

AGENDA
VILLAGE BOARD MEETING
Tuesday, April 12, 2022 at 6:45 p.m.
Jackson Municipal Complex
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. 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 governmental body 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." The closed session is to discuss the Jackson Fire Department WERC Petition for Election and Village strategic approaches. (Estimated duration of closed session is 30 minutes)
4. Reconvene into Open Session
5. Possible Action Related to the Closed Session
6. 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 any item on the agenda should present their comments under this agenda item. Each commenter will be limited to a total of 2 minutes.)
7. Public Hearing – Conditional Use – Request to exceed the maximum size for an accessory structure – Shed – 3128 Sherman Parc Circle – Patrick Walia
(Plan Commission Draft Minutes)
8. Public Hearing – Conditional Use Amendment – Sign- W225N16712 Cedar Park Court – St. Vincent de Paul
(Plan Commission Draft Minutes)
9. Public Hearing – Planned Unit Development – Establishing PUD-01 – Tax Parcels: V3_011400A, V3_009600B – Walter & Renee Miller
(Plan Commission Draft Minutes)

10. Ordinance #22-04 for Planned Unit Development District PUD-01 and Site Plan Review – Parcels: V3_011400A, V3_009600B – Walter & Renee Miller
11. Public Hearing – Planned Unit Development – Establishing District PUD-02 – Sysco – W223N16501 Cedar Parkway
12. Ordinance #22-05 for Planned Unit Development District PUD-02 and Site Plan Review – Sysco – W223N16501 Cedar Parkway
13. Public Hearing – Discontinuation of Public Right-of-Way – Mill Road
14. Resolution #22-05 – Discontinuation of Public Right-of-Way – Mill Road
15. Public Hearing – Discontinuation of Public Right-of-Way – Chateau Drive
16. Resolution #22-07 – Discontinuation of Public Right-of-Way – Chateau Drive
17. Public Hearing – Amendments to the Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050
18. Ordinance #22-06 – Adopt Amendments to the Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050
19. Resolution #22-08 – Proclaiming Arbor Day in the Village of Jackson
20. Ordinance #22-03 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T7_077600B – Mark Hauser (2nd Reading)
21. Approval of Minutes for the Village Board Meeting of March 8, 2022
22. Approval of Licenses
 - Class B Picnic License:
 - Jackson Festivals, Inc. – Action in Jackson June 10 – June 11, 2022
 - Entertainment License
 - Jackson Festivals, Inc. – Action in Jackson June 10 – June 11, 2022
 - Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Lisa Keller, Maureen Ott, Karina Salgado, Jeannine Waterson
23. Budget & Finance Committee
 - Acceptance of the 2022 Jackson Police Department Touchpoint/COVID 19 Wellness Grant
 - Municipal Complex Building Proposal – Emergency Power
 - Municipal Complex Building Proposal – Public Water Fountain

24. Plan Commission
 - One-Lot Certified Survey Map for Properties Identified by Tax Key: V3_0301 and Tax Key: T9_07400A – Sysco
 - Two-Lot Certified Survey Map (CSM) for property identified by Tax Key: V3_046500D9999 DFN Properties
 - Public notification practices for re-zoning, conditional use, planned unit development, and street easement/vacation
(Plan Commission Draft Minutes)
25. Board of Public Works
 - Ordinance #22-07 Amending Chapter 42 Regarding Traffic Signs – Morning Meadows Phase 2
 - Resolution #22-06 Accepting Sanitary Sewer and Water – Morning Meadows Phase 2
(Board of Public Works Draft Minutes)
26. Village Municipal Complex – Update – Cedar Corp
27. West Bend School District Report
28. Greater Jackson Business Alliance Report
29. Mid-Moraine Municipal Association Report
30. Citizens to Address the Village Board (Please note this is the Village Board's monthly business meeting, not a public hearing. People wishing to speak on any item not on the agenda should present their comments now under this agenda item. In addition, although the Board can receive comments on matters not included on this agenda, it cannot discuss or take action on these matters. Each commenter will be limited to a total of 2 minutes.)
31. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

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: 3128 SHERMAN PARC CIRCLE Unit: _____ Jackson, WI

Parcel #: _____ Lot Size: 1/2 acer sq. ft. Building Area: ~ 2400 sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☐ PUD ☒ Other Residential Floodplain: Y / (N)

APPLICANT INFORMATION

Name(s): PATRICK Walia

Mailing Address: 3128 SHERMAN PARC CIRCLE State WI Zip 53037

Office: (414) 430-7953 Cell: () Fax: ()

Email: pw1873@yahoo.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): Patrick Walia

Address: 3128 SHERMAN PARC CIRCLE State WI Zip 53037

Office: (414) 430-7953 Cell: () Fax: ()

Email: pw1873@yahoo.com

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: The Germantown
Highschool makes a standard shed size of 16 x 12 so I
would like to make mine the same size as to stick with
their program.

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

N/A

Hours of Operation: _____

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

Describe all businesses, properties and other entities located adjacent to the proposed use: There are
no properties adjacent to the shed. EAST GATE is on one side
and the neighbor is on the other side of the lot so the shed does
not interfere with anyone else.

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

Construct a shed

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

N/A

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

Will plant grass and shrubs as suitable for the area

Describe any proposed on-site security measures including site lighting: NONE

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

NONE

Describe the projected traffic circulation and impacts: NONE

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

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: NO

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

If construction is proposed, describe proposed exterior building materials (type, color, etc.): SAME AS HOME - will be built to match

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

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: N/A

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): will LANDSCAPE ARE professionally

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

Projected Sewer/Wastewater Usage: 0 gal/year

Projected Water Usage: 0 gal/year

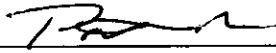
ACKNOWLEDGEMENT & SIGNATURES

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):

Patrick Walia

Applicant Signature:



Co-Applicant Name (Print):

CO-Applicant Signature:

Date of Application:

2/8/22

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Village Hall (Checks shall be made payable to Village of Jackson)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

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

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: 3/1/22

Amount: \$ 175.00

Payment Type: CH / CC / CASH

Check/Rcpt. #: 34160323

Received By: [Signature]

3128 Sherman Parc Circle



3/1/2022, 11:46:55 AM

1:530

Lines

- Override 1
- Current Parcel
- Railroad Centerlines

Road Centerline I, USH

- Interstate Highway, I-41
- US Highway, FOND DU LAC AV; US Highway, HY 45

Road Centerline STH, CTH

- On/Off Ramp
- State Highway
- County Highway
- Address Point
- Parcel Taxkey & Acreage
- Leader Lines

Subdivision Name

- Condominium Name
- Certified Survey Number
- Lot Number
- Landhook
- Meander Line
- PLSS Monument

Local Road Labels

- Township Road
- City/Village Street
- Private Street
- Municipality
- Retired Parcel
- Right-of-Way

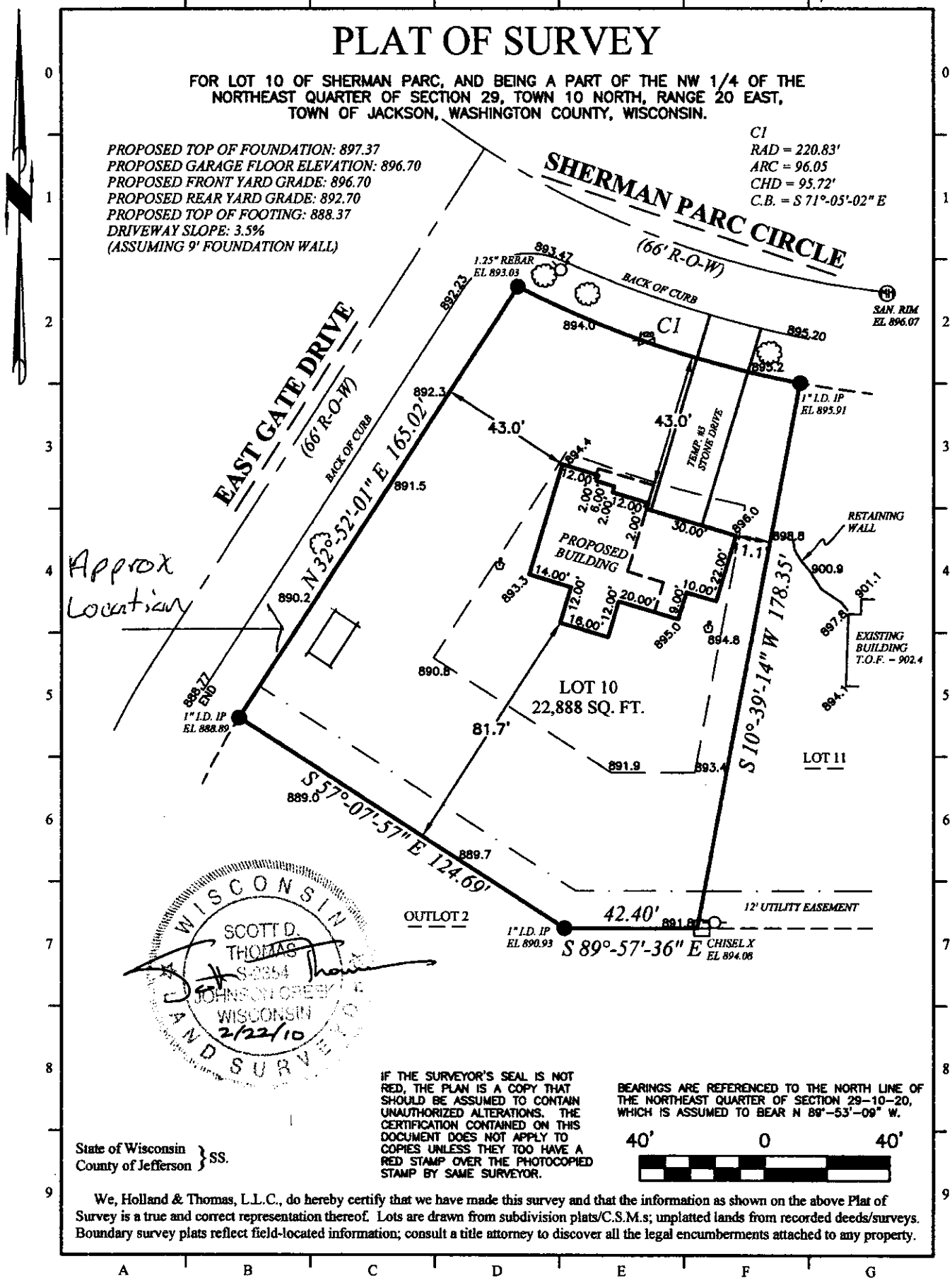
Plat

- Unknown
- Certified Survey Map
- Condominium
- Assessor Plat; Cemetery Plat; Subdivision
- Lot
- PLSS Quarter

PLSS Section

0 0.005 0.01 0.02 mi

0 0.01 0.02 0.04 km



NOTE: EXCAVATOR AND MASON MUST USE BENCHMARKS SHOWN ABOVE TO VERIFY ELEVATIONS.

LEGEND: These standard symbols may
be found in the drawing.

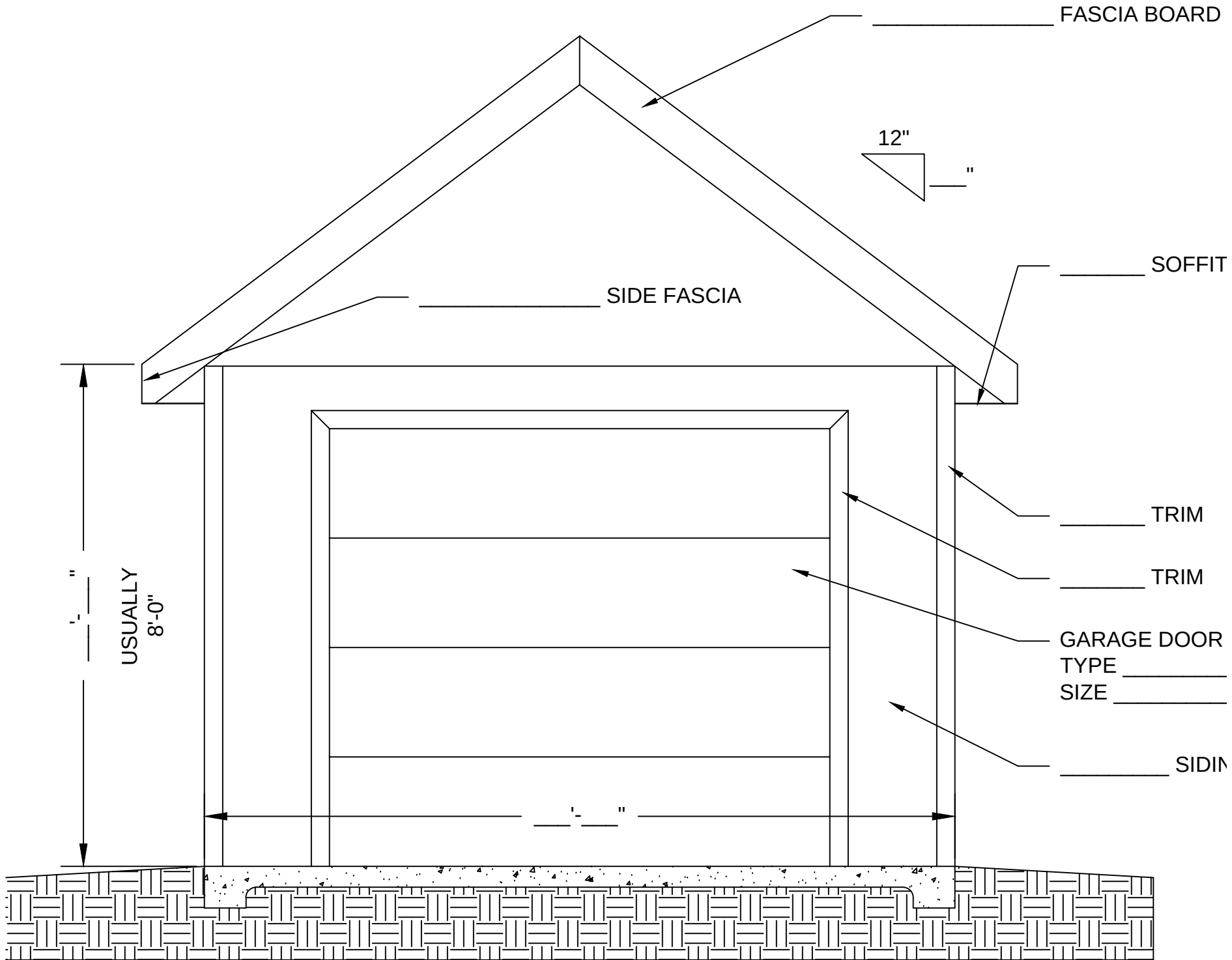
- | | |
|------------------------------|--------------------------------|
| ● Lot Corner (Found) w/desc. | ⊥ Lateral End |
| □ Elec. Trans. Box | ⊙ 10' Offset |
| ⊕ Man Hole | ⊙ Hardwood Tree |
| ⊕ Water Valve | — — — Platted Utility Easement |
| ⊕ Utility Pedestal | — — — Building Setback Line |
| ⊕ Fire Hydrant | — s — Proposed Silt Fence |

PROJECT: 20-010

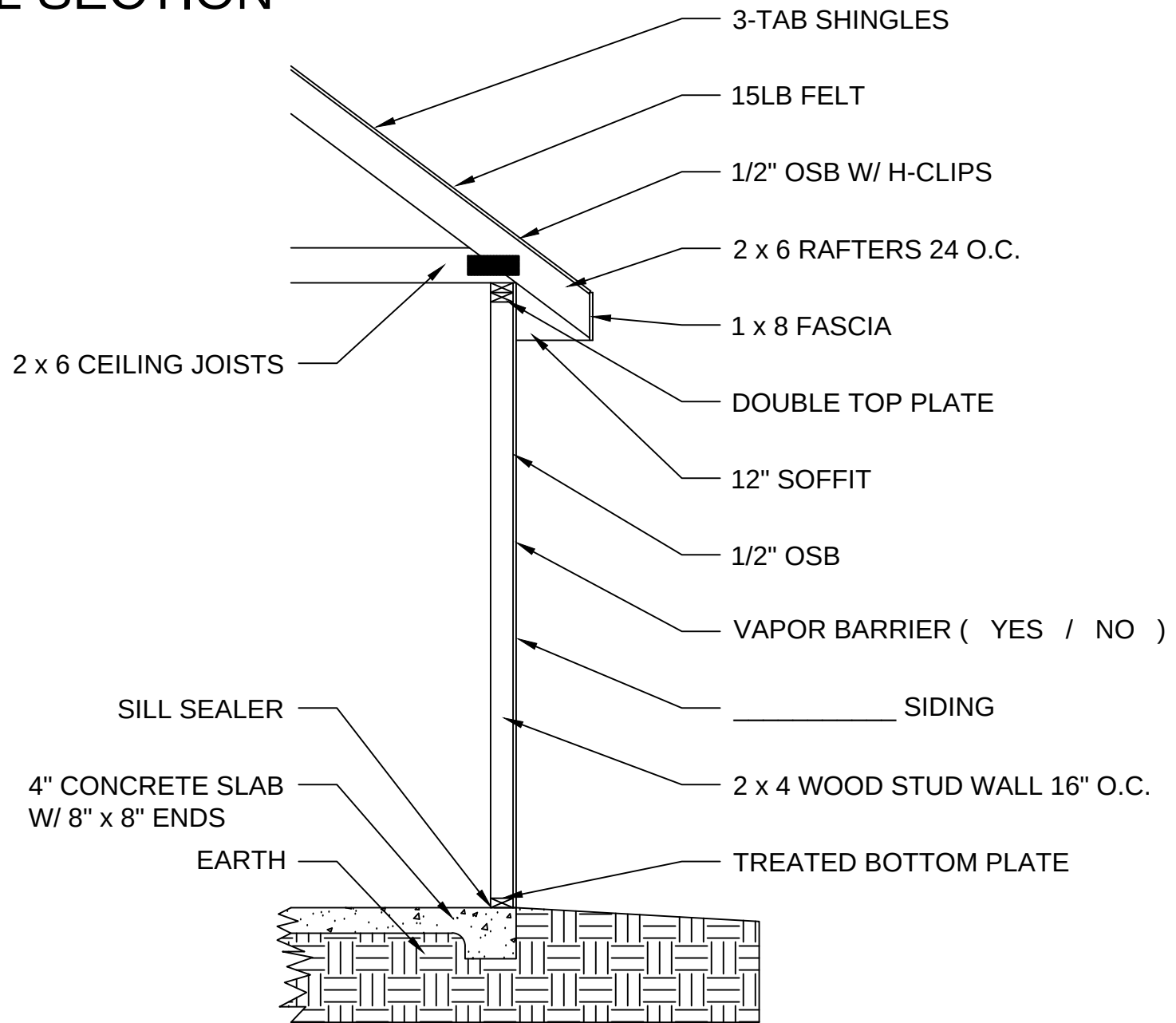
BUILDER: Tim O'Brien Homes
N16 W24132 Prairie Ct.
Suite No. 220
Waukesha, WI 53188
Ph: (262) 542-5750
Fax: (262) 542-9780

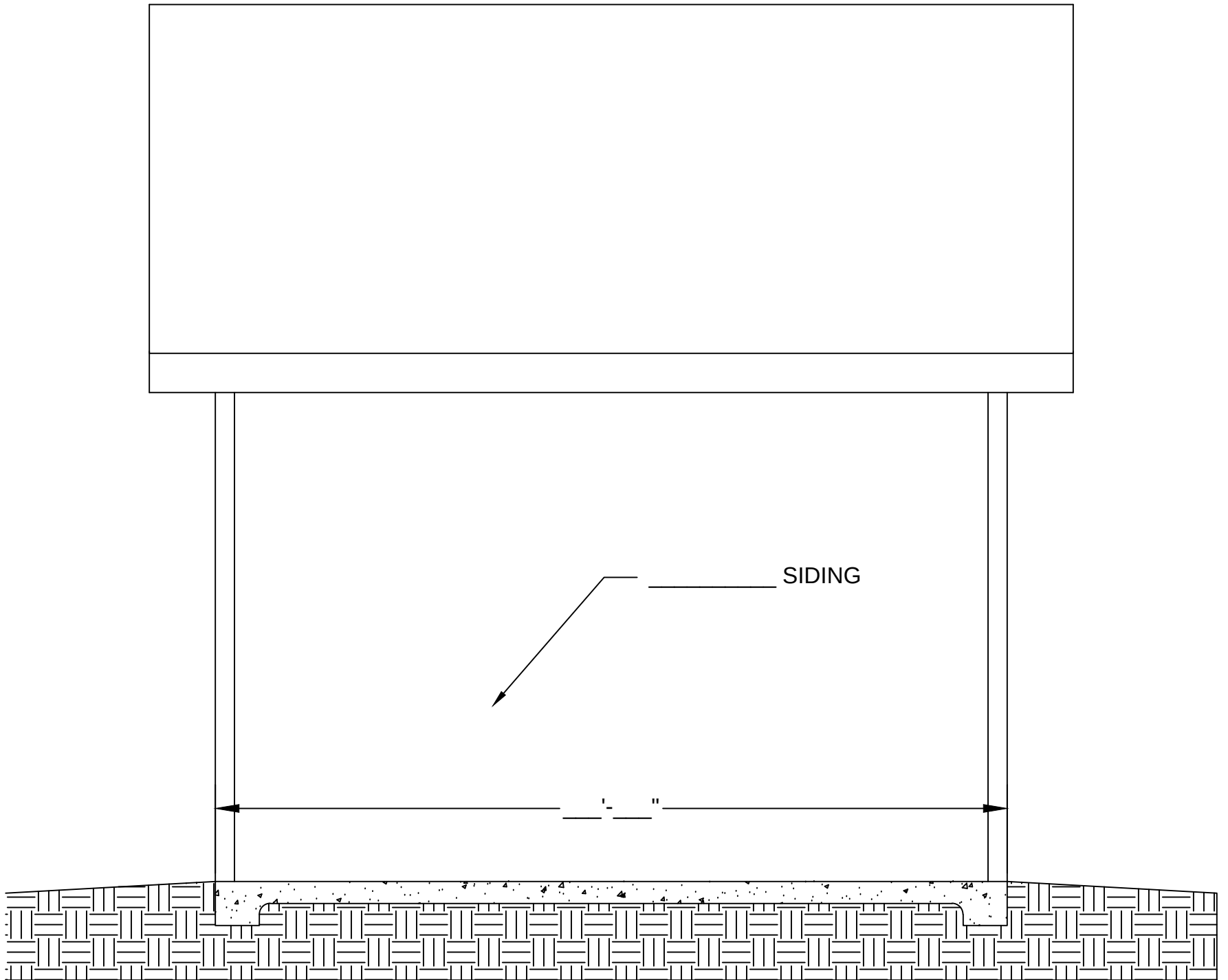
C:\Holland&Thomas\2010\1002\100210.dwg; DrawnBy: NLH; CheckedBy: SDT; 02-22-10.

MAR 18 2010



WALL SECTION





CONSTRUCTION AGREEMENT

FROM THE BUILDING CONSTRUCTION CLASS

Dear Homeowner,

The Building Construction Class at Germantown High School will be building your shed in two stages. The first stage is to pour the concrete slab during the first quarter of the school year. The class and I will be coming out to your property on a given date to remove the dirt, form the slab, and pour and finish the concrete, all in one day. After the slab is poured I will return to your house with in a couple of days to remove the forms.

During the second and third quarter the students will be building mock-up sheds in the classroom to become familiar with the materials, terms, and techniques in shed construction. Starting in the fourth quarter the students will be working on your shed. We will then set up a time to come out to your house to assemble and complete it.

Responsibilities of the building construction class:

This is a construction class compiled of junior and senior high school students that will have approximately seven months of exposure to this type of construction. The students and I will give 110% to build you a quality product that we are both proud of. If a mistake is made we will do our best to correct them.

The Teacher will: make arrangements to order the material, have them delivered to the wood shop or the construction site, and make sure that completed project is delivered to the homeowner **(With the exception of the shingles- because I do not know the color or the type of shingles you would like on your shed as well as the siding, soffit, and fascia) Shingles will be ordered at a later time if a color and type has not been decided.**

Responsibilities of the Homeowner:

It is your responsibility to pay for all of the materials (upon receiving them at school or at the job site), such as; concrete, gravel, forming material (if necessary), shed material (2x4's, sheathing, tar paper, shingles, etc).

In the past, a donation of **\$100.00 per visit (100.00 for pouring the concrete and 100.00 for building the shed)** has been given to the Building Construction class to replace damaged blades, nails, etc., during the construction of your shed. Homeowners have provided lunch for the class to show their appreciation to the students, so if you would like to continue this tradition that would be greatly appreciated.

Thank you for this great opportunity,

The Building Construction Class

MEMO**Agenda Item #3**

Date: March 10, 2022

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

From: Collin Johnson, Director of Inspections

Subject: Conditional Use Application from Patrick Walia, 3128 Sherman Parc Circle – Request to exceed maximum area for accessory structure for a shed

Meeting Date: March 31, 2022, Plan Commission Meeting

Description:

Mr. Walia is requesting a Conditional Use Permit to place a detached accessory structure in the southwest corner of his property abutting East Gate Drive. The parcel is 22,888 sf or .53 acres in area. The parcel is a corner parcel having two front yard areas. Ordinance Section 48-107(c) Decrease of required street yard in residential or business district, requires a minimum front/yard setback of 15 feet. The proposed shed location meets this setback requirement.

Village Ordinance Section 48-108 regulates accessory structures as to their size, height, and location. The current maximum size of a shed permitted by Village Ordinance is 150 sf.

Mr. Walia would like to purchase and is requesting approval to construct a 12' x 16' or 192 sf. shed which would exceed the current maximum allowed area by 42 sf.

The pre-built shed is currently under construction by the Germantown High School Building Construction Class and is being offered through a program intended to give students technical and real-life construction experience and foster future careers in the construction industry.

Ordinance Section 48-108(2) permits the floor area of a shed to exceed the current 150 sf. maximum by way of a conditional use permit.

Site Plan:

See attached documents for proposed shed location.

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, notification of all opposite and abutting property owners within 200-feet is required as well as a Class II Legal Notice.

Recommendation:

Recommend approval of a Conditional Use Permit to allow the construction of a 12' x 16' shed with a maximum area of 192 sf.

Attachments:

1. Application materials

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 Sign
- (For existing Cond. Use ONLY) (For existing PUD ONLY)

Property Address: W225 N16712 Cedar Park Ct #3 Unit: 3 Jackson, WI

Parcel #: _____ 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): Signworks

Mailing Address: 501 W. Summer St., Hartford State WI Zip 53027

Office: (262) 673-7318 Cell: (____) _____ Fax: (____) _____

Email: dan@signworkswi.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: St. Vincent de Paul

D/B/A: _____ FEIN #: _____

Mailing Address: 445 E. Washington St., Slinger State WI Zip 53086

Office: (262) 644-4949 Cell: (____) _____ Fax: (____) _____

Email: greg@svdpwc.com

Website: _____

PROPERTY OWNER INFORMATION

Name(s): St. Vincent de Paul of Washington County

Address: 445 E. Washington St State WI Zip 53086

Office: (262) 644-4949 Cell: (____) _____ Fax: (262) 644-6937

Email: greg@svdpwc.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Same as applicant

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: Signworks is proposing
a new aluminum pan mounted wall sign with vinyl graphics.

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

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: United States Postal
Service, M+W custom tractors, West Rock

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

New Sign

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: New wall mounted aluminum
sign 48" x 120" x 2" deep w/ vinyl graphics

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):

Don Scharf

Applicant Signature:

[Signature]

Co-Applicant Name (Print):

Greg Kuczmarski

CO-Applicant Signature:

[Signature]

Date of Application:

2/16/22

You MUST sign and date this Application!

SUBMIT TO:

Village of Jackson – Village Hall (Checks shall be made payable to Village of Jackson)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all general questions related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

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

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: 2-17-22
Amount: \$ 175.00
Payment Type: CH / CC / CASH
Check/Rcpt. #: 1308
Received By: [Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 255104**Date:** 3/01/2022**Check****RECEIVED
FROM** SIGNWORK OF WISCONSIN INC

\$175.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	175.00
	PL.COM APP.W225N16712 CEDAR PARK ST.VINC	

TOTAL RECEIVED	175.00
-----------------------	---------------

Receipt Memo: CK#1308 PLAN COM.APP.W225N16712 CEDAR PA



Letter of Intent

February 16, 2022

Signworks is intending to furnish and install (1) new non - illuminated sign to the wall of the Northeast facing elevation at St.Vincent de Paul's new building, located at W225 N16712 Cedar Park Way #3, Jackson, WI. 53037. The new sign will be a 2" deep aluminum pan, 48" x 120" mounted across an angle on two elevations. The sign will have a painted background and vinyl graphics.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Schaefer", with a stylized flourish at the end.

Dan Schaefer

501 West Sumner Street Hartford, Wisconsin 53027 • Phone 262-673-7318
www.signworkswi.com



SIGNworks
A SIGN OF QUALITY SINCE 1985
CUSTOM SIGNS & DIGITAL GRAPHICS

signworkswi.com 262-673-7318

Building Sign

Item
1A

37
years
1985 - 2022



JOB DETAILS:

Qty One (Single Sided)
- Painted Aluminum Pan Sign

Paint Color:

☒ Dignity Blue

Premium Vinyl Graphics

☐ White

☐ Customer Pickup

☐ Signworks Deliver

☒ Signworks Install

☐ Ship To _____

R1 2/9/2022

Quote Number:

Customer Name: St. Vincen de Paul - Washington County

Sales Representative: Dan

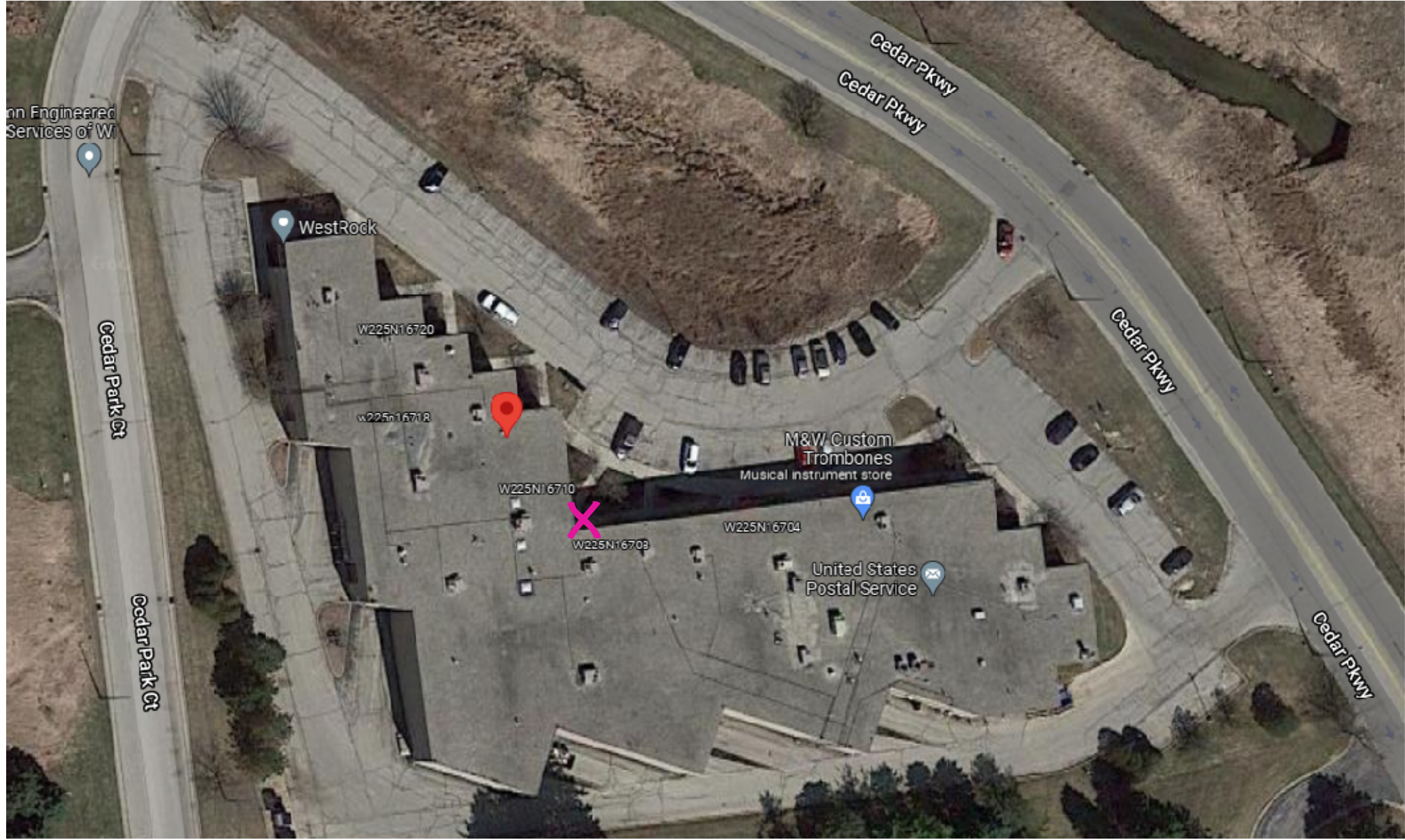
Designer: Val

Customer Address: On File

Job Location: Jackson

File: 2022 Sketches/By Name/St. Vincent de Paul/Jackson/Building Sign

These conceptual designs are the property of Signworks of Wisconsin, Inc. The drawing is for presentation only - actual colors may vary on the finished sign.



MEMO**Agenda Item #4**

Date: March 10, 2022

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

From: Collin Johnson, Director of Inspections

Subject: St. Vincent De Paul, W225 N16712 Cedar Park Court – Conditional Use Amendment for proposed sign.

Meeting Date: March 31, 2022, Plan Commission Meeting

Description:

St. Vincent De Paul recently received Village approval to operate a retail location at W225 N16712 Cedar Park Court. Their original application and approval did not include any proposed signage for the retail operation. They are now requesting approval of single proposed wall sign 48" x 12" or 40 sf. in area. The sign would include a white logo and lettering on a blue background. The sign would not be illuminated.

The property is zoned Planned Unit Development and therefore, is subject to Village review and approvals. Village Ordinance Section 48, Article III, Division 3 regulates signage. The proposed sign meets the definition of a "wall sign" under Ordinance 48-299. Ordinance Section 48-301 requires a permit for signage and limits the size of a wall sign to no more than 30 percent of the signable area of the building or 300 sf, whichever is smaller. Signs may also not project more than 12-inches from the face of the building.

The entire building façade may be used to calculate the "signable area" of the building in accordance with Ordinance Section 48-303. The proposed sign does not exceed the allowable size.

The proposed corner location for the sign would exceed the 12-inch projection maximum however, the corner location allows for better exposure of the store location to potential customers. The tenant will also occupy both portions of the building on which the sign location is proposed.

Site Plan:

See attached documents for proposed location.

Review Procedures:

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

Notice Requirements:

Aside from posting on the agenda, notification of all opposite and abutting property owners within 200-feet is required as well as a Class II Legal Notice.

Recommendation:

Recommend approval of the Conditional Use Amendment for St. Vincent De Paul to allow for the installation of a sign 40 sf. in area and to allow the sign to exceed the 12-inch maximum projection from the building façade.

Attachments:

1. Application materials



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Review of Ordinance #22-04 for PUD-01 and Site Plan Review, Walter and Renee Miller

DATE: April 8, 2022

On February 24, 2022, the Plan Commission recommended Village Board approval of a draft ordinance creating PUD-01 and site plan for the proposed commercial uses at the former Village Hall site. The recommended terms and conditions of site plan approval have been included below.

Planned Unit Development Potential Motion:

Approve the establishment of Planned Unit Development District PUD-01 as set forth in Ordinance #22-04 subject to the Village Administrator's approval.

Site Plan Potential Motion:

Recommend approval of the site plan and related materials subject to the following terms and conditions:

1. Any future alterations to the site, including ground mounted signage, shall require the applicant to amend and seek approval of a new site plan.
2. On-site parking is limited to licensed, registered, and operable vehicles.
3. Outdoor storage of equipment or product is prohibited.
4. Include the following notation on the site plan:
 - The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-153) relating to the use and development of the subject property.
 - Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village Administrator.
5. Prior to any occupancy the property owner shall obtain all necessary permits from the Building Inspector and Fire Department.
6. All necessary permits shall be obtained within 9 months of site and PUD approvals.
7. Property owner shall apply for an occupancy permit within one year of the date of issuance for any building permits.
8. A Certified Survey Map is created and approved combining the two parcels. The CSM must be approved and recorded at the Register of Deeds office within 9 months of date of approval for the Site Plan.

Attachments:

Ordinance #22-04 for Planned Unit Development District, PUD-01
Plan Commission Materials, 3.31.2022 Packet for PUD and Site Plan Review

N168 W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjacksonwi.gov

ORDINANCE #22-04

AN ORDINANCE TO AMEND THE ZONING REGULATIONS IN CHAPTER 48 OF
THE VILLAGE OF JACKSON MUNICIPAL CODE FOR A PLANNED
DEVELOPMENT DISTRICT (PUD-01)

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, the Village of Jackson owns the property (hereafter property owner) and conditionally accepted an offer to purchase from the Walter Miller Family Investment Properties LLC , conditioned upon PUD approval for the property at N168W20733 Main Street and N168W20753 Main Street (hereafter subject property), more particularly described as:

Tax parcel: V3_011400A (PT OF NE NE CSM 5413 LOT 1 V1095 P434)

Tax parcel: V3_009600B (V OF JACKSON ASSRS PLAT PT OF E1/2 NE+OL 79+80 DOC 1131908); and

WHEREAS, a petition has been submitted to establish a Planned Unit Development district for the subject property 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 March 31, 2022, 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 April 12, 2022, 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. Create Section 48-153 in Chapter 48, to read as set forth below.

Sec. 48-153. – PUD-01 Miller Mixed-Use Planned Unit Development District.

(a) Generally. The Miller Mixed-Use Planned Unit Development District (PUD-02) was established in 2022 to accommodate the unique needs of an adaptive reuse of the former village hall property.

(b) Uses allowed by right. Uses allowed by right, subject to other requirements of the zoning code: (1) professional offices (2) general retail (3) restaurant (4) professional services and (5) indoor vehicle parking existing on March 31, 2022.

(c) Limitations on retail/wholesale sales. Outdoor storage of products for sale is strictly prohibited.

(c) Conditional uses. Uses allowed as a conditional use, subject to other requirements of the zoning code: additional use of indoor parking area for vehicle parking and related storage.

(d) Lot area and width. Lots shall have a minimum area of 1 acre (43,560 square feet) and shall not be less than 60 feet in width at the setback line.

(e) Building height. No building or part of a building shall exceed 35 feet in height.

(f) Setbacks and yards. There shall be a minimum building setback of 20 feet from the right-of-way of all streets. There shall be a side yard on each side of all buildings not less than 15 feet in width and a rear yard of not less than 25 feet.

(g) Building coverage. The maximum building coverage is 60 percent.

(h) Maximum impervious surface. The maximum impervious surface area is 80 percent.

(i) Division of land restricted. This district includes two adjoining parcels which shall be owned and operated as a single parcel. The subject property may not be subdivided by any means. Further, the configuration of the subject property shall not hereafter be modified by any means without the approval of the Village Board upon recommendation of the Plan Commission.

(j) Revisions to the zoning map. Upon adoption of this section, the subject property shall be designated as a planned development district with reference to this

section. Hereafter, the subject property is subject to this section and other sections of this code as applicable.

Section 2. The zoning map is hereby amended by designating the subject property as a planned unit development district.

Section 3. This ordinance shall become effective upon passage and posting, or publication as provided by law.

Section 4. The 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: _____

Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village 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

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: N168 W20733 Main St. Unit: Jackson, WI
V3011400A
Parcel #: V3009600B Lot Size: 125,452 sq. ft. Building Area: +/-10,000 sq. ft.
Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ PUD ☐ Other _____ Floodplain: Y ☒ N

APPLICANT INFORMATION

Name(s): Walter A. and Renee L. Miller
Mailing Address: 3870 Country Aire Dr. Cedarburg, State WI Zip 53012
Office: (262) 677-4884 Cell: (262) 305-0747 Fax: (262) 677-9650
Email: renee@millermanument.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: Miller Monument Company, Inc.
D/B/A: _____ FEIN #: 39 - 1807984
Mailing Address: P.O. Box 411 Jackson State WI Zip 53037
Office: (262) 677-4884 Cell: (262) 305-0747 Fax: (262) 677-9650
Email: renee@millermanument.com
Website: www.millermanument.com

PROPERTY OWNER INFORMATION

Name(s): Walter Miller Family Investment Properties LLC
Address: 3870 Country Aire Dr. Cedarburg State WI Zip 53012
Office: (262) 677-4884 Cell: (262) 305-0747 Fax: (262) 677-9650
Email: renee@millermanument.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: N/A
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: Miller Monument Company, Inc. is requesting approval for purchase and use of the former Village Hall and Police Department property that is located directly across from our Jackson location.

Provide a brief overview of proposed use(s) of entire property and/or lease space: See additional page.

Hours of Operation: Office: M: 9-7:30; T-F: 9-5; Sat: 9-2:30; Production: M-F: 7-6

Provide a brief overview of proposed daily on-site operations: Production trucks would be readied for the day and leave for cemetery work in the morning. They would arrive back at the end of the work day and be parked in the garage.

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.: N/A

Describe all businesses, properties and other entities located adjacent to the proposed use: Railroad tracks directly West of property. Residential home directly East of property. Residential housing and condominiums directly South of property. Highway 60 and Miller Monument Company, Inc. directly North of property.

Describe any proposed, development, on-site improvements or other construction/remodeling activities: Basic repairs and maintenance.

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

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: Basic maintenance and upkeep of current landscape and driveways.

Describe any proposed on-site security measures including site lighting: No changes at this time.

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

Describe the projected traffic circulation and impacts: Less traffic flow than previous occupants and minimal impact.

List all setbacks from rights-of-way and property lines and height limitations: N/A

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: N/A

If construction is proposed, describe proposed exterior building materials (type, color, etc.): No specifics at this time.

Describe any site specific features/constraints, etc.: N/A

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: N/A

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

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

Projected Sewer/Wastewater Usage: Minimal gal/year

Projected Water Usage: Minimal 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): Walter A. Miller

Applicant Signature: Walter A. Miller

Co-Applicant Name (Print): Renee L. Miller

CO-Applicant Signature: Renee L. Miller

Date of Application: 12/8/2021

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Village Hall (Checks shall be made payable to Village of Jackson)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

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

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.

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

Year 1

Initially, Miller Monument Company, Inc. will move our production trucks to the garages which will provide more space in the warehouse at our current location.

The parking lot would be used for staff parking.

The former Police Department building would be used for storage and office space.

We will maintain the property including upkeep of the mulched beds, grass cutting and snow plowing.

We would like to keep the flag on the pole out front.

We need to investigate what larger maintenance and repair issues need to be addressed and completed first. For example, the roof will need to be repaired or replaced.

Year 2

It is important for Miller Monument Company, Inc. to keep the aesthetics and history of the building in place for the Jackson community. Our goal would be to work with the village or local historical society to create a plaque honoring the history of the building. The plaque would be provided by Miller Monument Company, Inc. and serve as a welcome to all guests. Another idea would be to mount old photos on the walls to commemorate the past.

Year 3

Our goal would be to lease out the unused office spaces in the building to professional individuals or businesses in the first couple years.

Year 4-5

Reanalyze use and continue to grow into the building.

Long-Term Considerations

As Miller Monument Company, Inc. continues to grow, we may pursue the construction of an additional building on this property to store production vehicles, equipment, supplies and granite.

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: 3-4-22

Amount: \$ 150.00

Payment Type: CH / CC / CASH

Check/Rcpt. #: 45032

Received By: [Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 255226

Date: 3/04/2022

Check

RECEIVED
FROM MILLER MONUMENT

\$150.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	150.00
	NEW PUD	

TOTAL RECEIVED	150.00
----------------	--------

Receipt Memo: NEW PUD/CK#45032

Washington County, Wisconsin



3/23/2022, 8:15:57 AM

1:1,211

Lines	Road Centerline STH, CTH	Subdivision Name	Local Road Labels	Plat	PLSS Section
 Override 1	 On/Off Ramp	Condominium Name	 Township Road	 Unknown	0
 Current Parcel	 State Highway	Certified Survey Number	 City/Village Street	 Certified Survey Map	0.015
 Railroad Centerlines	 County Highway	Lot Number	 Private Street	 Condominium	0.03
Road Centerline I, USH	 Address Point	Landhook	 Municipality	 Assessor Plat; Cemetery Plat; Subdivision	0.045
 Interstate Highway, I-41	Parcel Taxkey & Acreage	Meander Line	 Retired Parcel	 Lot	0.06
 US Highway, FOND DU LAC AV; US Highway, HY 45	 Leader Lines	PLSS Monument	 Right-of-Way	 PLSS Quarter	0.09

0 0.0225 0.045 0.09 km

MEMO

Agenda Item #6

Date: March 23, 2022

To: Mike Schwab, Village President
Village of Jackson Plan Commission

From: Jen Keller, Village Administrator

Subject: Establishing a Planned Unit Development #02 for Village Owned property located at N168 W20733-53 Main Street, Tax Parcels V3-011400A and V3-009600B and related site plan; Walter and Renee Miller, applicant

Meeting: March 31, 2022 Plan Commission meeting

Description: Walter and Renee Miller have submitted an application to amend the PUD zoning for the site of the former Village Hall and Police Station. There are no plans to amend the site configuration, so a GIS aerial plan has been attached for review by the Plan Commission. Two matters to be considered include the PUD amendment and approval of the current site plan. Both approvals are necessary to proceed with the sale of the subject property to the applicants.

The Administrator, Engineer, Building Inspector, Police Chief and Fire Chief have reviewed the application materials. The prospective buyer intends to utilize a portion of the building for current business operations including interior vehicle parking and offices. The potential buyer intends to lease portions of the building (i.e., Village Hall portion) to other professional business entities. The proposed commercial/mixed uses are similar to prior Village uses are consistent with current zoning and soon to be adopted future land use plans for the site. Future growth to potentially include construction of a new standalone storage building at the rear of the property. This would require future Village approvals and a PUD Site Plan Amendment.

The Village Engineer will coordinate the creation of a CSM combine the two (2) lots into a one-lot CSM and all Village utility easements will be incorporated into the CSM for review and recommendation by the Plan Commission in April and Village Board review in May. Easements will contain public sanitary sewer, water main, and storm sewer located on the property. Staff may also discuss the potentiality of incorporating an easement to accommodate the Washington County Bike and Pedestrian plan which indicated a "rails with trails" segment along the western boundary of the subject parcel.

Staff Comments: Staff have reviewed the site plan; conditions of approval have been incorporated to address any concerns.

Review Procedures: The Plan Commission is advisory with regard to the site plan and PUD amendment. The Village Board will conduct a public hearing and make the final decision on the PUD amendment together with the site plan. PUD approval is a condition listed in the accepted offer to purchase the subject property currently owned by the Village of Jackson.

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

PUD Amendment: A draft ordinance has been prepared which sets forth the basic zoning parameters including permitted uses and bulk standards, including building height and setbacks.

Potential Motion for PUD:

Recommend to the Village Board the approval of the Planned Unit Development, establishing PUD-02 as set forth in the draft Ordinance dated March 17, 2022

Potential motion for Site Plan:

Recommend to the Village Board the approval of the site plan and related materials subject to the following terms and conditions:

1. Any future alterations to the site, including ground mounted signage, shall require the applicant to amend and seek approval of a new site plan.
2. On site parking is limited to licensee, registered, and operable vehicles.
3. Outdoor storage of equipment or product is prohibited.
4. Include the following notation on the site plan:
 - The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-153) relating to the use and development of the subject property.
 - Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village Administrator.
5. Prior to any occupancy the property owner shall obtain all necessary permits from the Building Inspector and Fire Department.
6. All necessary permits shall be obtained within 9 months of site and PUD approvals.
7. Property owner shall apply for an occupancy permit within one year of the date of issuance for any building permits.
8. A Certified Survey Map is created and approved combining the two parcels. The CSM must be approved and recorded at the Register of Deeds office within 9 months of date of approval for the Site Plan.

Attachments:

1. Application Materials
2. Draft PUD-02 Miller Mixed-Use PUD District Ordinance, dated March 17, 2022
3. GIS Aerial



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Review of Ordinance #22-05 for PUD-02 and Site Plan Review, Sysco

DATE: April 8, 2022

On February 24, 2022, the Plan Commission recommended Village Board approval of a draft ordinance creating PUD-02 and site plan for the expansion of the Sysco facility in the Village. The recommended terms and conditions of site plan approval have been revised since the Plan Commission recommendation. Specific changes related to the emergency site plan are included for your review. Sysco has also noted revisions addressing past terms of approval in attached documentation. Because Staff have not yet confirmed these changes were made, it is recommended the verbiage below is adopted.

Planned Unit Development Potential Motion:

Approve the amendment of the Planned Unit Development as set forth in the draft Ordinance #22-05 subject to the Village Administrator's approval.

