

AGENDA
PLAN COMMISSION MEETING
Thursday, August 25, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Plan Commission Meeting of June 30, 2022
3. Final Plat – Phase I Maple Fields Subdivision – Neumann Developments, Inc.
4. Amending Ordinance 2-183 relating to proposed meeting date change for Plan Commission meetings
5. Amending Village Ordinance related to sign review and approval
6. Citizens to address the Plan Commission
7. 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.

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, June 30, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

President Schwab called the meeting to order at 7:00 p.m.

Members Present: Ryan Ganshow, Tr. Kruepke, Jon Molkentin, Dan Reik and Doug Wilcox

Excused Absent: Tr. Emmrich

Village Board Member Present: Tr. Heckendorf

Staff Present: Director of Inspections Collin Johnson, Administrator Jen Keller and Clerk Jilline Dobratz

Also Present: Jonathan Schatz, Ehlers; Dan Schaefer, Signworks; Steven Nitschke, DNF Properties; and Kurt Henning

2. Approval of Minutes for the Plan Commission Meeting of May 26, 2022

Motion by Doug Wilcox, second by Pres. Schwab to approve the Plan Commission minutes of May 26, 2022 as submitted.

Vote: 6 ayes, 0 nays. Motion carried.

3. Conditional Use Amendment – Signage – N172W21930 Caymus Court – HDI Wholesale

Motion by Tr. Kruepke, second by Jon Molkentin to recommend to the Village Board the approval of the Conditional Use Amendment relating to signage for HDI Wholesale located at N172W21930 Caymus Court.

Vote: 6 ayes, 0 nays. Motion carried.

4. Resolution #22-10 – Proposed Amendments to Village of Jackson Comprehensive Plan: Map 1 – Future Land Use Plan 2050

Motion by Doug Wilcox, second by Jon Molkentin to recommend the Village Board adopt Resolution #22-10 amending the Village of Jackson Comprehensive Plan: Map 1 – Future Land Use Plan 2050.

Discussion on wetlands ensued.

Vote: 6 ayes, 0 nays. Motion carried.

5. Ordinance #22-12 – Establishing Zoning for Certain 2021 Annexed Parcels and to Amend the Zoning Code and Zoning Map of the Village of Jackson

Director Johnson provided background information on the zoning districts.

Motion by Jon Molkentin, second by Dan Reik to recommend to the Village Board the approval of Ordinance #22-12 establishing residential Zoning Districts RT-10

and RT-11 under Chapter 48 of the Village Code and to amend the Village of Jackson Zoning Map consistent with the proposed changes.

Vote: 6 ayes, 0 nays. Motion carried.

6. Public Hearing – Proposed Amendments to the Boundaries and Project Plan for Tax Incremental District No. 7

Pres. Schwab opened the Public Hearing.

Jonathan Schatz provided information regarding the changes to the TID. The amendment will change boundaries, add two (2) parcels and an update to eligible projects will be added to the plan. The amended plan reflects adjusted development assumptions as there have been two (2) years of value changes and delayed development since plan creation in 2019.

Pres. Schwab closed the Public Hearing.

7. Resolution #22-11 – Designating Proposed Amended Boundaries and Approving a Project Plan Amendment for Tax Incremental District No. 7

Motion by Pres. Schwab, second by Doug Wilcox to recommend to the Village Board the approval of Resolution #22-11 designating proposed amended boundaries and project plan amendment for Tax Incremental District No. 7.

Vote: 6 ayes, 0 nays. Motion carried.

8. Citizens to Address the Plan Commission

None.

9. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke to adjourn.

Vote: 6 ayes, 0 nays. Meeting adjourned at 7:19 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk

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
☐ Special Use ☐ Special Use ☐ OTHER _____
(For existing Cond. Use ONLY) (For existing PUD ONLY)

Property Address: West of Maple Road and south of Sherman Parc Subdivision Unit: _____ Jackson, WI

Parcel #: V3_0751 & 075200A Lot Size: _____ sq. ft. Building Area: _____ sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☐ PUD ☒ Other R1 & R5 Floodplain: Y / N

APPLICANT INFORMATION

Name(s): Neumann Developments, Kevin Anderson

Mailing Address: N27 W24025 Paul Court, #100, Pewaukee State WI Zip 53072

Office: (262) 542-9200 Cell: (262) 825-8068 Fax: (_____) _____

Email: kevin@neumanncompanies.com

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): Maple Fields, LLC

Address: Same as above State _____ Zip _____

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

Email: same

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: TRIO Engineering

Primary Contact: Josh Pudelko

Address: 4100 N. Calhoun Road, Brookfield State WI Zip 53005

Office: (262) 790-1480 Cell: (_____) _____ Fax: (_____) _____

Email: Jpudelko@trioeng.com

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: Final Plat approval for Phase 1
of Maple Fields subdivision

Provide a brief overview of proposed use(s) of entire property and/or lease space: _____

Hours of Operation: _____

Provide a brief overview of proposed daily on-site 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.: _____

Describe all businesses, properties and other entities located adjacent to the proposed use: _____

Describe any proposed, development, on-site improvements or other construction/remodeling activities: _____

Describe any proposed grading, and/or stormwater management plan: _____

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____

Describe any proposed on-site security measures including site lighting: _____

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): _____

Describe the projected traffic circulation and impacts: _____

List all setbacks from rights-of-way and property lines and height limitations: _____

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: _____

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: _____

If construction is proposed, describe proposed exterior building materials (type, color, etc.): _____

Describe any site-specific features/constraints, etc.: _____

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: _____

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): _____

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: _____

Projected Sewer/Wastewater Usage: _____ gal/year

Projected Water Usage: _____ 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.

Applicant Name (Print): Kevin Anderson

Applicant Signature:

Kevin Anderson

Co-Applicant Name (Print):

CO-Applicant Signature:

Date of Application: 07-26-22

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Building Inspection Dept.
(Checks shall be made payable to Village of Jackson)
W194 N16660 Eagle Drive
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Building Inspector: For questions concerning **building codes, zoning, or technical questions.**
Phone: (262) 677-9696
Email: collin.johnson@villageofjacksonwi.gov

Village Clerk: For all **general questions** concerning meeting dates, times, etc.
Phone: (262) 677-9001 Ext. 213
Email: jilline.dobratz@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: 8/2/22

Amount: \$ 125.00

Payment Type: CH / CC / CASH

Check/Rcpt. #: 1008

Received By: [Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 261139**Date:** 8/08/2022**Check****RECEIVED
FROM**

MAPLE FIELDS

\$125.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	125.00
	PLAN COMM APPLICATION	

