

VILLAGE OF JACKSON

PLAN COMMISSION MEETING

Thursday, October 16, 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, Tr. Emmrich, Tr. Kruepke, Jon Molkentin, Duane Hafemeister, and Matt Van Eperen

Members Excused: Dan Reik

Members Absent: None

Staff Present: Police Chief and Interim Administrator Ryan Vossekul, Village Attorney Matt Parmentier, Public Works Director Jack Straehler, and Clerk Jackie Schuh

2. Approval of Minutes for the Plan Commission Meeting of September 18, 2025

The motion to approve Minutes for the Plan Commission Meeting of September 18, 2025, was made by Tr. Emmrich and seconded by M. Van Eperen.

Vote: 6 ayes, 0 nays. Motion carried.

3. Conditional Use and Site Plan Review — W204N16700 Jackson Drive — Jackson Elementary School — West Bend School District

Pres. Heckendorf motioned, seconded by M. Van Eperen, to recommend the Village Board approve the conditional use request and proposed site plan for the new Jackson Elementary School located at W204N16700 Jackson Drive, subject to the following conditions:

1. Recording of the updated Certified Survey Map with the Washington County Register of Deeds.
2. The execution of a definitive Development Agreement for the use of the subject property as a school, which development agreement shall include such terms and conditions as determined by the Village Board, including adequate provisions for the inspection, acceptance, and financial security for any improvements to be dedicated to the Village as well as traffic, parking, and pedestrian accommodations as determined by the Village Board.
3. Review and approval of the completed Stormwater Management Plan, including the execution and recording of a post-construction stormwater management plan for the property.
4. The location of the west vehicle lane shall be reconfigured to remove the encroachment from the 25-foot setback area as indicated in the Consulting Engineers comments included in the Staff Memo.
5. Prior to the issuance of any permits, the developer/owner must reimburse the Village for any charge-back fees and other related charges that may be outstanding.

6. The developer/owner is solely responsible for ensuring the proposed project complies with any private restrictions (e.g., covenants) and easements that may apply to the subject property.

Attorney Parmentier explained the need for a developer's agreement to address responsibilities of each party as part of a conditional use permit. A high overview of the Jackson Elementary project was provided by Katie LaCourt of Eppstein Uhen Architects, Nick Tennessen of Kapur, Inc., West Bend School District Superintendent Jennifer Wimmer and West Bend School District Director of Facilities and Technology Tim Harder. Topics discussed by the Board included Police and Public Works access to the building, sidewalk and crosswalk configuration, pathway access to the Jackson Community Center, and specifics to be included in the developer's agreement.

Vote: 5 ayes, 0 nays, 1 abstain. J. Molkentin abstained. Motion carried.

4. Review and Discussion of Revised Zoning Code Updates — Articles 1–4 (Rev. 10/06/25) (Draft)

Tim Schwecke, of Civi Tek Consulting, provided a summary of Articles 1-4 of the Zoning Code Update in-progress, highlighting key differences and changes from existing code.

The motion to place DRAFT Articles 1-4 on file was made by Pres. Heckendorf and seconded by Jon Molkentin.

Vote: 6 ayes, 0 nays. Motion carried.

5. Citizens/Village Staff to Address the Plan Commission

None.

6. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by D. Hafemeister.

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 7:54PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson