

**APPROVED MINUTES
PLAN COMMISSION MEETING
Thursday, February 23, 2023 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 7:12 p.m.

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

Excused Absent: Ryan Ganshow and Doug Wilcox

Village Board Member Present: Trustee Heckendorf

Staff Present: Director of Inspections Collin Johnson and Administrator Jen Keller

Also Present: Deb Sielski and Hannah Keckeisen of Washington County Department of Community Development.

2. Approval of Minutes for the Plan Commission Meeting of January 5, 2023

Motion by President Schwab, second by Tr. Kruepke to approve the Plan

Commission minutes of January 5, 2023.

Vote: 4 ayes, 0 nays. Motion carried.

3. Preliminary Plat – Parcel #V3_053600B – The Oaks of Jackson – Village of Jackson

Administrator Keller provided an overview of the Preliminary Plat and supportive documents.

Motion by President Schwab, second by Dan Reik to recommend to the Village Board approval of the Preliminary Plat for Parcel #V3_053600B The Oaks of Jackson as proposed by the Village of Jackson subject to the following:

General Conditions (1-3)

1. **Staff and Governmental Approval.** Prior to the Village signing the final plat/CSM, the commencement of any construction of any improvement, whether public or private, or any site development, the development 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 ch. 236, Wisconsin Statutes and ch. Comm. 85, Wisconsin Administrative Code; and Washington County.
2. **Professional Fees.** The Village shall participate in all costs and expenses of any type in connection with this development, including the cost of professional services incurred by the Village such as 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. **Surveyor's Responsibility.** Although the Village of Jackson has reviewed the subdivision plat/certified survey map, the surveyor is entirely responsible for the thoroughness and accuracy of the survey and related matters and compliance with all state and local codes, ordinances, and procedures. Modifications to the survey may be required should errors or changed conditions be found at a future date.

Specific Conditions (1-8)

1. The subdivider must obtain the approval of the Village engineer.
2. The Date and name of delineator should be added to the plat with corresponding notes.
3. The Village will confirm the proposed street names are acceptable with Final Plat review and approval.
4. The subdivider must obtain all necessary approvals as specified in s. 236.34(1), Wis. Stats.
5. The subdivider must prepare and submit deed restrictions to the Village and obtain approval of the same
6. Prior to any (1) land-altering activity or (2) the execution of the final plat, the builder or condo developers must enter into a Development Agreement with the Village, upon such terms as determined by the Village Board, and obtain approval of the same. In addition to general provisions in a developer agreement, the agreement must address the following special circumstances:
 - a. Phasing of the development.
 - b. A description of those improvements that are needed to the Village's water and sewer infrastructure, if any, that may be needed to provide service to the subdivision and any cost recovery mechanisms needed to fund such required work.
 - c. At the time of approval of the preliminary plat, the subject property consists of two undeveloped Outlots 6 and 8 parcels. A provision must be added to ensure both parcels remain under the control of the subdivider.
 - d. The Village Engineer shall review and approve all required plans (e.g., construction plans, stormwater management, and erosion control) and all permit applications must be submitted and approved.
 - e. The Engineer shall approve a stormwater management plan to include any necessary access easements which shall be described with a legal description.
 - f. The engineer shall approve a land management plan for Outlots 1, 2 and 7. Such plan must describe vegetation management objectives and permissible uses of such lands within the PUD language.
 - g. Any other conditions determined by the Village Planner, Engineer, or Attorney.
7. A Notice of Intent permit is required by NR 216.42, Wis. Stats. for construction sites of one acre or more of land disturbance. The Engineer must obtain a copy, as that has been issued.
8. The final plat must show all required features listed in the Village's land division regulations and comply with all required standards and procedures unless modifications are approved via PUD review and approval. In particular, the final plat needs to address the following items:

- a. Any maintenance of paths for Outlots 3, 4 and 5.
- b. The area of land being dedicated to the public for street purposes must be stated on the face of the plat per s. 236.20(2)(i), Wis. Stats.
- c. Include the following note(s) on the face of the final plat substantially as follows:
 - i. The titleholders of Lots 1 through 44 own a 1/44th undivided and nontransferable interest in Outlots 1, 2,3, 4, 5, 7. The use and maintenance of the outlots is governed by Declaration of Covenants approved by the Village Board.
 - ii. The titleholders of Lots 1 through 44 are responsible for the maintenance of the stormwater facilities in the subdivision consistent with the stormwater management plan.
 - iii. Stormwater management practices are located in one or more of the outlots in the subdivision. There are one or more separate documents recorded on the property title through the Washington County register of deeds entitled "stormwater management practice maintenance agreement" ("maintenance agreement") that apply to outlots. The maintenance agreement subjects this subdivision plat, and all lot owners therein, to covenants, conditions, and restrictions necessary to ensure the long-term maintenance of the storm water management practice. The agreement also outlines a process by which the Village of Jackson may levy and collect special assessments or charges for any services the community might provide relating to enforcement of the maintenance agreement.
- d. Show any existing easements and include the document number of the instrument of origin

Vote: 4 ayes, 0 nays. Motion carried.

4. Ordinance 23-04 – Rezoning of Tax Parcel V3_053600C for Planned Unit Development (PUD) to B-1 (Community Business District) – Village of Jackson

Tr. Emmrich joined the meeting at 7:19 p.m.

Motion by Tr. Kruepke, second by Jon Molkentin to recommend to the Village Board approval of Ordinance 23-04 Rezoning of Tax Parcel V3_053600C from Planned Unit Development (PUD) to B-1, Community Business District and to amend the zoning map accordingly.

Administrator Keller stated a public hearing would be required at the March 14th Board Meeting prior to the Village Board taking action.

Vote: 5 ayes, 0 nays. Motion carried.

5. Ordinance 23-05 – Amending Ordinance Section 48-177 Pertaining to Parking Requirements

Motion by President Schwab, second by Tr. Kruepke to recommend the Village Board adopt Ordinance 23-05 Amending Section 48-177 of Village Code regarding Parking Requirements.

Administrator Keller stated a public hearing would be required at the March 14th Board Meeting prior to the Village Board taking action.

Vote: 5 ayes, 0 nays. Motion carried.

6. Citizens to Address the Plan Commission

No comments were provided.

7. Adjourn

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

Vote: 5 ayes, 0 nays. Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Jen Keller
Village Administrator