TOTAL RECEIVED125.00

Receipt Memo: PLAN COMM APP/CK#1008

MAPLE FIELDS

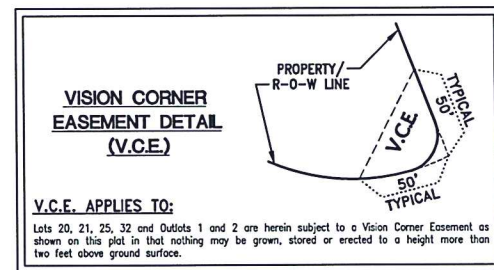
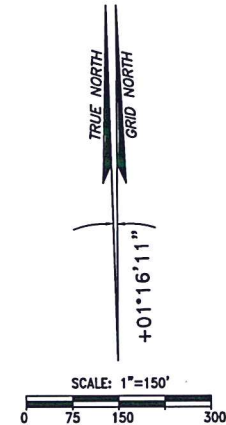
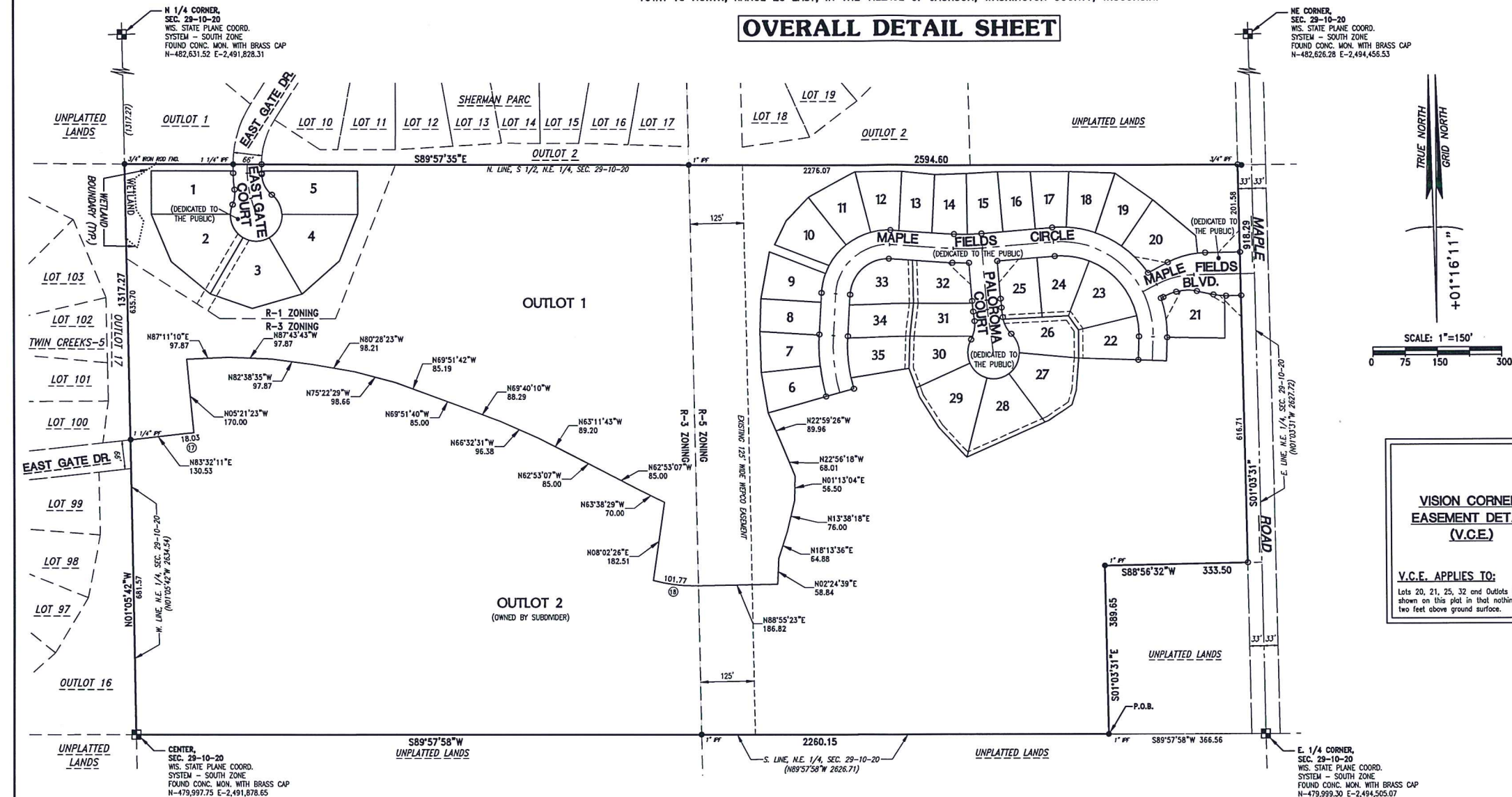
BEING A SUBDIVISION OF A PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29,
TOWN 10 NORTH, RANGE 20 EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

OVERALL DETAIL SHEET



4100 N. Calhoun Road
Suite 900
Brookfield, WI 53005
Phone: (262) 790-1480
Fax: (262) 790-1481

OWNER:
MAPLE FIELDS, LLC
N27W24025 PAUL COURT, STE. 100
PEWAUKEE, WI 53072
PHONE: (262) 542-9200
FAX: (262) 349-9324



GENERAL NOTES:

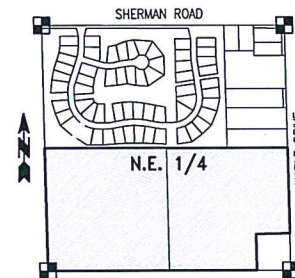
- - Indicates Set 1.270" outside diameter x 18" long Reinforcing Bar weighing 4.303 lbs. per lineal foot. All other Lot and Outlot corners are staked with 0.750" outside diameter x 18" long Reinforcing Bar weighing 1.502 lbs. per lineal foot.
- - Indicates Found Monumentation (See Plat).
- All linear measurements have been made to the nearest one-hundredth of a foot.
- All angular measurements have been made to nearest second and computed to the nearest half-second.
- All bearings are referenced to Grid North of the Wisconsin State Plane Coordinate System, South Zone (NAD-27), in which the East line of the N.E. 1/4 of Section 29, Town 10 North, Range 20 East, bears North 01°03'31" West.
- The Easements for Sanitary Sewer, Storm Sewer and Drainage are herein granted to the Village of Jackson.
- The Owners of the residential Lots 1 through 35 within the "Maple Fields" Subdivision and any future additions to this subdivision, shall each own an equal undivided fractional interest in Outlot 1 of this Subdivision. Washington County shall not be liable for fees or special charges in the event they become the owner of any Lot or Outlot in the Subdivision by reason of tax delinquency.
- Outlot 2 to be retained by the Owner for future development.
- Wetland was delineated by STANTEC in May 2018 and field located by Trio Engineering, LLC in May 2018.
- Stormwater Management Facilities are located on Outlot 1 of this Subdivision. The Owners of the residential Lots within this Subdivision and any future additions to this Subdivision shall each be liable for an equal undivided fractional share of the cost to repair, maintain or restore said Stormwater Management Facilities within this Subdivision. Said repairs, maintenance and restoration shall be performed by the Owners of all Lots within this Subdivision and any future additions to this Subdivision.

PRESERVATION RESTRICTIONS:

The Wetland Preservation Areas shown on this Plat shall be subject to the following restrictions:

- Grading, filling, and excavation shall be prohibited in said Preservation Area, except as may be required for Nature Walking Trails.
- Construction of buildings within said Preservation Area shall be prohibited.
- Removal or destruction of any vegetative cover, i.e., trees, shrubs, wildflowers, sedges, grasses, and the like, shall be prohibited with the exception of dead or diseased vegetation removal and noxious weeds as defined in the local municipality weed control ordinance, except as may be required for Nature Walking Trails.
- Introduction of plant material not indigenous to the existing environment of the Preservation Area shall be prohibited in the Preservation Area.
- Grazing by domesticated animals (e.g., horses and cows) shall be prohibited within said Preservation Area.
- Creation and use of nature walking trails within the Preservation Area shall be permitted so long as such use is in conformance with existing topography.

BUILDING SETBACK SUMMARY	
DEVELOPMENT:	
R-1 (LOTS 1-5)	
MIN. FRONT SETBACK:	30 FT.
MIN. REAR SETBACK:	25 FT.
MIN. SIDE SETBACK:	15 FT.
R-5 (LOTS 6-35)	
MIN. FRONT SETBACK:	25 FT.
MIN. REAR SETBACK:	25 FT.
MIN. SIDE SETBACK:	8 FT.