Site Plan Potential Motion:

Recommend approval of the site plan and related materials subject to the following terms and conditions:

1. The petitioner submits a certified survey map (CSM) to the Village for the merger of the two parcels and obtains approval of the same. The approved CSM to be recorded prior to issuance of any related building permits.
2. The Village approves the right-of-way vacation for the segment of Mill Road.
3. The site plan is revised to depict the 66-wide outlot along the eastern lot line along with explanatory notes.
4. The site plan is revised to move the security fence outside of the 66-wide easement/outlot (referenced above), along with the berm along the east side of the new truck parking area.
5. The site plan is revised to move the security fence further away from the western cul-de-sac right-of-way line (the fence is on the lot line).
6. Any existing trees along Cedar Parkway that are damaged during construction, as determined by the Village engineer, shall be replanted with 2.5 diameter trees of the same or similar species.
7. The Village and/or WI DNR grants approval of the storm water management plan, including the recording of such documents establishing the long-term maintenance of the facilities and granting the Village the authority to maintain such facilities if so required.

N168 W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjacksonwi.gov



Taking the lead in Washington County.

8. The Jackson Water Utility will continue to have 24/7 access to the water tower site. The Utility will work with Sysco on access with the increase staging of trucks on the proposed driveway.
9. Sysco must submit detailed plans to the Village engineer for the retaining wall proposed alongside of water tower access road and obtain approval of the same.
10. Sysco must submit detailed construction plans to the Village engineer for the cul-de-sacs and related street work and obtain approval of the same.
11. If a new water meter room is being proposed on the north side of the building, the Jackson Water Utility requires 24-hour access to the room.
12. A separate address designation for the vehicle maintenance facility for emergency response and utility purposes is recommended.
13. Per the proposed projected water and sewer usage, the REU (Residential Equivalent Unit) numbers for Water Impact Fees and Sewer Connection Fees will be re-calculated after the completion of the expansion. The fees will be charged accordingly per the usage calculation.
14. Include the following notation on the site plan:
 - The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-154) relating to the use and development of the subject property.
 - Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village Engineer.

Attachments:

Ordinance #22-05 for Planned Unit Development District, PUD-02
Plan Commission Materials, 2.24.2022 Packet for PUD and Site Plan
Sysco Memo RE Revisions to Site Plans, April 6, 2022

ORDINANCE #22-05

AN ORDINANCE TO AMEND THE ZONING REGULATIONS IN CHAPTER 48 OF
THE VILLAGE OF JACKSON MUNICIPAL CODE FOR A PLANNED
DEVELOPMENT DISTRICT (PUD-02)

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, Sysco Food Services has submitted a petition to establish a Planned Unit Development district 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 February 24, 2022, 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 March 8, 2022, 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. Create Section 48-154 in Chapter 48, to read as set forth below.

Sec. 48-154. – PUD-02 Sysco Planned Unit Development District.

(a) Generally. The Sysco Planned Unit Development District (PUD-03) was established to accommodate the unique needs of a large-scale warehouse and distribution center.

(b) Permitted uses. Warehousing and distribution.

(c) Lot area and width. Lots shall have a minimum area of 10,000 square feet and shall not be less than 60 feet in width at the setback line.

(d) Building height. No building or part of a building shall exceed 40 feet in height.

(e) Setbacks and yards. There shall be a minimum building setback of 30 feet from the right-of-way of all streets. There shall be a side yard on each side of all buildings not less than 12 feet in width and a rear yard of not less than 25 feet.

(f) Division of land restricted. This district includes a single property and may not be subdivided by any means. Further, the configuration of the subject property shall not hereafter be modified by any means without the approval of the Village Board upon recommendation of the Plan Commission.

(g) Revisions to the zoning map. Upon adoption of this section, the subject property shall be designated as a planned development district with reference to this section. Hereafter, the subject property is subject to this section and other sections of this code as applicable.

Section 2. The zoning map is hereby amended by designating the subject property as a planned unit development district.

Section 3. This ordinance shall become effective upon passage and posting, or publication as provided by law.

Section 4. The 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:_____

Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village 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

MEMO

Agenda Item #7

Date: February 16, 2022

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

From: Tim Schwecke, Consulting Planner

Subject: Amendment of Planned Unit Development for Sysco and related site plan; Sysco Food Services of Eastern Wisconsin LLC, applicant

Meeting: February 24, 2022 Plan Commission meeting

Description: Sysco has submitted plans to expand their operation including a building expansion and a new truck parking area. A plan set is attached. Two matters to be considered include the PUD amendment and the site plan.

Staff Comments: The Village engineer has reviewed the site plan; conditions of approval have been incorporated to address any concerns.

Review Procedures: The Plan Commission is advisory with regard to the site plan and PUD amendment. The Village Board will conduct a public hearing and make the final decision on the PUD amendment together with the site plan.

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

PUD Amendment: A draft ordinance has been prepared which sets forth the basic zoning parameters including permitted uses and bulk standards, including building height and setbacks.

Potential Motion for PUD:

Recommend to the Village Board the approval of the amendment of the Planned Unit Development as set forth in the draft Ordinance dated February 17, 2022

Potential motion for Site Plan:

Recommend to the Village Board the approval of the site plan and related materials subject to the following terms and conditions:

1. The petitioner submits a certified survey map (CSM) to the Village for the merger of the two parcels and obtains approval of the same. The approved CSM to be recorded prior to issuance of any related building permits.
2. The Village approves the right-of-way vacation for the segment of Mill Road/Cedar Parkway.
3. The site plan is revised to depict the 66-wide easement/outlot along the eastern lot line along with explanatory notes.
4. The site plan is revised to move the security fence outside of the 66-wide easement/outlot (referenced above), along with the berm along the east side of the new truck parking area.
5. The site plan is revised to move the security fence further away from the western cul-de-sac right-of-way line (the fence is on the lot line).
6. Any existing trees along Cedar Parkway that are damaged during construction, as determined by the Village engineer, shall be replanted with 2.5 diameter trees of the same or similar species.
7. The Village and/or WI DNR grants approval of the storm water management plan, including the recording of such documents establishing the long-term maintenance of the facilities and granting the Village the

authority to maintain such facilities if so required.

8. The Jackson Water Utility will continue to have 24/7 access to the water tower site. The Utility will work with Sysco on access with the increase staging of trucks on the proposed driveway.
9. Sysco must submit detailed plans to the Village engineer for the retaining wall proposed alongside of water tower access road and obtain approval of the same.
10. Sysco must submit detailed construction plans to the Village engineer for the cul-de-sacs and related street work and obtain approval of the same.
11. If a new water meter room is being proposed on the north side of the building, the Jackson Water Utility requires 24-hour access to the room.
12. A separate address designation for the vehicle maintenance facility for emergency response and utility purposes is recommended.
13. Per the proposed projected water and sewer usage, the REU (Residential Equivalent Unit) numbers for Water Impact Fees and Sewer Connection Fees will be re-calculated after the completion of the expansion. The fees will be charged accordingly per the usage calculation.
14. Include the following notation on the site plan:
 - The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-153) relating to the use and development of the subject property.
 - Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village engineer.

Attachments:

1. Draft PUD Ordinance, dated February 17, 2022
2. Application materials
3. Building & Site Plans, Elevations, Landscape Plans, Lighting Plan

Sysco Application for
PUD Amendment to
Village of Jackson
Planning Commission
February 4, 2022

VILLAGE OF JACKSON PLAN COMMISSION APPLICATION - SUBMITTAL GUIDE

(Meetings are held the fourth Thursday of the month. Applications are DUE the 1st Friday of the month for that month's meeting.)

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u> <i>Refer to number items in shaded column →</i>	<u>TYPE OF INFORMATION DESCRIBED</u> <i>(See reverse side for further instructions)</i>	<u>Paper or Digital Copy Required</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (<i>all pages</i>)	Both
			2) Describe the intended use and operation	Both
CONDITIONAL USE			3) Address labels of adjacent owners to be notified (200' / 500')	Both
- Full Review or Amendment	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	4) Property owner acknowledgement of the request	Both
- *Special Use (to existing CU)	\$50	1,2,4,5,6,7,13	5) Impact Statement	Both
			6) Location Map	Both
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	7) Development Plan / Site Plan	Both
- *Special Use (to existing PUD)	\$50	1,2,3,4,5,6,7,13 (14-22 upon request)	8) Preliminary Plat	Both
			9) Final Plat	Both
REZONING	\$200	1,2,3,4,6,9 or 10 (500' for rezoning) 200' for Cond. Use or PUD Site Plan)	10) Certified Survey Map	Both
			11) Annexation Petition	Both
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	12) Annexation Map	Both
			13) Sketch Plan	Both
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	14) Landscape and Buffer Plan	Both
EXTRA TERRITORIAL PLAT/CSM	\$150	1,2,6,9 / 10		
EXTRA TERRITORIAL PLAT OUTSIDE SANITARY SRVC. AREA	\$50	1,2,6,9 / 10	<u>Engineering Review - Infrastructure</u>	
			15) Grading / Drainage Plan	Both (24x36)
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sanitary Sewer / Storm Sewer Plans	Both (24x36)
			17) Street / Right of Way cross sections	Both (24x36)
FINAL PLAT / Final Plat Reappl.	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan	Both (24x36)
			19) Proposed colors / materials	Both
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement	Both
			21) Annexation Agreement (<i>includes pre-annex agreements</i>)	Both
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) Other -	Both
VARIANCE / APPEAL	\$150	1,2,3,4,6,7		
MAILING LABELS	\$25	For all property addresses within 200 feet For all properties within 500' if rezoning ONLY	Must submit additional fee if not providing labels	Both

***SPECIAL USE PERMITS** are applicable to EXISTING Conditional Use Permits and Planned Unit Developments. The granting of a Special Use Permit shall not change the character of the principal use or conflict with the purpose and intent of the original Conditional Use or Planned Use Development approval. Special Use Permits shall be reviewed for impact on neighboring uses in addition to the neighborhood. Compatibility is a primary consideration.

Examples of special uses include: New or expanded tenant uses including occupancies, minor changes to building facades, minor lighting changes, paint schemes, certain accessory structures, sign replacements of equal or lesser size or other uses or modifications as determined by the Village.

Applications shall be submitted NO LATER than 4:00 PM on the 1st Friday of the month to be considered at that month's meeting.

In some cases, additional copies of a submittal may be required. Only COMPLETE applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month at which a public hearing may be held. A decision on the request could be made at that time.

EXPLANATION OF TYPES OF INFORMATION REQUIRED *(From front page of application form)*

1. **Application Form:** *You MUST SUBMIT both HARD (paper) and DIGITAL (USB Drive) copies of your application.*
2. **Letter of Intent:** What you are requesting in your own words? *(Be brief)*
3. **Mailing/Address Labels:** It is your responsibility to provide the Village with addresses labels of ALL adjacent property owners within a 200-foot radius of the subject property. If mailed notification is required for your application, an incorrect address may cause a delay. *(Additional \$25 is required if Village provides address labels.) Requested and funded this activity by Village*
4. **Proof of Property Ownership:** A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. **Impact Statement:** In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
 - A. General hours of operation.
 - B. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc).
 - C. Vehicle trip generation (trips per day per unit x number of units).
 - D. Estimated numbers of vehicles and/or equipment, materials, to be parked and/or stored on site.
 - E. Proposed sign(s) advertising business, directional signage, dwelling unit rental, etc.
 - F. Proposed dates of construction and completion.
 - G. Anticipated user profiles (for residential developments).
 - H. Annual water consumption estimate (100% occupancy and build-out).
 - I. Annual sewage generation estimate (100% occupancy and build-out).
6. **Location Map:** An aerial map indicating where the site is located within the Village.
7. **Development Plan:** Show entire proposal on the site. Include edge of pavement and/or back of the curb line, sidewalks (existing and proposed), structure footprint(s), driveways, parking areas, fencing, refuse enclosures, locations of accessory uses, and overall dimensions of structures and setbacks, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. **Plat Map:** Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. **Certified Survey Map:** A recordable document showing the legal and mapped description of the land division.
11. **Annexation Petition/Attachment Request:** Shows owner is supporting the annexation.
12. **Annexation Map:** A recordable map having the legal and mapped description of the parcel to be annexed.
13. **Sketch Plan:** An informal drawing depicting the proposal for discussion purposes.
14. **Landscape Plan:** Show location, size, type, botanical name & common name of proposed trees & shrubs. Also details surface treatments. Show walls, fence location and style, buffers/screening and similar details.
15. **Grading/Drainage Plan:** Show original & proposed grades & runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (Storm sewer system, ditches, culverts, etc.)
16. **Water/Sewer/Storm Sewer Plans:** Show size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer system with gradient profiles and invert elevations; shows the proposed storm drainage system as in #15 above.
17. **Street Crossing Sections:** Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. **Erosion Control Plan:** A map of existing site conditions on a scale of at least 1-inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. **Proposed Building Colors and Materials:** Submit samples of exterior colors and materials.
20. **Improvement Agreement:** An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. **Annexation Agreement.**

MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS

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: 1 Sysco Drive Unit: Jackson, WI

Parcel #: 0301 Lot Size: 1,513,826 sq. ft. Building Area: 310,344 sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ PUD ☐ Other _____ Floodplain: Y 

APPLICANT INFORMATION

Name(s): Sysco Corporation - Attention Taylor Cherry
Mailing Address: 1390 Enclave Parkway, Houston State TX Zip 77077
Office: (346) 266-5244 Cell: () Fax: ()
Email: taylor.cherry@sysco.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): Sysco Food Services
Address: 1390 Enclave Parkway, Houston State TX Zip 77077
Office: (346) 266-5244 Cell: () Fax: ()
Email: taylor.cherry@sysco.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: The Austin Company
Primary Contact: Barry Rogers
Address: 6095 Parkland Boulevard State OH Zip 44124
Office: (216) 513-1891 Cell: () Fax: ()
Email: barry.rogers@theaustin.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: _____

Site plans for proposed building expansion with yard modifications including proposed site lighting, site landscaping, storm water management, exterior building plans, covered employee sidewalk, and signage.

Building expansions include "cold side" (east), dry side (west), battery charging (southeast) and VMF (south).

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

Food product storage and distribution to restaurants and commercial clients.

Includes ambient, cool, and frozen storage.

Hours of Operation: 24 x 7 at peak times; 20x5 typical for non-peak times

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

Receipt of food products in trailers, unloading, and storage in warehouse, typically during daytime hours.

Retrieval of food products per orders, loading, and shipping in trailers, typically at night.

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.: _____

Tractor trailer traffic for inbound and outbound shipments will increase with proposed expansion.

Existing generator used only during power outages and for testing.

Existing ammonia system will be modified for proposed expansion.

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

N: Willer Tool Corp, Rytec Corp, and Village water tower.

E: State Highway 45 and Village pumping station. W: agricultural

S: Agricultural and Residential.

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

Improve staging for inbound trucks with on-site dual lane entry driveway.

Proposed building expansion of ambient, cool, and freezer warehouse and docks of approx 300,000 sf.

Supporting sitework development for truck staging and maneuvering.

Replacement and relocation of existing Vehicle Maintenance Facility (VMF).

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

Site grades will be modified to meet proposed building expansion with matching finished floor elevation.

Storm water will be routed to expanded on-site detention.

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

Existing driveway will be modified for additional on-site trailer staging with added driveways and parking lot expansion.

Landscaping will be provided in conformance with food plant standards.

Earth berms and landscape screening provided at adjacent residences.

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

Site lighting for safe operation will be modified for the proposed expansion with cutoffs at boundaries.

Site fencing will be modified for proposed expansion in conformance with food plant standards and requirements.

Gates at vacated roadway will be equipped with Opticom System as requested by Fire Chief Swaney.

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

Existing sprinkler system, including dry system in freezer, will be extended into the proposed expansion.

Existing fire alarm system will be extended into the proposed expansion.

Describe the projected traffic circulation and impacts: _____

Truck traffic isolated from autos on site.

Truck traffic will increase with the proposed expansion.

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

Setbacks for the proposed expansion vary - see drawings. Minimum setback from property line is 30'.

Height of the proposed expansion is 39' at high point to achieve rack heights with proper roof slopes.

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

All required permits for existing operation are current.

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

☐ No ☒ Yes If yes, explain: Building Permit

Describe any proposed signage including type, size, and location: _____

Existing ground mounted monument sign will be relocated and reused.

Existing building mounted "Sysco" sign will be relocated and reused.

Existing temporary "trailer sign" will be replaced with building mounted static electronic sign.

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

Building facade will be insulated metal panels (IMP) reasonably matching existing facade for appearance and color.

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

Existing ammonia system will be modified to support the cooler and freezer areas of the proposed expansion.

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

Auto parking for staff will increase by 115 spaces, plus 2 handicapped.

Total truck parking combined in north and south lots will be 175 trailers and 130 tractors.

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

Screening of truck docks and truck operations in the north lot is screened from roadway by buildings themselves.

South lot includes earth berms nominal 8' high with landscape screening.

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

Separate waste streams with dumpsters are provided for general trash and corrugate with corrugate being the

largest volume of waste. Waste systems are screened from view from the road by the buildings.

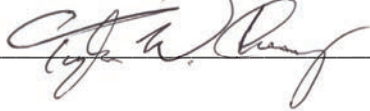
Projected Sewer/Wastewater Usage: 2,121,637 gal/year current use- no significant change with expansion

Projected Water Usage: 3,677,468 gal/year current use- increase approx 1,000,000 gal/yr

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): Taylor Cherry

Applicant Signature: 

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: February 4, 2022

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Village Hall (*Checks shall be made payable to Village of Jackson*)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

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

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: \$ 175.00 _____

Payment Type: CH / CC / CASH

Check/Rcpt. #: _____

Received By: _____

LETTER OF INTENT

Submitted to Village of Jackson Zoning Commission on February 4, 2022 as a
Supplement to PUD Amendment request.

Sysco has operated a food distribution operation in Jackson for over 20 years, supporting and maintaining good relationships with the community. Sysco owns two properties, known generically as “south parcel” and “north parcel”. The current operation is wholly located on the north parcel, while the south parcel, located adjacent but across Mill Road, is currently undeveloped and is being used as a farm field. The south parcel is located in the Town of Polk.

Currently Sysco is proposing to expand the Jackson operation, increasing the volume of food distribution. To achieve this expansion, the existing facility must increase in size for freezer, cooler and ambient storage rack areas. Existing yard trucking operations will be displaced by the building expansions, and additional truck counts will be required for the increased operations. Sysco proposes to utilize a portion of the south parcel adjacent to Mill Road and develop the parking area for additional employees and trailers. Additionally, a small fleet maintenance facility is proposed for the south parcel to replace an existing but aging fleet maintenance facility on the north parcel.

Expansion to the south parcel will involve significant trucking and personnel movements across Mill Road, with due concerns of safety for both Sysco staff and local residents. Further, as is required by federal regulations for food operations, the entire facility is secure with perimeter fencing, and fully manned guardhouse for vehicle entry. Maintaining security for the proposed separation of the two developed parcels without Annexation will be problematic.

To address both issues of safety for the trucking and personnel crossings, and to facilitate overall site security measures, Sysco is requesting Annexation of the south parcel and vacation of a short section of Mill Road.

Development of this submittal has included discussions with Fire Chief Swaney for emergency vehicle access on Mill Road utilizing the Opticom system in use by the Fire Department. A sketch of this operation is included with this submittal.

Additionally, meetings were held with both immediate residential neighbors to discuss the plans and identify concerns. The plans were adjusted to reflect the neighbor’s concerns.

Item 4- Proof of Property Ownership

- Title Policy

- Plat

Fidelity National Title
2651 North Harwood Ste. 450
Dallas, TX 75201
Attn: Ursula V. Fulks

Project I.D.: 9000342100571
Report No.: F-374388L

We find that the grantee(s) named in the latest recorded conveyance of the real estate described below (is) (are):

Sysco Food Services of Eastern Wisconsin, LLC

Legal Description:

Parcel A:

That part of the Northwest 1/4 of the Southeast 1/4 of Section 24, Township 10 North, Range 19 East, in the Town of Polk, Washington County, State of Wisconsin, bounded and described as follows:

Commencing at the center of Section 24, Township 10 North, Range 19 East; thence North 88°11'23" East along the East 1/4 line of said section, 300.00 feet to the place of beginning of this description; thence North 88°11'23" East along said line of said section, 1020.52 feet; thence South 01°17'44" East, 1323.54 feet; thence South 88°07'25" West, 1318.65 feet; thence North 01°22'37" West, 225.05 feet; thence North 88°11'23" East, 300.00 feet; thence North 01°22'37" West, 1100.00 feet to the place of beginning.

Parcel B:

A non-exclusive easement contained in Land Contract recorded December 29, 1975, in Volume 600 of Records, page 121, as Document No. 368808.

Tax Key No.: 076400A

Property Address: Mill Rd.

The following easements and restrictions affect the above described land:

Deeds:

Warranty Deed by Charles Sponholz to Lawrence Ritterbusch and Ramona Ritterbusch, husband and wife, recorded June 12, 1940, in Volume 126, page 403, as Document No. 172033.

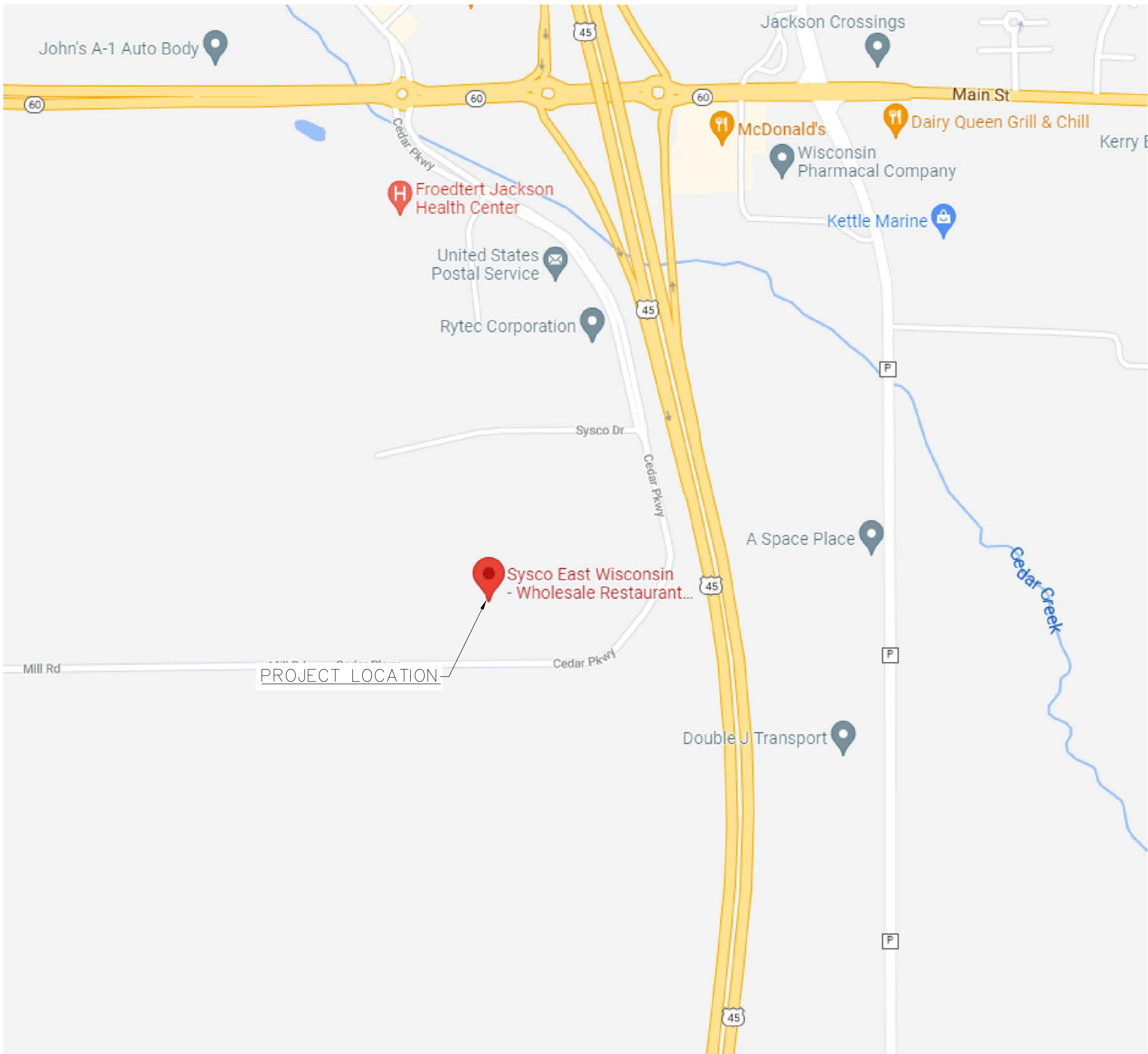
Warranty Deed by Ramona Ritterbusch to Lawrence Ritterbusch recorded April 23, 1968 in Volume 447, page 262, as Document No. 299503.

Land Contract by Lawrence Ritterbusch to Jerome A. Schuh and Dorothy K. Schuh, his wife recorded December 29, 1975 in Volume 600, page 121, as Document No. 368808.

Warranty Deed by Lawrence Ritterbusch to Jerome A. Schuh and Dorothy K. Schuh, his wife, as joint tenants recorded December 29, 1980 in Volume 744, page 509, as Document No. 433408.

[illegible]

A	B	C	D	E
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<u>SHEET NO.</u>	<u>TITLE</u>
C-1	COVER SHEET
C-2	GENERAL NOTES AND SYMBOLS
C-3	NORTH TOPOGRAPHIC SURVEY
C-4	SOUTH TOPOGRAPHIC SURVEY
C-5	OVERALL DEMOLITION PLAN
C-6	OVERALL SITE PLAN
C-7	NORTH SITE PLAN
C-8	SOUTH SITE PLAN
C-9	NORTH GRADING PLAN
C-10	SOUTH GRADING PLAN
C-11	NORTH UTILITY PLAN
C-12	SOUTH UTILITY PLAN
C-13	DRAIN TILE PLAN
C-14	EROSION CONTROL PLAN
C-15	DETAIL SHEET
C-16	DETAIL SHEET

IMEG CORPORATIC
GURNEE OFFICE

HARLAN M. DOLAND
WISCONSIN LICENSED PROFESSIONAL ENGINEER
NO. E-30390
EXPIRATION DATE 7/31/21



CONSULTANTS



OWNED.

Sysco[®]
**FOOD
SERVICES**
**FACILITY
EXPANSION**

1 SYSCO DRIVE
JACKSON VILLAGE, WI

[illegible]

Copyright	THE AUSTIN COMPANY	2011
PROJECT NO: 10383D		
CAD DWG FILE: 21006036.00 SYSCO COVER-GEN NOTES-DETAILS.dwg		
DRAWN BY: KK/CVK		
CHECKED BY: HMD		
SHEET TITLE:		

COVER SHEET

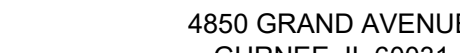
SHEET NUMBER: _____ ISSUE: _____

C-1

■■■■



CONSULTANTS:



Illinois Design Firm Registration #184.007637-0014

OWNER:

ISS	DATE	BY	CKD	PM	EM	DESCRIPTION
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Copyright THE AUSTIN COMPANY 201

PROJECT NO: 10383D

CAD DWG FILE: 21006036.00 SYSCO COVER-GEN NOTES-DETAILS.dwg

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CHECKED BY: HMD

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GENERAL NOTES

1. THE CONTRACTOR SHALL NOTIFY: INCLUDING:
- "DIGGER" 800-542-2289
- 72 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION. UTILITY COMPANIES WILL ESTABLISH, ON THE GROUND, THE LOCATION OF UNDERGROUND PIPES, MAINS, CONDUITS OR CABLES ADJOINING OR CROSSING PROPOSED CONSTRUCTION.
2. CONTRACTOR SHALL NOTIFY THE MUNICIPALITY AND THE ENGINEER A MINIMUM OF 24 HOURS IN ADVANCE OF PERFORMING ANY WORK. NOTIFICATION SHALL BE REQUIRED IF ANY PHASE OF WORK IS SUSPENDED FOR MORE THAN TWO (2) DAYS.
3. THE FOLLOWING CODES AND STANDARDS, AS APPLICABLE, SHALL GOVERN CONSTRUCTION UNDER THIS CONTRACT:
- A. STATE OF WISCONSIN, DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND THE SUPPLEMENTAL SPECIFICATIONS AND RECURRING SPECIAL PROVISIONS", LATEST EDITION AND ALL SUBSEQUENT REVISIONS THERETO, HEREINAFTER REFERRED TO AS THE HIGHWAY STANDARDS.
 - B. "STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION IN WISCONSIN", LATEST EDITION AND ALL SUBSEQUENT REVISIONS THERETO, HEREINAFTER REFERRED TO AS THE STANDARD SPECIFICATIONS.
 - C. "STANDARD SPECIFICATIONS FOR TRAFFIC CONTROL ITEMS", LATEST EDITION AND ALL SUBSEQUENT REVISIONS THERETO.
 - D. THESE "GENERAL NOTES".
 - E. WISCONSIN URBAN MANUAL.
 - F. VILLAGE OF FRANKLIN CODE OF ORDINANCES.

- CONTRACTOR SHALL NOTIFY THE MUNICIPALITY AND THE ENGINEER A MINIMUM OF 24 HOURS IN ADVANCE OF PERFORMING ANY WORK. RE-NOTIFICATIONS SHALL BE REQUIRED IF ANY PHASE OF WORK IS SUSPENDED FOR MORE THAN TWO (2) DAYS.
- UTILITIES SHOWN IN THE PLANS ARE FOR THE CONTRACTOR'S CONVENIENCE AND ARE APPROXIMATE ONLY. THE UTILITIES ARE LOCATED FROM THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY IN THE FIELD ALL TYPES, SIZES AND LOCATIONS OF EXISTING UTILITIES. CAUTION: THERE MAY BE OVERHEAD AND BURIED POWER LINES WHICH COULD POSSIBLY INTERFERE OR BE A SAFETY HAZARD WITH EQUIPMENT OPERATIONS.
- PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL HAVE IN HIS POSSESSION ALL REQUIRED PERMITS FOR THE CONSTRUCTION OF THIS PROJECT AT NECESSARY AGENCY, WISCONSIN DEPARTMENT OF TRANSPORTATION, WISCONSIN ENVIRONMENTAL PROTECTION AGENCY, COOK COUNTY HIGHWAY DEPARTMENT, RAILROADS, PUBLIC UTILITY COMPANIES, ETC.). THESE PERMITS WILL BE OBTAINED AS SPECIFIED IN THE "SPECIAL PROVISIONS".
- ALL CURB AND GUTTER REMOVAL AND REPLACEMENT SHALL BE COMPLETED PRIOR TO PLACING ANY BITUMINOUS MATERIAL ON THAT STREET SEGMENT.
- ALL PAVING OF BUTT JOINTS SHALL BE DONE AT THE SAME TIME AND SHALL BE DONE WITH A BITUMINOUS PAVING MACHINE.
- THE CONTRACTOR SHALL PLACE WARNING SIGNS 48 HOURS PRIOR TO PLACEMENT OF PRIME COAT AND COMMENCEMENT OF PAVING OPERATIONS.
- IF A PERIOD OF TEN CALENDAR DAYS ELAPSES AFTER THE PLACEMENT OF ANY BITUMINOUS COURSE, THE CONTRACTOR MAY BE REQUIRED TO PLACE ANOTHER PRIME COAT AT NO ADDITIONAL COST.
- THE THICKNESS OF THE BITUMINOUS COURSES SHOWN ON THE PLANS IS THE NOMINAL THICKNESS. DEVIATIONS FROM THE NOMINAL THICKNESS WILL OCCUR DUE TO IRREGULARITIES IN THE EXISTING SURFACE WITHIN THE BITUMINOUS COURSE IS PLACED.
- WHERE BITUMINOUS OVERLAYS ARE PLACED ON INTERSECTING STREETS, THE CONTRACTOR SHALL COORDINATE CONSTRUCTION TO ALLOW A HOT JOINT BETWEEN THE TWO SURFACES, OR OTHERWISE SAWN CUT TO A MINIMUM DEPTH OF 1-1/2" TO PROVIDE A UNIFORM SURFACE LEVEL AGAINST WHICH TO BUTT THE SUBSEQUENT SURFACE COURSE.
- WHEN LOOSE MATERIAL IS DEPOSITED IN DITCHES OR GUTTERS, IT SHALL BE REMOVED BEFORE THE END OF EACH WORKING DAY. THIS WORK WILL NOT BE PAID FOR SEPARATELY BUT WILL BE CONSIDERED INCIDENTAL TO THE CONTRACT.
- IT IS THE CONTRACTOR'S RESPONSIBILITY TO RESTORE ALL FEATURES DISTURBED DURING CONSTRUCTION TO THEIR ORIGINAL STATE, OR BETTER. ALL NECESSARY WORK WITH LIGHTED DEVICES. THE CONTRACTOR SHALL MAINTAIN HIGH VISIBILITY OF ALL TEMPORARY HAZARDS TO PEDESTRIANS AND MOTORISTS. REMOVAL OF ANY SUCH TEMPORARY HAZARDS SHALL BE DONE AS SOON AS POSSIBLE. CONTRACTOR SHALL MAINTAIN HIGH VISIBILITY OF ALL TEMPORARY HAZARDS SHALL BE DONE AS SOON AS POSSIBLE.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL NECESSARY PAVEMENT OPENINGS AND CONSTRUCTION DEBRIS LEFT IN THE PUBLIC RIGHT-OF-WAY WITH LIGHTED DEVICES. THE CONTRACTOR SHALL MAINTAIN HIGH VISIBILITY OF ALL TEMPORARY HAZARDS TO PEDESTRIANS AND MOTORISTS. REMOVAL OF ANY SUCH TEMPORARY HAZARDS SHALL BE DONE AS SOON AS POSSIBLE. CONTRACTOR SHALL MAINTAIN HIGH VISIBILITY OF ALL TEMPORARY HAZARDS SHALL BE DONE AS SOON AS POSSIBLE.
- ALL EXISTING DRAINAGE STRUCTURES WITHIN THE PROJECT LIMITS THAT WILL BE ADJUSTED OR RECONSTRUCTED SHALL BE CLEANED TO THE SATISFACTION OF THE ENGINEER. ALL COSTS ASSOCIATED WITH THIS SHALL BE INCLUDED IN THE APPLICABLE UNIT PRICES.
- THE GRADING AND CONSTRUCTION OF PROPOSED IMPROVEMENTS SHALL NOT CAUSE PONDING OF STORM WATER. GRADING SHALL BE DONE TO ALLOW POSITIVE DRAINAGE. "DITCH CATCHES" AND/OR SILT FENCES, UNLESS OTHERWISE SPECIFIED, SHALL BE INSTALLED, IF NECESSARY, TO PREVENT SEDIMENTATION. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.

SITE RESTORATION

ALL LANDSCAPE AREAS SHALL BE RESTORED

AS FOLLOWS:

- A) TOPSOIL PLACEMENT, 4", CONFORMING TO SECTION 625 OF THE HIGHWAY STANDARDS.
- B) SEEDING, MIXTURE NO. 10, CONFORMING TO SECTION 630 OF THE HIGHWAY STANDARDS.
- C) MULCH, METHOD B CONFORMING TO SECTION 627 OF THE HIGHWAY STANDARDS.

MATERIAL SPECIFICATIONS

STORM SEWER

PVC PIPE (PVC)
PRESSURE PIPE AND FABRICATED FITTINGS IN ACCORDANCE WITH ASTM D-3034 FOR SIZES 6"-16" AND ASTM F-679 FOR SIZES 18"-27". JOINTS SHALL BE FLEXIBLE ELASTOMERIC SEALS CONFORMING TO ASTM D-3212.

REINFORCED CONCRETE PIPE (RCP)
CONFORMING TO ASTM C-76 WITH ELASTOMERIC GASKET JOINTS
CONFORMING TO ASTM D-3212 AND F-477.

18. PLACEMENT OF TOPSOIL, AND SEEDING OR SODDING SHALL BE COMPLETED WITHIN 10-15 DAYS AFTER THE COMPLETION OF CURB AND GUTTER, PAVING AND/OR DRIVEWAY REPLACEMENT OPERATIONS, UNLESS OTHERWISE DIRECTED BY THE ENGINEER
19. UTILITY SERVICES TO RESIDENTS OR BUSINESSES WHICH ARE INTERRUPTED BY CONSTRUCTION SHALL BE RESTORED AT THE EXPENSE OF THE CONTRACTOR SO THAT NO SERVICE IS INTERRUPTED FOR MORE THAN FOUR (4) HOURS. IF TEMPORARY OR PERMANENT SERVICE INTERRUPTIONS OF THE SAME SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
20. THE EDGES OF ALL IMPROVED SURFACES WHICH ARE DISTURBED DURING CONSTRUCTION SHALL BE SAW CUT PRIOR TO RESTORATION, ANY SAW CUTTING OF PAVEMENT PATCHES, BUTT JOINTS, CONCRETE CURBS, SIDEWALKS, OR ANY OTHER AREAS NECESSARY TO COMPLETE THIS PROJECT WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION, UNLESS OTHERWISE SPECIFIED.
21. MANHOLE RIM ELEVATIONS ARE PROVIDED TO ASSIST THE CONTRACTOR IN ORDERING MATERIALS. THESE ELEVATIONS ARE FOR INFORMATION ONLY. THE CONTRACTOR SHALL VERIFY ALL STRUCTURES TO MEET SITE CONDITIONS WILL BE NECESSARY. NO PAYMENT WILL BE MADE FOR FINAL ADJUSTMENT OF STRUCTURES, AND THE COST THEREOF SHALL BE INCIDENTAL TO AND INCLUDED IN THE CONTRACT UNIT PRICE FOR SAID STRUCTURE.
22. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ALL STREETS USED BY THE CONTRACTOR, SUB-CONTRACTORS, AND VENDORS CLEAN AND FREE OF ALL DIRT, MUD, AND OTHER CONSTRUCTION DEBRIS, AND WILL BE REQUIRED TO CLEAN THEM AS IS NECESSARY IN ORDER TO MAINTAIN THEM IN A SAFE, DRIVEABLE CONDITION. THE CONTRACTOR SHALL BE ESPECIALLY RESPONSIVE TO REQUESTS FROM THE CITY ENGINEER, ENGINEER'S REPRESENTATIVE, DIRECTOR OF PUBLIC WORKS, SUPERINTENDENT OF STREETS, POLICE AND FIRE DEPARTMENTS, OR ANY OFFICIAL OF THE OWNER TO PRACTICE GOOD HOUSEKEEPING THROUGHOUT THE DURATION OF THIS PROJECT. NO WORK WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION, UNLESS OTHERWISE SPECIFIED.
23. CURB RAMPS ACCESSIBLE TO THE DISABLED SHALL BE PROVIDED AT ALL CROSS WALK LOCATIONS.



