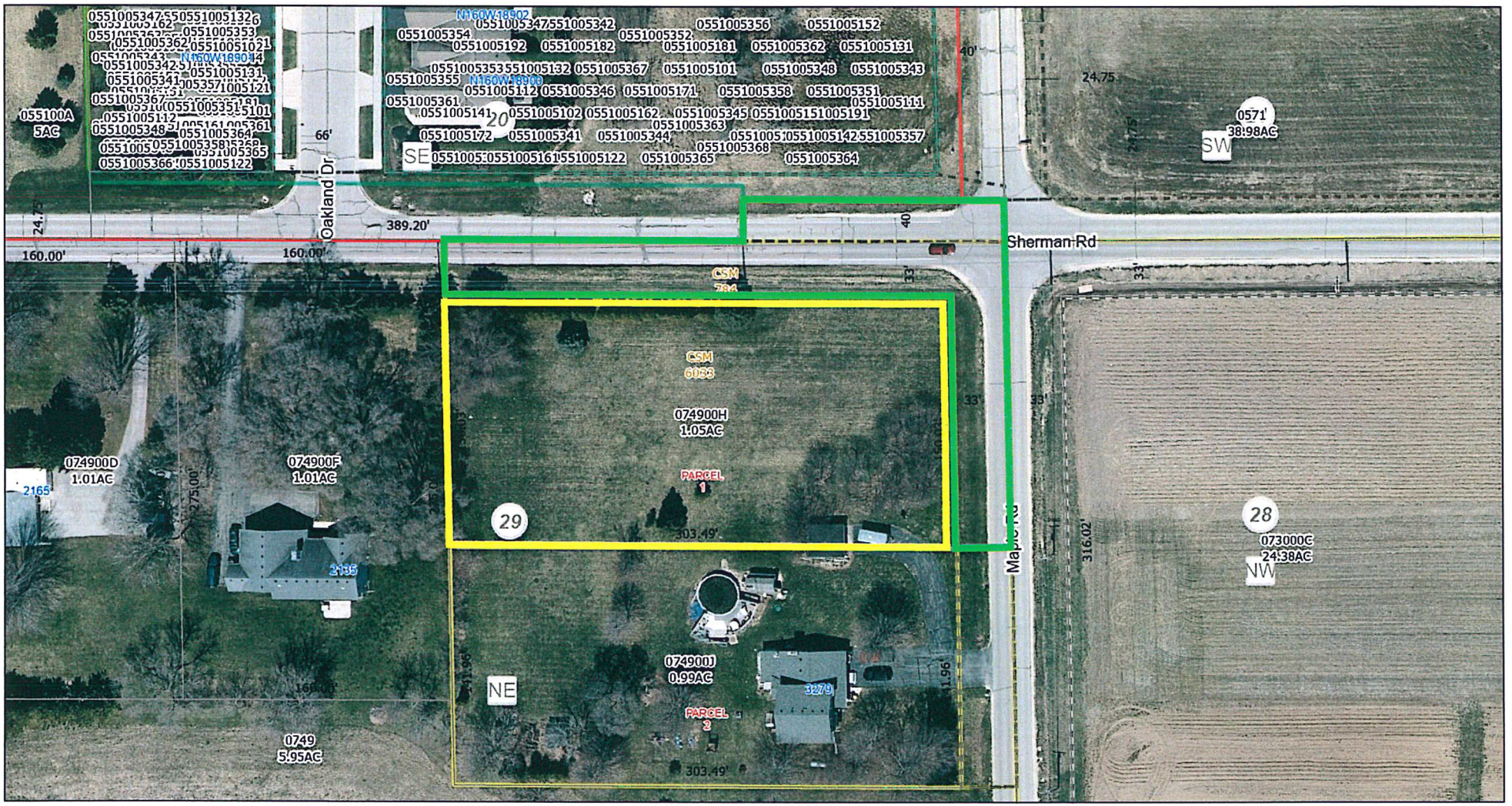


9/12/2022, 9:13:58 AM

Lines	Road Centerline STH, CTH	Right of Way Dimension	PLSS Monument	Plat
Override 1	On/Off Ramp	Leader Lines	Local Road Labels	Unknown
Override 2	State Highway	Subdivision Name	Township Road	Certified Survey Map
Current Parcel	County Highway	Condominium Name	City/Village Street	Condominium
Railroad Centerlines	Address Point	Certified Survey Number	Private Street	Assessor Plat; Cemetery Plat; Subdivision
Road Centerline I, USH	Parcel Taxkey & Acreage	Lot Number	Municipality	Lot
Interstate Highway, I-41	Dimensions	Landhook	Refined Parcel	PLSS Quarter
US Highway, Hy 45; US Highway, Fond Du Lac Ave	Parcel Dimension	Meander Line	Right-of-Way	PLSS Section

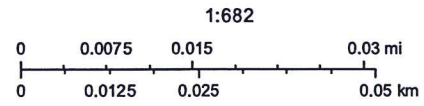


Parcel #: T3_074900H



9/12/2022, 9:13:58 AM

- | | | | | |
|--|---------------------------------|-------------------------------|----------------------|---|
| Lines | Road Centerline STH, CTH | Right of Way Dimension | PLSS Monument | Plat |
