

AGENDA
PLAN COMMISSION MEETING
Thursday, December 1, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Plan Commission Meeting of October 27, 2022
3. Ordinance 22-17 – Annexation Request and Recommendation for Temporary R-1 Zoning – Parcel #T3_052200A – Just Neighbors 2, LLC
4. Ordinance 22-18 – Amending Chapter 48 of the Zoning Code Regarding R-6 Zoning
5. Concept Plan – N168W20069 Main Street, Suite 2 - Studio 316 Creative
6. Citizens to address the Plan Commission
7. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday, October 27, 2022 at 7:00 p.m.
Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

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

Members Present: Ryan Ganshow, Jon Molkentin and Doug Wilcox

Excused Absent: Tr. Emmrich, Tr. Kruepke and Dan Reik

Village Board Member Present: Trustee Heckendorf

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

2. Approval of Minutes for the Plan Commission Meeting of October 11, 2022

Motion by Doug Wilcox, second by President Schwab to approve the Plan Commission minutes of October 11, 2022 with corrections including amending his attendance to "excused absent" and amending the voting count throughout the file.

Vote: 4 ayes, 0 nays. Motion carried.

Amend: strike Doug Wilcox as present and adjust number of ayes thereafter.

3. Conditional Use – Sign – Morning Meadows Subdivision

Motion by Doug Wilcox, second by Jon Molkentin to recommend to the Village Board the approval of the signage request for Morning Meadows subdivision as submitted conditioned upon the following:

1. This approval is only applicable for signage for Phase I and II.
2. The sign shall be approved for display for an initial period of 24-months with the opportunity to extend for an additional 12-month period upon submittal of a new sign permit application and fee to the Building Inspection Department.
3. The sign shall be removed within 30-days of the sale of the last lot or home within Phase I and/or Phase II.

Vote: 4 ayes, 0 nays. Motion carried.

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

Motion by Pres. Schwab, second by Doug Wilcox to recommend to the Village Board approval of Ordinance 22-12 Establishing Residential Zoning Districts RT-10 and RT-11 under Chapter 48 of the Village Code and to Amend the Village of Jackson Zoning Map Consistent with the Proposed Changes.

Vote: 4 ayes, 0 nays. Motion carried.

5. Ordinance 22-14 – Amending Village Ordinances Related to Sign Reviews and Approval

President Schwab clarified the Village of Jackson sign review process was identified by Staff as inefficient and the intent of the amendment is to authorize Staff to approve sign permit applications absent any unusual requests or requests outside of the allowable provisions in current code.

Motion by Doug Wilcox, second by Ryan Ganshow to recommend the Village Board the approval of the Amendments to Village Ordinance Sections 48-301(1), 48-301(4), 48-302 and 48-151(i)(3) as drafted.

Vote: 4 ayes, 0 nays. Motion carried.

Clarification regarding when ordinance amendments are in effect was asked.

6. Ordinance 22-16 – Amending Ordinance 2-183 Relating to Proposed Meeting Date Change for the Plan Commission Meetings

Motion by Doug Wilcox, second by Jon Molkentin to recommend the Village Board the approval of Ordinance 22-16 – Amending Ordinance 2-183 Relating to Proposed Meeting Date Change for the Plan Commission Meetings.

Vote: 4 ayes, 0 nays. Motion carried.

7. Scheduling of November Plan Commission Meeting

Motion by Jon Molkentin, second by Doug Wilcox to schedule the next Plan Commission meeting to occur on Thursday, December 1st at 7:00 p.m.

Vote: 4 ayes, 0 nays. Motion carried.

8. Next Generation Housing – Subdivision Concept Plan Discussion

Administrator Keller introduced the two presenters, Brian Munson of Vandewalle and Associates and Mike Court of SEH Inc. The concept plan creation process was summarized, as was the intent of the project to meet market needs and provide bridge housing for families looking to enter the housing market.

Conversations regarding continued regarding the following topics:

- Setbacks and standard zoning practices in the Village.
- Pedestrian connectivity and pipeline design considerations on the site.
- Access points for vehicles.
- Washington County funding for the project.
- Transferring of ownership from the Village to a builder or homeowner.
- How the development will work to establish long-term ownership.

Suggestions from the Plan Commission conversation included:

- Positive feedback regarding complementary units compared to surrounding established residential development.
- Concern for guest access and parking to the westerly row townhomes.
- Considerations could be made for commercial uses if the site is intended to be multi-use.

9. Citizens to Address the Plan Commission

No citizens addressed the Plan Commission.

10. Adjourn

Motion by Pres. Schwab, second by Doug Wilcox to adjourn.

Vote: 4 ayes, 0 nays. Meeting adjourned at 7:32 p.m.

Respectfully submitted,

Jen Keller
Village Administrator

DRAFT

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

Property Address: 3314 County Road P Unit: Jackson, WI

Parcel #: T7052200A Lot Size: 43,560.12 sq. ft. Building Area: 2026 sq. ft.