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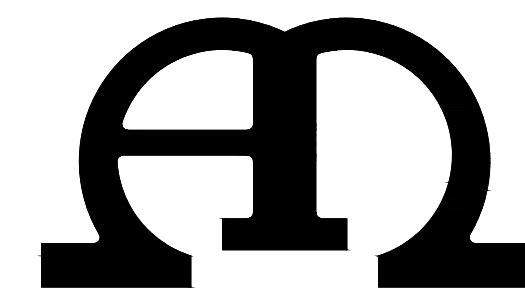
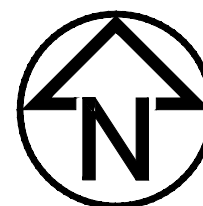
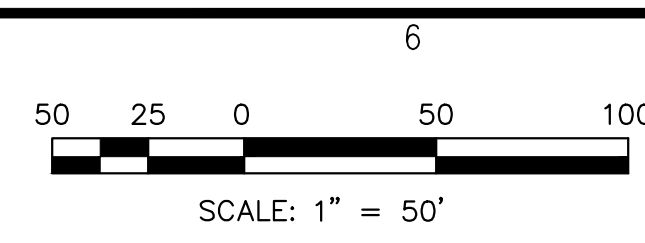
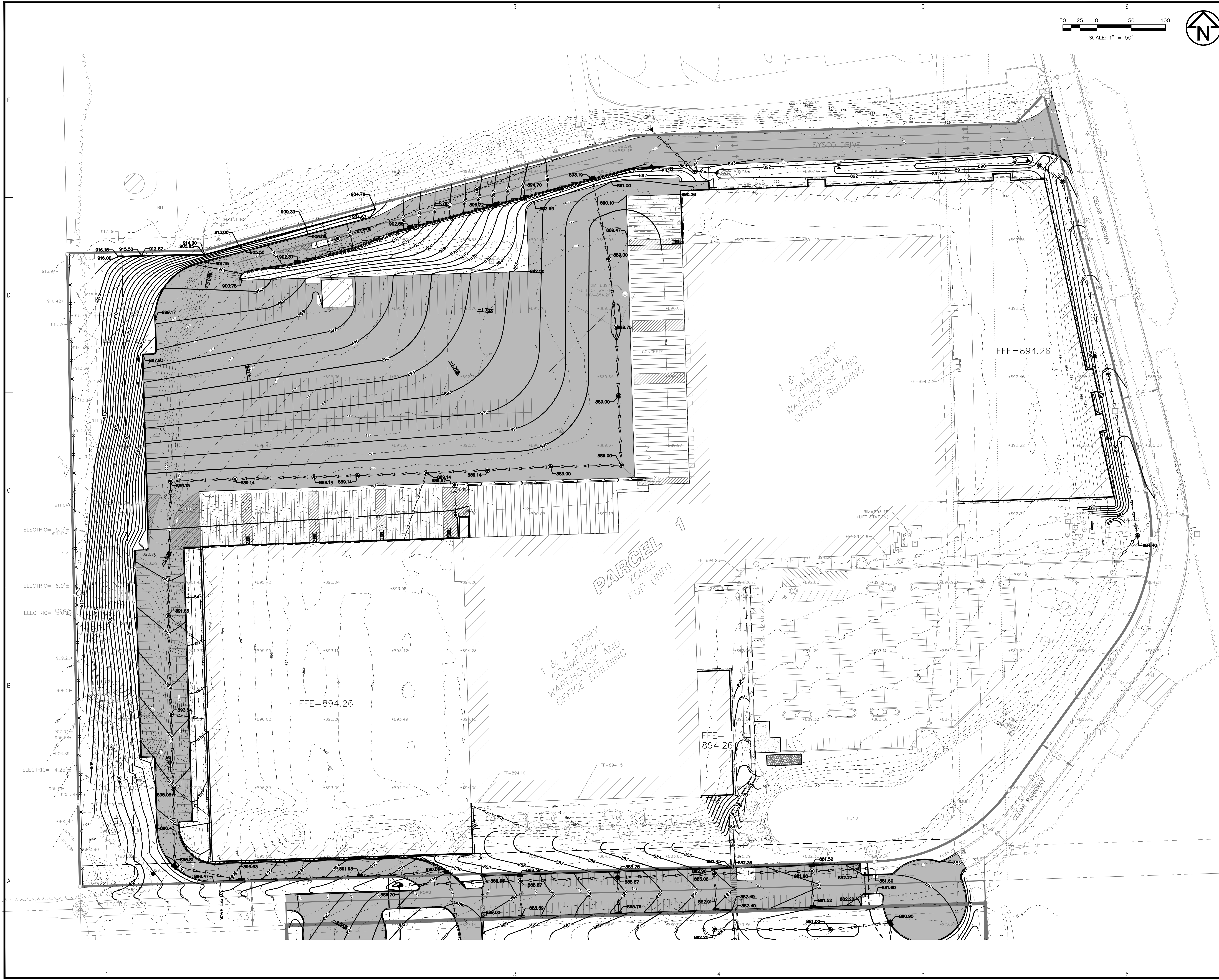
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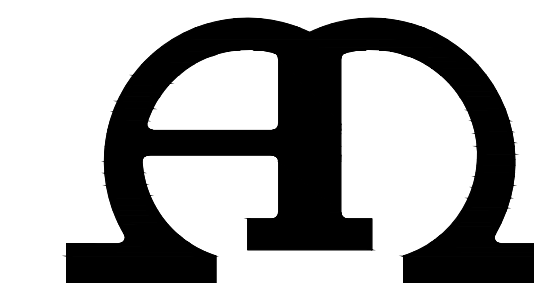
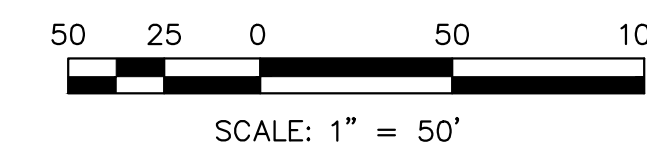
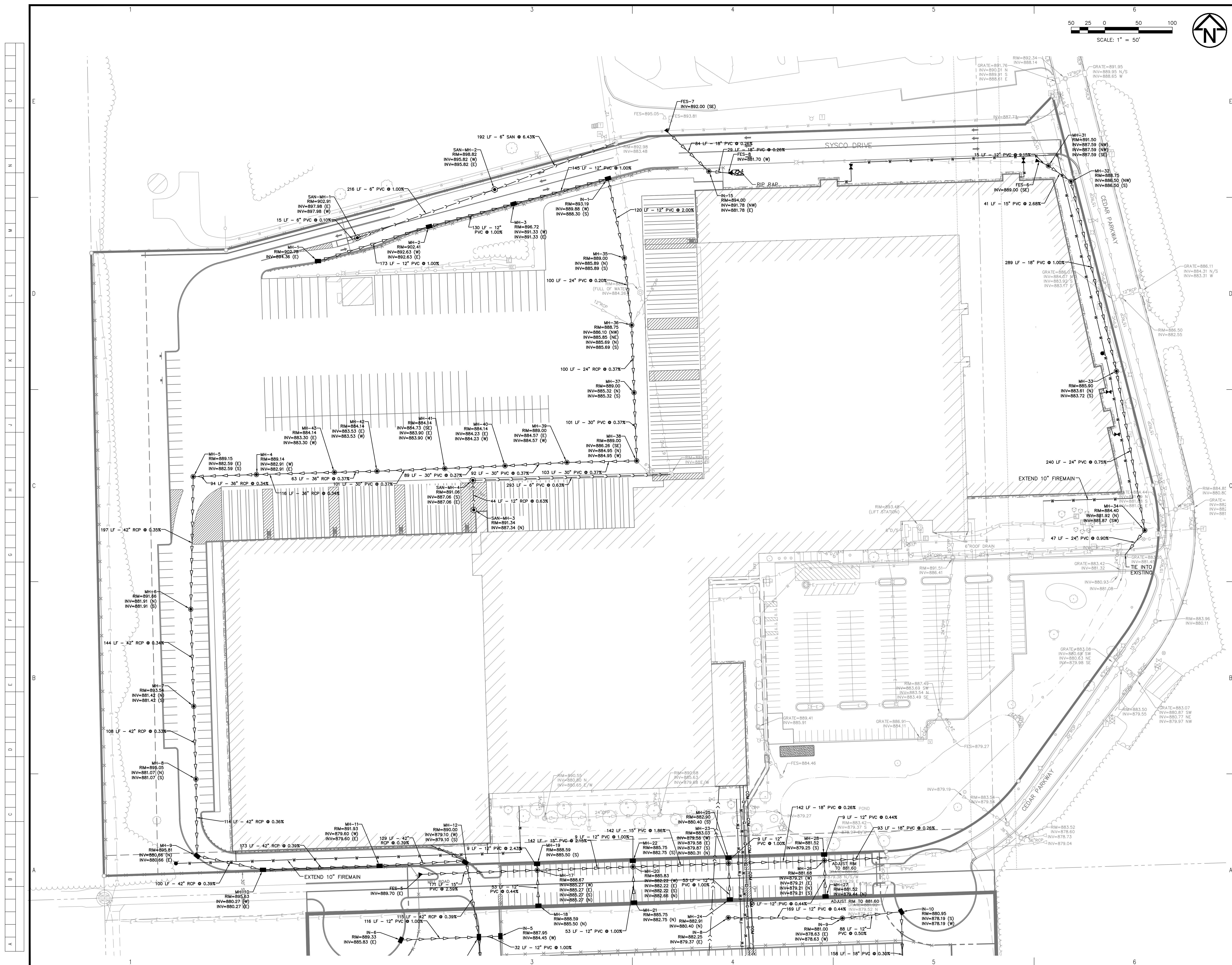
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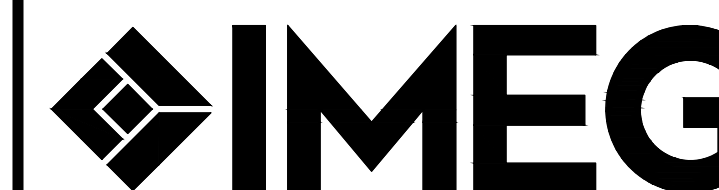
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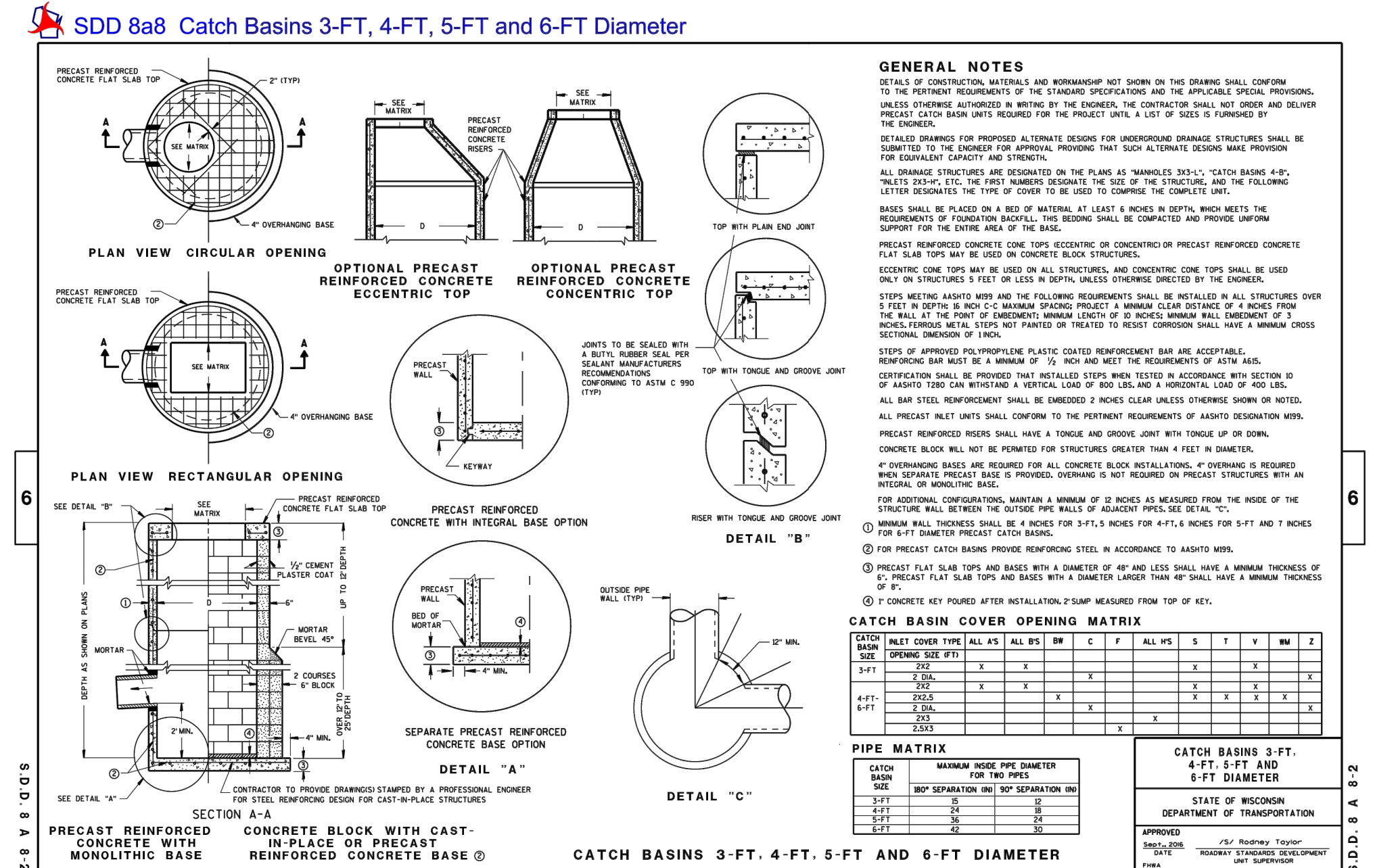
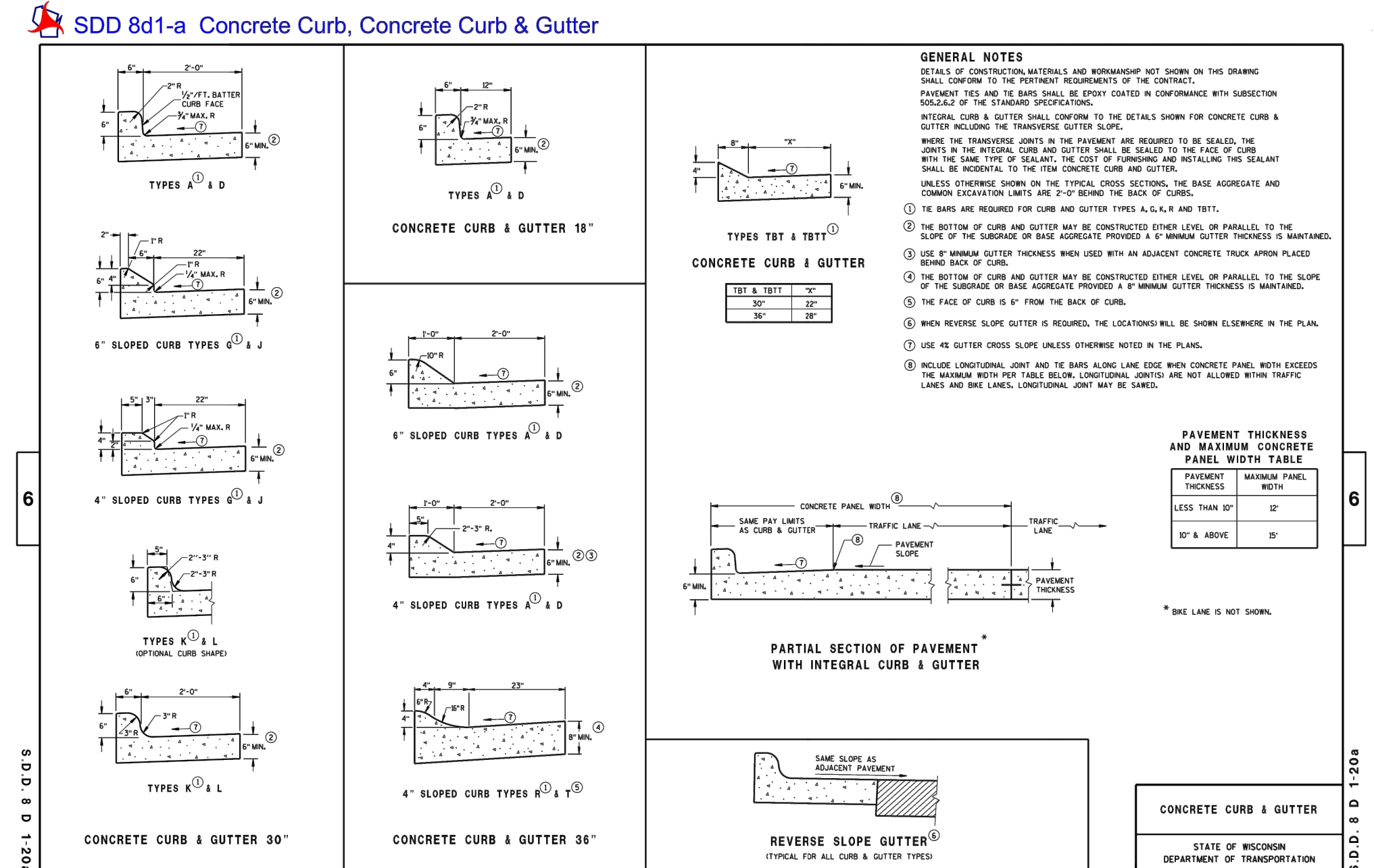
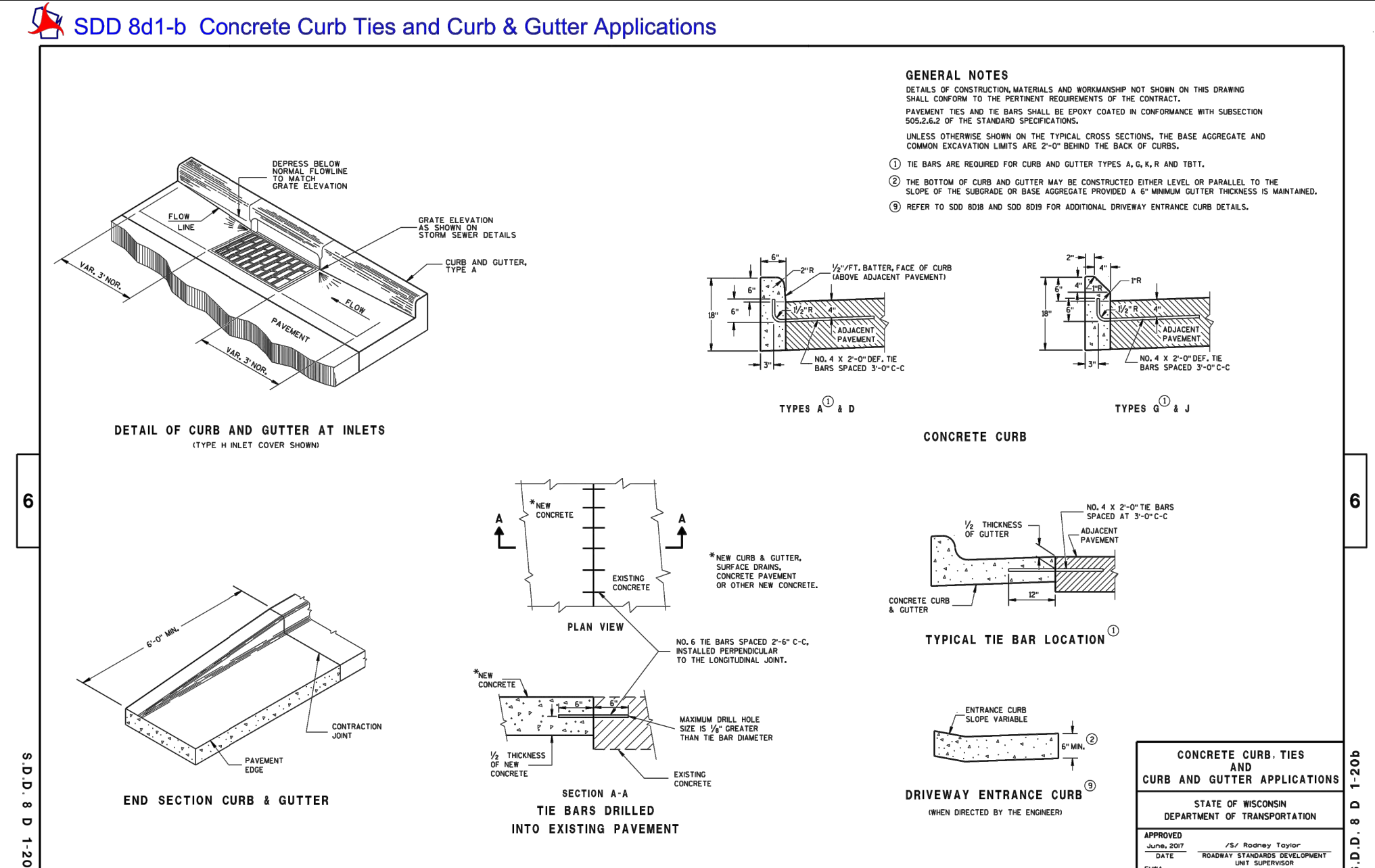
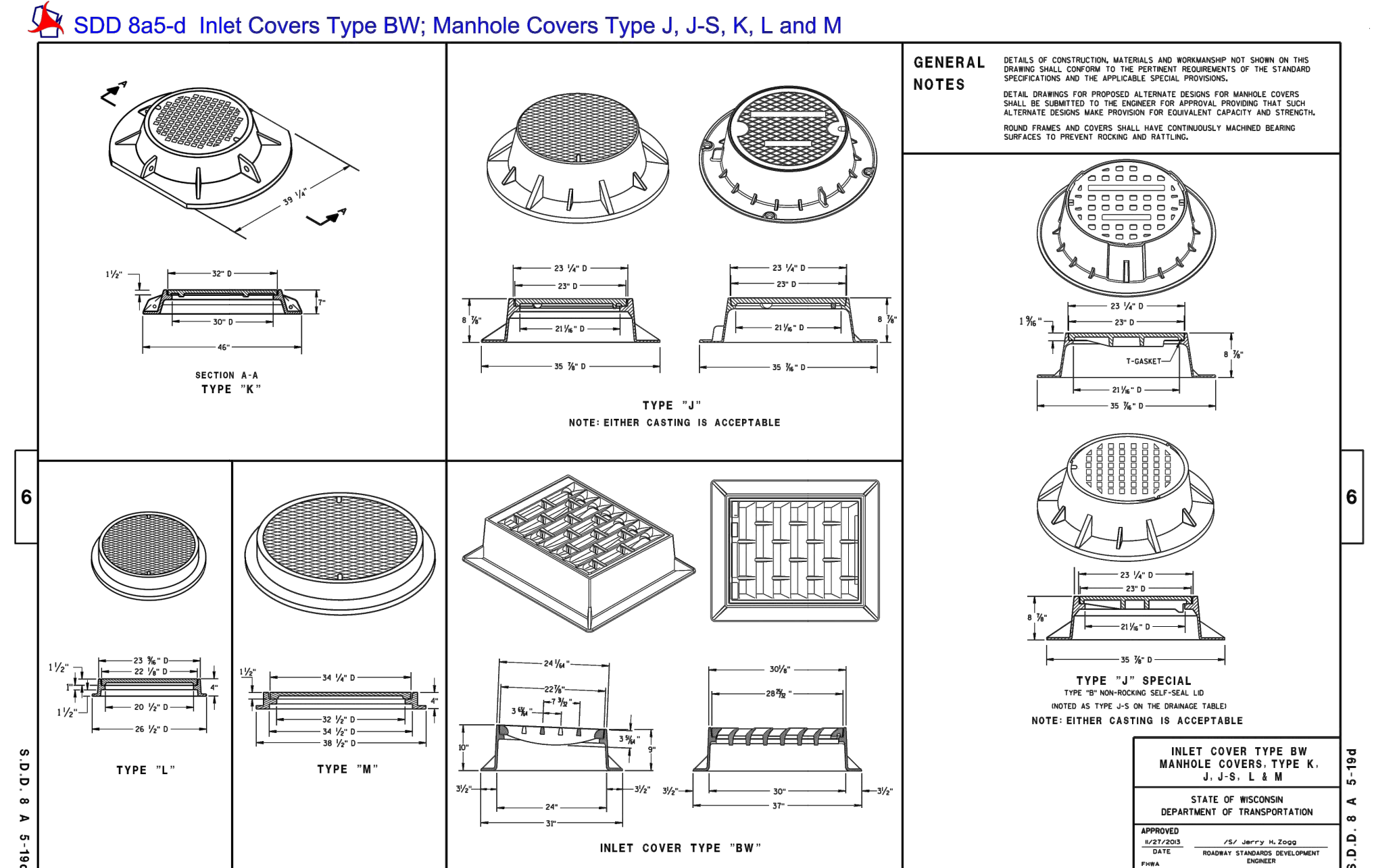
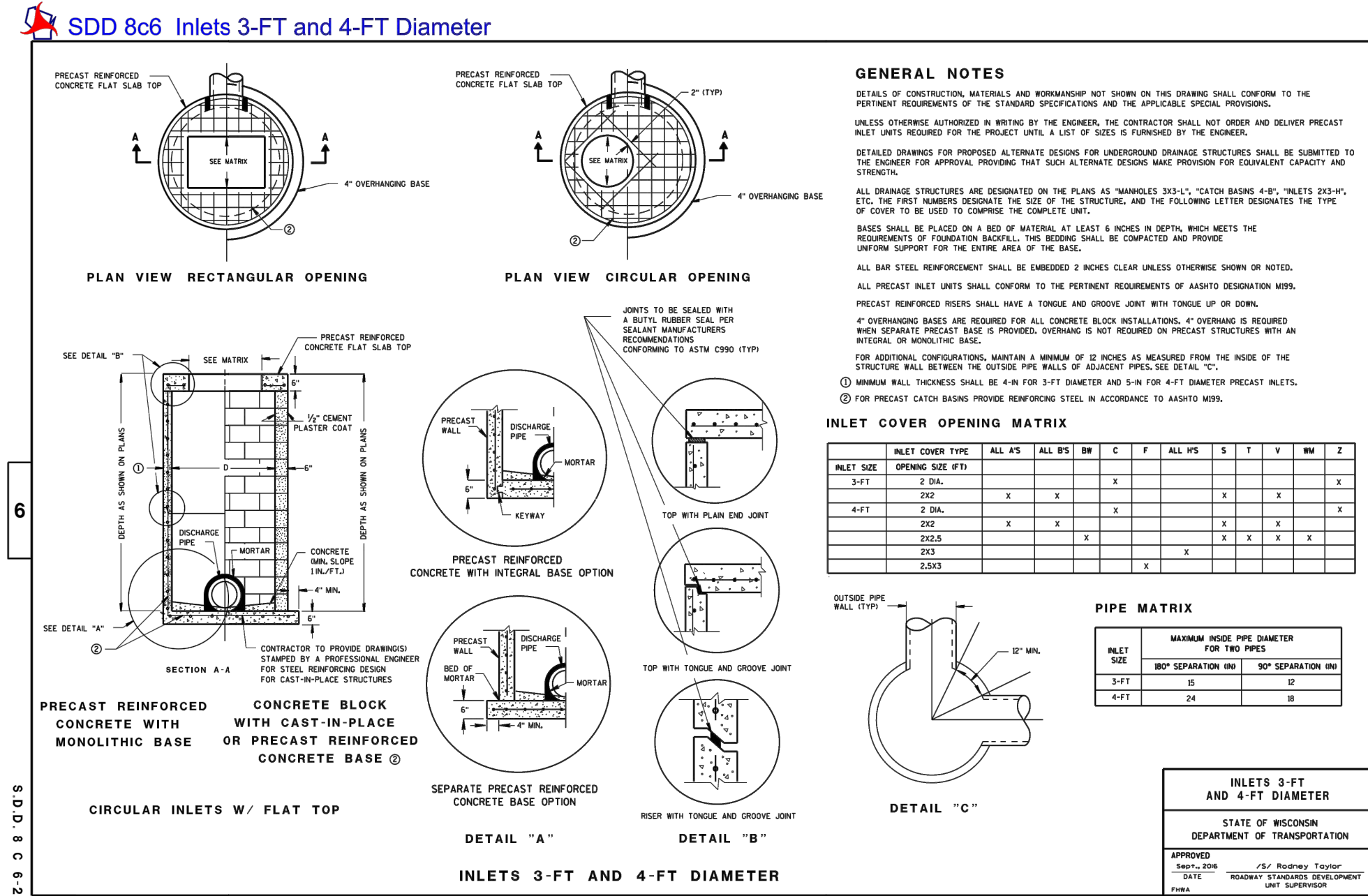
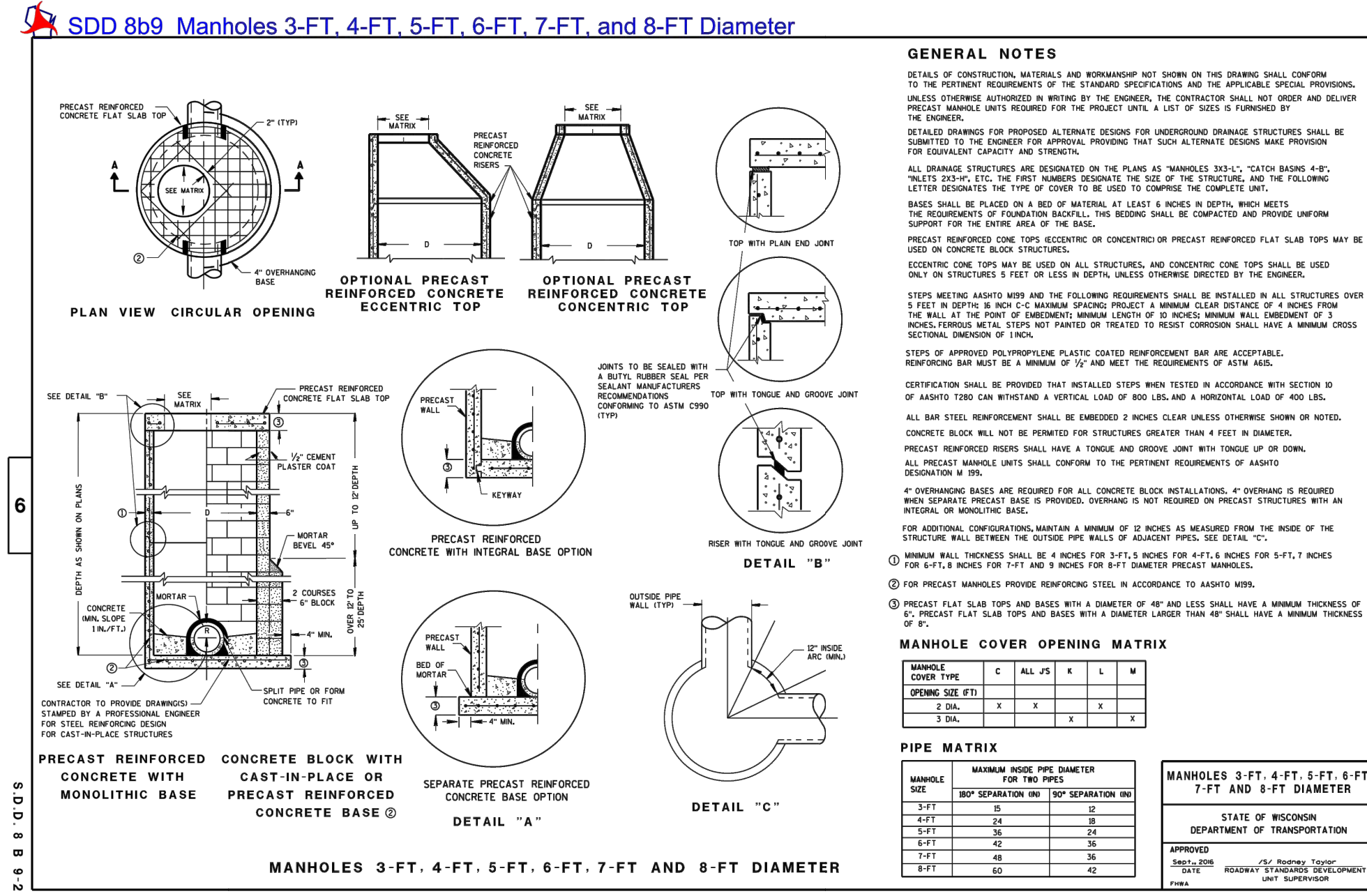
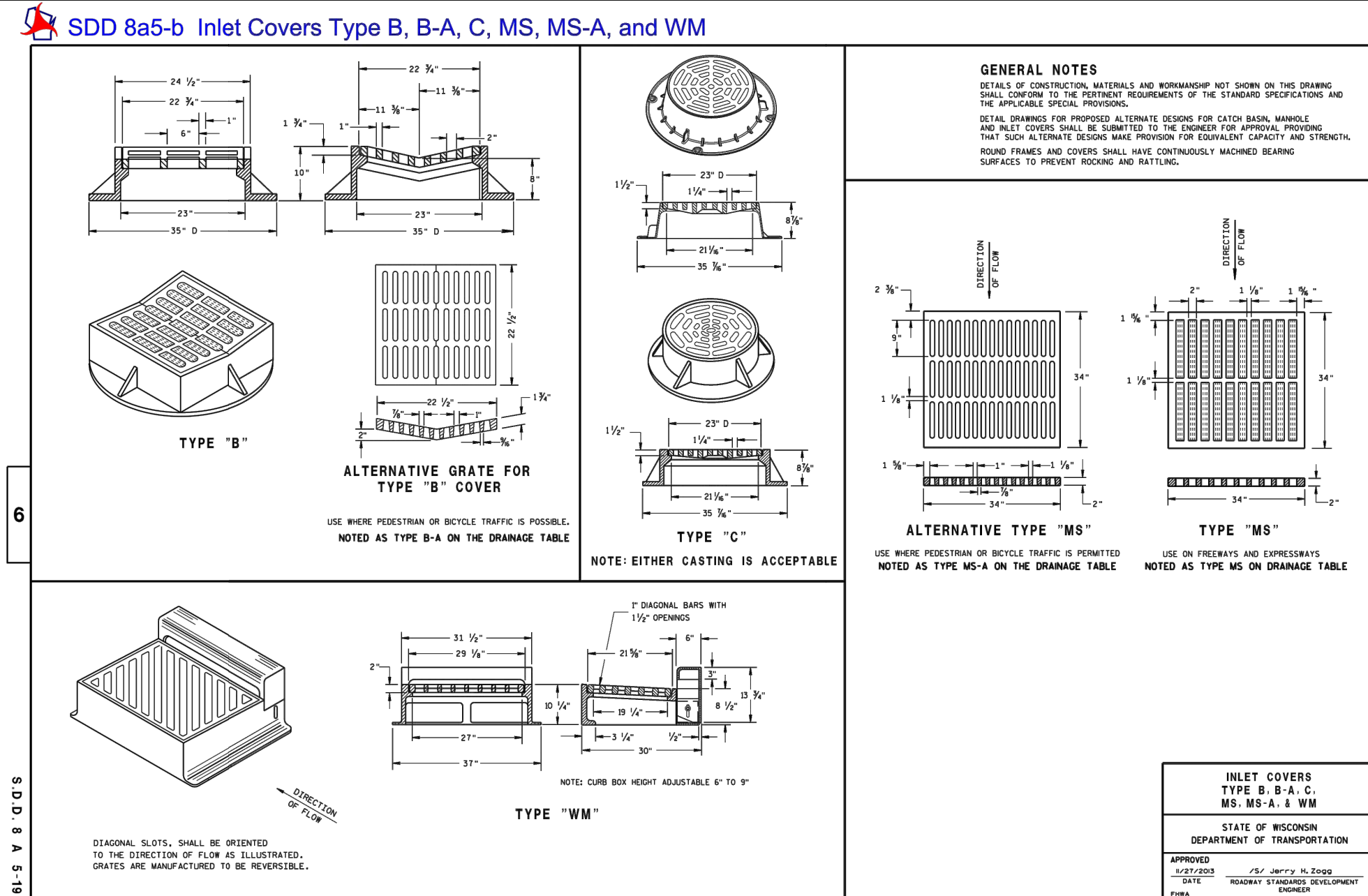
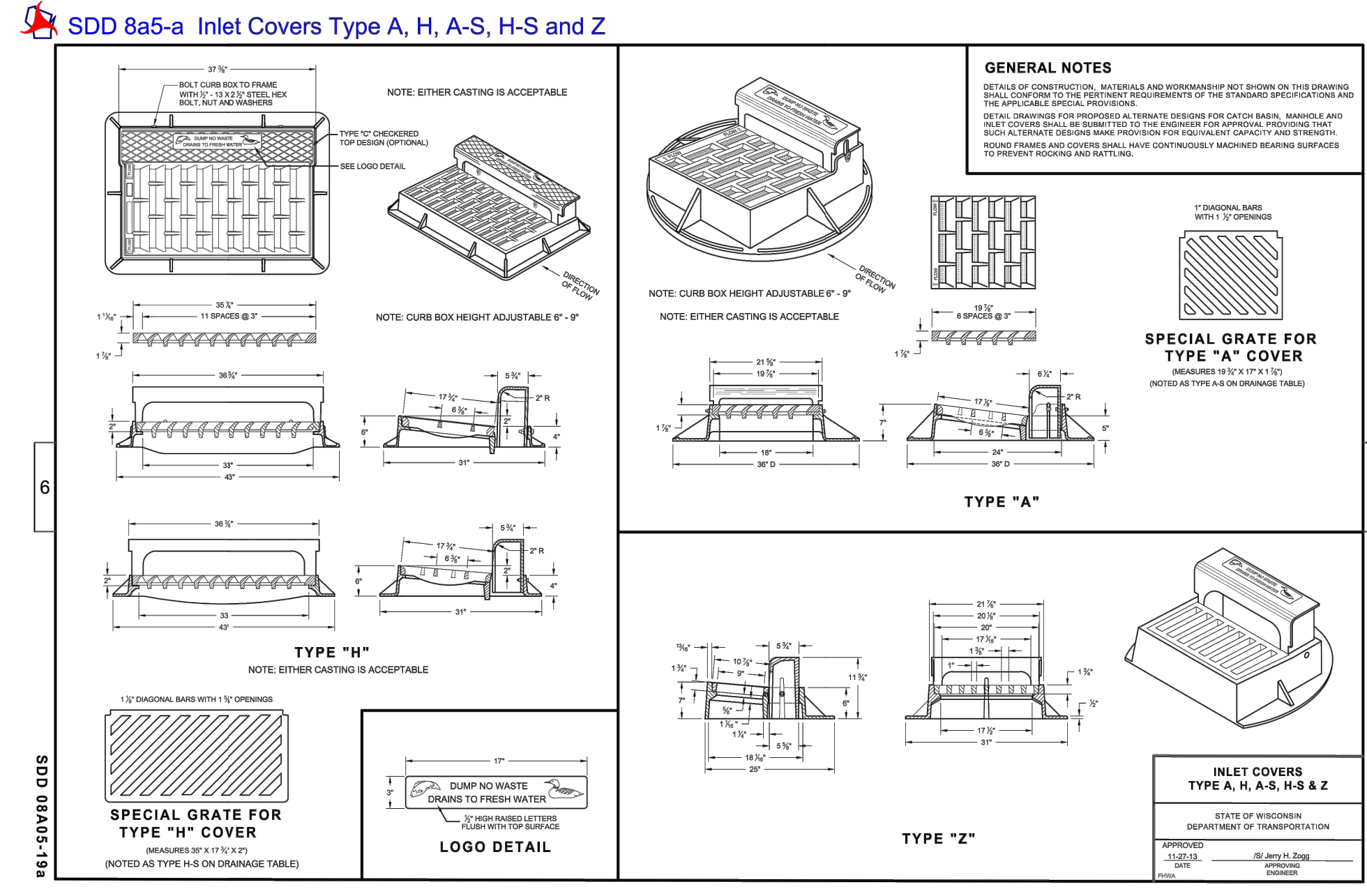
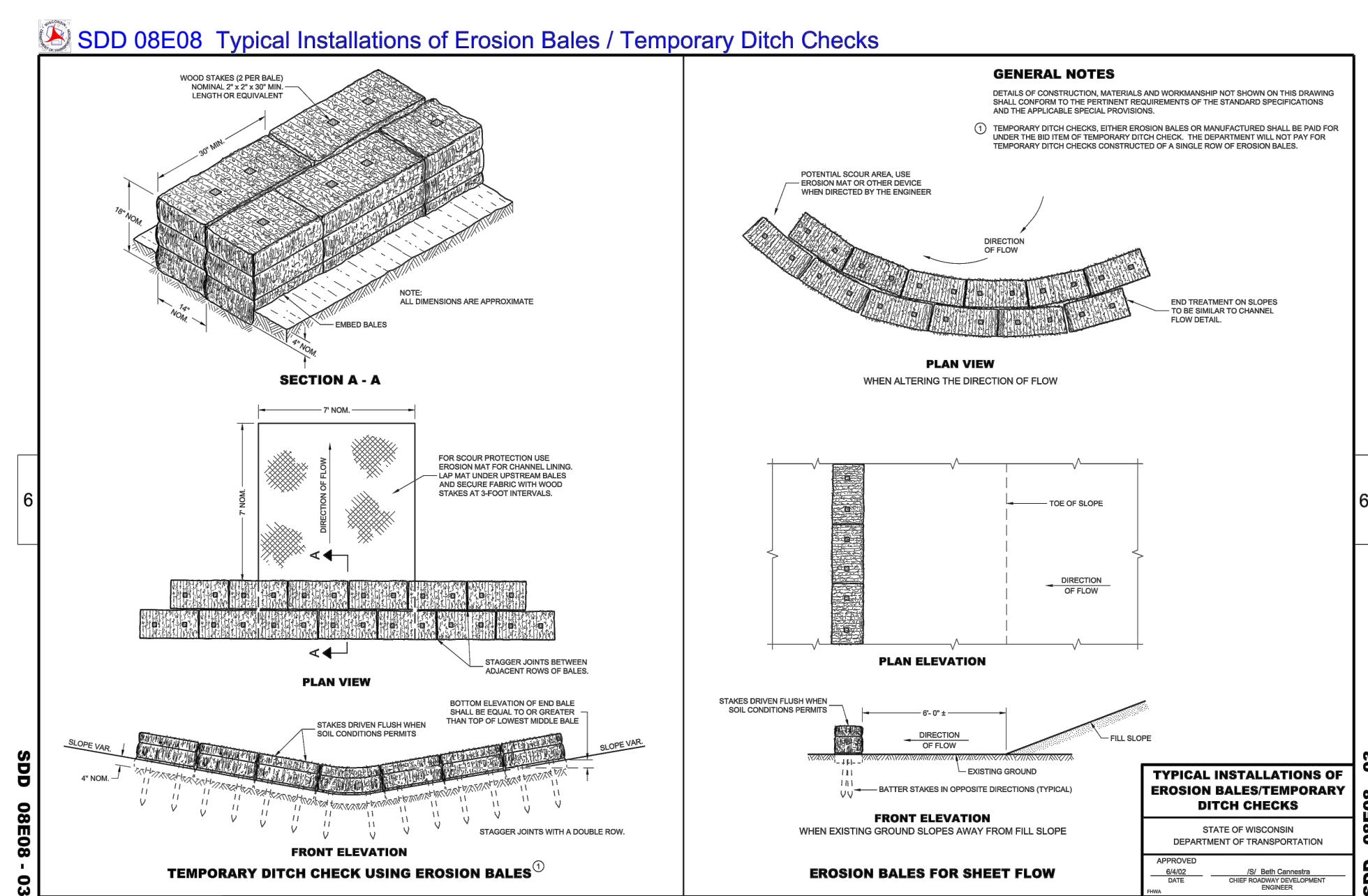
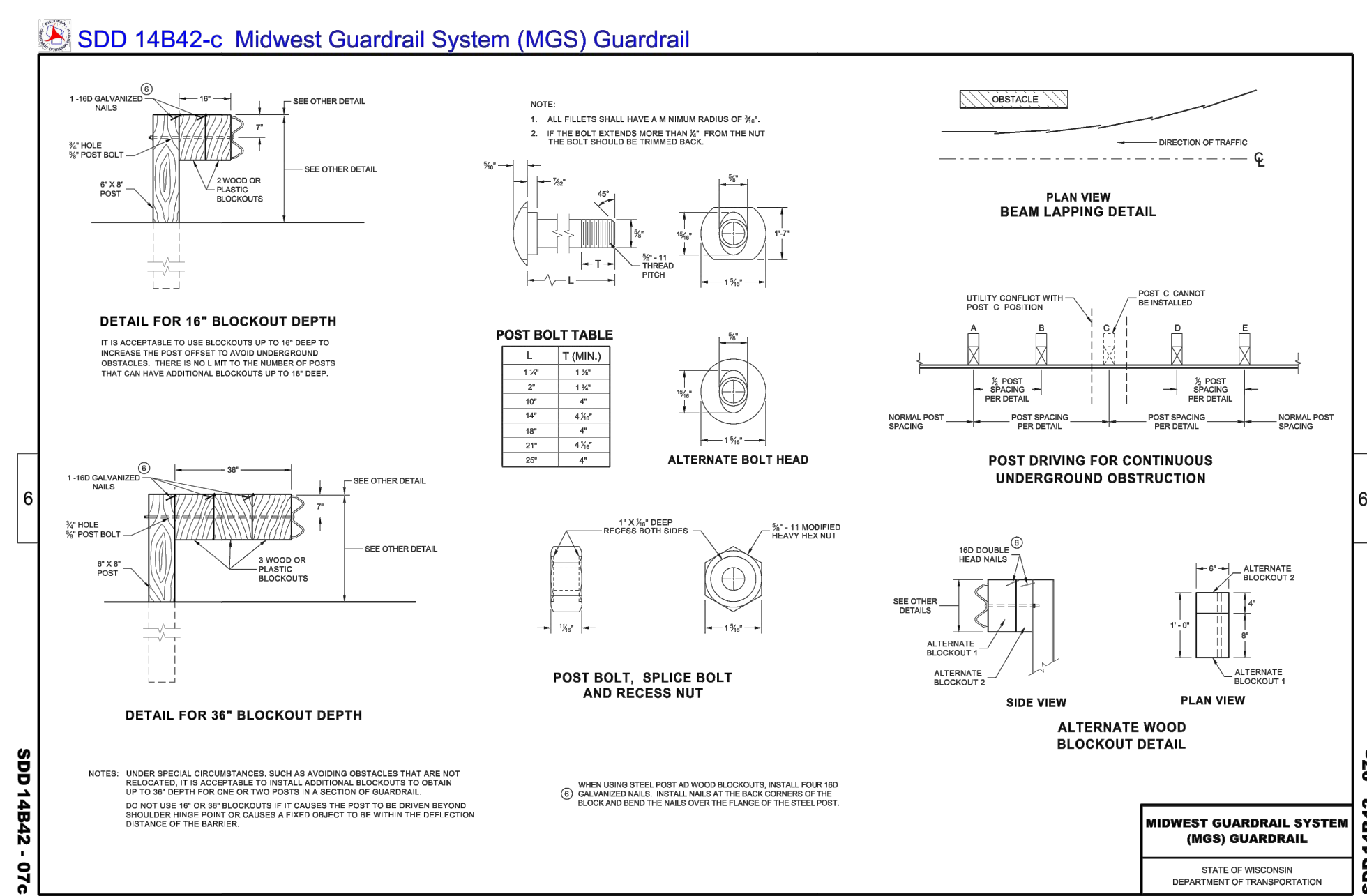
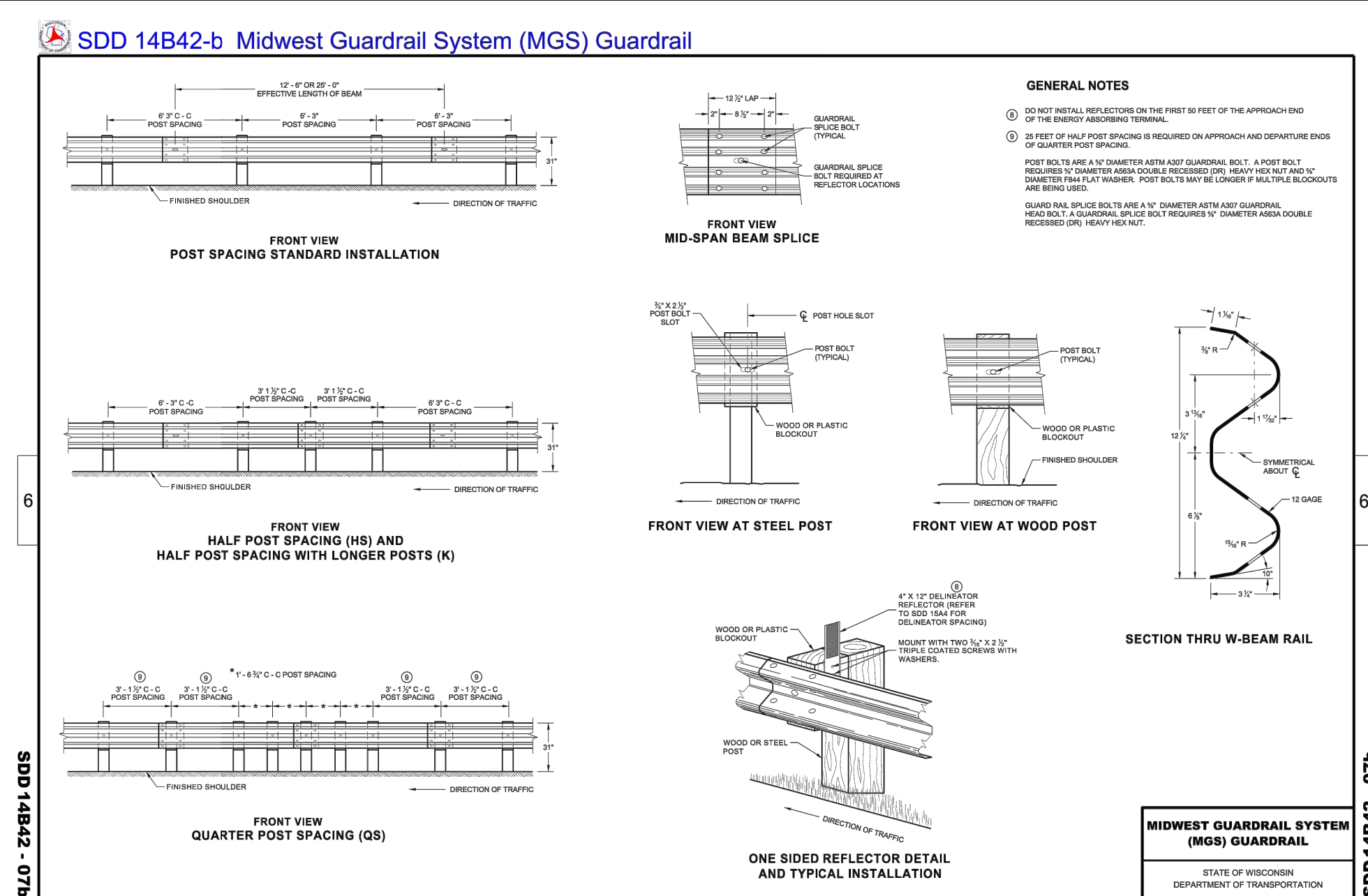
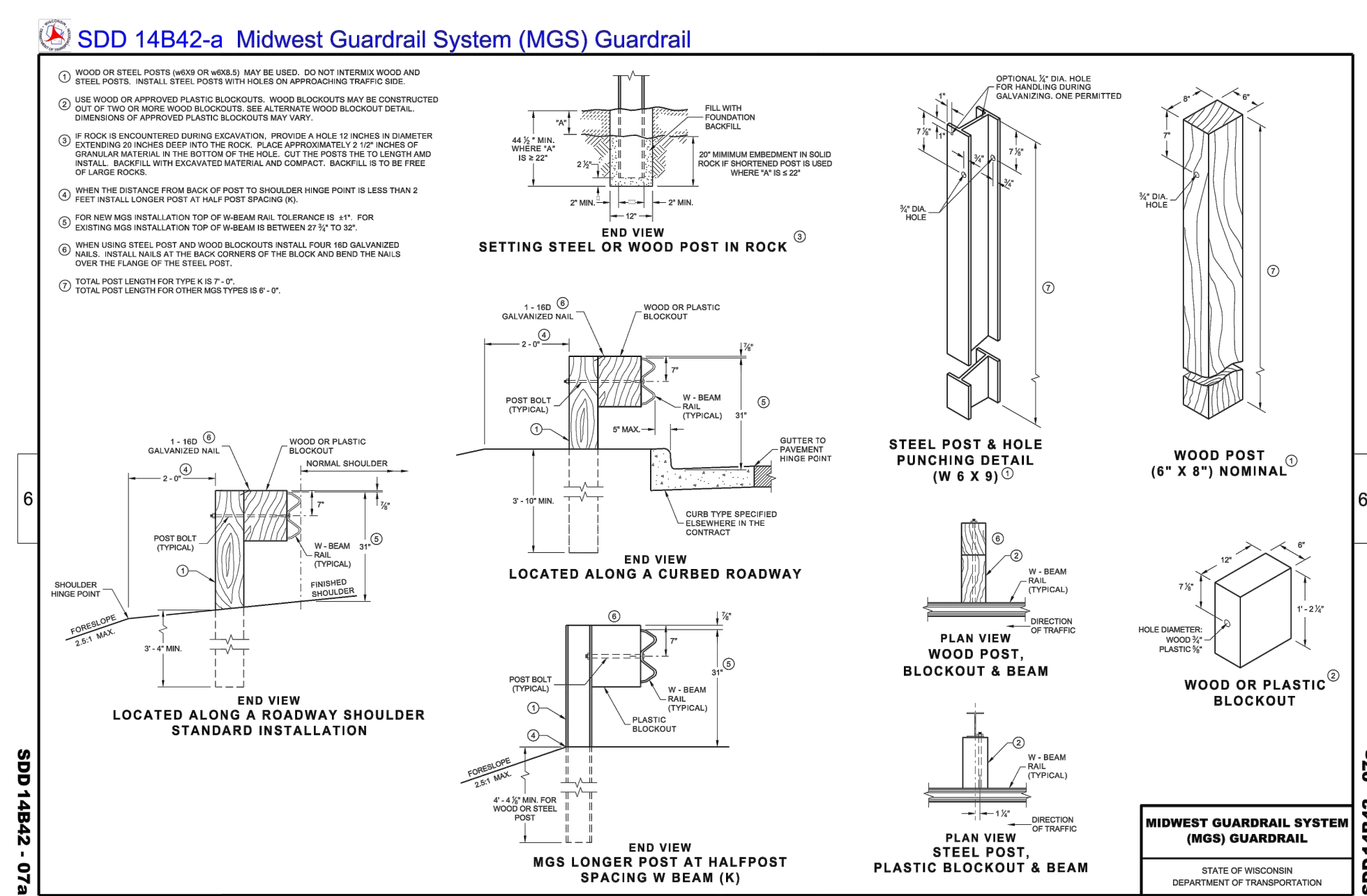
SOUTH UTILITY PLAN

