



**VILLAGE OF JACKSON
VILLAGE BOARD MEETING AGENDA**

Tuesday, May 12, 2026 at 7:30 PM

(Or immediately following Budget and Finance Committee meeting)

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentations
 - a. Transition from Flex Paramedic Service to Permanent Paramedic Service - Jackson Fire Department
4. Public Hearings
 1. Ordinance #26-04 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson; and
 2. Ordinance #26-05 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson; and
 3. Resolution #26-20 Resolution for Adoption of a Jackson Sanitary Sewer Service Area Amendment
5. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
6. Consent Agenda
 - a. Approval of Minutes of the Village Board Meetings of April 14, 2026 and April 21, 2026
 - b. Resolution #26-20 Resolution for Adoption of a Jackson Sanitary Sewer Service Area Amendment
 - c. Resolution #26-21 Honoring John Kruepke for His Years of Service to the Village of Jackson
 - d. Resolution #26-22 Urging the Governor of Wisconsin and State Legislature to Enact a Comprehensive, Sustainable Transportation Funding Solution
 - e. Temp Class "B" License - Jackson Festivals LLC - Action in Jackson
 - f. 2025-2026 Tattoo Establishment and Operator's License - Infinite Grace - Sara Dornbrook
 - g. Approval of Transition from Flex Paramedic Service to Permanent Paramedic Service - Jackson Fire Department
7. Plan Commission

- a. Ordinance #26-02 Annexation and Assignment of Temporary B-1 Community Business District Zoning - Parcel T7_047700K - Robert J. Loduha and Andrea S. Loduha Revocable Trust
 - b. Ordinance #26-03 Amending Ordinance Section 48-156 (PUD-04) - Oaks of Jackson Planned Unit Development District - Village of Jackson
 - c. Preliminary Plat - Twin Villas of The Oaks of Jackson - Outlot 6 - Oaks of Jackson - Hillcrest Builders
 - d. Ordinance #26-04 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson
 - e. Ordinance #26-05 Revisions to the Adopted 2050 Comprehensive Plan for the Village of Jackson
8. Personnel Committee
 - a. Proposal for Village Clerk Executive Recruitment Services - Innovative Public Advisors
 9. West Bend School District
 10. Washington County Board Report
 11. Greater Jackson Business Alliance
 12. Mid-Moraine Municipal Association Report
 13. Closed Session Pursuant to Wis. Stats. §19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Village has jurisdiction or exercises responsibility" and 19.85(1)(e) "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" and 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

The closed session is for the following purposes:

1. To Discuss Oaks of Jackson Development Agreement
 2. To Discuss Cedar Development Development Agreement
 3. To Discuss Pending Employment Matters with Specific Employees
 4. To Discuss Candidates for Village Clerk
14. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
 15. 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.



Jackson Fire Department

N168W19851 Main Street
Jackson, Wisconsin 53037
Telephone (262) 677-3811



MEMORANDUM

To: Village Board

From: Aaron Swaney, Fire Chief and Service Director

Date: May 12, 2026

Subject: Transition from Flex Paramedic Service to Permanent Paramedic Service

Purpose

The purpose of this memorandum is to provide background information regarding the Village Fire Department's proposal to transition from a **flex paramedic service model** to a **permanent paramedic service model**. This memo supports Village Board discussion and public understanding of the operational, medical, and regulatory considerations associated with this transition.

Regulatory and Operational Context

Emergency Medical Services (EMS) in Wisconsin are regulated by the Wisconsin Department of Health Services (DHS). Municipalities are not required to operate at the paramedic level; however, agencies that do must meet specific staffing, protocol, medication, training, and medical oversight requirements.

The Village Fire Department currently operates under a **flex paramedic model**, which allows paramedic-level care when a paramedic is staffed. This model was **always intended to be temporary** and was implemented as a structured transition toward permanent paramedic service.

Flex staffing does not have strong legislative grounding as a long-term service model and exists primarily as a regulatory accommodation. For the past six years, the department has operated under this temporary framework while intentionally building the staffing, training, and operational capacity needed to function as a fully paramedic organization.

Original Intent of Flex Paramedic Staffing

Flex paramedic staffing was designed for communities **unable to consistently maintain staffing at their highest licensed level of service**, allowing agencies to temporarily operate at a **lower level of care** when necessary.

Jackson Fire Department was the first emergency medical service in the State of Wisconsin to utilize flex staffing in a way that allowed an agency to operate upward to the paramedic level, rather than using the model solely as a mechanism to reduce service levels. This innovative application of the flex framework allowed the department to introduce paramedic-level care in a controlled and responsible manner while staffing, training, and clinical oversight matured.

This approach was pursued transparently, with the full knowledge and strong support of the department's Medical Director, who believed in the Jackson Fire Department's long-term capability and accepted medical oversight responsibility to allow the department to phase into permanent paramedic service. Flex staffing in Jackson was never intended to be permanent, but rather a bridge to full implementation.

Medical Oversight, Capability, and Readiness

Operating under flex staffing requires a significant level of trust between the department and its Medical Director. That trust was grounded in consistent clinical performance, strong leadership, and adherence to professional standards.

At this time, as Fire Chief and Service Director, **I have no concerns about the department's ability to maintain paramedic coverage at all times**. Staffing levels, training depth, and operational controls are now sufficient to support permanent paramedic service without reliance on lower levels of care.

Clinical and Regulatory Benefits of Permanent Paramedic Service

Transitioning to permanent paramedic service will allow the department to:

- Operate under **higher-level clinical protocols**
- Carry and administer a **broader and more advanced medication formulary**
- Perform **more advanced skills and procedures** in the field
- Provide consistent Advanced Life Support care on every EMS response

Additionally, permanent paramedic service allows the department to operate under **stronger, permanent regulatory authority**, rather than continuing under a temporary flex framework that has been utilized for the past six years.

Hospital and Regional Medical Support

The department has strong medical and system support for this transition, including:

- **Froedtert Health**
- **Children's Hospital of Wisconsin**
- **Ascension Health**

This support reflects confidence in the department's clinical performance, medical oversight, and integration within the regional emergency care system.

Current Level of Service: Flex Paramedic

Under the current flex paramedic model:

- Paramedic-level care is provided when a paramedic is staffed
- EMT-level care is provided when paramedic staffing is not available
- Advanced Life Support availability may vary by shift

This variability was acceptable during the transition phase but is no longer necessary or optimal given the department's current readiness.

Proposed Change: Permanent Paramedic Service

Permanent paramedic service would ensure:

- Every first out transporting ambulance is staffed with a paramedic
- Uniform ALS capability on all EMS calls
- Elimination of service-level variability
- Completion of the original transition plan established under flex staffing

Next Steps

Following Village Board discussion and approval:

1. Updated EMS documentation will be submitted to the State
2. Protocols and medication lists will be reviewed and approved
3. Permanent paramedic operations will be implemented upon State authorization

The department's Medical Director, **Dr. Post**, will attend the meeting to answer clinical and medical oversight questions.



Aaron A. Swaney

B.S., Paramedic

Fire Chief / Service Director
Emergency Manager

☎ (262) 677-3811

✉ ASwaney@JacksonFDWI.gov



Taking the lead in Washington County.

VILLAGE OF JACKSON NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Jackson Code of Ordinances, that the Village Board will conduct a public hearing at 7:30 p.m. on May 12, 2026, at the Jackson Municipal Complex, N168 W19851 Main Street, Jackson, Wisconsin, for the following:

1. Amend Map 1, titled “Land Use Plan for the Village of Jackson: 2050” on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for Parcel: V3_053300D from General Commercial District to Medium-Density Residential; and
2. Amend Map 1, titled “Land Use Plan for the Village of Jackson: 2050” on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for 65 parcels; and
3. A proposed amendment to the Jackson sanitary sewer service area, including a Resolution for Adoption of Southeastern Wisconsin Regional Planning Commission (SEWRPC) Community Assistance Planning Report No. 124 (3rd Edition) Sanitary Sewer Service Area for the Village of Jackson. This public hearing is being sponsored by the Village of Jackson and the SEWRPC. A draft report describing the proposed sanitary sewer service area, including a map of the area, is on file at the offices of the Village and SEWRPC. The sewer service area amendment will be further explained at the public hearing.

A detailed copy of the proposed amendments, including a map of the affected parcels, is available for public review at the Village Administration Office, N168 W19851 Main Street, Jackson, Wisconsin, Monday through Friday, 8:00 a.m. to 4:30 p.m., at the Slinger Community Library, and online at the Village of Jackson website: www.villageofjacksonwi.gov under Agendas and Minutes. Questions may be directed to Zoning Director Collin Johnson at collin.johnson@villageofjacksonwi.gov.

All interested persons are encouraged to attend and be heard. Requests from persons with disabilities who need assistance to participate should be made to the Village Clerk’s Office with as much advance notice as possible.

N168W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Pamela Wolf
Interim Clerk, Village of Jackson
pam.wolf@villageofjacksonwi.gov

Posted: Friday, April 10, 2026
Published: Friday, April 10, 2026

www.villageofjacksonwi.gov

VILLAGE OF JACKSON
VILLAGE BOARD MEETING
Tuesday, April 14, 2026 at 7:30 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 7:30 PM by Pres. Pro Tem Donald Olson. Due to impending treacherous weather, Village Board Members were given the option to attend virtually. President Pro Tem was live at Village Municipal Complex, keeping the meeting open to the public.

Members Present: President Pro Tem Donald Olson, Tr. Emmrich, Tr. Engelhardt, Tr. Kruepke, Tr. Kurtz, and Tr. Wells

Members Excused: Pres. Heckendorf,

Members Absent: None

Staff Present: Administrator Jen Heidtke and Arianna Schmidt of Ehler's

Motion by President Pro-Tem to only act on items 3a,4, 6h, 6i and 7a and to table all remaining items for consideration at a special Village Board meeting to be scheduled for a later date and time, Tr. Kurtz seconded.

Vote: 6 ayes, 0 nays. Motion carried.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

3. Public Hearings

- a. Conditional Use and Site Plan Review for N160W19170 Sherman Road for Elite Energy Distribution for David Strange

President Pro Tem Donald Olson opened the floor for the public hearing.

Rod Massie, N160W19270 Sherman Road, spoke in support of property improvements and expressed concerns regarding potential noise, odor and stormwater grading.

Chantel Massie, N160W19270 Sherman Road, raised concerns about runoff, contamination, noise, lighting and camera.

Katie Tomas, 3286 Sherman Parc Circle, voiced concerns about the safety of small children, environmental impacts, noise, lighting and odor.

David Strange, N160W19170 Sherman Road, stated batteries are not broken onsite and that contamination and odor should not be concerns.

President Pro Tem Donald Olson closed the public hearing.

4. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public

hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

None.

5. Consent Agenda

- a. Approval of Minutes of the Village Board Meeting of March 10, 2026

No action taken.

- b. Resolution #26-13 Accepting Sanitary Sewer and Water for The Oaks of Jackson

No action taken.

- c. Resolution #26-14 Accepting Sanitary Sewer and Water for Cedar Creek Townhomes

No action taken.

- d. Resolution #26-15 Proclaiming Arbor Day in the Village of Jackson

No action taken.

- e. Resolution #26-16 Approving the Results of the April 7, 2026 Spring Election

No action taken.

- f. Sign and Flagpole Removal Agreement - Jackson Professional Buildings

No action taken.

6. Budget and Finance Committee

- a. Review of 2022 Stormwater Pond Compliance Report and Invoicing - Request for Refund of Special Assessment - Update

No action taken.

- b. Pay Request #2 - Final - 2025 Oaks of Jackson Surface Coarse - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$5,329.19

No action taken.

- c. Review Design and Engineering Services Proposal - KL Engineering - 2026 Streetlight Improvement Project - Ridgeway Drive, Chestnut Court, and Hickory Lane

No action taken.

- d. Review of Bids - 2026 Wastewater Treatment Plant Aeration Basin Upgrades

No action taken.

- e. Review of Bids - 2026 Street Improvements - Eagle Drive North Segment

No action taken.

- f. Resolution #26-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of Wisconsin Statutes - Eagle Drive, Hawthorn Drive, Aspen Drive, and Linden Drive

No action taken.

- g. Resolution#26-17 Amending 2026 Fee Schedule - Jackson Police Department

No action taken.

- h. Resolution #26-18 Resolution Authorizing the Issuance and Sale of \$2,530,000 General Obligation Promissory Notes, Series 2026A

The motion to approve Resolution #26-18 Authorizing the Issuance and Sale of \$2,500,000 General Obligation Promissory Notes, Series 2026A was made by Tr. Olson and seconded by Tr. Kurtz.

Arianna Schmidt summarized sale day reports; the rating was held and the sale awarded to Raymond James.

Vote: 6 ayes, 0 nays. Motion carried.

- i. Resolution #26-19 Resolution Authorizing the Issuance and Sale of \$1,475,000 Water and Sewer System Revenue Bonds, Series 2026B

The motion to approve Resolution #26-19 Authorizing the Issuance and Sale of \$1,415,000 Water and Sewer System Revenue Bonds, Series 2026B was made by Tr. Olson and seconded by Tr. Wells.

Arianna Schmidt with Ehlers provided a summary of the sale day reports.

Vote: 6 ayes, 0 nays. Motion carried.

- j. Pay Request #2 - Cedar Creek Dog Park - Lowe Underground in the amount of \$3,414.77

No action taken.

- k. Authorizing Fundraising and Purchasing of UTV - Jackson Fire Department

No action taken.

7. Plan Commission

- a. Conditional Use and Site Plan Review — N160W19170 Sherman Road — Elite Energy Distribution — David Strange

The motion to approve the Conditional Use and Site Plan Review for N160W19170 Sherman Road Elite Energy Distribution, with the stipulation that any future changes or substantial deviation need an amended conditional use application, was made by Tr. Engelhardt and seconded by Tr. Wells.

Vote: 6 ayes, 0 nays. Motion carried.

- 8. Board of Public Works
 - a. Review of 2025 Jackson Water Utility - Consumer Confidence Report (CCR)
No action taken.
 - b. Ordinance #26-01 - Amending Chapter 42, Section 86 of the Village Code – Limited Parking in Certain Areas
No action taken.

9. West Bend School District
No report

10. Washington County Board Report
No report

11. Greater Jackson Business Alliance
No report

12. Mid-Moraine Municipal Association Report
No report

13. Adjourn
The motion to adjourn the meeting was made by Tr. Emmrich and seconded by Tr. Engelhardt.

Vote: 6 ayes, 0 nays. Motion carried. The meeting adjourned at 7:51PM.

Respectfully Submitted,

Pamela Wolf
Interim Clerk
Village of Jackson

VILLAGE OF JACKSON
VILLAGE BOARD MEETING
Tuesday, April 21, 2026 at 6:00 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Engelhardt, Tr. Kurtz, Tr. Olson, Tr. Schlenz and Tr. Wells

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke, Inspections and Zoning Director Collin Johnson, Parks and Recreation Director Tyler Mentzel, Treasurer Darlene Smith, Public Works Director Jack Straehler, Fire Chief Aaron Swaney, Police Chief Ryan Vossekuil and Interim Clerk Pamela Wolf

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

3. Administration of Oath of Office to Newly Elected Trustees

Interim Clerk Wolf administered the oath of office to Trustees Olson, Schlenz and Wells.

4. Comments by the Village President

President Heckendorf congratulated Don and Traci on their reappointments and John on his appointment. He thanked the entire board and emphasized the importance of working together in the coming year. He also expressed appreciation to Jen for her leadership and to the staff for efficiently managing village operations.

5. Committee/Commission Member Appointments and Administration of Oaths of Office

President Heckendorf informed those in attendance that the appointed citizens would be sworn in, en masse, by Interim Clerk Wolf after all appointments had been made, adding that those unable to attend would be sworn in prior to the first meeting of the committee they were appointed to.

a. Budget and Finance Committee

President Heckendorf explained the Budget and Finance Committee is composed of the Village President and two trustees.

The motion to re-appoint Tr. Olson and Tr. Wells as members of the Budget and Finance Committee for a one-year term expiring April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

b. Personnel Committee

Pres. Heckendorf explained the Personnel Committee is composed of the Village President and two trustees.

The motion to appoint Tr. Kurtz and Tr. Emmrich to serve on the Personnel Committee for a one-year term, expiring in April 2027, was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

c. Board of Public Works

Pres. Heckendorf explained the Board of Public Works is composed of seven members, including three Village Board members and four at-large citizen appointments.

Pres. Heckendorf motioned to appoint himself as Chair of Board of Public Works for a one-year term, expiring in April 2027. Tr. Engelhardt seconded the motion.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to appoint Tr. Schlenz and Tr. Engelhardt to the Board of Public Works for a one-year term was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Pres. Heckendorf explained one citizen member seat is expiring this year.

The motion to re-appoint Stephanie Egner to the Board of Public Works for a three-year term expiring in April 2029 was made by Pres. Heckendorf and seconded by Tr. Engelhardt

Vote: 7 ayes, 0 nays. Motion carried.

d. Plan Commission

Pres. Heckendorf explained the Plan Commission is composed of three Village Board members and four citizen members, with the Village President serving as chairperson. The motion to appoint Tr. Engelhardt and Tr. Emmrich to the Plan Commission for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

No citizen members terms have expired this year.

Vote: 7 ayes, 0 nays. Motion carried.

e. Police and Fire Commission

Pres. Heckendorf explained the Police and Fire Commission is composed of five citizen members of the Village of Jackson and one of those positions is expiring.

The motion to appoint Barry Boline to serve on the Police and Fire Commission for a five-year term expiring in April 2031, was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

f. Parks and Recreation Commission

Pres. Heckendorf explained the Parks and Recreation Commission is composed of one Village Trustee and four citizen members.

The motion to re-appoint Tr. Wells to the Parks and Recreation Commission for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to re-appoint Brittany Rathke and Brian Mekka to serve on the Parks and Recreation Commission for a three-year term expiring in April 2029, was made by Pres. Heckendorf and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

g. Tourism Commission

President Heckendorf explained the Tourism Commission is composed of the Village President as chairperson, Village Administrator Jen Heidtke, Parks and Recreation Director Tyler Mentzel, one owner/operator of a lodging facility and one citizen member. Pres. Heckendorf explained the current lodging facility owner/operator is Larry Hamlin. The motion to appoint Larry Hamlin to another one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to re-appoint Bernadette Buser as the citizen member to the Tourism Commission for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

h. Residence Board

Pres. Heckendorf explained the Residence Board is composed of three citizen members and one of those positions is expiring.

The motion to appoint John Kruepke to the residence board for a five-year term expiring in April 2031, was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

i. Community Development Authority

President Heckendorf explained that the Community Development Authority (CDA) is composed of the Village President, one Village Trustee and four citizen members.

The motion to appoint Tr. Kurtz to the CDA for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

The motion to re-appoint Doug Alfke for a three-year term expiring in April 2029 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

j. Ethics Committee

Pres. Heckendorf explained the Ethics Committee is composed of five citizen members and three of those are expiring.

The motion to re-appoint Christy Stemm, Jacqueline Bradway and Jack Lippold to the Ethics Committee for a two-year term expiring in April 2028 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried.

k. Mid-Moraine Legislative Committee

Pres. Heckendorf explained the Mid-Moraine Legislative Committee is composed of two representatives from the Village with one of them as alternate.

The motion to re-appoint Tr. Don Olson to the Mid-Moraine Legislative Committee and Tr. Debra Kurtz as alternate for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

l. School District Liaison

Pres. Heckendorf explained one Village Trustee is appointed to School District Liaison.

The motion to re-appoint Tr. Wells as School District Liaison for a one-year term expiring in April 2027 was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

m. Zoning Board of Appeals

Pres. Heckendorf explained the Zoning Board of Appeals is composed of five at-large citizen members, he further explained there is two appointments with terms expiring in 2026.

The motion to appoint Barry Boline and David Schleeff to the Zoning Board of Appeals with a three-year term expiring in April 2029 was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

Interim Clerk Wolf administered the oath to the citizen members in attendance before the meeting proceeded.

6. Public Hearings

- a. Conditional Use and Site Plan Review — W225N16704 Cedar Park Court — Hansen Laundry, LLC - Riley Hansen

Pres. Heckendorf opened the floor for the public hearing. Nobody present wished to speak. Pres. Heckendorf closed the public hearing.

7. Village Citizen Comment on an Agenda Item (Please sign-in with the Clerk prior to speaking. Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on an item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)

No one present wished to speak.

8. Consent Agenda

- a. Approval of Minutes of the Village Board Meeting of March 10, 2026
b. Resolution #26-13 Accepting Sanitary Sewer and Water for The Oaks of Jackson
c. Resolution #26-14 Accepting Sanitary Sewer and Water for Cedar Creek Townhomes
d. Resolution #26-15 Proclaiming Arbor Day in the Village of Jackson
e. Resolution #26-16 Approving the Results of the April 7, 2026 Spring Election
f. Sign and Flagpole Removal Agreement - Jackson Professional Buildings

The motion to approve items 8a - 8f of the Consent Agenda was made by Tr. Kurtz and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

9. Budget and Finance Committee

- a. Review of 2022 Stormwater Pond Compliance Report and Invoicing - Request for Refund of Special Assessment - Update

The motion to approve proceeding with fees of approximately \$115,000.00 to pond owners for the 2022 pond inspections completed by CDM Smith was made by Tr. Wells and seconded by Tr. Kurtz.

Discussion as to the specifics of billings and timetables for pay back from the pond owners ensued. Most bills are under the \$5000.00 threshold that the Village typically would allow a payment plan for and conversations have been had with most pond owners. The Board directed Staff to send out bills with 60-day terms.

Vote: 7 ayes, 0 nays. Motion carried.

- b. Pay Request #2 - Final - 2025 Oaks of Jackson Surface Coarse - Spruce Street and Ridgeway Drive - Stark Pavement Corporation in the amount of \$5,329.19

The motion to approve Pay Request #2 - Final - 2025 Oaks of Jackson Surface Coarse- Spruce Street and Ridgeway Drive to Stark Pavement in the amount of \$5,329.19 was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

- c. Review Design and Engineering Services Proposal - KL Engineering - 2026 Streetlight Improvement Project - Ridgeway Drive, Chestnut Court, and Hickory Lane

The motion to approve the engineering services proposal from KL Engineering in an amount not to exceed \$39,186.00 was made by Pres. Heckendorf and seconded by Tr. Kurtz.

Vote: 7 ayes, 0 nays. Motion carried

- d. Review of Bids - 2026 Wastewater Treatment Plant Aeration Basin Upgrades

The motion to reject bids and have them included with the 2027 service building upgrades project was made by Tr. Olson and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- e. Review of Bids - 2026 Street Improvements - Eagle Drive North Segment

The motion to approve the bid from Stark Pavement Corporation in the amount of \$54,527.30 for the 2026 Street Improvements — Eagle Drive North Segment, was made by Tr. Wells and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

- f. Resolution #26-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of Wisconsin Statutes - Eagle Drive, Hawthorn Drive, Aspen Drive, and Linden Drive

The motion to approve Resolution #26-12 Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers, Under Section 66.0703 of Wisconsin State Statutes - Eagle Drive, Hawthorn Drive, Aspen Drive and Linden Drive was made by Tr. Olson and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

- g. Resolution#26-17 Amending 2026 Fee Schedule - Jackson Police Department

The motion to approve Resolution #26-17 Amending the 2026 Fee Schedule was made by Pres. Heckendorf and seconded by Tr. Engelhardt.

Vote: 7 ayes, 0 nays. Motion carried.

- h. Pay Request #2 - Cedar Creek Dog Park - Lowe Underground in the amount of \$3,414.77

The motion to approve Pay Request #2 for Cedar Creek Dog Park to Lowe Underground in the amount of \$3,414.77 was made by Tr. Engelhardt and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

i. Authorizing Fundraising and Purchasing of UTV - Jackson Fire Department

The motion to approve the fundraising and purchasing of a UTV for the Jackson Fire Department to have no impact on the Fire Department budget for the Jackson Fire Department was made by Pres. Heckendorf and seconded by Tr. Emmrich.

Vote: 7 ayes, 0 nays. Motion carried.

10. Plan Commission

a. Conditional Use and Site Plan Review - W225N16704 Cedar Park Court - Hansen Laundry, LLC - Riley Hansen

The motion to approve the Conditional Use and Site Plan Review for Riley Hansen of Hansen Laundry, LLC of W225N16704 Cedar Park Court was made by Tr. Emmrich and seconded by Tr. Wells.

Vote: 7 ayes, 0 nays. Motion carried.

11. Board of Public Works

a. Review of 2025 Jackson Water Utility - Consumer Confidence Report (CCR)

The motion to accept, publish and place on file the 2025 Jackson Consumer Confidence Report was made by Tr. Engelhardt and seconded by Tr. Emmrich.

Vote 7 ayes, 0 nays. Motion carried

b. Ordinance #26-01 - Amending Chapter 42, Section 86 of the Village Code – Limited Parking in Certain Areas

The motion to introduce Ordinance #26-01 was made by Tr. Wells and seconded by Tr. Emmrich.

Votes: 7 ayes, 0 nays. Motion carried.

The motion to suspend the rules for a second reading of Ordinance #26-01 was made by Pres. Heckendorf and seconded by Tr. Emmrich. A roll call vote was taken:

Pres. Heckendorf: Aye

Tr. Emmrich: Aye

Tr. Engelhardt: Aye

Tr. Kurtz: Aye

Tr. Schlenz: Aye

Tr. Wells: Aye

Tr. Olson: Aye

Vote: 7 ayes, 0 nays. Motion carried.

A motion to approve the second reading of Ordinance #26-01 was made by Pres. Heckendorf and seconded by Tr. Olson.

Vote: 7 ayes, 0 nays. Motion carried.

12. West Bend School District

Tr. Wells reported construction of elementary school is underway, School District has new updates on their website.

13. Washington County Board Report

Pres. Heckendorf stated nothing new to report.

14. Greater Jackson Business Alliance

Director Mentzel reported GJBA accepting scholarship applications and looking for volunteers.

15. Mid-Moraine Municipal Association Report

Tr. Olson reported a meeting from 4/8 in Grafton, discussed Comprehensive and Development plans and costs associated. Next meeting in Jackson on 5/13, Dinner meeting 5/27 in Saukville.

16. Adjourn

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

Vote: 7 ayes, 0 nays. Motion carried. The meeting adjourned at 6:48 PM.

Respectfully Submitted,

Pamela Wolf
Interim Clerk
Village of Jackson

RESOLUTION #26-20

RESOLUTION FOR ADOPTION OF SEWRPC COMMUNITY ASSISTANCE PLANNING REPORT NO 124 (3RD EDITION) SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON.

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, the Southeastern Wisconsin Regional Planning Commission (SEWRPC), working in cooperation with the Village of Jackson has prepared an amendment to the sanitary sewer service area for the Jackson area; and

WHEREAS, the amendment is set forth in a SEWRPC document entitled, *Community Assistance Planning Report No. 124 (3rd Edition) Sanitary Sewer Service Area for the Village of Jackson*, dated May 12, 2026; and

WHEREAS, the Village of Jackson concurs with the amended sanitary sewer service area set forth in the aforementioned SEWRPC document entitled, *Community Assistance Planning Report No. 124 (3rd Edition) Sanitary Sewer Service Area for the Village of Jackson*, dated May 12, 2026; and

NOW, THEREFORE, BE IT RESOLVED, by the Village of Jackson Board of Trustees that the Village does hereby adopt the SEWRPC document entitled, *Community Assistance Planning Report No. 124 (3rd Edition) Sanitary Sewer Service Area for the Village of Jackson*, as a guide for the provision of sanitary sewer service within the Jackson area; and

BE IT FURTHER RESOLVED THAT the Village of Jackson transmit a certified copy of this Resolution to the Southeastern Wisconsin Regional Planning Commission.

Introduced by: _____

Seconded by: _____

Vote: ___Ayes ___ Nays

Passed and Approved: _____

Brian J. Heckendorf – Village President

Attest: _____
Pamela Wolf – Interim Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Chapter 1

INTRODUCTION

1.1 BACKGROUND

On July 12, 1979, the Southeastern Wisconsin Regional Planning Commission (Commission or SEWRPC) adopted a regional water quality management plan for Southeastern Wisconsin. The plan is aimed at achieving clean and wholesome surface waters within the seven-county Region, surface waters that are "fishable and swimmable."¹

The plan has five basic elements: 1) a land use element, consisting of recommendations for the location of new urban development in the Region and for the preservation of primary environmental corridors and prime agricultural lands; 2) a point source pollution abatement element; 3) a nonpoint source pollution abatement element; 4) a sludge management element, consisting of recommendations for the handling and disposal of sludges from sewage treatment facilities; and 5) recommendations for the establishment of continuing water quality monitoring efforts in the Region.

The point source pollution abatement element of the regional water quality management plan includes recommendations concerning the location and extent of sanitary sewer service areas; the location, type, and capacity of, and the level of treatment to be provided at, sewage treatment facilities; the location and configuration of intercommunity trunk sewers; and the abatement of pollution from sewer system overflows

¹ *The adopted areawide water quality management plan is documented in SEWRPC Planning Report No. 30, A Regional Water Quality Management Plan for Southeastern Wisconsin: 2000, dated 1978-1979, as amended.*

and from industrial wastewater discharges. As part of the point source pollution abatement element, the initially adopted regional water quality management plan delineated a generalized sanitary sewer service area for each sanitary sewerage system in the Region. Nearly all of the initially adopted, generalized sewer service areas have now been refined and detailed through local sewer service area planning studies in order to reflect local as well as regional planning objectives. In each case, the refined sewer service area has been adopted as part of the areawide water quality management plan. The currently adopted sanitary sewer service areas in the Region are shown on Map 1.1.

In Southeastern Wisconsin, local sewer service area plans are prepared through a cooperative planning process involving the local unit of government responsible for operation of the sewage treatment facility, the Commission as the designated areawide water quality management planning agency, and the Wisconsin Department of Natural Resources, pursuant to the provisions of Chapter NR 121 of the *Wisconsin Administrative Code*. Following initial adoption, sanitary sewer service area plans may be amended in response to changing conditions and needs, subject to Chapter NR 121.

Sanitary sewer service area plans have a direct bearing on where sanitary sewers may be provided. Under State administrative rules, sanitary sewers may be extended only to lands located within a planned sewer service area adopted as part of an areawide water quality management plan. The inclusion of land in a sanitary sewer service area enables, but does not mandate, the provision of sewer service. Sanitary sewer service area plans also identify environmentally significant lands to which the extension of sewer service is prohibited or otherwise restricted.

Section NR 110.08(4) of the *Wisconsin Administrative Code* requires that the Wisconsin Department of Natural Resources (WDNR), with respect to public sanitary sewers, make a finding that all proposed sanitary sewer extensions are in conformance with adopted areawide water quality management plans, including the sanitary sewer service areas identified in such plans. In carrying out their responsibilities in this respect, the WDNR require that the Commission, as the designated areawide water quality management planning agency for Southeastern Wisconsin, review and comment on each proposed sewer extension as to its relationship to the approved plan and sewer service areas. With respect to private sanitary sewers, it should be noted that conformance letters are no longer required to be included in the application materials to the Wisconsin Department of Safety and Professional Services for private sanitary sewer extensions; however, private sewers are still required to conform with the Commission's adopted regional water quality management plan, and conformance reviews by the Commission are the correct process for confirmation of conformity.

1.2 SEWER SERVICE AREA PLANNING FOR THE VILLAGE OF JACKSON

A sewer service area plan was first completed for the Jackson sewer service area in 1985. Documented in SEWRPC Community Assistance Planning Report No. 124, *Sanitary Sewer Service Area for the Village of Jackson*, that plan was adopted by the Village of Jackson on May 14, 1985, and by the Commission on June 17, 1985; and was approved by the Wisconsin Department of Natural Resources on July 11, 1986. A second edition was prepared in 1997, and that second edition has been amended five times.

By email dated April 16, 2025, the Village of Jackson requested that the Commission revise the Jackson sewer service area plan. The Village-proposed plan amendment would add lands currently located outside of but immediately adjacent to the northwestern, southwestern, western, and eastern extents of the adopted sewer service area. The plan revision includes the consideration of local and county comprehensive plans; 2020 Wisconsin Wetlands Inventory; new FEMA floodplain maps; 2020 environmental corridors; and year 2024 orthophotography for the area. The revised sewer service area plan is presented in this third edition of SEWRPC Community Assistance Planning Report No. 124.

Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Chapter 1

INTRODUCTION

MAPS

Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Chapter 2

PLANNED SANITARY SEWER SERVICE AREA

2.1 INTRODUCTION

A sanitary sewer service area plan is a long-range plan that is intended to serve as a guide to the extension of sanitary sewer service in a locality. A sewer service area plan identifies a planned sewer service area within which sanitary sewers may be extended. The inclusion of land within a planned sewer service area enables, but does not mandate, the provision of sanitary sewer service.

A sanitary sewer service area plan also identifies environmentally significant lands within the planned sanitary sewer service area. There are certain restrictions on the provision of sanitary sewer service within the identified environmentally significant lands, as described later in this chapter.

2.2 CURRENTLY ADOPTED JACKSON SANITARY SEWER SERVICE AREA

The currently adopted sanitary sewer service area plan for the Jackson area is documented in SEWRPC Community Assistance Planning Report No. 124 (2nd Edition), dated September 1997, as amended five times, the latest of these having been adopted in 2024. The currently adopted Jackson sanitary sewer service area is shown as the blue-shaded area on Map 2.1. and encompasses an area of about 4,649 acres (about 7.3 square miles).

2.3 PROPOSED ADDITIONS TO THE JACKSON SANITARY SEWER SERVICE AREA

The seven additions to the currently adopted Jackson sanitary sewer service area proposed in this plan amendment are also shown on Map 2.1. The proposed additions were identified by Village of Jackson officials in consultation with the Commission staff. The proposed additions to the sewer service area are described below.

The areas proposed by the Village of Jackson to be added to the sewer service area, as identified on Map 2.1, encompass a total of approximately 1,012 acres. This includes approximately 154 acres of existing (2020) urban land, including existing residential, commercial, industrial, and government and institutional uses, about 71 acres of environmentally significant lands, and approximately 798 acres of agricultural lands.