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

APPLICANT INFORMATION

Name(s): Just Neighbors 2, LLC

Mailing Address: 9730 W Bluemound Road #22 State WI Zip 53226

Office: (____) _____ Cell: (414) 403-6244 Fax: (____) _____

Email: chris@homewire.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: N/A

D/B/A: _____ FEIN #: _____

Mailing Address: _____ State _____ Zip _____

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

Email: _____

Website: _____

PROPERTY OWNER INFORMATION

Name(s): Chris Buttrum

Address: 9730 W Bluemound Road #22 State WI Zip 53226

Office: (____) _____ Cell: (414) 403-6244 Fax: (____) _____

Email: chris@homewire.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Hahn's Water Well Pump

Primary Contact: Ben Hahn

Address: 1366 E. Summer St. #201 Hartford State WI Zip 53027

Office: (262) 670-6800 Cell: (____) _____ Fax: (____) _____

Email: ben@hahnswellservice.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: We are looking to be annexed from The town of Jackson to The Village of Jackson as our well and septic system failed so we may utilize the municipal Sherman Road Sewer and Water Main.

Provide a brief overview of proposed use(s) of entire property and/or lease space: The property will only be used for a single family residence.

Hours of Operation: N/A

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.: N/A

Describe all businesses, properties and other entities located adjacent to the proposed use: N/A

Describe any proposed, development, on-site improvements or other construction/remodeling activities: General residential interior rehab improvements

Describe any proposed grading, and/or stormwater management plan: All stormwater will be contained on the property

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

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: _____

Provide status of State/Federal License(s) or Certificate(s) required for operation, if any: None

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.): None

Describe any site-specific features/constraints, etc.: None

Outline proposed parking requirements including number of spaces plus those dedicated for handicapped parking: None

Describe all proposed screening/buffering from adjacent properties (where required by ordinance): None

Describe the proposed provisions for refuse and recycling collection/storage and required screening/buffering: None

Projected Sewer/Wastewater Usage: 0 gal/year

Projected Water Usage: 30,000 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):

Chris Buttrum

Applicant Signature:

Chris Buttrum
10/26/2022 7:32:39 PM CDT

Co-Applicant Name (Print):

CO-Applicant Signature:

Date of Application:

10-26-2022

You MUST sign and date this Application!

SUBMIT TO:

Village of Jackson – Building Inspection Dept.

(Checks shall be made payable to Village of Jackson)

W194 N16660 Eagle Drive

PO BOX 637

Jackson, WI 53037

QUESTIONS?

Building Inspector:

Phone:

Email:

For questions concerning building codes, zoning, or technical questions.

(262) 677-9696

collin.johnson@villageofjacksonwi.gov

Village Clerk:

Phone:

Email:

For all general questions concerning meeting dates, times, etc.

(262) 677-9001 Ext. 213

jilline.dobratz@villageofjacksonwi.gov

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

In-House Approval (O-T-C): Date: _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY
Acct. #: 100-00-45730-000-00

Date Received: 11/3/22
Amount: \$ 225.00
Payment Type: CH / CC / CASH
Check/Rcpt. #: 10272022-1
Received By: cmf

VILLAGE OF JACKSON

N168W19851 MAIN ST

P O BOX 637

JACKSON, WI 53037-0147

Receipt Nbr: 264020**Date:** 11/04/2022**Check****RECEIVED
FROM**

ROCKETMEN INVESTMENTS

\$225.00

Type of Payment

Accounting

Description

PLANNING / ZONING FEES

ANNEXATION REQUEST - 3314 CTH P

Amount

225.00

TOTAL RECEIVED225.00

Receipt Memo: ANEX RQST - 3314 CTH P/CK#10272022-1

Letter of Intent

We are requesting immediate annexation to the Village of Jackson from the Town of Jackson in order to begin the process of connecting to the Sherman Road Sanitary and Water Mains as our septic and well systems failed.

WARRANTY DEED

RETURN TO:
Just Neighbors 2, LLC
9730 West Bluemound Road #22
Wauwatosa WI 53226

Tax Parcel No:
T7 052200A

Document # **1569516**
WASHINGTON COUNTY WISCONSIN
2022-10-04 3:42:00 PM

Sharon A. Martin
SHARON A MARTIN
WASHINGTON COUNTY
REGISTER OF DEEDS
Fee: **\$30.00**

Transfer Fee: **\$495.00**

***The above recording information verifies
this document has been electronically recorded***

Returned to **Merit Title LLC**

Pages: 2

LEGAL DESCRIPTION:

Lot One (1), of Certified Survey Map No. 6583, recorded in the office of the Register of Deeds for Washington County, Wisconsin, on September 15, 2014, in Volume 50 of Certified Survey Maps, pages 175-177, as Document No. 1367065, as corrected by Affidavit of Correction recorded October 30, 2014, as Document No. 1369811, being part of the Southwest One-quarter (SW1/4) of the Southwest One-quarter (SW1/4) of Section 19, Township 10 North, Range 20 East, in the Town of Jackson, County of Washington, State of Wisconsin.