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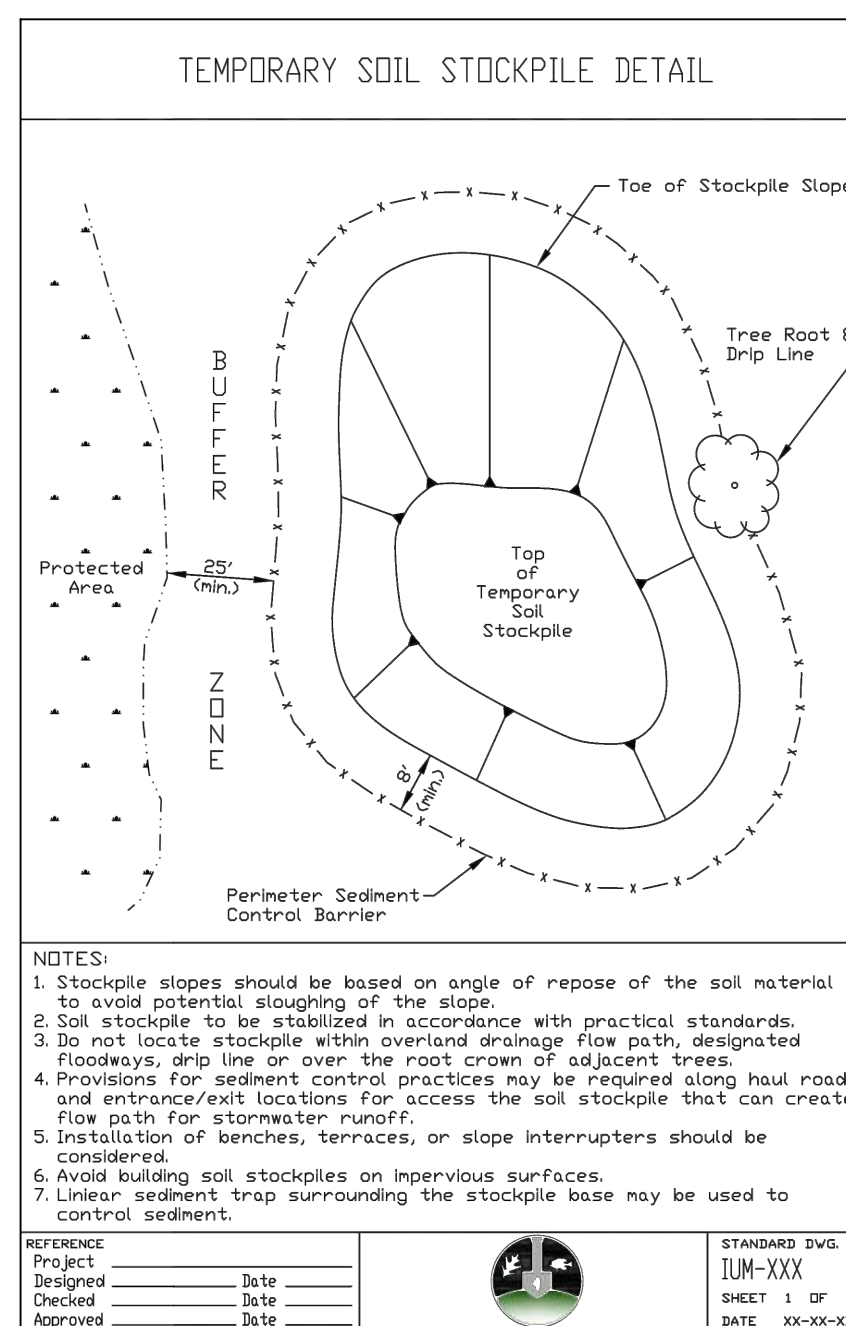
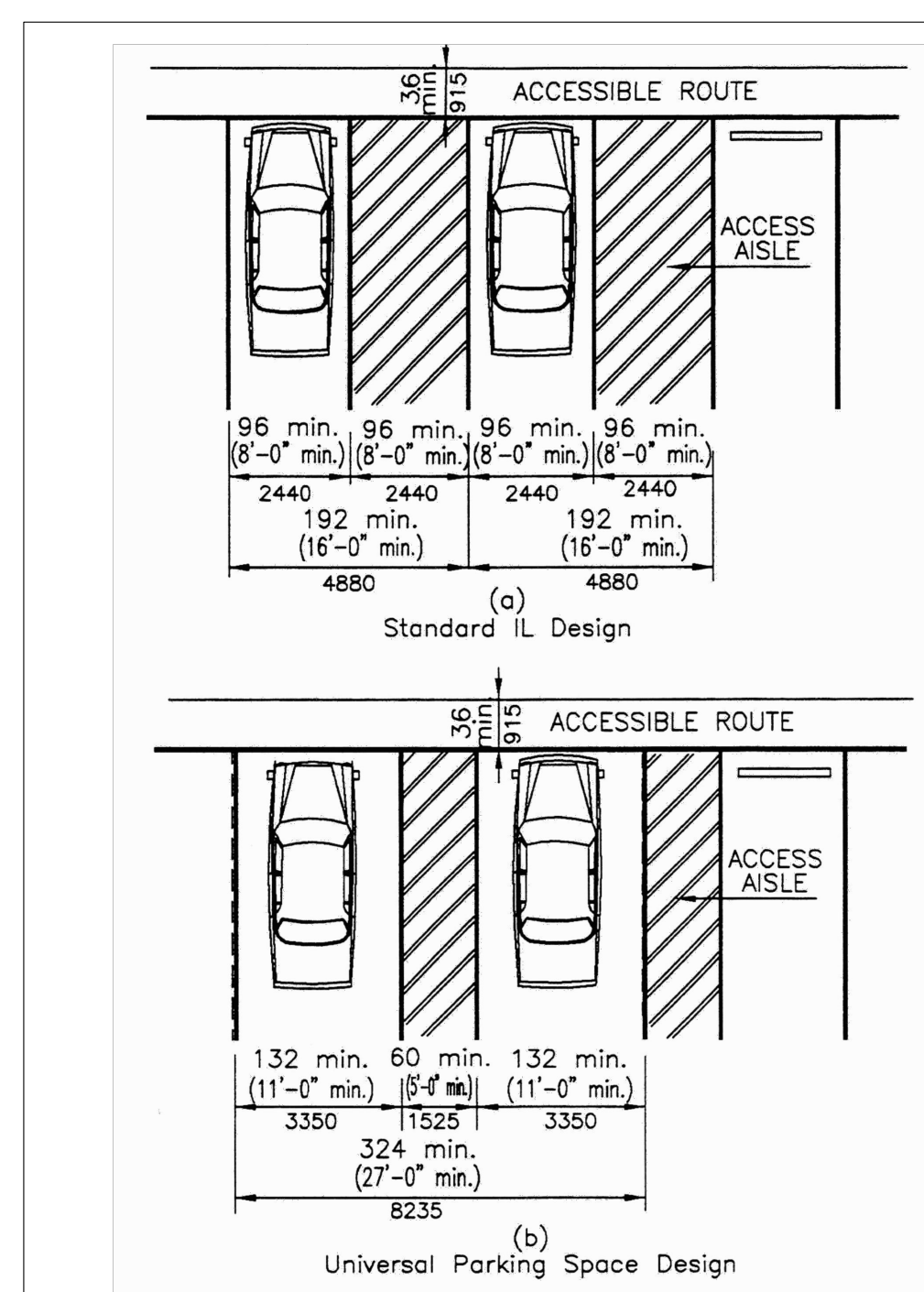
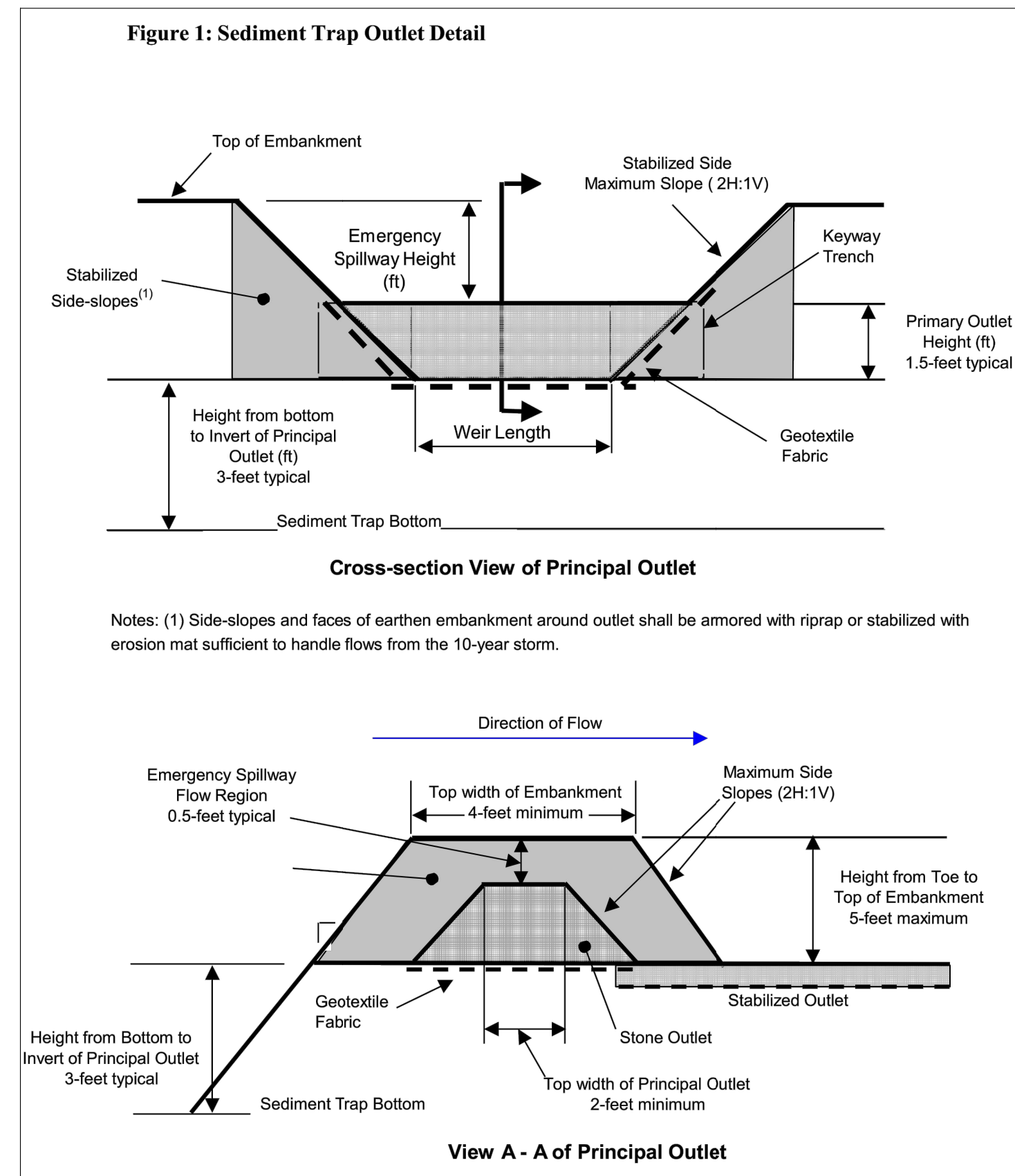
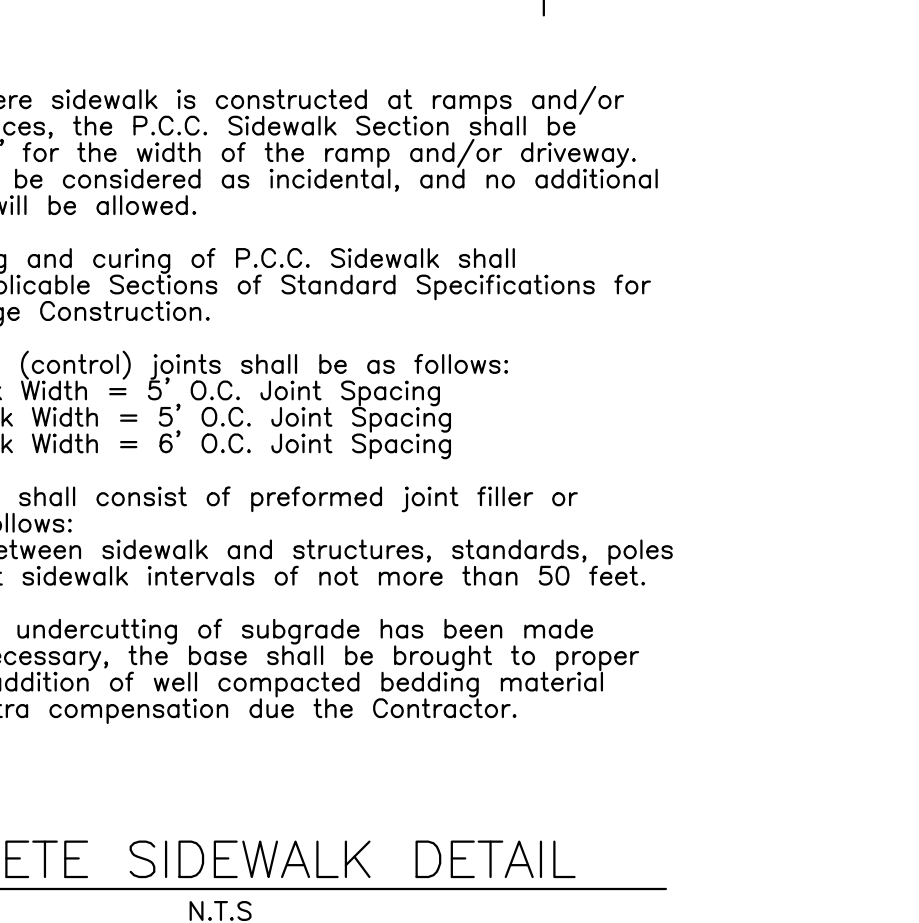
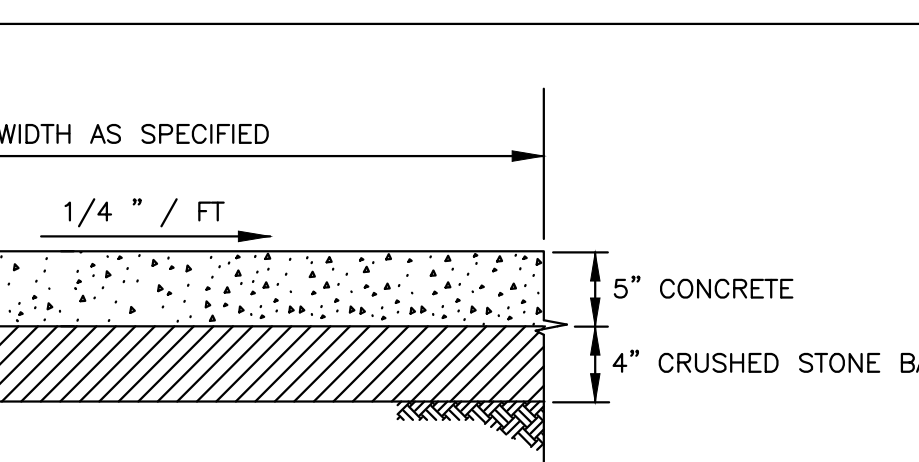
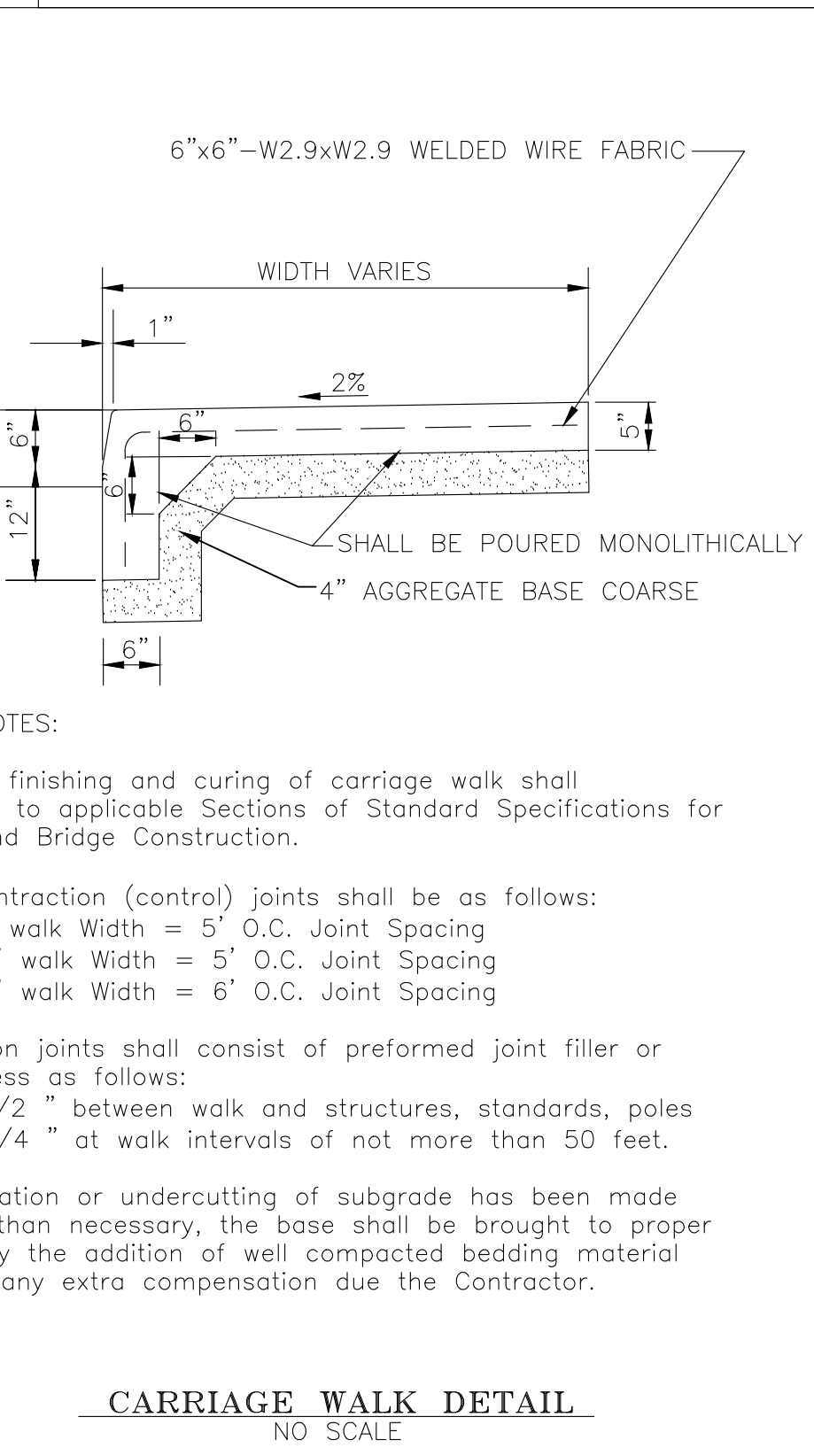
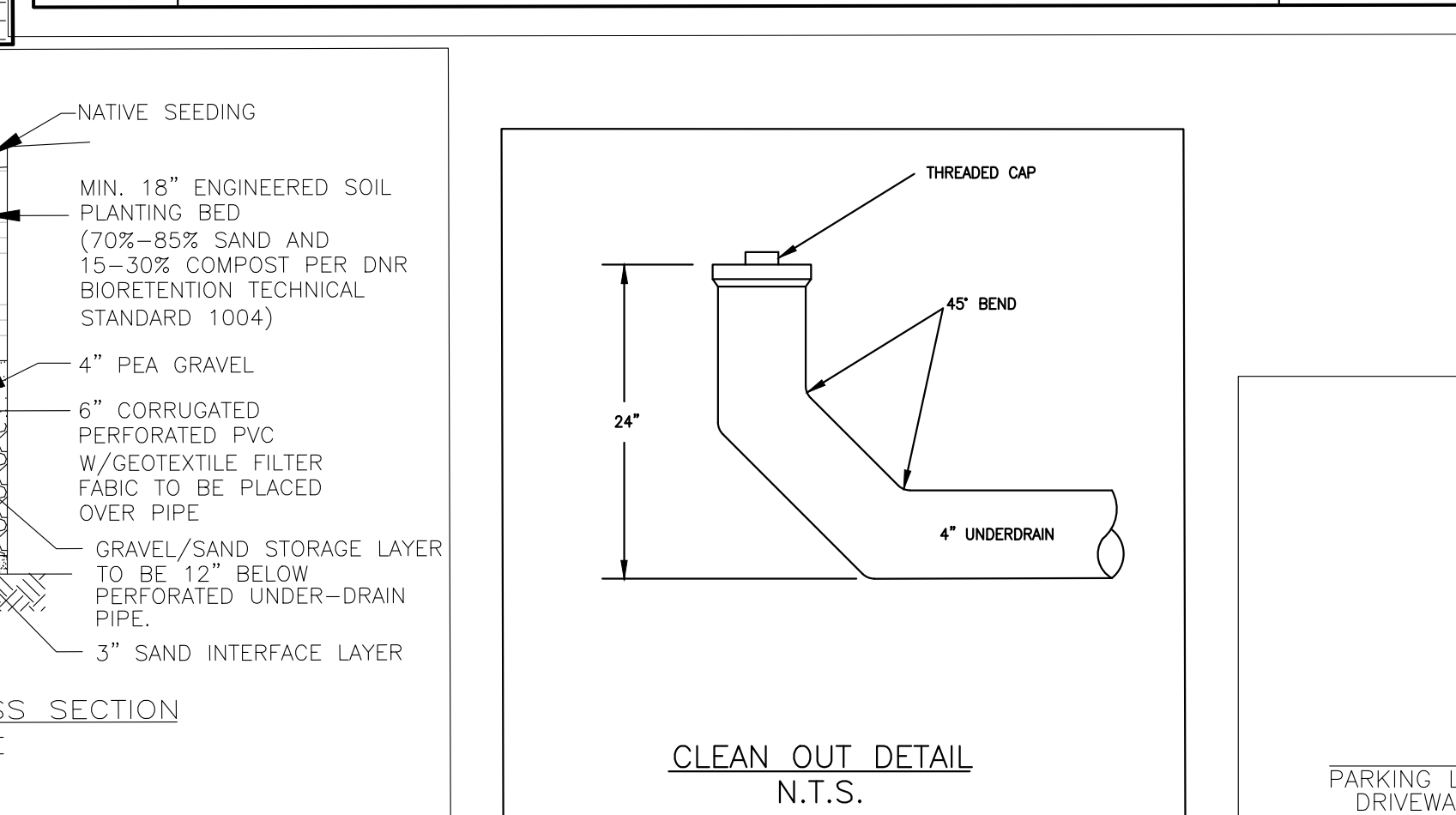
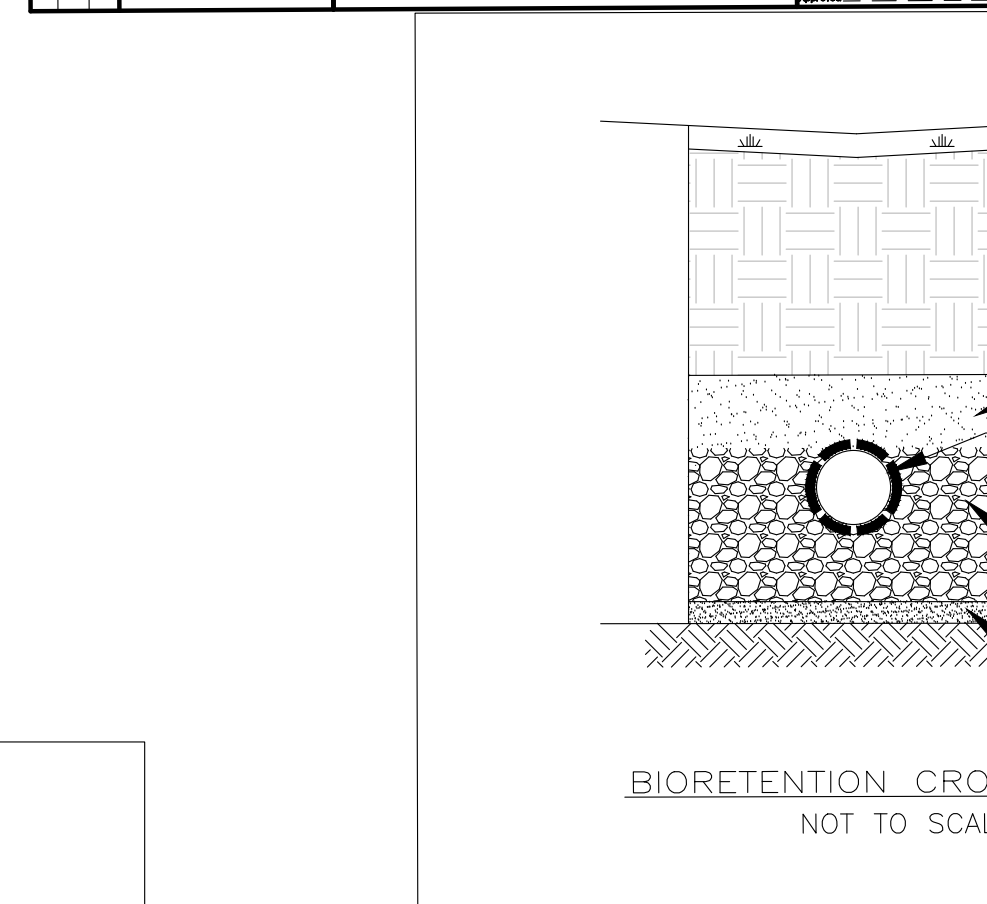
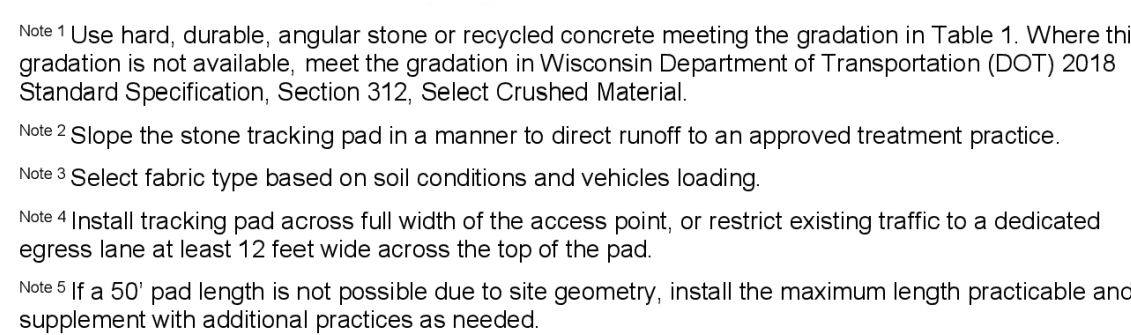
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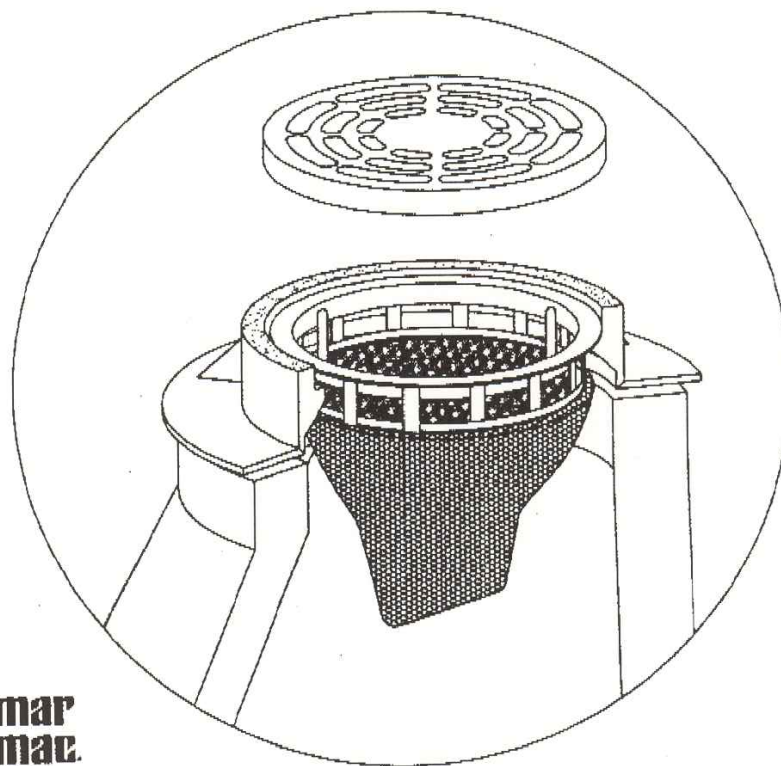
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Catch-All

Inlet Protector

Round, Rectangular, Beehive, or Roll Type Curb Inlets



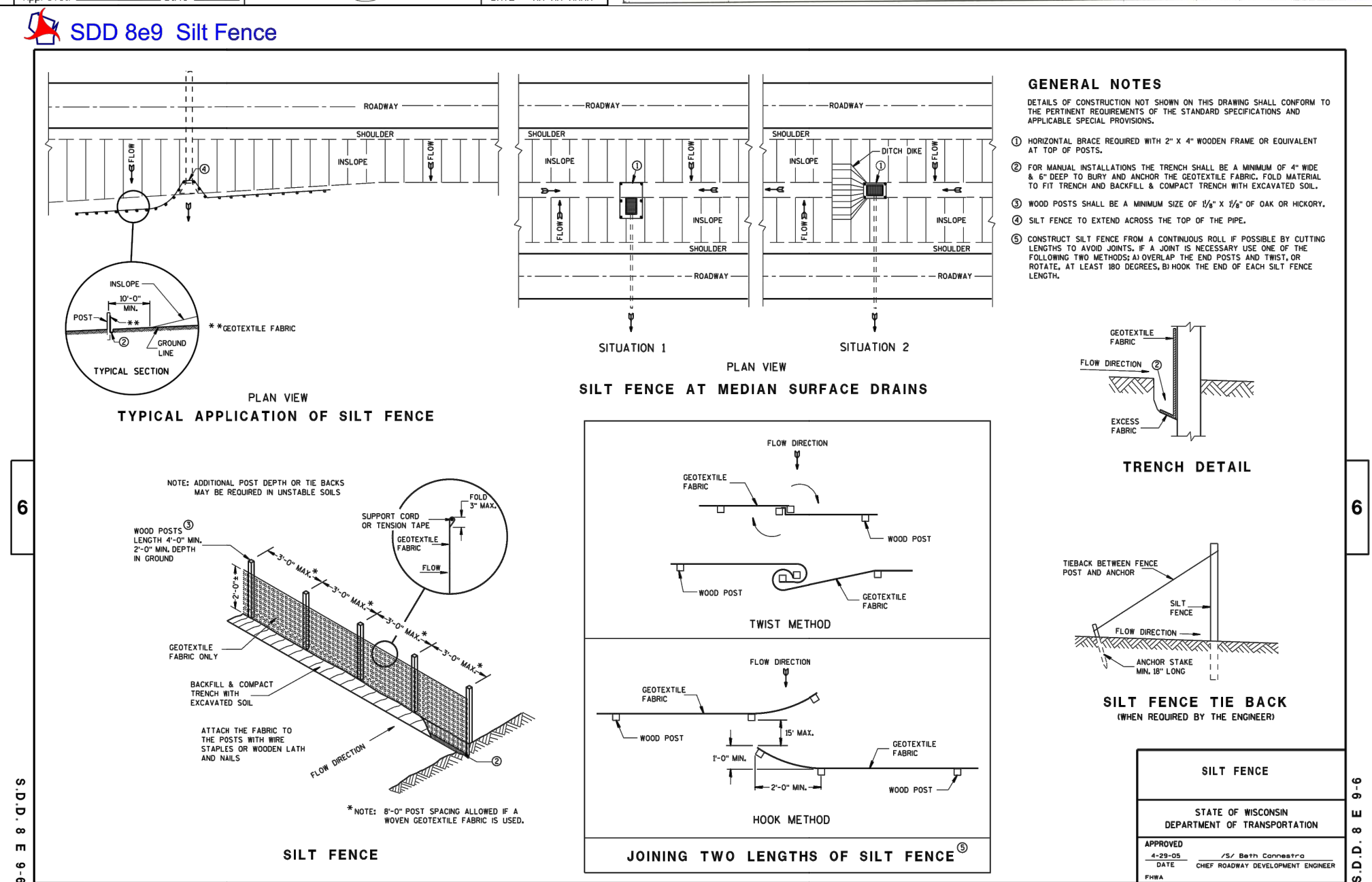
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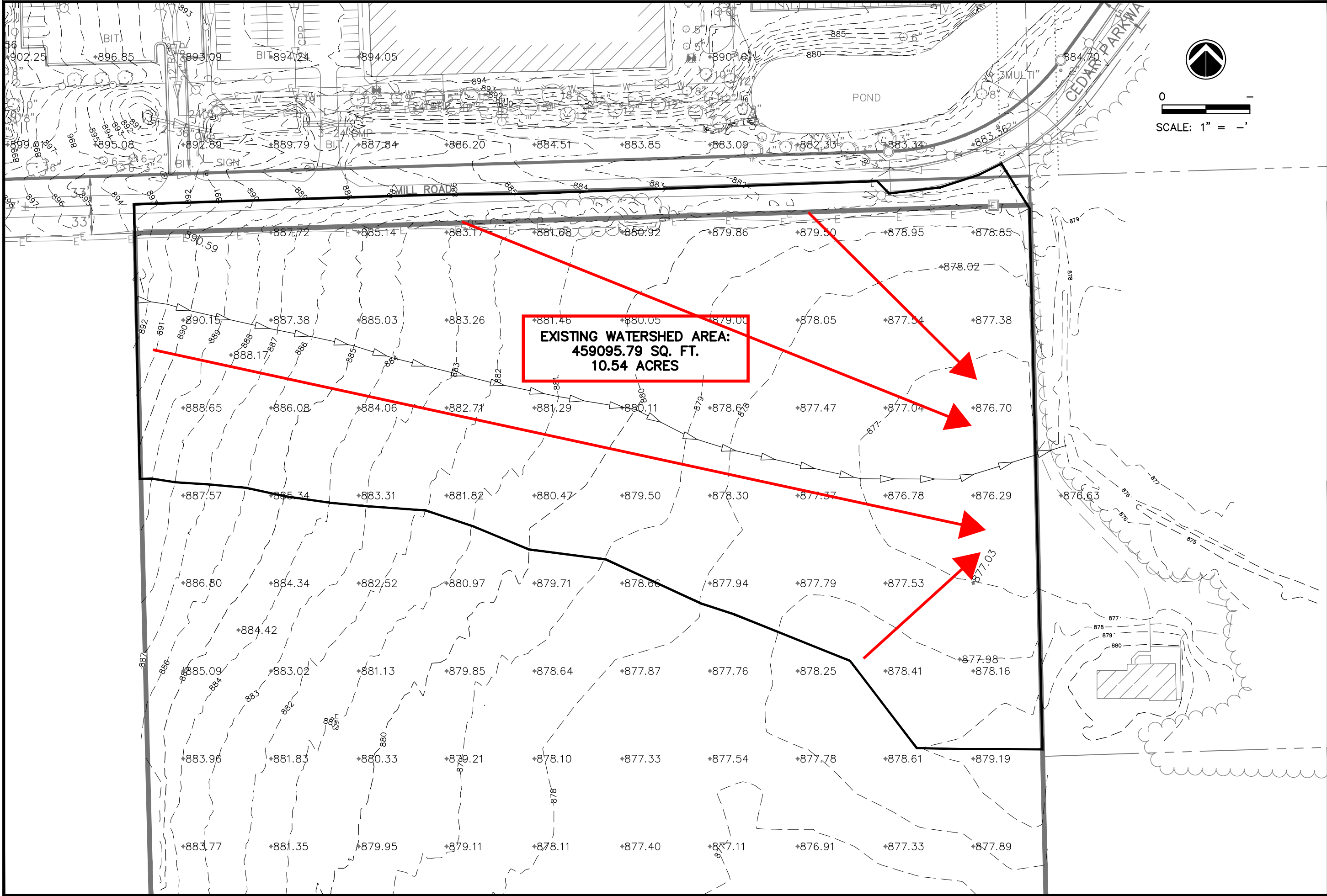
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DETAILS 2

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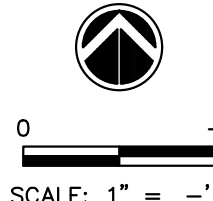
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JACKSON, WISCONSIN

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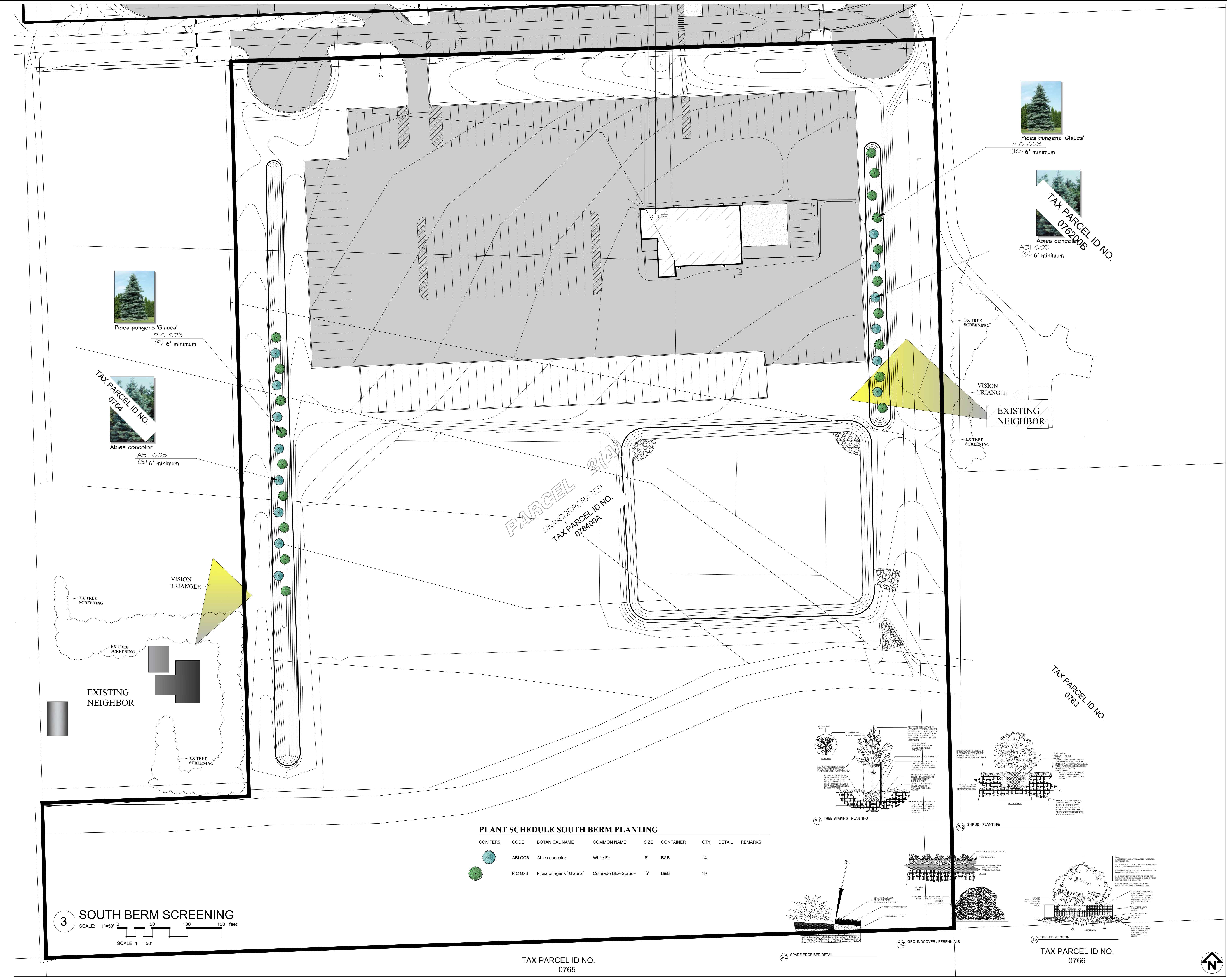
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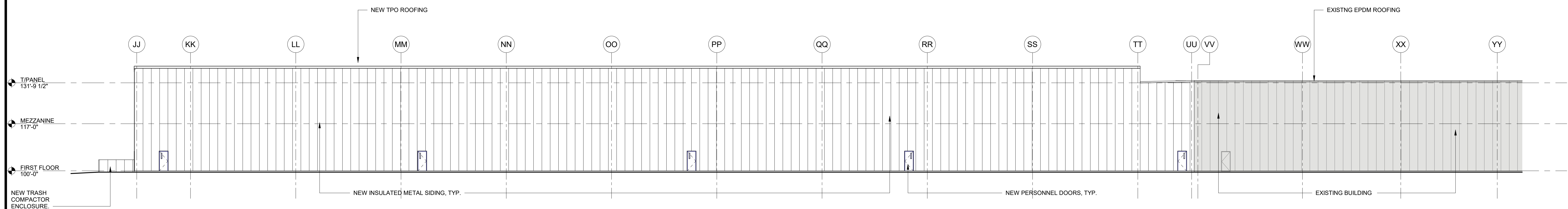
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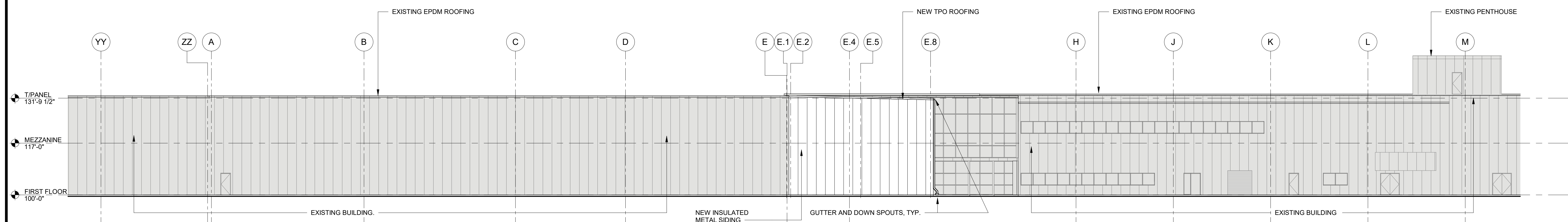
FACILITY EXPANSION

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JACKSON VILLAGE, WI 53037



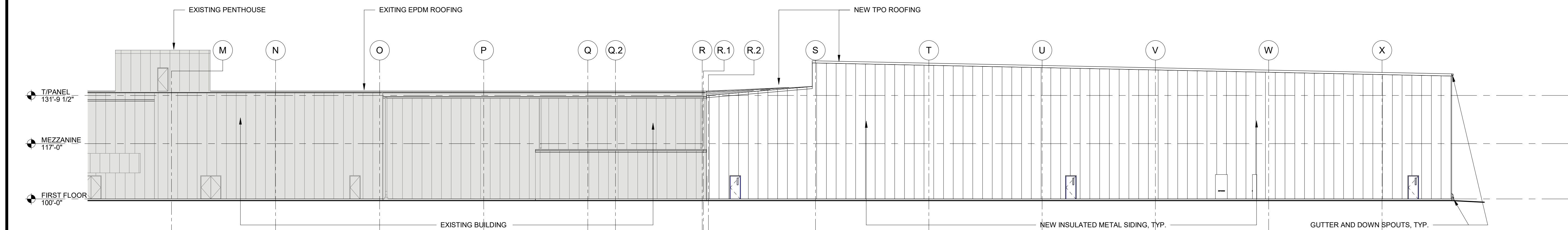
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SCALE: 1/16" = 1'-0"



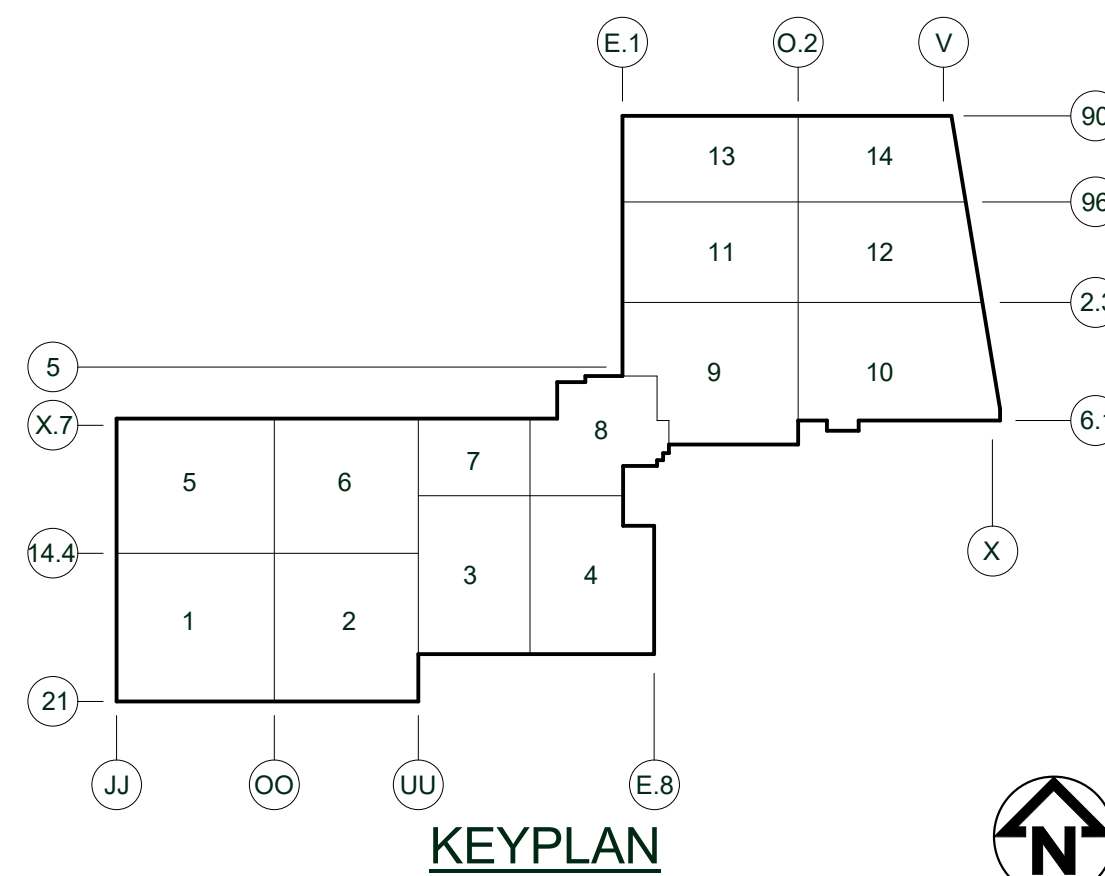
2 ENLARGED SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



2 ENLARGED SOUTH ELEVATION

SCALE: 1/16" = 1'-0"



SHEET NUMBER

ISSUE

AE203



AUSTIN BUILDING AND
DESIGN, INC.

6095 Parkland Boulevard
Cleveland, Ohio 44124-4186
(440) 544-2800
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JACKSON VILLAGE, WI 53037

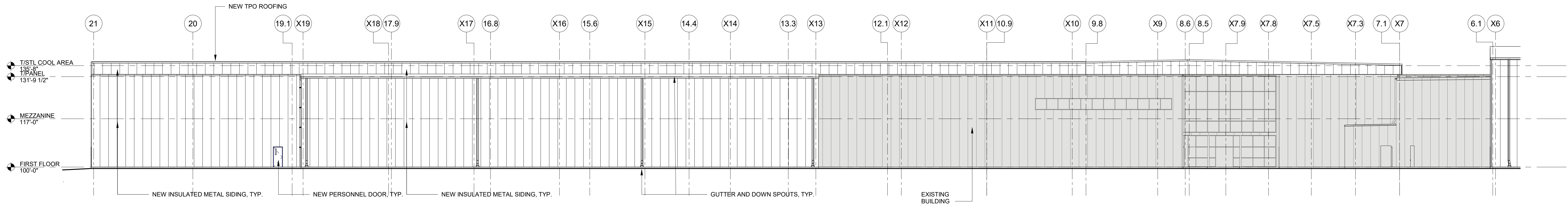
REVISION HISTORY

PROJECT NUMBER	21327
FILE NAME	21327AE204
DRAWN BY	Author
CHECKED BY	Checker

SHEET TITLE
**ENLARGED EAST
BUILDING
ELEVATIONS**

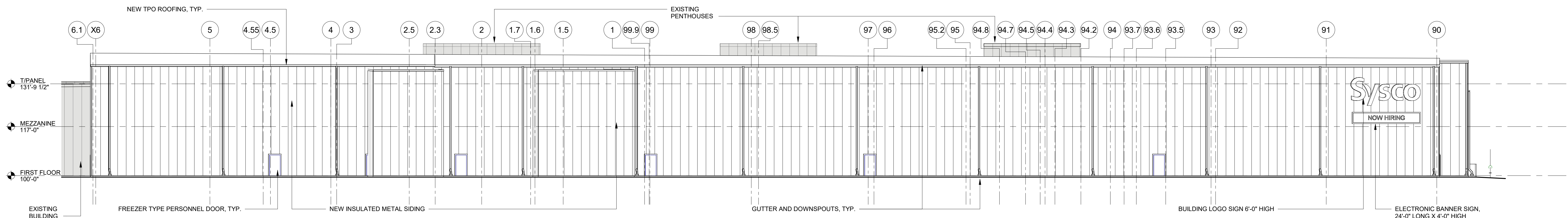
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AE204

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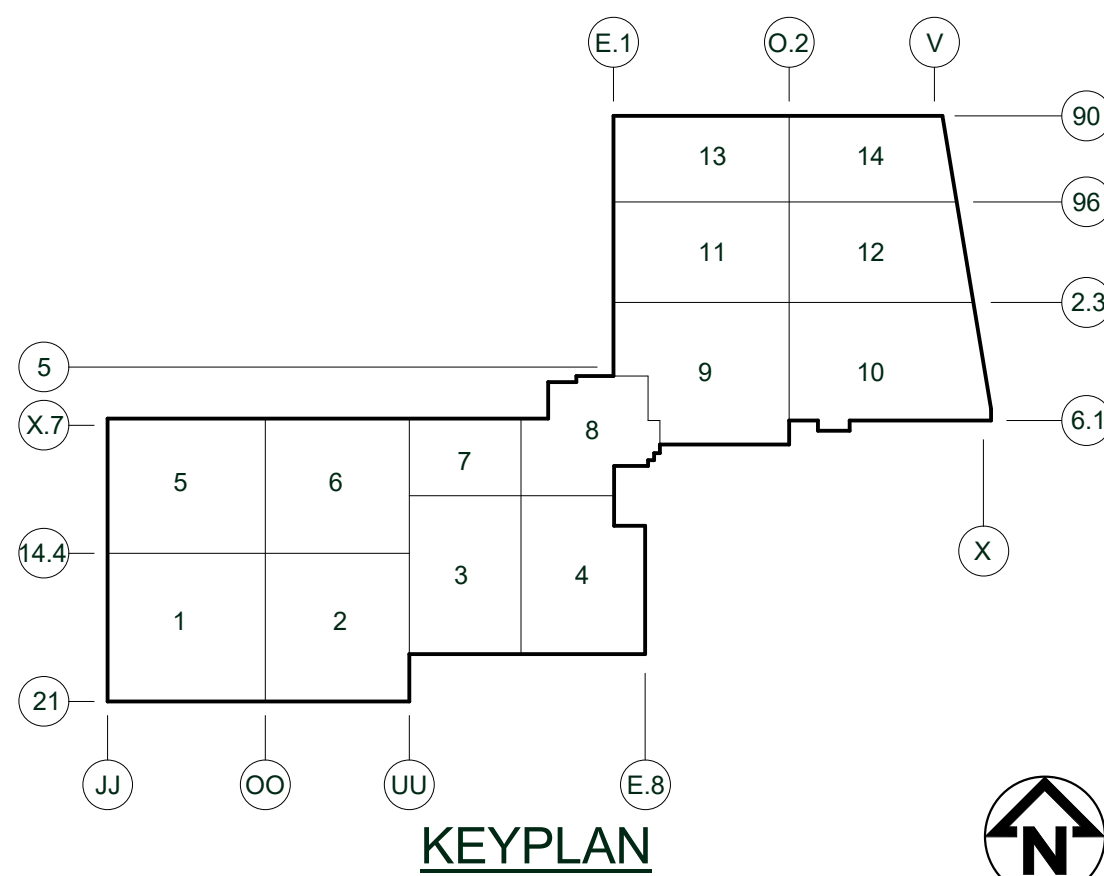
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SCALE: 1/16" = 1'-0"



2 ENLARGED EAST ELEVATION

SCALE: 1/16" = 1'-0"





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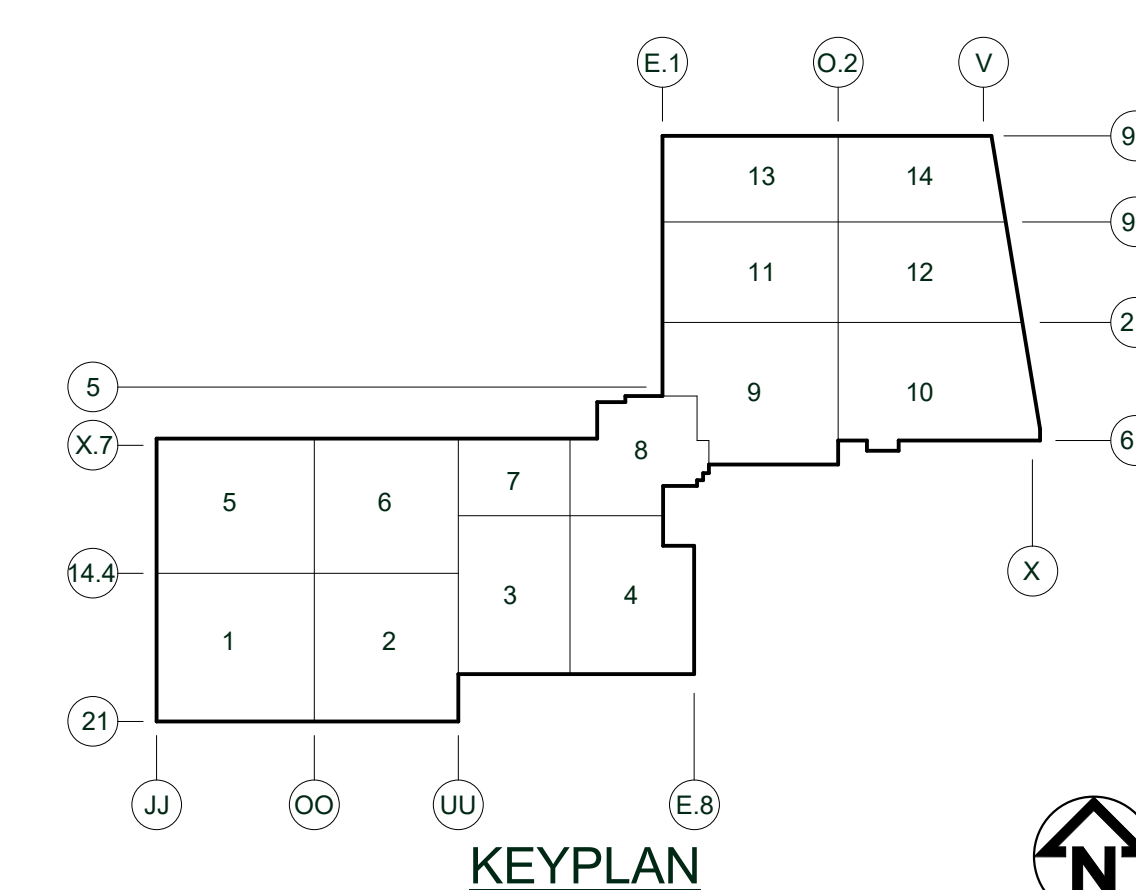
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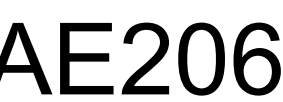
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AE205





