

**MINUTES**  
**PLAN COMMISSION MEETING**  
**Thursday, March 20, 2025 at 7:00 PM**

1. Call to Order and Roll Call

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

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke, Jon Molkentin, Dan Reik, Matt Van Eperen and Duane Hafemeister

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Inspections and Zoning Director Collin Johnson, and Deputy Clerk Pamela Wolf

2. Approval of Minutes for the Plan Commission Meeting of January 16, 2025

The motion to approve Minutes of the Plan Commission Meeting of January 16, 2025, was made by Tr. Emmrich and seconded by Matt Van Eperen.

Vote: 7 ayes, 0 nays. Motion carried.

3. Review of Certified Survey Map for Parcel V3\_008700K and Parcel: V3\_007900Y - Dittmar Properties, LLC

The motion to recommend the Village Board approve the Certified Survey Map for Parcel V3\_007900Y and Parcel V3\_008700K was made by Pres. Heckendorf and seconded by Matt Van Eperen.

Vote: 7 ayes, 0 nays. Motion carried.

4. Ordinance #25-03 Rezoning of Parcel V3\_008700K and a Portion of Parcel V3\_007900Y - Dittmar Properties, LLC

The motion to recommend the Village Board approve the rezoning of Parcel V3\_008700K from Planned Unit Development (PUD) District to R-8 Multi-Family District and a portion of Parcel V3\_007900Y from R-1 Single-Family Residential and R-9 Mobile Home Park District to R-8 Multi-Family District was made by Jon Molkentin and seconded by Duane Hafemeister.

Vote: 7 ayes, 0 nays. Motion carried.

5. Conditional Use Request and Site Plan Review - N171W21860 Caymus Court - Design 2 Construct

The motion to recommend the Village Board approve the Conditional Use Permit for Caymus Court Jackson, LLC -N171W21860 Caymus Court pending the following conditions  
1. A vegetative buffer consisting of a variety of non-deciduous brushes shall be installed along the east property line to provide a visual buffer between the industrial parcel and the

adjacent residential development. 2. Exterior lighting shall consist of full cutoff fixtures. Light shall not spill or encroach onto adjacent residential area. 3. A refuse enclosure shall be provided at the rear of the property. 4. Upon receipt of a written complaint and review by the Plan Commission, this Conditional Use Approval may be subject to additional regulation and/or revocation by the Village was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

6. Citizens/Village Staff to Address the Plan Commission

Administrator Heidtke introduced the Plan Commission to Matt Stepan of Cedar Corp, whom she will be introducing to the Village Board on April 8. Matt will be assisting the Village due to the retirement of DPW Director, Municipal Engineer Brian Kober. Matt will be assisting as a contracted Municipal Engineer, taking on reviewing Certified Survey Maps, road standards, etc., all of which he is familiar with and has worked with Brian in the past. He is currently working with us on the Ridgeway Drive and Chestnut Court road project.

7. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by Jon Molkentin.

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

Respectfully Submitted,

Pam Wolf  
Deputy Clerk  
Village of Jackson