| Override 1 | On/Off Ramp | Leader Lines | Local Road Labels | Unknown |
| Override 2 | State Highway | Subdivision Name | Township Road | Certified Survey Map |
| Current Parcel | County Highway | Condominium Name | City/Village Street | Condominium |
| Railroad Centerlines | Address Point | Certified Survey Number | Private Street | Assessor Plat; Cemetery Plat; Subdivision |
| Road Centerline I, USH | Parcel Taxkey & Acreage | Lot Number | Municipality | Lot |
| Interstate Highway, I-41 | Dimensions | Landhook | Retired Parcel | PLSS Quarter |
| US Highway, Hy 45; US Highway, Fond Du Lac Ave | Parcel Dimension | Meander Line | Right-of-Way | PLSS Section |



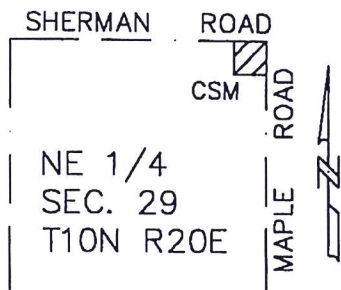


Stock No. 26273

CERTIFIED SURVEY MAP NO.

SHEET 1 OF 3

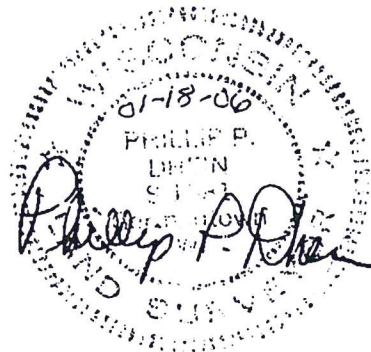
LOT 1 OF CERTIFIED SURVEY MAP NO. 784, BEING PART OF THE NORTHEAST 1/4 OF SECTION 29, TOWNSHIP 10 NORTH, RANGE 20 EAST, IN THE TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN.



