

**APPROVED 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