There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20__

Department of Administration



BEING A SUBDIVISION OF A PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29,
TOWN 10 NORTH, RANGE 20 EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

— N 1/4 CORNER,
SEC. 29-10-20
WIS. STATE PLANE COORD.
SYSTEM - SOUTH ZONE
FOUND CONC. MON. WITH BRASS CAP
N-482,631.52 E-2,491,828.31

UNPLATTED
LANDS

OUTLOT 1

LOT 10

LOT 11

LOT 12

SHERMAN PARC

LOT 14

LOT 15

LOT 16

LOT 17

OUTLOT 2

2594.60

N. LINE S 1/2, N.E. 1/4, SEC. 29-10-20

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis Stats. as provided by s. 236.12, Wis. Stats.

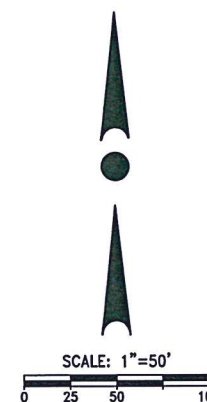
Certified _____, 20__

Department of Administration



**4100 N. Calhoun Road
Suite 300
Brookfield, WI 53005**
Phone: (262) 790-1480
Fax: (262) 790-1481

OL #1
898102 SF



OL #2
1757547 SF
(OWNED BY SUBMITTER)

\\C900\998\16016-01\SURVEY PLATS\165FPL01.DWG

16-016-953-02

THIS INSTRUMENT WAS DRAFTED BY GRADY L. GOSSER, P.L.S. (S-2972)

DATED THIS 21ST DAY OF JULY, 2022

SHEET 2 OF 5

BEING A SUBDIVISION OF A PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29,
TOWN 10 NORTH, RANGE 20 EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

S89°57'35"E

UNPLATTED LANDS

3/4" PF

N. LINE, S 1/2, N.E. 1/4, SEC. 29-10-20

2276.07

2594.60

OL #1
898102 SF

MAPLE

BLVD
(DEDICATED
THE PUBLIC

SCALE: 1"=50'

A horizontal graphic scale bar with alternating black and white segments. It is marked with the numbers 0, 25, 50, and 100, representing feet. The total length of the bar is 100 feet.

**4100 N. Calhoun Road
Suite 300
Brookfield, WI 53005**
Phone: (262) 790-1480
Fax: (262) 790-1481

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2). Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____



Department of Administration

OL #2
1757547 SF
(OWNED BY SUBDMYDER)

\\C900\99A\16016-01\SIIRB\B1ATS\165FPI 01.DWG

16-016-953-02

THIS INSTRUMENT WAS DRAFTED BY GRADY L. GOSSER, P.L.S. (S-2972)

DATED THIS 21ST DAY OF JULY, 2022

SHEET 3 OF 5

MAPLE FIELDS

BEING A SUBDIVISION OF A PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29,
TOWN 10 NORTH, RANGE 20 EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

CURVE TABLE:

NO.	LOT(S)	RADIUS	CENTRAL ANGLE	ARC	CHORD	CHORD BEARING	TANGENT IN	TANGENT OUT
1	TOTAL	130.00	13°04'41"	29.67	29.61	S84°31'10"E	S77°58'50"E	N88°56'29"E
	21	130.00	11°55'20"	27.05	27.00	S83°56'30"E	S77°58'50"E	S89°54'10"E
	OUTLOT 2	130.00	1°09'21"	2.62	2.62	N89°31'10"E	S89°54'10"E	N88°56'29"E
2	TOTAL	200.00	26°01'21"	90.84	90.06	N75°55'49"E	N62°55'08"E	N88°56'29"E
	20	200.00	21°02'12"	73.43	73.02	N73°26'14"E	N62°55'08"E	N83°57'21"E
	OUTLOT 1	200.00	4°59'08"	17.40	17.40	N86°26'55"E	N83°57'21"E	N88°56'29"E
3	21	100.00	27°45'56"	48.46	47.99	N88°08'12"E	N74°15'14"E	S77°58'50"E
4	C/L	200.00	26°01'21"	90.84	90.06	N75°55'49"E	N62°55'08"E	N88°56'29"E
5	C/L	213.00	96°43'37"	359.59	318.38	S46°21'35"E	N85°16'36"E	S02°00'13"W
	NORTHWEST C/L	213.00	67°38'32"	251.46	237.11	S60°54'08"E	N85°16'36"E	S27°04'52"E
	SOUTHEAST C/L	213.00	29°05'05"	108.12	106.97	S12°32'19"E	S27°04'52"E	S02°00'13"W
	NORTH	246.00	59°55'58"	257.32	245.75	S64°45'24"E	N85°16'36"E	S34°47'25"E
	17	246.00	7°40'06"	32.92	32.90	N89°06'39"E	N85°16'36"E	S87°03'18"E
	18	246.00	15°54'28"	68.30	68.08	S79°06'03"E	S87°03'18"E	S71°08'49"E
	19	246.00	15°54'28"	68.30	68.08	S63°11'35"E	S71°08'49"E	S55°14'21"E
	20	246.00	20°26'56"	87.80	87.33	S45°00'53"E	S55°14'21"E	S34°47'25"E
	21	246.00	21°22'32"	91.78	91.24	N08°41'03"W	N02°00'13"E	N19°22'18"W
	SOUTH	180.00	96°43'37"	303.88	269.05	S46°21'35"E	N85°16'36"E	S02°00'13"W
	24	180.00	26°04'32"	81.92	81.21	S81°41'07"E	N85°16'36"E	S68°38'51"E
	23	180.00	55°12'45"	173.46	166.82	S41°02'29"E	S68°38'51"E	S13°26'06"E
	22	180.00	15°26'19"	48.50	48.36	S05°42'57"E	S13°26'06"E	S02°00'13"W
6	C/L	500.00	7°52'39"	68.74	68.69	N89°12'56"E	S86°50'44"E	N85°16'36"E
	C/L EAST	500.00	1°11'48"	1.72	1.72	N85°22'30"E	N85°28'24"E	N85°16'36"E
	C/L WEST	500.00	7°40'51"	67.03	66.98	N89°18'50"E	S86°50'44"E	N85°28'24"E
	NORTH	467.00	7°52'39"	64.21	64.16	N89°12'56"E	S86°50'44"E	N85°16'36"E
	14	467.00	3°50'37"	31.33	31.32	S88°46'03"E	S86°50'44"E	N89°18'39"E
	15	467.00	4°02'03"	32.88	32.87	N87°17'38"E	N89°18'39"E	N85°16'36"E
	SOUTH	533.00	4°07'52"	38.43	38.42	S88°54'41"E	S86°50'44"E	N89°01'23"E
7	C/L	400.00	3°12'02"	22.34	22.34	N06°07'37"W	N07°43'38"W	N04°31'36"W
	EAST	367.00	3°12'02"	20.50	20.50	S06°07'37"E	S04°31'36"E	S07°43'38"E
	WEST	433.00	3°12'02"	24.19	24.18	S06°07'37"E	S04°31'36"E	S07°43'38"E
	32	433.00	0°39'16"	4.95	4.95	N04°51'14"W	N05°10'52"W	N04°31'36"W
	31	433.00	2°32'46"	19.24	19.24	N06°27'15"W	N07°43'38"W	N05°10'52"W
8	TOTAL	66.01	38°12'45"	44.02	43.21	S26°50'00"E	S07°43'38"E	S45°56'23"E
	25	66.01	4°00'39"	4.62	4.62	N09°43'57"W	N11°44'17"W	N07°43'38"W
	26	66.00	34°12'06"	39.40	38.82	N28°50'20"W	N45°56'23"W	N11°44'17"W
9	TOTAL	66.00	38°12'48"	44.02	43.21	N11°22'46"E	N30°29'10"E	N07°43'38"W
	31	66.00	7°31'13"	8.66	8.66	N26°43'33"E	N30°29'10"E	N22°57'57"E
	30	66.00	30°41'35"	35.36	34.93	N07°37'09"E	N22°57'57"E	N07°43'38"W
10	TOTAL	60.00	256°25'32"	268.53	94.29	S82°16'23"W	S45°56'23"E	N30°29'10"E
	26	60.00	46°16'54"	48.47	47.16	N22°47'56"W	N00°20'31"E	N45°56'23"W
	27	60.00	52°58'09"	55.47	53.51	N26°49'35"E	N53°18'40"E	N00°20'31"E
	28	60.00	51°26'00"	53.86	52.07	N79°01'39"E	S75°15'21"E	N53°18'40"E
	29	60.00	51°14'02"	53.65	51.88	S49°38'20"E	S24°01'18"E	S75°15'21"E
	30	60.00	54°30'28"	57.08	54.95	S03°13'56"W	S30°29'10"W	S24°01'18"E