LOCATION MAP
SCALE: 1" = 2000'

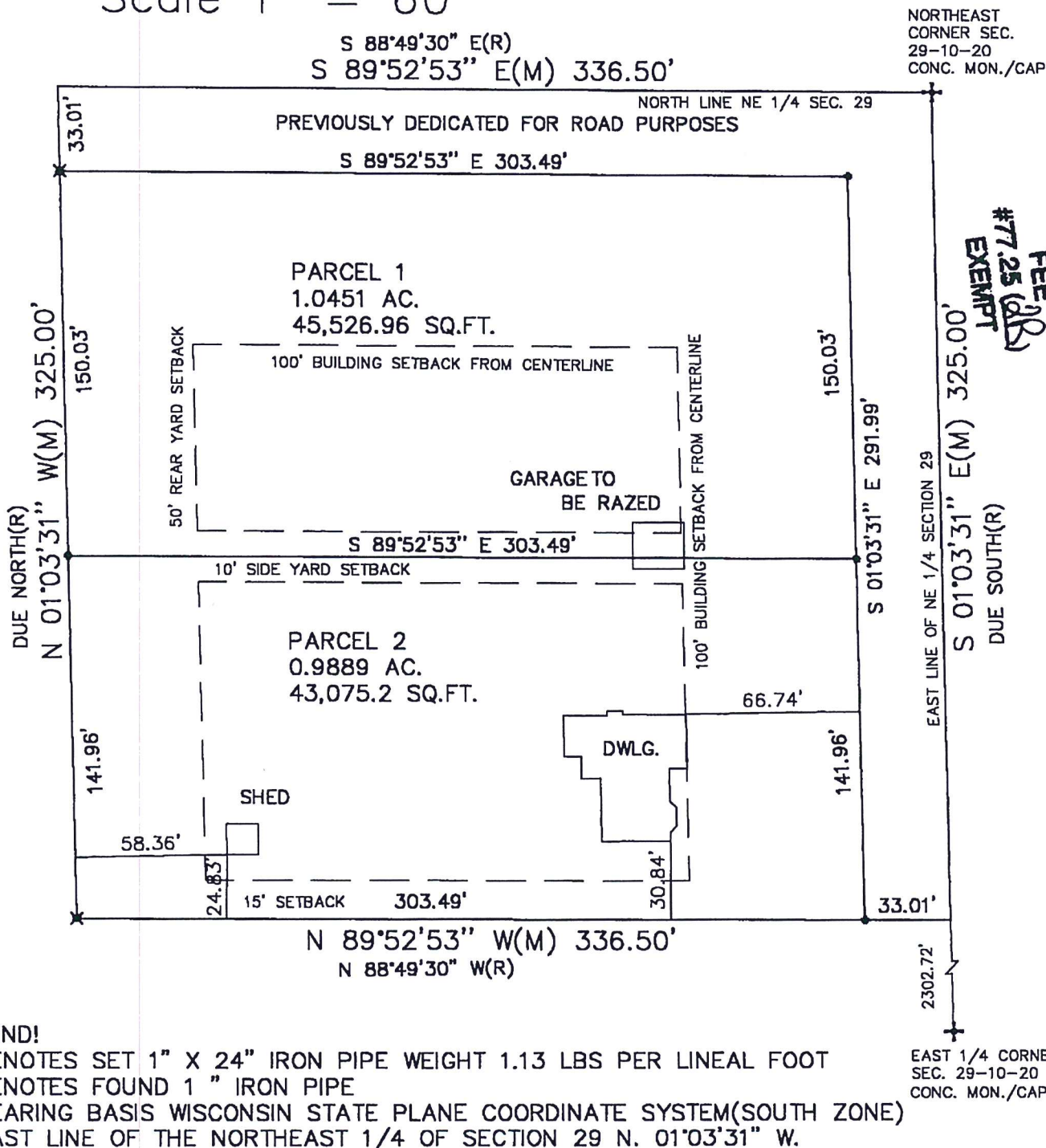
PREPARED BY:
DHEIN LAND SURVEYING LLC.
PHILLIP P. DHEIN R.L.S. 1581
N.136 W.21104 BONNIWELL RD.
RICHFIELD, WISCONSIN 53076
PHONE 262-628-2555

PREPARED FOR:
RAYMOND W. HEIDTKE
2250 WESTERN AVENUE
JACKSON, WISCONSIN 53037
PHONE 262-677-3908



Scale 1" = 60'

This is an original plat of a
survey and is limited to the
purpose for which it was made.