This is not homestead property

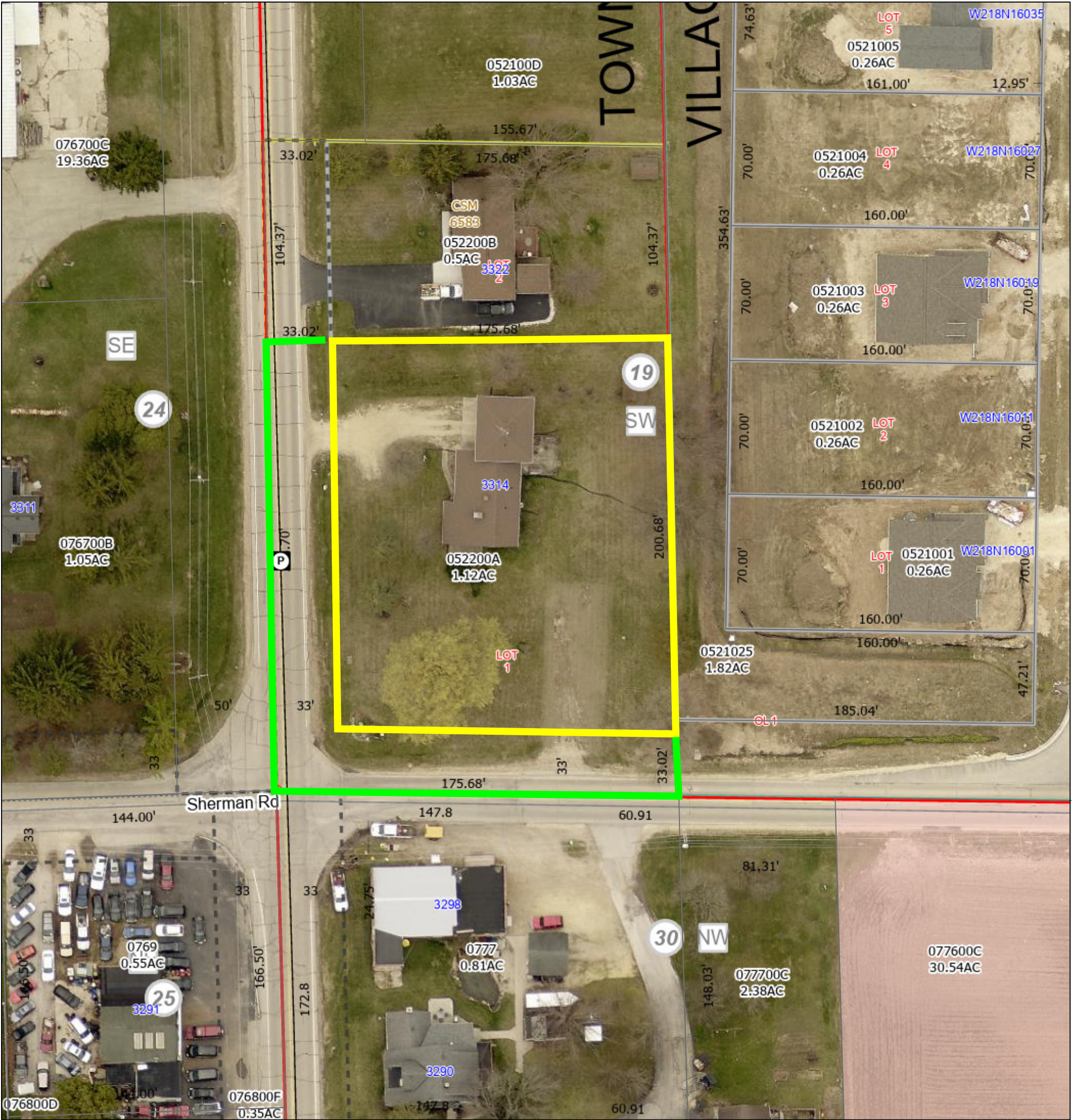
For Information Purposes Only
3314 County Road P
Jackson, WI 53037

Merit Title File: **222206**
Page 1 of 2

Impact Statement

This property will not be used for business use of any kind needing general hours of operation, nor requiring unusual conditions or special uses, signage or advertising. We are looking to continue using this property as a single family residence. In order to occupy the property new water and sanitary mains are needed requiring construction work for that to be conducted pending annexation approval of approximately January 2023 for a 30-60 day period. There would be heavy equipment at the property associated with that work and 1-2 work vehicles during the day. We are looking to conduct interior renovations for a period of 3 months to start immediately pending any required permits pulled for such work that would require 1-2 work vehicles as well parked at the residence until that is completed. Once commencement of the entire project is completed there should be 1-2 personal vehicles parked at the residence. We estimate that we would use around 30,000 gallons of water per year for a 2 person household. All stormwater will be contained on the property.

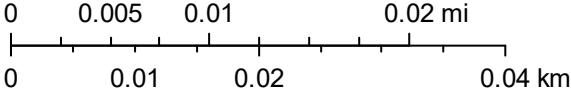
3314 County Hwy P. (Tax Key #: T7_052200A)



11/11/2022, 4:02:42 PM

1:611

Lines		Dimensions		Plat	
	Override 1	Parcel Dimension	---	---	Municipality
	Override 2	Right of Way Dimension	---	---	Retired Parcel
	Current Parcel	Leader Lines	---	---	Right-of-Way
	Railroad Centerlines	Subdivision Name	---	---	Unknown
Road Centerline I, USH		Certified Survey Number	---	---	Certified Survey Map
---	Interstate Highway, I-41	Lot Number	---	---	Condominium
---	US Highway, Hy 45; US Highway, Fond Du Lac Ave	Landhook	---	---	Assessor Plat; Cemetery Plat; Subdivision
Road Centerline STH, CTH		Meander Line	---	---	Lot
---	On/Off Ramp	PLSS Monument	---	---	PLSS Quarter
---	State Highway		---	---	PLSS Section
---	County Highway		---	---	PLSS Boundary
---	Address Point		---	---	
---	Parcel Taxkey & Acreage		---	---	
Local Road Labels			---	---	
---	Township Road		---	---	
---	City/Village Street		---	---	
---	Private Street		---	---	