Under the Village comprehensive plan, the developable land within the Village-proposed additions to the sewer service area would be developed for medium and high-density residential uses, mixed use, commercial uses, governmental and institutional uses, and industrial uses. The planned residential areas within the Village-proposed additions to the sewer service area would accommodate an estimated population of about 4,584 people under full development conditions.

2.4 PROPOSED EXPANDED JACKSON SANITARY SEWER SERVICE AREA

Map 2.2 shows the expanded Jackson sanitary sewer service area as proposed by the Village. Map 2.2 also shows the environmentally significant lands within and adjacent to the proposed expanded sewer service area. The expanded sewer service area encompasses, in total, about 5,661 acres (8.8 square miles), an increase of 1,012 acres (1.6 square miles), or approximately 22 percent, over the currently approved sewer service area. The identified environmentally significant lands encompass about 896 acres, or 16 percent of the total sewer service area.

Population Within the Proposed Sewer Service Area

The updated year 2050 regional land use and transportation plan (VISION 2050) adopted by the Regional Planning Commission in 2024 includes a future population range for each sanitary sewer service area in Southeastern Wisconsin. Under VISION 2050, the year 2050 population of the Jackson sewer service area would range from 11,892 people under an intermediate growth scenario to about 15,482 people under a high-growth scenario. The expanded Jackson sewer service area would accommodate a “buildout” population of about 15,904 people. This represents the population that would be achieved, assuming full

development of all planned residential areas within the expanded sewer service area at the locations and densities specified in the Village comprehensive plan. This population level lies near the high-growth scenario of the range of population levels envisioned under VISION 2050.

Environmentally Significant Lands Within the Proposed Sewer Service Area

The environmentally significant lands shown on Map 2.2 include areas identified as primary and secondary environmental corridors, isolated natural resource areas, and small wetlands and surface water areas less than five acres in size located outside the environmental corridors and isolated natural resource areas. These environmentally significant lands were updated to reflect existing conditions as shown on the 2024 aerial photography and any field delineations conducted by Commission staff. More detailed mapping of the proposed sewer service area and of the environmentally significant lands located within and adjacent to the sewer service area are shown in the series of maps presented as Map 2.4.

The environmental corridors and isolated natural resource areas were delineated by the Regional Planning Commission as part of its continuing regional planning program. They encompass concentrations of wetlands, woodlands, wildlife habitat, surface water, and other natural resource and resource-related features. Primary environmental corridors are the largest of these, by definition being at least 400 acres in area, two miles in length, and 200 feet in width. Secondary environmental corridors are by definition at least 100 acres in area and one mile in length. Isolated natural resource areas are by definition at least 5 acres in area and 200 feet in width. The methodology used in the identification of these areas is explained in Appendix A of this report.

The proposed expanded sanitary sewer service area encompasses 35 acres of primary environmental corridors (1 percent of the sewer service area), 770 acres of secondary environmental corridors (14 percent of the sewer service area), and 57 acres of isolated natural resource areas (1 percent of the sewer service area). The proposed sewer service area also encompasses a total of approximately 84 acres of small wetlands and surface water areas located outside the environmental corridors and isolated natural resource areas, accounting for 1 percent of the sewer service area.

Included in the environmental corridors and isolated natural resource areas shown on Map 2.2 are certain floodplain areas that do not currently have the resource features to be classified as environmental corridors or isolated natural resource areas, but that may eventually revert to more natural conditions and become part of the system of environmental corridors and isolated natural resource areas. These areas are shown in blue on Map 2.3, together they encompass a total of 148 acres.

Map 2.3 also identifies undeveloped 100-year floodplains located outside the proposed sewer service area that would be considered as potential additions to the adjacent environmental corridors or isolated natural resource areas should the sewer service area be expanded in the future. These floodplains are identified in a tan color on that map.

Restrictions on Sewered Development in Environmentally Significant Areas

The regional land use and water quality management plans recommend the preservation of primary environmental corridors in essentially natural, open use and recommend that County and local units of government consider protecting and preserving secondary environmental corridors and isolated natural resource areas. Consistent with regional plans, policies adhered to by the Wisconsin Department of Natural Resources in their regulation of sanitary sewerage systems prohibit or otherwise limit the extension of sanitary sewers to serve development in such areas. With respect to restrictions related to private sanitary sewers in environmentally significant areas, it should be noted that conformance letters are no longer required to be included in the application materials to the Wisconsin Department of Safety and Professional Services for private sanitary sewer extensions; however, private sanitary sewers are still required to conform with the Commission's adopted regional water quality management plan, and conformance reviews by the Commission are the correct process for confirmation of conformity. In both cases, the following restrictions apply:

1. The extension of sanitary sewers to serve new development in primary environmental corridors is confined to limited recreational and institutional uses and rural-density residential development (maximum of one dwelling unit per five acres) in areas other than wetlands, floodplains, riparian buffers, and steep slopes. Primary environmental corridors within the proposed Jackson sewer service area are shown with a green background color on Map 2.2.¹

¹ *Consistent with VISION 2050, in lieu of recreational or rural density residential development, up to 10 percent of the upland corridor area in a parcel may be disturbed in order to accommodate urban residential, commercial, or other urban development under the following conditions: 1) the area to be disturbed is compact rather than scattered in nature; 2) the disturbance area is located on the edge of a corridor or on marginal resources within a corridor; 3) the development does not threaten the integrity of the remaining corridor; 4) the development does not result in significant adverse water quality impacts; and 5) development of the remaining corridor lands is prohibited by conservation easement or deed restriction. Each proposal must be reviewed on a case-by-case basis.*

2. The extension of sanitary sewers to serve development in portions of secondary environmental corridors and isolated natural resource areas comprised of wetlands, floodplains, riparian buffers, or steep slopes is not permitted. The portions of secondary environmental corridors and isolated natural resource areas comprised of wetlands, floodplains, riparian buffers, or steep slopes within the proposed sewer service area are identified with a brown background color on Map 2.2.

It should be recognized that the mapping of environmentally significant areas as presented in this report is a representation of conditions based upon the most recent available natural resource base information. It is expected that in many cases, as specific development proposals arise, a field survey will be necessary to more precisely identify the boundaries of environmental corridors and isolated natural resource areas in the vicinity of the proposed development.

2.5 WATER QUALITY IMPACTS

Under the regional water quality management plan and the Jackson sanitary sewer service area plan presented herein, it is envisioned that all new urban development within the planned sewer service area would receive sanitary sewer service. The restrictions on sewered urban development in environmentally significant areas, described in the previous section, are intended to avoid significant adverse water quality impacts attendant to the extension of sanitary sewer service. In addition, public sanitary sewer service may be provided to those lands within the planned sanitary sewer service area which are already developed and served by private onsite wastewater sewage systems. This may be expected to reduce pollutant loadings from the existing onsite wastewater treatment systems to both surface and ground waters. Assuming that any applicable Federal, State, and local permits are obtained, and that proper site development and construction practices are employed, there should be no significant adverse water quality impacts attributable to the development of the planned sewer service area.

2.6 WASTEWATER TREATMENT PLANT CAPACITY

Wastewater from the areas proposed to be added to the Village of Jackson SSSA will be conveyed through the Village of Jackson sewerage system and treated at the Village of Jackson Wastewater Treatment Plant (WWTP). The WWTP has a design capacity of 1.69 million gallons per day (mgd) on an average annual basis. The 2024 wastewater flow rate was 1.20 mgd on an average annual basis. The proposed addition to the

Village of Jackson planned sewer service area would add 4,584² people in residential areas, 290 acres of mixed-use land use, 19 acres of commercial land use, 266 acres of industrial land use, and 75 acres of governmental and institutional land use. The anticipated sewage flow to be generated in the area proposed to be added to the sewer service area is expected to be approximately 1.16 mgd on an average annual basis. Thus, the WWTP does not have adequate capacity to treat sewage flows from areas proposed to be added to the SSSA. The Village of Jackson, in recognition of requesting the addition of lands to the existing sewer service area which exceed demonstrated capacity at the treatment plant, has confirmed intentions of updating the current Facility Plan in 2032 or at such a time when development of the Village approaches the current 1.69 mgd rated average annual capacity of the WWTP.

2.7 PUBLIC REACTION TO THE PLAN AMENDMENT

A public hearing was held on _____, 2026, at the Jackson Village Hall to receive public comment on, and reaction to, the proposed sewer service area amendment. The hearing was sponsored by the Village of Jackson and the Regional Planning Commission. A summary of the amendment was presented prior to receiving public comment.

(To be completed following the public hearing, tentatively scheduled for March 10, 2026.)

2.8 LOCAL ACTION ON THE PLAN AMENDMENT

The Jackson Village Board approved the sewer service area amendment following the public hearing on _____, 2026.

(To be completed following the public hearing.)

2.9 REGIONAL HOUSING PLAN: JOB/HOUSING BALANCE

Appendix B provides job/housing balance information for the Village of Jackson developed under the SEWRPC regional housing plan. The inclusion of information from the regional housing plan in sewer service area amendment reports is based upon a regional housing plan recommendation (one of 50 recommendations made under the plan) that 1) SEWRPC provide the findings of the approximate

² The population of 4,443 people includes both residential land use and mixed-use land use areas.

job/housing balance analysis conducted under the regional housing plan to communities requesting an amendment of their sanitary sewer service area and 2) for those communities with a job/housing imbalance, that recommendations be provided to the community for their future consideration in addressing that imbalance. However, it is important to note that the regional housing plan does not intend that meeting the job/housing balance is to be a requirement of any individual sewer service area amendment.

2.10 CONCLUDING RECOMMENDATION

The Regional Planning Commission's evaluation of proposed sanitary sewer service area amendments includes a consideration of whether the amendment is consistent with the regional land use plan, the regional water quality management plan, and the provisions of the *Wisconsin Administrative Code* governing water quality management plans, and whether established procedures for amending sewer service areas have been followed.

- **Consistency with the Regional Land Use Plan**

The regional land use plan recommends that, in addition to the infilling and redevelopment of existing urban centers, new urban development within the Region be accommodated through the orderly expansion of existing urban centers in locations which can be readily served by basic urban facilities, including sanitary sewer service, with the overall amount of new urban development consistent with projected growth in population and the economic base. The regional land use plan further recommends the preservation of primary environmental corridors and that consideration be given to the preservation of secondary environmental corridors and isolated natural resource areas.

(To be completed following the public hearing.)

- **Consistency with the Regional Water Quality Management Plan**

The regional water quality management plan recommends that new urban development within the Region be provided with centralized sanitary sewer service. The plan designates a wastewater treatment plant to serve each of the urban centers within the Region that are identified in the regional land use plan. In the case at hand, the regional plan recommends that wastewater from the Jackson urban service area be conveyed to and treated at the Village of Jackson wastewater treatment plant.

(To be completed following the public hearing.)

- **Consistency with Chapter NR 121 of the *Wisconsin Administrative Code***

Chapter NR 121 of the *Wisconsin Administrative Code* governs the preparation of areawide water quality management plans, including the component sewer service area plans. The code requires that sewer service areas be determined in a way that promotes cost-effective and environmentally sound wastewater collection and treatment and that is consistent with 20-year population projections. Under the code, sewer service area plans must identify lands that are to be excluded from sewer service because of physical or environmental constraints or potential adverse water quality impacts.

(To be completed following the public hearing.)

- **Consistency with Procedural Requirements**

As carried out by the Regional Planning Commission, the sewer service area amendment process must begin with a request to the Commission from the appropriate local unit of government or government agency to process the amendment. A public hearing must be held on the proposed amendment; and the hearing must be jointly sponsored by the Regional Planning Commission and the requesting agency or unit of government. Subsequent to the public hearing, the requesting agency or unit of government must act to approve the amendment as presented at the hearing, approve a modified amendment, or deny the amendment. Only after approval by the requesting agency or unit of government will the proposed amendment be considered for adoption by the Regional Planning Commission as an amendment to the areawide water quality management plan.

(To be completed following the public hearing.)

Community Assistance Planning Report No. 124 (3rd Edition)

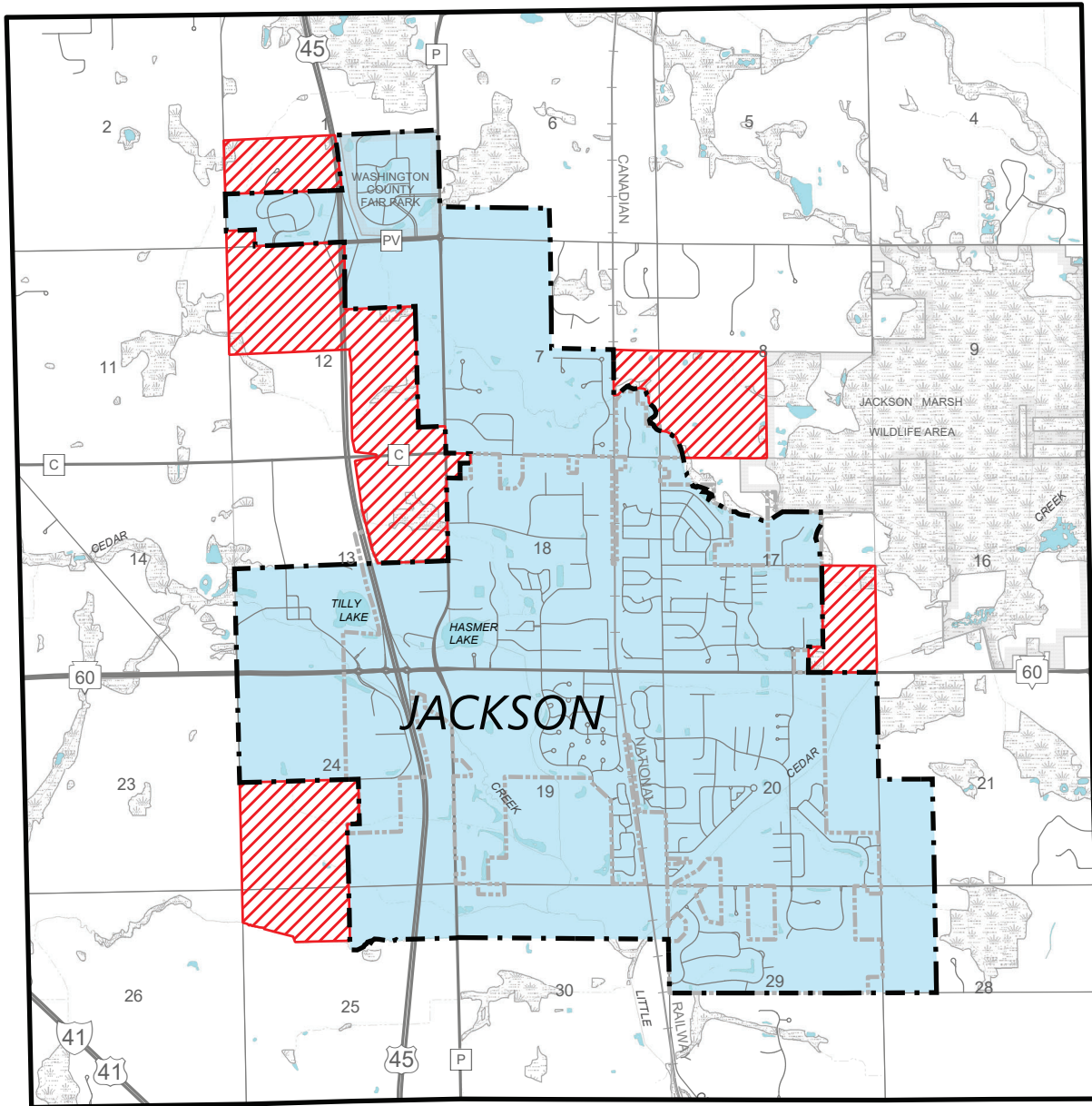
SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Chapter 2

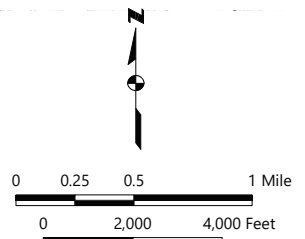
PLANNED SANITARY SEWER SERVICE AREA

MAPS

Map 2.1
Proposed Amendments to the Village of Jackson Sanitary Sewer Service Area

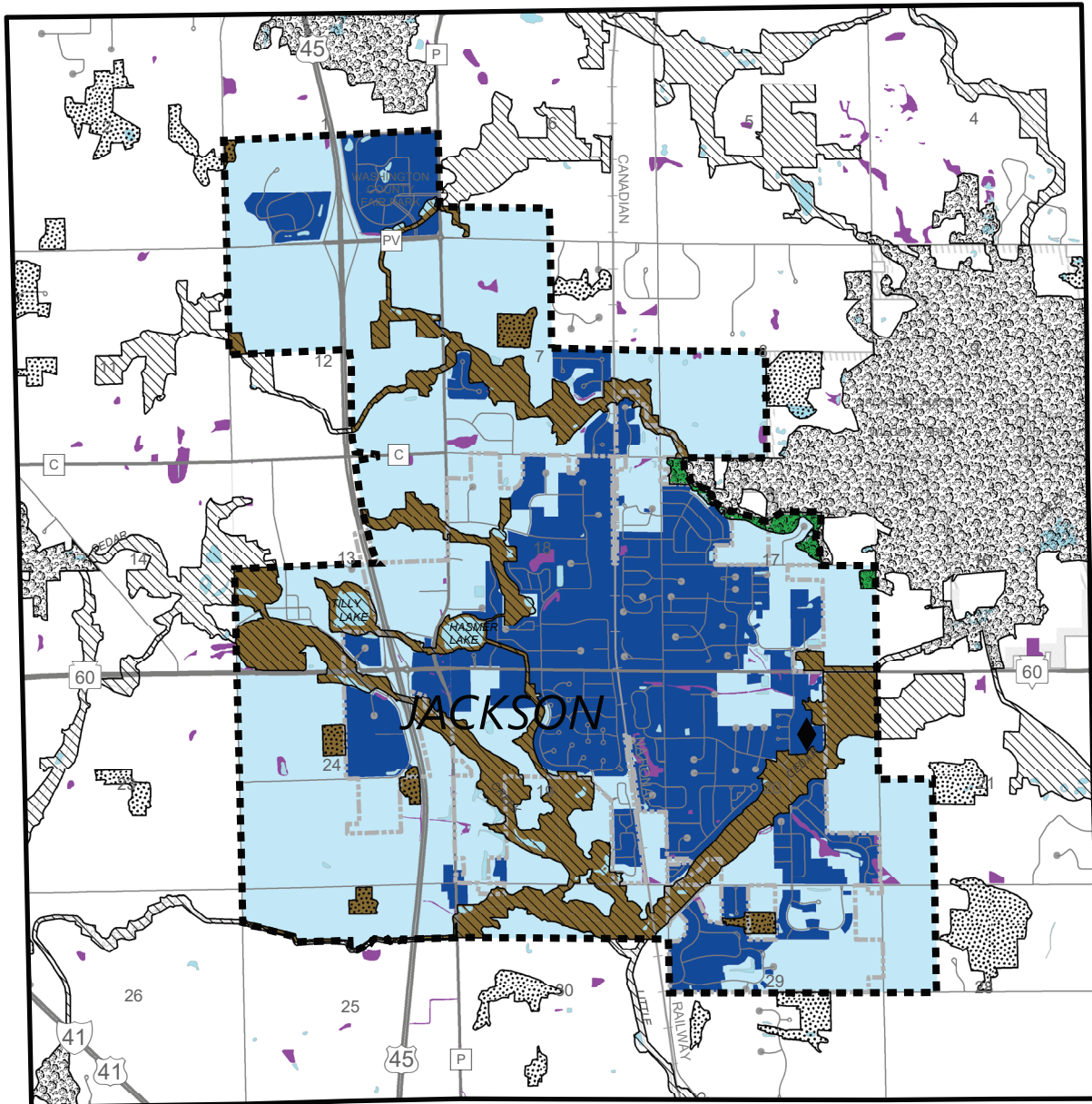


- VILLAGE OF JACKSON PLANNED SANITARY SEWER SERVICE AREA
- AREA TO BE ADDED TO THE VILLAGE OF JACKSON SANITARY SEWER SERVICE AREA
- PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
- CIVIL DIVISION BOUNDARY

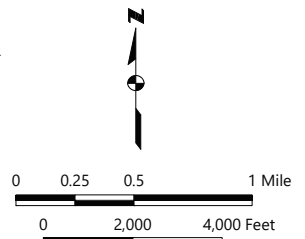


Source: Southeastern Wisconsin Regional Planning Commission
 Last Updated: 12/9/2025

Map 2.2
Village of Jackson Planned Sanitary Sewer Service Area

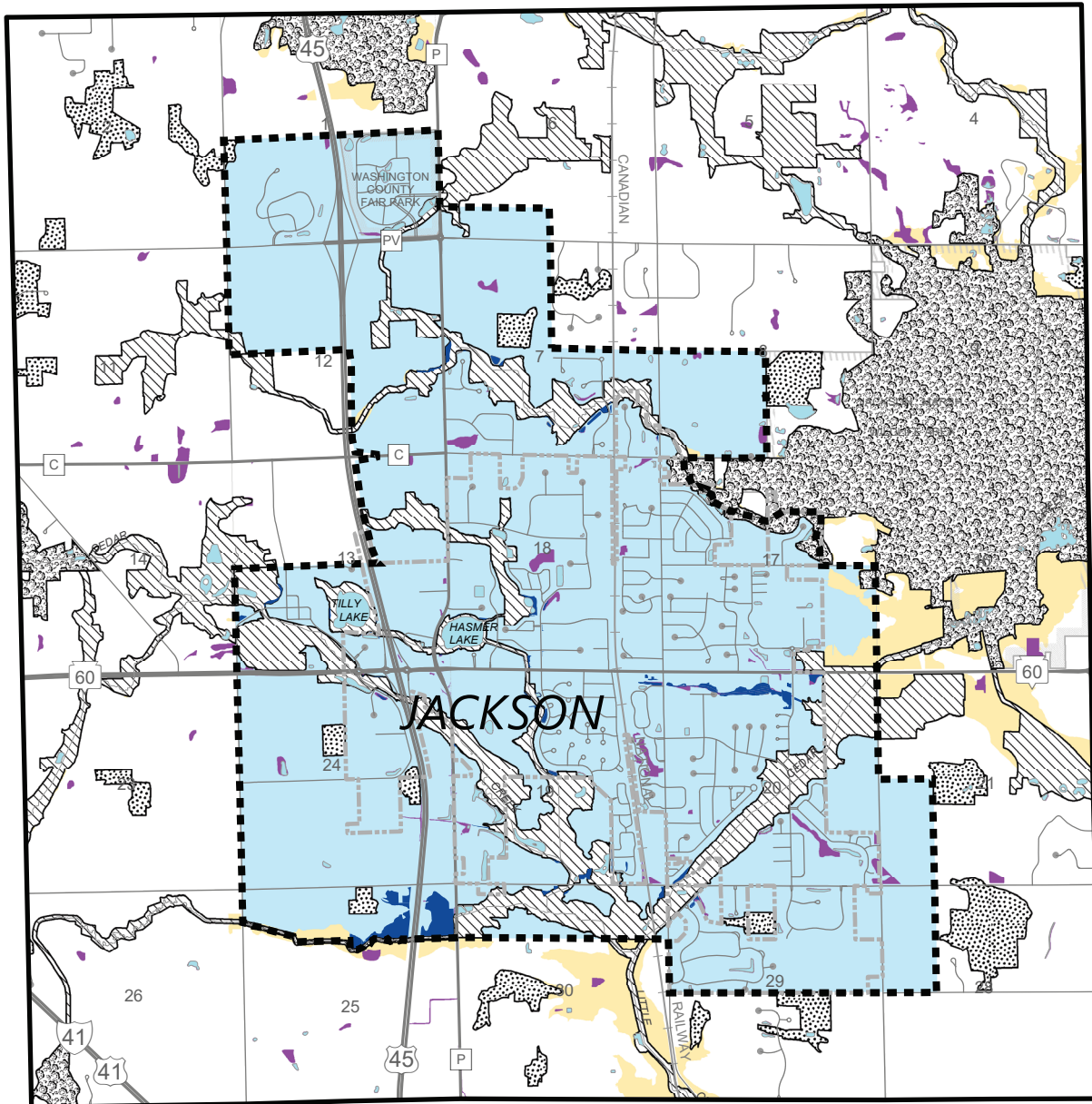









- | | | | |
|--|--|--|---|
| | PRIMARY ENVIRONMENTAL CORRIDOR | | PRIMARY ENVIRONMENTAL CORRIDOR WITHIN THE PLANNED SANITARY SEWER SERVICE AREA: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IS CONFINED TO LIMITED RECREATIONAL AND INSTITUTIONAL USES AND RURAL-DENSITY RESIDENTIAL DEVELOPMENT IN AREAS OTHER THAN WETLANDS, FLOODPLAINS, RIPARIAN BUFFERS, AND STEEP SLOPES. |
| | SECONDARY ENVIRONMENTAL CORRIDOR | | PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDOR AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFERS AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THIS AREA IS NOT PERMITTED |
| | ISOLATED NATURAL RESOURCE AREA | | EXISTING PUBLIC SEWERAGE TREATMENT FACILITY |
| | EXISTING AREA SERVED BY SANITARY SEWER | | |
| | VILLAGE OF JACKSON PLANNED SANITARY SEWER SERVICE AREA | | |
| | WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE LOCATED OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS | | |

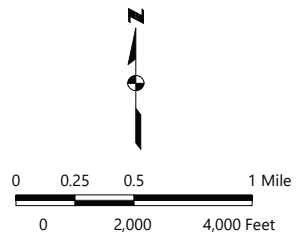


Source: Southeastern Wisconsin Regional Planning Commission
 Last Updated: 12/18/2025

Map 2.3
Anticipated Changes in the Environmentally Significant Lands
in the Village of Jackson Sanitary Sewer Service Area

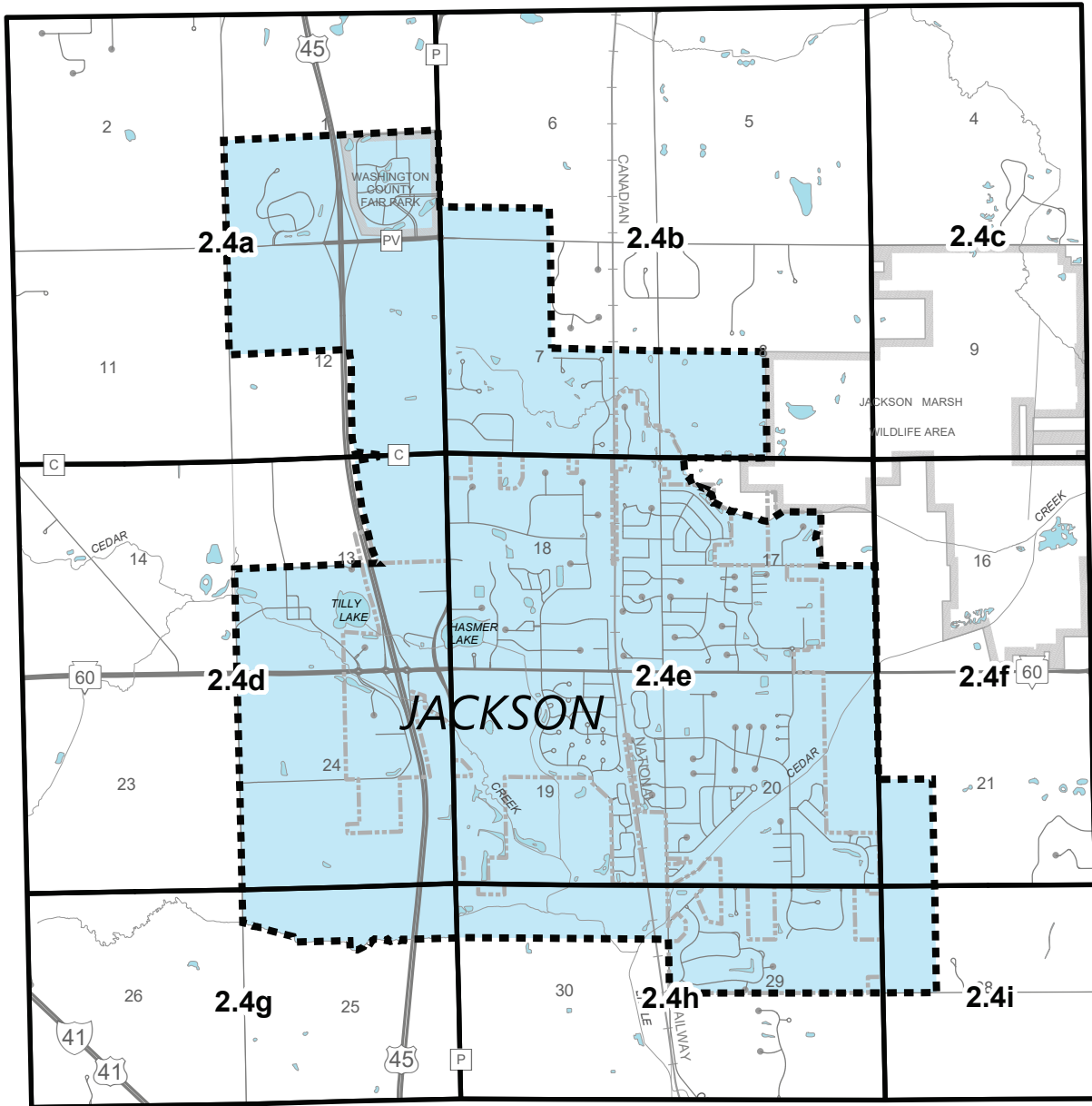



-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  VILLAGE OF JACKSON PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE LOCATED OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  UNDEVELOPED FLOODPLAINS WITHIN THE JACKSON PLANNED SEWER SERVICE AREA TO BE ADDED TO ADJACENT ENVIRONMENTAL CORRIDOR
-  UNDEVELOPED FLOODPLAINS LOCATED OUTSIDE THE JACKSON PLANNED SEWER SERVICE AREA TO BE ADDED TO ADJACENT ENVIRONMENTAL CORRIDOR SHOULD THE SEWER SERVICE AREA BE EXPANDED

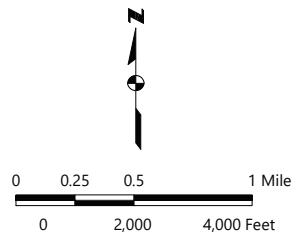


Source: Southeastern Wisconsin Regional Planning Commission
 Last Updated: 12/18/2025

Map 2.4
Index of Maps Showing the Environmentally Significant Lands and
Planned Sanitary Sewer Service Area for the Village of Jackson and Environs



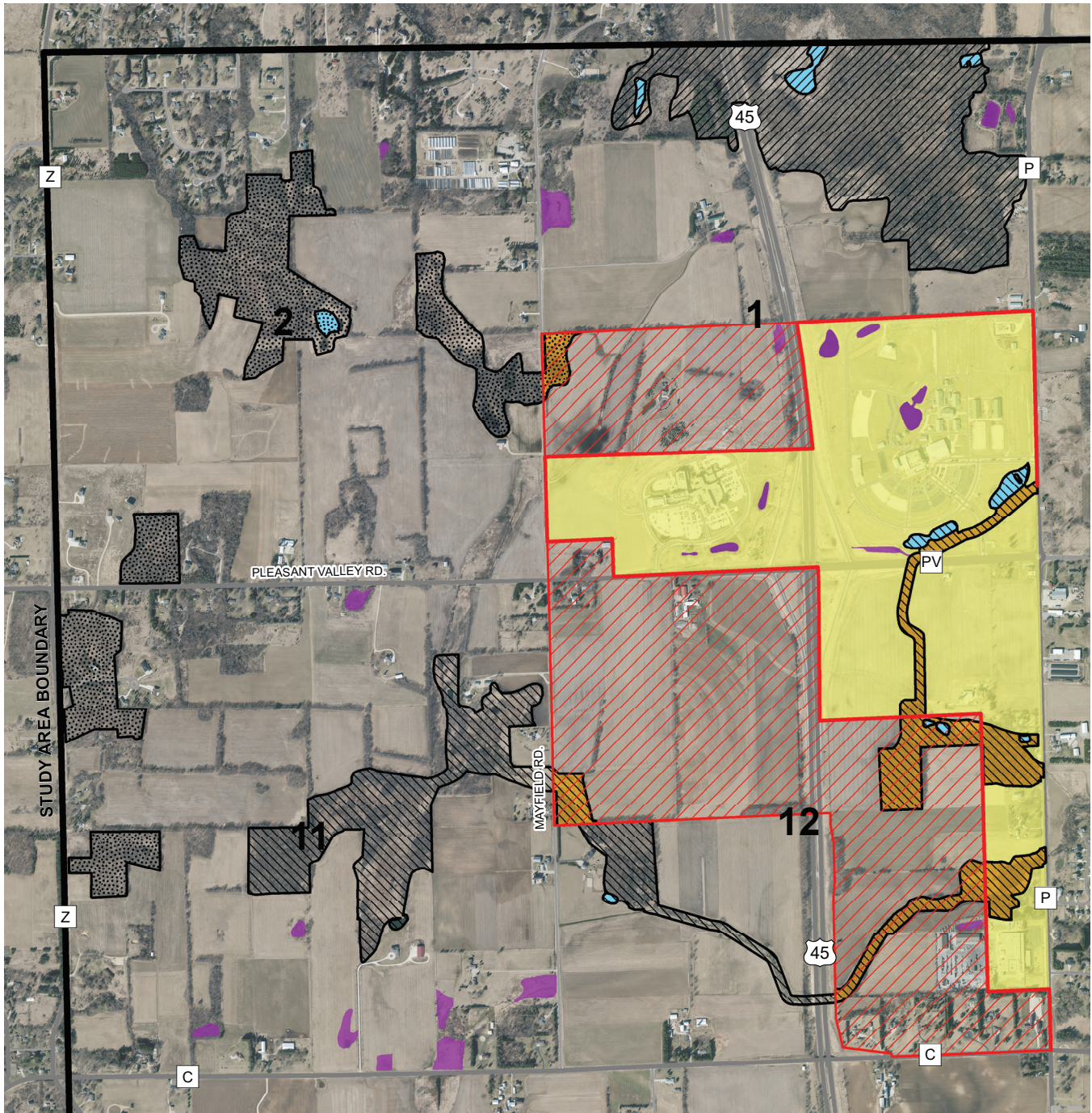
 VILLAGE OF JACKSON PLANNED
 SANITARY SEWER SERVICE AREA











Source: Southeastern Wisconsin
 Regional Planning Commission
 Last Updated: 12/18/2025

Map 2.4a
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson


U.S. Public Land Survey Sections: 1, 2, 11, 12
 Township 10 North, Range 19 East



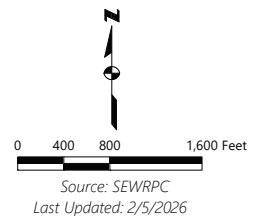
Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  AREA TO BE ADDED TO THE VILLAGE OF JACKSON SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

-  PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFER AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

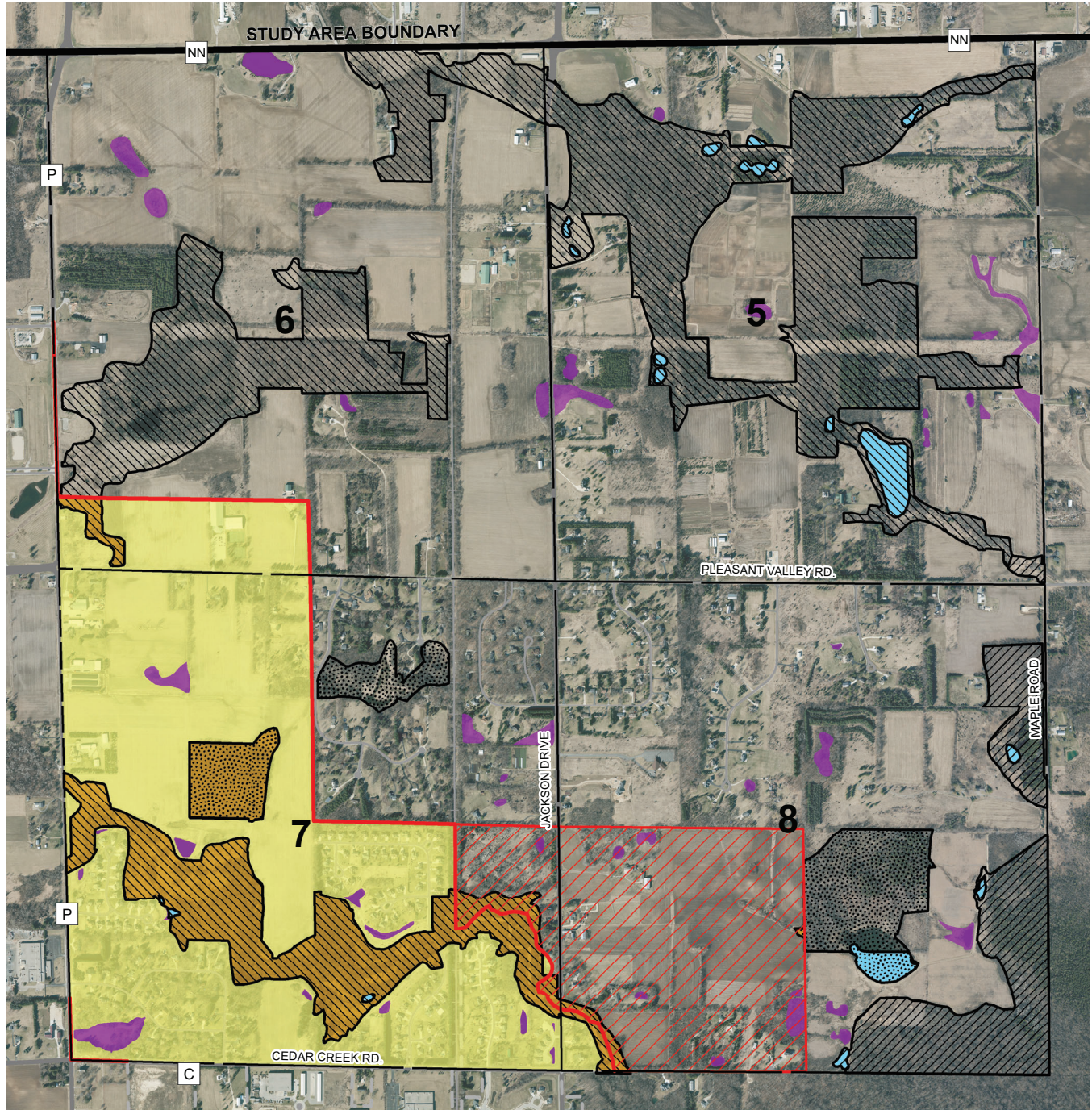
Note: This map replaces a portion of Map 7-1, page 20, of Community Assistance Planning Report No. 124 (2nd Edition), *Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin*, September 1997.