LEGEND!

- DENOTES SET 1" X 24" IRON PIPE WEIGHT 1.13 LBS PER LINEAL FOOT
 - × DENOTES FOUND 1" IRON PIPE
- BEARING BASIS WISCONSIN STATE PLANE COORDINATE SYSTEM(SOUTH ZONE)
EAST LINE OF THE NORTHEAST 1/4 OF SECTION 29 N. 01°03'31" W.



Stock No. 26273

CERTIFIED SURVEY MAP

SHEET 2 OF 3

LOT 1 OF CERTIFIED SURVEY MAP NO. 784, BEING PART OF THE NORTHEAST ¼ OF SECTION 29, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Phillip P. Dhein, Registered Land Surveyor, do hereby certify:

That I have surveyed, mapped, and divided Lot 1 of Certified Survey Map No. 784, being part of the northeast ¼, of Section 29, Township 10 North, Range 20 East, in the Town of Jackson, Washington County, State of Wisconsin, bounded and described as follows:

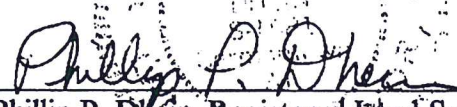
Commencing at the Northeast corner of said Section 29, thence S. 01°03'31" E. along the east line of said Northeast ¼ said line also being the center line of Maple Road, 325.00 feet; thence N. 89°52'53" W. 33.01 feet to the westerly right of way line of said Maple Road, said point also being the point of beginning of lands to be described; thence N. 89°52'53" W. 303.49 feet; thence N. 01°03'31" W. 291.99 feet to the southerly right of way line of Sherman Road; thence S. 89°52'53" E. along said right of way 303.49 feet, to said westerly right of way of Maple Road; thence S. 01°03'31" E. along said right of way line 291.99 feet to the place of beginning. Containing 2.034 Acres, or 88,602.16 SQ. FT. of land.

THAT I have made such survey, land-division and map by the direction of RAYMOND W. HEIDTKE, owner of said land.

THAT the map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land.

THAT I have complied with the provision of Chapter 236 of the Wisconsin Statutes, the Town of Jackson and the subdivision ordinance of Washington County in surveying, mapping, and dividing the same.

Dated this 18th day of January, 2006

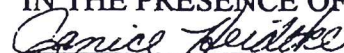

Phillip P. Dhein, Registered Land Surveyor

OWNERS' CERTIFICATE

I, RAYMOND W. HEIDTKE, as owner hereby certify that I have caused the land described above to be surveyed, mapped and divided as represented on this map.

WITNESS the hand and seal of said owners' this 28 day of MARCH, 2006.

IN THE PRESENCE OF:


Janice Heidtke WITNESS


RAYMOND W. HEIDTKE

Fee Amount: \$15.00

Recorded
MAY 22, 2006 AT 09:10AM
SHAWN A MORIN, REGISTER OF DEEDS
WASHINGTON COUNTY, WISCONSIN

UCC# 1127391

This instrument was drafted by Phillip P. Dhein

CSM2006001

MAP NO. 6033 VOL. 44 PAGE 335



Stock No. 26273

CERTIFIED SURVEY MAP

SHEET 3 OF 3

LOT 1 OF CERTIFIED SURVEY MAP NO. 784 BEING PART OF THE NORTHEAST ¼ OF SECTION 29, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN.

STATE OF WISCONSIN)

:SS

WASHINGTON COUNTY)

PERSONALLY came before me this 28 day of March, 2006, the above named RAYMOND W. HEIDTKE, owner, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Rebecca L. Kluck Notary Public, State of Wisconsin.
My commission expires 4/26/2009.
Rebecca L. Kluck

TOWN BOARD APPROVAL

Approved by the Town Board of the Town of Jackson on this 11th day of MAY, 2006.