Annexation Map for Just Neighbors 2, LLC

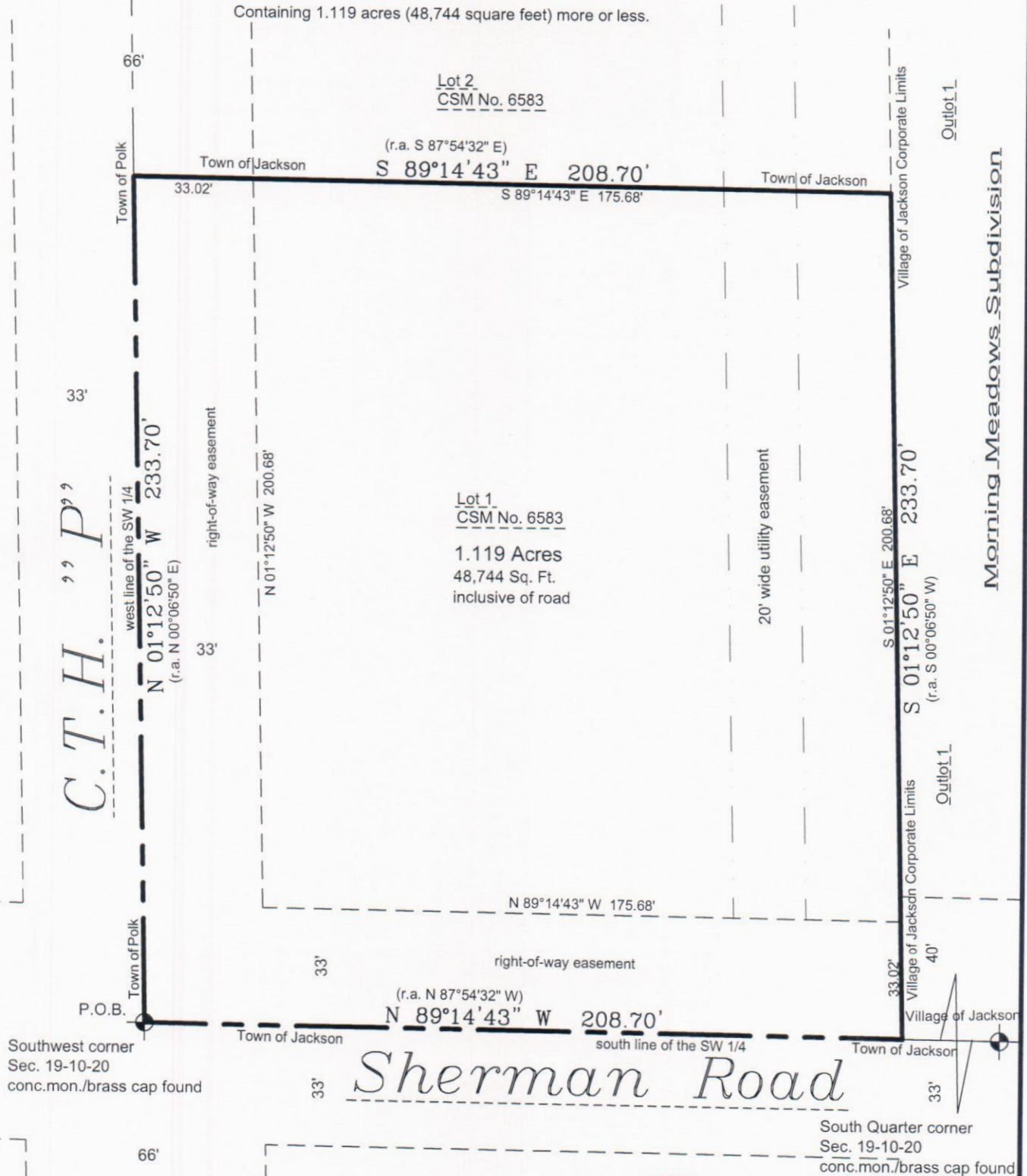
West Quarter corner
Sec. 19-10-20
conc.mon./brass cap
found

Area to be Annexed to the Village of Jackson, WI :

Lot One (1), of Certified Survey Map No. 6583 as recorded in the Washington County Registry in Volume 50 of Certified Survey Maps on pages 175-177 as Document No. 1367065 and corrected by Affidavit of Correction Document No. 1369811, part of the Southwest 1/4 of the Southwest 1/4 of Section 19, Township 10 North, Range 20 East, Town of Jackson, Washington County, Wisconsin, which is bounded and described as follows:

Beginning at the Southwest corner of said Section 19, thence N 01°12'50" W, along the west line of said SW 1/4, 233.70 feet, to the northwest corner of said Lot 1; thence S 89°14'43" E, along the north line of said Lot 1, 208.70 feet, to the northeast corner of said Lot 1; thence S 01°12'50" E, along the east line of said Lot 1, 233.70 feet, to the southeast corner of said Lot 1 and a point in the south line of said SW 1/4; thence N 89°14'43" W, along said south line of the SW 1/4, 208.70 feet, to the point of beginning.

Containing 1.119 acres (48,744 square feet) more or less.



(r.a.) - means "recorded as"

P.O.B. - indicates Point of Beginning.

Bearings are referenced to the Wisconsin State Plane Coordinate System Grid, South Zone. The west line of the SW 1/4 of Sec. 19-10-20 has a grid bearing of N 01°12'50" W.