REVISION HISTORY		DATE	DESCRIPTION
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X	CK	BY	EM

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PROJECT NUMBER	21327	
FILE NAME	21327FD110	
DRAWN BY	DK	
CHECKED BY	XX	
SHEET TITLE		

LANDSCAPE PLAN

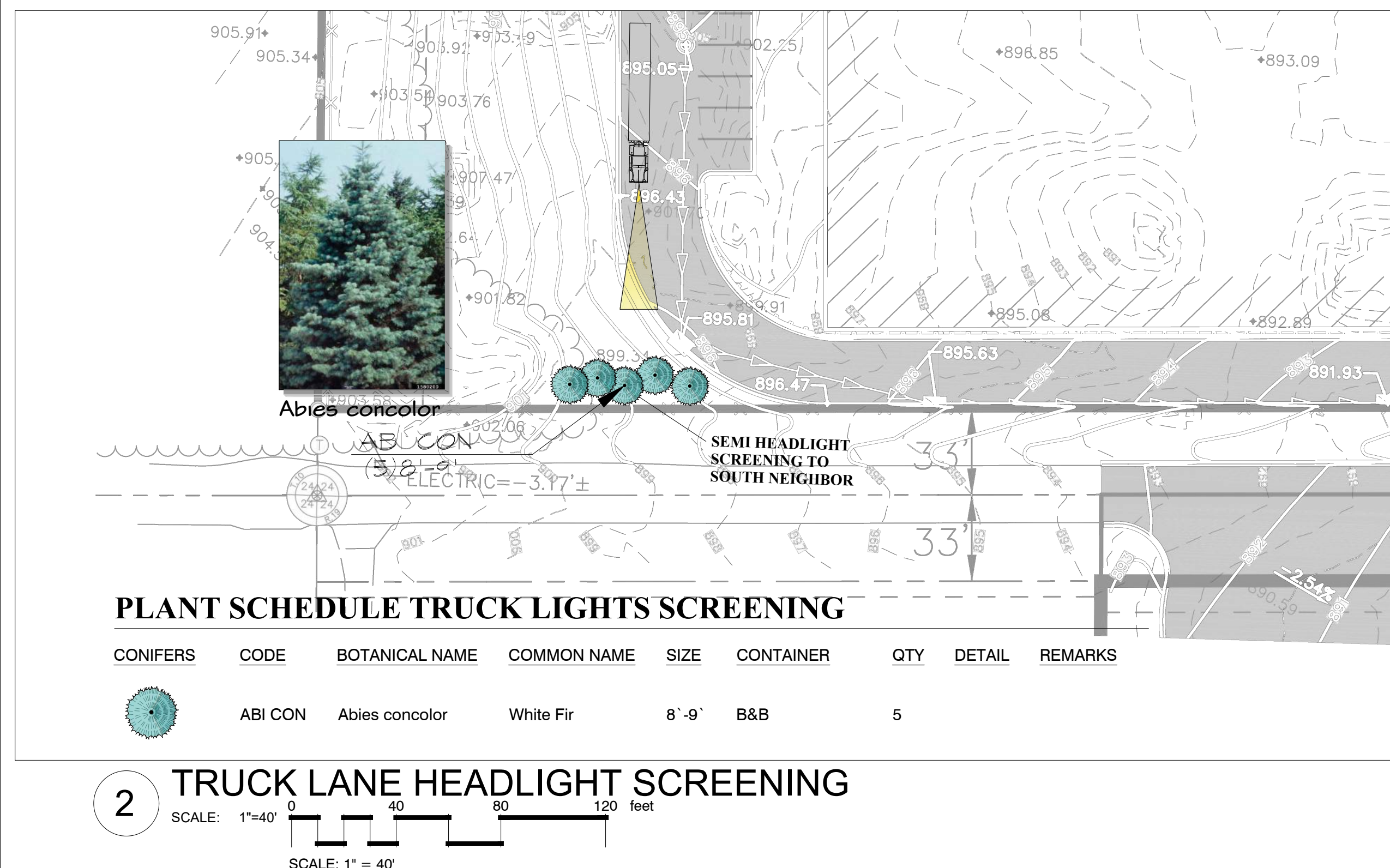
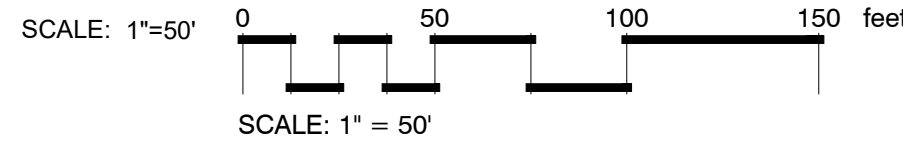


PLANT SCHEDULE EAST PLANTINGS

TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS
BET NIG	BET NIG	Betula nigra	River Birch Multi-Trunk	8' B	2.5' Cal	3		
CONIFERS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS
ABI CON	ABI CON	Abies concolor	White Fir	8' - 9'	B&B	6		
PIC G22	PIC G22	Picea pungens 'Glauca'	Colorado Blue Spruce	8' B	B	2		
PIN B12	PIN B12	Pinus cembra 'Big Blue'	Big Blue Swiss Stone Pine	6'	B&B	8		
ANNUALS/PERENNIALS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS
ALL SU7	ALL SU7	Allium x 'Summer Beauty'	Summer Beauty Allium	1 gal		9		
HEM HAP	HEM HAP	Hemerocallis x 'Happy Returns'	Happy Returns Daylily	1 gal		11		Balanced Root and Plant Structure
GRASSES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS
CAL ARU	CAL ARU	Calamagrostis arundinacea 'Karl Foerster'	Karl Foerster Grass	1 gal		2		

- LANDSCAPE NOTES:**
- LANDSCAPE BEDS TO GET SPADE EDGE AND 3" DARK BROWN MULCH.
 - WASHED STONE BOARDER 18" OUT FROM EDGE OF BUILDING WITH BLACK DIAMOND EDGING AND 40Z FABRIC.
 - WALL STONE TO MATCH EXISTING OUTCROPPING
 - STREET TREES TO BE PROTECTED AS BEST THEY CAN. STREET TREES MAY BE IN CONSTRUCTION PATH AND NOT SALVAGABLE. ANY STREET TREES REMOVED MUST BE REPLACED WITH 2.5" DIA TREES.

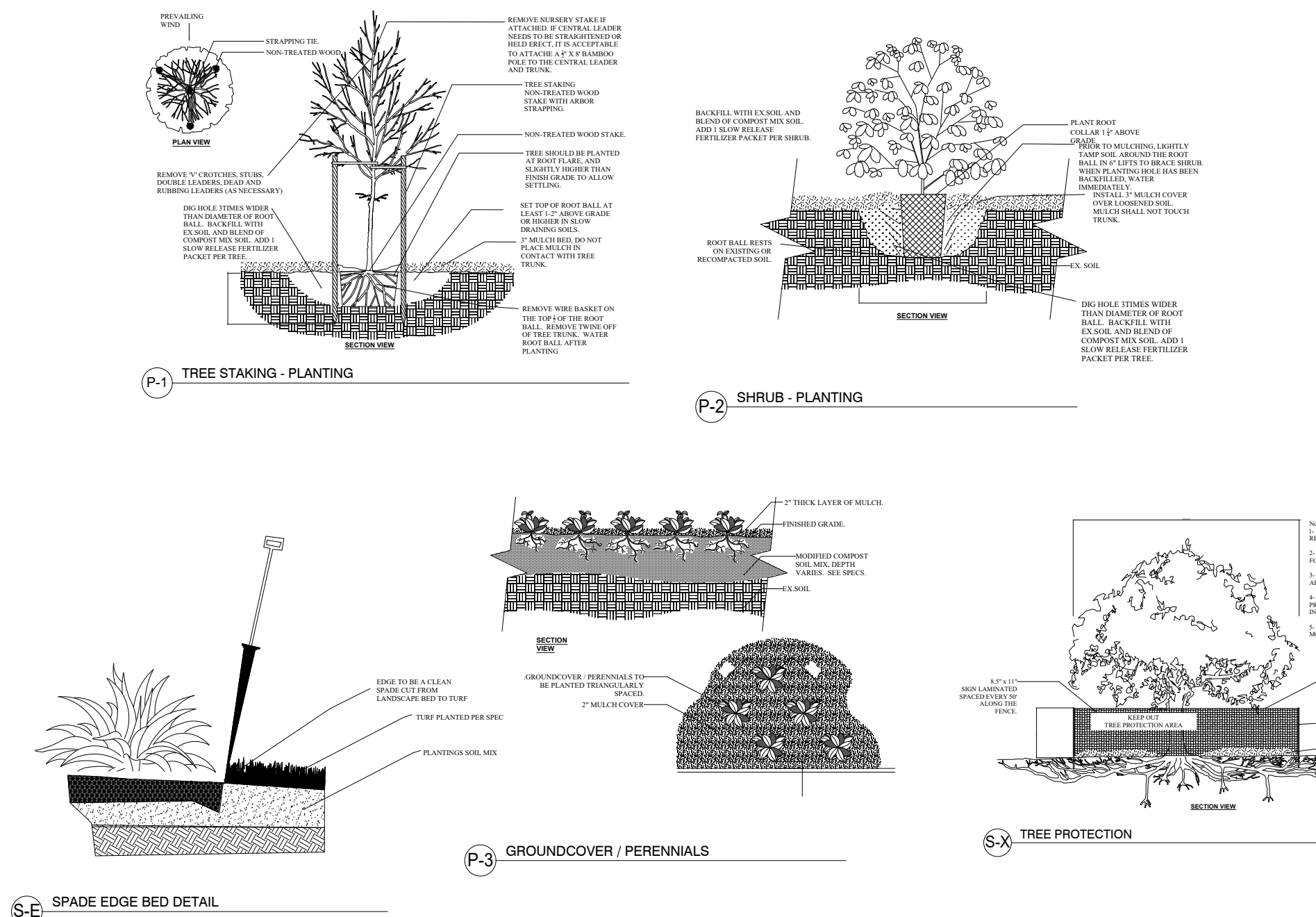
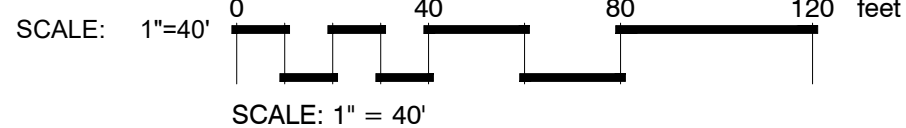
1 FACILITY EXPANSION LANDSCAPE



PLANT SCHEDULE TRUCK LIGHTS SCREENING

CONIFERS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY	DETAIL	REMARKS
ABI CON	ABI CON	Abies concolor	White Fir	8' - 9'	B&B	5		

2 TRUCK LANE HEADLIGHT SCREENING





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PROJECT TITLE

FACILITY EXPANSION

1 SYSCO DRIVE
JACKSON VILLAGE, WI 53037

RENDERING

Page 3 of 5

GENERAL NOTES

1) CALCULATIONS ARE PROVIDED USING INDUSTRY RECOGNIZED SOFTWARE AND ARE PROVIDED FOR ESTIMATION PURPOSES ONLY. INPUT DATA FOR DATA, ACTUAL FIELD CONDITIONS, AND/OR CALCULATIONS ON FIELD CONDITIONS SUCH AS ROOM CHARACTERISTICS, TEMPERATURE, THE CALCULATIONS CORRESPONDS TO THE INFORMATION PROVIDED TO ORION. ASSUMPTIONS MAY BE MADE FOR INFORMATION THAT IS NOT PROVIDED. IT IS THE USER'S RESPONSIBILITY TO VERIFY THAT THE INPUT DATA AND/OR FIELD CONDITIONS OF THOSE USING THIS SERVICE TO VERIFY THAT THE INPUT DATA IS CONSISTENT WITH ACTUAL FIELD CONDITIONS. RESULTS OF THE LIGHTING CALCULATIONS ACCURATELY REFLECT THE INPUT VOLTAGE AND BALLAST CURRENT. THE RESULTS OF THE CALCULATIONS ARE ONLY CONSIDERATIONS, ORION WILL NOT GUARANTEE THAT ACTUAL LIGHT LEVELS MEASURED IN THE FIELD WILL MATCH THE INITIAL CALCULATIONS.

2) NO OBJECTS CONSIDERED IN CALCULATIONS
UNLESS OTHERWISE NOTED ON THE PRINT.

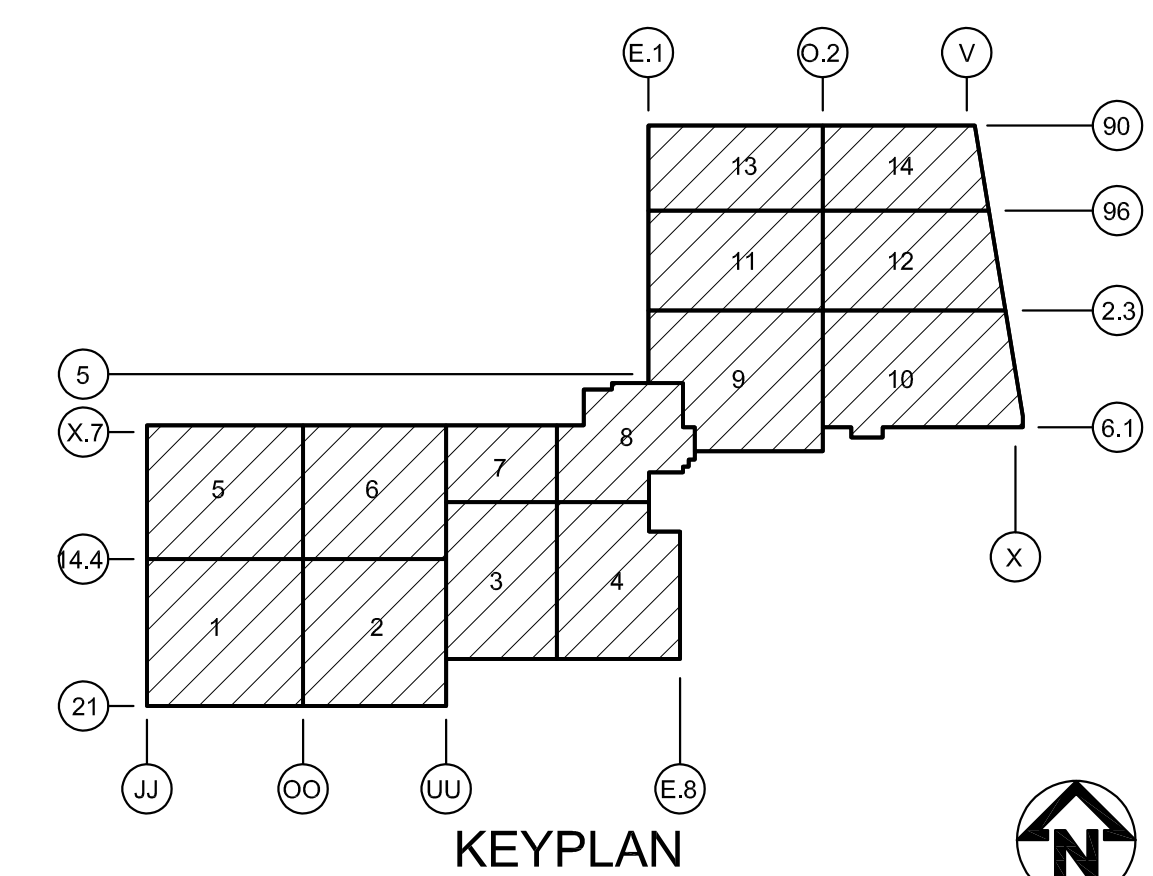
3) REFLECTION VALUES
CEILING:
WALLS:
FLOOR:
RACKING:



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Sysco
P12602
Jackso

DRAWING	DATE	DRAWN BY	REVIEWED BY
1	11/03/17	AJG	

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PROJECT NUMBER	21327
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FILE NAME

DRAWN BY _____

CHECKED BY _____

SHEET TITLE

EXTERIOR LIGHTING

EXTERIOR EXISTING RENDERING PLAN

RENDERING PLAN

SHEET NUMBER	ISSUE
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3 OF 5 A

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PROJECT TITLE

FACILITY EXPANSION

1 SYSCO DRIVE
JACKSON VILLAGE, WI 53037

RENDERING

Page 4 of 5

GENERAL NOTES

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2) NO OBJECTS CONSIDERED IN CALCULATIONS
UNLESS OTHERWISE NOTED ON THE PRINT.

3) REFLECTION VALUES
CEILING:
WALLS:
FLOOR:
RACKING:

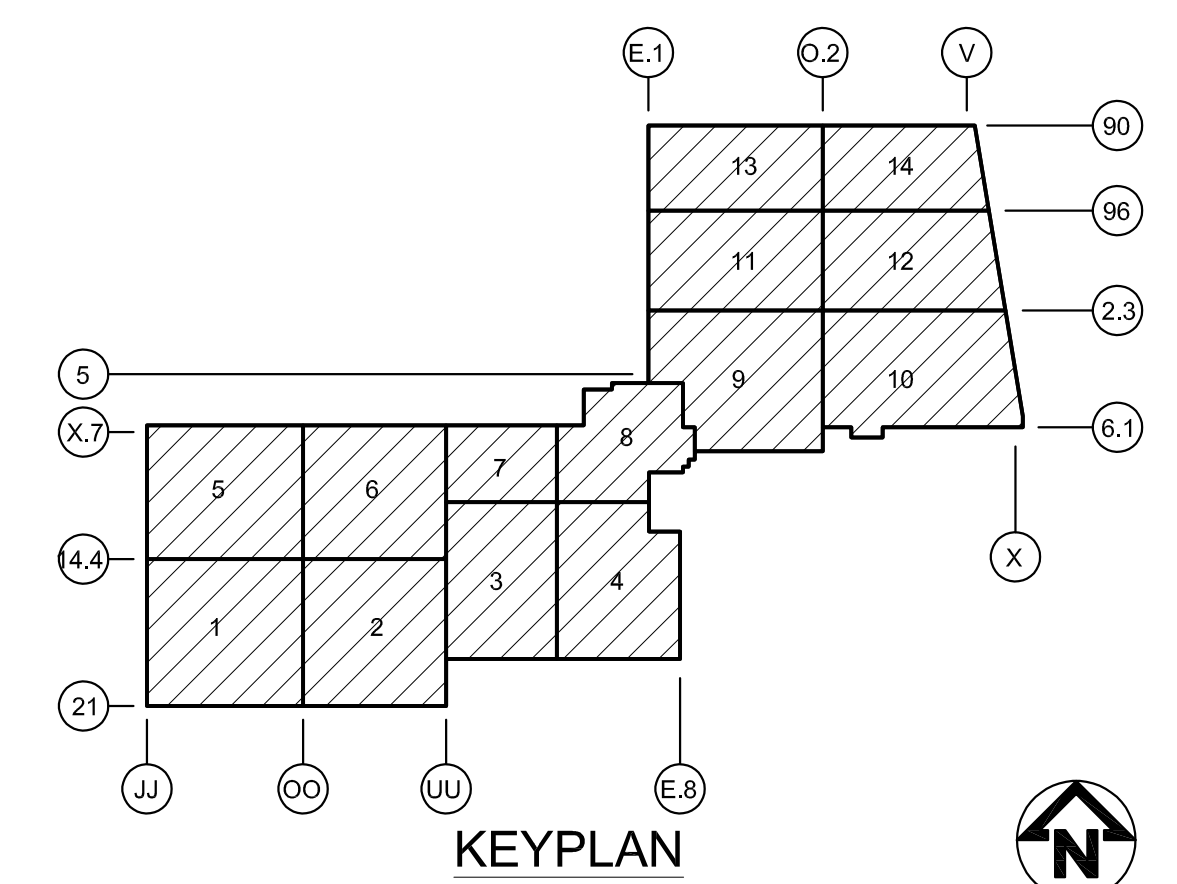


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Sysco

P1260277
Jackson, WI

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1	11/03/17	AJG	



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PROJECT NUMBER	21327
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DRAWN BY _____

CHECKED BY _____

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EXTERIOR LIGHTING

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ELEVATION

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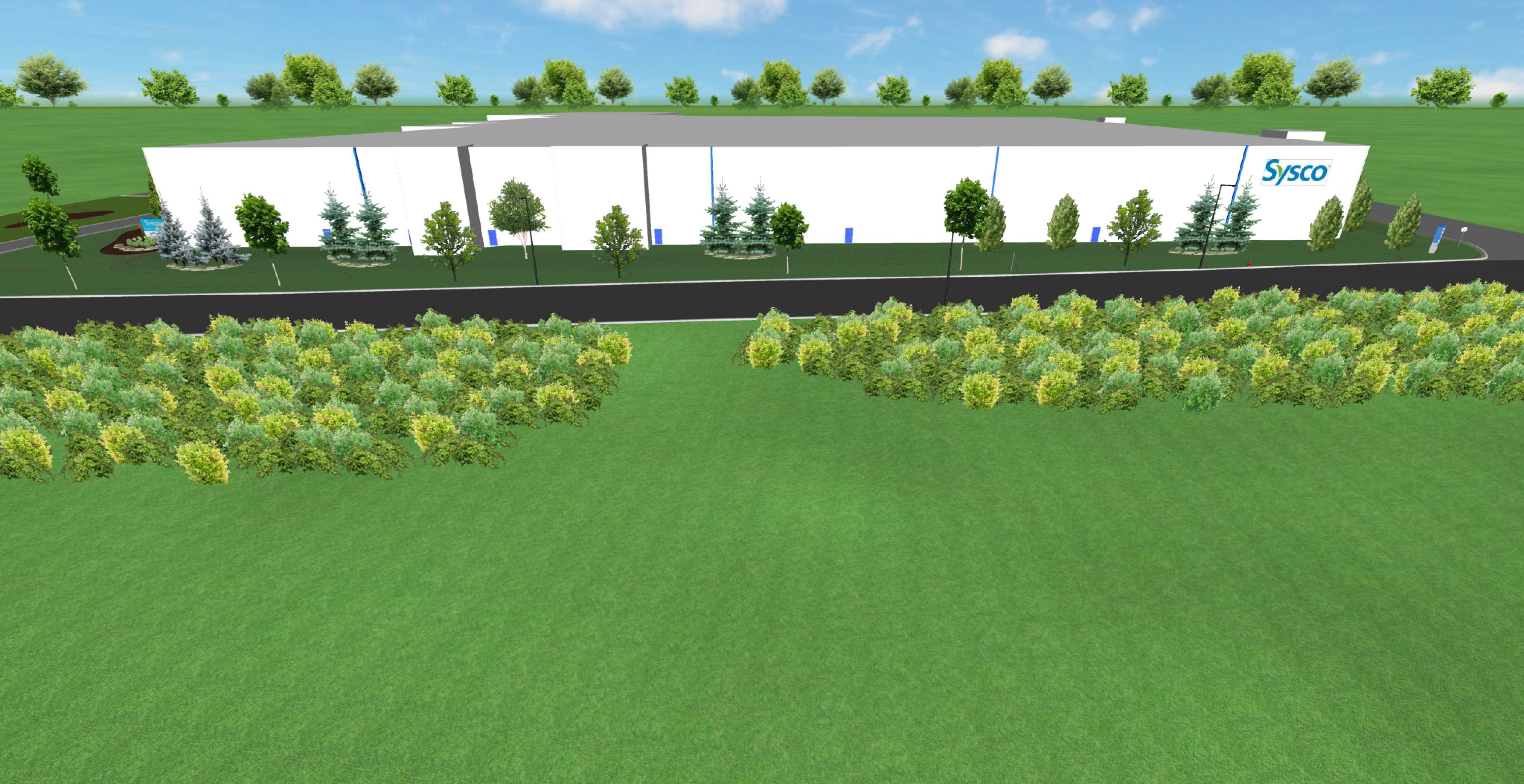
4 OF 5 A

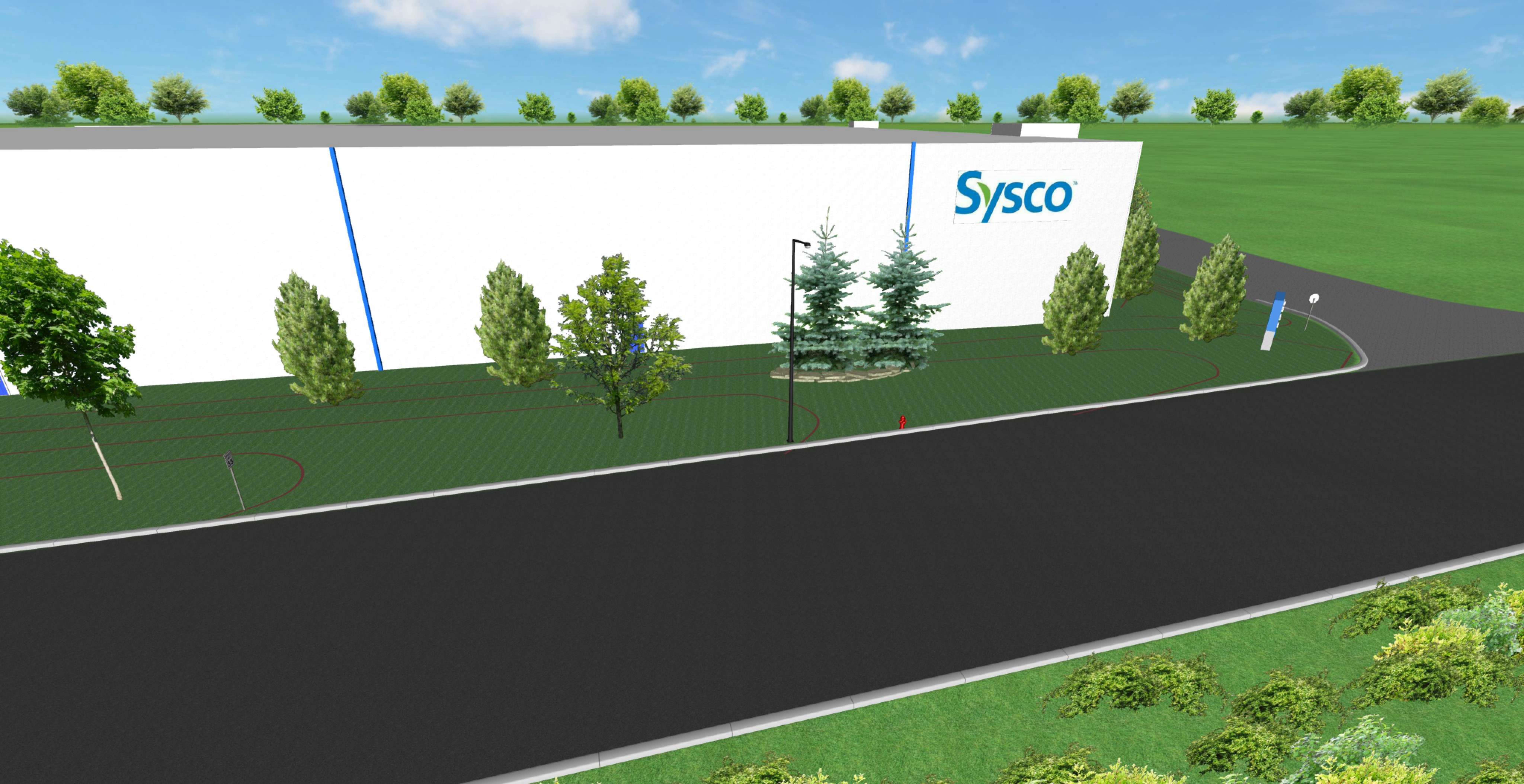
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Sysco

NOW HIRING







Sysco™

Sysco

- > Truck Entrance
- ^ Office

W 223 N 16501





Memorandum

Project: Proposed Sysco Expansion in Jackson WI

Date: April 6, 2022

Subject: Summary of Drawing Revisions Feb 22 to April 6

1. Per Staff comment: Relocate detention pond to be outside of the 66' outlot.
2. Per Staff comment: Designate south parcel east side as "66 foot wide outlot".
3. Per PC comment: Change gates for Opticom controlled to manual padlocked.
4. Per PC comment: Note number of trucks in new queuing lane as 30 trucks with allowance for access to Village water tower.
5. Per Police Chief comment: increase width to 20' of "exit lane" from guardhouse to allow squad entry via "exit lane" when trucks are queued.
6. Per Staff comment: shift berm and fence out of the 66' outlot.
7. Per Staff comment: setback dimensions added confirming compliance to 30' ROW setback.
8. For clarity, added drawing noting access path to proposed Vehicle Maintenance Facility for First Responders.
9. Per discussion with neighbors, increased height of proposed evergreen trees on berm to 6' minimum height.
10. For clarity, added drawing noting the improvement to offsite water drainage to the east side of the south parcel – 90% reduction of "watershed area" draining to the east.
11. Per DNR request: increase detention pond size for improved infiltration.



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Public Hearing and Resolution #22-05 Discontinuation of Public Right-of-Way, Mill Road

DATE: April 8, 2022

Description: At the request of Sysco, the Village has initiated a process to vacate a segment of Mill Road approximately 710 feet in length as depicted in Exhibit 1 of Resolution #22-05. In January, Sysco provided the Village a Map and legal description of Right-of-Way to discontinue which was verified by the Village Engineer. Once the resolution was drafted by the Village Attorney, and maps were confirmed, a Notice of Pendency of Discontinuation was filed by the Attorney with the Washington County Register of Deeds. On February 24th, the Village Board introduced Resolution #22-05 at a Special Village Board meeting. The Village Board also directed Staff to schedule and give notice of a public hearing to be held on April 12, 2022 at 7:30PM. Lastly, the Village Board referred Resolution #22-05 as well as the map and legal description for review and report by the Plan Commission. The Plan Commission has reviewed Resolution #22-05 as of February 24, 2022 and recommends Village Board approval of the resolution discontinuing a portion of Mill Road, along with the map and legal description. Following the Plan Commission recommendation, a copy of the resolution was sent to the Wisconsin Secretary of Transportation, and notice was provided to property owners whose property abuts or fronts upon the public road being discontinued. Lastly, Staff have complied with posting requirements for a Class III notice for public hearing for ROW vacation which was posted in the West Bend Daily News.

Potential Motion: Recommend the Village Board adopt Resolution #22-05 to Vacate and Discontinue a Portion of Mill Road, along with the map and legal description

N168 W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjacksonwi.gov

RESOLUTION #22-05

A RESOLUTION TO VACATE AND DISCONTINUE MILL ROAD VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

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

WHEREAS, pursuant to Wis. Stat. § 66.1003, the Village Board has statutory authority to vacate and discontinue Village roads within its jurisdiction; and

WHEREAS, the public interest requires vacation of Mill Road as depicted and described in Exhibit 1; and

WHEREAS, this Resolution was introduced in this form before the Village Board of the Village of Jackson on February 24, 2022; and

WHEREAS, following introduction of this Resolution, the Village Board set a date for a public hearing which was not less than forty (40) days after the date on which this Resolution was introduced, specifically on February 24, 2022; and

WHEREAS, notice of public hearing stating when and where this Resolution would be acted upon and stating what public way is proposed to be discontinued was published as a Class 3 Notice under Chapter 985, Wisconsin Statutes, and in addition was served on the owners of all of the frontage of the lots and lands abutting upon the public way sought to be discontinued (said properties described in Exhibit 2) in a manner provided for the service of Summons in Circuit Court at least 30 days before the hearing; and

WHEREAS, no written objections to the proposed discontinuance have been filed with the Village Clerk by any of the owners abutting on the public way sought to be discontinued, or by the owners of more than one-third of the frontage of the lots and lands abutting on the remainder of the public way which lies within 2,650 feet from the ends of the public way proposed to be discontinued or which lies within that portion of the 2,650 feet that is within the Village limits; or if such objection has been filed, two-thirds of the members of the Village Board voting on the proposed discontinuance have voted in favor of the discontinuance; and

WHEREAS, no landlocked parcel will be created by the proposed discontinuance; and

WHEREAS, the owners of all of the lands abutting a portion of Mill Road have submitted, or will submit prior to this Resolution taking effect, a certified survey map for approval under Chapter 236 of the Wisconsin Statutes, which will combine the properties along with the vacated road and dedicate certain road right-of-way to the Village; and

WHEREAS, the Village Board has conducted such public hearing on April 12, 2022, pursuant to such notice; and

WHEREAS, following due consideration of all information received from Owners, the Village Engineer, the recommendation of the Village Plan Commission, and all information received in the course of the public hearing of this matter and being duly advised, the Village Board, by this Resolution, does hereby declare the public interest requires the vacation and discontinuance of Mill Road as specifically described and identified on Exhibit 1, and the Village Board further finds that the vacation and discontinuance of Mill Road will not land lock any property.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Jackson, Washington County, Wisconsin, that Mill Road depicted in the attached Exhibit 1 is hereby discontinued pursuant to Wis. Stat. § 66.1003, subject to the approval and delivery to the Village Clerk for recording, and recording with the Washington County Register Deeds, Wisconsin of a certified survey map which combines the vacated road right-of-way with the abutting land in a manner that is approved by the abutting owners and the Village Board.

BE IT FURTHER RESOLVED, that upon receipt by the Village of the original certified survey map bearing approval of all necessary governmental bodies and parties-in-interest, the Village Clerk shall record a certified copy of this Resolution together with said certified map with the Washington County Register of Deeds.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Jilline S. Dobratz – Village Clerk

Proof of Posting:

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

Village Official

Date

EXHIBIT 1

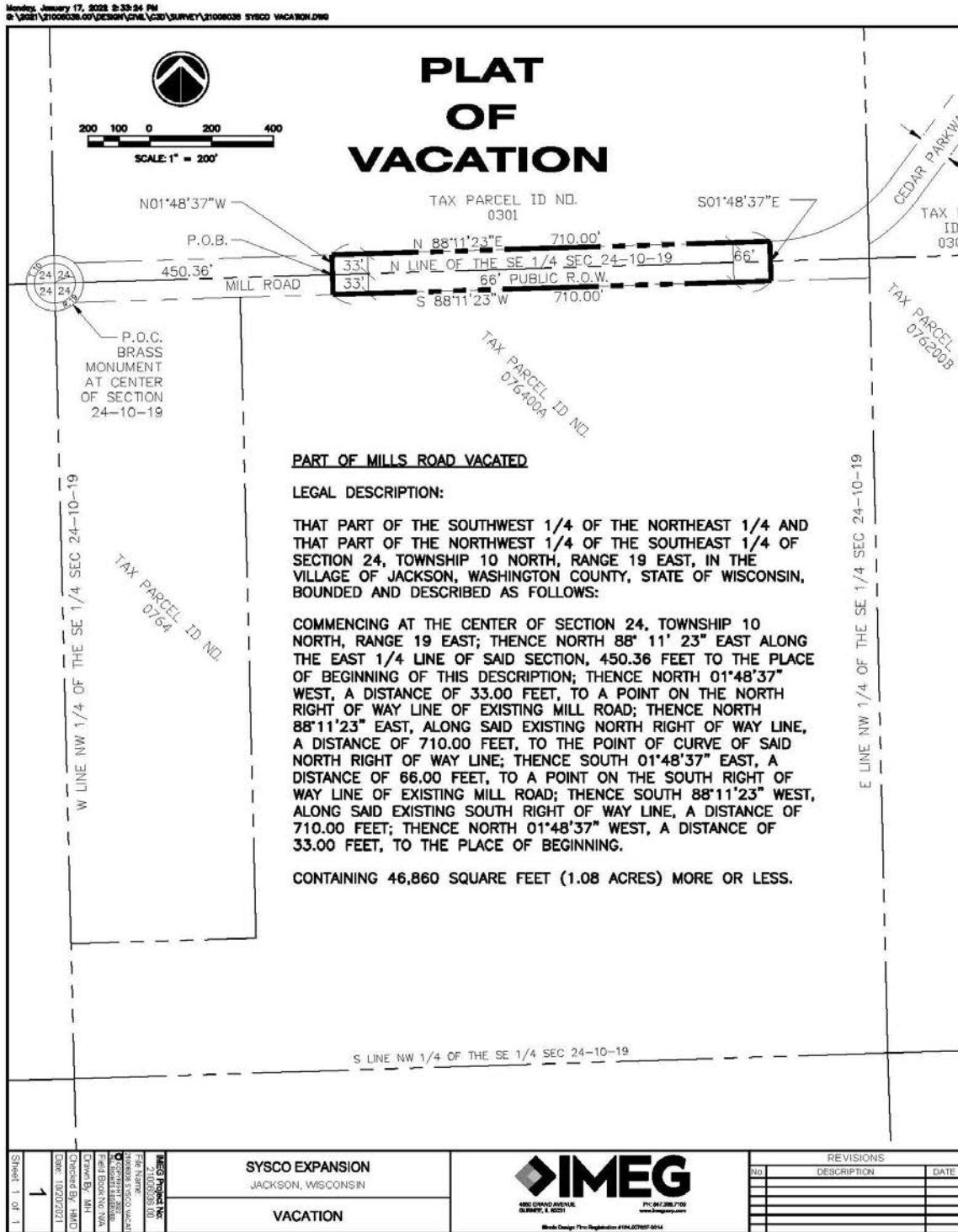


EXHIBIT 2

Properties abutting the discounted segment of Mill Road include:
 Parcel V3_ 00301, Property Owner: Sysco Food Services, Site Address: W223N16501 Cedar Parkway, Jackson WI 53037



Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: Public Hearing and Resolution #22-07 Discontinuation of Public Right-of-Way, Chateau Drive

DATE: April 8, 2022

Description: Per the recommendation of Engineer Kober and at the request of the two abutting property owners at the terminus of Chateau Drive, the Village has initiated a process to vacate a segment of Chateau Drive. A resolution was drafted by the Village Attorney, maps were submitted to the Board of Public Works for review and recommendation to the Village Board, and a Notice of Pendency of Discontinuation was filed by the Attorney with the Washington County Register of Deeds. On February 8th, the Village Board introduced Resolution #22-07 which directed Staff to schedule and give notice of a public hearing to be held on April 12, 2022 at 7:30PM. While the procedures Staff and Attorney Parmentier have carried forward for this process are different from that of the Mill Road vacation, the action being taken is effectively the same; to vacate a segment of public Right-of-Way. Attached you will find an Order to Discontinue Public Way as drafted by Attorney Parmentier. Resolution #22-07 is forthcoming at the time this memo was authored. The Board will need to conduct a public hearing, which has been properly noticed via Class III insertions to the West Bend Daily News prior to adopting Resolution #22-07.

Potential Motion: Recommend the Village Board adopt Resolution #22-07 to Vacate and Discontinue a portion of Chateau Drive, along with the map and legal description

Attachments:

1. Resolution #22-07 Discontinuation of a public Right-of-Way (forthcoming)
2. Order to Discontinue Public Way

N168 W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjacksonwi.gov

	ORDER TO DISCONTINUE PUBLIC WAY	
Document Number		
Return Address:	Attorney Matthew Parmentier Dempsey Law Firm LLP P. O. Box 1276 Fond du Lac, WI 54936-1276	
In the Matter of the Public Way known as:	Chateau Drive	Recording Area

The public way subject to this Order lies in the Village of Jackson, Washington County, in the Northwest quarter of the Southwest quarter of Section 17, Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin.

The Village Board of said Village having conducted proceedings under Wis. Stats. §66.1003 for the purpose of discontinuing the above-referenced public way or portions thereof;

IT IS HEREBY ORDERED BY SAID VILLAGE THAT the following described portion of the aforementioned public way is hereby discontinued.

That part of Chateau Drive, that lies south of Certifies Survey Map 5464, and adjacent to Lots 16 and 17, and north of Willow Ridge Drive of Willow Ridge, being a subdivision as recorded in the Washington County registry as document number 549163, located in part of the Northwest quarter of the Southwest quarter of Section 17, Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin. More particularly described as follows:

Beginning at the Southeast corner of Lot 16, of Willow Ridge, being a subdivision as recorded in the Washington registry as document number 549163; Thence along the East line of said Lot 16, N 04° 46' 45" E, 134.41 feet to the North line of Chateau Drive, also being the South line of Certified Survey Map 5461; Thence along the North line of Chateau Drive and the said South line of said CSM, S 89° 40' 57" E, 66.20 feet to the West line of Lot 17 of Willow Ridge; Thence along the said West line, S 04° 46' 45" W, 133.42 feet to the Southwest corner of said Lot 17 and the North line Willow Ridge Drive; Thence S 89° 27' 51" W along the extended line of Willow Ridge Drive, 66.28 feet to the Point of Beginning.

The above described parcel contains 8838 square feet, or 0.20 acres.

Attached is a copy of a map showing the area to be discontinued.

Upon discontinuance, ownership of the public way will revert in accordance with Wis. Stat. §66.1005.

Dated this _____ day of April, 2022.

VILLAGE OF JACKSON

By: _____
Mike Schwab, Village President

Subscribed and sworn to before me this _____
day of April, 2022.

Notary Public – State of Wisconsin
My Commission: _____

CERTIFICATION

I, Clerk of the Village of Jackson, hereby certify that the above Order was duly adopted by the Village Board of said Village at a lawful meeting of said Board on _____, 2022.

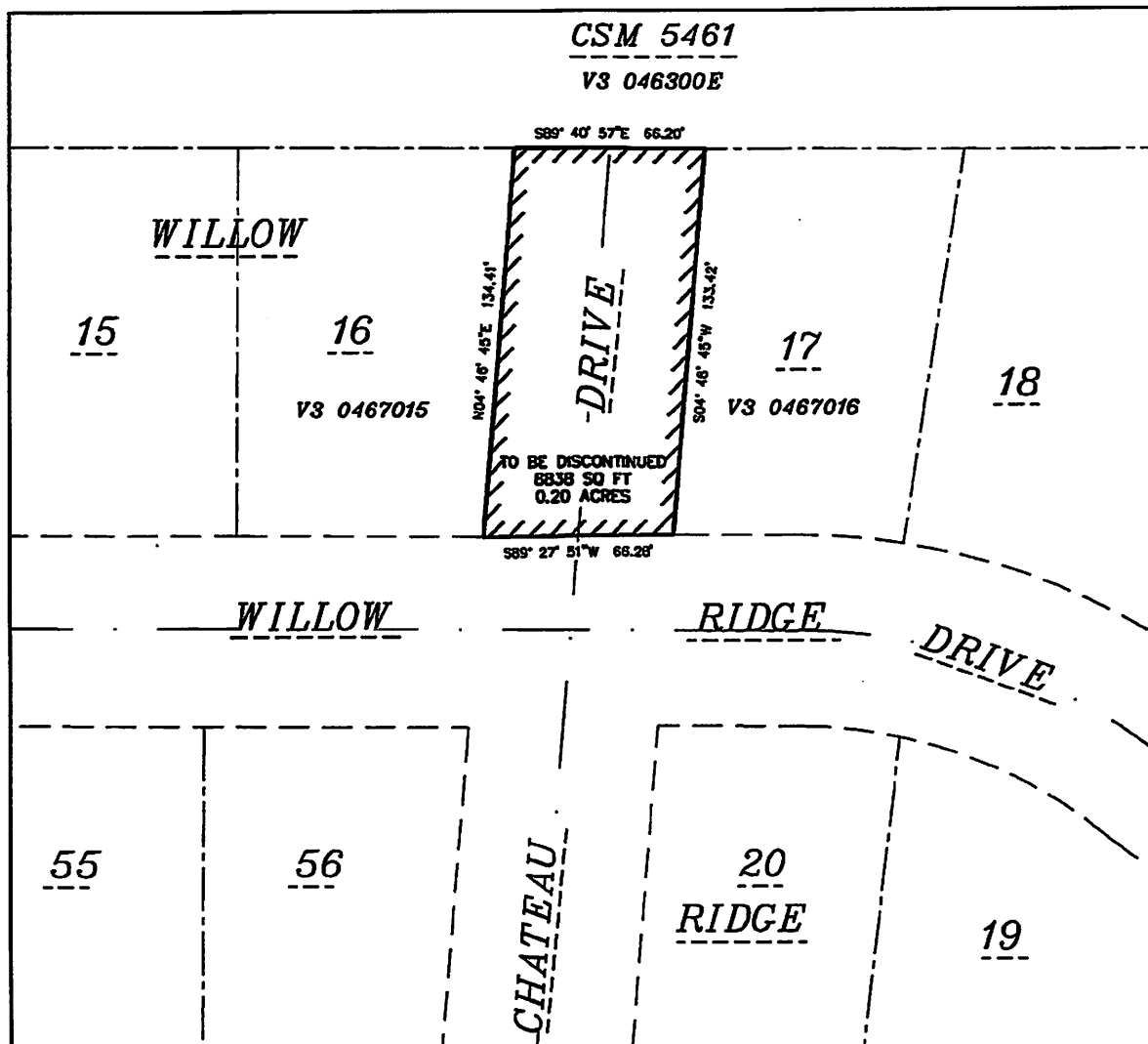
Jilline Dobratz, Village Clerk

This document was drafted by Attorney Matthew Parmentier.

EXHIBIT "A"

DESCRIPTION OF THAT PART OF CHATEAU DRIVE TO BE DISCONTINUED

THAT PART OF CHATEAU DRIVE THAT LIES SOUTH OF CERTIFIED SURVEY MAP 5461 AND ADJACENT TO LOTS 16 AND 17, AND NORTH OF WILLOW RIDGE DRIVE, OF WILLOW RIDGE, BEING A SUBDIVISION OF A PART OF THE NW $\frac{1}{4}$ OF THE SW $\frac{1}{4}$ OF SECTION 17, TOWN 10 NORTH, RANGE 20 EAST, VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN



DRAWN BY M.J.R.	ROAD DISCONTINUANCE THAT PART OF CHATEAU DRIVE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN EXHIBIT "A"	Cedar corporation engineers • architects • planners • environmental specialists land surveyors • landscape architects • interior designers	1651 N497 Washington Avenue Cedarburg, Wisconsin 53012 262-204-2380 608-472-7372 FAX 262-373-2600 www.cedarcorp.com	DISCONTINUED AREA 8838 SQUARE FEET OR +/- 0.20ACRES	CHECKED BY M.J.R. JOB NO. 5789-012 SHEET
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Description of Street to be Discontinued

That part of Chateau Drive, that lies south of Certifies Survey Map 5464, and adjacent to Lots 16 and 17, and north of Willow Ridge Drive of Willow Ridge, being a subdivision as recorded in the Washington County registry as document number 549163, located in part of the Northwest quarter of the Southwest quarter of Section 17, Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin. More particularly described as follows:

Beginning at the Southeast corner of Lot 16, of Willow Ridge, being a subdivision as recorded in the Washington registry as document number 549163; Thence along the East line of said lot 16, N 04° 46' 45" E, 134.41 feet to the North line of Chateau Drive, also being the South line of Certified Survey Map 5461; Thence along the North line of Chateau Drive and the said South line of said CSM, S 89° 40' 57" E, 66.20 feet to the West line of Lot 17 of Willow Ridge; Thence along the said West line, S 04° 46' 45" W, 133.42 feet to the Southwest corner of said Lot 17 and the North line Willow Ridge Drive; Thence S 89° 27' 51" W along the extended line of Willow Ridge Drive, 66.28 feet to the Point of Beginning.

The above described parcel contains 8838 square feet, or 0.20 acres.

ORDINANCE #22-06

**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 February 24, 2022, the Plan Commission recommends to the Village Board the revisions to the adopted comprehensive plan as included in adopted Resolution #22-02 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 certain parcels as set forth in the following table.