Russell J. Hanson
RUSSELL HANSON, Town Chairman

Beverly Kannenberg
BEVERLY KANNENBERG, Town Clerk

APPROVAL OF THE PARK AND PLAN COMMISSION OF THE TOWN OF JACKSON

Approved by the Park and Plan Commission of the Town of Jackson on this 26th day of APRIL, 2006.

Gordon C. Hoffmann
GORDON C. HOFFMANN, Zoning Administrator

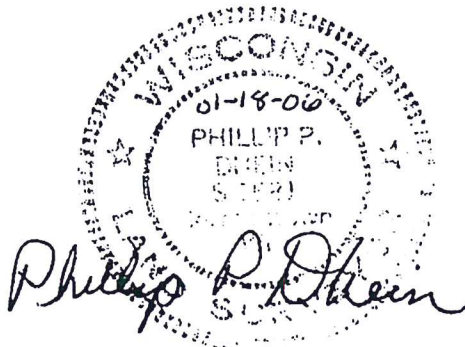
Paul L. Servais
PAUL SERVAIS, Chairman

APPROVAL OF THE VILLAGE OF JACKSON VILLAGE BOARD

Approved by the Planning Commission of the Village of Jackson on this 14 day of _____, 2006.

Scott A. Mittelsteadt
SCOTT A. MITTELSTEADT, President

Del Beaver
DEL BEAVER, Clerk



This is an original print of the
seal is reproduced in full

MAP NO. 8033 VOL. 44 PAGE 336

DOC# 1127391

ORDINANCE #22-15

**AN ORDINANCE TO ANNEX TERRITORY TO THE
VILLAGE OF JACKSON, WISCONSIN**

WHEREAS, Albert and Breanna Sunn ("property owners") owns a parcel in the Town of Jackson, commonly referred to as Tax Parcel T3_074900H ("subject property"); and

WHEREAS, the property owner has submitted a petition to the Village Clerk, on or about September 1, 2022, for direct annexation of the subject property by unanimous approval; and

WHEREAS, this petition was reviewed and approved by the Department of Administration on (INSERT DATE); and

WHEREAS, the Village of Jackson Plan Commission considered the property owner's annexation petition at its meeting on September 29, 2022, and has, consistent with Wis. Stats. §66.0217(8)(a), recommended the subject property be classified as Single-Family Residential (R-1) District; and

WHEREAS, the Village of Jackson Village Board considered the matter at its meeting on October 11; and

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin ORDAINS AS FOLLOWS:

Section 1. Territory Annexed. In accordance with Wis. Stats. §66.0217(2) and the petition for direct annexation by unanimous submitted by the property owner, the following described territory in the Town of Jackson, Washington County, Wisconsin is annexed to the Village of Jackson, Wisconsin:

LOT 1 OF CERTIFIED SURVEY MAP NO. 784 BEING PART OF THE NORTHEAST 1/4 OF SECTION 29, TOWNSHIP 10 NORTH, RANGE 20 EAST, IN THE TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN

CONTAINING 45,526.96 SQUARE FEET (1.0451 ACRES) MORE OR LESS.

THE ABUTTING RIGHT-OF-WAY ALONG SHERMAN ROAD AND MAPLE ROAD ARE ALSO INCLUDED IN THIS ANNEXATION.

A scale map of the annexed territory is attached hereto and incorporated as Exhibit 1.

Section 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the Village of Jackson for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules, and regulations governing the Village of Jackson.

Section 3. Population. The population of the subject territory is zero.

Section 4. Temporary Zoning Classification. Upon recommendation of the Plan Commission and pursuant to Wis. Stats. §66.0217(8)(a), the territory annexed to the Village of Jackson is temporarily zoned, Single-Family Residential (R-1) District.

Section 5. Permanent Zoning Classification. The Plan Commission of the Village of Jackson is directed to prepare an amendment to the zoning ordinance setting forth a permanent zoning classification and regulations for the zoning of the annexed area and to submit its recommendation to the Village Board.