0 20 40 80

Scale in feet
1" = 40'



Petition for Unanimous Annexation

The undersigned, constituting 100 percent of the owners of the following described territory in the Town of Jackson, Washington County, Wisconsin, lying contiguous to the Village of Jackson, petition the Village of Jackson to annex the territory below and shown on the attached map (Exhibit 1), as permitted by Chapter 66 of the Wisconsin Statutes, to the Village of Jackson, Washington County, Wisconsin.

Lot One (1), of Certified Survey Map No. 6583, recorded in the office of the Register of Deeds for Washington County, Wisconsin, on September 15, 2014, in Volume 50 of Certified Survey Maps pages 175-177, as Document No. 1367065, as corrected by Affidavit of Correction recorded October 30, 2014, as Document No. 1369811, being part of the Southwest One-quarter (SW1/4) of the Southwest One-quarter (SW1/4) of Section 19, Township 10 North, Range 20 East, In the Town of Jackson, County of Washington, State of Wisconsin.

Parcel number: T7 052200A in Town of Jackson, Washington County.

Dated this 27 day of October, 2022

Authorized Agent: (Name) Chris Buttrum

(Title) Owner

(Signature)  *Chris Buttrum*
10/27/2022 2:54:48 PM CDT

ORDINANCE #22-17

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

WHEREAS, Just Neighbors 2, LLC ("property owner") owns a parcel in the Town of Jackson, commonly referred to as Tax Parcel T3_052200A ("subject property"); and

WHEREAS, the property owner has submitted a petition to the Village Clerk, on or about November 3, 2022, for direct annexation of the subject property by unanimous approval; and

WHEREAS, on (Date TBD), the Wisconsin Department of Administration found the annexation to be in the public interest as stated in issued MBR # [REDACTED]; and

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

WHEREAS, the Village of Jackson Village Board considered the matter at its meeting on December 13, 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:

Lot One (1), of Certified Survey Map No. 6583 as recorded in the Washington County Registry in Volume 50 of Certified Survey Maps on pages 175-177 as Document No. 1367065 and corrected by Affidavit of Correction Document No. 1369811, part of the Southwest 1/4 of the Southwest 1/4 of Section 19, Township 10 North, Range 20 East, Town of Jackson, Washington County, Wisconsin, which is bounded and described as follows:

Beginning at the Southwest corner of said Section 19, thence N 01°12'50" W, along the west line of said SW 1/4, 233.70 feet, to the northwest corner of said Lot 1; thence S 89°14'43" E, along the north line of said Lot 1, 208.70 feet, to the northeast corner of said Lot 1; thence S 01°12'50" E, along the east line of said Lot 1, 233.70 feet, to the southeast corner of said Lot 1

and a point in the south line of said SW 1/4; thence N 89°14'43" W, along said south line of the SW 1/4, 208.70 feet, to the point of beginning.

Containing 1.119 acres (48,744 square feet) 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, Single-Family Residential (R-1) 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 20 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 13th day of December 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

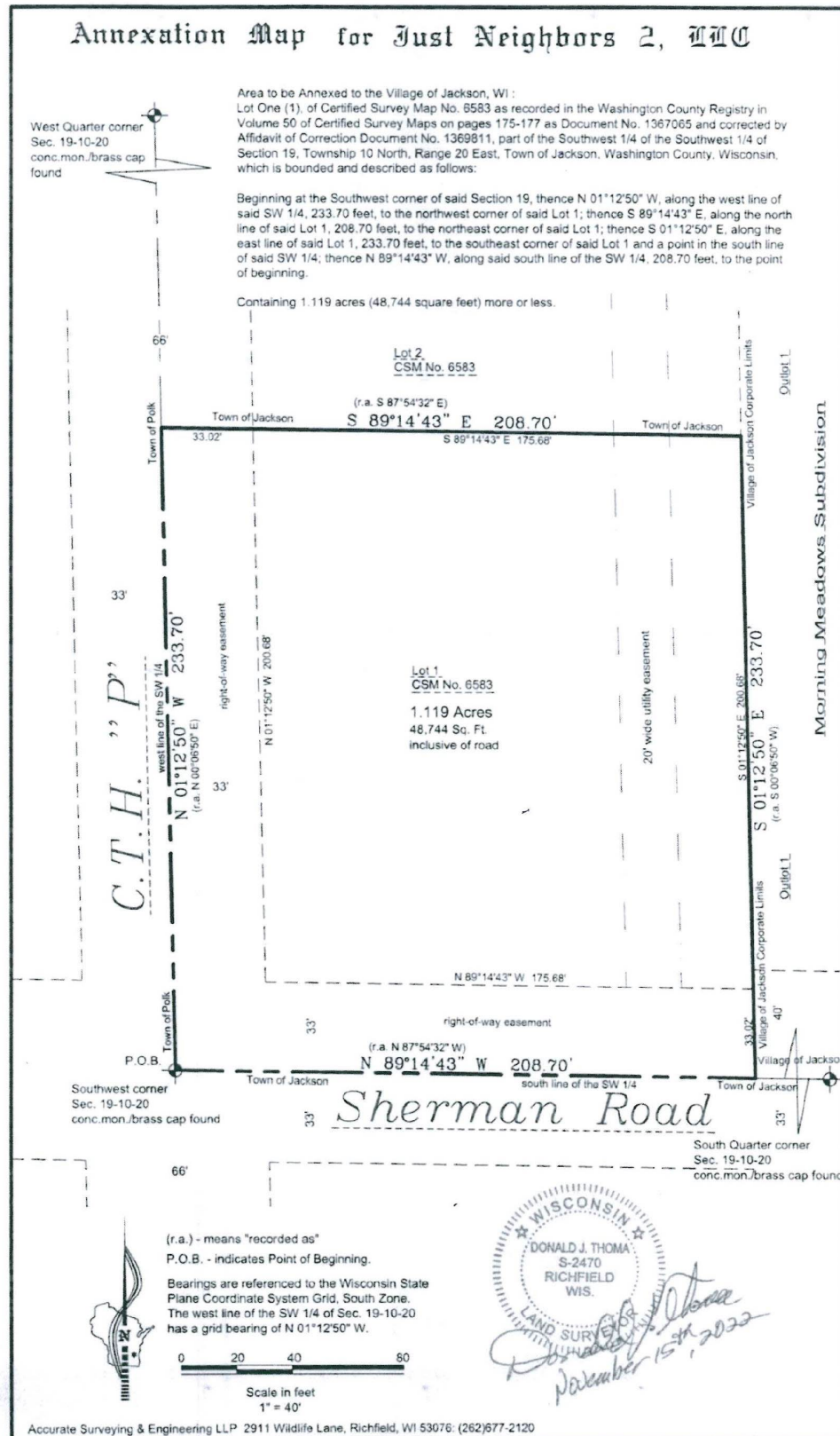
Proof of Posting:

