

**APPROVED MINUTES
PLAN COMMISSION MEETING
Thursday, February 24, 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

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

Members Present: Tr. Kruepke, Jon Molkentin, and Dan Reik

Excused Absent: Trustee Emmrich and Jon Weil

Village Board Member Present: Tr. Heckendorf

Staff Present: Building Inspector Collin Johnson and Administrator Jen Keller

Also Present: Taylor Cherry, Kole Kamine, Anca Amaiei, Judy Scabo-Stull and Barry Rodgers of Sysco Corporation, Mark Hauser – petitioner for annexation, John Donovan – petitioner for Sign from Belinski Home

2. Approval of Minutes for the Plan Commission Meeting of January 27, 2022

Motion by Dan Reik, second by Jon Molkentin to approve the Plan Commission minutes of January 27, 2022.

Vote: 4 ayes, 0 nays. Motion carried.

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

John Donovan from Belinski Home presented the proposed sign to the Plan Commission.

Motion by President Schwab, second by Trustee Kruepke to recommend to the Village Board the approval of the proposed signage provided (1) the Village engineer approves the final location and (2) the petitioner obtains a building permit from the Village's building inspector.

Vote: 4 ayes, 0 nays. Motion carried.

4. Recommendation for Temporary R-1 Zoning – Mark Hauser - for portion of property identified as Tax Key: T7_077600B

Motion by President Schwab, second by John Molkentin to recommend to the Village Board the land subject to the pending annexation petition be temporarily zoned R-1.

Vote: 4 ayes, 0 nays. Motion carried.

5. One-Lot Certified Survey Map for properties identified by Tax Key: V3_0301 and Tax Key: T9_076400A – Sysco

Motion by President Schwab, second by Trustee Kruepke to 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 a lot granted 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 prior to the commencement of work and shall conduct period inspections during construction. 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 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.
18. Sysco shall establish an outlot south of the cul-de-sac. Sysco will work with the Village to determine which option is the most appropriate and work to effectuate the desired option.

Administrator Keller stated procedurally it would be best to defer Village Board approval on this item to the April meeting.

Vote: 4 ayes, 0 nays. Motion carried.

6. Referral from Village Board for review and recommendation of resolution for Vacation of Public Right-of-Way – for a portion of Mill Road

Motion by President Schwab, second by Dan Reik recommend to the Village Board that Resolution #22-05 to Vacate and Discontinue a Portion of Mill Road, along with the map and legal description be adopted by the Village Board. Second. Discussion Vote.

Vote: 4 ayes, 0 nays. Motion carried.

7. Planned Unit Development Amendment and Site Plan Review – Sysco, W223N16501 Cedar Parkway

Planned Unit Development Action

Motion by President Schwab, second by Trustee Kruepke to 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.

Vote: 4 ayes, 0 nays. Motion carried.

Site Plan Action

Motion by President Schwab, second by Dan Reik to 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.

President Schwab shared he did not believe the emergency access gate system was needed with consideration to the added expense and maintenance to Sysco. Trustee Kruepke stated the expense and maintenance for the system would not be needed either. Jon Molkentin requested more information regarding special condition #6 regarding the 66' easement. It was stated the Village Attorney's recommendation to designate the easement as an outlet instead would be best. Sysco leadership indicated this change was amenable to them.

Additional conversation regarding Fire Department access ensued. It was determined each guard house located at the entry points to the facility would be staffed 24/7 and ensure access by emergency response vehicles to the premise if needed. The staging area was also clarified to have two lanes for "stacking".

Vote: 4 ayes, 0 nays. Motion carried.

8. Proposed Amendments to Village of Jackson Comprehensive Plan: Map 1 Future Land Use Plan 2050 - Resolution #22-02

Motion by President Schwab, second by Jon Molkentin to adopt Resolution 22-02 as drafted, recommending to the Village Board various revision to the Village's Comprehensive Plan.

Vote: 4 ayes, 0 nays. Motion carried.

9. Citizens to Address the Plan Commission

Bob Anderson, 3109 Mill Road, spoke on Agenda Item #7. Mr. Anderson stated he believed the project would have an adverse impact on his property value as a neighbor to the west of the Sysco properties. He stated a suppression fence, and a berm would be requested, as well as considerations for down-lighting to avoid intrusive sounds and lights. He also requested to know the distance from the center of the road to the rear of the proposed vehicle maintenance facility.

Mark Hauser, 3010 Mill Road, spoke on Agenda Item #6 and #7 expressed opposition to closing Mill Road. Mr. Hauser owns the parcel east of Sysco and he has utilized Mill Road to travel east. Mr. Hauser expressed frustrations with the truck staging traffic from Sunday through Thursday along Cedar Parkway. It was the preference of Mr. Hauser that no parking on Cedar Parkway be allowed, and he requested the Village of Jackson prohibit parking due to Sysco's history of not taking any action to address the issue.

Albert Schulteis, 4026 Pioneer Road, spoke on Agenda Item #6 and on behalf of the Town of Polk. Mr. Schulteis voiced concern for emergency access to the Town of Polk. Mr. Schulteis states the time to go around the closure was at least four (4) minutes of additional response time. Traffic on Cedar Parkway was also a stated concern. Semi-truck traffic prohibited Village salting operations from reaching the road this week and increasing traffic would be a concern.

Pat Hauser, 3010 Mill Road spoke on agenda item #6 and #7. Pat stated it was odd to close a portion of Mill Road with segments uncertain and questioned if their address would change. She also stated she did not understand how a road could be legally closed. Mrs. Hauser mentioned drainage issues on their property and opposed expansion of Sysco as she believed the land Sysco proposes to place a fleet maintenance facility has clay and water concerns which would contribute to their property drainage issues. Additional concerns for trucks turning around, causing rutting at their access, and needing to park vehicles to stop trucks from entering their driveway has been an ongoing problem.

10. Adjourn

Motion by President Schwab second by Trustee Kruepke to adjourn.
Vote: 4 ayes, 0 nays. Meeting adjourned at 7:35 p.m.

Respectfully submitted,

Jen Keller
Village Administrator