Section 6. Ward Designation. The territory described in Section 1 of this ordinance is made part of Ward 19 of the Village of Jackson, subject to the ordinances, rules, and regulations of the Village governing wards.

Section 7. Payment to Town of Jackson. Pursuant to Wis. Stats. §66.0217(14), the Village Board agrees to pay annually to the Town of Jackson, for five (5) years, an amount equal to the amount of property taxes levied by the Town of Jackson on the annexed territory, as shown by the tax roll under Wis. Stats. §70.65 in 2021 (the year in which this annexation is final).

Section 8. Notification. The Village Clerk is directed to complete the notifications set forth in Wis. Stats. §66.0217(9).

Section 9. Effective Date. This ordinance shall become effective upon passage and posting, or publication as provided by law.

Section 10. Severability. The several sections of this ordinance are declared to be severable. 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.

Adopted this 11th day of October 2022, by at least a two-thirds vote of the elected members of the Village Board.

Introduced by: _____

Seconded by: _____

Vote: _____aye _____nay

Passed and approved _____

VILLAGE OF JACKSON

By: _____

Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

Proof of Posting:

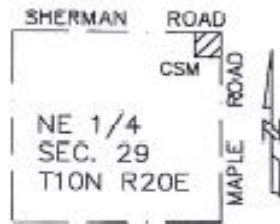
I, the undersigned, certify that I posted copies of this Ordinance on bulletin boards at the Village Hall, Post Office and one other location in the Village.

Village Official

Date

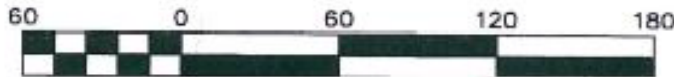
Exhibit 1.

CERTIFIED SURVEY MAP NO. SHEET 1 OF 3
 LOT 1 OF CERTIFIED SURVEY MAP NO. 784, BEING PART OF THE NORTHEAST 1/4 OF SECTION 29, TOWNSHIP 10 NORTH, RANGE 20 EAST, IN THE TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN.