Map 2.4b

Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson


U.S. Public Land Survey Sections: 5, 6, 7, 8
Township 10 North, Range 20 East



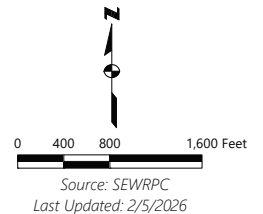
Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  AREA TO BE ADDED TO THE VILLAGE OF JACKSON SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

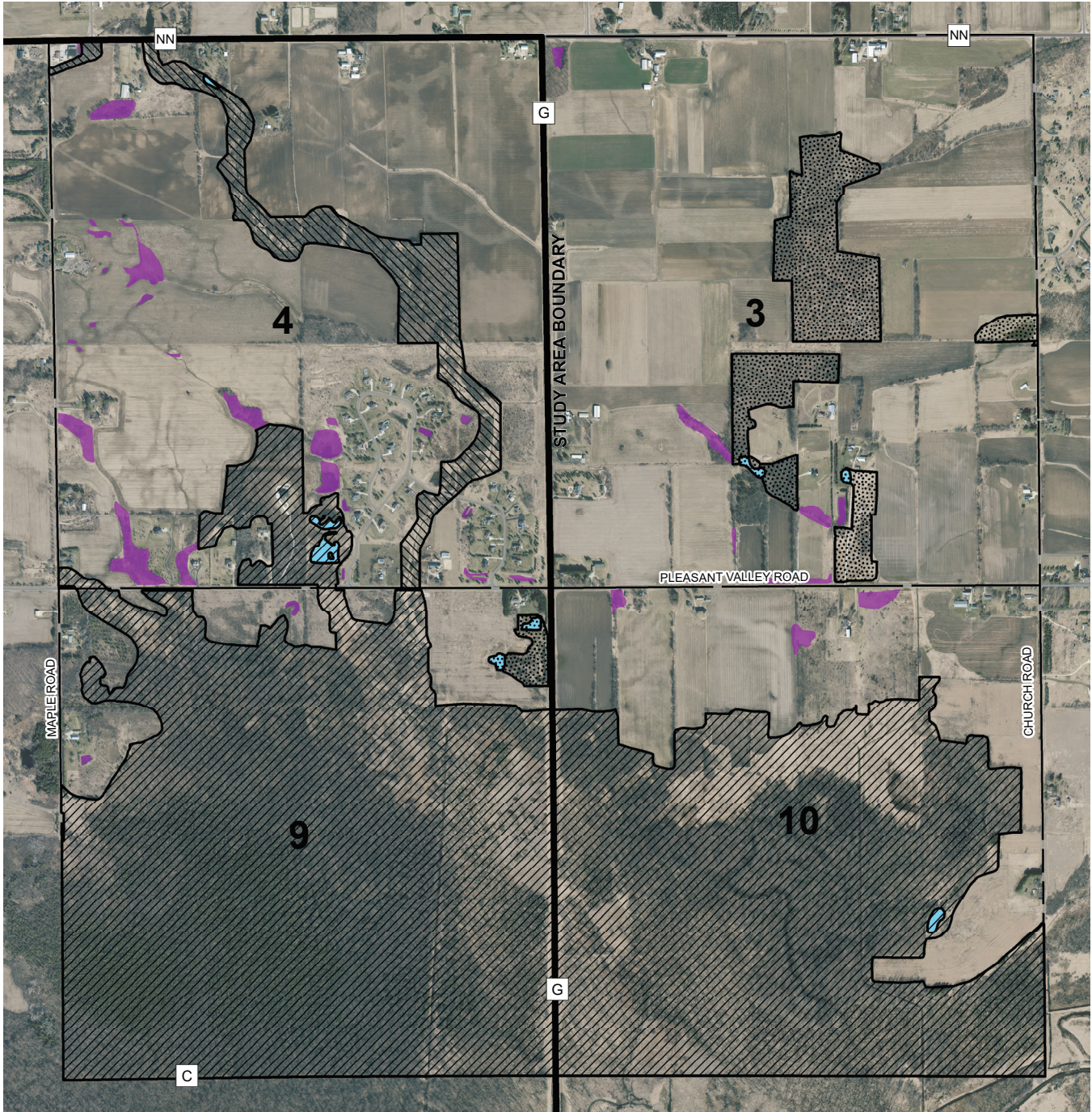
-  PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFER AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

Note: This map replaces a portion of Map 7-2, page 21, of Community Assistance Planning Report No. 124 (2nd Edition), Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin, September 1997.








Map 2.4c
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson

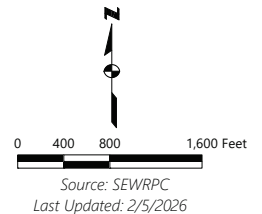
U.S. Public Land Survey Sections: 3, 4, 9, 10
 Township 10 North, Range 20 East



Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

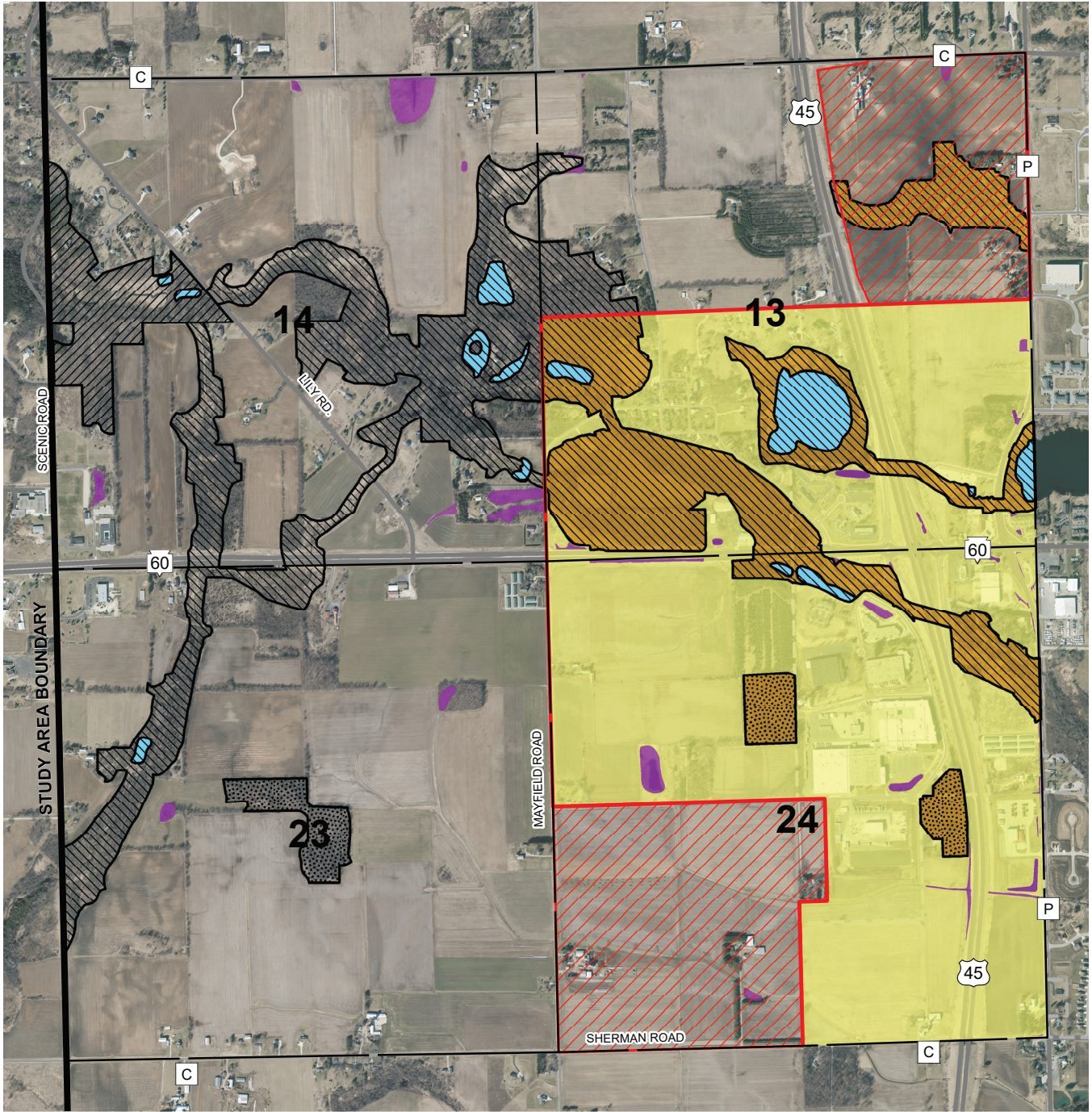
Note: This map replaces a portion of Map 7-3, page 22, of Community Assistance Planning Report No. 124 (2nd Edition), Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin, September 1997.











Map 2.4d

Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson


U.S. Public Land Survey Sections: 13, 14, 23, 24
Township 10 North, Range 19 East



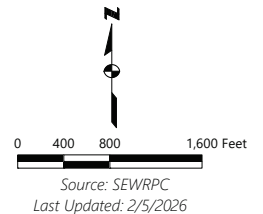
Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  AREA TO BE ADDED TO THE VILLAGE OF JACKSON SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

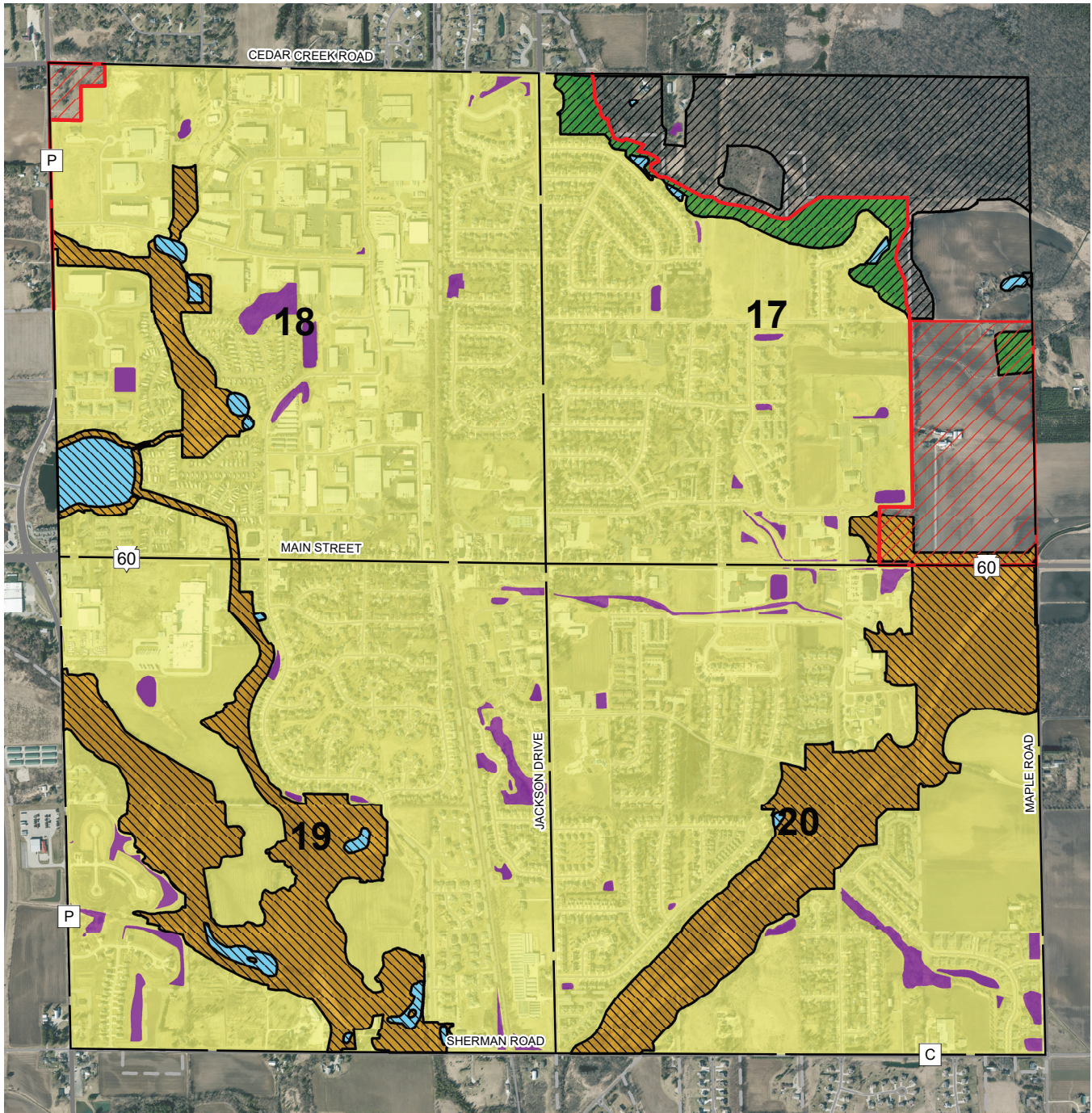
 PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFER AND STEEP SLOPES; THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

Note: This map replaces a portion of Map 7-4, page 23, of Community Assistance Planning Report No. 124 (2nd Edition), *Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin*, September 1997.










Map 2.4e
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson



U.S. Public Land Survey Sections: 17, 18, 19, 20
 Township 10 North, Range 20 East



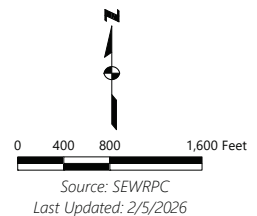
Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  AREA TO BE ADDED TO THE VILLAGE OF JACKSON SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

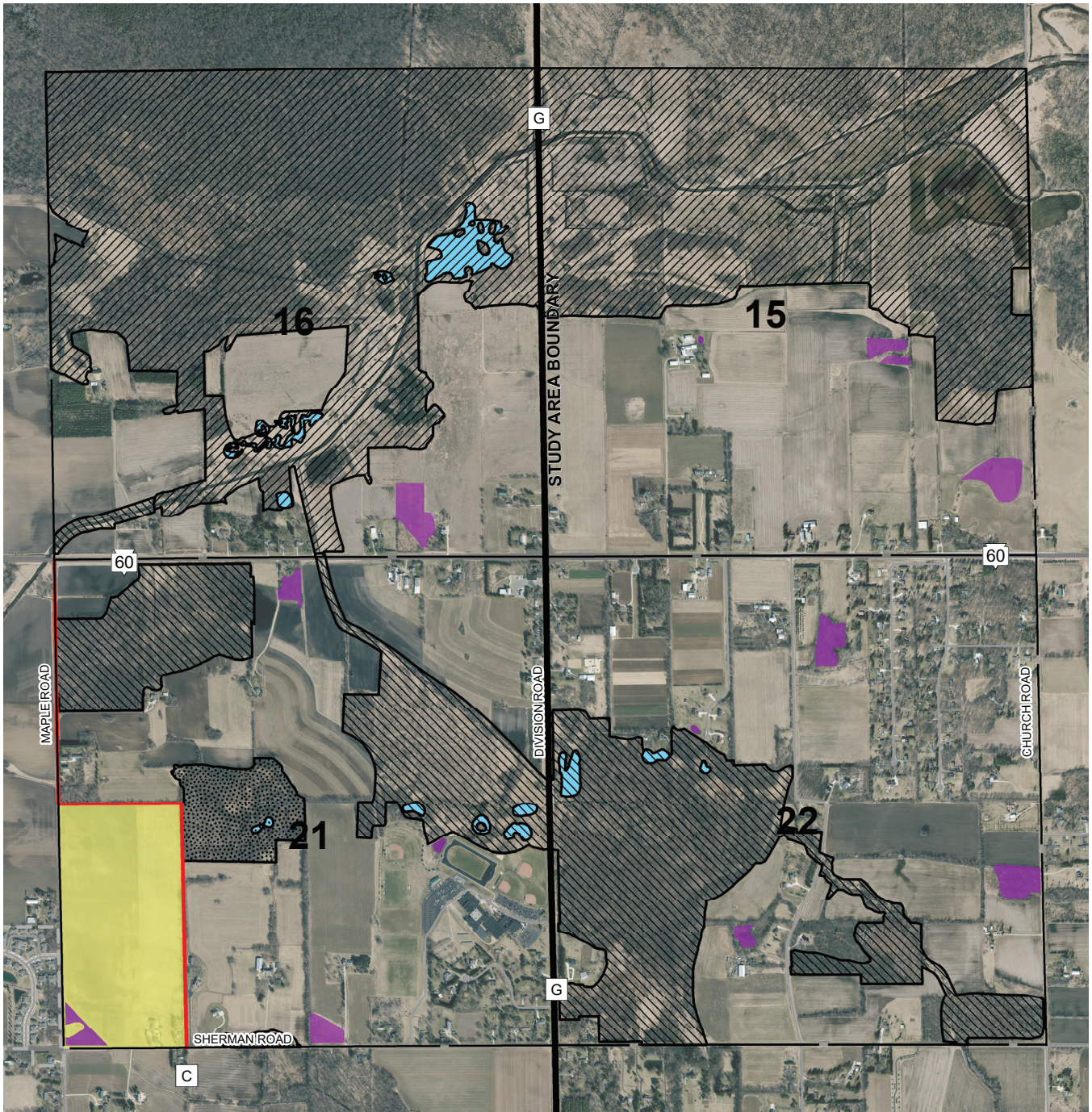
-  PRIMARY ENVIRONMENTAL CORRIDORS WITHIN THE PLANNED SEWER SERVICE AREA: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IS CONFINED TO LIMITED RECREATIONAL AND INSTITUTIONAL USES AND RURAL-DENSITY RESIDENTIAL DEVELOPMENT IN AREAS OTHER THAN WETLANDS, FLOODPLAINS, RIPARIAN BUFFER, AND STEEP SLOPES.
-  PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFER AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

Note: This map replaces a portion of Map 7-5, page 24, of Community Assistance Planning Report No. 124 (2nd Edition), *Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin*, September 1997.










Map 2.4f
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson

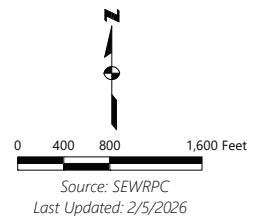
U.S. Public Land Survey Sections: 15, 16, 21, 22
 Township 10 North, Range 20 East



Photography Date: April/May 2024

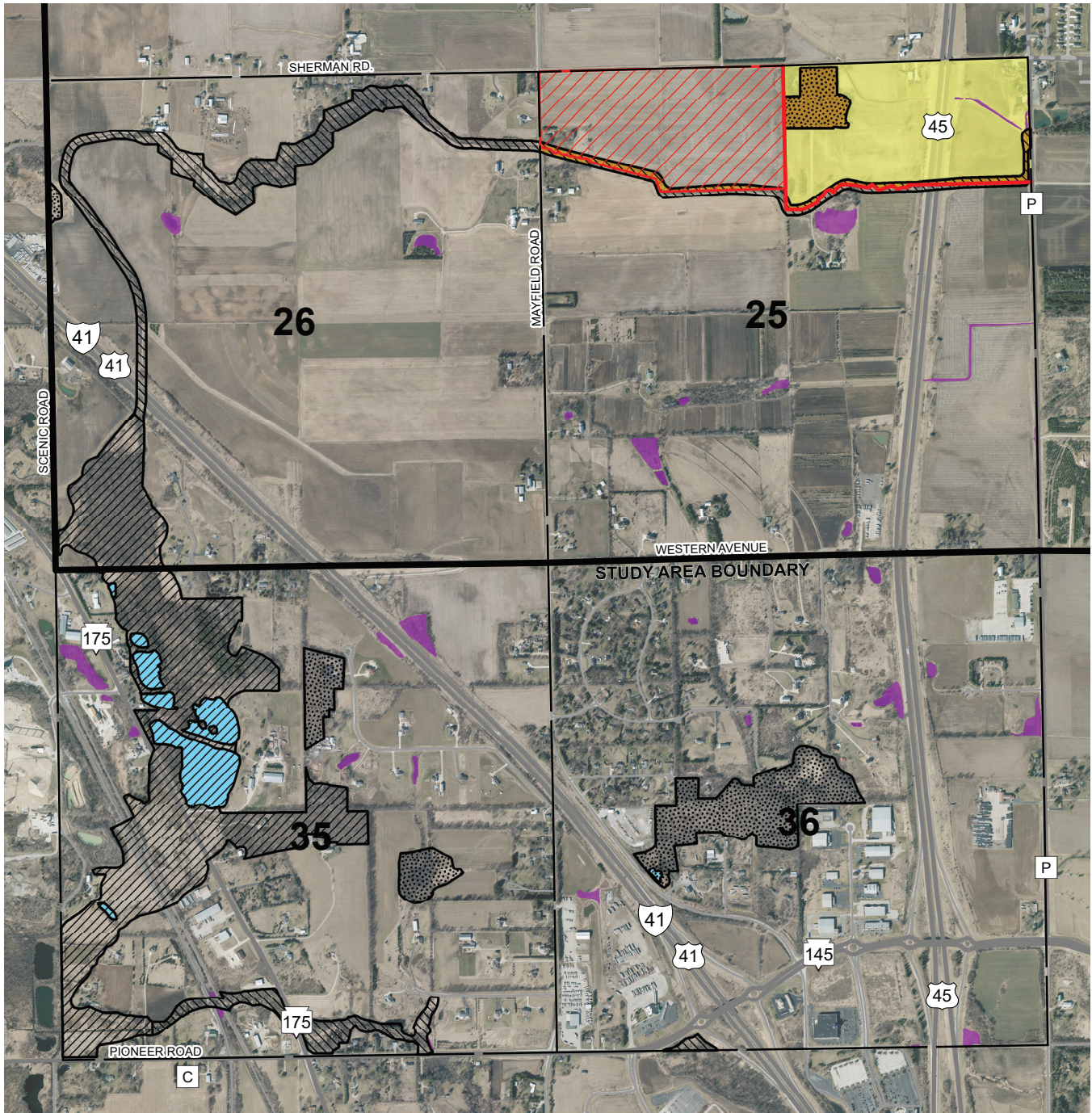
-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

Note: This map replaces a portion of Map 7-6, page 25, of Community Assistance Planning Report No. 124 (2nd Edition), Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin, September 1997.











Map 2.4g
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson


U.S. Public Land Survey Sections: 25, 26, 35, 36
 Township 10 North, Range 19 East



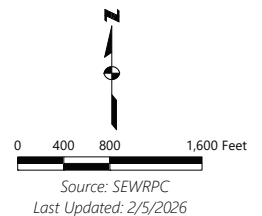
Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  AREA TO BE ADDED TO THE VILLAGE OF JACKSON SANITARY SEWER SERVICE AREA
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

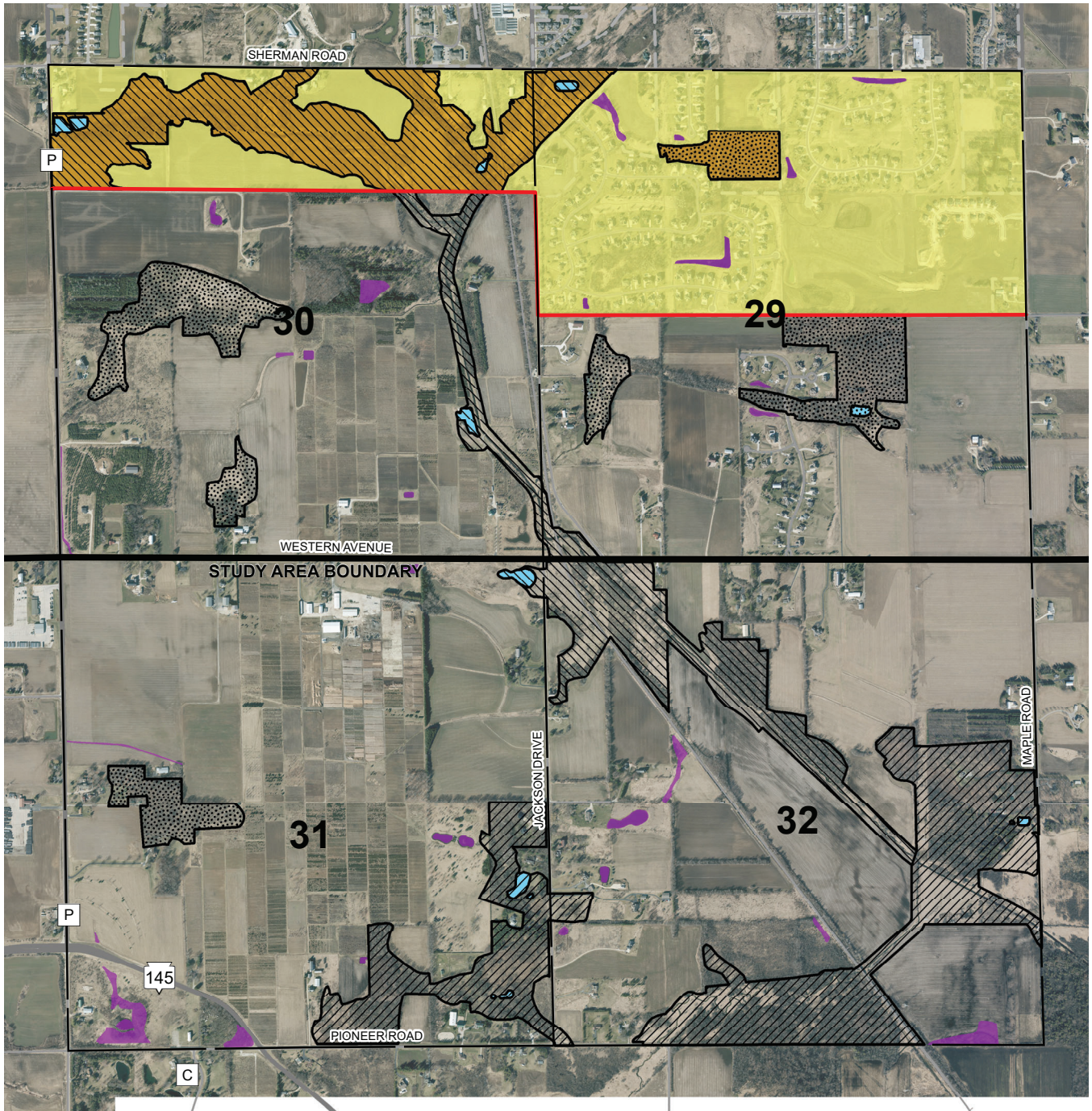
-  PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFER AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

Note: This map replaces a portion of Map 7-7, page 26, of Community Assistance Planning Report No. 124 (2nd Edition), *Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin*, September 1997.










Map 2.4h
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson


U.S. Public Land Survey Sections: 29, 30, 31, 32
 Township 10 North, Range 20 East



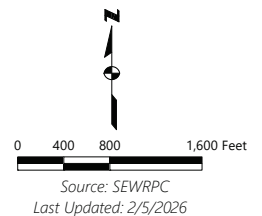
Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

RESTRICTIONS ON SEWERED DEVELOPMENT

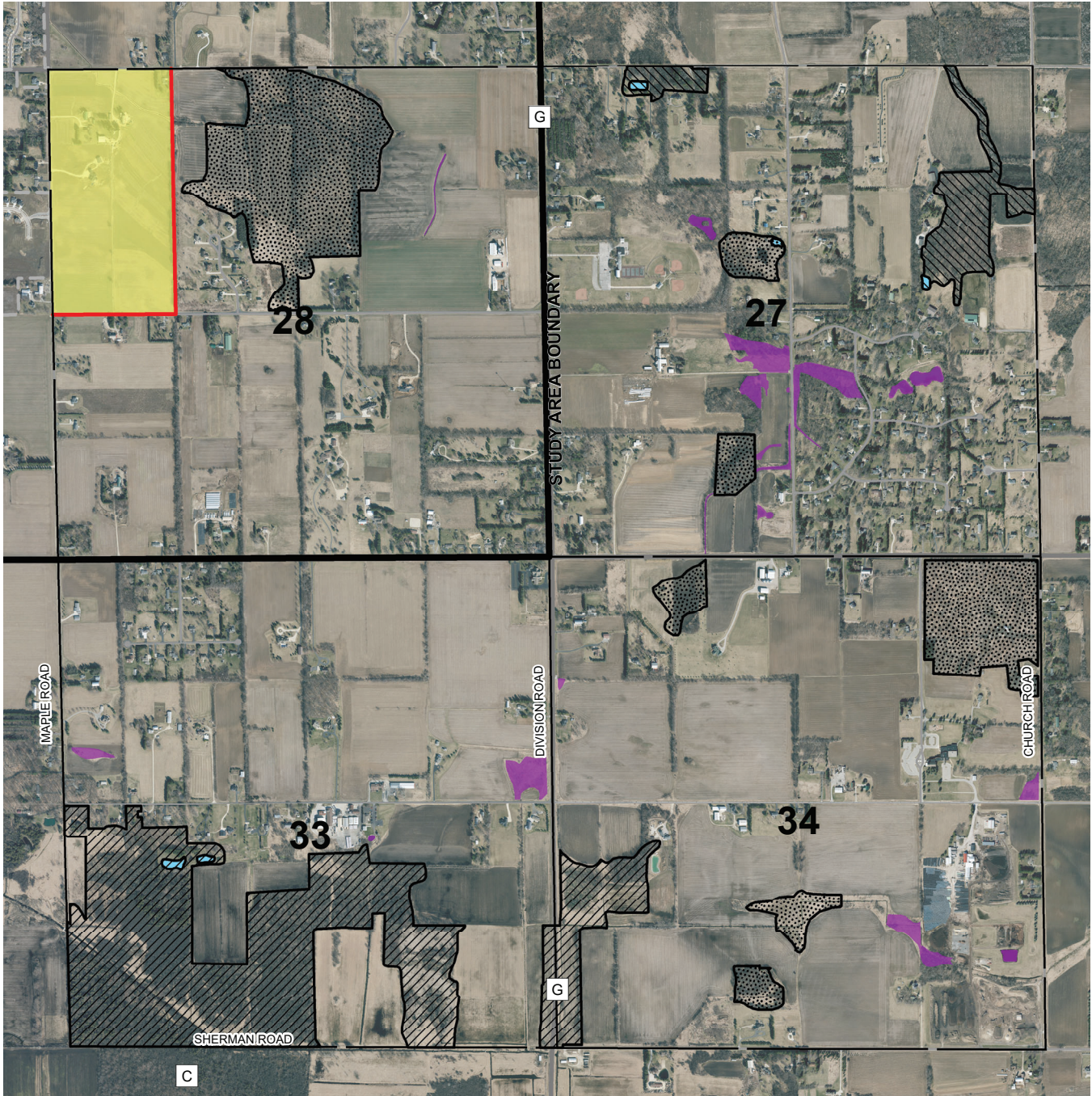
-  PORTIONS OF SECONDARY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS WITHIN THE PLANNED SANITARY SEWER SERVICE AREA WHICH ARE COMPRISED OF WETLANDS, FLOODPLAINS, RIPARIAN BUFFER AND STEEP SLOPES: THE EXTENSION OF SEWERS TO SERVE NEW DEVELOPMENT IN THESE AREAS IS NOT PERMITTED.