MAP ID	TAX KEY NO.	CURRENT LAND USE PLAN 2050	PROPOSED LAND USE CLASSIFICATION
1	V3_053600B	GENERAL COMMERCIAL	RESIDENTIAL
2	V3_019700F001	GOVERNMENTAL AND INSTITUTIONAL	GENERAL COMMERCIAL
3	V3_053300D	MEDIUM-DENSITY RESIDENTIAL	GENERAL COMMERCIAL
4	V3_008200B	MEDIUM DENSITY RESIDENTIAL	PARKS AND RECREATION
5	V3_011400A	GOVERNMENTAL AND INSTITUTIONAL	MIXED-USE
6	V3_009600B	GOVERNMENTAL AND INSTITUTIONAL	MIXED-USE

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. The 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: _____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village 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

MEMO

Agenda Item #8

Date: February 16, 2022

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

From: Tim Schwecke, Consulting Planner

Subject: Proposed Amendments to Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050

Meeting: February 24, 2022 Plan Commission meeting

Description Staff is recommending various changes to the Village's adopted Comprehensive Plan to reflect current and/or future uses and anticipated changes within specific areas where current zoning is in conflict.

The proposed resolution identifies those properties that would be reclassified. By way of reference, below are the various land use categories in the plan.

Suburban-Density Residential

Suburban-density residential development is primarily located within areas to be attached to the Village from the Town of Jackson, including residential areas in the Town that were developed at a one-acre per dwelling density. New development would be of a similar character.

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.

Multifamily/High-Density Urban Residential

The Multifamily/High-Density Urban Residential land use category consists primarily of multifamily residential development and mobile homes. Multifamily residential development has a minimum lot size of 16,000 square feet, a minimum lot area of 3,000 square feet for each one bedroom dwelling unit, or a minimum lot area of 3,500 square feet for each dwelling unit with two or more bedrooms—whichever is larger. Mobile home park developments have a minimum park size of 20 acres while the minimum lot area for a single module mobile home is 5,000 square feet and the minimum lot area for a double-wide mobile home is 7,200 square feet. Two-family residential development in this land use category could occur on lots of at least 8,000 square feet at a density of up to 7.2 dwelling units per net acre.

Mixed-Use

The Mixed-Use land use category includes development with physically and functionally integrated residential and commercial uses. Mixed-use development may, for example, feature commercial uses at street level or on lower floors and residential uses on upper floors. Areas designated for mixed-use are primarily located along the Village's downtown corridor along Main Street (STH 60). The Village's zoning code, which includes a planned unit development (PUD) overlay, allows for flexibility in mixed-use development. Mixed-use lands within the Village's planned sewer service area may accommodate a mix of multifamily residential uses with business, institutional, and open space uses.

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.

Industrial

The Industrial land use category is intended to provide for manufacturing, industrial, and related uses. Industrial uses encompass more acreage than any other nonresidential land use in the Village.

Governmental and Institutional

Areas classified as Governmental and Institutional include buildings and grounds for governmental and institutional uses whose primary function involve activities such as public administration, assembly, or education. Examples of governmental and institutional development include public and private schools, government offices, cemeteries, religious institutions, and similar facilities.

Park and Recreation

The Park and Recreation land use category includes lands developed with facilities for public and private outdoor recreation. Park and recreation uses include public parks as well as privately owned recreational areas.

Street and Highway Rights-of-Way

All existing street and highway rights-of-way as of 2015 are shown on the land use plan map as a separate land use category. Land devoted to street and highway rights-of-way may be expected to fluctuate over the life of this plan due to expansion of the Village and the construction of streets to serve new development.

Other Transportation and Utilities

Areas classified as Other Transportation and Utilities include transportation uses such as railroad rights-of-way, park and ride facilities, and facilities for private and public utilities, including communications facilities and services.

Environmentally Significant Areas

To effectively guide development into a pattern that is efficient, stable, safe, healthful, and attractive, it is necessary to carefully consider the location of planned land uses in relation to natural resources. Avoiding the intrusion of urban development into the primary environmental corridors and other environmentally significant areas will serve to maintain a high level of environmental quality in the Village and will also help to avoid costly development problems such as flood damage, wet basements, and failing pavements. In addition, properly relating new development to such environmentally significant areas will help preserve the scenic beauty of the Village, which is correlated to its natural resources.

Review Procedures The Plan Commission acts in an advisory role to the Village Board. If the Plan Commission adopts the proposed resolution, the Village Board will conduct a public hearing, potentially in March, to accept any public input. At that time, the Village Board can (1) adopt an ordinance making the amendment, (2) send the matter back to the Plan Commission for further work and/or clarification, or (3) decide to not adopt the ordinance.

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

Potential motion for adoption:

Adopt Resolution 22-02, as drafted, recommending to the Village Board various revisions to the Village's comprehensive plan

Attachments:

1. Resolution 22-02

RESOLUTION # 22-02

A RESOLUTION RECOMMENDING TO THE VILLAGE BOARD VARIOUS 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 Plan Commission desires to revise Map 1 titled "Land Use Plan for the Village of Jackson: 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, 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, attached as Exhibit A, by changing the projected land use for certain parcels as set forth in the following table.

Map ID	TAX KEY NO.	CURRENT LAND USE PLAN 2050	PROPOSED LAND USE CLASSIFICATION
1.	V3_053600B	GENERAL COMMERCIAL	RESIDENTIAL
2.	V3_019700F001	GOVERNMENT AND INSTITUTIONAL	GENERAL COMMERCIAL
3.	V3_053300D	MEDIUM-DENSITY RESIDENTIAL	GENERAL COMMERCIAL
4.	V3_008200B	MEDIUM-DENSITY RESIDENTIAL	PARKS AND RECREATION
5.	V3_011400A	GOVERNMENT AND INSTITUTIONAL	MIXED-USE
6.	V3_009600B	GOVERNMENT AND INSTITUTIONAL	MIXED-USE

Property #1



Property #2



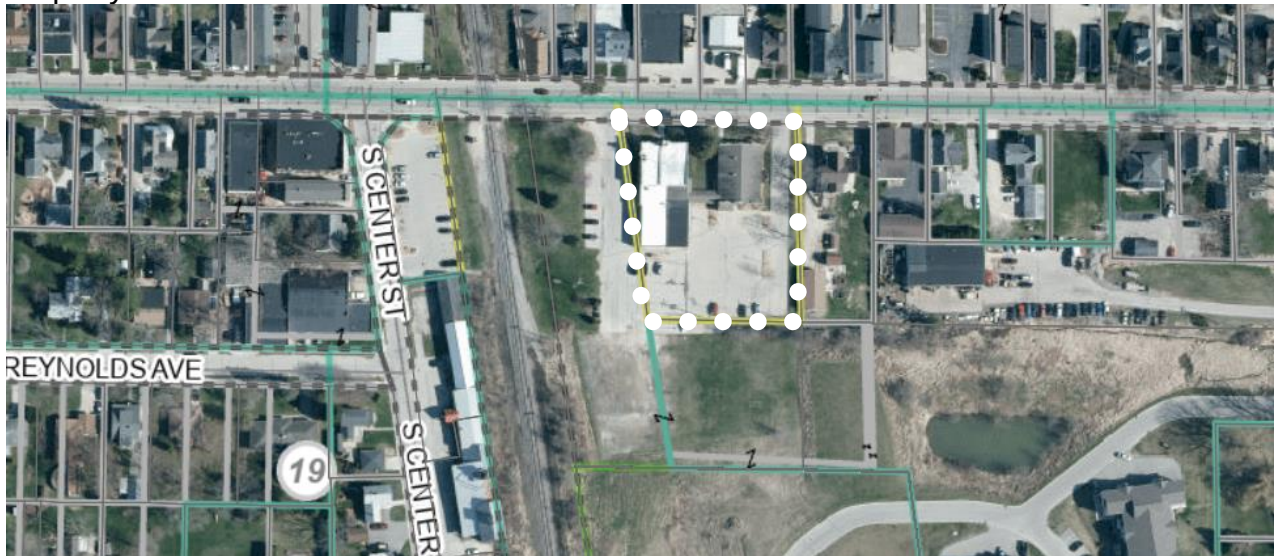
Property #3



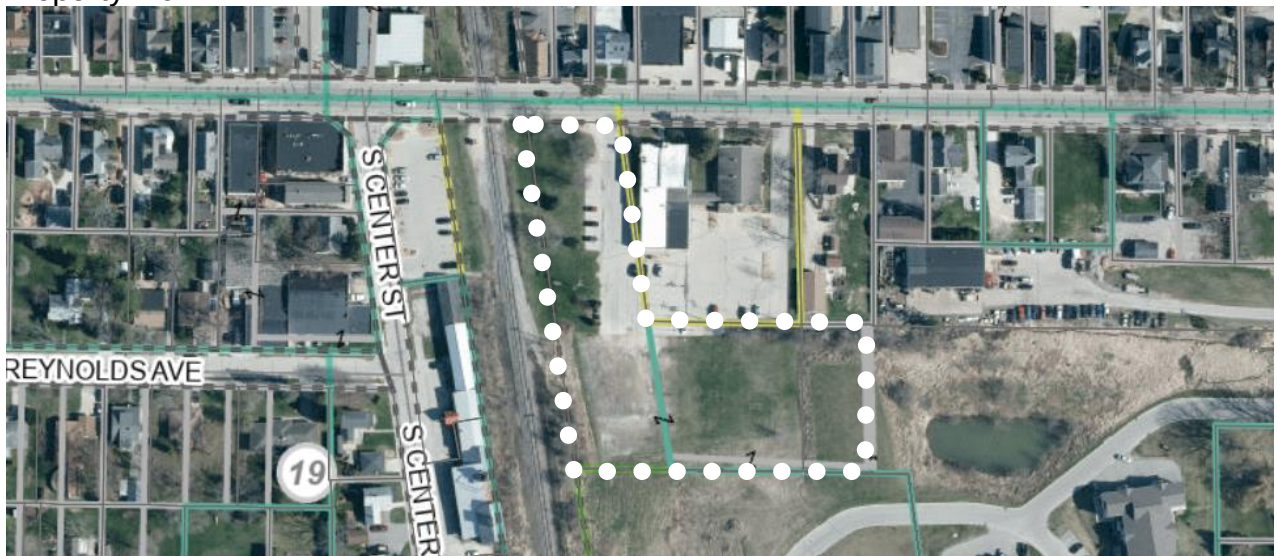
Property #4



Property #5



Property #6



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: _____

Michael E. Schwab – Village President

Attest: _____
Jilline S. Dobratz – Village Clerk

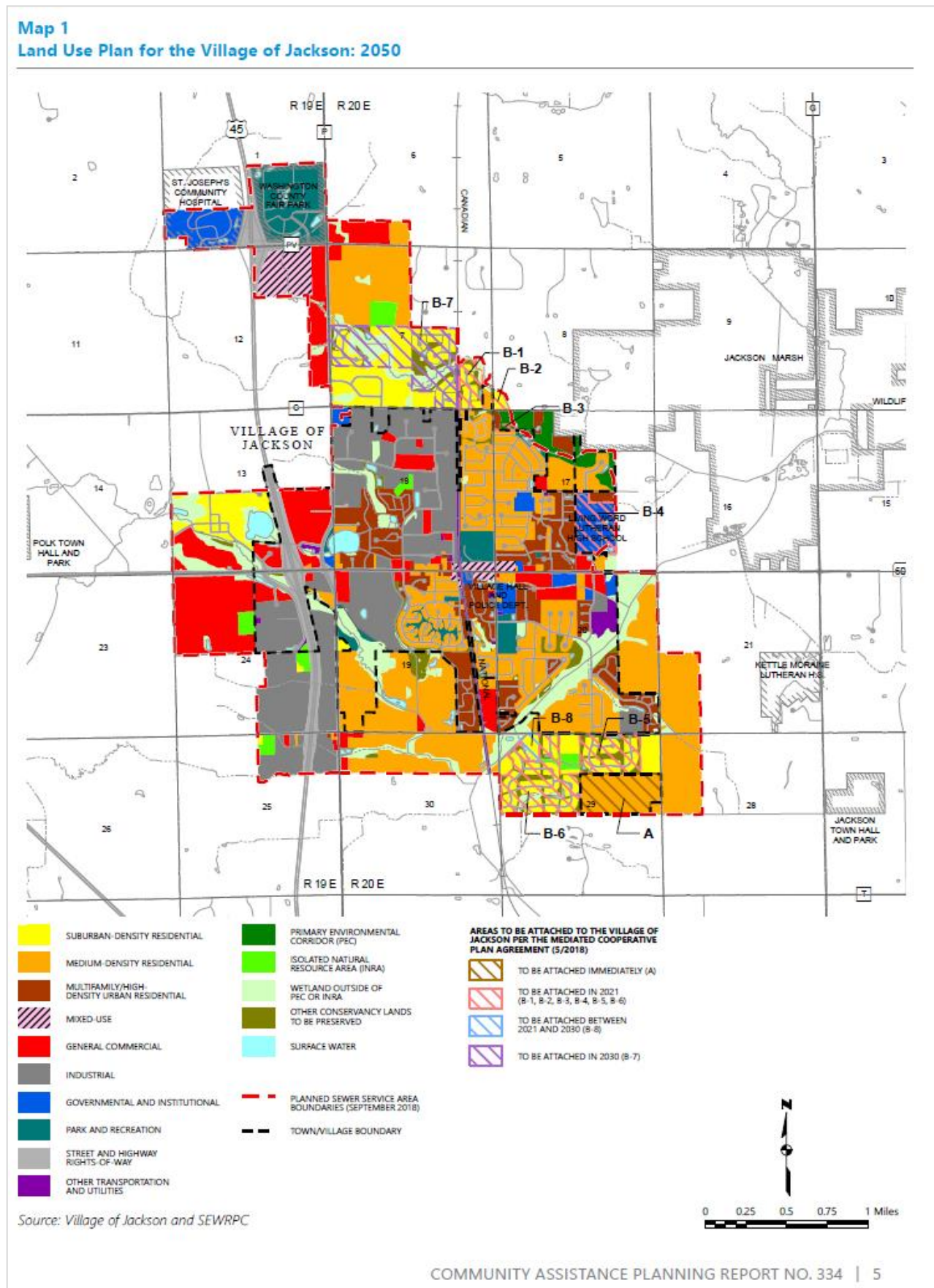
Proof of Posting:

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

Village Official

Date

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RESOLUTION #22-08

RESOLUTION PROCLAIMING ARBOR DAY IN THE VILLAGE OF JACKSON

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

WHEREAS, the Village of Jackson has been recognized as a Tree City USA by the National Arbor Day Foundation, and desires to continue its tree planting practice; and

WHEREAS, trees in our Village can increase property values, enhance the economic vitality of our business areas, and beautify our community; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, the planting of trees can also offer an opportunity to memorialize individuals who have passed;

NOW, THEREFORE, BE IT RESOLVED, I, Michael E. Schwab, President of the Village of Jackson, Washington County, Wisconsin, do hereby proclaim Friday, April 29, 2022, as Arbor Day in the Village of Jackson.

BE IT FURTHER RESOLVED, staff is directed to plant a tree in Jackson Park in the Village of Jackson. I also urge all citizens to plant trees to gladden the hearts and promote the wellbeing of present and future generations.

Introduced by: _____

Seconded by: _____

Vote: ____Ayes ____Nays

Passed and Approved: _____

Michael E. Schwab - Village President

Attest: _____
Jilline S. Dobratz - Village Clerk

Proof of Posting:

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

Village Official

Date

ORDINANCE #22-03

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

WHEREAS, Mark Hauser ("property owner") owns a parcel in the Town of Jackson, commonly referred to as Tax Parcel T7_077600B ("subject property"); and

WHEREAS, the property owner has submitted a petition to the Village Clerk, on or about February 7, 2022, for direct annexation of the subject property by unanimous approval; and

WHEREAS, the Village of Jackson Plan Commission considered the property owner's annexation petition at its meeting on February 24, 2022, and has, consistent with Wis. Stats. §66.0217(8)(a), recommended the subject property be temporarily classified as Single-Family Residential (R-1) District; and

WHEREAS, on March 7, 2022, the Wisconsin Department of Administration found the annexation to be in the public interest as stated in issued MBR #14485; and

WHEREAS, the Village of Jackson Village Board considered the matter at its meeting on April 12, 2022; 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:

THAT PART OF THE NORTHWEST 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30, TOWNSHIP 10 NORTH, RANGE 20 EAST, TOWN OF JACKSON, WASHINGTON COUNTY, STATE OF WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 30 THENCE S 89°14'43" E, ALONG THE NORTH LINE OF SAID NW FRACTIONAL 1/4, 559.13 FEET TO THE POINT OF BEGINNING OF LANDS HEREIN DESCRIBED; THENCE CONTINUING S 89°14'43" E, ALONG SAID NORTH LINE OF THE NW FRACTIONAL 1/4, 638.33 FEET; THENCE S 01°09'39" E, PARALLEL WITH THE EAST LINE OF THE NW 1/4, OF SAID NW FRACTIONAL 1/4, 257.50 FEET; THENCE N 89°14'43" W, PARALLEL WITH SAID NORTH

LINE OF THE NW FRACTIONAL 1/4, 646.94 FEET; THENCE N 00°45'17" E, AT RIGHT ANGLES, 257.36 FEET TO THE POINT OF BEGINNING.

CONTAINING 165,388 SQUARE FEET (3.797 ACRES) MORE OR LESS.

A scale 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.

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, R-1 Single-Family Residential 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 a 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 13 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 2021 (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. The 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 April 2022, 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:_____

Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village Clerk

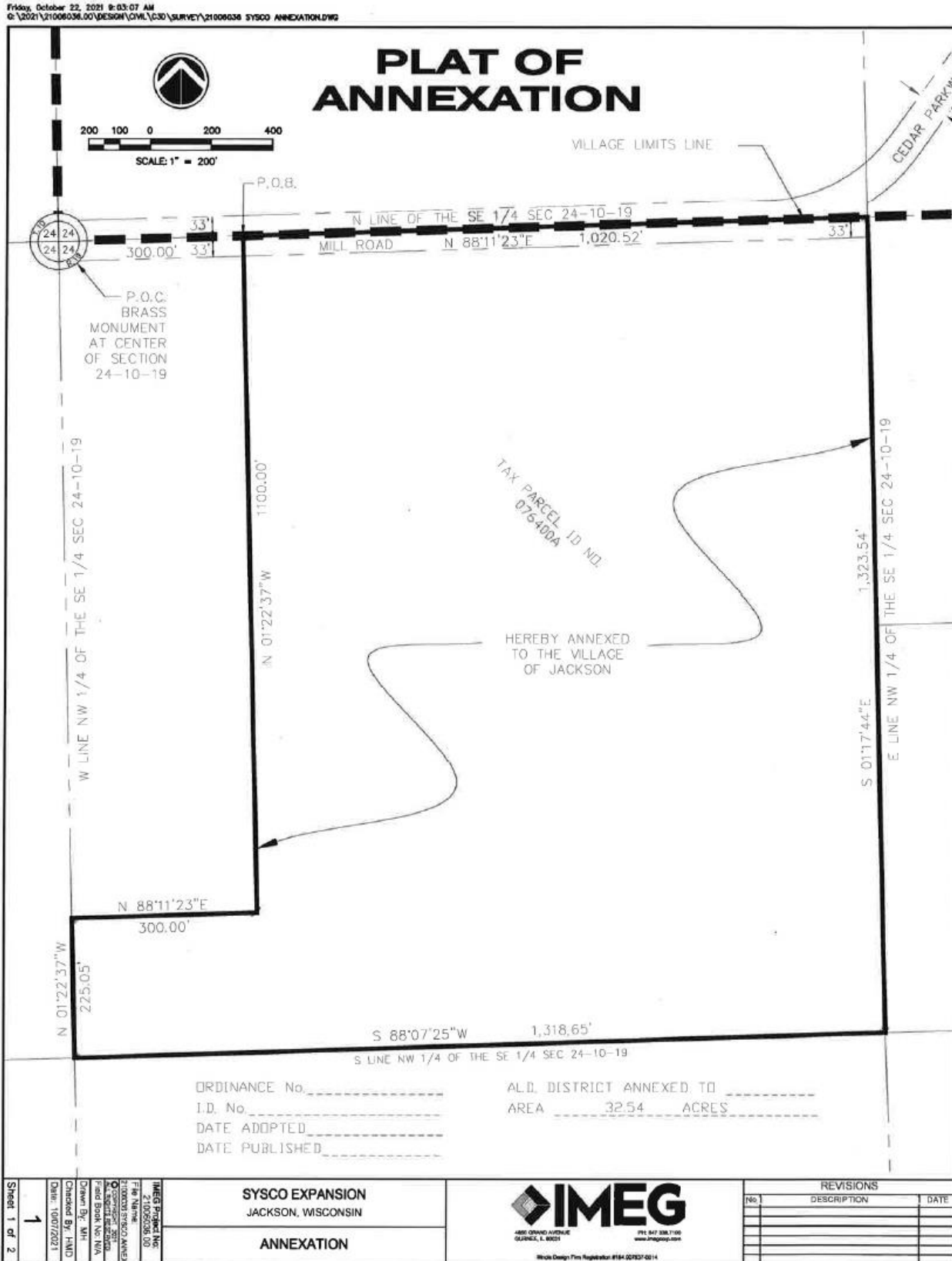
Proof of Posting:

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.



DRAFT MINUTES

Village Board Meeting

Tuesday, March 8, 2022 at 7:30 p.m.

Jackson Municipal Complex

Village Board Room

N168W19851 Main Street

Jackson, WI 53037

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:30 p.m.

Members Present: Trustees Emmrich, Engelhardt, Heckendorf, Kruepke, Matter, and Wells.

Staff Present: Director of Public Works/Village Engineer Brian Kober, Fire Chief Aaron

Swaney, Parks & Recreation Director Kelly Valentino, Police Chief Vossekui and Village Clerk Jilline Dobratz.

Also Present: Robert Whitaker of McMahon Associates Inc.

2. Pledge of Allegiance

Pres. Schwab led the assembly in the Pledge of Allegiance.

3. Any Village Citizen Comment on an Agenda Item

None.

4. Public Hearing – Planned Unit Development Amendment – Sign – Poblocki Sign Co. for Bielinski Homes, Inc. – Laurel Springs Villas Subdivision

Pres. Schwab opened the Public Hearing. Susan Beck, 3109 Mill Road, inquired on the location. Pres. Schwab stated it is at the northwest corner of Cedar Creek Road and Jackson Drive. Pres. Schwab closed the Public Hearing.

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Planned Unit Development Amendment – Sign – Poblocki Sign Co. for Bielinski Homes, Inc. – Laurel Springs Villas Subdivision subject to proper location of the sign and permitting.

Vote: 7 ayes, 0 nays. Motion carried.

5. Public Hearing – Planned Unit Development Amendment – Sysco, W223N16501 Cedar Parkway – Public Hearing Only

Pres. Schwab opened the Public Hearing.

Bob Anderson, 3109 Mill Road, spoke on his property value, two proposed berms, lighting, noise of trailers and sound proofing.

Mark Hauser, 3010 Mill Road, objects to vacating Mill Road, stated Sysco delivery trucks constantly blocked Cedar Parkway, and requested “no parking” signs be installed along Cedar Parkway.

Susan Beck, 3109 Mill Road, raised concerns about trucks turning around if Mill Road is discontinued.

Pres. Schwab closed the Public Hearing.

6. Ordinance #22-03 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T7_077600B – Mark Hauser (1st Reading)

Motion by Tr. Heckendorf, second by Tr. Kruepke, to introduce Ordinance #22-03 – To Annex Territory to the Village of Jackson Identified by Tax Parcel T7_077600B – Mark Hauser (1st Reading).

Vote: 7 ayes, 0 nays. Motion carried.

7. Approval of Minutes for the Village Board Meeting of February 8, 2022 and Special Village Board Meeting of February 24, 2022

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve the minutes for the Village Board Meeting of February 8, 2022 and Special Village Board Meeting of February 24, 2022

Vote: 7 ayes, 0 nays. Motion carried.

8. Approval of Licenses

- Operator's Licenses:
 - East Side Mart, Main Street Mart & The Village Mart: Ryan Adair
 - Walgreens #11676: Chan Phuong Duong, Bette Feistel, Arlene Gonzales, Christina Gutjahr, Heather Karleigh, Caitlyn Perez
- Tattoo/Piercing Establishment License (2021-2022): Bright Beauty Spa LLC
- Tattoo/Piercing Operator License (2021-2022): Ashley Novak

Motion by Tr. Wells, second by Tr. Emmrich, to approve the licenses as listed.

Vote: 6 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

9. Budget & Finance Committee

• **Pay Request #23 – Municipal Complex Building**

Motion by Pres. Schwab, second by Tr. Wells, to approve payment for Pay Request #23 – Municipal Complex Building in the amount of \$388,603.01.

Tr. Engelhardt inquired if the HVAC issues have been resolved. Director Kober stated no, they are working on changes to be made. Retainage is being held.

Vote: 7 ayes, 0 nays. Motion carried.

• **Contract for Fire and EMS Organizational Review and Future Needs Analysis – Public Administration Associates**

Motion by Pres. Schwab, second by Tr. Wells, to approve the Contract for Fire and EMS Organizational Review and future needs analysis – Public Administration Associates in the amount of \$30,500.00.

Tr. Engelhardt inquired if Police & Fire Impact Fees could be used. Discussion ensued on a Village wide staffing study and waiting to do them together for potential savings. Robert Whitaker of McMahon Associates Inc. gave information on cost savings.

Vote: 4 ayes, 2 nays (Tr. Kruepke and Engelhardt) 1 abstain (Tr. Heckendorf). Motion carried.

• **Contract for Engineering Services – Jackson Park Tennis Court Reconstruction**

Motion by Tr. Engelhardt, second by Tr. Emmrich, to approve the Contract for Engineering Services – Jackson Park Tennis Court Reconstruction to Cedar Corp. Engineering Services in an amount not to exceed \$20,000.00.

President Schwab requested information from Staff regarding why Cedar Corporation was selected to oversee the engineering and bidding process for the project.

Vote: 6 ayes, 1 nays (Pres. Schwab). Motion carried.

- **Contract for Engineering Services – STH 60 (Main Street) Utility Reconstruction Project**

Motion by Pres. Schwab, second by Tr. Kruepke, to approve the Contract for Engineering Services – STH 60 Utility Reconstruction Project to Gremmer and Associates in an amount not to exceed \$53,960.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Contract for Engineering Services – CTH P Utility Project**

Motion by Pres. Schwab, second by Tr. Engelhardt, to approve the Contract for Engineering Services – CTH P Utility Project to Gremmer and Associates in an amount not to exceed \$24,983.00.

Vote: 7 ayes, 0 nays. Motion carried.

- **Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving**

Motion by Pres. Schwab, second by Tr. Wells, to approve Pay Request #4 – Coffee Connection Trail Project – Poblocki Paving in the amount of \$14,256.47.

Vote: 7 ayes, 0 nays. Motion carried

10. Plan Commission

- **Resolution #22-02 – Amendments to the Village of Jackson Adopted 2050 Comprehensive Plan: Map 1 Future Land Use Plan 2050**

Motion by Pres. Schwab, second by Tr. Emmrich, to approve Resolution #22-02 – Amendments to the Village of Jackson Adopted 2050 Comprehensive Plan: Map 1 Future Land Use Plan 2050.

Vote: 7 ayes, 0 nays. Motion carried.

11. Board of Public Works

- **Resolution #22-03 – Accepting Sanitary and Water System – Laurel Springs Villas**

Motion by Tr. Emmrich, second by Tr. Heckendorf, to approve Resolution #22-03 – Accepting Sanitary and Water System – Laurel Springs Villas.

Vote: 7 ayes, 0 nays. Motion carried.

- **Resolution #22-04 – Accepting the Agreement for the Treatment of Sanitary Sewage Associated with Kerry Inc.**

Motion by Tr. Heckendorf, second by Tr. Emmrich, to approve Resolution #22-04 – Accepting the Agreement for the treatment of Sanitary Sewage Associated with Kerry Inc.

Vote: 7 ayes, 0 nays. Motion carried.

12. Parks & Recreation Commission

- **Rental Form Policy Revisions – Park Rentals and JCC Rentals**

Motion by Tr. Engelhardt, second by Tr. Wells, to approve Rental Form Policy Revisions – Park Rentals and JCC Rentals.

Vote: 7 ayes, 0 nays. Motion carried.

- **Authorization for Staff to RFP for Concept Plan of Lake Hasmer Park Area**

Motion by Tr. Wells, second by Pres. Schwab, to authorize Staff to create an RFP for the creation of a Concept Plan of Lake Hasmer Park Area.
Vote: 7 ayes, 0 nays. Motion carried.

13. Village Municipal Complex – Update – Cedar Corp

Director Kober stated the meeting tomorrow will include updates for facility completion and warranties.

14. West Bend School District Report

Tr. Wells stated the election for School Board members is on April 5th. Summer school registration is open. The earliest a referendum for a Jackson Elementary school will be in November 2024.

15. Greater Jackson Business Alliance Report

Tr. Matter stated the membership meeting is next week. A new scholarship will be added this year for a total of five (5) scholarships. GJBA is researching how to go about setting up an Ambassador program.

16. Mid-Moraine Municipal Association Report

Tr. Wells reported the next meeting is tomorrow at the Municipal Complex at 7:00 p.m. with two speakers on the topic of Tax Increment Districts. The dinner meeting is at the Municipal Complex on March 23rd.

17. Citizens to Address the Village Board

None.

18. Adjourn

Motion by Pres. Schwab, second by Tr. Emmrich, to adjourn.
Vote: 7 ayes, 0 nays. Meeting was adjourned at 8:27 p.m.

Respectfully submitted:

Jilline Dobratz, *CMC/WCPC*
Village Clerk

2022 AIJ

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ N/CApplication Date: March 14, 2022☐ Town ☒ Village ☐ City of JacksonCounty of Washington

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.at the premises described below during a special event beginning June 10, 2022 and ending June 11, 2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.**1. Organization** (check appropriate box) →☐ Bona fide Club☐ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association or Agricultural Society☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.(a) Name Jackson Festivals, Inc.(b) Address 1165 W2030 Hickory Lane, Jackson, WI 53037
(Street) ☐ Town ☒ Village ☐ City(c) Date organized 1947, (formerly Jackson Park, Inc.)(d) If corporation, give date of incorporation N/A(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Scott Mittelsteadt 1161 W19031 Oakland, JacksonVice President Javis Sierra 1845 Sherman Rd., JacksonSecretary Shelly Baertlein 4311 Cherokee Trail, HubertusTreasurer Brian Heckendorf 1197 W17114 Stonewall Dr., Jackson(g) Name and address of manager or person in charge of affair: Scott Mittelsteadt
1161 W19031 Oakland, Jackson**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**(a) Street number Jackson Park W204 W1901 Jackson Dr. 53037

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Mainly Kitchen & Shelters (Full Park)

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event(a) List name of the event Action In Jackson - Community Festival(b) Dates of event Friday, June 10 + Saturday, June 11, 2022**DECLARATION**

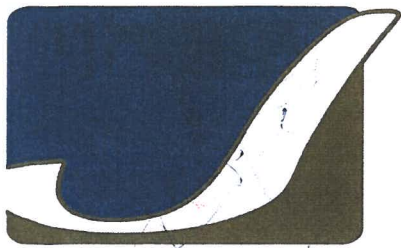
An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

(Signature) [Signature] 3/14/22(Name of Organization) Jackson Festivals, Inc.Date Filed with Clerk March 16, 2022Date Reported to Council or Board April 12, 2022

Date Granted by Council _____

License No. _____



VILLAGE OF
JACKSON

2022 AIJ
Village of Jackson
N168 W19851 Main Street, P.O. Box 637
Jackson, WI 53037-0637
(262) 677-9001 x 213/jilline.dobratz@villageofjackson.com
Entertainment License Application
License (Annual) \$150.00 / Per Event \$25.00

N/C
500-00-
55310-
220-000
KV

I hereby apply for an Entertainment license for one year, starting **January 1, 22** to **December 31, 22** inclusive (unless sooner revoked) subject to the limitations imposed by Chapter 10 of the Village of Jackson Code, and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances, and regulations (federal, state, local) affecting a license granted to me. Incomplete applications will not be considered.

1. Applicant's Name Kelly A Valentino
First Initial Last
2. Date of Birth 8/6/68 3. Driver's License Number on file
4. Business Legal Name: Jackson Park Festivals, Inc. Phone: (262) 677-9065
5. Business Address: N165 W20330 Hickory Ln Jackson 53037
Street City Zip Code
6. Business Mailing Address If Different Than Above: same
7. Business E-Mail Address: Kelly.Valentino@VillageofJacksonwi.gov
8. Business Contact Name: same as above Date of Birth: _____ Phone: _____
9. Explain how the license will be used: Action In Jackson (Jackson Park)
Community Festival

10. Attach a copy of your Commercial Insurance Policy listing policy coverage and effective date.

My signature certifies that all my responses are true to the best of my knowledge. I also authorize the Jackson Police Department to obtain criminal history and driver record data pertaining to me from any federal, state, and/or local agency deemed necessary by the department. This release is executed as part of my application, and it is understood that any information collected shall be used only in consideration of my application. If approved, my license will be issued and mailed within seven days of board approval.

Signature of Applicant

Date

Police Chief's Recommendation:

[☒] Approve

[☐] Approve with Conditions- See attached

[☐] Deny- See attached

Ryan Vossekul, Chief of Police

Date

Payment _____ Date Received 3-16-2022 Receipt # _____ CC: Police Dept 3-16-2022

Licenses: April 12, 2022 Village Board Meeting

Name	Establishment	Police Chief Recommendation
ENTERTAINMENT LICENSE		
Kelly Valentino	Jackson Festivals, Inc., Action in Jackson	Approval
OPERATOR'S LICENSES		
Lisa Keller	East Side Mart, Main Street Mart & The Village Mart	Approval
Maureen Ott	East Side Mart, Main Street Mart & The Village Mart	Approval
Karina Salgado	East Side Mart, Main Street Mart & The Village Mart	Approval
Jeannine Waterson	East Side Mart, Main Street Mart & The Village Mart	Approval

**WISCONSIN DEPARTMENT OF JUSTICE
Coronavirus Emergency Supplemental Funding
State, County, Local & Tribal Law Enforcement Agencies 2020
Grant Summary Sheet**

Grantee or Unit of Government: **Village of Jackson**

Project Name: **Jackson PD Touchpoint/COVID 19 Wellness Grant**

Address: **Jackson Police Department, N168 W19851 Main Street, Jackson, Wisconsin, 53037**

Project Director: **Justin Brinks**

Phone number: **262-677-4949**

Signing Official: **Michael Schwab, Village President, Village of Jackson, N168 W20733 Main Street, Jackson, Wisconsin 53037**

Amount of Federal Award: **\$24,750**

Amount of Match:

Amount of Total Award: **\$24,750**

SUMMARY OF GRANT:

The purpose of this project is to upgrade current technology within the police department and squad cars in order to reduce common touchpoints and allow for increased social distancing in order to help protect against COVID-19 and currently known and future variants as well as allow for office staff and administrators to work remotely should the circumstances require it in the future due to COVID-19 or its variants. Additionally, we would use a portion of the allotted funds to provide officers individual wellness sessions with a counselor in order to provide mental health support for increased stress from working as a police officer during the COVID-19 pandemic.

Name of Program Manager: **Shannon Ladwig**

Phone number: **608-977-1491**

Name of Grant Specialist: **Jannifer Ayers**

Phone number: **608-267-2115**



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

Room 114, East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857
(608) 266-1221
TTY 1-800-947-3529

March 15, 2022

Justin Brinks, Sergeant
Jackson Police Department
N168 W19851 Main Street
Jackson, WI 53037

Re: Jackson PD Touchpoint/COVID 19 Wellness Grant
DOJ Grant Number: 2020-CV-01-17191

Dear Sgt. Brinks:

The Wisconsin Department of Justice, Division of Law Enforcement Services has approved a grant award to the Village of Jackson in the amount of \$24,750. These funds are from the Coronavirus Emergency Supplemental Funding Grant Program available through the US Department of Justice. This grant supports the Village of Jackson's "Touchpoint/COVID 19 Wellness Grant Project."

To accept this award, please have the authorized official sign the Signatory Page, Certified Assurances and Debarment Forms in addition to initialing the bottom right corner of Attachments A and B, if enclosed. The project director should sign the acknowledgement notice. One of the two award packets enclosed should be returned to the Wisconsin Department of Justice within 30 days. The other should be maintained for your records. Funds cannot be released until all signed documents are received and any special conditions are met.

As project director, you will be responsible for all reporting requirements outlined in the grant award and ensuring that funds are administered according to the approved application materials and certifications. Please refer to the FAQ sheet enclosed for contact information and grant guidelines. We look forward to a collaborative working relationship with you.

Sincerely,


Joshua L. Kaul
Attorney General

JLK:JLA
Enclosures



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

Room 114, East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857
(608) 266-1221
TTY 1-800-947-3529

CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING GRANT PROGRAM
Jackson PD Touchpoint/COVID 19 Wellness Grant
2020-CV-01-17191

The Wisconsin Department of Justice (DOJ), hereby awards to the **Village of Jackson**, (hereinafter referred to as the **Grantee**), the amount of **\$24,750** for programs or projects as authorized by Division B of H.R. 748, Pub. L. No. 116136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

This grant may be used until **12/31/2022** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Grantee shall administer the programs or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Wisconsin Department of Justice. The submitted application is hereby incorporated as reference into this award.

This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and/or B) when the Grantee signs and returns one copy of this grant award to the Wisconsin Department of Justice.

BY:

JOSHUA L. KAUL
Attorney General

Wisconsin Department of Justice

03/15/22

Date

The (Grantee), **Village of Jackson**, hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

GRANTEE: **Village of Jackson**

BY:

NAME: **Michael Schwab**

TITLE: **Village President**

Date

Completion of this signed grant award within 30 days of the date of the award is required to release federal funds.

WISCONSIN DEPARTMENT OF JUSTICE
ATTACHMENT A

Grantee: **Village of Jackson**

Project Title: **Jackson PD Touchpoint/COVID 19 Wellness Grant** CFDA# 16.034

Grant Period: From **4/1/2022** To **12/31/2022**

Grant Number: **2020-CV-01-17191** Program Area: **1**

APPROVED BUDGET

See your Egrants Application for Details

	<u>Federal</u>
Personnel	
Employee Benefits	
Travel (Including Training)	
Equipment	
Supplies & Operating Expenses	\$21,150
Consultants	\$3,600
Other	
TOTAL APPROVED BUDGET	\$24,750

Award General Conditions:

1. Award funds will be used to supplement, not supplant, planned or allocated funds.
2. To be allowable under a grant program, all funds (federal and cash match) must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 60 days of the grant period ending date.
3. Budget changes in excess of 10% of the approved line item amount and any increases for personnel compensation not included in the approved budget require approval from DOJ. **All changes to the contractual category require prior DOJ approval.**
4. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.
5. Grant funds will be paid to the grantee on a reimbursement basis.
6. Any changes in personnel involved with the grant including the project director, financial officer and/or signatory needs to be reported in a modification to DOJ via Egrants.
7. Fees for independent consultants may not exceed the federal rate of \$650 per eight-hour day, unless prior approval is received from DOJ.
8. All income generated as a direct result of an agency funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and expended as soon as possible. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income. All program income must be reported to DOJ.
9. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
10. Recipient fully understands that DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
11. The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
12. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING GRANT PROGRAM
ACKNOWLEDGEMENT NOTICE**

Grantee: Village of Jackson Date March 2022
Grant No. 2020-CV-01-17191
Project Title: Jackson PD Touchpoint/COVID 19 Wellness Grant

The following reporting requirements apply to your grant award

☐ **QUARTERLY PERFORMANCE MEASURE REPORTS** must be submitted on a scheduled basis and **must be completed in the federal web-based Performance Measurement Tool (PMT)**. Additional information on this system and instructions will be provided by DOJ. Performance Measure reports on the status of your project are due in the PMT on:

☒ **PROGRESS REPORTS** must be submitted on a scheduled basis and **should be completed in Egrants**. Narrative reports on the status of your project are due to DOJ on:

07/12/22

10/12/22

01/12/23 FINAL

☒ **FINANCIAL REPORTS** must be submitted on a scheduled basis and should be completed and certified in Egrants. Supporting documentation should be attached to the Fiscal Report in Egrants and are due to DOJ on:

07/12/22

10/12/22

01/30/23 FINAL

NOTE: Reports due 04/12 includes January, February and March program activity.
Reports due 07/12 includes April, May and June program activity.
Reports due 10/12 includes July, August and September program activity.
Reports due 01/12 includes October, November and December program activity.

☒ **EEOP CERTIFICATION FORM** The Office of Justice Programs requires that all subgrantees complete the online Equal Employment Opportunity (EEO) Program Reporting Tool to meet the related civil rights reporting requirements. The EEO Program Reporting Tool can be accessed at
https://ocr-eeop.ncjrs.gov/layouts/15/eeopLogin2/customLogin.aspx?ReturnUrl=%2f_layouts%2f15%2fAuthenticate.aspx%3fSource%3d%252F&Source=%2F

A copy of the completed Certification Form must be returned with this signed grant award.

☒ **OTHER:** Complete and return Certified Assurances and Lobbying/Debarment Forms, enclosed

ACKNOWLEDGEMENT

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions which were previously provided in the Instructions for Filing and Application. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

Date

Justin Brinks

, Project Director

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction", as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

As the duly authorized Chief Executive of the applicant, I hereby certify that the applicant will comply with the above certifications.

Jackson Police Department, N168 W19851 Main Street, Jackson, Wisconsin, 53037

Grantee Name and Address

Jackson PD Touchpoint/COVID 19 Wellness Grant

Project Name

Michael Schwab, Village President

Name and Title of Chief Executive

Signature of Chief Executive (Co. Board Chair, Co. Executive, Mayor)

Date

**CERTIFIED ASSURANCES AND SPECIAL CONDITIONS
CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING GRANT**

FEDERAL CERTIFIED STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

FEDERAL AWARD SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must—

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both—

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper

E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email EVerify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "highrisk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient—

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—

a. it represents that—

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include

the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESFprogram-specific-condition>, that is incorporated by reference here.

33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

4. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

35. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

36. Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

37. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.

38. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bjagov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

39. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

40. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).

41. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

42. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any nongovernmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

43. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

44. Missing Attachment: Disclosure of lobbying

The recipient must complete a Disclosure of Lobbying Activities (SF-LLL) form, and submit it to the grant manager for this award. Award closeout will not be possible until OJP has issued a Grant Adjustment Notice to remove this special condition.

45. "Methods of Administration" - monitoring compliance with civil rights laws and nondiscrimination provisions

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with applicable federal civil rights laws and nondiscrimination provisions. Within 90 days of the date of award acceptance, the recipient must submit to OJP's Office for Civil Rights (at CivilRightsMOA@usdoj.gov) written Methods of Administration ("MOA") for subrecipient monitoring with respect to civil rights requirements. In addition, upon request by OJP (or by another authorized federal agency), the recipient must make associated documentation available for review.

The details of the recipient's obligations related to Methods of Administration are posted on the OJP web site at <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm> (Award condition: "Methods of Administration" - Requirements applicable to States (FY 2017 Update)), and are incorporated by reference here.

46. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

CERTIFICATION

Head Agency's Chief Executive: I certify that applicant will comply with the above certified assurances and award special conditions.

Signature of Chief Executive (Co. Board Chair, Co. Executive,
Mayor)

Michael Schwab, Village President

Typed Name/Title

Date

Telephone Number

Memo

To: Jen Keller, Village Administrator
From: Brian W. Kober, P. E., Director of Public Works
Subject: Municipal Complex Building – Water Fountain & Emergency Power
Date: March 31, 2022
CC: Village Board

We have been investigating options for the installation of a water fountain in the Municipal Complex lobby, and the need for more electrical circuits to be placed on emergency standby power. The following are the two options in detail:

- 1) **Lobby Drinking Fountain:** The Village of Jackson had requested Cedar Corp to investigate a design and cost for the installation of a drinking fountain in the lobby. A location was selected, and the contractor (Mike Koenig Construction Co. Inc) provided a cost for installation. The location is on the wall between the women's bathroom and Fire Department entrance. **Cost per current plan is \$14,273.00.** Due to the time frame of the installation, the installation would be done outside of the building contract. All warranties would still be applied for the project.
- 2) **Electrical Fixtures and Optional Standby:** During occupancy of the building, you and your staff have encountered a few power outages which caused the Administration Department to stop functioning (computers) until power was restored. Areas and equipment were reviewed for connection to standby power. After discussion, the **cost per current plan is \$16,720.00.** Due to the time frame of the installation, the installation would be done outside of the building contract. All warranties would still be applied for the project.

If you have any questions, please let me know.

Brian W. Kober, P.E.

Brian Kober

From: Doug Kroes <doug.kroes@cedarcorp.com>
Sent: Wednesday, March 23, 2022 2:59 PM
To: Brian Kober
Cc: Kristopher Dressler; Cory Scheidler; Jen Keller
Subject: FW: Jackson Municipal Complex: 3/22/22 Cost Proposals - Drinking Fountain & Additions to OS Circuits
Attachments: Jackson PCO#87 Drinking Fountains.pdf; Jackson PCO#88 Electrical Fixtures and Optional Standby.pdf; 020922 Proposed Additions Coord Mtg - OS Circuits & Water Fountain MINS Jackson Municipal Complex B-20.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Brian:

Attached are the cost proposals from the Contractor related to the proposed drinking fountain and additions of existing electrical fixtures to the Optional Standby (OS) power circuits. In comparing the proposed costs to our cost estimates, the Contractor's cost proposals appear to be reasonable as provided below:

	Drinking Fountain	
	A/E Cost Estimate	Contractor Cost Proposal
Electical& Plumbing Labor & Materials:	\$ 12,500.00	\$ 12,975.00
GC Mark-up:	\$ 1,298.00	\$ 1,298.00
	\$ 13,798.00	\$ 14,273.00

	Connect Existing Electrical Fixtures to OS Circuits	
	A/E Cost Estimate	Contractor Cost Proposal
Electical& Plumbing Labor & Materials:	\$ 12,900.00	\$ 13,200.00
Finish/Repair Allowance:	\$ 2,000.00	\$ 2,000.00
GC Mark-up:	\$ 1,520.00	\$ 1,520.00
	\$ 16,420.00	\$ 16,720.00

With the Contractor's submittal, the Contractor stated that they would prefer to perform this work outside of the Municipal Complex contract. In a subsequent discussion with the Contractor, the Contractor's concern is that the variables associated with performing this work, i.e.: Time required to have the Work/Change Order approved, Time for materials delivery and scheduling the work, that the proposed work would exceed the completion of the current contract work thus prolonging project close-out and final payment. The Contractor further stated that they would provide a warranty for this work comparable to the Municipal Complex warranty.

For your reference, I have also attached the related coordination meeting minutes of 2/9/22 which includes the proposed work items as considered by staff.

Please review this information and please let us know how you would like to proceed.

Thank you,



March 22, 2022

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

Drinking Fountain

Mike Koenig Construction Co. Inc. proposes to provide labor materials and equipment for a drinking fountain per the following specifications.

- Remove drywall as needed for access to the work
- (3) Holes cored through spancrete wall (drain, vent and water lines).
- Copper water line with fiberglass insulation.
- Provide an Elkay bi-level drinking fountain with bottle filler.
- Provide (1) 20A/1PGFI breaker and feed outlet from panel B3
- Patch Drywall and paint
- Temp protection and cleaning
- NO tile demo or patching included

Labor and Material: \$ 12,975.00

Mark-up: \$ 1,298.00

NET SUM OF: \$ 14,273.00

Please sign below to indicate your approval.

Owner Signature

Date

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager



March 22, 2022

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

Electrical Fixtures and Optional Standby

Mike Koenig Construction Co. Inc. proposes to provide labor materials and equipment to complete the requested electrical revisions per the following specifications.

- Add lighting in the administration offices 1C10, 1C11, 1C12, 1C13
- Add receptacle in Board Room 1C05 to TV circuit in Lobby
- Add Receptacles in 1C08, 1C10, 1C11, 1C12, 1C13
- Add IT cabinet in 2D19
- Additional Emergency Lighting – Shower & Toilet Rooms
 - Rooms 1A06 and 1B23 combined
 - Rooms 1C16 and 1C17 combined
 - Rooms 1A11 and 1A12 combined
- Police Dept. Sliding Doors to Squad Garage
- For the sliding door in 1A08 we would extend the refrigerator circuit in the break room 1B09 to the sliding door
- Finish repair allowance \$2,000.00

Labor and Material: \$ 15,200.00
Mark-up: \$ 1,520.00
NET SUM OF: \$ 16,720.00

Please sign below to indicate your approval.

Owner Signature

Date

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

Coordination Meeting – Proposed Additions: OS Electrical Circuits & Water Fountain MINUTES

**Village of Jackson
MUNICIPAL COMPLEX – CONTRACT B-20
PN J5789-0002**

Date: February 9, 2022, 2:00PM

A. Attendance:

Company	Representative
<i>Village of Jackson</i>	<i>Jen Keller</i>
<i>Village of Jackson</i>	<i>Brian Kober</i>
<i>Jackson Fire Department</i>	<i>Aaron Swaney</i>
<i>*Cedar Corporation</i>	<i>Kris Dressler</i>
<i>Cedar Corporation</i>	<i>Doug Kroes</i>
<i>Mike Koenig Construction</i>	<i>Jason Kossman</i>
	<i>*Remote Attendance</i>

B. Emergency Standby Power

- 1) Discussion – Proposed Addition of Electrical Fixtures to OS circuits:
 - a) Discussion – Review of Proposed Fixtures & Cost Estimates (See Attachment):
Attendees reviewed each proposed space/item and estimated cost opinion within the attached document and construction plans. It was further discussed that the addition of the receptacle within the IT cabinet within Room 2D19 is not an elective item as it must be on the OS circuit.
 - b) Discussion – Owner’s direction to proceed with additions: *Owner decided to pursue cost proposals from the Contractor related to the items selected within the associated attached document. Owner directed A/E to prepare redlines/information to the Contractor for preparing cost proposals for the selected items*
- 2) Discussion – Proposed Addition of Water Fountain:
 - a) Discussion – Review of Proposed Alternate Locations & Cost Estimates (See Attachment): *Attendees reviewed each proposed locations, Alt. Location A (Board Room) and Alt. Location B (Main Lobby) and cost opinions within the attached document and construction plans.*
 - b) Discussion – Owner’s direction to proceed with addition: *Owner decided to pursue a cost proposal from the Contractor related to only Alt. Location B – Main Lobby. Owner directed A/E to prepare redlines/information to the Contractor for preparing a cost proposal for the selected location.*



C. Additional Items:

1. *None*

Respectfully submitted,
Cedar Corporation

A handwritten signature in blue ink, appearing to read "Douglas Kroes", written over a horizontal line.