CURVE TABLE:

NO.	LOT(S)	RADIUS	CENTRAL ANGLE	ARC	CHORD	CHORD BEARING	TANGENT IN	TANGENT OUT
11	C/L	120.00	89°45'23"	187.99	169.34	N48°16'34"E	N03°23'52"E	S86°50'44"E
	NORTH	153.00	24°09'33"	64.51	64.04	N63°35'25"E	N51°30'39"E	N75°40'12"E
	9	153.00	17°20'16"	46.30	46.12	N12°04'00"E	N03°23'52"E	N20°44'09"E
	OUTLOT 1	153.00	7°30'40"	20.06	20.04	N24°29'29"E	N20°44'09"E	N28°14'49"E
	10	153.00	23°15'50"	62.12	61.70	N39°52'44"E	N28°14'49"E	N51°30'39"E
	11	153.00	24°09'33"	64.51	64.04	N63°35'25"E	N51°30'39"E	N75°40'12"E
	12	153.00	17°29'04"	46.69	46.51	N84°24'44"E	N75°40'12"E	S86°50'44"E
	SOUTH	87.00	89°45'23"	136.29	122.77	N48°16'34"E	N03°23'52"E	S86°50'44"E
12	C/L	400.00	19°04'00"	133.11	132.50	S06°08'08"E	S03°23'52"W	S15°40'08"E
	EAST	367.00	19°04'00"	122.13	121.57	N06°08'08"W	N15°40'08"W	N03°23'52"E
	34	367.00	0°37'54"	4.05	4.05	N03°04'55"E	N02°45'58"E	N03°23'52"E
	35	367.00	14°21'45"	92.00	91.76	N04°24'54"W	N11°35'47"W	N02°45'58"E
	OUTLOT 2	367.00	4°04'21"	26.09	26.08	N13°37'58"W	N15°40'08"W	N11°35'47"W
	WEST	433.00	19°04'00"	144.09	143.43	N06°08'08"W	N15°40'08"W	N03°23'52"E
	8	433.00	0°07'56"	1.00	1.00	N03°19'54"E	N03°15'56"E	N03°23'52"E
	7	433.00	9°28'43"	71.63	71.55	N01°28'26"W	N06°12'47"W	N03°15'56"E
	6	433.00	9°27'21"	71.46	71.38	N10°56'28"W	N15°40'08"W	N06°12'47"W
13	C/L	200.00	16°39'22"	58.14	57.94	S08°17'17"E	S00°02'25"W	S16°36'58"E
	5	167.00	0°45'17"	2.20	2.20	S00°20'14"E	S00°02'25"W	S00°42'52"E
	1	233.00	9°18'13"	37.83	37.79	S04°36'42"E	S00°02'25"W	S09°15'48"E
14	5	60.00	51°53'29"	54.34	52.50	S26°39'37"E	S00°42'52"E	S52°36'21"E
15	1	60.00	33°37'43"	35.22	34.71	S07°33'03"W	S09°15'48"E	S24°21'55"W
16	TOTAL	60.00	256°58'17"	269.10	93.93	N75°52'47"E	S24°21'55"W	N52°36'21"W
	1	60.00	21°56'13"	22.97	22.83	S13°23'48"W	S24°21'55"W	S02°25'42"W
	2	60.00	61°55'00"	64.84	61.73	S28°31'48"E	S02°25'42"W	S59°29'18"E
	3	60.00	60°58'31"	63.85	60.88	S89°58'34"E	S59°29'18"E	N59°32'10"E
	4	60.00	61°53'02"	64.80	61.70	N28°35'39"E	N59°32'10"E	N02°20'52"W
	5	60.00	50°15'29"	52.63	50.96	N27°28'37"W	N02°20'52"W	N52°36'21"W
17	O.L. 1/O.L. 2	933.00	1°06'26"	18.03	18.03	N84°05'24"E	N83°32'11"E	N84°38'37"E
18	O.L. 1/O.L. 2	367.00	15°53'15"	101.77	101.44	S83°07'59"E	S75°11'22"E	N88°55'23"E



4100 N. Calhoun Road
Suite 300
Brookfield, WI 53005
Phone: (262) 790-1480
Fax: (262) 790-1481

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2).
Wis Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____



Department of Administration

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MAPLE FIELDS

BEING A SUBDIVISION OF A PART OF THE SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 29,
TOWN 10 NORTH, RANGE 20 EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

STATE OF WISCONSIN)
) SS
COUNTY OF WAUKESHA)

I, Grady L. Gosser, Professional Land Surveyor, do hereby certify:

That I have surveyed, divided and mapped all that part of the Southwest 1/4 and Southeast 1/4 of the Northeast 1/4 of Section 29, Town 10 North, Range 20 East, in the Village of Jackson, Washington County, Wisconsin, now being more particularly bounded and described as follows:

Commencing at the East 1/4 Corner of said Section 29; Thence South 89°57'58" West and along the South line of the said Northeast 1/4 Section, 366.56 feet to the place of beginning of lands hereinafter described;

Continuing thence South 89°57'58" West and along the said South line of the said Northeast 1/4 Section, 2260.15 feet to a point marking the Center of said Section 29; Thence North 01°05'42" West and along the West line of the said Northeast 1/4 Section, 1317.27 feet to a point; Thence South 89°57'35" East and along the North line of the South 1/2 of the said Northeast 1/4 Section which is coincident with the South line of "Sherman Parc" Subdivision (A Subdivision Plat of Record), 2594.60 feet to a point on the West Right-of-Way line of "Maple Road"; Thence South 01°03'31" East and along the said West Right-of-Way line being parallel to and at a right angle distance of 33.00 feet from the East line of the said Northeast 1/4 Section, 918.29 feet to a point; Thence South 88°56'32" West and along the North line of Unplatted Lands, 333.50 feet to a point; Thence South 01°03'31" East and along the West line of said Unplatted Lands, 389.65 feet to the point of beginning of this description.

Said Parcel contains 3,281,280 Square Feet (or 75.3278 Acres) of land, more or less.

That I have made such survey, land division, and map by the direction of MAPLE FIELDS, LLC, owner of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the Subdivision Regulations of the Village of Germantown, Washington County, Wisconsin in surveying, dividing and mapping the same.

Dated this _____ Day of _____, 20 ____.