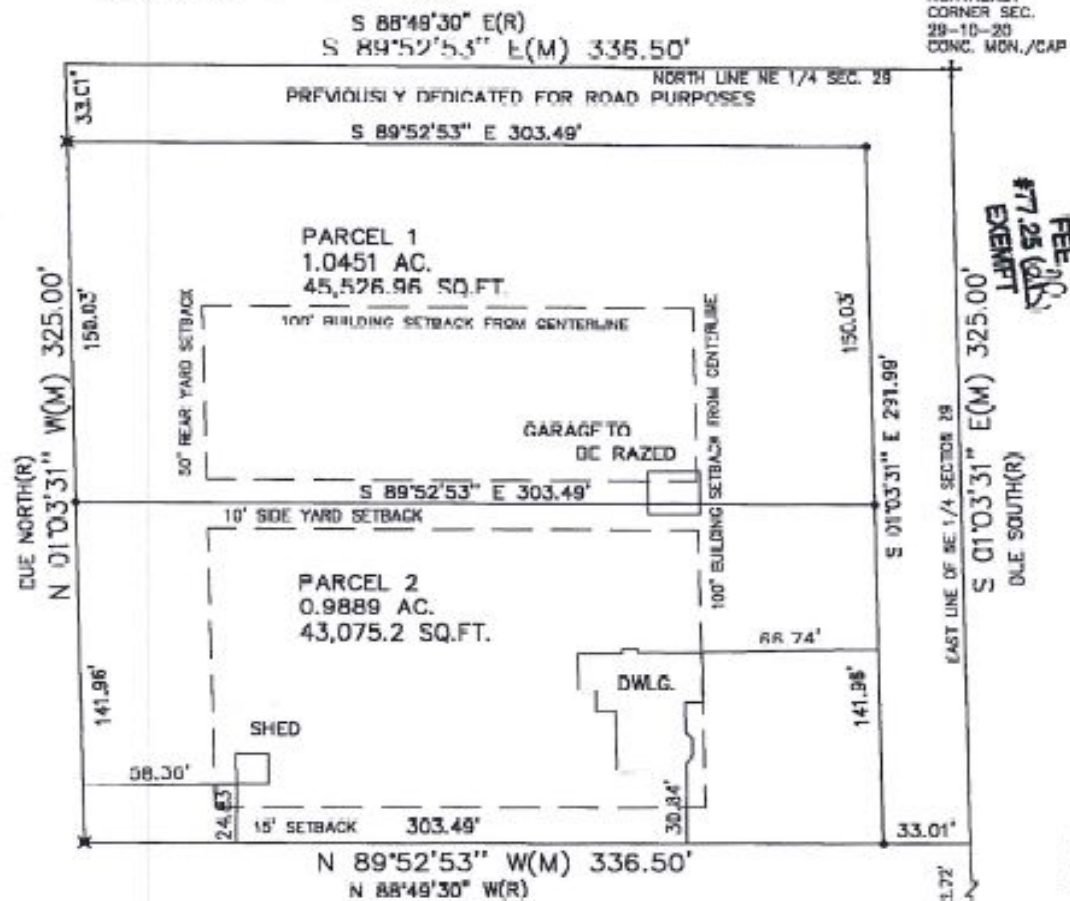


PREPARED BY:
 DHEIN LAND SURVEYING LLC.
 PHILLIP P. DHEIN R.L.S. 1581
 N.138 W.21104 BONNIWELL RD.
 RICHFIELD, WISCONSIN 53076
 PHONE 262-628-2555

PREPARED FOR:
 RAYMOND W. HEIDTKE
 2250 WESTERN AVENUE
 JACKSON, WISCONSIN 53037
 PHONE 262-677-3508



Scale 1" = 60'



LEGEND:

- * DENOTES SET 1" X 24" IRON PIPE WEIGHT 1.13 LBS PER LINEAL FOOT
- x DENOTES FOUND 1" IRON PIPE
- DEARING BASIS WISCONSIN STATE PLANE COORDINATE SYSTEM(SOUTH ZONE)
- EAST LINE OF THE NORTHEAST 1/4 OF SECTION 29 N. 01°03'31" W.

THIS INSTRUMENT DRAFTED BY PHILLIP P. DHEIN

CSM 2006001

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: September 29, 2022

Agenda Item: Item #6

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Annexation Request and Temporary Zoning – Albert & Brenna Sunn

Background and Analysis:

Albert and Brenna Sunn are requesting annexation of their vacant parcel to the Village of Jackson. The parcel is 1.0451 acres and roughly 45,527 square feet in area. The applicants intend to begin construction of a 2,400 square foot, single-family home immediately upon formal annexation.

The property is currently located in the Town of Jackson and currently zoned A-1 requiring a 100-foot setback from each of the right-of-way lines. These setbacks would prohibit the applicants from developing the property as they wish and therefore, the basis of the annexation request.

The annexation request includes the abutting right-of-way areas along Sherman Road and Maple Road.

Comprehensive Plan & Zoning Impacts:

The parcel is designated as “Suburban Residential” within the Land Use Plan contained in the 2050 Comprehensive Plan. The proposed use is consistent with that designation.

The parcel will be temporarily zoned R-1 Single-Family Residential. The applicants will be required to submit an application for a permanent zoning designation.

Site Plan:

An aerial map of the proposed lands to be annexed and CSM of the parcel are attached for reference.