Note: This map replaces a portion of Map 7-8, page 27, of Community Assistance Planning Report No. 124 (2nd Edition), *Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin*, September 1997.










Map 2.4i
Environmentally Significant Lands and Planned Sanitary Sewer Service Area for the Village of Jackson

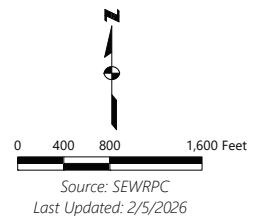
U.S. Public Land Survey Sections: 27, 28, 33, 34
 Township 10 North, Range 20 East



Photography Date: April/May 2024

-  PRIMARY ENVIRONMENTAL CORRIDOR
-  SECONDARY ENVIRONMENTAL CORRIDOR
-  ISOLATED NATURAL RESOURCE AREA
-  SURFACE WATER WITHIN ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS
-  PLANNED SANITARY SEWER SERVICE AREA BOUNDARY
-  PLANNED SANITARY SEWER SERVICE AREA
-  WETLANDS AND SURFACE WATER AREAS LESS THAN 5 ACRES IN SIZE OUTSIDE ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

Note: This map replaces a portion of Map 7-9, page 28, of Community Assistance Planning Report No. 124 (2nd Edition), *Sanitary Sewer Service Area for the Village of Jackson and Environs, Washington County, Wisconsin*, September 1997.



Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Appendix A

SUMMARY OF PROCEDURES USED TO IDENTIFY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

One of the most important tasks completed by the Commission under the regional planning program for Southeastern Wisconsin is delineating environmental corridors. Environmental corridors are linear areas in the landscape containing concentrations of natural resource and resource-related amenities. These corridors generally lie along the major stream valleys, around major lakes, and in the Kettle Moraine area of Southeastern Wisconsin. Almost all the remaining high-value wetlands, woodlands, wildlife habitat areas, major bodies of surface water, and delineated floodplains and riparian buffers are contained within these corridors. In addition, significant groundwater recharge and discharge areas, many of the most important recreational and scenic areas, and the best remaining potential park sites are located within the environmental corridors. Such corridors are, in effect, a composite of the most important individual elements of the natural resource base in Southeastern Wisconsin, and have immeasurable environmental, ecological, and recreational value.

The process of delineating environmental corridors began with the mapping of individual natural resource and resource-related elements on aerial photographs at a scale of one inch equals 400 feet. The various natural resource and resource-related elements were assigned a numeric rating intended to reflect the value of their natural characteristics. The types of natural resource and resource-related features that were mapped and the point values assigned are indicated in Table A.1.

Areas having a total point value of 10 or more based upon this mapping were identified as having “significant” natural resource value. These areas were, in turn, classified as primary environmental corridors, secondary environmental corridors, or isolated natural resource areas based upon the following criteria:

- Primary environmental corridors encompass at least 400 acres and have a minimum length of at least two miles and a minimum width of at least 200 feet
- Secondary environmental corridors encompass at least 100 acres and have a minimum length of at least one mile
- Isolated natural resource areas encompass at least five acres and have a minimum width of at least 200 feet

The resulting definitions are held out as subject to field verification where appropriate. The Commission staff is frequently called upon by county and local units of government to verify and stake in the field the boundaries of these environmentally significant lands.

Additional documentation regarding the environmental corridor delineation process is presented in an article titled “Refining the Delineation of Environmental Corridors in Southeastern Wisconsin” published in SEWRPC *Technical Record*, Volume Four, Number Two, dated 1981, which may be viewed on the Regional Planning Commission website.

Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Appendix A

SUMMARY OF PROCEDURES USED TO IDENTIFY ENVIRONMENTAL CORRIDORS AND ISOLATED NATURAL RESOURCE AREAS

TABLES

Table A.1
Values Assigned to Natural Resource
Base and Resource Base-Related
Elements in the Process of Delineating
Environmental Corridors and Isolated
Natural Resource Areas

| Natural Resource Base Element | |
|---|--------------------|
| Element | Point Value |
| Lake | |
| Major (50 acres or more) | 20 |
| Minor (5-49 acres) | 20 |
| Rivers or Streams (perennial) | 10 |
| Riparian Buffer | |
| Lake or Perennial River or Stream | 10 |
| Intermittent Stream | 5 |
| Floodplain (100-year recurrence interval) | 3 |
| Wetland | 10 |
| Woodland | 10 |
| Wildlife Habitat | |
| Class I | 10 |
| Class II | 7 |
| Class III | 5 |
| Steep Slope | |
| 20 Percent or More | 7 |
| 12-19 Percent | 5 |
| Prairie | 10 |
| Existing Park or Open Space Site | |
| Rural Open Space Site | 5 |
| Other Park and Open Space Site | 2 |
| Potential Park Site | |
| High-Value | 3 |
| Medium-Value | 2 |
| Low-Value | 1 |
| Historic Site | |
| Structure | 1 |
| Other Cultural | 1 |
| Archaeological | 2 |
| Scenic Viewpoint | 5 |
| Natural Area | |
| State Scientific Area | 15 |
| Statewide or Greater Significance | 15 |
| County or Regional Significance | 10 |
| Local Significance | 5 |

Source: SEWRPC

Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Appendix B

REGIONAL HOUSING PLAN: JOB/HOUSING BALANCE ANALYSIS

On March 13, 2013, the Southeastern Wisconsin Regional Planning Commission (Commission or SEWRPC) adopted a regional housing plan for the seven-county Southeastern Wisconsin Region. That plan is documented in SEWRPC Planning Report No. 54, *A Regional Housing Plan for Southeastern Wisconsin*, dated March 2013. The plan addresses a range of housing issues and concerns, including the balance between jobs and housing throughout the Region. The plan includes a generalized analysis of the “job/housing balance” for subareas of the Region. The regional housing plan recommends that the findings of the job-housing analysis be provided to communities seeking to amend their sanitary sewer service areas, with the intent to inform communities of any job/housing imbalance, and to encourage them to consider addressing the imbalance when they review and update their community comprehensive plan and zoning ordinance. Accordingly, the findings of that analysis are summarized in this appendix.

The job/housing analysis conducted under the regional housing study examined the relationship between jobs and housing that would exist in areas planned by local governments to be served by a public sanitary sewer system, assuming implementation of adopted long-range comprehensive plans for those areas. For each sewered community, the analysis compared the projected relative shares of lower-cost, moderate-

cost, and higher-cost housing¹ with the projected relative shares of lower-wage, moderate-wage, and higher-wage jobs,² respectively. Job/housing imbalances identified under this analysis are indicated on Map B.1. A “lower-cost” job/housing imbalance indicates a community projected to have a higher percentage of lower-wage jobs than lower-cost housing. A “moderate-cost” job/housing imbalance indicates a community projected to have a higher percentage of moderate-wage jobs than moderate-cost housing.

Map B.1 shows the Village of Jackson is projected to have a shortage of moderate-cost housing compared to moderate-wage jobs. The regional housing plan would encourage the Village to consider conducting a more detailed job/housing analysis specific to their community, with the community-level analysis considering community-specific wage data and housing price data. The community-specific analysis could also consider the effect of multiple workers in a household, which was not incorporated in the regional-level analysis.

The regional housing plan further recommends that communities that are demonstrated to have a job/housing imbalance following a community-specific analysis consider making changes to their comprehensive plan and zoning ordinance, as appropriate, in order to enable the provision of housing suitable for the people holding jobs in their community. Actions to address a moderate-cost job/housing imbalance could include modifying the comprehensive plan to permit some single-family residences on smaller lots (1/4 acre or less) and of modest square footage (1,200 square feet or less). Actions to address a lower-cost job/housing imbalance could include modifying the comprehensive plan to permit some modest multi-family housing (density of about 10 housing units per acre and 800 to 850 square feet per two-bedroom apartment). The 10-year update to the comprehensive plan that was adopted by the Village in 2019 did consider the need for more moderate cost housing.

¹ For purposes of the analysis, lower-cost housing generally includes multi-family dwellings and single- and two-family dwellings at densities of 6,000 square feet or less per dwelling unit; moderate-cost housing includes single- and two-family dwellings at densities of one dwelling per 6,000 to 20,000 square feet for homes constructed prior to 2000 and at densities of one dwelling per 6,000 to 10,000 square feet for housing constructed after 2000; and higher-cost housing includes the balance of the housing stock.

² For purposes of the analysis, lower-wage jobs include those with an average annual wage that is 80 percent or less than the average annual wage for all jobs in the county; moderate-wage jobs include those with an average annual wage between 80 percent and 135 percent of average annual wage for all jobs in the county; and higher-wage jobs include those with an average annual wage that is 135 percent or more of the annual average wage for all jobs in the county.

Additional information about the housing plan and the job/housing balance analysis is available on the Commission website (www.sewrpc.org/housing) or by contacting Commission staff.

Community Assistance Planning Report No. 124 (3rd Edition)

SANITARY SEWER SERVICE AREA FOR THE VILLAGE OF JACKSON
WASHINGTON COUNTY, WISCONSIN

Appendix B

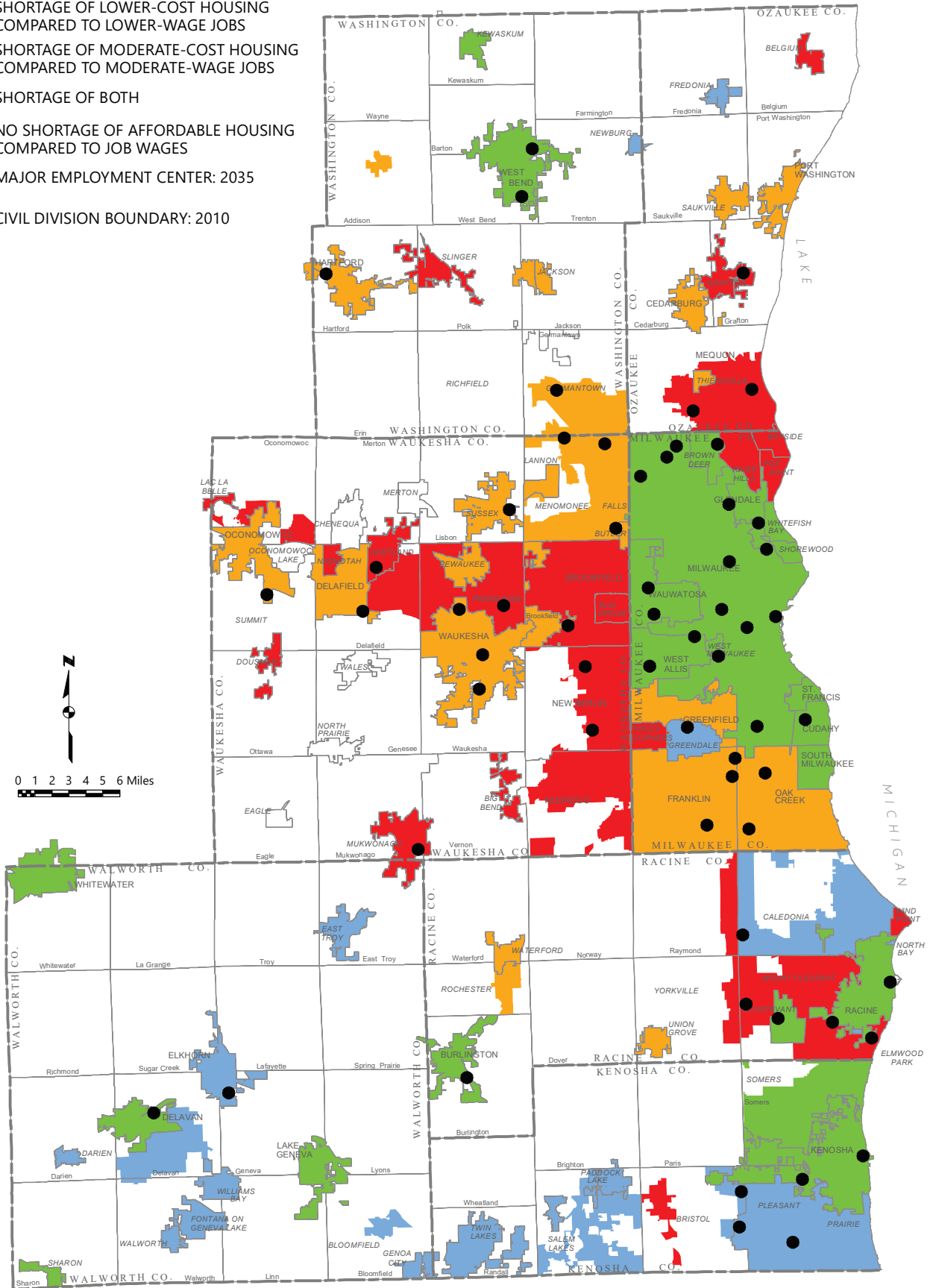
REGIONAL HOUSING PLAN: JOB/HOUSING BALANCE ANALYSIS

MAPS

Map B.1

Projected Job/Housing Imbalances in Sewered Communities in the Southeastern Wisconsin Region: 2035

- SHORTAGE OF LOWER-COST HOUSING COMPARED TO LOWER-WAGE JOBS
- SHORTAGE OF MODERATE-COST HOUSING COMPARED TO MODERATE-WAGE JOBS
- SHORTAGE OF BOTH
- NO SHORTAGE OF AFFORDABLE HOUSING COMPARED TO JOB WAGES
- MAJOR EMPLOYMENT CENTER: 2035
- CIVIL DIVISION BOUNDARY: 2010



RESOLUTION #26-21

**HONORING JOHN KRUEPKE FOR HIS 48 YEARS OF SERVICE
TO THE VILLAGE OF JACKSON**

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, John Kruepke has dedicated 48 years of service to the Village of Jackson, representing the longest tenure of any board or committee member in the history of the Village; and

WHEREAS, John Kruepke has faithfully served as a member of the Village Board, contributing thoughtful leadership, institutional knowledge, sound judgment, a deep commitment to the well-being of the community and a steady voice in guiding the Village through decades of growth and change; and

WHEREAS, John Kruepke has faithfully served the community as a Village Trustee, member of numerous committees, Chair of the Board of Public Works, and a dedicated member of the Jackson Fire Department, including service as an EMT, Firefighter, Fire Officer I, Motor Pump Operator, Fire Inspector, and Assistant Chief; and

WHEREAS, John Kruepke's service has been defined by courage, reliability, and an unwavering commitment to others, consistently answering calls, attending trainings, and supporting the department with pride; and

WHEREAS, recognized as Firefighter of the Year by the American Legion in 2012, John Kruepke exemplified the very best of public service by helping save the life of a resident in need; and

WHEREAS, John Kruepke has been a steadfast philanthropist, supporting community events, Police and Fire Department initiatives, and aiding to foster a strong sense of community spirit and pride; and

WHEREAS, John Kruepke has played an integral role in planning for the future, serving on committees focused on growth and development, ensuring that the Village remains strong, vibrant, and prepared for generations to come; and

WHEREAS, during his tenure as Trustee, John played an important role in the approval and advancement of many significant community projects and improvements, including the Hickory Lane Park Splash Pad, construction and expansion of the Community Center, expansion of the Village Parks System, and the relocation and modernization of the Jackson Fire Department, Jackson Police Department, Department of Public Works, and Village Administrative Offices; and

WHEREAS, John Kruepke possesses extensive knowledge of the Village's operations, history, and development, and has played a key role in shaping policies and decisions that have molded the Village into what it is today; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of the Village of Jackson hereby expresses its sincere gratitude and appreciation to John Kruepke for his 48 years of dedicated service and invaluable contributions to the community.

Introduced by: _____

Seconded by: _____

Vote: ___Ayes ___Nays

Passed and Approved: _____

Brian J. Heckendorf – Village President

Attest: _____
Pamela Wolf – Interim Clerk

Proof of Posting:

I the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

RESOLUTION #26-22

**URGING THE GOVERNOR OF WISCONSIN AND STATE LEGISLATURE
TO ENACT A COMPREHENSIVE, SUSTAINABLE TRANSPORTATION
FUNDING SOLUTION**

The Village Board of the Village of Jackson, Washington County, Wisconsin, does resolve as follows:

WHEREAS, local units of government in Wisconsin own and maintain approximately 90% of the public road miles in the state, including city and village streets, county highways, and town roads; and

WHEREAS, Wisconsin’s economy—rooted in manufacturing, agriculture, and tourism—relies on a safe, reliable, and well-maintained transportation network; and

WHEREAS, local governments greatly appreciate the one-time infusions of General Purpose Revenue, primarily sales and income taxes, and other revenue provided in recent state budgets, which have enabled the initiation and continuation of the successful and popular Local Roads Improvement Program Supplemental (LRIP-S); and

WHEREAS, despite modest increases from the state over the years, transportation aids to local governments remain insufficient to keep pace with inflation and rising construction costs, leaving many communities funded below 2000 levels in real dollars; and

WHEREAS, local governments throughout Wisconsin continue to struggle to perform even routine maintenance, pavement preservation, and safety improvements, resulting in deteriorating roads and bridges; and

WHEREAS, the inaugural inventory and assessment of small bridges between 6 to 20 feet found about 10% of the nearly 17,000 structures to be in poor or severe condition; and

WHEREAS, levy limits and other fiscal constraints prevent local governments from independently filling the funding gap created by inadequate state transportation aids; and

WHEREAS, absent sustainable state funding, many communities have been forced to address their shortfalls by significantly increasing borrowing, deferring essential projects, or imposing local vehicle registration (“wheel”) taxes; and

WHEREAS, Wisconsin motorists currently pay among the lowest transportation user fees in the Midwest, while neighboring states and dozens of others nationwide have enacted long-term revenue measures to keep their transportation systems competitive; and

WHEREAS, Wisconsin is increasingly relying on General Purpose Revenues to make needed investments, potentially pitting transportation against other vital services, such as education; and

WHEREAS, continued lack of growing, dedicated, and predictable revenue places Wisconsin at a growing economic disadvantage by threatening the efficiency of freight movement, the safety of travelers, and the attractiveness of our state to businesses and residents; and

WHEREAS, both Wisconsin’s aging Interstate highway system—largely constructed in the 1950s and 1960s—and our extensive network of state and local roads require predictable, adequate, and sustainable funding to meet current and future needs;

NOW, THEREFORE, BE IT RESOLVED that the Washington County, Village of Jackson, Village Board strongly urges the Governor of Wisconsin and the State Legislature to enact a comprehensive, sustainable transportation funding solution that:

1. Provides adequate and reliable revenue growth for the efficient long-term planning and execution of state and local transportation programs;
2. Includes responsible and prudent use of General Purpose Revenue and bonding;
3. Adjusts any new and existing transportation user fees and other revenue mechanisms to sustain purchasing power in order to maintain and improve Wisconsin’s transportation infrastructure; and
4. Ensures transportation continues to deliver for Wisconsin by adequately funding reconstruction, preservation, and safety investments on the state and local systems.

BE IT FURTHER RESOLVED that the clerk is hereby directed to transmit a copy of this resolution to the Governor’s office, all members of the Wisconsin State Senate and Assembly representing districts within Washington County, Village of Jackson, and the League of Wisconsin Municipalities.

Introduced by: _____ Seconded by: _____

Vote: ___ ayes ___ nays Passed and Approved: _____

Brian J. Heckendorf – Village President

Attest: _____
Pamela Wolf- Interim Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, the Jackson Community Center, and the Village of Jackson website.

Village Official

Date



Jackson Fire Department

N168W19851 Main Street
Jackson, Wisconsin 53037
Telephone (262) 677-3811



MEMORANDUM

To: Village Board

From: Aaron Swaney, Fire Chief and Service Director

Date: May 12, 2026

Subject: Transition from Flex Paramedic Service to Permanent Paramedic Service

Purpose

The purpose of this memorandum is to provide background information regarding the Village Fire Department's proposal to transition from a **flex paramedic service model** to a **permanent paramedic service model**. This memo supports Village Board discussion and public understanding of the operational, medical, and regulatory considerations associated with this transition.

Regulatory and Operational Context

Emergency Medical Services (EMS) in Wisconsin are regulated by the Wisconsin Department of Health Services (DHS). Municipalities are not required to operate at the paramedic level; however, agencies that do must meet specific staffing, protocol, medication, training, and medical oversight requirements.

The Village Fire Department currently operates under a **flex paramedic model**, which allows paramedic-level care when a paramedic is staffed. This model was **always intended to be temporary** and was implemented as a structured transition toward permanent paramedic service.

Flex staffing does not have strong legislative grounding as a long-term service model and exists primarily as a regulatory accommodation. For the past six years, the department has operated under this temporary framework while intentionally building the staffing, training, and operational capacity needed to function as a fully paramedic organization.

Original Intent of Flex Paramedic Staffing

Flex paramedic staffing was designed for communities **unable to consistently maintain staffing at their highest licensed level of service**, allowing agencies to temporarily operate at a **lower level of care** when necessary.

Jackson Fire Department was the first emergency medical service in the State of Wisconsin to utilize flex staffing in a way that allowed an agency to operate upward to the paramedic level, rather than using the model solely as a mechanism to reduce service levels. This innovative application of the flex framework allowed the department to introduce paramedic-level care in a controlled and responsible manner while staffing, training, and clinical oversight matured.

This approach was pursued transparently, with the full knowledge and strong support of the department's Medical Director, who believed in the Jackson Fire Department's long-term capability and accepted medical oversight responsibility to allow the department to phase into permanent paramedic service. Flex staffing in Jackson was never intended to be permanent, but rather a bridge to full implementation.

Medical Oversight, Capability, and Readiness

Operating under flex staffing requires a significant level of trust between the department and its Medical Director. That trust was grounded in consistent clinical performance, strong leadership, and adherence to professional standards.

At this time, as Fire Chief and Service Director, **I have no concerns about the department's ability to maintain paramedic coverage at all times**. Staffing levels, training depth, and operational controls are now sufficient to support permanent paramedic service without reliance on lower levels of care.

Clinical and Regulatory Benefits of Permanent Paramedic Service

Transitioning to permanent paramedic service will allow the department to:

- Operate under **higher-level clinical protocols**
- Carry and administer a **broader and more advanced medication formulary**
- Perform **more advanced skills and procedures** in the field
- Provide consistent Advanced Life Support care on every EMS response

Additionally, permanent paramedic service allows the department to operate under **stronger, permanent regulatory authority**, rather than continuing under a temporary flex framework that has been utilized for the past six years.

Hospital and Regional Medical Support

The department has strong medical and system support for this transition, including:

- **Froedtert Health**
- **Children's Hospital of Wisconsin**
- **Ascension Health**

This support reflects confidence in the department's clinical performance, medical oversight, and integration within the regional emergency care system.

Current Level of Service: Flex Paramedic

Under the current flex paramedic model:

- Paramedic-level care is provided when a paramedic is staffed
- EMT-level care is provided when paramedic staffing is not available
- Advanced Life Support availability may vary by shift

This variability was acceptable during the transition phase but is no longer necessary or optimal given the department's current readiness.

Proposed Change: Permanent Paramedic Service

Permanent paramedic service would ensure:

- Every first out transporting ambulance is staffed with a paramedic
- Uniform ALS capability on all EMS calls
- Elimination of service-level variability
- Completion of the original transition plan established under flex staffing

Next Steps

Following Village Board discussion and approval:

1. Updated EMS documentation will be submitted to the State
2. Protocols and medication lists will be reviewed and approved
3. Permanent paramedic operations will be implemented upon State authorization

The department's Medical Director, **Dr. Post**, will attend the meeting to answer clinical and medical oversight questions.



Aaron A. Swaney

B.S., Paramedic

Fire Chief / Service Director
Emergency Manager

☎ (262) 677-3811

✉ ASwaney@JacksonFDWI.gov

ORDINANCE #26-02

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

WHEREAS, The Robert J. Loduha Revocable Trust and the Andrea S. Loduha Revocable Trust (“property owners”) own a parcel in the Town of Jackson, commonly referred to as Tax Parcel T7_047700K (“subject property”); and

WHEREAS, the property owner has submitted a petition to the Village Clerk, on or about April 2, 2026, for direct annexation of the subject property by unanimous approval; and

WHEREAS, on April 27, 2026, the Wisconsin Department of Administration found the annexation to be in public interest as stated in issued MBR #14841; and

WHEREAS, the Village of Jackson Plan Commission considered the property owner’s annexation petition at its meeting on April 16, 2026, and has, consistent with Wis. Stats. §66.0217(8)(a), recommended the subject property be zoned as Planned Unit Development (PUD) District; and

WHEREAS, the Village of Jackson Village Board considered the matter at its meeting on May 12, 2026; 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:

Parcel (5) of CERTIFIED SURVEY MAP No. 5344, recorded in the Washington County Registry on March 16, 2001 in Volume 38 of Certified Survey Maps on pages 17-19, as Document No. 879003 and being a redivision of Outlot 1 of Certified Survey Map No. 5303, being part of the Southwest 1/4 of the Southeast 1/4 of Section 17, Town 10 North, Range 20 East, in the Town of Jackson, Washington County, Wisconsin.

A Certified Survey 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 (0).

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, B-1 Community Business 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 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 21 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 2026 (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. 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 12th day of May 2026, 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: _____

Brian J. Heckendorf - Village President

Attest:

Pamela Wolf - Interim Village Clerk

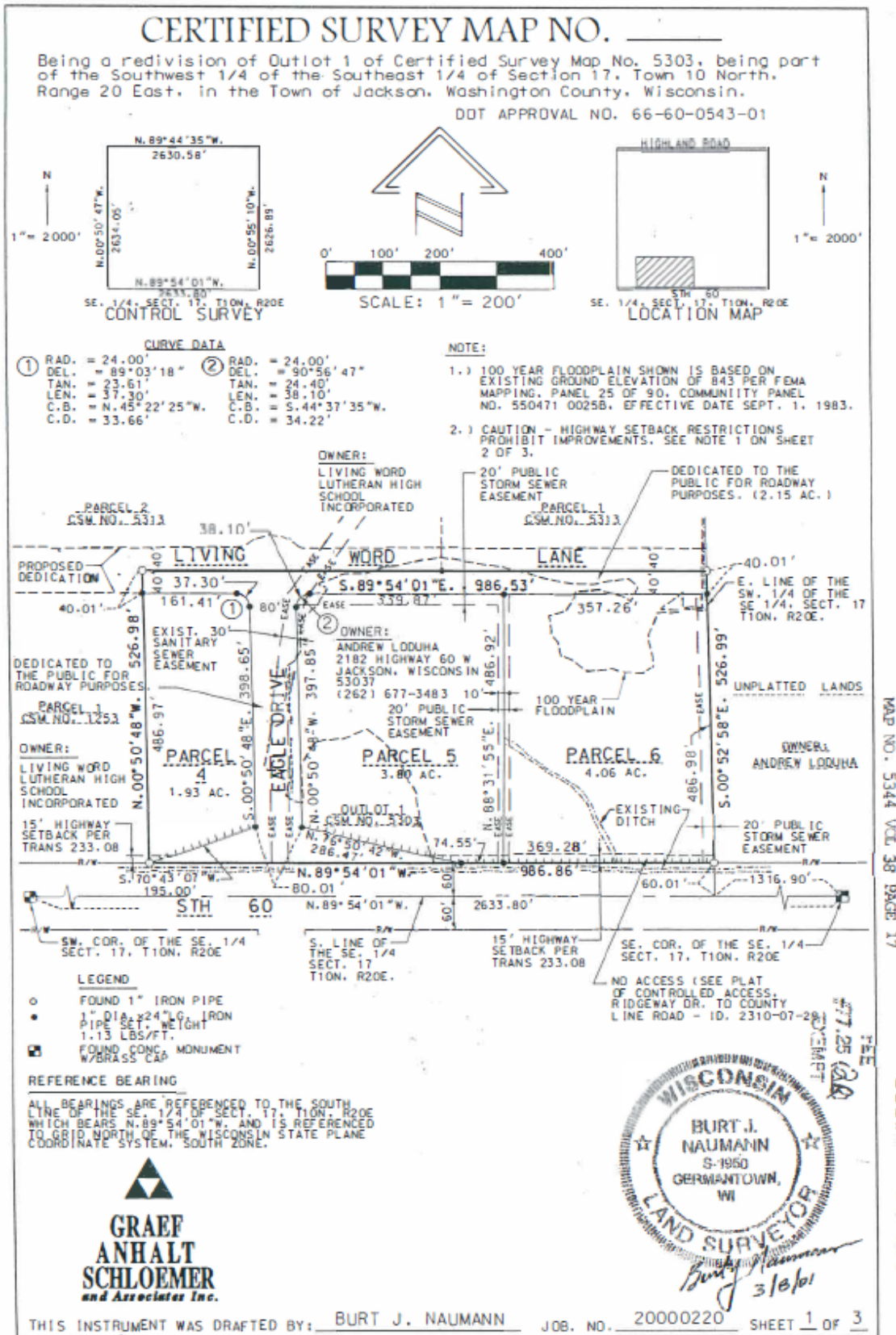
Proof of Posting:

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

Village Official _____

Date _____

Exhibit 1.



0

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: April 16, 2026

Agenda Item: Item #3

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections and Zoning

Subject: Ordinance #26-02 – Annexation Request and Recommendation for Temporary B-1 Community Business District Zoning – Parcel T7_047700K – Robert J Loduha and Andrea S. Loduha Revocable Trust

Background and Analysis:

Robert and Andrea Loduha owners of Parcel T7_047700K located in the Town of Jackson have submitted a Request for Annexation to the Village. The 3.8-acre parcel is located at the northeast corner of Eagle Drive and State Hwy. 60 (Main Street). The parcel is located within the sanitary sewer service district of the Village and is served by sewer and water utilities. There are no immediate plans for development beyond filling of the land to elevate it for floodplain development purposes. The annexation is currently undergoing review by the Wisconsin Department of Administration. The DOA review should be completed prior to the initial review by the Village Board at their May 12, 2026 meeting.

Comprehensive Plan & Zoning Impacts:

The parcel is designated as “General Commercial” within the Future Land Use Plan contained in the 2050 Comprehensive Plan. A temporary zoning designation of B-1 Community Business District is contained within the proposed ordinance. The owners would then have one year from the date of annexation to request permanent zoning.

Site Plan:

A location map and Certified Survey Map 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:

None

Notice Requirements:

1. Posting on the agenda.
2. 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 #26-02 annexing and to assign a temporary B-1 Community District Residential zoning designation to Parcel T7_047700K and to amend the Village of Jackson Zoning Map accordingly.

Attachments:

1. Plan Commission Application
2. Request for Annexation
3. Location Map
4. Certified Survey Map & Surveyors Affidavit
5. Ordinance #26-02 (*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* **COMP. PLAN AMENDMENT**
- Special Use* *Special Use* **OTHER** _____
- (For existing Cond. Use ONLY)* *(For existing PUD ONLY)*

Property Address: _____ Unit: _____ Jackson, WI

Parcel #: T7047700K Lot Size: 165,528 sq. ft. Building Area: NONE sq. ft.