Grady L. Gosser, P.L.S.
Professional Land Surveyor, S-2972
TRIO ENGINEERING, LLC
4100 N. Calhoun Road, Suite 300
Brookfield, WI 53005
Phone: (262)790-1480 Fax: (262)790-1481

UTILITY EASEMENT PROVISIONS:

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

MAPLE FIELDS, LLC, Grantor, to

WISCONSIN ELECTRIC POWER COMPANY and WISCONSIN GAS, LLC, Wisconsin corporations doing business as We Energies, and WISCONSIN BELL, INC. doing business as AT&T Wisconsin, a Wisconsin corporation, and SPECTRUM MID-AMERICA, LLC, Grantee, AND

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.

CORPORATE OWNER'S CERTIFICATE OF DEDICATION:

MAPLE FIELDS, LLC, a Wisconsin Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, certifies that said Limited Liability Company has caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat. I also certify that this plat is required by S.236.10 or S.236.12 to be submitted to the following for approval or objection.

APPROVING AGENCIES:

1. Village of Jackson

AGENCIES WHO MAY OBJECT:

1. State of Wisconsin, Department of Administration
2. Washington County, Planning and Parks Department

Witness the hand and seal of said Owner this _____ day of _____, 20 ____.

MAPLE FIELDS, LLC

Steve DeCleene, President of
Neumann Developments, its Sole Member

STATE OF WISCONSIN)
) SS
COUNTY OF WAUKESHA)

Personally came before me this _____ day of _____, 20____, the above named Steve DeCleene, President of Neumann Developments, its Sole Member of the above named Limited Liability Company, to me known to be the person who executed the foregoing instrument, and to me known to be such President of said Limited Liability Company, and acknowledged that he executed the foregoing instrument as such officer as the deed of said Limited Liability Company, by its authority.

Print Name: _____
Public, Waukesha County, WI
My Commission Expires: _____

CONSENT OF CORPORATE MORTGAGEE:

MIDLAND STATES BANK, a corporation duly organized and existing by virtue of the laws of the State of Illinois, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping, and dedicating of the land described on this Plat, and does hereby consent to the above certificate of MAPLE FIELDS, LLC, owner, this _____ day of _____, 20 ____.

MIDLAND STATES BANK

Mandy Henning, Commercial Lender

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

Personally came before me this _____ day of _____, 20____, the above named Mandy Henning, Commercial Lender of the above named corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such Commercial Lender of said corporation, and acknowledged that he executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

Print Name: _____
Public, _____, IL
My Commission Expires: _____

CERTIFICATE OF COUNTY TREASURER:

STATE OF WISCONSIN)
) SS
WASHINGTON COUNTY)

I, Scott M. Henke, being the duly elected, qualified and acting Treasurer of the County of Washington, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of the _____ Day of _____, 20 ____ affecting the lands included in the plat of "MAPLE FIELDS".

Dated this _____ Day of _____, 20 ____.

Scott M. Henke, County Treasurer

CERTIFICATE OF VILLAGE TREASURER:

STATE OF WISCONSIN)
) SS
WASHINGTON COUNTY)

I, Darlene Smith, being the duly elected, qualified and acting Treasurer of the Village of Jackson, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of the _____ Day of _____, 20 ____ affecting the lands included in the plat of "MAPLE FIELDS".

Dated this _____ Day of _____, 20 ____.

Darlene Smith, Village Treasurer

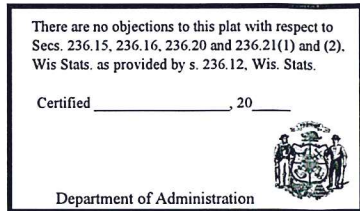
VILLAGE BOARD APPROVAL:

Resolved, that the plat of "MAPLE FIELDS", in the Village of Jackson, having been recommended by the Plan Commission, and being the same, is hereby approved and the dedication herein accepted by the Village Board of Trustees of the Village of Jackson, on this _____ Day of _____, 20 ____.

Dated this _____ Day of _____, 20 ____.

Mike Schwab, Village President

Jen Keller, Village Administrator



STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: August 25, 2022

Agenda Item: Item #3

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Final Plat – Phase I of Maple Fields Subdivision

Background and Analysis:

In November 2021, Neumann Developments, Inc. submitted a Preliminary Plat for a 100-parcel residential development. The submittal was reviewed and approval by the Village Plan Commission on December 2, 2021, and by the Village Board on December 14, 2021, subject to compliance with four (4) General Condition items and twelve (12) Specific Condition items. Those items are included below for reference. Neumann Developments, Inc. are now seeking approval of the Final Plat for Phase I of the project with subsequent Final Plats for Phase II and Phase III to be submitted at later dates.

General Conditions (1-4)

1. ***Staff and Governmental Approval.*** Prior to the Village signing the final plat/CSM, the commencement of any construction of any improvement, whether public or private, or any site development, the developer shall satisfy all comments, conditions and concerns of the Village engineer, the Village planner and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Administration per ch. 236, Wisconsin Statutes and ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per ch. 236, Wisconsin Statutes; and Washington County.
2. ***Professional Fees.*** Petitioner shall, on demand, reimburse the Village for all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. ***Payment of Charges.*** Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval.
4. ***Surveyor's responsibility.*** Although the Village of Jackson has reviewed the subdivision plat/certified survey map, the surveyor is entirely responsible for the thoroughness and accuracy of the survey and related matters and compliance with all state and local codes, ordinances, and procedures. Modifications to the survey may be required should errors or changed conditions be found at a future date.

Continued

Specific Conditions (1-12)

1. *The subdivider must obtain the approval of the Village engineer.*
2. *The subdivider must submit plans and specifications to the Village Plan Commission for the berm and landscaping along Maple Road and obtain approval of the same within the Developer's Agreement.*
3. *The Date and name of delineator should be added to the plat with corresponding notes.*
4. *The "Vision Corner Easement" notes shall follow Section 46-54 Clear vision triangle in the Village Code. The sentence starting with "Trees in the vision corner..." shall be removed from the Preliminary Plat.*
5. *The Village will confirm the proposed street names are acceptable with Final Plat review and approval.*
6. *The subdivider must obtain all necessary approvals as specified in s. 236.34(1), Wis. Stats.*
7. *The subdivider must prepare and submit deed restrictions to the Village and obtain approval of the same within the Developer's Agreement.*
8. *Prior to any (1) land-altering activity of (2) the execution of the final plat, the subdivider must enter into a Development Agreement with the Village, upon such terms as determined by the Village Board, and obtain approval of the same. In addition to general provisions in a developer agreement, the agreement must address the following special circumstances:*
 - a. *Phasing of the development.*
 - b. *A description of those improvements that are needed to the Village's water and sewer infrastructure, if any, that may be needed to provide service to the subdivision and any cost recovery mechanisms needed to fund such required work.*
 - c. *At the time of approval of the preliminary plat, the subject property consists of two adjoining parcels. A provision must be added to ensure both parcels remain under the control of the subdivider.*
 - d. *Prior to any land-altering activity, the subdivider shall submit all required plans (e.g., construction plans, stormwater management, and erosion control) to the Village Engineer and obtain approval of the same.*
 - e. *Prior to any land-altering activity, the subdivider shall submit a stormwater management agreement to the Village and obtain approval of the same. Any necessary access easements shall be described with a legal description.*
 - f. *The subdivider must submit a land management plan for Outlots 1 and 2 to the Plan Commission and obtain approval of the same. Such plan must describe vegetation management objectives and permissible uses of such lands within the Developer's Agreement.*
 - g. *Any maintenance of cul-de-sac or boulevard areas shall be included as a developer's responsibility in the Developer's Agreement.*
 - h. *Any other conditions determined by the Village Planner, Engineer, or Attorney.*
9. *Notwithstanding any approval of the Final Plat, the parties agree that any roads designated for dedication on the plat are not accepted by the Village until specifically accepted in the manner set forth in the Development Agreement.*
10. *A Notice of Intent permit is required by NR 216.42, Wis. Stats. for construction sites of one acre or more of land disturbance. The subdivider must provide a copy of the same to the Village Engineer as soon as that has been issued.*