Douglas Kroes
Senior Construction Manager
Date Issued: 2/17/22

These minutes will be distributed to all attendees. The information contained in these minutes represents the author's interpretation and understanding of the discussions and decisions that occurred during the meeting. Any clarifications or corrections to these minutes should be submitted in writing to the author within ten calendar days of the issued date of these minutes. No response implies that the information contained herein is agreed to be correct as written.

Date: 2/7/22

Jackson Municipal Complex

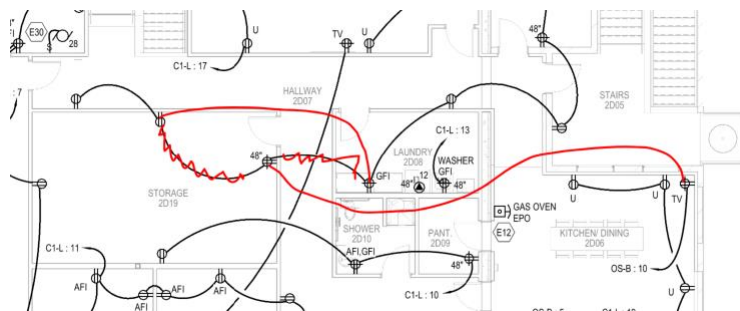
Proposed Transition of Existing Electrical Fixtures to Optional Standby Branch in Lieu of Normal Branch Power

2/9/22 Coordination Meeting Results:

- 1) Items selected by Owner TO PURSUE cost proposals from Contractor.
- ~~2) Items decided by Owner NOT TO PURSUE~~

A/E Opinion of Probable Construction Costs:

- Add lighting in the administration offices 1C10, 1C11, 1C12, 1C13 - \$2000
- Add receptacle in Board Room 1C05 to TV circuit in Lobby - \$1000
- Add Receptacles in 1C08, 1C10, 1C11, 1C12, 1C13 - \$4500
- Add IT cabinet in 2D19 - \$700



Additional Emergency Lighting – Shower & Toilet Rooms (See Attached)

Police Dept. Sliding Doors to Squad Garage

NOTE: For the lighting we would extend from an existing OS lighting circuit adjacent to the fixtures requested to be on the generator.

- Rooms 1A06, ~~1B22~~ and 1B23 combined - \$1,000
- Rooms 1C16 and 1C17 combined - \$1,000
- ~~• Room 1C26 - \$1,000 - N/A per A. Swaney~~
- Rooms 1A11 and 1A12 combined - \$1200.
- ~~• Rooms 1D17, 1D14, 1D15, 1D18, 1D19 combined \$2000 - N/A per A. Swaney~~
- ~~• Room 2D22 - \$1500 - N/A per A. Swaney~~
- For the sliding door in 1A08 we would extend the refrigerator circuit in the break room 1B09 to the sliding door - \$1500

Date: 2/8/22

Jackson Municipal Complex

Proposed Water Fountain Addition

2/9/22 Coordination Meeting Results:

- 1) **Items selected by Owner TO PURSUE cost proposals from Contractor.**
- 2) ~~Items decided by Owner NOT TO PURSUE~~

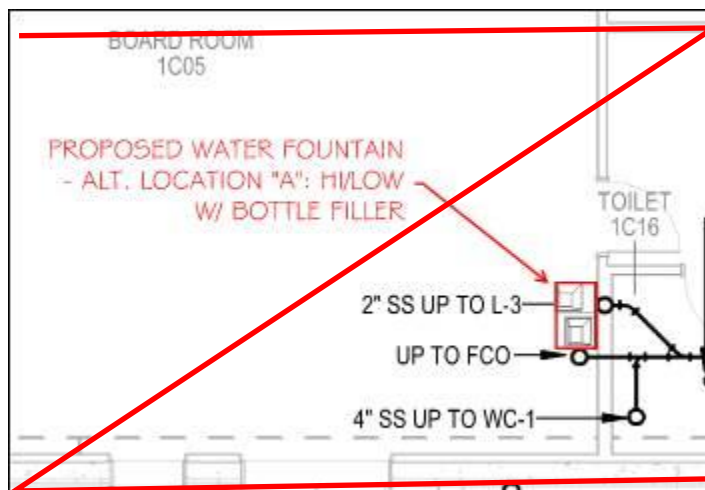
A/E Opinion of Probable Construction Costs:

~~1) ALTERNATE Location A — Board Room Rm 1C05:~~

~~Plumbing — Board Room 1C05, contractor will need to tie into the sanitary and water at L-3 fixture on the other side of the wall for new 2" sanitary and 1/2" cold water connections. These fixtures can share a vent. Estimated cost is **\$3,000** (Fixture cost estimated at \$2,500)~~

~~Electrical — Board Room 1C05 requires a 20A/1PGFI breaker, circuit from panel B3, and receptacles per manufacturer's requirements. — **\$2,000**~~

~~Other — Demolition, repair/replacement/finishing of disturbed areas — **\$400**~~

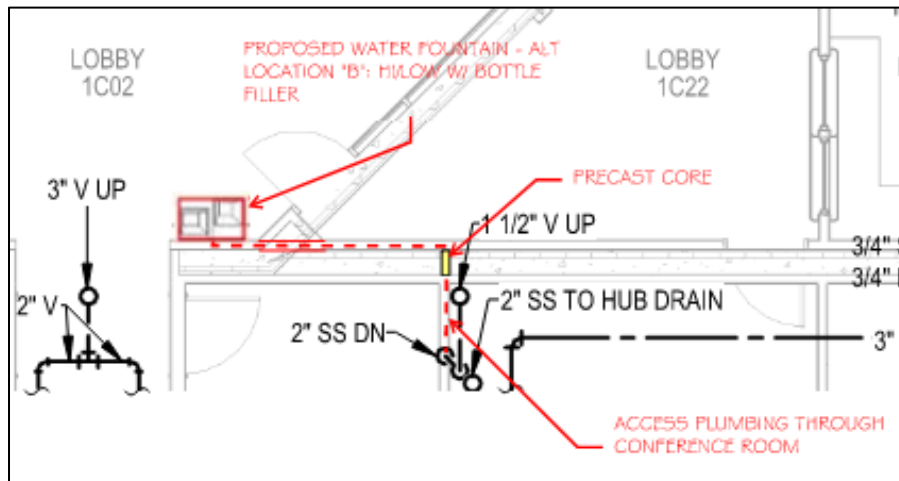


2) ALTERNATE **Location B** – Main Lobby Rm 1C02:

Plumbing - Lobby 1C02, contractor will have access stud walls within Main Lobby east to FD Lobby, core the precast wall at partition wall south to access the existing 2" riser from within Conference Rm 1D03. Contractor would need to route new 1/2" cold water and 1 1/2" waste vent piping above ceiling from the mains in Women's 1D02 to the Lobby 1C02. Estimated cost is **\$6,000** (Fixture cost estimated at \$2,500)

Electrical - Lobby 1C02 requires a 20A/1PGFI breaker, circuit from panel B3, and receptacles per manufacturer's requirements. - **\$2,500**

Other - Demolition, Precast core, Repair/replacement/finishing of disturbed areas - **\$1,500**





Taking the lead in Washington County.

MEMO

TO: Mike Schwab, Village President; Board of Trustees

FROM: Jen Keller, Village Administrator

RE: One-Lot Certified Survey Map, Sysco

DATE: April 8, 2022

On February 24, 2022, the Plan Commission recommended Village Board approval of the submitted CSM based on general and specific conditions. Those terms and conditions have had minor revision made, as well as the addition of specific condition #17 adding the requirement of a Developer's Agreement.

Potential Recommendation:

Recommend approval of the Certified Survey Map based on the general conditions 1-3 and specific conditions 1-17 as listed below.

General Conditions:

1. Staff and governmental approval. Prior to the Village signing the final 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 Administrator, 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, Wis. Stats. and ch. Comm. 85, Wisconsin Administrative Code; and Wisconsin Department of Administration per ch. 236, Wis. Stats.
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 30 days of the billing by the Village, pursuant to Section 66.0627, Wis. Stats. 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.

N168 W19851
Main Street
Jackson, WI 53037
Phone: 262-677-9001
Fax: 262-677-1710

Mailing Address:
P.O. Box 637

www.villageofjacksonwi.gov



Specific Conditions:

1. Prior to recording of the final CSM, the Village Board must approve the annexation petition as requested.
2. Prior to recording of the final CSM, the Village Board must approve the right-of-way vacation of that part of Mill Road/Cedar Parkway.
3. The area of Lot 1 must be stated in square feet and as acres.
4. The parcel currently in the Town is incorrectly referenced as Tax Parcel 076400A. It should be referred to as Tax Parcel T9_076400A. For example, the general location description at the top of all sheets should be revised. In addition, the tax parcel numbers for the adjoining properties must be revised to include the correct prefix ("T9_" and "V3_").
5. The perimeter legal description excludes the land being dedicated for road purposes. Such description must be for the entirety of the two properties being merged. The exterior metes and bounds description on sheet 3 should be verified and the perimeter line revised on sheets 1 and 2.
6. The 66-foot ROW along the east lot line, should instead be shown as an outlot to be deeded to the Village.
7. Prior to recording of the final CSM, the Village attorney must approve the 66-foot Emergency Access Easement as to form.
8. All existing road names must be underscored with a dashed or dotted line.
9. The last line in the surveyor's certificate should refer to Section 236.34, Wis. Stats., rather than Chapter 236.
10. The reference to "State of Illinois" and "Lake County" should be removed from the surveyor's certificate.
11. The subdivider must install survey monuments placed in accordance with the requirements of Chapter 236, Wis. Stats., and as may be required by the Village engineer.
12. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.
13. Upon recording of the Certified Survey Map, the petitioner must record the easement for the emergency access as approved by the Village attorney.
14. Sysco obtains all required approvals for the plant expansion within 9 months of the date the Village Board vacates the right-of-way.
15. Sysco shall construct two cul-de-sacs as indicated in the petitioner's site plan and dedicate such land to the Village for road purposes within 12 months of commencing any land-disturbing activity related to the proposed plant expansion. The Village engineer shall approve the construction plans for the cul-de-sacs prior to the commencement of work and shall conduct periodic inspections during construction of the cul-de-sacs. Within 4 months of completion of the work, Sysco shall submit as-built drawings to the Village engineer for review and obtain the engineer's approval.
16. Sysco shall establish an emergency access agreement between the two cul-de-sacs in a form and location acceptable to the Village.
17. Sysco shall submit a Developers Agreement for approval and a letter of credit to the Village in an amount and in a form acceptable to the Village to ensure the construction of the two cul-de-sacs and any related work.

MEMO**Agenda Item #5**

Date: February 16, 2022

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

From: Tim Schwecke, Consulting Planner

Subject: A One-lot Certified Survey Map (CSM) to merge two parcels abutting Mill Road/Cedar Parkway, currently referred to as parcel V3_0301 and T9_076400A; Sysco Food Services and Sysco Food Services of Eastern Wisconsin LLC, applicant.

Meeting: February 24, 2022 Plan Commission meeting

Description: Sysco owns two parcels and wants to merge them to accommodate their plant expansion.

Staff Comments: (from Brian Kober, P.E.)

- 1) The proposed outfall of the pond on the south property protrudes into the 66 ft right of way. The outfall shall be moved to the west for greater separation.
- 2) The Village needs to review the importance of extending Cedar Parkway south to Sherman Road. If the project should happen now and assess the benefitting properties along the roadway.

Review Procedures: As set forth in the Village's land division regulations (Chapter 38 of the municipal code), the Plan Commission is advisory. The Village Board makes the final decision.

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

Potential Motion:

Recommend to the Village Board the approval of the Certified Survey Map based on the general and specific conditions listed below.

General Conditions:

1. Staff and governmental approval. Prior to the Village signing the final 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, Wis. Stats. and ch. Comm. 85, Wisconsin Administrative Code; and Wisconsin Department of Administration per ch. 236, Wis. Stats.
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 30 days of the billing by the Village, pursuant to Section 66.0627, Wis. Stats. 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.

Specific Conditions:

1. Prior to recording of the final CSM, the Village Board must approve the annexation petition as requested.
2. Prior to recording of the final CSM, the Village Board must approve the right-of-way vacation of that part of Mill Road/Cedar Parkway.
3. The area of Lot 1 must be stated in square feet and as acres.
4. The parcel currently in the Town is incorrectly referenced as Tax Parcel 076400A. It should be referred to as Tax Parcel T9_076400A. For example, the general location description at the top of all sheets should be revised. In addition, the tax parcel numbers for the adjoining properties must be revised to include the correct prefix ("T9_" and "V3_").
5. The perimeter legal description excludes the land being dedicated for road purposes. Such description must be for the entirety of the two properties being merged. The exterior metes and bounds description on sheet 3 should be verified and the perimeter line revised on sheets 1 and 2.
6. The 66-foot ROW along the east lot line, should instead be shown as an easement granted to the Village or as an Outlot. The petitioner shall work with the Village attorney to determine the best designation and provide such supporting documentation that may be needed to effectuate the easement or usage of the Outlot by the Village.
7. Prior to recording of the final CSM, the Village attorney must approve the 66-foot Emergency Access Easement as to form.
8. All existing road names must be underscored with a dashed or dotted line.
9. The last line in the surveyor's certificate should refer to Section 236.34, Wis. Stats., rather than Chapter 236.
10. The reference to "State of Illinois" and "Lake County" should be removed from the surveyor's certificate.
11. The subdivider must install survey monuments placed in accordance with the requirements of Chapter 236, Wis. Stats., and as may be required by the Village engineer.
12. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.
13. Upon recording of the Certified Survey Map, the petitioner must record the easement for the emergency access as approved by the Village attorney.

Attachments:

1. Application materials
2. Certified Survey Map

Sysco Application for
Certified Survey Map
(CSM) Submittal to
Village of Jackson
Planning Commission
February 4, 2022

VILLAGE OF JACKSON PLAN COMMISSION APPLICATION - SUBMITTAL GUIDE

(Meetings are held the fourth Thursday of the month. Applications are DUE the 1st Friday of the month for that month's meeting.)

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u> <i>Refer to number items in shaded column →</i>	<u>TYPE OF INFORMATION DESCRIBED</u> <i>(See reverse side for further instructions)</i>	<u>Paper or Digital Copy Required</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (<i>all pages</i>)	Both
			2) Describe the intended use and operation	Both
CONDITIONAL USE			3) Address labels of adjacent owners to be notified (200' / 500')	Both
- Full Review or Amendment	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	4) Property owner acknowledgement of the request	Both
- *Special Use (to existing CU)	\$50	1,2,4,5,6,7,13	5) Impact Statement	Both
			6) Location Map	Both
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	7) Development Plan / Site Plan	Both
- *Special Use (to existing PUD)	\$50	1,2,3,4,5,6,7,13 (14-22 upon request)	8) Preliminary Plat	Both
			9) Final Plat	Both
REZONING	\$200	1,2,3,4,6,9 or 10 (500' for rezoning) 200' for Cond. Use or PUD Site Plan)	10) Certified Survey Map	Both
			11) Annexation Petition	Both
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	12) Annexation Map	Both
			13) Sketch Plan	Both
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	14) Landscape and Buffer Plan	Both
EXTRA TERRITORIAL PLAT/CSM	\$150	1,2,6,9 / 10		
EXTRA TERRITORIAL PLAT OUTSIDE SANITARY SRVC. AREA	\$50	1,2,6,9 / 10	<u>Engineering Review - Infrastructure</u>	
			15) Grading / Drainage Plan	Both (24x36)
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sanitary Sewer / Storm Sewer Plans	Both (24x36)
			17) Street / Right of Way cross sections	Both (24x36)
FINAL PLAT / Final Plat Reappl.	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan	Both (24x36)
			19) Proposed colors / materials	Both
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement	Both
			21) Annexation Agreement (<i>includes pre-annex agreements</i>)	Both
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) Other -	Both
VARIANCE / APPEAL	\$150	1,2,3,4,6,7		
MAILING LABELS	\$25	For all property addresses within 200 feet For all properties within 500' if rezoning ONLY	Must submit additional fee if not providing labels	Both

***SPECIAL USE PERMITS** are applicable to EXISTING Conditional Use Permits and Planned Unit Developments. The granting of a Special Use Permit shall not change the character of the principal use or conflict with the purpose and intent of the original Conditional Use or Planned Use Development approval. Special Use Permits shall be reviewed for impact on neighboring uses in addition to the neighborhood. Compatibility is a primary consideration.

Examples of special uses include: New or expanded tenant uses including occupancies, minor changes to building facades, minor lighting changes, paint schemes, certain accessory structures, sign replacements of equal or lesser size or other uses or modifications as determined by the Village.

Applications shall be submitted NO LATER than 4:00 PM on the 1st Friday of the month to be considered at that month's meeting.

In some cases, additional copies of a submittal may be required. Only COMPLETE applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month at which a public hearing may be held. A decision on the request could be made at that time.

EXPLANATION OF TYPES OF INFORMATION REQUIRED *(From front page of application form)*

1. **Application Form:** You **MUST SUBMIT both HARD (paper) and DIGITAL (USB Drive) copies of your application.**
2. **Letter of Intent:** What you are requesting in your own words? *(Be brief)*
3. **Mailing/Address Labels:** It is your responsibility to provide the Village with addresses labels of ALL adjacent property owners within a 200-foot radius of the subject property. If mailed notification is required for your application, an incorrect address may cause a delay. *(Additional \$25 is required if Village provides address labels.)*
4. **Proof of Property Ownership:** A copy of a deed, tax notice, title insurance policy (first page), recorded plat, etc.
5. **Impact Statement:** In general, the following points represent most of the topics to be addressed in the impact statement. Specific points will be designated at the pre-submittal conference by staff.
 - A. General hours of operation.
 - B. Unusual conditions which warrant special attention (hazardous materials storage, fire hazards, odors, noise generation, etc).
 - C. Vehicle trip generation (trips per day per unit x number of units).
 - D. Estimated numbers of vehicles and/or equipment, materials, to be parked and/or stored on site.
 - E. Proposed sign(s) advertising business, directional signage, dwelling unit rental, etc.
 - F. Proposed dates of construction and completion.
 - G. Anticipated user profiles (for residential developments).
 - H. Annual water consumption estimate (100% occupancy and build-out).
 - I. Annual sewage generation estimate (100% occupancy and build-out).
6. **Location Map:** An aerial map indicating where the site is located within the Village.
7. **Development Plan:** Show entire proposal on the site. Include edge of pavement and/or back of the curb line, sidewalks (existing and proposed), structure footprint(s), driveways, parking areas, fencing, refuse enclosures, locations of accessory uses, and overall dimensions of structures and setbacks, etc. Landscape plans and water/sewer/storm plans may be shown combined on the plan if the composition is easily read and understood.
- 8/9. **Plat Map:** Prints of the preliminary and final (recordable plat), with proper signature blocks.
10. **Certified Survey Map:** A recordable document showing the legal and mapped description of the land division.
11. **Annexation Petition/Attachment Request:** Shows owner is supporting the annexation.
12. **Annexation Map:** A recordable map having the legal and mapped description of the parcel to be annexed.
13. **Sketch Plan:** An informal drawing depicting the proposal for discussion purposes.
14. **Landscape Plan:** Show location, size, type, botanical name & common name of proposed trees & shrubs. Also details surface treatments. Show walls, fence location and style, buffers/screening and similar details.
15. **Grading/Drainage Plan:** Show original & proposed grades & runoff calculations based on a 10-year storm. It is usually combined with a Storm Sewer Plan. (Storm sewer system, ditches, culverts, etc.)
16. **Water/Sewer/Storm Sewer Plans:** Show size and location of proposed water mains & fire hydrants; size and location of the proposed sanitary sewer system with gradient profiles and invert elevations; shows the proposed storm drainage system as in #15 above.
17. **Street Crossing Sections:** Section shows curb, gutter, paving, and sidewalk relative to the right-of-way width.
18. **Erosion Control Plan:** A map of existing site conditions on a scale of at least 1-inch equals 100 feet showing the site, boundaries and immediately adjacent areas which accurately identify site locations.
19. **Proposed Building Colors and Materials:** Submit samples of exterior colors and materials.
20. **Improvement Agreement:** An agreement between the developer and the Village determining park dedications and the responsibilities for street, water, sewer, and the storm sewer improvements and extensions.
21. **Annexation Agreement.**

MEETINGS AT WHICH THE REQUEST IS BEING HEARD SHOULD BE ATTENDED BY THE APPLICANT OR A REPRESENTATIVE IN ORDER TO RESPOND TO QUESTIONS AND AVOID DELAYS IN THE APPROVAL PROCESS

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: 1 Sysco Drive Unit: Jackson, WI

Parcel #: 0301 Lot Size: 1,513,826 sq. ft. Building Area: 310,344 sq. ft.

Current Zoning: ☐ B-1 ☐ B-2 ☐ M-1 ☐ M-2 ☐ I-1 ☒ PUD ☐ Other _____ Floodplain: Y 

APPLICANT INFORMATION

Name(s): Sysco Corporation - Attention Taylor Cherry

Mailing Address: 1390 Enclave Parkway, Houston State TX Zip 77077

Office: (346) 266-5244 Cell: () Fax: ()

Email: taylor.cherry@sysco.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): Sysco Food Services

Address: 1390 Enclave Parkway, Houston State TX Zip 77077

Office: (346) 266-5244 Cell: () Fax: ()

Email: taylor.cherry@sysco.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: The Austin Company

Primary Contact: Barry Rogers

Address: 6095 Parkland Boulevard State OH Zip 44124

Office: (216) 513-1891 Cell: () Fax: ()

Email: barry.rogers@theaustin.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: _____
CSM as a component of the proposed Sysco expansion, linking the North and South parcels for safe operation.

Provide a brief overview of proposed use(s) of entire property and/or lease space: _____
Food product storage and distribution to restaurants and commercial clients.
Includes ambient, cool, and frozen storage.

Hours of Operation: _____ 24 x 7 at peak times; 20x5 typical for non-peak times

Provide a brief overview of proposed daily on-site operations: _____
Receipt of food products in trailers, unloading, and storage in warehouse, typically during daytime hours.
Retrieval of food products per orders, loading, and shipping in trailers, typically at night.

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.: _____
Tractor trailer traffic for inbound and outbound shipments will increase with proposed expansion.
Existing generator used only during power outages and for testing.
Existing ammonia system will be modified for proposed expansion.

Describe all businesses, properties and other entities located adjacent to the proposed use: _____
N: Willer Tool Corp, Rytec Corp, and Village water tower.
E: State Highway 45 and Village pumping station. W: agricultural
S: Agricultural and Residential.

Describe any proposed, development, on-site improvements or other construction/remodeling activities: _____
Improve staging for inbound trucks with on-site dual lane entry driveway.
Proposed building expansion of ambient, cool, and freezer warehouse and docks of approx 300,000 sf.
Supporting sitework development for truck staging and maneuvering.
Replacement and relocation of existing Vehicle Maintenance Facility (VMF).

Describe any proposed grading, and/or stormwater management plan: _____
Site grades will be modified to meet proposed building expansion with matching finished floor elevation.
Storm water will be routed to expanded on-site detention.

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: _____
Existing driveway will be modified for additional on-site trailer staging with added driveways and parking lot expansion.
Landscaping will be provided in conformance with food plant standards.
Earth berms and landscape screening provided at adjacent residences.

Describe any proposed on-site security measures including site lighting: _____
Site lighting for safe operation will be modified for the proposed expansion with cutoffs at boundaries.
Site fencing will be modified for proposed expansion in conformance with food plant standards and requirements.
Gates at vacated roadway will be equipped with Opticom System as requested by Fire Chief Swaney.

Describe any existing or proposed Life Safety Systems (Includes fire hydrants, fire suppression & fire alarm systems): _____
Existing sprinkler system, including dry system in freezer, will be extended into the proposed expansion.
Existing fire alarm system will be extended into the proposed expansion.

Describe the projected traffic circulation and impacts: _____

Truck traffic isolated from autos on site.

Truck traffic will increase with the proposed expansion.

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

Setbacks for the proposed expansion vary.. Minimum setback from property line is 30'.

Height of the proposed expansion is 39' at high point to achieve rack heights with proper roof slopes.

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

All required permits for existing operation are current.

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

☐ No ☒ Yes If yes, explain: Building Permit

Describe any proposed signage including type, size, and location: _____

Existing ground mounted monument sign will be relocated and reused.

Existing building mounted "Sysco" sign will be relocated and reused.

Existing temporary "trailer sign" will be replaced with building mounted static electronic sign.

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

Building facade will be insulated metal panels (IMP) reasonably matching existing facade for appearance and color.

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

Existing ammonia system will be modified to support the cooler and freezer areas of the proposed expansion.

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

Auto parking for staff will increase by 115 spaces, plus 2 handicapped.

Total truck parking combined in north and south lots will be 175 trailers and 130 tractors.

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

Screening of truck docks and truck operations in the north lot is screened from roadway by buildings themselves.

South lot includes earth berms nominal 8' high with landscape screening.

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

Separate waste streams with dumpsters are provided for general trash and corrugate with corrugate being the

largest volume of waste. Waste systems are screened from view from the road by the buildings.

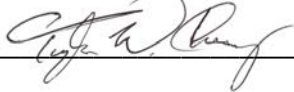
Projected Sewer/Wastewater Usage: 2,121,637 gal/year current use- no significant change with expansion

Projected Water Usage: 3,677,468 gal/year current use- increase approx 1,000,000 gal/yr

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): Taylor Cherry

Applicant Signature: 

Co-Applicant Name (Print): _____

CO-Applicant Signature: _____

Date of Application: February 4, 2022

You MUST sign and date this Application!

SUBMIT TO: Village of Jackson – Village Hall (*Checks shall be made payable to Village of Jackson*)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all **general questions** related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

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

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: \$ 150.00 _____

Payment Type: CH / CC / CASH

Check/Rcpt. #: _____

Received By: _____

LETTER OF INTENT

Submitted to Village of Jackson Zoning Commission on February 4, 2022 as a Supplement to CSM Submittal

Sysco has operated a food distribution operation in Jackson for over 20 years, supporting and maintaining good relationships with the community. Sysco owns two properties, known generically as "south parcel" and "north parcel". The current operation is wholly located on the north parcel, while the south parcel, located adjacent but across Mill Road, is currently undeveloped and is being used as a farm field. The south parcel is located in the Town of Polk.

Currently Sysco is proposing to expand the Jackson operation, increasing the volume of food distribution. To achieve this expansion, the existing facility must increase in size for freezer, cooler and ambient storage rack areas. Existing yard trucking operations will be displaced by the building expansions, and additional truck counts will be required for the increased operations. Sysco proposes to utilize a portion of the south parcel adjacent to Mill Road and develop the parking area for additional employees and trailers. Additionally, a small fleet maintenance facility is proposed for the south parcel to replace an existing but aging fleet maintenance facility on the north parcel.

Expansion to the south parcel will involve significant trucking and personnel movements across Mill Road, with due concerns of safety for both Sysco staff and local residents. Further, as is required by federal regulations for food operations, the entire facility is secure with perimeter fencing, and fully manned guardhouse for vehicle entry. Maintaining security for the proposed separation of the two developed parcels without Annexation will be problematic.

To address both issues of safety for the trucking and personnel crossings, and to facilitate overall site security measures, Sysco is requesting Annexation of the south parcel and vacation of a short section of Mill Road.

Development of this submittal has included discussions with Fire Chief Swaney for emergency vehicle access on Mill Road utilizing the Opticom system in use by the Fire Department. A sketch of this operation is included with this submittal.

Additionally, meetings were held with both immediate residential neighbors to discuss the plans and identify concerns. The plans were adjusted to reflect the neighbor's concerns.

[illegible]

YSCO DRIVE, JACKSON, WI 53037

JACKSON, WISCONSIN

SYSCO EXPANSION AERIAL

MEG Project No:
21006036.00

File Name:
21006036-00 Drone Aerial

© COPYRIGHT 2021
ALL RIGHTS RESERVED

Drawn By: KK

Checked By: HMC

Date: 01/05/2022

1

CSM is provided separately from but integral with this submittal.

IMPROVEMENT AGREEMENT

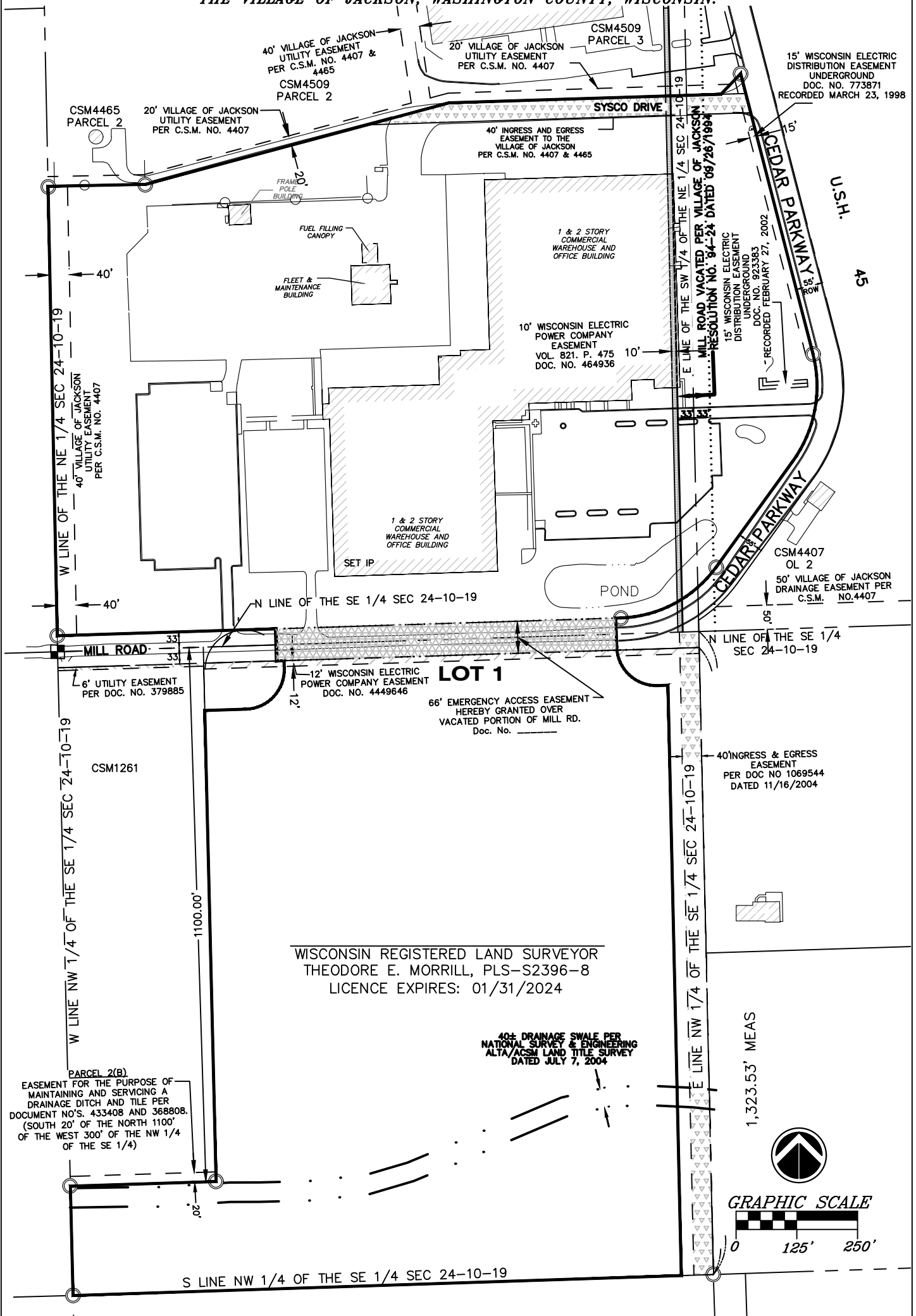
Improvement agreement to be addressed by the Village and Sysco as a condition of this submittal.

BEING A CONSOLIDATION OF PARCEL 1 OF CSM 4407, IN THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 24, TOWNSHIP 10, RANGE 19, EAST AND PARCEL 076400A IN THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.



CERTIFIED SURVEY MAP NO.

BEING A CONSOLIDATION OF PARCEL 1 OF CSM 4407, IN THE SOUTHWEST ¼ AND THE SOUTHEAST ¼ OF THE NORTHEAST ¼ OF SECTION 24, TOWNSHIP 10, RANGE 19, EAST AND PARCEL 076400A IN THE NORTHWEST ¼ OF THE SOUTHEAST ¼ OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.



EASEMENTS

THIS INSTRUMENT WAS DRAFTED BY THEODORE E. MORRILL PLS No.2396-8

SHEET 2 OF 5

CERTIFIED SURVEY MAP NO. _____

BEING A CONSOLIDATION OF PARCEL 1 OF CSM 4407, IN THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 10, RANGE 19, EAST AND PARCEL 076400A IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, TOWNSHIP 10 NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

SURVEYOR’S CERTIFICATE

STATE OF ILLINOIS)
LAKE COUNTY) ^{SS}

I, Theodore E. Morrill, Registered Land Surveyor, do hereby certify that I have surveyed, divided, and mapped a consolidation of Parcel 1 of Certified Survey Map No. 4407, in the Southwest 1/4 and part of the Southeast 1/4 of the Northeast 1/4 of Section 24, Township 10 North, Range 19, East and Parcel 076400A, in the Northwest 1/4 of the Southeast 1/4 of Section 24, Township 10 North, Range 19, East all in the Village of Jackson, Washington County, Wisconsin, bounded and described as follows:

Commencing at a concrete monument with a brass cap at the Southwest corner of said Northeast 1/4; thence North 01° 10' 11 " West, on and along the west line of said Northeast 1/4, 33.00 feet to the North right-of-way line of Mill Road and the point of beginning; thence continuing North 01° 10' 11" West, on and along West line. 925.00 feet to a point; thence North 88° 50' 10" East, 200.00 feet to a point; thence North 75° 00' 10" East, 648.26 feet to a point; thence North 88° 11' 31" East, and parallel to the South line of said Northeast 1/4, 558.81 feet to a point; thence North 43° 53' 23" East, 58.90 feet to a point on the Westerly Right-of-Way line of Cedar Creek Parkway; thence South 14° 27' 39" East, on and along said Westerly Right-of-Way line, 595.85 feet to a point of curve to the right, said curve having a radius of 264.66 feet, Whose chord bears South 10° 44' 15.5" West, chord length of 225.36 feet, Southerly, on and along said Westerly Right-of-Way line and the arc of said curve, 232.79 feet to a point of tangency; thence South 35° 56' 10" West, on and along said Westerly Right-of-Way line, 268.69 feet to a point of curve to the right, said curve having a radius of 252.43 feet, whose chord bears South 62° 03' 48" West, chord length of 222.32 feet, southwesterly on and along said Westerly Right-of-Way line and the arc of said curve, 230.22 feet to a point of tangency on the existing North Right-of-Way line of Mill Road; thence South 88°11' 30" West, 9.75 feet, along and upon said North Right-of Way line to a point; thence South 01°48' 30" East, 59.99 feet, to a point of curve to the left, said curve having a radius of 81.50 feet, whose chord bears South 46° 48' 30" East, chord length of 115.26 feet, southeasterly on and along arc of said curve, 128.02 feet to a point of tangency; thence North 88° 11' 30" East, 21.42 feet, to a point 66.00 feet west of the East line of said Northwest 1/4 of the Southeast 1/4; thence South 01° 17' 44" East, 1215.12 feet, along and upon a line parallel and 66.00 feet west of said East line, to a point on the South line of said Northwest 1/4 of the Southeast 1/4, thence South 88° 07' 25"West, along and upon said South line of the Northwest 1/4 of the Southeast 1/4, 1,252.65 feet, to a point on the West line of the Northwest 1/4 of the Southeast 1/4 of said Section 24; thence North 01° 22' 29" West, along and upon said West line, 225.04 feet to a point; thence North 88° 11' 23" East, 300 feet to a point; thence North 01° 22' 37" West, 969.67 feet to a point; thence North 88° 11' 30" East, 84.85 feet to a point of curve to the left; said curve having a radius of 81.50 feet, whose chord bears North 43° 11' 30" East, chord length of 115.26 feet, Northerly on and along said curve, 128.02 feet to a point of tangency; thence North 01° 48' 30" West, 15.83 feet to a point on the South Right-of-Way line of Mill Rd; thence South 88° 11' 30" West, along and upon said South Right-of-Way, 15.00 feet to a point; thence North 01° 48' 30" West, 66.00 feet to a point on the North Right-of-Way line of Mill Rd; thence South 88° 11' 30" West, along and upon said North Right-of-Way, 450.00 feet to the point of beginning.

Containing: 2,837,548 Square Feet ±, (65.1 Acres) of land more or less.

That I have made such survey by the direction of Sysco Food Services and Sysco Food Services of Eastern Wisconsin, LLC.

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 in surveying, dividing, and mapping the same.

Dated this _____ day _____, 2022.

Wisconsin Registered Land Surveyor
Theodore E. Morrill S-2396

CERTIFIED SURVEY MAP NO. _____

BEING A CONSOLIDATION OF PARCEL 1 OF CSM 4407, IN THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE
NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 10, RANGE 19, EAST AND PARCEL 076400A IN THE NORTHWEST 1/4
OF THE SOUTHEAST 1/4 OF SECTION 24, TOWNSHIP 10
NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

CORPORATE OWNER'S CERTIFICATE

“Sysco Food Services” duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner,
does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, mapped, and
dedicated as represented on this plat.
“Sysco Food Services”, does further certify that the plat is required by s.236.10 or s.236.12 to be submitted to the
following for approval or objection: The Village of Jackson.

WITNESS the hand and seal of “Sysco Food Service”, President
this _____, day of _____, 2022.

Sysco Food Service

President

STATE OF WISCONSIN)
WASHINGTON COUNTY) SS

Personally, came before me this ____ day of _____,2022, the above named _____
to me known to be the same person who executed the forgoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission Expires _____

CORPORATE OWNER'S CERTIFICATE

“Sysco Food Services of Eastern Wisconsin LLC” duly organized and existing under and by virtue of the laws of the
State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be
surveyed, divided, mapped, and dedicated as represented on this plat.
“Sysco Food Services Eastern Wisconsin LLC”, does further certify that the plat is required by s.236.10 or s.236.12 to
be submitted to the following for approval or objection: The Village of Jackson.

WITNESS the hand and seal of “Sysco Food Service of Eastern Wisconsin LLC” President
this _____, day of _____, 2022.

Sysco Food Service of Eastern Wisconsin LLC

President

STATE OF WISCONSIN)
WASHINGTON COUNTY) SS

Personally, came before me this ____ day of _____,2022, the above named _____
to me known to be the same person who executed the forgoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission Expires _____

CERTIFIED SURVEY MAP NO. _____

BEING A CONSOLIDATION OF PARCEL 1 OF CSM 4407, IN THE SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 24, TOWNSHIP 10, RANGE 19, EAST AND PARCEL 076400A IN THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 24, TOWNSHIP 10NORTH, RANGE 19, EAST, IN THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN.

Village Board Approval Certificate

Resolved, that the CSM to consolidate and dedicate the parcels as shown on said map, in the Village of Jackson, by Sysco Food Services and Sysco Food Service of Eastern Wisconsin, LLC., a Limited Liability Company, duly organized and existing under and by virtue of the laws of the State of Wisconsin, Owners.
Is hereby approved by the Village Board.

Date_____.

Approved _____
Village President

Clerk’s Certificate

STATE OF WISCONSIN)
WASHINGTON COUNTY) SS

I herby certify that the forgoing is copy of resolution adopted by the Village Board of the Village of Jackson,

APPROVAL WAS GRANTED AND EFFECTIVE ON THE _____ day of _____, 2022.

Dated _____

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: HWY 100 / N1169 W19767 GERRYSTOWN Unit: _____ Jackson, WI

Parcel #: _____ 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): DFN PROPERTIES LLC

Mailing Address: 560 BAYBERRY LANE State WI Zip 53086

Office: (____) _____ Cell: (262) 355-6065 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): SAME AS ABOVE

Address: _____ State _____ Zip _____

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

Email: _____

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: HER CONSTRUCTION INC

Primary Contact: KURT HENNING

Address: 1629 SHERMAN RD State WI Zip 53057

Office: (____) _____ Cell: (414) 550-7423 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 ARE REQUESTING
TO GO BACK TO THE ORIGINAL PLAN THAT WAS
APPROVED IN 2008 BY THE VILLAGE - CONVERT LAND
BACK TO 2-FAMILY CONDOS

Provide a brief overview of proposed use(s) of entire property and/or lease space: TO CONVERT
AND FINISH ORIGINAL CONDO DEVELOPMENT

Hours of Operation: N/A

Provide a brief overview of proposed daily on-site operations: CONSTRUCTION

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.: NO IMPACT - ALL
GROUND WATER AND GRADING IN FOR ON-SITE
WATER RETENTION

Describe all businesses, properties and other entities located adjacent to the proposed use: CONDO PHASE / 2-FAMILY

Describe any proposed, development, on-site improvements or other construction/remodeling activities: ALL SEWER AND WATER, AND ALL UTILITIES
ARE IN

Describe any proposed grading, and/or stormwater management plan: VILLAGE HAS ALL
PLANS AND APPROVALS

Describe any proposed landscape plan/improvements including driveways, sidewalks, vegetative plantings, etc.: AS PER ORIGINAL 2008 PLANS

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): ALL IN SINCE 2008

Describe the projected traffic circulation and impacts: NO IMPACT ON HWY 60
TRAFFIC WILL BE ON GEORGETOWN

List all setbacks from rights-of-way and property lines and height limitations: AS PER VILLAGE
RESIDENTIAL CODES

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: NONE

If construction is proposed, describe proposed exterior building materials (type, color, etc.): AS PER
PREVIOUS CONDOS THAT WERE DONE IN PREVIOUS
YEARS / EARTH TONES

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): _____
PINE TREES ON WEST PROPERTY LINE
PROPOSED

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

SAME AS USE OF SINGLE FAMILY HOMES
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):

KURT HENNING

Applicant Signature:

[Signature]

Co-Applicant Name (Print):

[Signature]

CO-Applicant Signature:

[Signature]

Date of Application:

FEB 14, 2022

You MUST sign and date this Application!

SUBMIT TO:

Village of Jackson – Village Hall (Checks shall be made payable to Village of Jackson)
N168 W20733 Main Street
PO BOX 637
Jackson, WI 53037

QUESTIONS?

Village Clerk: For all general questions related to completing form or questions related to Village meetings.
Phone: (262) 677-9001 x11
Email: jilline.dobratz@villageofjackson.com

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

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: 2/28/22
Amount: \$ 150.00
Payment Type: CH / CC / CASH
Check/Rcpt. #: 7230
Received By: [Signature]

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 255105**Date:** 3/01/2022**Check****RECEIVED**
FROM H & R CONSTRUCTION INC**\$150.00**

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	150.00
	PL.COMAPP. CSM DFN PROPERTIES/H&R CONSTR	

TOTAL RECEIVED**150.00**

Receipt Memo: CK7230 PLCO CSM DFN PROPERTIES/HR CONS.

CERTIFIED SURVEY MAP NO. _____

Sheet 1 of 4

Being a redivision of C.S.M. No. 5851 and being
a part of the SE 1/4 of the SW 1/4 of Section 17, Town 10 North, Range 20 East
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

REFERENCE BEARING: THE EAST LINE OF THE
SOUTHWEST QUARTER (SW 1/4) OF SECTION 17,
TOWN 10 NORTH, RANGE 20 EAST WAS USED AS THE
REFERENCE BEARING AND HAS A BEARING OF
S 00°50'47" E BASED ON THE WISCONSIN STATE
PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD 27).

SURVEYOR/ENGINEER:
JOHN R. STIGLER, RLS
JAHNKE & JAHNKE ASSOC., LLC.
711 WEST MORELAND BLVD.
WAUKESHA, WI. 53188-2479
PHONE: (262) 542-5797

OWNER/SUBDIVIDER:
JACKSON DEVELOPMENT
C/O WILLIAM NASGOVITZ
4470 NORTH LAKE DRIVE
SHOREWOOD, WI. 53211

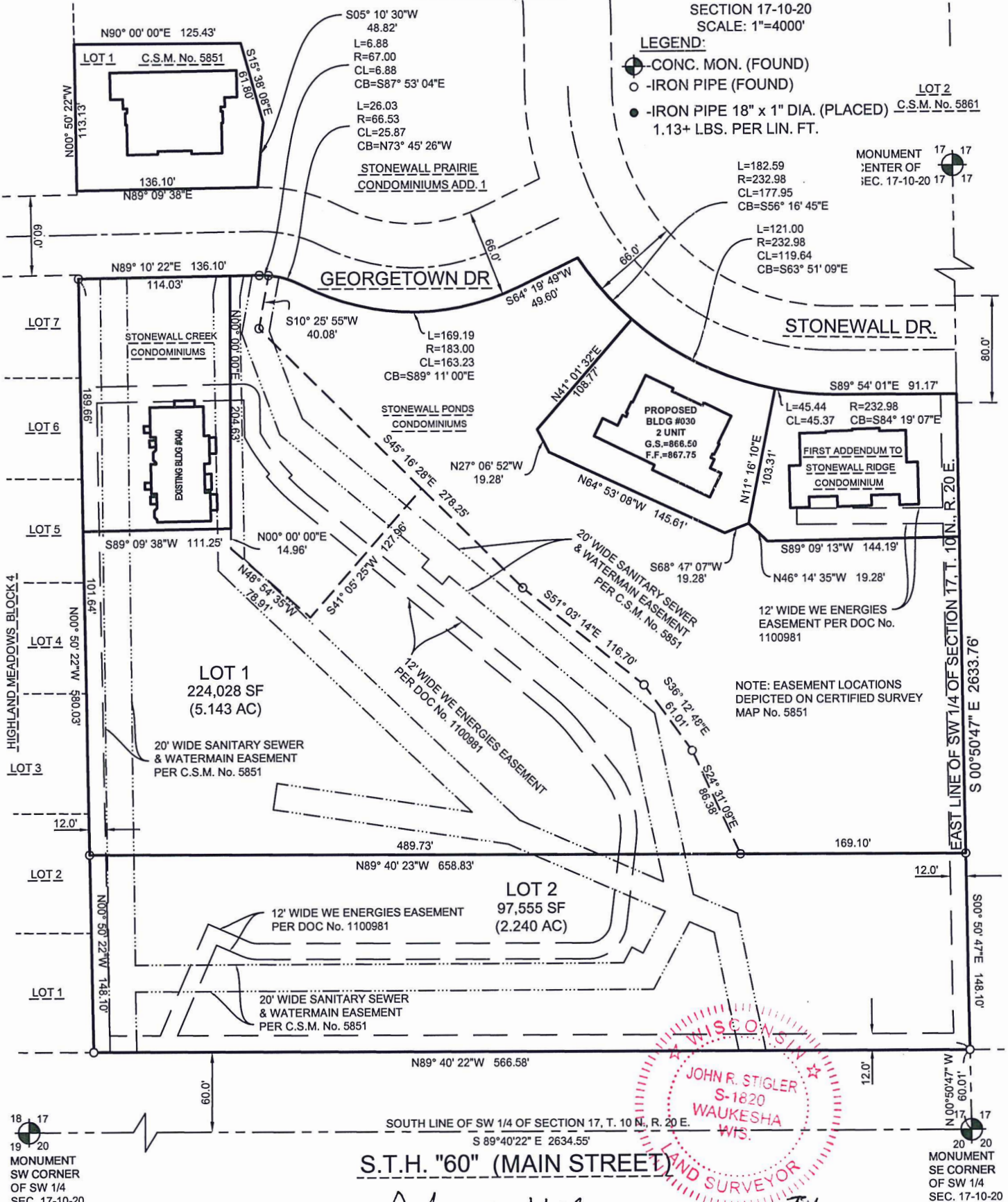


LOCATION MAP
SECTION 17-10-20
SCALE: 1"=4000'

LEGEND:

- CONC. MON. (FOUND)
- IRON PIPE (FOUND)
- IRON PIPE 18" x 1" DIA. (PLACED) 1.13+ LBS. PER LIN. FT.