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

APPLICANT INFORMATION

Name(s): ROBERT J LODUHA REV. TRUST, ANDREA S LODUHA REV. TRUST

Mailing Address: 2135 HIGHLAND RD, JACKSON State WI Zip 53037

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

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): ROBERT J LODUHA REV. TRUST, ANDREA S LODUHA REV. TRUST

Address: 2135 HIGHLAND RD, JACKSON State WI Zip 53095

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

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

Firm Name: _____

Primary Contact: _____

Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

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: ANNEX THIS PROPERTY TO VILLAGE OF JACKSON

Provide a brief overview of proposed use(s) of entire property and/or lease space: STRIP TOPSOIL, FILL PROPERTY APPROX. 4' HIGHER THAN EXISTING GRADE TO 103.0 PER BORING TEST DATED 03/19/2019, RETURN 6" TOPSOIL AND RETURN PROPERTY FOR SALE

Hours of Operation: FILLING WORK 7:00AM-6:00PM 6 DAYS A WEEK

Provide a brief overview of proposed daily on-site operations: HEAVY EQUIPMENT AND TRUCKS WORKING ON STRIP AND FILL OPERATIONS

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.: HEAVY CONSTRUCTION EQUIPMENT OPERATION AND TRUCKING

Describe all businesses, properties and other entities located adjacent to the proposed use: FARM LAND TO EAST, LIVING WORD LUTHERAN HIGH SCHOOL TO NORTH, FOX BROS PIGGLY WIGGLY TO SOUTH, EASTSIDE MART TO SOUTH

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: STRIPPING AND FILLING SITE

Describe any proposed grading, and/or stormwater management plan: SILT FENCE ENTIRE PROPERTY, STRIP TOPSOIL, REMOVING EXCESS, PILE NEEDED SOIL FOR FINISH GRADING, ADD FILL AND GRADE TO APPROX. 103.0 HEIGHT, GRADE 6" TOPSOIL AND SEED WITH OATS OR WINTER WHEAT

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: NONE

Describe any proposed on-site security measures including site lighting: CHAIN GATE AT DRIVE TO STOP UNAUTHORIZED ACCESS AND DUMPING

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): NONE

Describe the projected traffic circulation and impacts: TRUCKS DELIVERING HEAVY EQUIPMENT , TRUCKS TRUCKS DELIVERING FILL AND REMOVING TOPSOIL

List all setbacks from rights-of-way and property lines and height limitations: HEIGHT 103.0 LOT LINE TO LOT LINE

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: DNR PERMIT IF NEEDED

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

No Yes If yes, explain: WASHINGTON COUNTY SAID NO, DNR

Describe any proposed signage including type, size, and location: TOPSOIL FOR SALE 4'X8'

If construction is proposed, describe proposed exterior building materials (type, color, etc.): NONE

Describe any site-specific features/constraints, etc.: NONE

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: NONE

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): NONE

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: NONE

Projected Sewer/Wastewater Usage: NONE gal/year

Projected Water Usage: NONE 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.

You MUST sign and date this Application!

Applicant Name (Print): ROBERT J LODUDA REV TRUST

Applicant Signature: *Robert J Loduda*

Co-Applicant Name (Print): ANDREA S LODUHA REV TRUST

CO-Applicant Signature: *Andrea S. Loduha*

Date of Application: *March 13, 2026*

SUBMIT TO: **Village of Jackson – Building Inspection Dept.**
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: **Payment is required at the time of submittal.**
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning **application submittal, zoning, or technical questions.**
Phone: (262) 677-9696 x810
Email: collin.johnson@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: | 3/20/2026 |
| Amount: \$ | 400.00 |
| Payment Type: | CH / CC CASH |
| Check/Rcpt. #: | 660 |
| Received By: | CMJ |

VILLAGE OF JACKSON

N168W19851 MAIN ST
JACKSON, WI 53037

Receipt Nbr: 310681
Date: 3/20/2026
Check

RECEIVED FROM KLUMB

\$400.00

| <u>Type of Payment</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|--|---------------|
| Accounting | PLANNING / ZONING FEES LODUHA ANNEXATION/T7_047700K | 400.00 |

| | |
|-----------------------|---------------|
| TOTAL RECEIVED | 400.00 |
|-----------------------|---------------|

Receipt Memo: LODUHA ANNEXATION/T7_047700K/CK#660

**PETITION FOR ANNEXATION OF LANDS
TO THE VILLAGE OF JACKSON
DIRECT ANNEXATION BY UNANIMOUS CONSENT**

TO: Village of Jackson
TO: Town of Jackson

1. Pursuant to Section 66.0217 of the Wisconsin State Statutes, I/we the undersigned, being the sole owner(s) and elector(s) of the land described in Exhibit "A" attached hereto, petition for Direct Annexation by Unanimous Consent of the land described in said Exhibit "A" from the Town of Jackson, in Washington County, Wisconsin, to the Village of Jackson.
2. The population of said land is (0) zero. The number of electors that reside on the lands to be annexed is (0) zero.
3. Said land is contiguous to the Village of Jackson and is presently part of the Town of Jackson, in Washington County, Wisconsin.
4. I/We, the undersigned request that upon annexation, the land as described in Exhibit "A" be zoned as B-1 Community Business District.
5. Area of lands to be annexed contains 3.8 acres.
6. Tax Parcel number(s) of lands to be annexed: T7_047700K
 - Attach a copy of a complete legal description of the property.
 - Attach a copy of a scale map of the property.
 - Attach a copy of the most recent real estate tax bill.

Dated this 2nd day of March , 2026

PROPERTY OWNER SIGNATURE(S):

Robert J Loduha 04/02/2026

Robert J. Loduha

Andrea Loduha 04/02/2026

Andrea S. Loduha

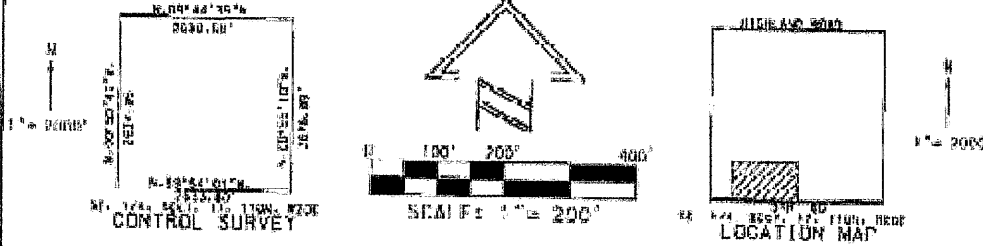
Parcel 5 description from CERTIFIED SURVEY MAP NO. 5344

Being a redivision of Outlot 1 of Certified Survey Map No. 5303, being part of the Southwest 1/4 of the Southeast 1/4 of Section 17, Town 10 North, Range 20 East, Parcel 5 in the Town of Jackson, Washington County, Wisconsin.

CERTIFIED SURVEY MAP NO. 5344

Being a redivision of portion 1 of Certified Survey Map No. 5303, being part of the Southwest 1/4 of the Southeast 1/4 of Section 17, Town 13 North, Range 20 East, in the Town of Jackson, Washington County, Wisconsin.

DOT APPROVAL NO. 66-60-0043-01

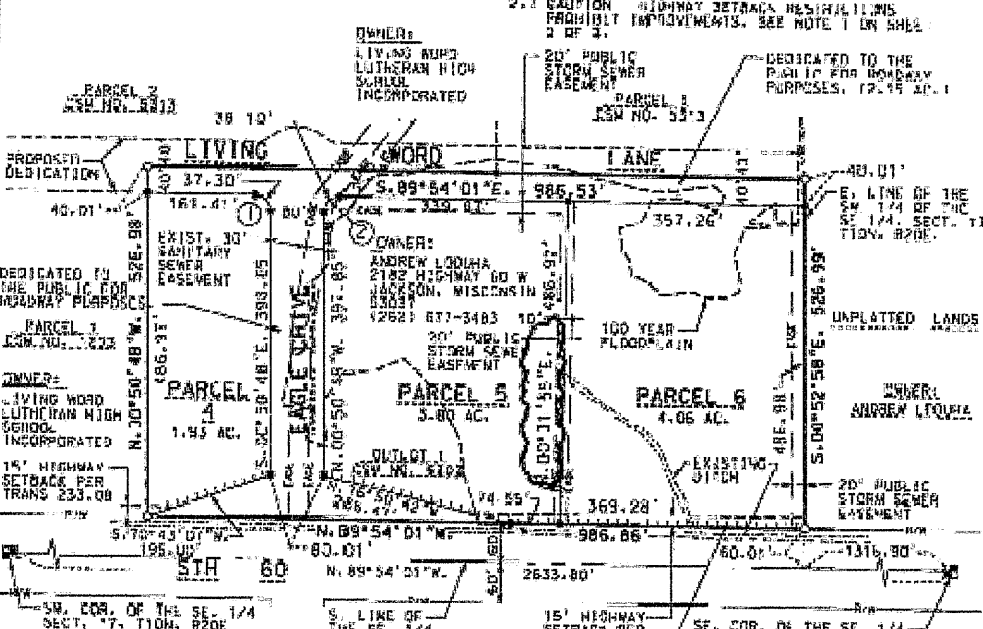


BURR DATA

| | |
|------------------------|---------------------|
| ① B&D = 24.00' | ② B&D = 24.00' |
| DEI = 09°03'00"W | DEI = 20°50'47" |
| T&B = 24.61' | B&D = 24.40' |
| I.F.R. = 47.70' | DEI = 30.10' |
| C.L.B. = N. 40°20'24"W | DEI = S. 44°31'35"W |
| C.O.B. = 33.88' | B&D = 24.20' |

NOTES

- 100 YEAR FLOODPLAIN DESIGN IS BASED ON EXISTING GROUND ELEVATION OF 545 PER FEMA MAPSHEET, PANEL 23 OF 93, COMMUNITY PANEL NO. 83047A 83758, EFFECTIVE DATE SEPT. 1, 1983.
- CAUTION: HIGHWAY SETBACK REGULATIONS PROHIBIT IMPROVEMENTS. SEE NOTE 1 ON SHEET 2 OF 3.



LEGEND

- FOUND 1" IRON PIPE
- * 1" DIA. 226 LB. IRON PIPE 50' WEIGHT 1.13 LBS/LF
- ⊠ FOUND 6" DIA. WADSWORTH WADSWORTH CAP

REFERENCE CLEARING

ALL BENCHMARKS ARE REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SEC. 17, T13N, R20E WHICH BEARS N. 89°54'01"W. AND IS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANNED COORDINATE SYSTEM, SOUTH ZONE.

LEGEND

- FOUND 1" IRON PIPE
- * 1" DIA. 226 LB. IRON PIPE 50' WEIGHT 1.13 LBS/LF
- ⊠ FOUND 6" DIA. WADSWORTH WADSWORTH CAP

REFERENCE CLEARING

ALL BENCHMARKS ARE REFERENCED TO THE SOUTH LINE OF THE SE 1/4 OF SEC. 17, T13N, R20E WHICH BEARS N. 89°54'01"W. AND IS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANNED COORDINATE SYSTEM, SOUTH ZONE.

THIS INSTRUMENT WAS DRAFTED BY: **BURT J. NAUMANN** JOB. NO. 20000701 SHEET 1 OF 3

FILE: G:\11000011\0001\0001\0001.dwg DATE: 10-20-00 11:11

TOWN OF JACKSON
 ATTN TREASURER
 3146 DIVISION ROAD
 JACKSON WI 53037

WASHINGTON COUNTY - STATE OF WISCONSIN
 PROPERTY TAX BILL FOR 2025
 REAL ESTATE

LODUHA REV TRUST, ROBERT J
 LODUHA REV TRUST, ANDREA S

Parcel Number: T7 047700K
 Bill Number: 695409

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

Location of Property/Legal Description

EAGLE DR
 Sec. 17, T10N, R20E
 PT OF SW SE CSM 5344 PAR 5 V1072 P438+V1253 P97+V1699
 P252+DOC 1299578+1532021
 3.800 ACRES

695409/T7 047700K

ROBERT J LODUHA REV TRUST
 ANDREA S LODUHA REV TRUST
 2135 HIGHLAND RD
 JACKSON WI 53037

Please inform treasurer of address changes.

Drainage District Notification: No Assessment

| ASSESSED VALUE LAND | ASSESSED VALUE IMPROVEMENTS | TOTAL ASSESSED VALUE | AVERAGE ASSMT. RATIO | NET ASSESSED VALUE RATE | NET PROPERTY TAX |
|----------------------------------|--|--|--|---|------------------|
| 1,400 | 0 | 1,400 | 0.717564168 | 0.01123478 <small>(Does NOT reflect credits)</small> | 15.74 |
| ESTIMATED FAIR MARKET VALUE LAND | ESTIMATED FAIR MARKET VALUE IMPROVEMENTS | TOTAL ESTIMATED FAIR MARKET VALUE | <input type="checkbox"/> A star in this box means unpaid prior year taxes. | School taxes also reduced by school levy tax credit | 2.25 |
| | See Reverse, Use Value Assessment | | | | |
| TAXING JURISDICTION | 2024 EST. STATE AIDS ALLOCATED TAX DIST. | 2025 EST. STATE AIDS ALLOCATED TAX DIST. | 2024 NET TAX | 2025 NET TAX | % TAX CHANGE |
| WASHINGTON COUNTY | 135,201 | 151,207 | 2.88 | 3.06 | 6.3% |
| TOWN OF JACKSON | 305,124 | 338,907 | 1.94 | 1.95 | 0.5% |
| WEST BEND SCHOOL | 2,362,321 | 2,398,942 | 8.29 | 9.73 | 17.4% |
| MOR PARK TECH COLL | 310,026 | 330,780 | 0.95 | 1.00 | 5.3% |
| TOTAL | 3,112,672 | 3,219,836 | 14.06 | 15.74 | 11.9% |
| FIRST DOLLAR CREDIT | | | 0.00 | 0.00 | 0.0% |
| LOTTERY AND GAMING CREDIT | | | 0.00 | 0.00 | 0.0% |
| NET PROPERTY TAX | | | 14.06 | 15.74 | 11.9% |

TOTAL DUE: \$15.74
 FOR FULL PAYMENT
 PAY BY:
JANUARY 31, 2026

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
 Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

| Taxing Jurisdiction | Total Additional Taxes | Total Additional Taxes Applied to Property | Year Increase Ends | Taxing Jurisdiction | Total Additional Taxes | Total Additional Taxes Applied to Property | Year Increase Ends |
|---------------------|------------------------|--|--------------------|---------------------|------------------------|--|--------------------|
| MOR PARK TECH COLL | 43,680 | 0.17 | 2045 | | | | |
| WEST BEND SCHOOL | 545,085 | 2.09 | 2045 | | | | |

| | | |
|---|---|---|
| PAY 1ST INSTALLMENT OF: \$15.74 BY JANUARY 31, 2026 AMOUNT ENCLOSED _____ MAKE CHECK PAYABLE AND MAIL TO: TOWN OF JACKSON ATTN TREASURER 3146 DIVISION ROAD JACKSON WI 53037 PIN# T7 047700K LODUHA REV TRUST, ROBERT J BILL NUMBER: 695409 | PAY 2ND INSTALLMENT OF: \$0.00 BY JULY 31, 2026 AMOUNT ENCLOSED _____ MAKE CHECK PAYABLE AND MAIL TO: WASHINGTON COUNTY TREASURER 484 ROLFS AVE, PO BOX 1986 WEST BEND, WI 53095-7986 PIN# T7 047700K LODUHA REV TRUST, ROBERT J BILL NUMBER: 695409 | PAY FULL AMOUNT OF: \$15.74 BY JANUARY 31, 2026 AMOUNT ENCLOSED _____ MAKE CHECK PAYABLE AND MAIL TO: TOWN OF JACKSON ATTN TREASURER 3146 DIVISION ROAD JACKSON WI 53037 PIN# T7 047700K LODUHA REV TRUST, ROBERT J BILL NUMBER: 695409 |
|---|---|---|



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT

Parcel V3_047700K



3/6/2026, 1:47:30 PM

| | | | |
|----------------------------|---------------------------|------------------------|---------------------|
| ● Address Point | — Leader Lines | ▭ Municipality | ▭ PLSS Section |
| — Road Centerline STH, CTH | — Condominium Name | ▭ Right-of-Way | ----- PLSS Boundary |
| — State Highway | — Certified Survey Number | Plat | Ortho2024 |
| ▨ Wetland Class Areas | — Lot Number | ▭ Certified Survey Map | Red: Red |
| ▭ Current Parcel | — Landhook | ▭ Condominium | Green: Green |
| — Parcel Taxkey & Acreage | — Local Road Labels | ▭ Lot | Blue: Blue |
| | — Local Road | ▭ PLSS Quarter | |

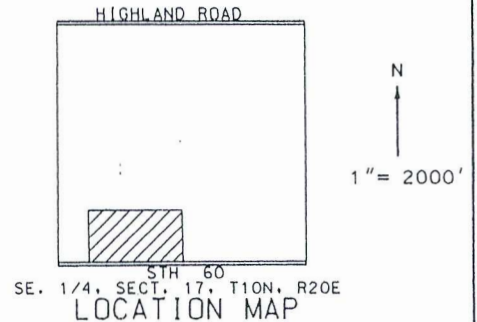
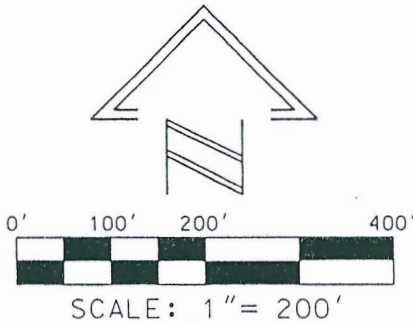
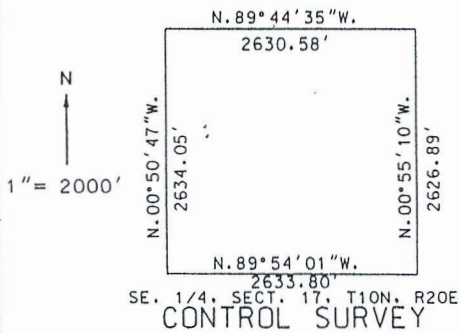
1:1,200

Calvin Lawrence, Dennis Weise, Nina Rihn

CERTIFIED SURVEY MAP NO. _____

Being a redivision of Outlot 1 of Certified Survey Map No. 5303, being part of the Southwest 1/4 of the Southeast 1/4 of Section 17, Town 10 North, Range 20 East, in the Town of Jackson, Washington County, Wisconsin.

DOT APPROVAL NO. 66-60-0543-01

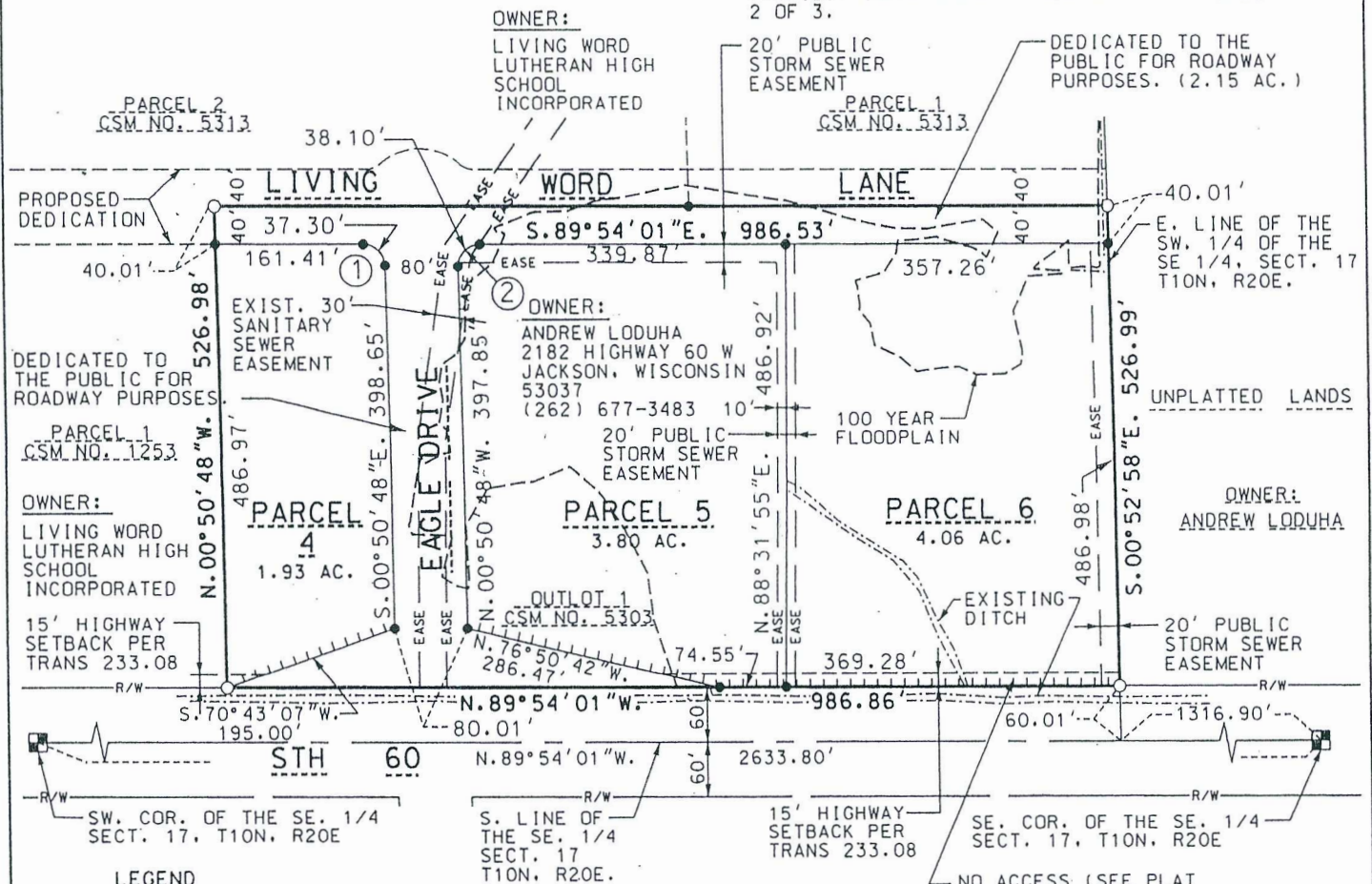


CURVE DATA

- | | |
|--------------------------|--------------------------|
| ① RAD. = 24.00' | ② RAD. = 24.00' |
| DEL. = 89° 03' 18" | DEL. = 90° 56' 47" |
| TAN. = 23.61' | TAN. = 24.40' |
| LEN. = 37.30' | LEN. = 38.10' |
| C.B. = N. 45° 22' 25" W. | C.B. = S. 44° 37' 35" W. |
| C.D. = 33.66' | C.D. = 34.22' |

NOTE:

- 1.) 100 YEAR FLOODPLAIN SHOWN IS BASED ON EXISTING GROUND ELEVATION OF 843 PER FEMA MAPPING, PANEL 25 OF 90, COMMUNITY PANEL NO. 550471 0025B, EFFECTIVE DATE SEPT. 1, 1983.
- 2.) CAUTION - HIGHWAY SETBACK RESTRICTIONS PROHIBIT IMPROVEMENTS. SEE NOTE 1 ON SHEET 2 OF 3.

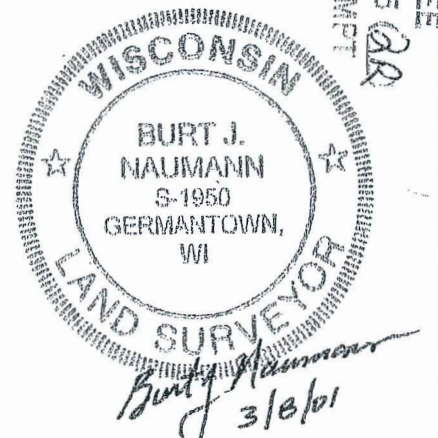


LEGEND

- FOUND 1" IRON PIPE
- 1" DIA. x 24" LG. IRON PIPE SET, WEIGHT 1.13 LBS/FT.
- FOUND CONC. MONUMENT W/BRASS CAP

REFERENCE BEARING

ALL BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SE. 1/4 OF SECT. 17, T10N, R20E WHICH BEARS N. 89° 54' 01" W. AND IS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



THIS INSTRUMENT WAS DRAFTED BY: BURT J. NAUMANN JOB. NO. 20000220 SHEET 1 OF 3

Return to: GRAEF Anhalt & Schloemer & Assoc. Inc.
ATTN: Burt J. Naumann
125 S. 84th St Ste 401
Milwaukee, WI 53214-1500 Affidavit

DOC# 1178928



Recorded
Dec. 21, 2007 AT 09:30AM
SHARIN A. MARTIN, REGISTER OF DEEDS
WASHINGTON COUNTY, WISCONSIN

Fee Amount: \$13.00

SURVEYOR'S AFFIDAVIT

STATE OF WISCONSIN)
MILWAUKEE COUNTY) SS

I, Burt J. Naumann, a registered land surveyor, do hereby certify:

That the East line of Parcel 5 on Certified Survey Map No. 5344, as recorded in the Washington County Register of Deeds in Volume 38, Page 17 on March 16, 2001 is hereby corrected as shown on the attached "Exhibit A".

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Land Division Ordinance of the Town of Jackson, in surveying, dividing, and mapping the same.



Burt J. Naumann
Burt J. Naumann, S-1950
Registered Wisconsin Land Surveyor

Date: 12/17/07

Antea M. Szyskundi's
4-5-09 Expires

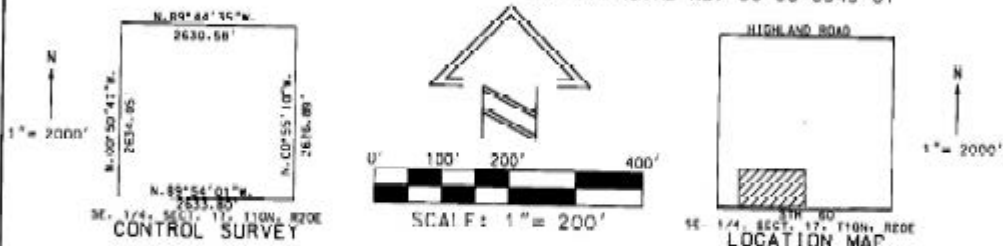
Burt J. Naumann
126 South 84th Street
Milwaukee, WI. 53214

This Instrument Drafted By: Burt J. Naumann, R.L.S. No. 1060

CERTIFIED SURVEY MAP NO. 5344

Being a redivision of Dutilot 1 of Certified Survey Map No. 5303, being part of the Southwest 1/4 of the Southeast 1/4 of Section 17, Town 10 North, Range 20 East, in the Town of Jackson, Washington County, Wisconsin.

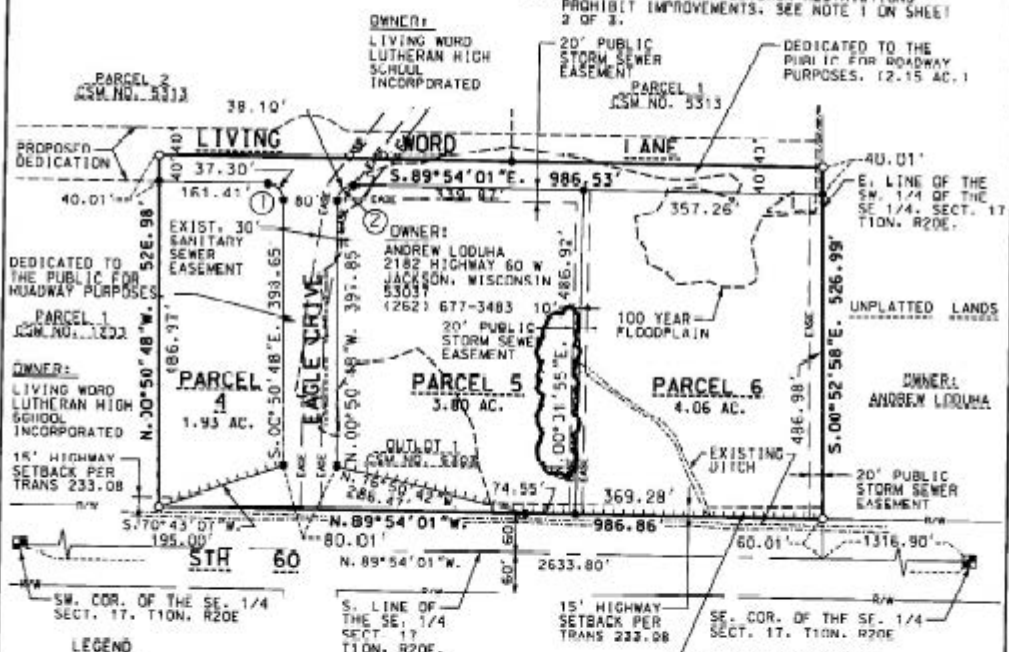
DOT APPROVAL NO. 66-60-0543-01



CURVE DATA

| | |
|---------------------------|---------------------------|
| ① RAD. = 24.00' | ② RAD. = 24.00' |
| DEL. = 89° 03' 18\" | DEL. = 90° 26' 47\" |
| TAN. = 23.61' | TAN. = 24.40' |
| LEN. = 17.30' | LEN. = 30.10' |
| C.B. = N. 45° 22' 25\" W. | C.B. = S. 44° 37' 35\" W. |
| C.D. = 33.66' | C.D. = 34.22' |

- NOTES:**
- 100 YEAR FLOODPLAIN SHOWN IS BASED ON EXISTING GROUND ELEVATION OF 843 PER FEMA MAPPING, PANEL 25 OF 90, COMMUNITY PANEL NO. 5504T1 00296, EFFECTIVE DATE SEPT. 1, 1983.
 - CAUTION HIGHWAY SETBACK RESTRICTIONS PROHIBIT IMPROVEMENTS. SEE NOTE 1 ON SHEET 2 OF 3.



- LEGEND**
- FOUND 1" IRON PIPE
 - 1" DIA. 824 LG. IRON PIPE 56 LB WEIGHT 1.13 LBS/FI
 - FOUND CONC. MONUMENT W/BRASS CAP

REFERENCE BEARING

ALL BEARINGS ARE REFERENCED TO THE SOUTH LINE OF THE SE. 1/4 OF SECT. 17, T10N. R20E WHICH BEARS N. 89° 54' 01" W. AND IS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



THIS INSTRUMENT WAS DRAFTED BY: BURT J. NAUMANN JOB. NO. 20020220 SHEET 1 OF 3

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: April 16, 2026

Agenda Item: Item #5

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections and Zoning

Subject: Ordinance #26-03 – Amending Section 48-156 for PUD-04 – Oaks of Jackson – Hillcrest Builders

Description:

The subject property, depicted as District V on the attached Zoning District Map, was originally imagined for townhome construction under the original development plan. The developer, realizing current market trends, is now proposing to construct ten twin-home buildings with a total of twenty dwelling units on the 3.96-acre parcel. The proposed development ratio would be 5.05 dwellings per acre. This is under the 7.2 unit maximum detailed in the Village Comprehensive Plan for Multi-Family/High-Density Urban Residential land uses.

Each dwelling unit will contain two bedrooms, one full bathroom and one $\frac{3}{4}$ bathroom, an open concept kitchen, dining, and living room space and a two-car attached garage with a twenty-five-foot-deep driveway allowing for parking of two vehicles per dwelling unit. The homes would be accessed by a private roadway off Spruce Street with an east/west private connector street to Ridgeway Drive. Four additional auxiliary parking spaces are provided along the west side of the private road. Curb and gutter are proposed for the west side of the private road only. No curb and gutter are currently planned for the east side of the private drive or for the connector road. Public sidewalks are currently not proposed by the developer on any portion of the private roadways.

A private stormwater pond is also planned and will provide stormwater retention and management for the entire site. While the stormwater conveyance system is depicted on the concept plan, staff request that this item be excluded from this review. Staff, along with the Villages Consulting Engineer will continue to work with the developer to develop an adequate solution to stormwater conveyance and well as review the proposed stormwater management plan for this phase of the development.

Comprehensive Plan & Zoning Impacts:

The parcel is currently classified as Multi-Family/High-Density Urban Residential under the Comprehensive Plan Future Land Use Map. The proposed ordinance establishes the necessary zoning for the development.

Site Plan:

See proposed concept plan

Signage:

Not Applicable

Additional Staff Comments:

Inspections and Zoning:

Staff recommends approval of the proposed Ordinance as presented.

Review Procedures:

The Plan Commission is advisory; and the Village Board makes the final decision following a public hearing for re-zoning and conditional use review.

Notice Requirements:

- Posting on the agenda
- Notification of all contiguous property owners.
- Notification of all other municipalities located within 1000' of subject property.
- Class II Legal Notice for Public Hearing

Potential Motions:

Motion to recommend the Village Board approve Ordinance #26-03 amending Ordinance Section 48-156 (PUD-04) Oaks of Jackson Planned Unit Development District, subject to the following:

1. The proposed stormwater lateral system intended to convey stormwater from each individual lot shall be reviewed and approved separately by village staff and the Consulting Village Engineer.
2. Sidewalks shall be provided on at least one side of the private road and private connector street.
3. A Development Agreement shall be executed prior to any approvals taking full effect and prior to any construction activity.

1. Plan Commission Application
2. Concept Plan
3. Oaks of Jackson Zoning District Map
4. Ordinance #26-03 (*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 COMP. PLAN AMENDMENT
 Special Use Special Use OTHER _____
(For existing Cond. Use ONLY) *(For existing PUD ONLY)*

Property Address: OUTLOT 6, OAKS OF JACKSON Unit: _____ Jackson, WI

Parcel #: OUT LOT 6 Lot Size: 3.97 ACRES sq. ft. Building Area: 10 BUILDINGS sq. ft.
20 UNITS

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

APPLICANT INFORMATION

Name(s): HILLCREST JACKSON, LLC (OYVIND SOLVANG)

Mailing Address: 124 SOUTH SWIFT STREET State WI Zip 53023
GLEN DEVLATH
 Fax: (____) _____

BUSINESS INFORMATION (If New Business)

Legal Business Name: SAME AS ABOVE

D/B/A: _____ FEIN #: _____

Mailing Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): SAME AS ABOVE

Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: KEVIN PARISH, PSE ENGINEERING

Primary Contact: PARISH, KEVIN

Address: 122 WISCONSIN STREET WEST BEND, WI State WI Zip 53095
 Fax: (____) _____

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: PLAN IS FOR A 20 UNIT 10 BUILDING ~~FROM~~ ZERO LOT LINE PUD ZONING, NEED ZONING, SITE PLAN, DEVELOPMENT AGREEMENT AMENDMENT AND ANY OTHER APPROVAL. SEE ATTACHED BUILDING AND SITE LAYOUT

Provide a brief overview of proposed use(s) of entire property and/or lease space: RESIDENTIAL OWNER OCCUPIED PER RECORDED RESTRICTIONS BY THE VILLAGE AND WASHINGTON COUNTY PROGRAMS IN PLACE

Hours of Operation: N/A

Provide a brief overview of proposed daily on-site operations: RESIDENTIAL USE ONLY

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.: NONE.