Continued

11. *The final plat will not be recorded if any portion or part of the subject property has any unpaid taxes or outstanding special assessments per s. 236.21(3), Wis. Stats.*
12. *The final plat must show all required features listed in the Village's land division regulations and comply with all required standards and procedures. In particular the final plat needs to address the following items:*
 - a. *Any maintenance of cul-de-sac or boulevard areas*
 - b. *The area of land being dedicated to the public for street purposes must be stated on the face of the plat per s. 236.20(2)(i), Wis. Stats.*
 - c. *Include the following note(s) on the face of the final plat substantially as follows:*
 - i. *The titleholders of Lots 1 through 100 own a 1/100th undivided and nontransferable interest in Outlots 1 and 2. The use and maintenance of the outlots is governed by a land management plan approved by the Village of Jackson as contained within the Developer's Agreement.*
 - ii. *The titleholders of Lots 1 through 100 are responsible for the maintenance of the stormwater facilities in the subdivision consistent with the stormwater management plan contained in the Developer's Agreement recorded for this subdivision in the Washington County register of deeds office.*
 - iii. *Stormwater management practices are located in one or more of the outlots in the subdivision. There are one or more separate documents recorded on the property title through the Washington County register of deeds entitled "stormwater management practice maintenance agreement" ("maintenance agreement") that apply to outlots. The maintenance agreement subjects this subdivision plat, and all lot owners therein, to covenants, conditions, and restrictions necessary to ensure the long-term maintenance of the storm water management practice. The agreement also outlines a process by which the Village of Jackson may levy and collect special assessments or charges for any services the community might provide relating to enforcement of the maintenance agreement.*
 - iv. *Vision corner easements are granted to the Village of Jackson to ensure sight lines are maintained at street intersections. The owner of any lot with such an easement must comply with Section 46-54 of the municipal code.*
 - d. *Show any existing easements and include the document number of the instrument of origin.*
 - e. *If the property is currently mortgaged, a consent of mortgage certificate with a notary is required because land is being dedicated to the public for street purposes.*

On December 17, 2021, the WI-DOA certified the Preliminary Plat with two exceptions listed below:

- 1) s. 236.20 (2) (c) The boundary or centerline of the existing 125' wide WEPCO easement must be dimensioned and tied to an adjacent lot corner or other monument on the final plat.
STAFF NOTE: *It is anticipated that this will be completed upon Final Plat Submittal for Phase II.*
- 2) s. 236.20 (4) (b) On the final plat streets and other areas dedicated to the public must be marked 'dedicated to the public'.
STAFF NOTE: *This is noted on the Final Plat for Phase I*

On December 16, 2021, Washington County also notified the WI-DOA that they do not object to the plat.

Additional Staff Comments:

Public Works/Engineering

- The submitted final plat appears to follow the approved preliminary plat. The final plat is conveying the necessary storm water drainage easements areas. Recommend continuing the approval process.

Fire Department

- Note that it was requested to allow no hydrants in-between phase 1 and 2 which extends past the 500 feet that the ordinance requires. This is where the highlines go through the property. Per ordinance, this would not fit the specification but being there is no chance of any building being built in this area, it is my recommendation that this be granted per AHJ. Remainder of hydrant will be per Ordinance as followed:

Sec. 18-113. Spacing of fire hydrants on public streets.

Fire hydrants on public streets shall conform to the following placement requirements:

- (1) Hydrants on single-family zoned residential streets shall be spaced no more than 500 feet apart.
- (2) Hydrants on multifamily, business, commercial and industrial zoned streets shall be spaced no more than 250 feet apart.
- (3) Hydrants spacing on streets zoned PUD shall be determined by the fire chief or authorized representative using the spacing requirements of either subsection (1) or (2) of this section, as appropriate.

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, and general publication of the agenda, no other notice requirements are applicable.

Potential Action:

Motion to recommend the Village Board approve the Final Plat for Phase I of Maple Fields Subdivision.

Attachments:

None

STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: August 25, 2022

Agenda Item: Item #4

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Proposed Change to Monthly Plan Commission Meeting Dates

Background and Analysis:

Aside from the occasional date change to accommodate certain holidays or special meeting requests, Plan Commission meetings have historically been held on the last Thursday of each month. This creates an extremely tight timeframe for purposes of meeting the consecutive publication requirement between the Plan Commission meeting and the Village Board Meeting.

This slim timeframe often poses difficulties with regards to publishing public notices for certain Village Board actions that require public hearings. These publications are mandated under Chapter 985 Wis Stats.

In recent months, staff have found inabilities for the Village to comply with the legal notice requirements due to the limited time between the above-mentioned meetings. As a result, staff are recommending that all future Plan Commission meetings be moved to the third Thursday of each month. In turn, this would change the required submittal date for Plan Commission items from the first Friday of the month to the last Friday of each month.

The proposed changes would require an amendment to Village Ordinance Sec. 2-183(d) highlighted below:

Sec. 2-183. Plan commission.

(a) Membership. The plan commission shall consist of seven members appointed by the village president. One member shall be the village president, who shall preside as chairman, two members shall be village trustees, and four members shall be citizen members. The two village board members shall be appointed annually by the village president at the organization meeting. The four citizen members shall be appointed by the president at the organizational meeting, subject to confirmation by the village board, for three-year terms. If a vacancy occurs prior to the organizational meeting, the citizen member shall be appointed by the village president, subject to confirmation by the village board, to complete the term.

(b) Powers and duties. The plan commission shall have such powers as may be necessary to enable it to perform its functions and duties and promote municipal planning as set forth in Wis. Stats. § 62.23 and such other powers and duties as shall be vested in the commission by the village board.

(c) Rules of procedure. The plan commission shall organize and adopt rules for its own governance in accordance with the provisions of this section.

(d) Meetings. Meetings shall be held monthly on the last Thursday of each month, or at any other time as required, and shall be open to the public.

(e) Committees. The chairman may appoint standing and special committees.

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, and general publication of the agenda, no other notice requirements are applicable.

Potential Action:

Motion to recommend staff draft an amendment to Ordinance Section 2-183(d) as follows:

(d) Meetings. Meetings shall be held monthly on the third Thursday of each month, or at any other time as required, and shall be open to the public.

Attachments:

None

STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: August 25, 2022

Agenda Item: Item #5

To: Mike Schwab, Village President
Village of Jackson Plan Commission
Jen Keller, Village Administrator

From: Collin Johnson, Director of Inspections

Subject: Proposed Changes to Village Sign Review and Approval Process

Background and Analysis:

The current practice for certain sign approvals by way of a special use permit or a conditional use permit, such as what is required in a PUD zoning district, currently requires review and approval by the Village Plan Commission and Village Board. This requirement is outlined in the following ordinances:

Sec. 48-301. Signs permitted in business and industrial districts with a permit.