Review Procedures:

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

Signage:

Not applicable

Additional Staff Comments:

Public Works:

1. Preliminary engineering calculations show the property could be served by gravity sewer from the Jackson Sewer Utility. Discussion on who (Utility or Property Owners) are responsible for extending the sanitary sewer along Sherman Road to serve the property will be done at a future date.
2. Existing water main located on the west side of Maple Road is available to serve the property. Water service shall be extended to serve the property.

Notice Requirements:

1. Posting on the agenda.
2. Publication of a Class 2 notice of public hearing. *(Two consecutive weekly publications required.)*
3. Notification of all other municipalities located within 1,000 feet of the subject property. *(Includes all non-contiguous municipalities.)*

Potential Action:

Motion to recommend the Village Board approve Ordinance 22-15 annexing and assigning temporary R-1 zoning to Parcel No. T3_074900H.

Attachments:

1. Plan Commission Application
2. DOA Annexation Request
3. Aerial Map
4. Certified Survey Map
5. Ordinance 22-15 (DRAFT)

ORDINANCE #22-16

**AMENDING CHAPTER 2 OF THE VILLAGE CODE REGARDING PLAN COMMISSION
MEETING DATE**

**THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY,
WISCONSIN,** does hereby ordain the following changes to the Village Code:

SECTION I. Chapter 2, Section 183, paragraph (d) of the Village Code of the
Village of Jackson is hereby created to read as follows:

(d) Meetings. Meetings shall be held monthly on the third Thursday
of each month, or at any other time as required, and shall be
open to the public.

SECTION II. This Ordinance shall take effect from and after its passage and
posting.

Introduced by: _____

Seconded by: _____

Vote: ____ aye ____ nay

Passed and Approved _____

VILLAGE OF JACKSON

By: _____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

Proof of Posting:

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

Dated: _____ Village Official: _____

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: September 29, 2022

Agenda Item: Item #7

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Proposed Change to Monthly Plan Commission Meeting Dates

Background and Analysis:

Aside from the occasional date change to accommodate certain holidays or special meeting requests, Plan Commission meetings have historically been held on the last Thursday of each month. This creates an extremely tight timeframe for purposes of meeting the consecutive publication requirement between the Plan Commission meeting and the Village Board Meeting.

This slim timeframe often poses difficulties with regards to publishing public notices for certain Village Board actions that require public hearings. These publications are mandated under Chapter 985 Wis Stats.

In recent months, staff have found inabilities for the Village to comply with the legal notice requirements due to the limited time between the above-mentioned meetings. As a result, staff are recommending that all future Plan Commission meetings be moved to the third Thursday of each month. In turn, this would change the required submittal date for Plan Commission items from the first Friday of the month to the last Friday of each month.

The proposed changes would require an amendment to Village Ordinance Sec. 2-183(d) highlighted below:

Sec. 2-183. Plan commission.

(a) Membership. The plan commission shall consist of seven members appointed by the village president. One member shall be the village president, who shall preside as chairman, two members shall be village trustees, and four members shall be citizen members. The two village board members shall be appointed annually by the village president at the organization meeting. The four citizen members shall be appointed by the president at the organizational meeting, subject to confirmation by the village board, for three-year terms. If a vacancy occurs prior to the organizational meeting, the citizen member shall be appointed by the village president, subject to confirmation by the village board, to complete the term.

(b) Powers and duties. The plan commission shall have such powers as may be necessary to enable it to perform its functions and duties and promote municipal planning as set forth in Wis. Stats. § 62.23 and such other powers and duties as shall be vested in the commission by the village board.

(c) Rules of procedure. The plan commission shall organize and adopt rules for its own governance in accordance with the provisions of this section.

(d) Meetings. Meetings shall be held monthly on the last Thursday of each month, or at any other time as required, and shall be open to the public.

(e) Committees. The chairman may appoint standing and special committees.

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, and general publication of the agenda, no other notice requirements are applicable.

Potential Action:

Motion to recommend the Village Board approve Ordinance 22-16 as presented.

Attachments:

1. Ordinance 22-16 (DRAFT)