Describe all businesses, properties and other entities located adjacent to the proposed use: APARTMENTS AND CONDOMINIUMS

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: CONSTRUCTION OF ACCESS ROAD(S) STORM WATER FACILITIES, DUPLEX ~~IS~~ (ZERO LOT LINE) BUILDINGS WITH DRIVEWAYS, LANDSCAPING, PATIOS AND YARDS

Describe any proposed grading, and/or stormwater management plan: PER ATTACHED PLAN TO BE FINALIZED WITH FORMAL ENGINEERED STORM WATER MANAGEMENT WITH VILLAGE APPROVAL

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: DRIVEWAYS, LANDSCAPING, LAWN, NO SIDEWALKS

Describe any proposed on-site security measures including site lighting: NONE SITE LIGHTING PROVIDED BY WALL LIGHT FIXTURES ON THE FRONT OF EACH UNIT

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): FIRE HYDRANTS PER VILLAGE ORDINANCE AND APPROVAL NO INTERIOR FIRE SUPPRESSION

Describe the projected traffic circulation and impacts: NO NEW TRAFFIC STUDY OR INFORMATION

List all setbacks from rights-of-way and property lines and height limitations: 10.5 FEET BETWEEN BUILDINGS, 25 FOOT DRIVEWAY TO PRIVATE ROAD, 10.5 FOOT SETBACK ON SOUTH PROPERTY LINE, 26 FOOT SETBACK ON NORTH PROPERTY LINE, REAR SETBACK 75 FEET DUE TO PIPELINE EASEMENT.

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: ALL LICENSES IN HAND FOR CONSTRUCTION

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

No Yes If yes, explain: WASHINGTON COUNTY LIKELY NEEDS TO APPROVE VARIOUS COMPONENTS TO CONFIRM.

Describe any proposed signage including type, size, and location: NONE

If construction is proposed, describe proposed exterior building materials (type, color, etc.): VINYL SIDING AND WINDOWS, ASPHALT DIMENSIONAL ROOF SHINGLE

Describe any site-specific features/constraints, etc.: AUR PIPELINE EASEMENT COMPLIANCE

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: TWO CAR GARAGE PLUS 2 CAR DRIVEWAY

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): NONE

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: MUNICIPAL OR BY EACH OWNER OR HOA

Projected Sewer/Wastewater Usage: TBD gal/year

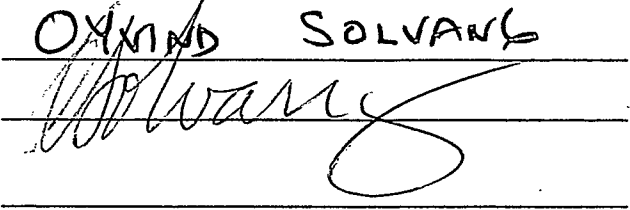
Projected Water Usage: TBD gal/year

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.

You MUST sign and date this Application!

Applicant Name (Print): OXYND SOLVANS

Applicant Signature: 

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: MARCH 27, 2016

SUBMIT TO: Village of Jackson – Building Inspection Dept.
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: Payment is required at the time of submittal.
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning application submittal, zoning, or technical questions.
Phone: (262) 677-9696 x810
Email: collin.johnson@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: | <u>3/27/26</u> |
| Amount: \$ | <u>425.00</u> |
| Payment Type: | <u>CH</u> / CC / CASH |
| Check/Rcpt. #: | <u>1446</u> |
| Received By: | <u>emj</u> |

VILLAGE OF JACKSON

N168W19851 MAIN ST
JACKSON, WI 53037

Receipt Nbr: 310800
Date: 3/30/2026
Check

RECEIVED FROM HILLCREST

\$725.00

| <u>Type of Payment</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|------------------------|---------------|
| Accounting | PLANNING / ZONING FEES | 300.00 |
| | PRELIMINARY PLAT | |
| | PLANNING / ZONING FEES | 425.00 |
| | PUD AMENDMENT | |
| <hr/> | | |
| TOTAL RECEIVED | | 725.00 |

Receipt Memo: PLAN COMM/CK#1446

Hillcrest Jackson, LLC,
124 South Swift Street,
Glenbeulah, WI, 53023

March 27, 2026

LETTER OF INTENT

MUNICIPAL APPROVALS REQUIRED FOR REZONING, SITE PLAN APPROVAL AND DEVELOPMENT AGREEMENT AMENDMENT FOR THE OAKS OF JACKSON OUTLOT 6.

The purpose of the application is to obtain all Village of Jackson approvals, including rezoning, for the construction of 20 zero lot line, owner occupied, residential homes constructed in 10 buildings on Out lot 6 of the Oaks of Jackson Subdivision in compliance with previously recorded restrictions (as may be amended for this plan) by the Village of Jackson and Washington County (as may also be required to be amended).

The plan is substantially similar to the original plan for the parcel with the exception of the units being located in duplex buildings rather than a "row house".

The units will require a homeowner association (HOA) to insure governance and compliance as needed with overall subdivision responsibilities for site stormwater. To be clear this will be governed with a recorded HOA document and not a condominium form of ownership or declaration.

Building construction and specifications and landscaping will be very similar to the existing 10 unit (5 building) condominium neighborhood located directly to the east of this project.

The roadway access and internal road will be private and maintained by the HOA.

Stormwater facilities will be constructed to meet State and local ordinances.

See attached application, site plan and additional information.

Hillcrest Jackson, LLC
Oyvind Solvang, Sole Member

Letter of intent

Additional comments and background.

Out lot 6, Oaks of Jackson

1. Condition of certain amount of progress on Outlot 8 before Hillcrest purchases Outlot 6 to be eliminated
2. Revised absorption schedule (attached hereto) part of amendment
3. Revised zoning and plat for Outlot 6 to be attached
 - a. Private road, public sewer and water
 - b. 20 units instead of 22
 - c. SF plat instead of condo
 - i. Existing zero-lotline zoning needs to be revised
 - ii. 5' side yards on not-zero lot line side
 - iii. Significant advantage for marketability avoiding FHA financing hurdles for buyers
 - d. Duplex ranch
 - i. Similar floor plan to the outlot 8 Villas, except "duped-up"
 - ii. Required shared insurance
 - iii. Required replacement for both units of roofing or siding if one unit is damaged or deteriorated
 - iv. Yards to be deep onto entire gas main easement, providing say 100' of back yard (great selling point for young families, was not the case with planned layout)

THE OAKS OF JACKSON

Village of Jackson, Wisconsin

Spruce St

Ridgeway Dr

Spruce St

District IV: Townhome

District V: Twin Home

District III: Two Family

District II: Single Family, Private Drive

Jackson Oaks Dr

District I: Single Family

Pipeline Easement

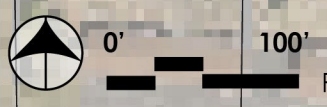
Ridgeway Dr

Ridgeway Dr

Linden Dr

Aspen Dr

Hawthorn Dr



Revised: 3.20.26

ORDINANCE #26-03

AN ORDINANCE TO AMEND THE ZONING REGULATIONS IN SECTION 48-156 OF THE VILLAGE OF JACKSON MUNICIPAL CODE FOR PLANNED UNIT DEVELOPMENT DISTRICT PUD-04

WHEREAS, the Village of Jackson Village Board 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, Hillcrest Builders owns the property known as Outlot 6 in the Oaks of Jackson (hereafter subject property), more particularly described as Parcel: V3_0536047, and

WHEREAS, the property owner has submitted a petition to amend Section 48-156 to create a District VI: Twin Homes pursuant to the requirements in Section 48-151 of the zoning regulations; and

WHEREAS, the Village of Jackson Plan Commission reviewed the petition at their meeting on April 16, 2026, and recommended approval as set forth in this ordinance; and

WHEREAS, upon due notice as required by the zoning code, the Village Board conducted a public hearing on May 12, 2026, to accept public input; and

WHEREAS, the Village Board accepted the Plan Commission’s recommended code amendment without revision; and

WHEREAS, the Village Board, after careful review and upon consideration of the recommendation of the Plan Commission and having given the matter due consideration having determined that all procedural requirements and notice requirements have been satisfied, and having based its determination on the effect of the adoption of the ordinance on the health, safety and welfare of the community and the preservation and enhancement of property values in the community, and having given due consideration to the municipal problems involved hereby determine that the ordinance amendment will serve the public health, safety and general welfare of the Village of Jackson, will enhance property values in the Village and will not be hazardous, harmful, noxious, offensive or a nuisance, and will not unduly limit or restrict the use of property in the Village or for any other reason cause a substantial adverse effect on the property values and general desirability of the Village.

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

Section 1. To create Section 48-156(5) of the zoning code to establish a new residential zoning district to be identified as PUD-04 – District V as set forth below.

(5) District VI: Twin Homes

- a. *Generally.* PUD-04 – District V is intended to provide for zero-lot-line, two-family residential development served by municipal sewer and water facilities. This zoning designation shall not be used in any other location except for those parcels described as Lots 1-20 on Exhibit 1.
- b. *Permitted uses.* Attached, zero-lot-line two-family dwellings with front-loaded garages accessed from a private drive. Stormwater management.
- c. *Conditional uses.* Group homes, foster homes, and halfway houses, provided there is a minimum lot area of 2,000 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.
- d. *Permitted accessory uses.* Private garages (one per lot), home occupations and professional home offices as specified in [section 48-1](#) of the Village of Jackson zoning ordinance.
- e. *Building height and area.* No principal building or parts of a principal building shall exceed 35 feet in height. The total minimum floor area of a dwelling shall be as follows: 1-bedroom, 700 sq. ft.; 2-bedroom, 1,000 sq. ft. The maximum impervious area shall not exceed 70 percent of the lot area.
- f. *Lot area and width.* Lots shall be a minimum of 4,500 square feet in area and shall not be less than 30 feet in width at the front yard setback line.
- g. *Setbacks and yards.* There shall be a minimum building setback of 20 feet from the front yard right-of-way. There shall be a minimum side yard of 5 feet. Shared interior party walls shall have a zero-foot setback. Corner lots shall have a minimum side yard setback of 15 feet from the street-side right-of-way. There shall be a minimum rear yard setback of not less than 15 feet. With the exception of shared driveways, driveways and other paved surfaces shall have a minimum setback of 3 feet from an abutting property line.
- h. *Parking.* A minimum of (2) two off-street parking stalls shall be provided for each dwelling unit.

District V Zoning Text.

| Zoning Regulation | District III |
|---|--|
| Minimum Lot Area | 4,500 square feet |
| Minimum Lot Width at Front Yard Setback | 30 feet |
| Minimum Lot Depth | 100 feet |
| Minimum Front Yard Setback | 20 feet |
| Minimum Side Yard Setback | 5 feet 0 feet for shared interior side (party wall) |
| Minimum Corner Lot Side Yard Setback | 15 feet |
| Minimum Rear Yard Setback | 15 feet |
| Minimum Paved Surface Setback | 3 feet 0 feet for interior side if shared driveway |
| Maximum Building Height | 35 feet |
| Minimum Off-Street Parking | Two off-street parking stalls per unit |
| Maximum Impervious Surface Ratio | 70% |
| Visibility | Corner lot porches, and bay windows may |

| | |
|-------------------------|--|
| | not encroach the vision triangle. The triangle is defined as the intersection of the curbs at the corner, and a point 30 feet back along each curb from the corner. Walls and fences located within the vision triangle shall not exceed 30 inches in height. |
| Permitted Encroachments | Bay windows and fireplace chases may encroach a maximum of 2 feet into the side yard. |
| Minimum Floor Area | None / Per Building Code |
| Accessory Structures | Not permitted |
| Fences | Per zoning ordinance |

Section 2. This ordinance shall become effective upon passage and posting or publication as provided by law.

Section 3. 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 4. 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: _____

Brian J. Heckendorf, Village President

Attest:

Pamela Wolf, Interim Clerk

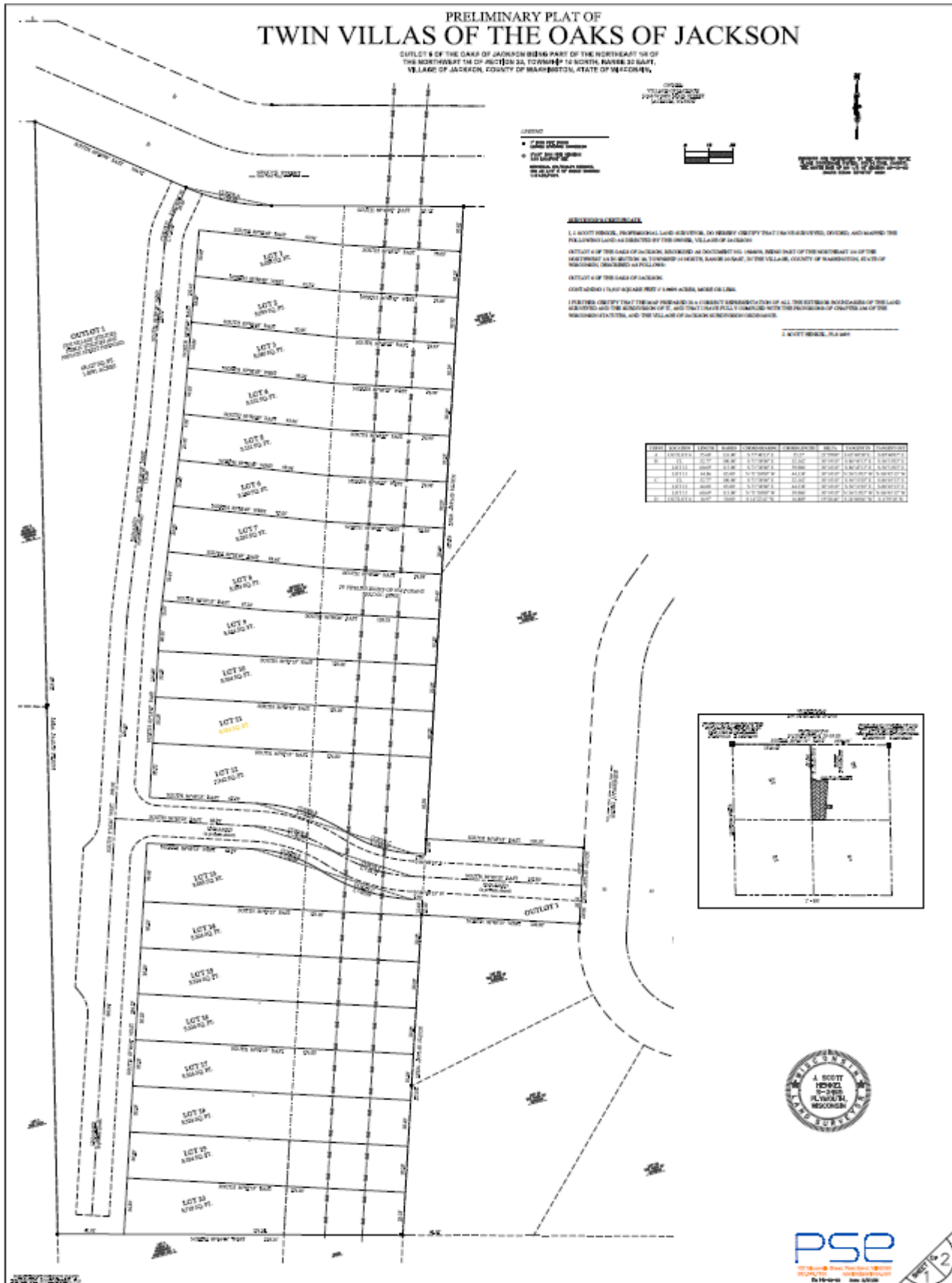
Proof of Posting:

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



STAFF MEMO

Meeting Date: April 16, 2026

Agenda Item: Item #6

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections & Zoning

Subject: Preliminary Plat – Twin Villas of the Oaks of Jackson - Hillcrest Jackson, LLC –
Oyvind Solvang

Background and Analysis:

The developer has submitted a Preliminary Plat detailing the development plans for Outlot 6 in the Oaks of Jackson subdivision. Development plans include construction of 20 single-family twin homes within 10 buildings. Each dwelling unit will have an attached two-car garage and private driveways with two parking stalls each. Garages are accessed by way of a private roadway with access from the north off Spruce Street and access from the east from Ridgeway Drive. The lots vary in size from 5,035 to 7,842 square feet with the average lot size being 5,390 square feet.

The Oaks of Jackson development is located within a Tax Increment District. The Village Board and staff are still actively negotiating terms of a development agreement. The developer intends to begin site work in the next few months.

Comprehensive Plan & Zoning Impacts:

The Village Comprehensive Plan Land Use Map identifies the entire development as Medium-Density Residential consisting primarily of single-family residential development at a density of up to 5.4 dwelling units per net acre on lots of at least 8,000 square feet. The property is zoned Planned Unit Development (PUD-04). A future amendment to the Comprehensive Plan Map will be necessary to allow for the smaller lot sizes.

Site Plan:

See attached Location Map and Preliminary Plat.

Additional Staff Comments:

None

Review Procedures:

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

Notice Requirements:

- Posting on the agenda

Potential Action:

Motion to recommend the Village Board approve the Preliminary Plat for Outlot 6, Twin Villas of the Oaks of Jackson, subject to the following:

1. Sidewalks shall be provided on at least one side of the private road and private connector street.
2. Final civil plans shall be subject to review and approval by the Village Engineer. All costs associated with this review shall be reimbursed by the developer.
3. A Development Agreement shall be executed prior to any approvals taking full effect and prior to any construction activity.

Attachments:

1. Plan Commission Application
2. Location Map
3. Preliminary Plat

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 COMP. PLAN AMENDMENT
- Special Use Special Use OTHER PRELIM PLAT
- (For existing Cond. Use ONLY) (For existing PUD ONLY)

Property Address: OUTLOT 6, OAKS OF JACKSON Unit: _____ Jackson, WI

Parcel #: OUT LOT 6 Lot Size: 3.97 ACRES sq. ft. Building Area: 10 BUILDINGS sq. ft.
20 UNITS

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

APPLICANT INFORMATION

Name(s): HILLCREST JACKSON, LLC (OYVIND SOLVANG)

Mailing Address: 124 SOUTH SWIFT STREET State WI Zip 53023



State WI Zip 53023
STEN BRULAH
Fax: (____) _____

BUSINESS INFORMATION (If New Business)

Legal Business Name: SAME AS ABOVE

D/B/A: _____ FEIN #: _____

Mailing Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): SAME AS ABOVE

Address: _____ State _____ Zip _____

Office: (____) _____ Cell: (____) _____ Fax: (____) _____

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: KEVIN PARISH, PSE ENGINEERING

Primary Contact: PARISH, KEVIN

Address: 122 WISCONSIN STREET, WEST BEND, WI State WI Zip 53095

Fax: (____) _____



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: PLAN IS FOR A 20 UNIT 10 BUILDING ~~FROM~~ ZERO LOT LINE AND ZONING, NEED ZONING, SITE PLAN, DEVELOPMENT AGREEMENT AMENDMENT AND ANY OTHER APPROVAL. SEE ATTACHED BUILDING AND SITE LAYOUT

Provide a brief overview of proposed use(s) of entire property and/or lease space: RESIDENTIAL OWNER OCCUPIED PER RECORDED RESTRICTIONS BY THE VILLAGE AND WASHINGTON COUNTY PROGRAMS IN PLACE

Hours of Operation: N/A

Provide a brief overview of proposed daily on-site operations: RESIDENTIAL USE ONLY

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.: NONE.

Describe all businesses, properties and other entities located adjacent to the proposed use: APARTMENTS AND CONDOMINIUMS

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: CONSTRUCTION OF ACCESS ROAD(S) STORM WATER FACILITIES DUPLEX ~~IS~~ (ZERO LOT LINE) BUILDINGS WITH DRIVEWAYS, LANDSCAPING, PATIOS AND YARDS

Describe any proposed grading, and/or stormwater management plan: PER ATTACHED PLAN TO BE FINALIZED WITH FORMAL ENGINEERED STORM WATER MANAGEMENT WITH VILLAGE APPROVAL

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: DRIVEWAYS, LANDSCAPING, LAWN, NO SIDEWALKS

Describe any proposed on-site security measures including site lighting: NONE SITE LIGHTING PROVIDED BY WALL LIGHT FIXTURES ON THE FRONT OF EACH UNIT

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): FIRE HYDRANTS PER VILLAGE ORDINANCE AND APPROVAL NO INTERIOR FIRE SUPPRESSION

Describe the projected traffic circulation and impacts: NO NEW TRAFFIC STUDY OR INFORMATION

List all setbacks from rights-of-way and property lines and height limitations: 10.5 FEET BETWEEN BUILDINGS, 25 FOOT DRIVEWAY TO PRIVATE ROAD, 10.5 FOOT SETBACK ON SOUTH PROPERTY LINE, 26 FOOT SETBACK ON NORTH PROPERTY LINE, REAR SETBACK 75 FEET DUE TO PIPELINE EASEMENT.

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: ALL LICENSES IN HAND FOR CONSTRUCTION

Does this project require other Jurisdictional Approvals from other Governmental or Regulatory entities?
 No Yes If yes, explain: WASHINGTON COUNTY LIKELY NEEDS TO APPROVE VARIOUS COMPONENTS TO CONFIRM.

Describe any proposed signage including type, size, and location: NONE

If construction is proposed, describe proposed exterior building materials (type, color, etc.): VINYL SIDING AND WINDOWS, ASPHALT DIMENSIONAL ROOF SHINGLE

Describe any site-specific features/constraints, etc.: AUR PIPELINE EASEMENT COMPLIANCE

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: TWO CAR GARAGE PLUS 2 CAR DRIVEWAY

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): NONE

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: MUNICIPAL OR BY EACH OWNER OR HOA

Projected Sewer/Wastewater Usage: TBD gal/year

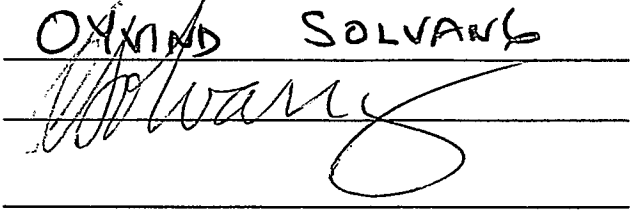
Projected Water Usage: TBD gal/year

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.

You MUST sign and date this Application!

Applicant Name (Print): OXFORD SOLVANS

Applicant Signature: 

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: MARCH 27, 2016

SUBMIT TO: Village of Jackson – Building Inspection Dept.
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: Payment is required at the time of submittal.
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning application submittal, zoning, or technical questions.
Phone: (262) 677-9696 x810
Email: collin.johnson@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: | <u>3/27/26</u> |
| Amount: \$ | <u>300.00</u> |
| Payment Type: | <u>CH</u> / CC / CASH |
| Check/Rcpt. #: | <u>1446</u> |
| Received By: | <u>[Signature]</u> |

VILLAGE OF JACKSON

N168W19851 MAIN ST
JACKSON, WI 53037

Receipt Nbr: 310800
Date: 3/30/2026
Check

RECEIVED FROM HILLCREST \$725.00

| <u>Type of Payment</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|------------------------|---------------|
| Accounting | PLANNING / ZONING FEES | 300.00 |
| | PRELIMINARY PLAT | |
| | PLANNING / ZONING FEES | 425.00 |
| | PUD AMENDMENT | |
| <hr/> | | |
| TOTAL RECEIVED | | 725.00 |
| <hr/> | | |

Receipt Memo: PLAN COMM/CK#1446

Hillcrest Jackson, LLC,
124 South Swift Street,
Glenbeulah, WI, 53023

March 27, 2026

LETTER OF INTENT

MUNICIPAL APPROVALS REQUIRED FOR REZONING, SITE PLAN APPROVAL AND DEVELOPMENT AGREEMENT AMENDMENT FOR THE OAKS OF JACKSON OUTLOT 6.

The purpose of the application is to obtain all Village of Jackson approvals, including rezoning, for the construction of 20 zero lot line, owner occupied, residential homes constructed in 10 buildings on Out lot 6 of the Oaks of Jackson Subdivision in compliance with previously recorded restrictions (as may be amended for this plan) by the Village of Jackson and Washington County (as may also be required to be amended).

The plan is substantially similar to the original plan for the parcel with the exception of the units being located in duplex buildings rather than a "row house".

The units will require a homeowner association (HOA) to insure governance and compliance as needed with overall subdivision responsibilities for site stormwater. To be clear this will be governed with a recorded HOA document and not a condominium form of ownership or declaration.

Building construction and specifications and landscaping will be very similar to the existing 10 unit (5 building) condominium neighborhood located directly to the east of this project.

The roadway access and internal road will be private and maintained by the HOA.

Stormwater facilities will be constructed to meet State and local ordinances.

See attached application, site plan and additional information.

Hillcrest Jackson, LLC

Oyvind Solvang, Sole Member

Letter of intent

Additional comments and background.

Out lot 6, Oaks of Jackson

1. Condition of certain amount of progress on Outlot 8 before Hillcrest purchases Outlot 6 to be eliminated
2. Revised absorption schedule (attached hereto) part of amendment
3. Revised zoning and plat for Outlot 6 to be attached
 - a. Private road, public sewer and water
 - b. 20 units instead of 22
 - c. SF plat instead of condo
 - i. Existing zero-lotline zoning needs to be revised
 - ii. 5' side yards on not-zero lot line side
 - iii. Significant advantage for marketability avoiding FHA financing hurdles for buyers
 - d. Duplex ranch
 - i. Similar floor plan to the outlot 8 Villas, except "duped-up"
 - ii. Required shared insurance
 - iii. Required replacement for both units of roofing or siding if one unit is damaged or deteriorated
 - iv. Yards to be deep onto entire gas main easement, providing say 100' of back yard (great selling point for young families, was not the case with planned layout)

Occupancy Permits

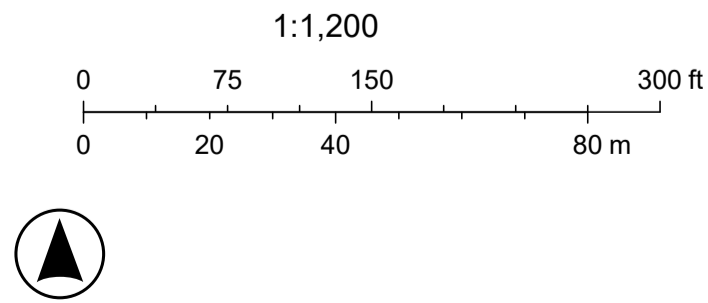
| | | | | | | | | | |
|---------------------------------|---|-----|----|----|----|----|----|--|----|
| Single Family | | | | | | | | | |
| Units | | 10 | 3 | | | | | | 13 |
| REV Units | - | 2 | 11 | | | | | | 13 |
| Town Homes | | | | | | | | | |
| Units | | 4 | 8 | 6 | 6 | 8 | 8 | | 40 |
| REV Units | - | - | 8 | 2 | 4 | 4 | | | 18 |
| Dup-Villas | | | | | | | | | |
| Units | | | | | 6 | 8 | 8 | | 22 |
| REV Units | - | - | - | 8 | 10 | 2 | | | 20 |
| Total OP per DA | 0 | 14 | 11 | 6 | 6 | 8 | 8 | | 53 |
| Total OP for DA Revision | 0 | 2 | 19 | 10 | 14 | 6 | - | | 51 |
| Cum per DA | 0 | 14 | 25 | 31 | 37 | 45 | 53 | | 53 |
| Cum per Requested | 0 | 2 | 21 | 31 | 45 | 51 | 51 | | 51 |
| Difference | 0 | -12 | -4 | 0 | 8 | 6 | -2 | | -2 |

Washington County, WI



3/30/2026, 12:03:51 PM

- | | | |
|-------------------------|---|--------------|
| Current Parcel | Local Road Labels | Lot |
| Parcel Taxkey & Acreage | Local Road | PLSS Quarter |
| Municipality | Right-of-Way | PLSS Section |
| Leader Lines | Plat | Ortho2024 |
| Subdivision Name | Certified Survey Map | Red: Red |
| Condominium Name | Condominium | Green: Green |
| Certified Survey Number | Assessor Plat; Cemetery Plat; Subdivision | Blue: Blue |
| Lot Number | | |



PRELIMINARY PLAT OF TWIN VILLAS OF THE OAKS OF JACKSON

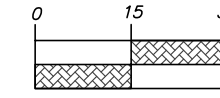
OUTLOT 6 OF THE OAKS OF JACKSON BEING PART OF THE NORTHEAST 1/4 OF
THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

OWNER:
VILLAGE OF JACKSON
N168 W19851 MAIN STREET
JACKSON, WI 53037



LEGEND

- 1" IRON PIPE FOUND UNLESS SPECIFIED OTHERWISE
 - 2"x18" IRON PIPE BEARING 3.65 LBS/FOOT SET.
- INDIVIDUAL LOT/OUTLOT CORNERS SET AS 3/4" X 18" REBAR WEIGHING 1.13 LBS/FOOT



BEARINGS ARE REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, (NAD27). THE NORTH LINE OF NW 1/4 OF SECTION 20-10-20 BEARS SOUTH 89°40'10" EAST.

SURVEYOR'S CERTIFICATE

I, J. SCOTT HENKEL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING LAND AS DIRECTED BY THE OWNER, VILLAGE OF JACKSON:

OUTLOT 6 OF THE OAKS OF JACKSON, RECORDED AS DOCUMENT NO. 1586076, BEING PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 IN SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST, IN THE VILLAGE, COUNTY OF WASHINGTON, STATE OF WISCONSIN, DESCRIBED AS FOLLOWS:

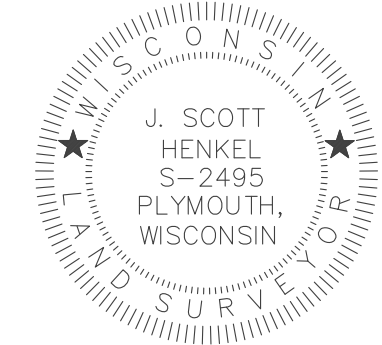
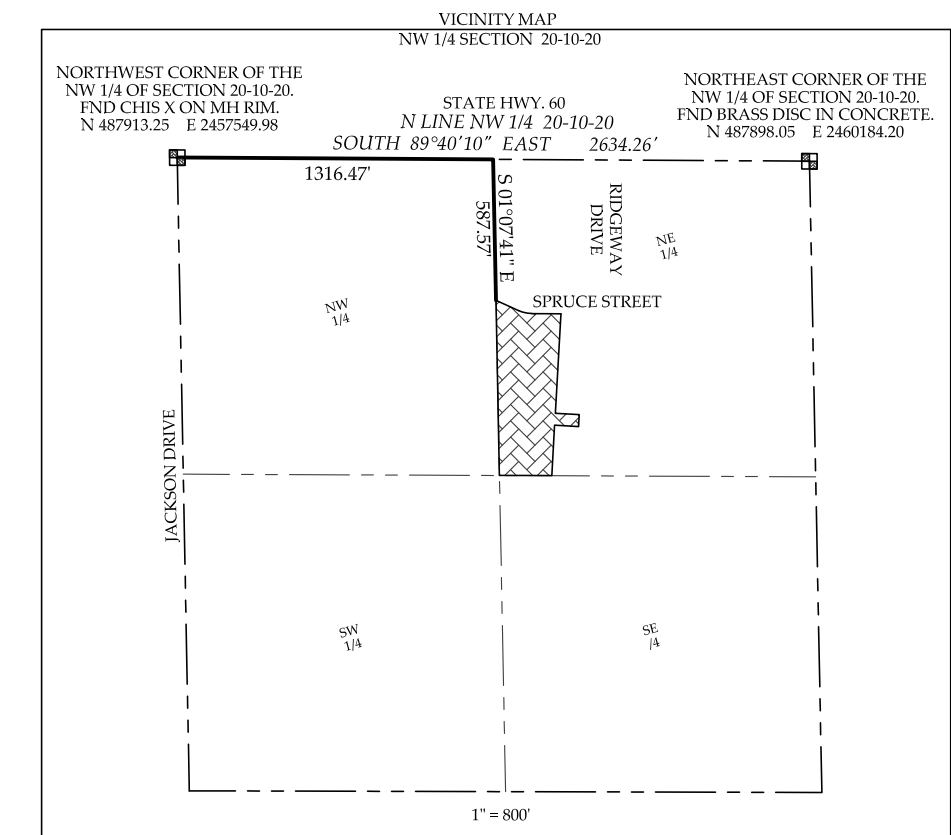
OUTLOT 6 OF THE OAKS OF JACKSON.

CONTAINING 172,927 SQUARE FEET / 3.9699 ACRES, MORE OR LESS.

I FURTHER CERTIFY THAT THE MAP PREPARED IS A CORRECT REPRESENTATION OF ALL THE EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE SUBDIVISION OF IT, AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES, AND THE VILLAGE OF JACKSON SUBDIVISION ORDINANCE.

