

VILLAGE OF JACKSON
PLAN COMMISSION MEETING
Thursday, July 17, 2025 at 7:00 PM
Minutes

1. Call to Order and Roll Call

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

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

Members Excused: Tr. Emmrich

Members Absent: None

Staff Present: Administrator Jen Heidtke, Inspections and Zoning Director Collin Johnson, and Clerk Jackie Schuh

2. Approval of Minutes for the Plan Commission Meeting of May 15, 2025

The motion to approve Minutes of the Plan Commission Meeting of May 15, 2025, was made by Matt Van Eperen and seconded by Duane Hafemeister.

Vote: 6 ayes, 0 nays. Motion carried.

3. Conditional Use and Site Plan Review - Building Expansion - N173W20855 Metro Court - Metro Hardwoods

The motion to recommend the Village Board approve the Conditional Use and Site Plan for Metro Hardwoods, located at N173W20855 Metro Court, subject to the Municipal Engineer's approval, was made by Matt Van Eperen and seconded by Tr. Kruepke.

Vote: 6 ayes, 0 nays. Motion carried.

4. Review of Public Participation Plan - Village Zoning Code Update - Tim Schwecke, Civi Tek Consulting

Civi Tek Consulting Representative, Tim Schwecke, explained the proposed zoning code updates will set forth a plan to show how the public will be involved, what the roles of the Plan Commission, the Village Board, and Staff will be, and how solicitation of input from the public will be conducted and/or used. Mr. Schwecke advised there would be listening sessions in the future and then meetings with the Plan Commission to review feedback.

The motion to recommend the Village Board approve the Public Participation Plan for the Village Zoning Code Update Project was made by Jon Molkentin and seconded by Matt Van Eperen.

Vote: 6 ayes, 0 nays. Motion carried.

5. Ordinance #25-08 Amending Section 48-155(c) for Planned Unit Development District PUD-03 for Parcel: V3_047700K - KARM Properties, LLC

The motion to recommend the Village Board approve Ordinance #25-08 Amending Ordinance 48-155(c) for Planned Unit Development District PUD-03 to allow a Drive-Thru Operation as a Conditional Use was made by Jon Molkentin and seconded by Duane Hafemeister.

Vote: 5 ayes, 0 nays. Tr. Kruepke abstained. Motion carried.

6. Ordinance #25-09 Rezoning of Parcel: V3_00400A from Planned Unit Development District (PUD) to B-2 Downtown Business District - Center Main, LLC

The motion to recommend the Village Board approve Ordinance #25-09 Rezoning of Parcel: V3_00400A from Planned Unit Development District (PUD) to B-2 Downtown Business District was made by Duane Hafemeister and seconded by Jon Molkentin.

Owner/Applicant John Bagley described the intended use as a two-story antique mall with seating towards the back and a double-door entrance facing Main Street. Per Mr. Bagley, the building is ADA-compliant and has space for an office and storage area.

Vote: 6 ayes, 0 nays. Motion carried.

7. Citizens/Village Staff to Address the Plan Commission

None.

8. Adjourn

The motion to adjourn the meeting was made by Tr. Kruepke and seconded by Matt Van Eperen.

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 7:14 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson