

VILLAGE OF JACKSON
PLAN COMMISSION MEETING
Thursday, November 20, 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, Duane Hafemeister, Jon Molkentin, Dan Reik, and Matt Van Eperen

Members Excused: None

Members Absent: None

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

Pres. Heckendorf requested the order of discussion for items 5, 6, and 7 be changed to 7, 6, and then 5. There was no opposition to the change from the Commission.

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

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

Vote: 7 ayes, 0 nays. Motion carried.

3. Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment

The motion to recommend the Village Board approve Ordinance #25-12 Amending Certain Sections of Chapter 16 - Environment was made by M. Van Eperen and seconded by D. Hafemeister.

Vote: 7 ayes, 0 nays. Motion carried.

4. Conditional Use Review - Jackson Preparatory Academy - N168W22224 Main Street - Jasmine Gray

Pres. Heckendorf motioned, seconded by M. Van Eperen to recommend the Village Board approve the Conditional Use for the Jackson Preparatory Academy for Jasmine Gray subject to the following requirements:

1. Owner/operator shall maintain a license as a Licensed Group Child Care Center, issued by the State of Wisconsin Department of Children and Families.
2. Upon receipt of a complaint, the conditional use approval may be subject to review, suspension, and/or revocation by the Village of Jackson.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf stated the next item for discussion is item 7.

7. Zoning Code Update - Consolidation of Residential Zoning Districts R-1 through RT-11

Tim Schwecke, of Civi Tek Consulting, reviewed zoning districts as proposed on the zoning map, explaining consolidations of existing zoning areas, new zoning codes and their definitions, and strategies for the possible development of a focal point for the Village.

This item was informational only, and no action was necessary.

Pres. Heckendorf identified item 6 as the next discussion on the agenda.

6. Review and Discussion of Revised Zoning Code Updates - Articles 6-9 (Rev. 11/07/2025) (Draft)

Tim Schwecke, of Civi Tek Consulting, provided a summary of Articles 6-9 of the Zoning Code Update in-progress, highlighting key differences and changes from the existing code, identifying possible areas for mixed residential housing and cottage-style housing which would provide a range of housing options for residents.

The next item of discussion was item 5.

5. Discussion of Summary of Review Authority - Zoning Code Update

Tim Schwecke, of Civi Tek Consulting, provided a summary of review procedures as written in the proposed code, as well as a table containing an at-a-glance overview of the type, frequency, authority, and appeals process for each of the procedures. He reviewed the current conditional use process, explaining that the process could be simplified by granting staff and the Plan Commission more authority. Per Schwecke, if conditional use public hearings were held at the Plan Commission level, public comments could be taken into consideration prior to making recommendations to the Village Board.

Discussion followed regarding what the conditional use process would look like, how it would impact applicants, how decisions would be made, and what an appeals process might look like. The Commission was supportive of the idea and recommended the development of a new public hearing process continue.

8. Citizens/Village Staff to Address the Plan Commission

None.

9. Adjourn

The motion to adjourn the meeting was made by Tr. Emmrich and seconded by J. Molkenntin.

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 8:20PM.

Respectfully Submitted,

Jacqueline Schuh

Village Clerk
Village of Jackson