J. SCOTT HENKEL, PLS 2495

| CURVE | LOCATION | LENGTH | RADIUS | CHORD BEARING | CHORD LENGTH | DELTA | TANGENT IN | TANGENT OUT |
|-------|----------|--------|---------|---------------|--------------|-----------|---------------|---------------|
| A | OUTLOT 6 | 55.68' | 133.00' | S 77°40'33" E | 55.27' | 23°59'09" | S 65°40'58" E | S 89°40'07" E |
| B | CL | 52.77' | 100.00' | S 71°38'08" E | 52.162' | 30°14'10" | S 86°45'13" E | S 56°31'03" E |
| | LOT 12 | 60.69' | 115.00' | S 71°38'08" E | 59.986' | 30°14'10" | S 86°45'13" E | S 56°31'03" E |
| | LOT 13 | 44.86' | 85.00' | N 71°38'08" W | 44.338' | 30°14'10" | N 56°31'03" W | N 86°45'13" W |
| C | CL | 52.77' | 100.00' | S 71°38'08" E | 52.162' | 30°14'10" | S 86°45'13" E | S 56°31'03" E |
| | LOT 12 | 44.86' | 85.00' | S 71°38'08" E | 44.338' | 30°14'10" | S 86°45'13" E | S 56°31'03" E |
| | LOT 13 | 60.69' | 115.00' | N 71°38'08" W | 59.986' | 30°14'10" | N 56°31'03" W | N 86°45'13" W |
| D | OUTLOT 6 | 16.97' | 50.00' | S 14°22'41" W | 16.889' | 19°26'46" | S 24°06'04" W | S 4°39'18" W |



PSE
122 Wisconsin Street, West Bend, WI 53095
262.346.7800 kparish@parishse.com
FN: HB-20-26 Date: 3/27/25

SHEET 1 OF 2

PRELIMINARY PLAT OF
TWIN VILLAS OF THE OAKS OF JACKSON

OUTLOT 6 OF THE OAKS OF JACKSON BEING PART OF THE NORTHEAST 1/4 OF
THE NORTHWEST 1/4 OF SECTION 20, TOWNSHIP 10 NORTH, RANGE 20 EAST,
VILLAGE OF JACKSON, COUNTY OF WASHINGTON, STATE OF WISCONSIN.

UTILITY EASEMENT PROVISIONS

An easement for electric, natural gas, and communications service is hereby granted by

_____, Grantor, to
WISCONSIN ELECTRIC POWER COMPANY and WISCONSIN GAS, LLC, Wisconsin corporations doing business as We Energies, Grantee,
_____, Grantee, and
_____, Grantee
_____, Grantee

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, telephone and cable TV facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "Utility Easement Areas" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incident to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The Grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the Grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, or telephone and cable TV facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures shall not be placed over Grantees' facilities or in, upon or over the property within the lines marked "Utility Easement Areas" without the prior written consent of Grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than four inches without written consent of grantees.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

NOTES

1. ALL SIDE YARD GRADES MUST BE ADHERED TO, COINCIDENT WITH THE APPROVE MASTER GRADING PLAN FOR THE SUBDIVISION TO ENSURE PROPER STORMWATER DRAINAGE.
2. ALL HOMES SHALL HAVE DRIVEWAYS PITCHED TO THE STREET.
3. ALL ELECTRIC, TELEPHONE, AND COMMUNICATION DISTRIBUTION LINES AND LATERALS INCLUDING CATV CABLES, CONSTRUCTED AFTER THE RECORDING OF THIS SUBDIVISION PLAT SHALL BE PLACED UNDERGROUND.
4. THE LOTS OF THIS SUBDIVISION MAY EXPERIENCE NOISE AT LEVELS EXCEEDING THE LEVELS IN S. TRANS 405.04, TABLE 1. THESE LEVELS ARE BASED ON FEDERAL STANDARDS. THE DEPARTMENT OF TRANSPORTATION IS NOT RESPONSIBLE FOR ABATING NOISE FROM EXISTING STATE TRUNK HIGHWAYS OR CONNECTING HIGHWAYS, IN THE ABSENCE OF ANY INCREASE BY THE DEPARTMENT TO THE HIGHWAYS THROUGH-LANE CAPACITY.

COUNTY TREASURER'S CERTIFICATE

I, SCOTT M. HENKE, BEING THE DULY ELECTED, QUALIFIED, AND ACTING TREASURER OF WASHINGTON COUNTY, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE THERE ARE NO UNPAID TAXES OR UNPAID SPECIAL ASSESSMENTS AS OF

THIS _____ DAY OF _____, 202____, AFFECTING THE LAND INCLUDED IN THE PLAT OF TWIN VILLAS OF THE OAKS OF JACKSON.

SCOTT M. HENKE, COUNTY TREASURER

VILLAGE OF JACKSON TREASURER CERTIFICATE

I, DARLENE SMITH, BEING THE DULY ELECTED, QUALIFIED AND ACTING TREASURER OF THE VILLAGE OF JACKSON, DO HEREBY CERTIFY THAT IN ACCORDANCE WITH THE RECORDS IN MY OFFICE, THERE ARE NO UNPAID TAXES OR

UNPAID SPECIAL ASSESSMENTS AS OF _____ ON ANY OF THE LAND INCLUDED IN THE PLAT OF TWIN VILLAS OF THE OAKS OF JACKSON.

DARLENE SMITH, VILLAGE TREASURER

DATE _____

WASHINGTON COUNTY LAND USE & PLANNING COMMITTEE CERTIFICATE

THIS PLAT IS HEREBY APPROVED BY THE WASHINGTON COUNTY LAND USE & PLANNING COMMITTEE AS BEING IN CONFORMANCE WITH CHAPTER 257 LAND DIVISIONS OF THE WASHINGTON COUNTY CODE.

DATED THIS _____ DAY OF _____, 202____.

CARROLL MERRY, CHAIR

ORDINANCE #26-04

AN ORDINANCE TO AMEND THE ADOPTED 2050 COMPREHENSIVE PLAN FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Village Board adopted a comprehensive plan on August 10, 2009, as referenced in Chapter 38 of the Village Code of Ordinances; and Sections 66.1001(1)(a) and 66.1001(2), Wis. Stats.; and

WHEREAS, the Village Board has made a number of minor revisions to the adopted plan since that time including a major plan update in 2019 and updates to projected land uses for certain parcels in 2022; and

WHEREAS, the Plan Commission desires to revise Exhibit 8.11 titled "Projected Land Use: 2050" in the adopted comprehensive plan; and

WHEREAS, the Plan Commission finds that the revisions set forth herein are consistent with the remainder of the adopted plan; and

WHEREAS, the Village published a Class 1 public notice and held a public hearing on April 12, 2022, to obtain public comments regarding the comprehensive plan amendment, as enumerated in Section 66.1001(4)(d), Wis. Stats., and the public participation procedures for comprehensive plan amendments adopted by the Village Board through Resolution #19-24; and

WHEREAS, by a majority vote of the entire Plan Commission recorded in its official minutes on March 19, 2026, the Plan Commission recommends to the Village Board the revisions to the adopted comprehensive plan as included in adopted Resolution #26-10 and as set forth herein.

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

Section 1. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for the Parcels V3_053300D from General Commercial to Medium-Density Residential.

Section 2. This ordinance shall become effective upon passage and posting, or publication as provided by law.

Section 3. The Village Clerk is directed to send a copy of the amendments to each of the following parties listed below pursuant to Section 66.1001(4)(b) of the Statutes:

- a. the clerk for Washington County;
- b. the clerk for the Town of Jackson;
- c. the clerk for the Town of Polk;
- d. State of Wisconsin Department of Administration;
- e. Southeastern Wisconsin Regional Planning Commission (SEWRPC); and
- f. Slinger Community Library.

Section 4. 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 5. 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: _____

Brian J. Heckendorf Village President

Attest:

Pamela Wolf, Interim Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Village Hall, Post Office, the Jackson Community Center, and the Village of Jackson website.

Village Official

Date

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: March 19, 2026

Agenda Item: Item #5

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections & Zoning

Subject: Resolution #26-10 - Proposed Amendment to Village of Jackson
Comprehensive Plan - Parcel V3_053300D - Richard Knabe

Background and Analysis:

Mr. Knabe is proposing to construct four, two-family dwellings on the above parcel located on Spruce Street. In order to proceed with the proposed development, an amendment to the existing 2050 Comprehensive Plan Map for the Village of Jackson is required. Amending the parcel designation from General Commercial to Medium-Density Residential would allow for the proposed development. This designation is synonymous with the nearby Oaks of Jackson residential subdivision.

The proposed resolution identifies the property to be reclassified. By way of reference, below are the various land use categories referenced above.

General Commercial

Areas classified as General Commercial consist primarily of individual and small groups of retail and customer service establishments. General commercial development is generally located outside of a traditional central business district and provides amenities such as open space, off-street parking, and loading areas.

Medium-Density Residential

The Medium-Density Residential land use category encompasses more acreage than any of the Village's other land use plan categories. Medium-density residential development consists primarily of single-family residential development at a density of up to 5.4 dwelling units per net acre on lots of at least 8,000 square feet.

Comprehensive Plan & Zoning Impacts:

The proposed changes bring the Comprehensive Plan Map in line with the anticipated future zoning/use. The parcel is currently zoned Planned Unit Development. Zoning may remain as PUD provided specific PUD zoning is established for the proposed development. Alternatively, a potential rezoning to R-6 Two-Family Residential would also be appropriate for the development as a use-by-right.

Site Plan:

See attached map exhibits for general location of subject parcel.

Signage:

Not Applicable

Additional Staff Comments:

Building Inspection/Zoning

Staff recommend approval of the proposed Comprehensive Plan Map Amendment.

Review Procedures:

The Plan Commission is approving body for this Resolution; Village Board approval will occur through an ordinance adoption following a public hearing.

Notice Requirements:

- Posting on the agenda
- Publishing a Class I Notice is required at least 30-days prior to the Village Board Public Hearing

Potential Motion:

Motion to adopt Resolution #26-10 amending the Village of Jackson Comprehensive Plan: Map 1 – Future Land Use Plan 2050.

Attachments:

1. PC Application
2. Location Map (Parcel V3_053300D)
3. Proposed Site Plan
4. 2050 Comprehensive Plan Map
5. Resolution #26-10

Village of Jackson
PLAN COMMISSION APPLICATION

PROPERTY INFORMATION

- COMMERCIAL INDUSTRIAL RESIDENTIAL OTHER _____
- CONDITIONAL USE PLANNED UNIT DEVELOPMENT CERTIFIED SURVEY MAP
 New New CONCEPT PLAN
 Amendment Amendment COMP. PLAN AMENDMENT
 Special Use Special Use OTHER _____
(For existing Cond. Use ONLY) *(For existing PUD ONLY)*

Property Address: Lot 2 map# 6937 Unit: _____ Jackson, WI

Parcel #: Lot 2 Lot Size: _____ 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): Richard D. Knabe

Mailing Address: _____ State WI Zip 53095

Office: (_____) _____ Fax: (_____) _____

Email: _____

BUSINESS INFORMATION *(If New Business)*

Legal Business Name: Ny St

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: Ny Structures, Inc.

Primary Contact: Richard Knabe

Address: _____ State WI Zip 53076

Office: (_____) _____ Fax: (_____) _____

Email: _____

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 want to Build
(4) duplexes (multi family) 8 units total for my children as
investment properties, they might also become condos

Provide a brief overview of proposed use(s) of entire property and/or lease space: (4) duplex's
with a total of 2 units in each

Hours of Operation: Residential

Provide a brief overview of proposed daily on-site operations: N/A

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.: None Just Construction
activity at time of building normal working hours.

Describe all businesses, properties and other entities located adjacent to the proposed use: N/A

Describe any proposed, development, on-site improvements, or other construction/remodeling activities: Construction of (4) duplexes or Condo units 8 units total

Describe any proposed grading, and/or stormwater management plan: Not needed as we are
disturbing less than 1 acre

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: we will have a common driveway that will serve all
of the units standard landscaping as needed to meet code

Describe any proposed on-site security measures including site lighting: light on small poles
at entrance to all drive ways

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): there is a fire hydrant on the same side as the
proposed development next to the driveway (new)

Describe the projected traffic circulation and impacts: None, as all units will be accessed from a private drive.

List all setbacks from rights-of-way and property lines and height limitations: None as all are single story buildings with basements.

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: None at this time

If construction is proposed, describe proposed exterior building materials (type, color, etc.):
Similar materials as other homes in the area, LP Siding
Shingled Roofs

Describe any site-specific features/constraints, etc.: None

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: Not needed as private driver

Describe all proposed screening/buffering from adjacent properties (where required by ordinance):
most of that is already in place to South and West.
we could add planting (evergreens) to East.

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: all of this is onsite in individual units

Projected Sewer/Wastewater Usage: ? residential gal/year

Projected Water Usage: ? residential 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.

You MUST sign and date this Application!

Applicant Name (Print): Richard D. Knabe

Applicant Signature: Richard D. Knabe

Co-Applicant Name (Print): Miranda Knabe

CO-Applicant Signature: _____

Date of Application: _____

SUBMIT TO: Village of Jackson – Building Inspection Dept.
W194 N16660 Eagle Drive
Jackson, WI 53037

PAYMENT INFO: Payment is required at the time of submittal.
Cash, Checks, or Credit Cards are accepted (fees apply)
(Make checks payable to Village of Jackson)

QUESTIONS?

Zoning Director: For questions concerning **application submittal, zoning, or technical questions.**
Phone: (262) 677-9696 x810
Email: collin.johnson@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: | _____ |
| Amount: \$ | _____ |
| Payment Type: | CH / CC / CASH |
| Check/Rcpt. #: | _____ |
| Received By: | _____ |

VILLAGE OF JACKSON

N168W19851 MAIN ST
JACKSON, WI 53037

Receipt Nbr: 310291
Date: 3/03/2026
Check

RECEIVED FROM KNABE

\$400.00

| <u>Type of Payment</u> | <u>Description</u> | <u>Amount</u> |
|------------------------|--|---------------|
| Accounting | Received on account 100-00-45730-000-000 PLANNING / ZONING FEES COMP PLAN AMEND/PARCEL 053300D | 400.00 |

TOTAL RECEIVED 400.00

Receipt Memo: COMP PLAN AMEND/PARCEL 053300D/CK#2511

Statement Of Intent

Parcel V3_053300D (Map#6937) Spruce Street, Jackson, WI

Our intended use of the property is to construct multi family dwellings. 4 Buildings with two units in each building (Duplexes) for a total of 8 units.

Each unit will be single story, single-family house with two car garages and full basements.

All units will be accessed by a private road coming off Spruce Street and then the (8) driveways coming off the private road.

Private road will have a "T" turnaround at the South end.

Sewer and water will be brought in from the utilities along Spruce street. Gas and electric will also be installed underground from nearby utilities along Spruce St.

Four buildings will be constructed over a 2-year period so excessive construction will be kept to a minimum.

Private road will be constructed first so no construction activities will take place on Spruce Street except for the connections to the Jackson utilities.

Richard Knabe (Owner)

Impact Statement

Location Lot 2 (Map#6937) Spruce Street, Jackson, WI

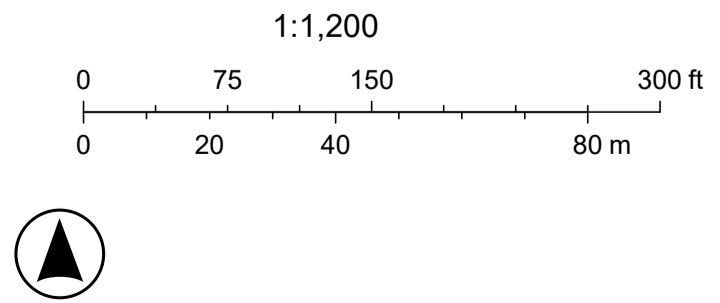
Our impact to the area would be minimal as we would be constructing multifamily units (four duplexes) over a two-year period. They will be accessed via a private road coming off Spruce Street. We would have an impact when we tie into the existing Jackson Utilities along Spruce Street. All construction activities will take place after the private road is installed. The near by areas already have similar residential type buildings.

Parcel V3_053300D



2/27/2026, 9:05:58 AM

- CurrentTaxKey
- Address Point
- Current Parcel
- Parcel Taxkey & Acreage Plat
- Subdivision Name
- Condominium Name
- Certified Survey Number
- Lot Number
- Local Road Labels
- Local Road
- Municipality
- Right-of-Way
- Certified Survey Map
- Condominium
- Assessor Plat; Cemetery Plat; Subdivision
- Lot
- PLSS Quarter
- PLSS Section
- PLSS Boundary
- Ortho2024
- Red: Red
- Green: Green
- Blue: Blue



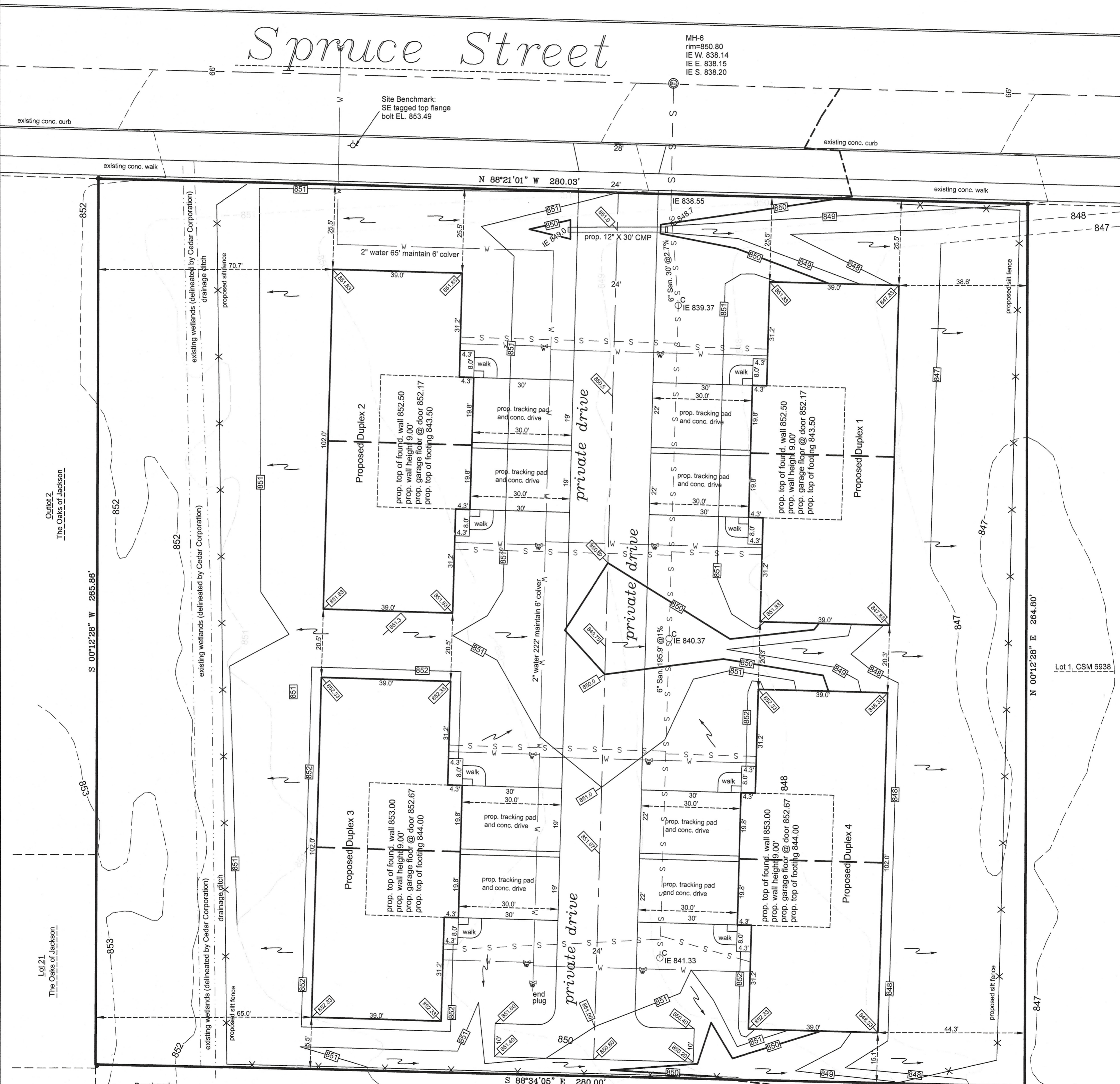
Site, Grading & Utility Plan for Richard Knabe & Kathleen Crowbridge

Lot 2 of Certified Survey Map No. 6937, recorded January 15, 2020 in the Washington County Register of Deeds office as Document No. 1488524, being a division of the North 907.50 feet of the West 280.00 feet of the part of the Northwest 1/4 of the Northeast 1/4 of Section 20, Township 10 North, Range 20 East, in the Village of Jackson, Washington County, Wisconsin.

Outlot 1, CSM 6937

Outlot 2, CSM 6938

Spruce Street



MH-6
rim=850.80
IE W. 838.14
IE E. 838.15
IE S. 838.20

Site Benchmark:
SE tagged top flange
bolt EL. 853.49

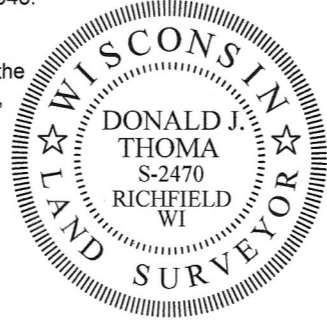
Benchmark 1
is a conc./mon. with a brass cap found marking the North Quarter corner for the Center of Section 20-10-20, which has a published elevation of 850.03 (NGVD 1929) datum.
853.

Diggers Hotline should be contacted to remark before any digging takes place at 1-800-242-8511. The utilities shown have been marked by Digger Hotline per ticket No. 20154206948.

I certify that I have surveyed the above described (Property), and the above map is a true representation thereof and shows the size and location of the Property, its exterior boundaries, the location and dimensions of all visible structures thereon, boundary fences, apparent easements, and roadways, to the best of my knowledge and belief.
This survey is made for the exclusive use of the present owners of the Property, for one (1) year from date hereof.

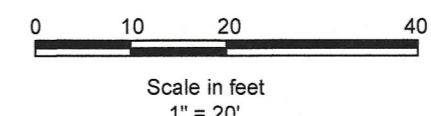
Dated this 29th day of January, 2026.

Donald J. Thoma
Professional Land Surveyor



- Pheasant Run Condominiums
- W - indicates water main.
 - S - S - indicates sanitary sewer.
 - OC - indicates sanitary sewer cleanout.
 - WV - indicates existing/prop. water valve.
 - FD - indicates existing fire hydrant.
 - SM - indicates existing sanitary manhole.
 - - direction of proposed water drainage
 - - - 849 - indicates existing contour line.
 - - - 999.9 - indicates a proposed elevation or contour line.
- Existing Lot Area 1.705 acres (74,275 square feet) more or less.
Proposed impervious area 38% of Lot (28,292 square feet).

Bearings are referenced to the Wisconsin State Plane Coordinate Grid System, Washington County. The north line of the NE 1/4 of Sec. 20-10-20 has a grid bearing of S 88°35'05" E.



Title Policy or Title Search was provided, recorded easements and exception are shown per Title Commitment No. F-300724 and dated 11-29-2011 provided by owners.

Accurate
Surveying & Engineering L.P.

Land Surveying, Consulting, Developing
2911 Wildlife Lane
Richfield, WI 53076
262.677-2120

RESOLUTION #26-10

A RESOLUTION RECOMMENDING TO THE VILLAGE BOARD A REVISION TO THE ADOPTED 2050 COMPREHENSIVE PLAN FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Village Board adopted a comprehensive plan on August 10, 2009, as referenced in Chapter 38 of the Village Code of Ordinances; and Sections 66.1001(1)(a) and 66.1001(2), Wis. Stats.; and

WHEREAS, the Village Board has made a number of minor revisions to the adopted plan since that time including a major plan update in 2019; and

WHEREAS, the Plan Commission desires to revise Exhibit 8.11 titled "Projected Land Use: 2050" in the adopted comprehensive plan; and

WHEREAS, the Plan Commission finds that the revisions set forth herein are consistent with the remainder of the adopted plan; and

WHEREAS, the Village Board will conduct a public hearing, following the procedures enumerated in Section 66.1001(4)(d), Wis. Stats., and the public participation procedures for comprehensive plan amendments adopted by the Village Board through Resolution #19-24; and

NOW THEREFORE, by a majority vote of the entire commission recorded in its official minutes on March 19, 2026, the Plan Commission recommends to the Village Board the revisions to the adopted comprehensive plan as set forth herein.

PART 1. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for Parcel #: V3_053300D from *General Commercial District* to *Medium-Density Residential*.

BE IT FURTHER RESOLVED that the Plan Commission does hereby recommend that the Village Board enact an ordinance adopting a Comprehensive Plan Amendment.

Adopted by the Village of Jackson Plan Commission this 19th day of March, 2026.

_____ Introduced by: _____
Seconded by: _____

Vote: _____ Ayes _____ Nays Passed and Approved: _____

Brian J. Heckendorf – Village President

Attest: _____
Pamela Wolf – Interim Clerk/Deputy Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on posting boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

Village Official

Date

ORDINANCE #26-05

AN ORDINANCE TO AMEND THE ADOPTED 2050 COMPREHENSIVE PLAN FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Village Board adopted a comprehensive plan on August 10, 2009, as referenced in Chapter 38 of the Village Code of Ordinances; and Sections 66.1001(1)(a) and 66.1001(2), Wis. Stats.; and

WHEREAS, the Village Board has made a number of minor revisions to the adopted plan since that time including a major plan update in 2019; and

WHEREAS, the Plan Commission desires to revise Exhibit 8.11 titled "Projected Land Use: 2050" in the adopted comprehensive plan; and

WHEREAS, the Plan Commission finds that the revisions set forth herein are consistent with the remainder of the adopted plan; and

WHEREAS, the Village published a Class 1 public notice and held a public hearing on April 12, 2022, to obtain public comments regarding the comprehensive plan amendment, as enumerated in Section 66.1001(4)(d), Wis. Stats., and the public participation procedures for comprehensive plan amendments adopted by the Village Board through Resolution #19-24; and

WHEREAS, by a majority vote of the entire Plan Commission recorded in its official minutes on March 19, 2026, the Plan Commission recommends to the Village Board the revisions to the adopted comprehensive plan as included in adopted Resolution #26-11 and as set forth herein.

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

Section 1. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for Parcel T9_0013 to Government/Institutional District.

Section 2. Amend Map 1, titled "Land Use Plan for the Village of Jackson:2050" on page 5 of the Comprehensive Plan for the Village of Jackson: 2050 by incorporating the projected land use for the Parcel T9_0014 to Government and Institutional and Isolated Natural Resource Area:

Section 3. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected Ordinance #26-05

land use for the Parcels T9_001500A, T9_047500A, T9_0475, T9_047400A, T9_047400Z, T9_047600Y, T9_0477, T9_0472, T9_047300W, T9_0486, T9_048800Z, T9_048700C, T9_048700D, T9_048700B, T9_048900B, T9_0489, T9_048900C to *Mixed Use*:

Section 4. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels T9_047600B, T9_047300E, T9_048300Z, T9_0485 to *Mixed Use and Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Section 5. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcel T9_047200A to *Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Section 6. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels T9_049200Z, T9_049100Z, T9_049100A, T9_049000C, T9_049600I, T9_0759, T9_0758, T9_0764, T9_076000C, T9_076000B, T9_0761 to *Industrial*:

Section 7. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels T9_049000Z, T9_049000D, T9_049300Z, T9_049600J to *Industrial and Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Section 8. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels T7_0167, T7_016700A, T7_016700B, T7_016500C, T7_016500B, T7_016400A, T7_016400Z, T7_014700A, T7_016400B, T9_077400A, T9_0774, T9_0773 to *Medium Density Residential*:

Section 9. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels T7_015200G, T7_0147, T7_0153, T7_016400C, T7_0168, T7_016600Z, T7_016700C to *Medium Density Residential and Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Section 10. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcel T7_0163 to *Medium Density Residential, Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area, and Isolated Natural Resource Area*:

Section 11. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels T7_047600A, T7_047900Z to *Multi-Family/High Density Urban Residential*:

Section 12 Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcel T7_0476 to *Multi-Family/High Density Urban Residential and Primary Environmental Corridor*;

Section 13. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for the Parcels V3_009600A, V3_0100 from *Industrial* to *General Commercial*.

Section 14. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for the Parcel V3_0099 from *Medium Density Residential* to *General Commercial*.

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

Section 15. The Village Clerk is directed to send a copy of the amendments to each of the following parties listed below pursuant to Section 66.1001(4)(b) of the Statutes:

- a. the clerk for Washington County;
- b. the clerk for the Town of Jackson;
- c. the clerk for the Town of Polk;
- d. State of Wisconsin Department of Administration;
- e. Southeastern Wisconsin Regional Planning Commission (SEWRPC); and
- f. Slinger Community Library.

Section 16. 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 17. 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: _____

Brian J. Heckendorf, Village President

Attest:

Pamela Wolf, Interim 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

STAFF MEMO

Village of Jackson
Plan Commission

Meeting Date: March 19, 2026

Agenda Item: Item #6

To: Brian Heckendorf, Village President
Village of Jackson Plan Commission
Jen Heidtke, Village Administrator

From: Collin Johnson, Director of Inspections & Zoning

Subject: Resolution #26-11 - Proposed Amendments to Village of Jackson
Comprehensive Plan – Various Parcels – Village of Jackson

Description:

In 2025, The Village began the arduous task of expanding our sanitary sewer service area in order to promote future development. Working with the Southeast Regional Planning Commission (SEWRPC), the Village identified five areas to include in the expanded sewer service area. These areas are indicated by the white outline on the attached Map 1 - DRAFT Future Land Use Plan for the Village of Jackson: 2050. A separate, unmarked Land Use Map is also provided. A total of 62 separate parcels are included in the plan.

As one of the many steps in effectuating these changes, the Village must identify and approve future land uses for each of those parcels prior to actual approval of the expanded sanitary sewer service area. A table is included in the accompanying documents that details the proposed future land use for each parcel

In addition to the several parcels referenced above, staff are recommending additional changes to three additional parcels to better align with expected future land use. The parcels are located on Jackson Drive across from the future Jackson Elementary School and are further identified as parcels V3_009600A, V3_0100, and V3_0099 on the table. Each parcel will be reclassified to General Commercial, better aligning them with the proposed zoning for the nearby Main Street Mixed Use Corridor and Community Business District under the Zoning Code Update.

Comprehensive Plan & Zoning Impacts:

The proposed changes will update the existing Comprehensive Plan Map by establishing future land uses for each parcel listed in the table

Site Plan:

Not Applicable

Signage:

Not Applicable

Additional Staff Comments:

Building Inspection/Zoning

Staff recommend approval of the proposed changes to Map 1- Future Land Use Plan for the Village of Jackson: 2050

Review Procedures:

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

Notice Requirements:

- Posting on the agenda
- Publishing a Class I Notice is required at least 30-days prior to the Village Board Public Hearing

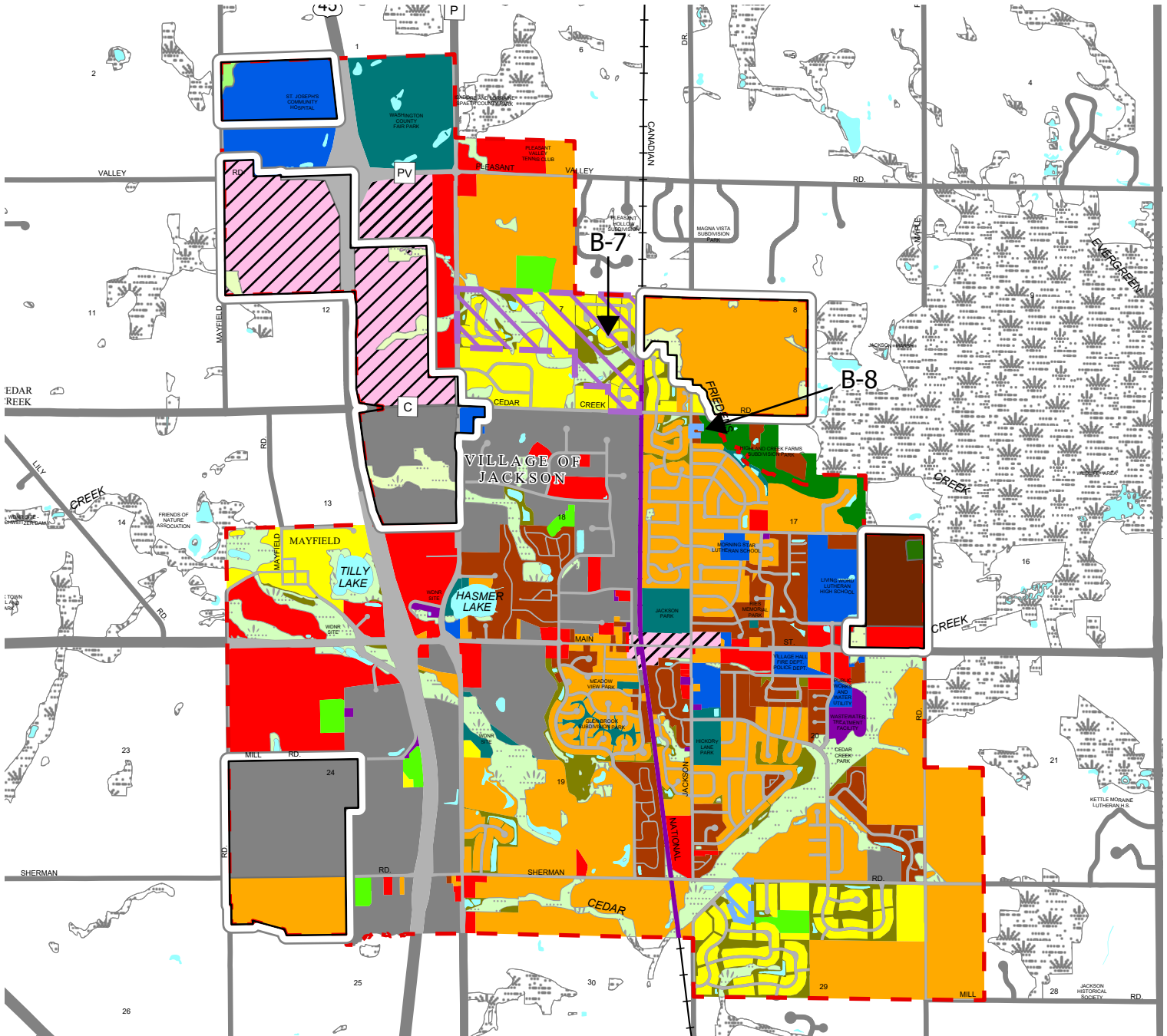
Potential Motion:

Motion to adopt Resolution #26-11 amending the Land Use Plan for the Village of Jackson: 2050 as presented.