Signs are permitted in all business and manufacturing districts subject to the following restrictions:

- (1) Temporary signs, except as described in subsection (a) below; when seeking a special use permit shall, in each case, describe the material of the sign to be permitted; the size of the sign to be permitted; the time period the sign is to remain in place; and how the sign will be displayed, including the location. Signs which meet the definition of a non-permanent sign, but are anticipated to be displayed for a period exceeding 90 days, shall be approved as a conditional use or a planned unit development site plan amendment.*
- (a) Temporary banner signs shall be limited to one sign per tax parcel. Where multiple tenants exist on a single tax parcel, each tenant shall be permitted to display a single banner in 30 day increments, not to exceed a total of 90 days in any calendar year. Such banners shall not be displayed simultaneously except those described in section 48-300.*

Sec. 48-302. Signs which may be erected or placed if a conditional use is granted.

The village may permit the erection of a ground sign in excess of the requirements as set forth in section 48-301(4) and the total signage square footage in excess of the requirements as set forth in section 48-301(7) through the granting of a conditional use permit when the signs are erected on property adjacent to an arterial street, or highway with a posted speed limit of 40 mph or greater.

Additionally, under the Village Planned Unit Development Code, Section 48-151(i), *Amenities and Conditions*, signage is listed as one of the items that are subject to review by the Plan Commission and Village Board.

While it is understood and a widely used practice to regulate various forms of signage in many municipalities, Village staff have come to understand that the approval practices currently required by the Village of Jackson are somewhat of a bureaucratic burden on local businesses and other entities seeking to install or construct what is generally deemed to be standard signage. In addition to the fees associated with the sign permit itself, the cost for such approvals from both the Commission and Board is currently \$175.00.

Continued

As well, delays in seeking such approvals can be unfavorable to the business. The entire process also creates added costs for the Village by way of the time involved to process and prepare submittals for the Plan Commission and Village Board. Also, such actions require a public hearing and a Class II notice to be published two consecutive weeks in advance of the hearing. The typical cost for publishing each Class II notice is approximately \$30.

Staff is also aware that there have been no objections by either the Plan Commission, Village Board, or anyone else, by way of public comments, to any sign submittal in recent years. This is a testament to the idea that the various signage applications reviewed by the various village entities are for the most part, unobjectionable. As well, requiring such approval processes places further obligations on the Plan Commission and Village Board that are often viewed as unnecessary formalities.

Because the Village has established sign regulations, staff is of the opinion that the review and approval process for the majority of sign applications, could be completed administratively as opposed to the more formalized current practice. It is also worth noting that a sign request found to not comply with the current sign code would still be subject to the review and approval by the Plan Commission and Village Board.

Additional Staff Comments:

None

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, no other public notice is required.

Potential Action:

Motion to recommend Staff draft an ordinance amendment, for review by the Plan Commission, to incorporate administrative approval for signs which conform with Chapter 48, Division 7 Signs.

Attachments:

Copy of Ordinance - Chapter 48, Division 7 - Signs

DIVISION 7. - SIGNS

Sec. 48-298. - Purpose and intent.

The intent of this division is to provide for and regulate the location and safe construction of signs in a manner to ensure that signs are compatible with surrounding land uses, and express the identity of individual proprietors and the community as a whole.

(Prior Code, § 14.10A; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-299. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Awning sign means a non-illuminated identification is affixed flat to the surface of an awning and which does not extend vertically or horizontally beyond the limits of such awning.

Banners means a flexible graphic that may only be displayed by commercial and institutional establishments, delineating a special area or depicting a special announcement. See *Temporary signs*.

Canopy sign means a sign suspended from or forming part of a canopy or marquee and which does not extend horizontally beyond the limits of such canopy or marquee.

Changeable copy sign means any sign which is characterized by changeable copy, letters, or symbols, regardless of method of attachment.

Flags means devices generally made of flexible materials, such as cloth, paper, or plastic, and displayed on strings. Flags may or may not include copy. This definition does not include the flag of any country or state.

Ground sign means a sign attached to the ground independent of any buildings.

Marquee. See *Canopy sign*.

Projecting sign means a sign projecting more than 12 inches from the face of the building.

Roof sign means a sign erected on or over the roof of the building.

Temporary sign means a graphic granted by permit, to be displayed in 30 day increments, not to exceed a total of 90 days in any calendar year.

Wall sign means a sign which is attached to a wall of a building and projects not more than 12 inches from such wall and shall not extend above the ceiling line of the top floor of the building.

Window sign means a sign painted on or affixed to a window. Materials affixed to a window shall be affixed to the inside surface of the window to eliminate scattering of copy by wind action.

(Prior Code, § 14.10A; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03, § I)

Sec. 48-300. - Signs permitted in all districts without a permit.

The following signs are permitted in all zoning districts without a permit, subject to the following regulations:

- (1) Real estate ground or wall signs not to exceed eight square feet in area which advertise the sale, rental, or lease of the premises upon which the signs are temporarily located. Such signs may not be placed in the right-of-way.
- (2) Ground signs identifying the name and address of the resident not to exceed two square feet in area when located on the premises. Such signs may be placed at the right-of-way line.
- (3) Home occupation and professional home office wall signs not to exceed two square feet in area and mounted flush against the dwelling.
- (4) Bulletin boards on ground signs or wall signs for public, charitable, or religious institutions not to exceed 50 square feet in area located on the premises. Such signs shall meet the setback requirement of the district in which they are located.
- (5) Memorial signs, tablets, names of buildings, and date of erection when cut into any masonry surface or when constructed of metal and affixed flat against a structure.
- (6) Official ground signs such as traffic control, parking restrictions, information, and notices. Such signs may be placed at the curb line or pavement edge.
- (7) A singular "help wanted" or similar employment advertisement provided such sign or display does not exceed 32 square feet in display area.
- (8) Any official sign of the village or village affiliate displayed for the purposes of municipal business or activity.

(Prior Code, § 14.10B; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03, § II)

Sec. 48-301. - Signs permitted in business and industrial districts with a permit.

Signs are permitted in all business and manufacturing districts subject to the following restrictions:

- (1) Temporary signs, except as described in subsection (a) below; when seeking a special use permit shall, in each case, describe the material of the sign to be permitted; the size of the sign to be permitted; the time period the sign is to remain in place; and how the sign will be

displayed, including the location. Signs which meet the definition of a non-permanent sign, but are anticipated to be displayed for a period exceeding 90 days, shall be approved as a conditional use or a planned unit development site plan amendment.

- (a) Temporary banner signs shall be limited to one sign per tax parcel. Where multiple tenants exist on a single tax parcel, each tenant shall be permitted to display a single banner in 30 day increments, not to exceed a total of 90 days in any calendar year. Such banners shall not be displayed simultaneously except those described in section 48-300.
- (2) Wall signs placed against the exterior walls of buildings shall not extend more than 12 inches outside of a building's wall surface, shall not exceed in area 30 percent of the signable area of the building, or 300 square feet, whichever is smaller, for any one premises. Wall signs shall not extend beyond the ceiling level of the top floor of the building upon which they are located.
- (3) Projected signs, awning signs, canopy signs, and marquees fastened to, suspended from, or supported by structures shall not exceed 100 feet in area for any one premises; shall not extend more than six feet into any required yard; shall not extend more than three feet into any public right-of-way; shall not be less than ten feet from all side lot lines; shall not exceed a height of 20 feet above the mean centerline street grade; and shall not be less than ten feet above the sidewalk nor 15 feet above a driveway or an alley.
- (4) Ground signs shall not exceed 20 feet in height above the mean centerline street grade, shall not exceed 80 square feet on one side nor 160 square feet on all sides for any one premises. No ground sign shall be placed closer than 80 feet to another ground sign or projecting, awning, canopy, or marquee sign unless permitted by conditional use. The conditional use application shall include scaled drawings or renderings showing the sign relative to the site and structures, photos or videotapes of the proposed sign at both 20 feet in height and the proposed height from all directions that are deemed necessary by the village.
- (5) Roof sign shall not exceed ten feet in height above the roof, shall meet the height requirements for the district in which it is located, and shall not exceed 300 square feet on all sides for any one premises.
- (6) Window signs shall not exceed 25 percent of the glass area of the pane upon which the sign is displayed.
- (7) The total area of all signs except window signs, erected or placed on any one premises shall not exceed 60 percent of the signable area of a building as defined in section 48-302 herein or 400 square feet, whichever is smaller.