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.



Request for Annexation Review

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701
608-264-6102
wimunicipalboundaryreview@wi.gov
<https://doa.wi.gov/municipalboundaryreview>

Petitioner Information

Name: Just Neighbors 2 LLC

Phone: 414-403-6244

Email: chris@homewire.com

Contact Information if different than petitioner:

Representative's Name: Chris Buttrum

Phone: 414-403-6244

E-mail: chris@homewire.com

1. Town where property is located: Jackson

2. Petitioned City or Village: Village

3. County where property is located: Washington

4. Population of the territory to be annexed: 7,198

5. Area (in acres) of the territory to be annexed: 1.2

6. Tax parcel number(s) of territory to be annexed (if the territory is part or all of an existing parcel):
T7 052200A

Include these required items with this form:

1. ☐ Legal Description meeting the requirements of [s.66.0217 \(1\) \(c\)](#) [see attached annexation guide]
2. ☐ Map meeting the requirements of [s. 66.0217 \(1\) \(g\)](#) [see attached annexation guide]
3. ☐ Signed Petition or Notice of Intent to Circulate [see attached annexation guide]
4. ☐ Check or money order covering review fee [see next page for fee calculation]

(2021)

Annexation Review Fee Schedule

A Guide for Calculating the Fee Required by ss.16.53 (4) and 66.0217, Wis. Stats.

Required Fees

There is an initial filing fee and a variable review fee

\$ **Initial Filing Fee** (required with the first submittal of all petitions)

— \$200 – 2 acres or less

\$350 – 2.01 acres or more

\$ **Review Fee** (required with all annexation submittals except those that consist ONLY of road right-of-way)

— \$200 – 2 acres or less

\$600 – 2.01 to 10 acres

\$800 – 10.01 to 50 acres

\$1,000 – 50.01 to 100 acres

\$1,400 – 100.01 to 200 acres

\$2,000 – 200.01 to 500 acres

\$4,000 – Over 500 acres

\$ **TOTAL FEE DUE** (Add the Filing Fee to the Review Fee)

\$ 400.00

Include check or money order, payable to: **Department of Administration**

DON'T attach the check with staples, tape, ...

**THE DEPARTMENT WILL NOT PROCESS
AN ANNEXATION PETITION THAT IS NOT ACCOMPANIED
BY THE REQUIRED FEE.**

**THE DEPARTMENT'S 20-DAY STATUTORY REVIEW PERIOD
COMMENCES UPON RECEIPT OF THE PETITION AND REVIEW FEE**

Shaded Area for Office Use Only

Date fee & form received: _____

Payer: _____ Check Number: _____

Check Date: _____

Amount: _____

ANNEXATION SUBMITTAL GUIDE

s. 66.0217 (5) THE PETITION

- ☐ State the purpose of the petition: -Direct annexation by unanimous approval; OR
-Direct annexation by one-half approval; OR
-Annexation by referendum.
- ☐ Petition must be signed by: -All owners and electors, if by unanimous approval.
-See [66.0217 \(3\) \(a\)](#), if by one-half approval.
-See [66.0217 \(3\) \(b\)](#), if by referendum.
- ☐ State the population of the land to be annexed.

[It is beneficial to include Parcel ID or Tax numbers, the parcel area, and identify the annexee (Town) and annexor (Village or City) in the petition.]

s. 66.0217 (1) (c) THE DESCRIPTION

- ☐ The annexation petition must include a legal description of the land to be annexed. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR
- ☐ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.
- ☐ The land may NOT be described only by: -Aliquot part;
-Reference to any other document (plat of survey, deed, etc.);
-Exception or Inclusion;
-Parcel ID or tax number.

s. 66.0217 (1) (g) THE MAP

- ☐ The map shall be an **accurate reflection** of the legal description of the parcel being annexed. As such, it must show:
-A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
-Bearings and distances along all parcel boundaries as described.
-All adjoiners as referenced in the description.
- ☐ The map must include a **graphic scale**.
- ☐ The map must show and identify the existing municipal boundary, in relation to the parcel being annexed.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

s. 66.0217 FILING

- ☐ The petition must be filed with the Clerk of the annexing City or Village and with the Clerk of the Town in which the land is located.
- ☐ If the annexation is by one-half approval, or by referendum, the petitioner must post notice of the proposed annexation as required by [s. 66.0217 \(4\)](#).