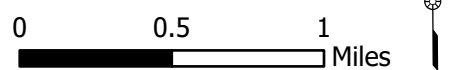
Attachments:

1. Land Use Map (*Mark Up Version*)
2. Proposed Use Table
3. Land Use Map (*Clean Version*)
4. Resolution #26-11 (*DRAFT*)

Map 1 DRAFT Land Use Plan for the Village of Jackson: 2050 Proposed Sewer Service Area Future Land Uses



- General Commercial
- Governmental and Institutional
- Industrial
- Suburban Density Residential
- Medium Density Residential
- Multi - Family / High Density Urban Residential
- Mixed Use
- Wetland Outside of PEC or INRA
- Isolated Natural Resource Area
- Primary Environmental Corridor
- Other Conservancy Lands to be Preserved
- Surface Water
- Park and Recreation
- Other Transportation and Utilities
- Streets and Highways
- Planned Sewer Service Area Boundaries (Proposed 2026)
- To be attached in 2021-2030 (B-8)
- To be attached in 2030 (B-7)
- Potential SSA Expansion Areas

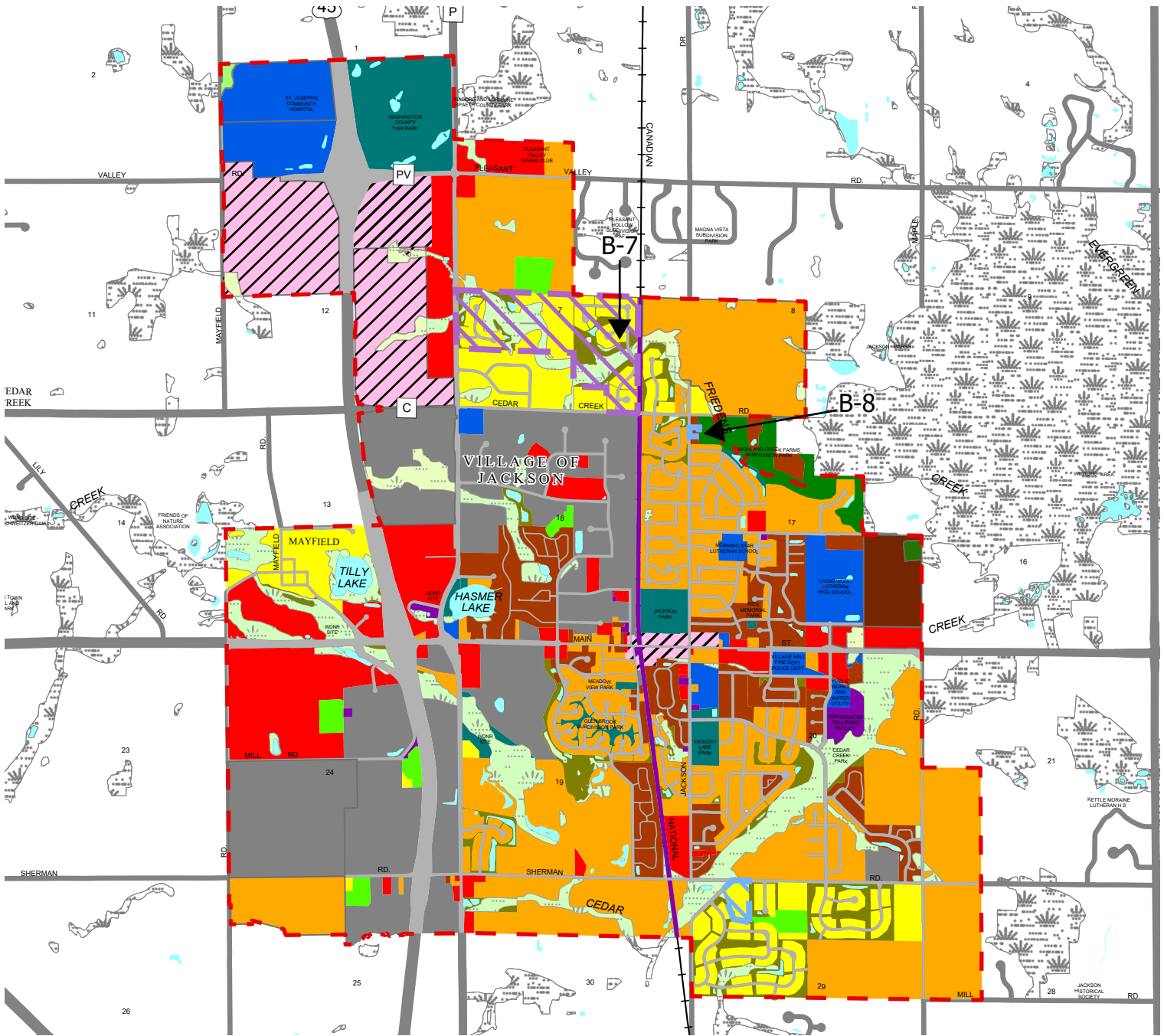


Source: Village of Jackson, Washington County, and SEWRPC
Date Revised: 3/3/2026 11:26 AM

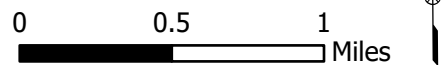
| Area | Parcel | Village Current Land Use | Proposed Future Land Use |
|--|------------|---------------------------------|--|
| North Hospital - SSA Update | T9_0014 | No Current Land Use Designation | Governmental Institutional, Isolated Natural Resource Area |
| | T9_0013 | No Current Land Use Designation | Governmental Institutional |
| South of Highway - SSA Update | T9_001500A | No Current Land Use Designation | Mixed Use |
| | T9_047500A | No Current Land Use Designation | Mixed Use |
| | T9_0475 | No Current Land Use Designation | Mixed Use |
| | T9_047400A | No Current Land Use Designation | Mixed Use |
| | T9_047400Z | No Current Land Use Designation | Mixed Use |
| | T9_047600Y | No Current Land Use Designation | Mixed Use |
| | T9_047600B | No Current Land Use Designation | Mixed Use, Wetland Outside of PEC or INRA |
| | T9_0477 | No Current Land Use Designation | Mixed Use |
| East of Highway - SSA Update | T9_0472 | No Current Land Use Designation | Mixed Use |
| | T9_047200A | No Current Land Use Designation | Wetland Outside of PEC or INRA |
| | T9_047300E | No Current Land Use Designation | Mixed Use, Wetland Outside of PEC or INRA |
| | T9_047300W | No Current Land Use Designation | Mixed Use |
| | T9_048300Z | No Current Land Use Designation | Mixed Use, Wetland Outside of PEC or INRA |
| | T9_0485 | No Current Land Use Designation | Mixed Use, Wetland Outside of PEC or INRA |
| | T9_0486 | No Current Land Use Designation | Mixed Use |
| | T9_048800Z | No Current Land Use Designation | Mixed Use |
| | T9_048700C | No Current Land Use Designation | Mixed Use |
| | T9_048700D | No Current Land Use Designation | Mixed Use |
| | T9_048700B | No Current Land Use Designation | Mixed Use |
| | T9_048900B | No Current Land Use Designation | Mixed Use |
| | T9_0489 | No Current Land Use Designation | Mixed Use |
| | T9_048900C | No Current Land Use Designation | Mixed Use |
| East of Highway South of HWY C - SSA Update | T9_049200Z | No Current Land Use Designation | Industrial |
| | T9_049000Z | No Current Land Use Designation | Industrial, Wetland Outside of PEC or INRA |
| | T9_049100Z | No Current Land Use Designation | Industrial |
| | T9_049100A | No Current Land Use Designation | Industrial |
| | T9_049000D | No Current Land Use Designation | Industrial, Wetland Outside of PEC or INRA |
| | T9_049000C | No Current Land Use Designation | Industrial |
| | T9_049300Z | No Current Land Use Designation | Industrial, Wetland Outside of PEC or INRA |
| | T9_049600J | No Current Land Use Designation | Industrial, Wetland Outside of PEC or INRA |

| | | | |
|--|---------------------------------|--|--|
| | T9_049600I | No Current Land Use Designation | Industrial |
| North East Village - SSA Update | T7_014700A | No Current Land Use Designation | Medium Density Residential |
| | T7_015200G | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA |
| | T7_0147 | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA |
| | T7_0153 | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA |
| | T7_016400B | No Current Land Use Designation | Medium Density Residential |
| | T7_016400C | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA |
| | T7_016400A | No Current Land Use Designation | Medium Density Residential |
| | T7_016400Z | No Current Land Use Designation | Medium Density Residential |
| | T7_0163 | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA, Isolated Natural Resource Area |
| | T7_016500B | No Current Land Use Designation | Medium Density Residential |
| | T7_0168 | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA |
| | T7_016500C | No Current Land Use Designation | Medium Density Residential |
| | T7_016600Z | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA |
| | T7_0167 | No Current Land Use Designation | Medium Density Residential |
| | T7_016700A | No Current Land Use Designation | Medium Density Residential |
| | T7_016700B | No Current Land Use Designation | Medium Density Residential |
| T7_016700C | No Current Land Use Designation | Medium Density Residential, Wetland Outside of PEC or INRA | |
| East Highway 60 - SSA Update | T7_047600A | No Current Land Use Designation | Multi-Family/High Density Urban Residential |
| | T7_0476 | No Current Land Use Designation | Multi-Family/High Density Urban Residential, Primary Environmental Corridor |
| | T7_047900Z | No Current Land Use Designation | Multi-Family/High Density Urban Residential |
| Southwest - SSA Update | T9_0759 | No Current Land Use Designation | Industrial |
| | T9_0758 | No Current Land Use Designation | Industrial |
| | T9_0764 | No Current Land Use Designation | Industrial |
| | T9_076000C | No Current Land Use Designation | Industrial |
| | T9_076000B | No Current Land Use Designation | Industrial |
| | T9_0761 | No Current Land Use Designation | Industrial |
| | T9_077400A | No Current Land Use Designation | Medium Density Residential |
| | T9_0774 | No Current Land Use Designation | Medium Density Residential |
| T9_0773 | No Current Land Use Designation | Medium Density Residential | |
| Other Proposed Changes | V3_009600A | Industrial | General Commercial |
| | V3_0100 | Industrial | General Commercial |
| | V3_0099 | Medium Density Residential | General Commercial |

Map 1 DRAFT Land Use Plan for the Village of Jackson: 2050



- General Commercial
- Governmental and Institutional
- Industrial
- Suburban Density Residential
- Medium Density Residential
- Multi - Family / High Density Urban Residential
- Mixed Use
- Wetland Outside of PEC or INRA
- Isolated Natural Resource Area
- Primary Environmental Corridor
- Other Conservancy Lands to be Preserved
- Surface Water
- Park and Recreation
- Other Transportation and Utilities
- Streets and Highways
- Planned Sewer Service Area Boundaries (Proposed 2026)
- To be attached in 2021-2030 (B-8)
- To be attached in 2030 (B-7)



Source: Village of Jackson, Washington County, and SEWRPC
Date Revised: 3/3/2026 11:23 AM

RESOLUTION #26-11

A RESOLUTION RECOMMENDING TO THE VILLAGE BOARD REVISIONS TO THE ADOPTED 2050 COMPREHENSIVE PLAN FOR THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Village Board adopted a comprehensive plan on August 10, 2009, as referenced in Chapter 38 of the Village Code of Ordinances; and Sections 66.1001(1)(a) and 66.1001(2), Wis. Stats.; and

WHEREAS, the Village Board has made a number of minor revisions to the adopted plan since that time including a major plan update in 2019; and

WHEREAS, the Village of Jackson partnered with Southeastern Wisconsin Regional Planning Commission to update the Community Assistance Planning Report No. 124 (3rd Edition) Sanitary Sewer Service Area Plan for the Village of Jackson Washington County, WI; and

WHEREAS, it is necessary for the Village of Jackson to update *A Comprehensive Plan for the Village of Jackson: 2050* prior to approving the update to the Sanitary Sewer Service Area Plan for the Village of Jackson; and

WHEREAS, the Plan Commission finds that the revision set forth herein is consistent with the remainder of the adopted plan; and

WHEREAS, the Village Board will conduct a public hearing, following the procedures enumerated in Section 66.1001(4)(d), Wis. Stats., and the public participation procedures for comprehensive plan amendments adopted by the Village Board through Resolution #19-24; and

NOW THEREFORE, by a majority vote of the entire commission recorded in its official minutes, the Plan Commission recommends to the Village Board the revisions to the adopted comprehensive plan as set forth herein.

PART 1. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Government and Institutional*:

Parcel: T9_0013

PART 2. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Government and Institutional and*

Isolated Natural Resource Area:

Parcels: T9_0014

PART 3. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Mixed Use*:

Parcels: T9_001500A, T9_047500A, T9_0475, T9_047400A, T9_047400Z, T9_047600Y, T9_0477, T9_0472, T9_047300W, T9_0486, T9_048800Z, T9_048700C, T9_048700D, T9_048700B, T9_0489, T9_048900C

PART 4. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Mixed Use and Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Parcels: T9_047600B, T9_047300E, T9_048300Z, T9_0485

PART 5. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Parcels: T9_047200A

PART 6. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Industrial*:

Parcels: T9_049200Z, T9_049100Z, T9_049100A, T9_049000C, T9_049600I
Parcels: T9_0759, T9_0758, T9_0764, T9_076000C, T9_076000B, T9_0761

PART 7. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Industrial and Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Parcels: T9_049000Z, T9_049000D, T9_049300Z, T9_049600J

PART 8. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Medium Density Residential*:

Parcels: T7_0167, T7_016700A, T7_016700B, T7_016500C, T7_016500B, T7_016400A, T7_016400Z, T7_014700A, T7_016400B
Parcels: T9_077400A, T9_0774, T9_0773

PART 9. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Medium Density Residential and Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area*:

Parcels: T7_015200G, T7_0147, T7_0153, T7_016400C, T7_0168, T7_016600Z, T7_016700C

PART 10. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Medium Density Residential, Wetland Outside of Primary Environmental Corridor or Isolated Natural Resource Area, and Isolated Natural Resource Area*:

Parcels: T7_0163

PART 11. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Multi-Family/High Density Urban Residential*:

Parcels: T7_047600A, T7_047900Z

PART 12. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by incorporating the projected land use for the Parcels listed below to *Multi-Family/High Density Urban Residential and Primary Environmental Corridor*:

Parcels: T7_0476

PART 13. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for the Parcels listed below from *Industrial* to *General Commercial*.

Parcels: V3_009600A, V3_0100

PART 14. Amend Map 1, titled "Land Use Plan for the Village of Jackson: 2050" on page 5 of the Comprehensive Plan for The Village of Jackson: 2050 by changing the projected land use for the Parcels listed below from *Medium Density Residential* to *General Commercial*.

Parcels: V3_0099

NOW THEREFORE, the Village Clerk is directed to send a copy of this resolution to each of the following:

- a. the clerk for Washington County;
- b. the clerk for the Town of Jackson;
- c. the clerk for the Town of Polk;
- d. State of Wisconsin Department of Administration;
- e. Southeastern Wisconsin Regional Planning Commission (SEWRPC); and
- f. Slinger Community Library.

Introduced by: _____ Seconded by: _____

Vote: _____ ayes _____ nays Passed and Approved: _____

 Brian J. Heckendorf – Village President

Attest: _____
 Pamela Wolf – Interim Clerk/Deputy Clerk

Proof of Posting:

I, the undersigned, certify that I posted this Resolution on bulletin boards at the Jackson Municipal Complex, Post Office, and one other location in the Village.

 Village Official

 Date



Innovative
Public Advisors

**Proposal for Village Clerk
Executive Recruitment Services**

April 30, 2026

Innovative Public Advisors

April 30, 2026

Dear Village President Brian Heckendorf and Village Administrator Jen Heidtke,

Innovative Public Advisors (IPA) is pleased to submit this proposal to provide executive recruitment services for the Village Clerk position for the Village of Jackson. We recognize the importance of this role in supporting daily operations, ensuring accurate records and elections administration, and maintaining strong organizational coordination. Our team is prepared to assist the Village in identifying a highly qualified and detail-oriented municipal clerk who aligns with Jackson's operational needs and community values.

IPA is a premier Wisconsin-based public-sector executive recruitment and strategic advisory firm dedicated to supporting municipalities with tailored solutions that strengthen leadership capacity and organizational performance. Founded by experienced municipal administrators, our team delivers a modern, efficient, and highly personalized approach to recruitment—balancing urgency with a commitment to quality, best-fit outcomes.

The Village of Jackson recruitment will be led by IPA's principals, Jess Wildes and Jay Shambeau (resumes on pages 8 and 9). Together, they bring complementary expertise in executive recruitment, municipal operations, strategic communications, and governance. IPA has successfully conducted more than 35 executive and senior-level recruitments in the past year, including roles such as City/Village Clerk, Clerk/Treasurer, Finance Director, and other key municipal staff positions across Wisconsin.

IPA will work closely with Village leadership to define the ideal candidate profile and implement a targeted recruitment strategy that includes proactive outreach, recruitment marketing, and intentional communication. We understand the importance of identifying a candidate with strong organizational skills, attention to detail, and the ability to effectively support elected officials, staff, and the public.

We appreciate the opportunity to partner with the Village of Jackson and look forward to assisting in identifying its next Village Clerk.

Sincerely,



Jay Shambeau, ICMA-CM, MPA
Partner, Innovative Public Advisors
jay@public-advisors.com | 262-355-6102



Jess Wildes, MPA, MS
Partner, Innovative Public Advisors
jess@public-advisors.com | 262-339-5658



Innovative Public Advisors

Scope of Work

Executive Recruitment Services for Village Clerk

- **Recruitment Marketing**
 - Conduct kickoff meeting with Village leadership, review salary comparables, and discuss the recruitment process.
 - Create position announcement, profile brochure, custom landing page, and marketing materials.
 - Advertise position on Wisconsin Municipal Clerks Association (WMCA), League of Wisconsin Municipalities, LinkedIn, and other professional networks.
 - Promote the position to IPA’s network and extensive LinkedIn (12,000+) connections with targeted outreach to dynamic municipal clerk professionals.

- **Application and Interview Process**
 - Actively recruit applicants, collect application materials, review/screen candidates, and make recommendations to the hiring team.
 - Coordinate community tours and in-person interviews with Village leadership and key staff.
IPA staff will be present to facilitate the entire process.

- **Candidate Selection and Offer Negotiation**
 - Facilitate offer terms and negotiations.
 - Prepare press release and announcement timeline.

Interim Village Clerk Services (optional and by separate hourly rate agreement)

- IPA is able to provide steady municipal clerk leadership services to ensure a smooth and timely organizational transition.
- Foster stabilization and continuity across daily operations.

Innovative Public Advisors

Timeline

- **Week 1:** Recruitment kick-off meeting and position assessment.
- **Weeks 2-5:** Post the Village Clerk position, recruit and review/screen candidates.
- **Week 6:** Initial applicant reviews, schedule interviews.
- **Weeks 7-8:** Interviews and candidate selection.
- *Interim services are available at the Village's request and billed at an hourly rate.*

Dates to be determined based on the Village's preferences.

Cost Proposal

Executive Recruitment Services for Village Clerk: \$10,750 (flat fee)

The total project cost includes all professional services outlined in this proposal. IPA will be onsite as needed to facilitate an engaging recruitment and interview process. Upon project award, IPA will work with the Village to complete a Professional Services Agreement and will bill in two installments: 50% of project cost upfront and the remaining 50% after an employment agreement is signed by the candidate.



Innovative Public Advisors

Recent Recruitments

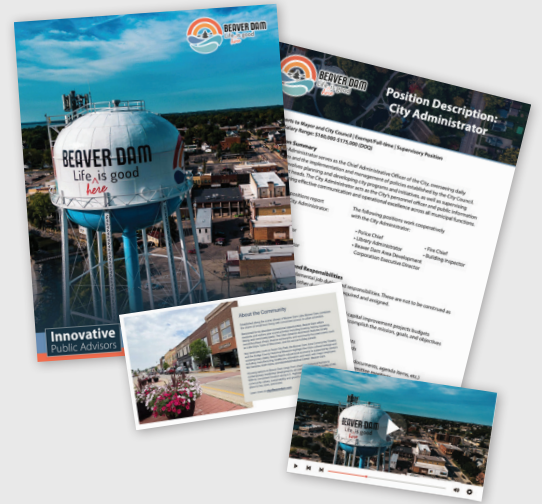
IPA successfully conducted **more than 35 executive searches in the past year**—representing a significant majority share of municipal recruitments across Wisconsin in 2025 and 2026.

City of Beaver Dam

Interim City Administrator & City Administrator Executive Recruitment

The City of Beaver Dam engaged IPA to provide Interim City Administrator services (30 hours/week) and to lead the executive recruitment for its next permanent City Administrator. IPA supported the City through a key leadership transition by delivering experienced interim management, ensuring continuity of operations, and collaborating closely with elected officials and department heads. In addition to managing a professional and inclusive recruitment process, IPA Partner Jay Shambeau facilitated a strategic workshop with the Common Council to help guide the transition and lay a foundation for long-term leadership success.

Mayor Bobbi Marck, mayor@ci.beaverdam.wi.gov | 920-382-1356



Sampling of 2025-2026 Executive Recruitments:

- City of Beaver Dam, City Administrator (Population 16,700)
- City of Fond du Lac, Community Development Director (Population 44,678)
- City of Lake Mills, Public Works Director (Population 6,400)
- City of Lake Mills, Director of Utilities (Population 6,400)
- City of Oshkosh, City Clerk (Population 67,242)
- City of Oshkosh, Communications Manager (Population 67,242)
- City of Oshkosh, Public Works Director (Population 67,242)
- City of South Milwaukee, City Administrator (Population 20,795)
- City of Washburn, Public Works Director (Population 2,051)
- City of Waupaca, City Administrator (Population 6,400)
- City of Waupaca, Community Development Director (Population 6,400)
- City of Whitehall, City Administrator (Population 1,645)
- Village of Campbellsport, Village Administrator (Population 1,907)
- Village of Dane, Village Administrator (Population 1,100)
- Village of Dane, Clerk/Treasurer (Population 1,100)
- Village of Fox Point, Village Manager (Population 6,934)
- Village of Mukwonago, Finance Director (Population 8,262)
- Village of New Glarus, Village Administrator (Population 2,266)
- Village of Salem Lakes, Village Administrator (Population 14,600)
- Village of Sister Bay, Village Administrator (Population 1,148)
- Village of Sussex, Building Inspector (Population 11,795)
- Village of Sussex, Public Works Director/Village Engineer (Population 11,795)
- Village of Waunakee, Deputy Administrator/CD Director (Population 14,879)



*We are happy to connect you
with any of our clients!*

References for City and Village Clerk Executive Searches

IPA has worked with municipalities across the state to recruit qualified, dynamic municipal clerk leaders.

City of Oshkosh

Executive Recruitment Services for City Clerk, Communications and Engagement Manager, Public Works Director, Assistant Finance Director, and City Attorney

The City of Oshkosh engaged IPA for several key recruitments, including the City Clerk position. IPA led outreach, screening, interview coordination, and candidate communications—allowing staff to stay focused on daily operations while ensuring a thorough, professional process that delivered strong candidate outcomes.

Reference: City Manager Rebecca Grill
rgrill@oshkoshwi.gov | 920-236-5002



Village of Dane

Village Administrator and Clerk/Treasurer Executive Recruitments, and Governance/Position Development

The Village of Dane partnered with IPA to support its transition to a Board/Administrator form of government. IPA developed the new ordinance, created the first Village Administrator position description, and updated the employee handbook. IPA led the recruitments for both the Village Administrator and Clerk/Treasurer—developing marketing materials, promoting the roles, and guiding interviews, selection, and contract negotiations—culminating in the successful hiring of both positions.

Reference: Village Board President Donald Postler
DPostler@vi.dane.wi.gov | 608-849-5422



Village of New Glarus

Village Administrator and Clerk/Treasurer Executive Recruitments

The Village of New Glarus hired IPA to lead the recruitment of its Village Administrator and Clerk/Treasurer positions. Through structured and proactive processes, IPA guided the Village through interviews, selection, and contract negotiations—resulting in the successful hiring of both positions while allowing staff to remain focused on daily operations.

Reference: Village Board President Roger Truttman
rtruttman@newglarusvillage.com | 608-212-6785



Innovative Public Advisors

Advancing local government a different way—the IPA way.

Innovative Public Advisors (IPA) is a premier public sector executive recruitment and strategy firm dedicated to empowering municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact.

Founded by experienced municipal professionals Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA offers a wide range of services. With a focus on delivering innovative, sustainable solutions, IPA is committed to helping local governments navigate complex challenges and strengthen their capacity to serve their communities effectively.

Services



**Executive Recruitment
and Interim Services**



**Economic Development
and Grant Writing**



**Strategic and Specialty
Plan Development**



**Professional Coaching
and Mentorship**



**Communications and
Marketing Strategies**



**Governance Training
and Facilitated Workshops**

IPA Team

Innovative Public Advisors is led by partners Jess Wildes and Jay Shambeau, two seasoned professionals with extensive experience in public sector management and strategic consulting.

Together, they bring a wealth of expertise in government administration, operations, communications, and leadership development—offering innovative solutions to help local governments thrive.



JESS WILDES MPA, MS

jess@public-advisors.com | 262-339-5658

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

University of Wisconsin
Oshkosh

MASTER OF SCIENCE

Integrated Marketing
Communications
Eastern Michigan University

BACHELOR OF ARTS

College of Saint Benedict &
Saint John's University

SERVICE EXPERIENCE

Rotary International
West Bend Sunrise Rotary Club

International City/County
Management Association
(ICMA) Assistant Chief
Administrative Officer (CAO)
Committee Member

Wisconsin Economic
Development Association
(WEDA) Board Member

Mid-Moraine Municipal
Court Board Member

Downtown West Bend Business
Improvement District (BID)
Board Executive Director

Visit Washington County Board
Member and Vice President

Honored as one of ELGL's
"Top 100 Influencers in
Local Government"

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jess is a seasoned strategist specializing in local government communications, public relations, and grant acquisition. With a proven track record of securing significant local, state, and federal funding, Jess has helped municipalities access critical resources to support community development, infrastructure, and essential services. Her work also includes crafting effective communication strategies, enhancing public engagement, and building transparent, trust-based relationships between local governments and their communities. With her expertise in both strategic messaging and grant writing, Jess is committed to helping local governments secure the resources they need while fostering strong, effective communication.

ASSISTANT CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2020–2025

Also served as Communications and Economic Development Director

- Performed economic development activities to promote business development, retention, and job creation.
- Coordinated with all departments to increase the quality and consistency of the city organization's messaging and content.
- Acquired alternative revenue sources through grants (\$6.5+ million), fundraising and partnerships.
- Set strategy and managed a talented team of professionals responsible for community television programming, social media, public relations, internal and external communications, brand management, and tourism promotion.
- Built meaningful relationships with constituents, community leaders, business owners, state-level officials, and economic developers.
- Managed five city departments: Assessors, Communications, City Clerk, Human Resources, and Information Technology.

DIRECTOR OF COMMUNICATIONS & MARKETING

Museum of Wisconsin Art, West Bend, Wisconsin, 2017–2020

SENIOR ACCOUNT EXECUTIVE

Trefoil Group, Milwaukee, Wisconsin, 2016–2017

DIRECTOR OF RECRUITMENT MARKETING

Mount Mary University, Milwaukee, Wisconsin, 2013–2016

Northland College, Ashland, WI, 2009–2013



JAY SHAMBEAU

 ICMA-CM, MPA

jay@public-advisors.com | 262-355-6102

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

UW - Oshkosh

BACHELOR OF SCIENCE

Regional Analysis and Geography, UW - Green Bay

LEADERSHIP WISCONSIN

UW-Madison, 2014

ACCOLADES

Credentialed Manager
International City/County
Management Association, 2024

Recipient of ICMA's prestigious
30 Years of Service Award

SERVICE

Rotary International
West Bend Sunrise Rotary Club

Boys and Girls Club of
Washington County
Board Member

United Way of Washington
County, Campaign Co-Chair

West Bend Area Chamber of
Commerce, Board Member

West Bend Tourism
Commission, Chairman

Kettle Moraine Lutheran High
School, Board Member and
President

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jay is a public sector professional with 32 years of expertise in village, city, and county government management, strategic planning, and public policy. Jay has worked with municipalities of all sizes to drive organizational efficiency, enhance governance, and secure funding. His background includes leading complex projects, facilitating collaborative planning efforts, and providing executive coaching to local government leaders. Jay is known for his relationship skills and practical approach, blending deep knowledge of governmental processes with a commitment to delivering impactful results. Jay has helped numerous local governments achieve their goals and navigate the challenges of an ever-evolving public sector landscape.

CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2016–2025

- Responsible for the administration of daily city operations and implementing policies established by the City Council.
- Oversaw a \$30M budget, led economic development activities, managed department head team, fostered community engagement, ensured efficient delivery of services, and promoted the city's growth and development.

ASSOCIATE

Public Administration Associates, LLC, Wisconsin, 2024

PLANNING AND PARKS ADMINISTRATOR

Washington County, Wisconsin, 2014-2016

COUNTY ADMINISTRATOR

Calumet County, Wisconsin, 2008-2014

- Responsible for the daily operations of county government, ensuring efficient delivery of services and adherence to budgetary guidelines.
- Collaborated with elected officials, managed staff, and facilitated communication between departments to promote effective governance and community engagement.

VILLAGE ADMINISTRATOR

Village of Kewaskum, Wisconsin, 2006-2008

- Responsible for the management of municipal operations, including implementing policies set by the Village Board and managing all departments.
- This position involved budgeting, community planning, economic development, and fostering relationships to ensure effective service delivery and enhance community development.

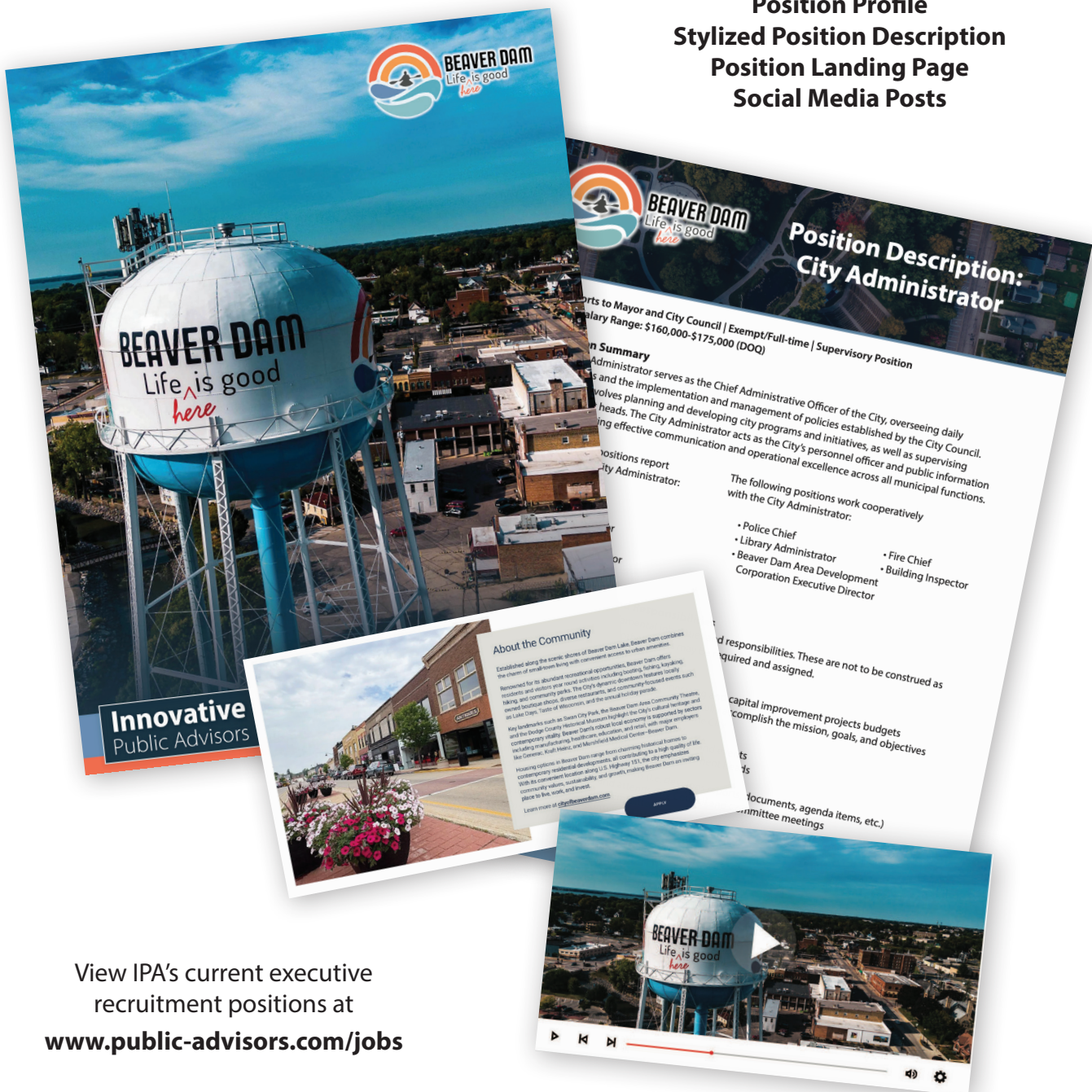
PLANNING DIRECTOR

Clark County, Wisconsin, 1993-2006

Additional Materials

Innovative Public Advisors (IPA) customizes recruitment marketing materials for each search, highlighting the unique character and strengths of the municipality. Led by Partner Jess Wildes, who brings a strong communications and design background, IPA develops a suite of branded marketing materials in-house and without subcontractors—including recruitment brochures, a responsive landing page, and compelling social media content—that are visually appealing and strategically crafted. This tailored approach ensures candidates gain an authentic understanding of the position and community.

Position Profile
Stylized Position Description
Position Landing Page
Social Media Posts



View IPA's current executive recruitment positions at www.public-advisors.com/jobs

Innovative
Public Advisors