(Prior Code, § 14.10C; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03, § III)

Sec. 48-302. - Signs which may be erected or placed if a conditional use is granted.

The village may permit the erection of a ground sign in excess of the requirements as set forth in section 48-301(4) and the total signage square footage in excess of the requirements as set forth in section 48-301(7) through the granting of a conditional use permit when the signs are erected on property adjacent to an arterial street, or highway with a posted speed limit of 40 mph or greater.

(Prior Code, § 14.10D; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-303. - Signable area.

The signable area of a building is designated as the area of the facade of the building up to the roofline, which is free of windows and doors, or major architectural detail on which signs may be displayed. In computing signable areas, any facade, which faces and abuts upon a public street right-of-way, may be utilized.

(Prior Code, § 14.10E; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-304. - Search lights.

The village board may, by special use permit, allow the temporary use of a search light for advertising purposes in any nonresidential district provided that the search light will not be located in any public right-of-way, will not be located closer than ten feet to an adjacent property, and will not cause a hazard to traffic or adjoining properties. Special use permits for search lights shall not be granted for a period of more than five days in any six-month period.

(Prior Code, § 14.10F; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-305. - Facing.

No sign except those permitted in section 48-301 shall be permitted to face a residential district within 100 feet of such district boundary.

(Prior Code, § 14.10G; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-306. - Lighting and color.

Signs shall not resemble, imitate, or approximate the shape, size, form, or color of railroad or traffic signs, signals, or devices. Signs shall not obstruct or interfere with the effectiveness of railroad or traffic signs, signals, or devices. Signs shall not be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape. Signs shall not be placed so as to obstruct or interfere with traffic visibility upon public ways. Signs may be illuminated but non-flashing.

(Prior Code, § 14.10H; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-307. - Construction and maintenance standards.

- (a) *Wind pressure and dead load requirements.* All signs and other advertising structures shall be designed and constructed to withstand wind pressure of not less than 40 pounds per square foot of area; and shall be constructed to receive dead loads as required in the village building code or other ordinance.
- (b) *Protection of the public.* The temporary occupancy of a sidewalk or street or other public property during construction, removal, repair, alteration, or maintenance of a sign is permitted provided the space occupied is roped off, fenced off, or otherwise isolated.
- (c) *Maintenance.* The owner of any sign shall keep it in good maintenance and repair, which includes restoring, repainting, or replacement of a worn or damaged legally existing sign and ensuring it is erected in a clean, sanitary, and inoffensive condition, free and clear of all obnoxious substances, rubbish, weeds, and grass.
- (d) *Supporting members, braces and other attachments.*
 - (1) Supporting members or braces of all signs shall be constructed of galvanized iron, properly treated steel, copper, brass, or other non-corrosive incombustible material.
 - (2) All projecting signs, if placed at a right or other angle to the wall or roof of any building, shall be attached by such non-corrosive metal bolts, anchors, cable, or other metal attachments as shall ensure permanent and safe construction and shall be maintained free from rust or other defects.
 - (3) Every means or device used for attaching any sign shall extend through the walls or roof of the building should the zoning administrator determine the safe and permanent support of such sign so required and shall be securely anchored by wall plates and nuts to the inside of the walls or to bearings on the underside of two or more roof or ceiling joists in the walls or to bearings on the underside of two or more roof or ceiling joists in accordance with instructions given by the building inspector.
 - (4) Small flat signs containing less than ten feet of area may be attached to a building by the use of lag bolts or other means to the satisfaction of the zoning administrator.
 - (5) No signs, or any part thereof, or sign anchors, braces, or guide rods shall be attached, fastened, or anchored to any fire escape, fire ladder, or stand pipe and no such sign or any part of any sign or any anchor, brace, or guide rod shall be erected, put up, or maintained so as to hinder or prevent ingress or egress through such door, doorway, or window so as to hinder or prevent the raising or placing of ladders against such building by the fire department of the village, as necessity therefore may require.

(Prior Code, § 14.10I; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-308. - Existing signs.

- (a) *Nonconforming signs.* Signs (except for temporary signs) lawfully existing at the time of the adoption or amendment of this chapter may be continued although the size or location does not conform to this chapter. However, all nonconforming signs shall be deemed to have exhausted their economic life after seven years from the time they become a nonconforming use. Nonconforming signs, after this seven-year period, shall either be made to conform to the terms of this chapter, or shall be removed by the owner, agent or person having beneficial use of the property. Nonconforming signs, during the seven year grace period, shall be kept in good repair, but the cost of maintenance shall not be considered grounds for their continued use beyond the seven year grace period. The zoning officer or building inspector shall, after the seven year grace period, notify the owner, agent or person having beneficial use of the property, of the expiration of the grace period. After 30 days, if the sign has not been made to conform to this chapter or removed, the zoning officer shall initiate the appropriate punitive action.
- (b) *Vacated and abandoned signs.* Any sign or banner that is not removed within 30 days of the discontinuance of business operations or activities at the premises shall be considered a vacated/abandoned sign. The zoning officer or building inspector shall, after 30 days, notify the owner, agent, or person having beneficial use of the property to remove the vacated/abandoned sign within ten days of receiving a "notice of intent to remove." Should the vacated/abandoned sign not be removed by the owner, or his agent, within ten days, the sign will be removed by the village and all costs for removal, storage and disposal will be assessed to the property owner. Vacated/abandoned signs removed by the village may be disposed of at the discretion of the zoning officer or building inspector after 45 days of removal. Disposal may include destruction, sale, and sale at auction or any other means deemed necessary.

(Prior Code, § 14.10J; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01)

Sec. 48-309. - Permit required; procedure.

- (a) No sign shall be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without a permit, except those signs excepted in section 48-300. All signs shall fully conform to the requirements of this chapter.
- (b) Application for a sign permit shall be made on forms provided by the zoning officer or building inspector and shall contain or have attached thereto the following information:
- (1) Name, address and telephone number of the applicant.
 - (2) Location of building, structure, or lot to which or upon the sign is to be attached or erected.
 - (3) Name of person, firm, corporation, or association erecting the sign.
 - (4) Written consent of the owner or lessee of the building, structure, or land to which or upon

which the sign is to be affixed.

- (5) A scale drawing of such sign indicating the dimension, the materials to be used, the type of illumination, if any, and the method of construction and attachment.
 - (6) A scale drawing indicating the location and position of such sign in relation to nearby buildings or structures.
 - (7) Copies of any other permit required and issued for the sign, including the written approval by the electrical inspector, in the case of illuminated signs, who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the same complies with the electrical code.
 - (8) Additional information as may be required by the building inspector, zoning officer, or village plan commission.
- (c) Sign permit applications shall be filed with the building inspector, who shall review the application for its completeness and accuracy and approve or deny, in writing, the application within 30 days of receipt from the zoning administrator unless the time is extended by written agreement with the applicant. A sign permit shall become null and void if work authorized under the permit has not been completed within six months of the date of issuance.

(Prior Code, § 14.10K; Ord. No. 95-02; Ord. No. 02-12; Ord. No. 03-04; Ord. No. 09-01; Ord. No. 19-03, § IV)

Secs. 48-310—48-336. - Reserved.