Annexation Map for Just Neighbors 2, LLC

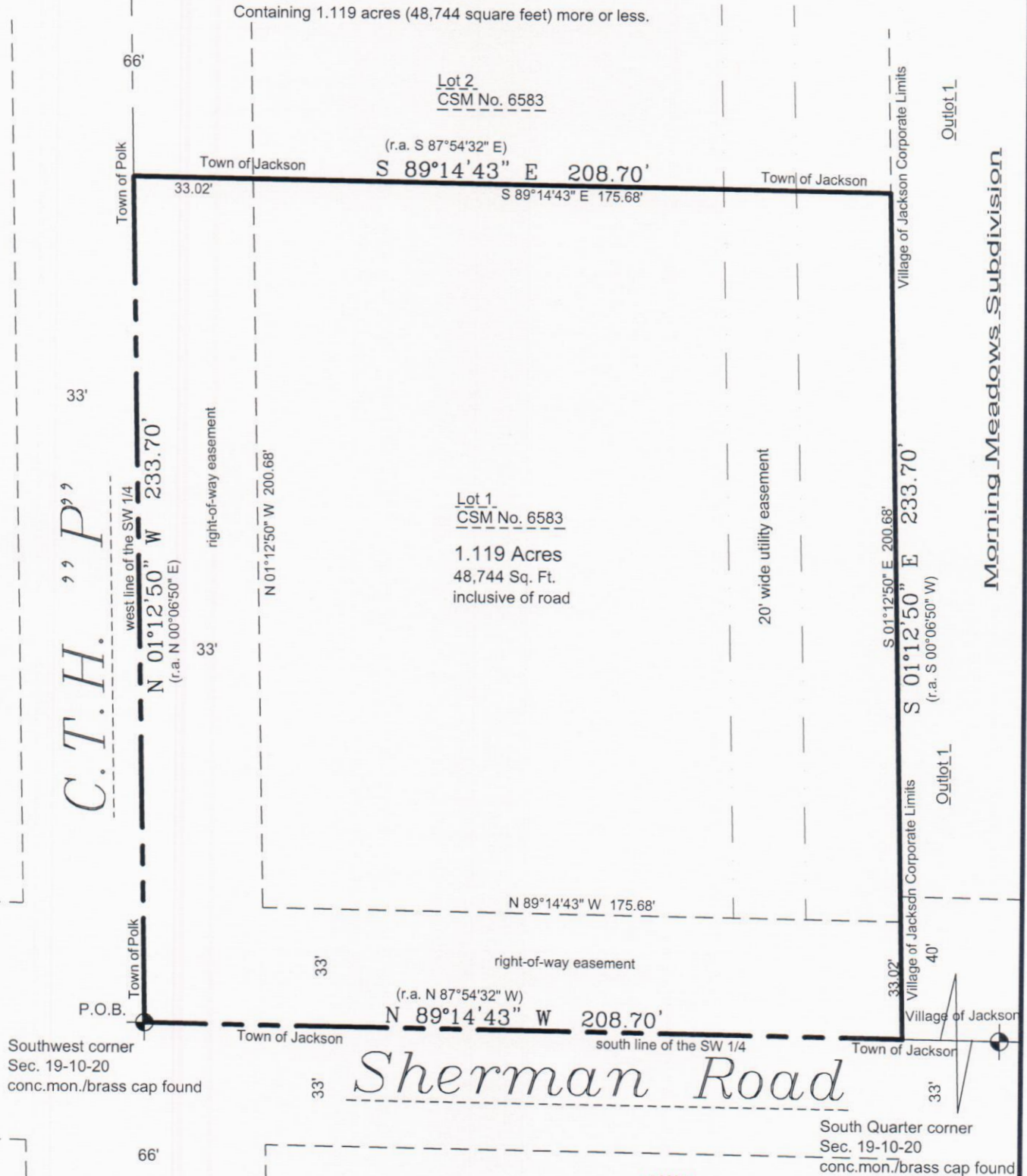
West Quarter corner
Sec. 19-10-20
conc.mon./brass cap
found

Area to be Annexed to the Village of Jackson, WI :

Lot One (1), of Certified Survey Map No. 6583 as recorded in the Washington County Registry in Volume 50 of Certified Survey Maps on pages 175-177 as Document No. 1367065 and corrected by Affidavit of Correction Document No. 1369811, part of the Southwest 1/4 of the Southwest 1/4 of Section 19, Township 10 North, Range 20 East, Town of Jackson, Washington County, Wisconsin, which is bounded and described as follows:

Beginning at the Southwest corner of said Section 19, thence N 01°12'50" W, along the west line of said SW 1/4, 233.70 feet, to the northwest corner of said Lot 1; thence S 89°14'43" E, along the north line of said Lot 1, 208.70 feet, to the northeast corner of said Lot 1; thence S 01°12'50" E, along the east line of said Lot 1, 233.70 feet, to the southeast corner of said Lot 1 and a point in the south line of said SW 1/4; thence N 89°14'43" W, along said south line of the SW 1/4, 208.70 feet, to the point of beginning.

Containing 1.119 acres (48,744 square feet) more or less.



(r.a.) - means "recorded as"

P.O.B. - indicates Point of Beginning.