MONUMENT
CENTER OF
SEC. 17-10-20



NOTE: EASEMENT LOCATIONS
DEPICTED ON CERTIFIED SURVEY
MAP No. 5851

S.T.H. "60" (MAIN STREET)

FILE NAME: S7515 CSM.DWG
P.S. WASHINGTON 1036

John R. Stigler
JOHN R. STIGLER - Wis. Reg. No. S-1820

DATED THIS 17TH DAY OF SEPT, 2020
INSTRUMENT DRAFTED BY JOHN R. STIGLER

REVISED THIS 7TH DAY OF FEB, 2022

CERTIFIED SURVEY MAP NO. _____

Sheet 2 of 4

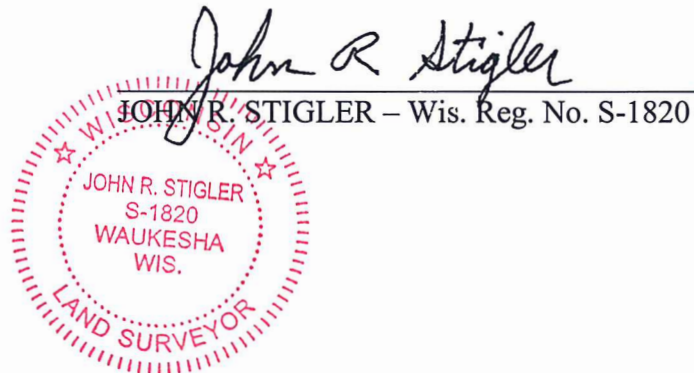
Being a Redivision of CSM No. 5851 and being
a part of the SE ¼ of the SW ¼ of Section 17, Town 10 North, Range 20 East
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

SURVEYOR'S CERTIFICATE:

I, John R. Stigler, professional land surveyor, being duly sworn on oath, hereby depose and say that I have surveyed, divided and mapped the following land bounded and described as follows:

Being a redivision of part of Lot 4 of Certified Survey Map No. 5851 recorded in Volume 43 of Certified Survey Maps on page 43 through 47 and being a part of the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) of Section 17, Town 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin, bounded and described as follows: Commencing at the Southeast corner of the Southwest Quarter (SW 1/4) of Section 17, Town 10 North, Range 20 East, being marked by a concrete monument with a brass cap; thence North 00°50'47" West 60.01 feet along the East line of the Southwest Quarter (SE 1/4) of said Section 17 to the place of beginning and the land herein described; thence North 89°40'22" West 566.58 feet along the North right-of-way line of S.T.H "60" (Main Street); thence North 00°50'22" West along the East line of Block-4 Highland Meadows Subdivision 580.03 feet to the South right-of-way line of Georgetown Drive, a Public Street; thence North 89°10'22" East 136.10 feet along said right-of-way line; thence Easterly 6.88 feet along said right-of-way line and the arc of a curve of radius 67.00 feet, curve center lies to the South, Chord bears South 87°53'04" East 6.88 feet; thence South 10°25'55" 40.08 feet; thence South 45°16'28" East 278.25 feet; thence South 51°03'14" East 116.70 feet; thence South 36°12'48" East 61.01 feet; thence South 24°31'09" East 86.38 feet; thence South 89°40'23" East 169.10 feet to the East line of the Southwest Quarter of said Section 17; thence South 00°50'47" East 148.10 feet along said East line to the place of beginning. Containing a net area of 331,488 square feet or 7.610 acres of land.

I further certify that I have made such survey, land division and map by the direction of the owners of said land; that such map is a correct representation of the exterior boundaries of the land surveyed and map thereof made; and that I fully complied with the provisions of Chapter 236 of the Wisconsin State Statutes pertaining to Certified Survey Maps (Section 236.34) and the regulations of the Village of Jackson in surveying, dividing and mapping the same.



STATE OF WISCONSIN)ss
WAUKESHA COUNTY)

The above certificate subscribed and sworn to me this 17TH day of SEPT, 2020.

Revised This 7TH Day of FEB., 2022

My commission expires July 5, 2023.

Peter A. Muehl
PETER A. MUEHL – NOTARY PUBLIC



CERTIFIED SURVEY MAP NO. _____

Sheet 3 of 4

Being a Redivision of CSM No. 5851 and being
a part of the SE ¼ of the SW ¼ of Section 17, Town 10 North, Range 20 East
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

OWNER'S CERTIFICATE:

As owner, I do hereby certify that I have caused the lands described on this map to be surveyed, divided and mapped as represented on this map in accordance with the requirements of the Village of Jackson Subdivision Ordinance.

WITNESS the hand and seal of said Owner this 9th day of February, 2020.

IN THE PRESENCE OF:

Linda G. Dean
Witness

JACKSON DEVELOPMENT
By William Nasgovitz - Owner
WILLIAM NASGOVITZ - Owner

STATE OF WISCONSIN)ss Milwaukee
COUNTY OF WASHINGTON)

Personally came before me this 9th day of February, 2020, the above named WILLIAM NASGOVITZ, Owner to me known to be the person who executed the foregoing instrument and acknowledged the same.

My commission expires 10/23/2025

Linda G. Dean
NOTARY PUBLIC -

CONSENT OF CORPORATE MORTGAGEE:

_____, a _____ corporation, mortgagee of the above described land, does hereby consent to the surveying, dividing, and mapping of the land described on this map and does hereby consent to the above certificate of JACKSON DEVELOPMENT

BY _____ IT'S _____

STATE OF WISCONSIN)ss
COUNTY OF WASHINGTON)

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

My commission expires _____

NOTARY PUBLIC

John R. Stigler
JOHN R. STIGLER, Wis. Reg. No. S-1820

Dated this 17th day of Sept.

Revised This 7th day of FEB

Instrument drafted by John R. Stigler



CERTIFIED SURVEY MAP NO. _____

Sheet 4 of 4

Being a Redivision of CSM No. 5851 and being
a part of the SE ¼ of the SW ¼ of Section 17, Town 10 North, Range 20 East
VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN

VILLAGE OF JACKSON PLANNING COMMISSION APPROVAL:

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Jackson on this _____ day of _____, 2020.

MIKE SCHWAB – CHAIRMAN-PLANNING COMMISSION

Date

JOHN WALTHER – ADMINISTRATOR-PLANNING COMMISSION

Date

VILLAGE OF JACKSON BOARD APPROVAL:

This Certified Survey Map, being a part of the SE ¼ of the SW ¼ of Section 17, T10N, R20E, in the Village of Jackson, Washington County, Wisconsin, having been approved by the Planning Commission being the same, is hereby accepted by the Village Board of Trustees of the Village of Jackson on this _____ day of _____, 2020.

MIKE SCHWAB – VILLAGE PRESIDENT

Date

JOHN WALTHER – VILLAGE ADMINISTRATOR

Date



JOHN R. STIGLER, Wis. Reg. No. S-1820

Dated this 17TH day of SEPT, 2020

Revised this 7TH day of FEB, 2022

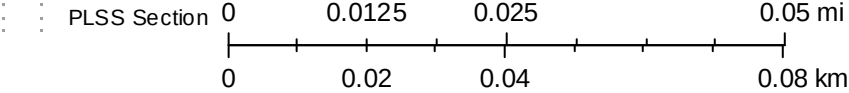
Location Map



3/1/2022, 9:48:07 AM

1:1,091

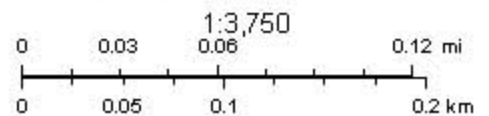
Lines	Road Centerline STH, CTH	Subdivision Name	Local Road Labels	Plat
Override 1	On/Off Ramp	Condominium Name	Township Road	Unknown
Current Parcel	State Highway	Certified Survey Number	City/Village Street	Certified Survey Map
Railroad Centerlines	County Highway	Lot Number	Private Street	Condominium
Road Centerline I, USH	Address Point	Landhook	Municipality	Assessor Plat; Cemetery Plat; Subdivision
Interstate Highway, I-41	Parcel Taxkey & Acreage	Meander Line	Retired Parcel	Lot
US Highway, FOND DU LAC AV; US Highway, HY 45	Leader Lines	PLSS Monument	Right-of-Way	PLSS Quarter



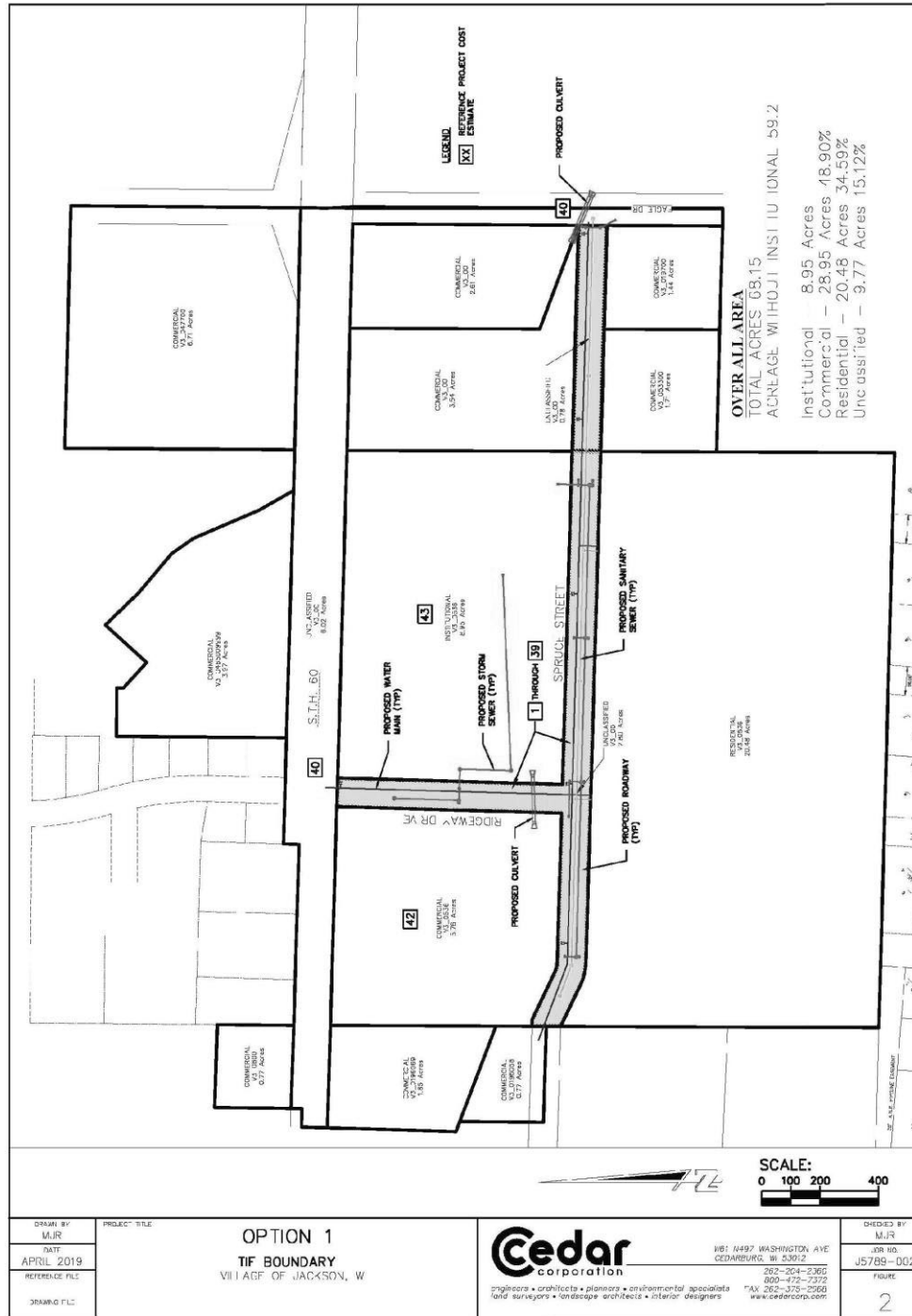
TID #7

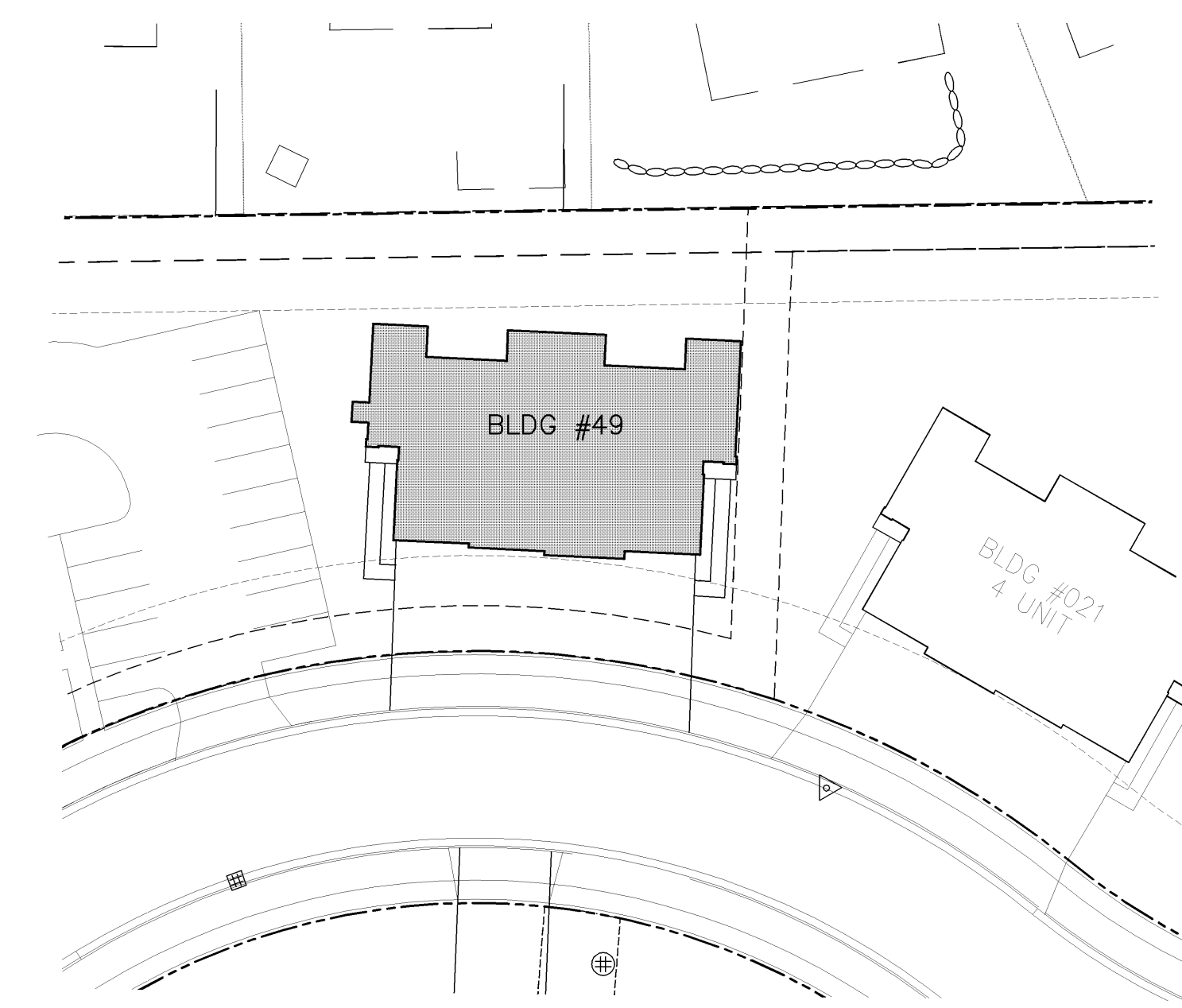
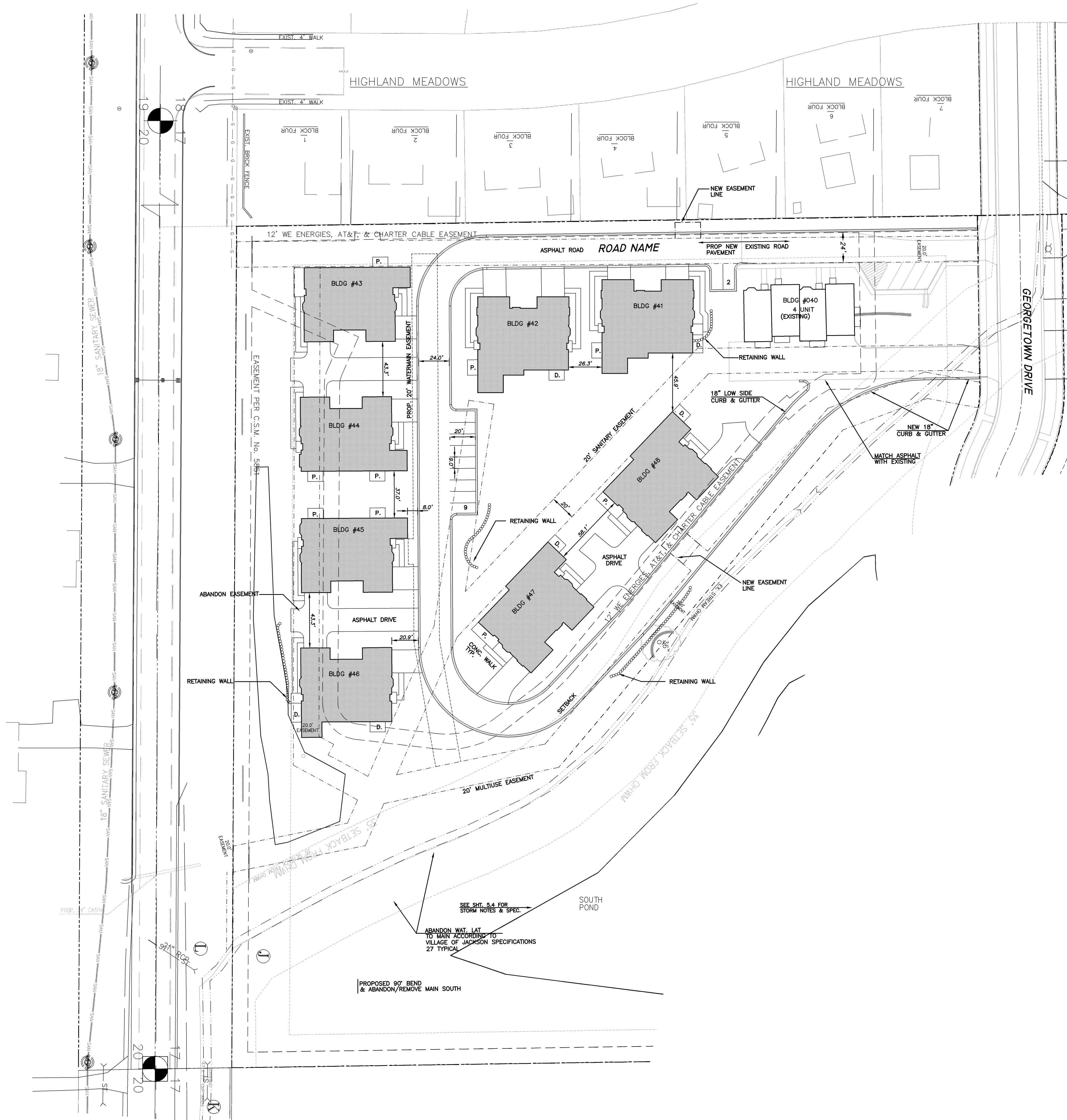


June 5, 2019



SECTION 8: Map Showing Proposed Improvements and Uses





REVISIONS:		TDI ASSOCIATES, INC.		OWNERSHIP OF DOCUMENTS	
DATE	BY	All Rights Reserved		This document, and the ideas and design incorporated herein, as an instrument of professional service, is the sole property of TDI Associates, Inc., and is not to be used in whole or in part for any other project or purpose without the expressed written authorization of TDI Associates, Inc.	
		N8 W22550 JOHNSON DRIVE, SUITE B4			
		WAUKESHA, WISCONSIN 53186			
		PHONE 262-437-0400 FAX 262-437-0401			
		TDI ASSOCIATES, INC.			
		ARCHITECTS, ENGINEERS, PLANNERS			
		VILLAGE OF JACKSON, WI			
		STONEWALL RIDGE PHASE 2			
		SITE DEVELOPMENT PLAN			
SCALE: 1" = 40'-0"		JOB NO: 07-168.000		DATE: 01-24-08	
DESIGNED BY: ROB		DRAWN BY: ROB		CHECKED BY:	
APPROVED BY:					
		ENGINEER		DATE	
				SHEET C-2.1	

MEMO

Agenda Item #5

Date: March 25, 2022

To: Mike Schwab, Village President
Village of Jackson Plan Commission

From: Jen Keller, Village Administrator

Subject: A Two-lot Certified Survey Map (CSM) to subdivide one parcel abutting STH 60, currently referred to as parcel V3046500D999; DFN Properties, applicant.

Meeting: March 31, 2022 Plan Commission meeting

Description: DFN Properties owns the subject property and would like to subdivide the parcel so it can be developed by two (2) interested owners. The matter to be considered includes recommending Village Board approval of the Two-lot CSM.

The future plans for the site include the construction of eight (8) two-unit condominiums. The units would be owner occupied. Plans submitted and approved previously by the Village in 2008 are included for your review. There are underground utilities, sanitary sewer and water main, installed on site per the 2008 development plan. The proposal would allow accessing the installed utility with no changes. In 2019 there were previous plans which have also not been pursued to place a commercial facility along the portion of the property that abuts STH 60. This plan is no longer attainable, according to the applicant, and demand for residential units is the sought-after use. As such, the 2019 TID #7 plan (map attached) will need to be amended in order for the property to be developed residentially. Currently, the TID #7 plan has a commercial use assigned to the subject property. In order to accommodate this requested amendment to the TID #7 plan, Staff are currently working to draft an amended TID boundary map which conforms to the statutory limitation on TIDs which states no more than 35% of total mixed-use TID acreage can be developed as newly platted residential.

Staff Comments: Staff have reviewed the site plan; conditions of approval have been incorporated to address any concerns.

Review Procedures: As set forth in the Village's land division regulations (Chapter 38 of the municipal code), the Plan Commission is advisory. The Village Board makes the final decision.

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

Potential Motion:

Recommend to the Village Board the approval of the Certified Survey Map based on the general and specific conditions listed below.

General Conditions:

1. Staff and governmental approval. Prior to the Village signing the final 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 Administrator, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Administration per ch. 236, Wis. Stats. and ch. Comm. 85, Wisconsin Administrative Code; and Wisconsin Department of Administration per ch. 236, Wis. Stats.
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 30 days of the billing by the Village, pursuant to Section 66.0627, Wis. Stats. 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.

Specific Conditions:

1. Prior to recording of the final CSM, the Village Board, Joint Review Board and WI Department of Administration must approve an amendment to TID #7.
2. Prior to recording of the final CSM, the Sanitary Sewer and Watermain Easements noted on page 1 shall be amended to reflect a 30' width.
3. Prior to recording of the final CSM, the signature blocks on page 4 shall be amended to reflect Administrator Jen Keller.
4. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.

Attachments:

1. Application materials
2. CSM revision, dated February 7, 2022
3. Aerial Map and TID 7 Land Use Maps
4. 2008 Site Development Plan

MEMO**Agenda Item #8**

Date: March 22, 2022

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

From: Collin Johnson, Director of Inspections

Subject: Public notification practices for re-zoning, conditional use, and planned unit development, and street easement/vacation agenda items – Discussion Only.

Meeting Date: March 31, 2022, Plan Commission Meeting

Description:

In late 2021, Staff proposed various fee changes to the Plan Commission Fee Schedule. Those changes were approved by the Village Boards and became effective on January 1, 2022. The basis for those fee increases was to more appropriately cover the costs associated with Staff time involved to prepare the various packet items as well as offset costs associated with increased publication fees or postage fees providing directly mailed notifications to adjacent property owners of a property associated with a Plan Commission or Village Board agenda item.

The fee adjustments then prompted Staff to review the notification requirements as stipulated in both state statutes and local ordinance. Village Attorney Parmentier completed the review of applicable statutes/ordinances and provided Staff with a summary of those requirements.

Currently, notification of agenda items is provided in several ways. The first is by publication of a Class II notice in the official Village newspaper. The second is by physical posting of the agenda and public hearing notice(s) at the Municipal Complex, Jackson Community Center, the Jackson Post Office, and on the Village website. Additionally, notifications are mailed to all property owners located within 200 or 500 feet of the subject property. (Distance is determined by the action requested.)

Based on Attorney Parmentier's assessment, Staff then reviewed current notification practices and discovered that outside of the Class II notification for certain items, state statutes does not have any requirements for direct mailed notification to adjacent property owners of a property which may be subject to Plan Commission or Village Board action. However, Village ordinance does have a specific direct notification requirement for property owners located within 200-feet for items which a conditional use approval is requested.

Based on the above, Staff determined that notifications for certain agenda items were being sent unnecessarily since no applicable law or ordinance required them. Staff is therefore proposing to align our notification practices directly with the requirements outlined by statutes and/or local ordinance thereby reducing additional Staff preparation time and overall costs to the Village.

The purpose of this memo is to update both the Plan Commission, Village Board, Staff, and residents on the notification procedures and policies to be implemented.

Recommendation:

No action required, advisory only.

Attachments:

Plan Commission Application & Submittal Guide Cover Sheet.

VILLAGE OF JACKSON PLAN COMMISSION APPLICATION - SUBMITTAL GUIDE

(Meetings are held the fourth Thursday of the month. Applications are DUE the 1st Friday of the month for that month's meeting.)

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u> <i>Refer to items in shaded column to right</i>	<u>TYPE OF INFORMATION DESCRIBED</u> <i>(See reverse side for further instructions)</i>	<u>Paper or Digital Copies</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages)	Both
			2) Describe the intended use, operation, or change to existing	Both
CONDITIONAL USE (<i>Note: 1,3</i>)			3) Notification to opposite & adjacent property owners w/i 200'	Provided
- Full Review or Amendment	\$175	1,2,3,4,5,6,7,14,15,16,18,19,20	4) Property owner acknowledgement of the request	Both
- *Special Use (to existing CU)	\$50	1,2,4,5,6,7,13	5) Impact Statement	Both
<i>Administrative review/approval only</i>			6) Location Map	Both
PLANNED UNIT DEVELOPMENT (<i>Note: 2,3</i>)	\$175	1,2,4,5,6,7,8,9,10,14,15,16,17,18,20	7) Development Plan / Site Plan	Both
- *Special Use (to existing PUD)	\$50	1,2,4,5,6,7,13 (14-22 upon request)	8) Preliminary Plat	Both
<i>Administrative review/approval only</i>			9) Final Plat	Both
REZONING (<i>Note: 2,3</i>)	\$425	1,2,4,6,9 or 10	10) Certified Survey Map	Both
			11) Annexation Petition	Both
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	12) Annexation Map	Both
			13) Sketch Plan	Both
MINOR SUBDIVISION	\$150	1,2,5,6,10,15,16,17,18,20	14) Landscape and Buffer Plan	Both
EXTRA TERRITORIAL PLAT/CSM	\$150	1,2,6,9 / 10		
EXTRA TERRITORIAL PLAT OUTSIDE SANITARY SRVC. AREA	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure	
			15) Grading / Drainage Plan	Both
PRELIMINARY PLAT	\$300	1,2,5,6,9,15,16,17,18	16) Water / Sanitary Sewer / Storm Sewer Plans	Both
			17) Street / Right of Way cross sections	Both
FINAL PLAT / Final Plat Reappl.	\$125	1,2,5,6,9,15,16,17,18,20	18) Erosion Control Plan	Both
			19) Proposed colors / materials	Both
ANNEXATION / ATTACHMENT (<i>Note: 2,3</i>)	\$225	1,2,4,5,6,11,12,21	20) Developers Agreement	Both
			21) Annexation Agreement (<i>includes pre-annex agreements</i>)	Both
*STREET EASEMENT/ VACATION	\$125	1,2,4,6,9	22) Other – As requested	Both
<i>*Consult Village Atty. for notice requirements</i>				
VARIANCE or APPEAL	\$200	1,2,4,6,7		
Note 1:		Notification of all opposite and abutting property owners within 200-feet of subject property is required.		
Note 2:		Notification of all other municipalities located within 1000' of subject property required. (Includes any non-contiguous.)		
Note 3:		Class II Legal Notice is required.		

***SPECIAL USE PERMITS** are applicable to EXISTING Conditional Use Permits and Planned Unit Developments and may be approved by the Village Administrator. The granting of a Special Use Permit shall not change the character of the principal use or conflict with the purpose and intent of the original Conditional Use or Planned Use Development approval. Special Use Permits shall be reviewed for impact on neighboring uses in addition to the neighborhood. Compatibility is a primary consideration.

Examples of special uses include: New or expanded tenant uses including occupancies, minor changes to building facades, minor lighting changes, paint schemes, certain accessory structures, sign replacements of equal or lessor size or other uses or modifications as determined by the Village.

ORDINANCE #22-07

**AMENDING CHAPTER 42 OF THE VILLAGE CODE
REGARDING TRAFFIC SIGNS AND SPEED LIMITS**

**THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY,
WISCONSIN,** does ordain the following changes to the Village Code:

SECTION I. Amending Chapter 42 Article II. Section 26. (b). of the Village Code of the Village of Jackson is hereby changed for the addition of wording to read as follows:

(b) In addition, all traffic entering the following streets is to stop or yield for the posted signs:

Adding: (15) Tiger Lily Drive at Daisy Drive.

SECTION II. This Ordinance shall take effect from and after its passage and posting.

Introduced by: _____

Seconded by: _____

Vote: ____ aye ____ nay

Passed and Approved: _____

VILLAGE OF JACKSON

By: _____
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz, Village 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

RESOLUTION #22-06

A RESOLUTION ACCEPTING THE SANITARY SEWER AND WATER SYSTEM ASSOCIATED WITH THE MORNING MEADOWS PHASE #2 DEVELOPMENT

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

BE IT RESOLVED that the Village hereby accepts, pursuant to the provisions of Chapter 44 of the Village Code, the Sanitary Sewer and Water System associated with the Morning Meadows Phase #2 Development in the Village of Jackson, Washington County, Wisconsin.

Introduced by: _____

Seconded by: _____

Vote: _____ Ayes _____ Nays

Passed and Approved: _____

Michael E. Schwab – Village President

Attest: _____
Jilline S. Dobratz – Village Clerk

Proof of Posting:

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

Village Official

Date

DRAFT Minutes
Board of Public Works Meeting
Tuesday, March 29, 2022 at 6:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call

Chair Heckendorf called the meeting to order at 6:00 p.m.

Members Present: Tr. Engelhardt, Sarah Malchow, Tim Meffert, Steve Schoen, and Gloria Teifke

Members Excused: Tr. Matter

Staff Present: Administrator Jen Keller, Director of Public Works Brian Kober and Clerk Jilline Dobratz

2. Approval of the Board of Public Works Minutes of February 22, 2022

Motion by Sarah Malchow, second by Gloria Teifke to approve the Board of Public Works minutes of February 22, 2022.

Vote: 6 ayes, 0 nays. Motion carried.

3. Discussion/Action on Industrial Drive Resurfacing Project 2022

Director Kober gave background information. The WisDOT is accepting applications for grant funding until April 1, 2022.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to direct staff to write the grant for the Industrial Drive Resurfacing Project 2022.

Vote: 6 ayes, 0 nays. Motion carried.

4. Ordinance #22-07 Amending Chapter 42 Regarding Traffic Signs – Morning Meadows Phase 2

Director Kober gave information on the current intersection traffic signs.

Motion by Tr. Engelhardt, second by Tim Meffert to recommend Village Board approve Ordinance #22-07 Amending Chapter 42 Regarding Traffic Signs – Morning Meadows Phase 2.

Vote: 6 ayes, 0 nays. Motion carried.

5. Resolution #22-06 Accepting Sanitary and Water System – Morning Meadows Phase 2

Motion by Tr. Engelhardt, second by Tr. Heckendorf to recommend Village Board approve Resolution #22-06 Accepting Sanitary and Water System – Morning Meadows Phase 2.

Vote: 6 ayes, 0 nays. Motion carried.

6. Director of Public Works Report

Director Kober gave the report.

Motion by Tr. Heckendorf, second by Tr. Engelhardt to place the Director of Public Works Report on file.

Vote: 6 ayes, 0 nays. Motion carried.

7. Citizens/Village Staff to Address the Board

Director Kober stated the yard waste site is now open.

8. Adjourn

Motion by Chair Heckendorf, second by Tr. Engelhardt to adjourn.

Vote: 6 ayes, 0 nays. Meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk

DRAFT

DATE: April 7, 2022
TO: Village Trustees of Jackson
FROM: Cory A. Scheidler / Ron Dalton / Kris Dressler/ Doug Kroes
REGARDING: Jackson Municipal Complex – CONSTRUCTION UPDATE
PROJECT # J5789-002

Please find the following construction related update associated with the Jackson Municipal Complex contract for the last month:

CONSTRUCTION:

A. Construction Support/Administrative Activities:

1. Continued contractor coordination, on-site meetings and site reviews.
2. Continue facilitation of monthly construction progress and periodic coordination meetings.
3. Assisting Owner's staff with commissioning of building systems with related Contractor coordination.
4. Continued Owner's staff assistance related to expense/budget tracking and department cost allocations.
5. Review of Contractor submitted O&M Manuals
6. Review and processing of Contractor Applications for Payment. Contractor Payments To-Date = \$11,423,901.01 (97% of Contract Amount)

B. Remaining Work Items & Schedules:

1. HVAC Commissioning: Ongoing
2. Interior Wood Door Replacements – 3 each: Materials ordered.
3. Apparatus Bay Overhead/4 Fold Door Seals: Testing to be scheduled by Contractor
4. Specified Exterior Building Lighting: All but five lighting wall packs have been delivered and installed. Installation of remaining fixtures upon delivery of materials.
5. Final delivery of project completion documents: O&M Manuals, Record Drawings, etc.: Initial submittals have been received and currently under A/E review process.
6. Precast exterior walls: Punchlist/corrective items: Work began during the week of 4/4/22.

SUMMARY:

- A. Certain equipment/system installations such as systems requiring Electrical Components (temporary components installed within the interim) remain delayed but recently, tentative shipping dates have been provided. Coordination of delayed work items will occur with the respective staff.
- B. Certain Audio/Visual hardware components associated with the Training and Board rooms are on hold related to delayed delivery dates. Due to the uncertainty of delivery dates, alternate components have been selected by staff and ordered. Delivery of alternate materials have yet to be determined. Schedule of installation will be determined upon confirmation of delivery schedule.
- C. At this time, final contract close-out is anticipated during the month of June 2022.

CONSTRUCTION BUDGET STATUS:

Construction Budget (Const. Estimate + Contingency)	=	\$12,537,053
<u>Project to Date (PTD) Construction Contract Total</u>	=	<u>\$11,758,409</u>
PTD Construction Budget Balance	=	\$ 778,644
PTD Contract Total as Percent of Construction Budget	=	93.8%
PTD Change to Contract Total as Percent of Original Contract Amount	=	1.41%

TOTAL PROJECT BUDGET STATUS:

Total Project Budget =	\$14,286,526
Construction Contract Total to Date =	\$11,758,409
Owner's Projected Expense Items Amount (Furnishings, Equip, IT, etc.) =	\$1,427,098
*Construction Utility Costs =	\$0
A/E / Soft Cost =	\$1,027,295
Project Budget Balance =	\$73,723
Percent of Project Budget Allocated To-Date =	99.5%

**Construction Utility Costs Reimbursed by Contractor through contract change order*

From: [Doug Kroes](#)
To: [Brian Kober](#)
Cc: [Jen Keller](#); [Cory Scheidler](#); [Kristopher Dressler](#); [Ron Dalton](#)
Subject: RE: Change Order #12 Municipal Complex: A/E Response 3/4/22
Date: Friday, March 4, 2022 11:38:57 AM
Attachments: [Jackson PCO#84 Cord Drop GFCI Protection A-E Cost Revision 021822.pdf](#)

Brian: Thank you for bringing these items to our attention. As a result of our review, our office has prepared the following responses (**Red font**):

1. #1 ADD Lump Sum – Light Fixture extensions/suspensions for \$3,602.25. The Board argues this should have been caught during the design phase of the project. The designer should have known the height of the HVAC equipment to work with the lighting in the room; **The amount of lighting/fixture designed for these spaces were sufficient for illuminating storage and mechanical room spaces. During the process of installing the HVAC ductwork, it was discussed that the illumination of the spaces would be improved if the fixtures were extended to below the ductwork and as a result of the discussion, it was decided by the team to suspend the fixtures to a height of 9' AFF. In considering the Owner's comments related to cost responsibility and the re-evaluation of the Contractor's cost proposal, the A/E feels that some cost considerations can be made related to the suspensions included within the original contract Vs the suspensions added during the construction phase. We would estimate that a 20% premium on costs outside of a competitive bidding environment would be appropriate and therefore, the A/E would consider reimbursing the Owner in the amount of \$720.45.**
2. #16 ADD Lump Sum – Add GFCI Breakers to drop Cords (18 Each) for \$2,875.89. The Board claims if this is a Code requirement why wasn't this item in the bid. **The initial thought process during the design phase was that because the application of these drop cords were to provide reliability of operation to emergency vehicles, the potential of an interruption in electrical power to these circuits could adversely affect an emergency response. With that said, due to the inflexibility of the electrical code, it was found that the GFCI protection is required regardless of its application and therefore, added to the contract. The cost included within Change Order No. 12 was associated with the addition of GFCI breakers which were not included within the original contract and is considered a value-add item which was appropriately added to the cost of the project. NOTE: The A/E did directly bear the cost of the original, standard breakers that were replaced with GFCI breakers. In re-evaluating the Contractor's cost proposal, there is a cost associated with the installation(labor) of the GFCI breakers in which, if originally included within the contract, the GFCI breakers would have been installed as part of the panel manufacturing. Therefore, The A/E would consider reimbursing the Owner for the GFCI installation(labor) cost amounting to \$642.00 resulting in a net cost increase to the contract of \$2,236.94. (See Attached PCO#84)**
3. #18 ADD Lump Sum – furnishing and installing door closure mechanism on Fire Dept. Resource Watch Room Door for \$530.00. The Board questions was the item was missed on the plans. Would have figured this door would have a closer. **Closure mechanism are not provided on all doors and installation thereof is typically evaluated based on the use of the space such as; Doors providing access to the outdoors, Separation of departments, etc. The Resource Watch Room is considered more of an office work space and therefore, was not provided with the closure mechanism. After occupying the space for a period of time, the Fire Department found that the door was not being closed consistently by the occupants and**

therefore, decided that they would like a closure mechanism installed. This is considered a value add item and is appropriately considered a cost to the project.

Please feel free to contact our office should you have any questions.

Thank you,

Doug Kroes

Senior Construction Manager

Cedar Corporation

W61 N497 Washington Avenue | Cedarburg | WI | 53012

Office: 262-204-2360 ext 1403 | TF: 800-472-7372

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From: Brian Kober <brian.kober@villageofjacksonwi.gov>

Sent: Wednesday, February 9, 2022 6:01 PM

To: Doug Kroes <doug.kroes@cedarcorp.com>; Cory Scheidler <cory.scheidler@cedarcorp.com>; Kristopher Dressler <kris.dressler@cedarcorp.com>

Cc: Jen Keller <jen.keller@villageofjacksonwi.gov>

Subject: Change Order #12 Municipal Complex

Cedar Corp Team,

At the February 8, 2022 Village Board meeting, the Village Board approved Change Order #12 for the Municipal Complex with the condition of Cedar Corp reimbursing the Village of Jackson for the following items:

1. #1 ADD Lump Sum – Light Fixture extensions/suspensions for \$3,602.25. The Board argues this should have been caught during the design phase of the project. The designer should have known the height of the HVAC equipment to work with the lighting in the room;
2. #16 ADD Lump Sum – Add GFCI Breakers to drop Cords (18 Each) for \$2,875.89. The Board claims if this is a Code requirement why wasn't this item in the bid.
3. #18 ADD Lump Sum – furnishing and installing door closure mechanism on Fire Dept. Resource Watch Room Door for \$530.00. The Board questioned whether the item was missed on the plans. Would have figured this door would have a closer.

The total reimbursement for the three (3) items is \$7,008.14.

If you have any questions please do not hesitate to ask.

Brian W. Kober, P.E.

Director of Public Works/Village Engineer

Village of Jackson

W194 N16660 Eagle Drive
PO Box 637
Jackson, WI 53037
Phone: 262-677-0707
Fax: 262-677-8770

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Please visit our website at <http://www.cedarcorp.com/disclaimer> for more details.



January 13, 2022

Jackson Municipal Complex
N168W19721 Main St
Jackson, WI 543037

PCO #84: Cord Drop GFCI Protection

Mike Koenig Construction Co. Inc. proposes to provide GFCI protection for apparatus bay cord drops per the following specifications.

Per Inspector Request, Not noted on plan per spec.

FD Apparatus Bay

Item	QTY	Price	Subtotal
Material	14.00	\$132.66	\$1,857.30
Labor	4.00	\$100.00	\$400.00

PD Squad Garage

Item	QTY	Price	Subtotal
Material	4.00	\$132.66	\$530.64
Labor	2.00	\$100.00	\$200.00

Deduct Original Breaker Cost

Item	QTY	Price	Subtotal
Material	18.00	\$16.84	(\$303.12)

Labor and Material: ~~\$2,687.94~~ **\$2,087.94**
Mark-up: ~~\$ 135.00~~ **\$ 105.00**
Bond: \$ 56.00 **\$ 44.00**
NET SUM OF: \$2,878.94 \$2,236.94

Please sign below to indicate your approval.

Owner Signature

Date

Note: If this proposal is accepted an official contract change order will be issued which will adjust the total contract amount accordingly.

Cost of BAB 20 Amp Breaker \$303.05 (\$16.80 per Breaker)

They will be left on site to the customer's future use.

Existing Breaker come from the Factory installed at no cost when order is placed

Cost GFCI Breakers \$2,387.88 (\$132.25 per Breaker)

All the Neutral wires need to be extended to the GFCI breakers being installed.

Labor to Install \$600.00

Multiple different panels throughout the facility.

Respectfully Submitted,
MIKE KOENIG CONST. CO., INC.

Pete Schmoll

Pete Schmoll
Project Manager

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, March 31, 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: Tr. Emmrich, Tr. Kruepke, Dan Reik and Jon Weil

Excused Absent: Jon Molkentin

Village Board Member Present: Tr. Heckendorf

Staff Present: Building Inspector Collin Johnson, Administrator Jen Keller and Clerk Jilline Dobratz

Also Present: Kurt Henning of H & R Construction, Mark Hertzfeldt of Design 2 Construct, Dan Schaefer of Sign Works, Walter and Renee Miller of Miller Monument and Patrick Walia

2. Approval of Minutes for the Plan Commission Meeting of February 24, 2022

Motion by Trustee Emmrich, second by Jon Weil to approve the Plan Commission minutes of February 24, 2022.

Vote: 5 ayes, 0 nays. Motion carried.

3. Conditional Use – Request to exceed the maximum size for an accessory structure – Shed – 3128 Sherman Parc Circle – Patrick Walia

Patrick Walia was present to answer any questions.

Motion by Trustee Emmrich, second by Trustee Kruepke to recommend to the Village Board the approval of Conditional Use request to exceed the maximum size for an accessory structure at 3128 Sherman Parc Circle.

Vote: 5 ayes, 0 nays. Motion carried.

4. Conditional Use Amendment – Sign – W225N16712 Cedar Park Court – St. Vincent de Paul

Dan Schaefer of Sign Works was present to answer any questions.

Motion by Jon Weil, second by Trustee Emmrich to recommend to the Village Board the approval of a Conditional Use Amendment for the installation of a sign at W225N1712 Cedar Park Court for a sign 40 square feet in area and to allow the sign to exceed the 12-inch maximum projection from the building façade.

Vote: 5 ayes, 0 nays. Motion carried.

5. Two-Lot Certified Survey Map (CSM) for properties identified by Tax Key: V3_046500D9999 – DFN Properties

Kurt Henning from H & R Construction provided information on future planned residential and commercial uses of the property.

Administrator Keller gave information on the TID as it is currently planned for commercial use. It was also stated the TID plan can be amended by the Joint Review Board following Village of Jackson Village Board and Plan Commission approval. The cost estimate for Ehlers to oversee the process of amending the TID 7 plan is \$15,000.00.

Motion by President Schwab, second by Trustee Emmrich to recommend to the Village Board the approval of the Two-Lot Certified Survey Map (CSM) for properties identified by Tax Key: V3_046500D9999 – DFN Properties based on the general and specific conditions listed below.

General Conditions:

1. Staff and governmental approval. Prior to the Village signing the final 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 Administrator, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Administration per ch. 236, Wis. Stats. and ch. Comm. 85, Wisconsin Administrative Code; and Wisconsin Department of Administration per ch. 236, Wis. Stats.
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 30 days of the billing by the Village, pursuant to Section 66.0627, Wis. Stats. 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.

Specific Conditions:

1. Prior to recording of the final CSM, the Village Board, Joint Review Board and WI Department of Administration must approve an amendment to TID #7.
2. Prior to recording of the final CSM, the Sanitary Sewer and Watermain

Easements noted on page 1 shall be amended to reflect a 30' width.

3. Prior to recording of the final CSM, the signature blocks on page 4 shall be amended to reflect Administrator Jen Keller.
4. The surveyor's seal, signature, and date must appear on all sheets of the final CSM. The same revision date must also be noted on each sheet.

Vote: 5 ayes, 0 nays. Motion carried.

6. Planned Unit Development and Site Plan Review – Establishing PUD-02 – Tax Parcels: V3_011400A and V3_009600B – Walter & Renee Miller, Miller Monument Co., Inc.

Walter and Renee Miller were present to answer any questions.

Planned Unit Development Action

Motion by President Schwab, second by Trustee Emmrich to recommend to the Village Board the approval of the Planned Unit Development – Establishing PUD-02 – Tax Parcels: V3_011400A and V3_009600B – Walter & Renee Miller, Miller Monument Co., Inc. as set forth in the draft ordinance dated March 22, 2022.

Vote: 5 ayes, 0 nays. Motion carried.

Site Plan Action

Motion by President Schwab, second by Trustee Emmrich to recommend to the Village Board approval of the site plan subject to the following terms and conditions:

1. Any future alterations to the site, including ground mounted signage, shall require the applicant to amend and seek approval of a new site plan.
2. On-site parking is limited to licensee, registered, and operable vehicles.
3. Outdoor storage of equipment or product is prohibited.
4. Include the following notation on the site plan:
 - The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-153) relating to the use and development of the subject property.
 - Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village Administrator.
5. Prior to any occupancy the property owner shall obtain all necessary permits from the Building Inspector and Fire Department.
6. All necessary permits shall be obtained within 9 months of site and PUD approvals.
7. Property owner shall apply for an occupancy permit within one year of the date of issuance for any building permits.
8. A Certified Survey Map is created and approved combining the two parcels. The CSM must be approved and recorded at the Register of Deeds office

within 9 months of date of approval for the Site Plan.

Vote: 5 ayes, 0 nays. Motion carried.

Trustee Kruepke left the dais at 7:21 p.m.

7. Planned Unit Development Amendment and Site Plan Review – Establishing PUD-03 – Tax Parcel: V3_047700K, N168W19490 Main Street – KARM Properties

Mark Hertzfeldt from Design 2 Construct was present and gave information on the project including; building placement, vegetative buffer, eliminating a parking lot and facility usage.

Planned Unit Development Action

Motion by President Schwab, second by Jon Weil to recommend to the Village Board the approve the amendment of the Planned Unit Development – Establishing PUD-03 – Tax Parcel: V3_047700K, N168W19490 Main Street – KARM Properties. Set forth in the draft Ordinance on March 22, 2022.

Administrator Keller gave information on a Conditional Use Permit which would need to be applied for separately and Planned Unit Development Amendment approvals including public notices.

Vote: 4 ayes, 0 nays. Motion carried.

Site Plan Action

Motion by President Schwab, second by Dan Reik to recommend to the Village Board approval of the site plan subject to the following terms and conditions including sub points:

1. Access to Storage Units shall be limited to hours of operation as included in the application, 5AM-12AM.
2. Any permitted overnight parking of tractor/trailers be limited to the five parking stalls on the north end of the property and prohibit overnight idling of tractor/trailers between the hours of 9PM and 7AM consistent with the Village's regulations for loud and unnecessary noise (Section 30-4).
3. Outdoor storage of equipment of any kind is prohibited.
4. Include the following notation on the site plan:
 - The Village of Jackson has adopted regulations in the Village's zoning regulations (Section 48-154) relating to the use and development of the subject property.
 - Any revisions to this site plan set are subject to Village review and approval if deemed necessary by the Village Administrator
5. All necessary permits shall be obtained with the Village Building Inspector and Engineer prior to work commencing on the construction of the storage facility and, if applicable, sidewalk.

Vote: 3 ayes, 1 nays (Trustee Emmrich). Motion carried.

Trustee Kruepke joined the dais at 7:35 p.m.

8. Public notification practices for re-zoning, conditional use, planned unit development and street easement/vacation – Discussion Only

Building Inspector Johnson and Administrator Keller gave background information on processes and costs. Discussion included the Staff recommendation to adhere practices to State Statute and local ordinances, which would reduce the number of notices directly mailed to nearby property owners for PUD and rezoning applications.

9. Citizens to Address the Plan Commission

Kurt Henning, Stonewall Drive, spoke on Agenda Item #7. Mr. Henning inquired on details of the proposal and site specifications.

10. Adjourn

Motion by President Schwab second by Trustee Emmrich to adjourn.

Vote: 5 ayes, 0 nays. Meeting adjourned at 7:49 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCPC*
Village Clerk