Bearings are referenced to the Wisconsin State Plane Coordinate System Grid, South Zone. The west line of the SW 1/4 of Sec. 19-10-20 has a grid bearing of N 01°12'50" W.



0 20 40 80

Scale in feet
1" = 40'



Donald J. Thoma
December 15th, 2022

Accurate 

Surveying & Engineering LLP

Land Surveying, Developing and Consulting

2911 Wildlife Lane, Richfield, WI 53076 Phone (262)677-2120

November 15, 2022

RE: Legal descriptions of lands to be Annexed to the Village of Jackson, WI:

Just Neighbors 2, LLC

Lot One (1), of Certified Survey Map No. 6583 as recorded in the Washington County Registry in Volume 50 of Certified Survey Maps on pages 175-177 as Document No. 1367065 and corrected by Affidavit of Correction Document No. 1369811, part of the Southwest 1/4 of the Southwest 1/4 of Section 19, Township 10 North, Range 20 East, Town of Jackson, Washington County, Wisconsin, which is bounded and described as follows:

Beginning at the Southwest corner of said Section 19, thence N 01°12'50" W, along the west line of said SW 1/4, 233.70 feet, to the northwest corner of said Lot 1; thence S 89°14'43" E, along the north line of said Lot 1, 208.70 feet, to the northeast corner of said Lot 1; thence S 01°12'50" E, along the east line of said Lot 1, 233.70 feet, to the southeast corner of said Lot 1 and a point in the south line of said SW 1/4; thence N 89°14'43" W, along said south line of the SW 1/4, 208.70 feet, to the point of beginning.

Containing 1.119 acres (48,744 square feet) more or less.

STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: December 1, 2022

Agenda Item: Item #3

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

From: Collin Johnson, Director of Inspections

Subject: Annexation Request and Temporary Zoning – Just Neighbors 2, LLC

Background and Analysis:

Just Neighbors 2, LLC (Chris Buttrum, Agent) is requesting annexation of a Town of Jackson parcel (Tax Key #: T7_052200A) into the Village of Jackson. The parcel is 1.12 acres and roughly 48,787 square feet in area. The applicant(s) intend to retain the existing residential use and current single-family home upon formal annexation.

The property is currently served by a private well and POWTS (septic) system both of which are failing. Upon annexation, the property will be connected to the Village water and sanitary sewer utilities currently located along Sherman Road.

The annexation request includes the abutting right-of-way areas along Sherman Road and County Hwy. P.

Comprehensive Plan & Zoning Impacts:

The parcel is designated as “Suburban Residential” within the Land Use Plan contained in the 2050 Comprehensive Plan. The proposed use is consistent with that designation.

The parcel will be temporarily zoned R-1 Single-Family Residential. The applicants will be required to apply for permanent zoning designation.

Site Plan:

An aerial map of the proposed lands to be annexed and CSM of the parcel are attached for reference.

Review Procedures:

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

Signage:

Not applicable

Additional Staff Comments:

Notice Requirements:

1. Posting on the agenda.
2. Notification of all other municipalities located within 1,000 feet of the subject property. *(Includes all non-contiguous municipalities.)*

Potential Action:

Motion to recommend the Village Board approve Ordinance 22-15 annexing and assigning temporary R-1 zoning to Parcel No. T3_052200A contingent upon the following:

1. Connection to Village water and sewer utilities shall occur within ninety (90) days of recording of the annexation with the County Clerk.
2. Submittal of a permanent zoning within 90-days of Village Board approval of the annexation.

Attachments:

1. Plan Commission Application
2. DOA Annexation Request
3. DOA Review Letter (Pending)
4. Aerial Map
5. Certified Survey Map
6. Ordinance 22-17 (DRAFT)

ORDINANCE #22-18

**TO AMEND VARIOUS REQUIREMENTS FOR THE R-6 TWO-FAMILY RESIDENTIAL DISTRICT
IN CHAPTER 48 OF THE MUNICIPAL CODE**

WHEREAS, the Village Board for the Village of Jackson 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 Plan Commission prepared a draft ordinance setting forth various revisions to requirements for the R-6 Two-Family Residential District and recommended approval of the same at their meeting on December 1, 2022; and

WHEREAS, the Village Board conducted a public hearing on December 13, 2022; and

WHEREAS, the Village Board having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, and having based its determination on the effect of the granting of such zoning amendments on the health, safety and welfare of the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved as well as the impact on the surrounding properties as to noise, dust, smoke and odor, and others, hereby determine that the zoning amendments will not violate the spirit or intent of the Zoning Code for the Village of Jackson, will not be contrary to the public health, safety or general welfare of the Village of Jackson, will not be hazardous, harmful, noxious, offensive and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhoods within the Village and will be consistent with the Village of Jackson Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED, the Village of Jackson Village Board, Washington County Wisconsin ORDAINS AS FOLLOWS:

Section 1. Repeal and recreate Section 48-142 to read as revised below.

48-142. R-6 Two-Family Residential District.

(a) Generally. The R-6 Two-Family Residential District is intended to provide for two-family residential development at densities not to exceed 7.2 dwelling units per net acre, served by municipal sewer and water facilities.

(b) Permitted uses. A two-family dwelling on a lot, a complex of two or more two-family dwellings on a lot, and single-family dwellings.

(c) Permitted accessory uses. Permitted accessory uses include private garages, private carports, sheds (garden, tool, and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.

(d) Conditional uses. Conditional uses include group homes, foster homes, and halfway houses provided that there shall be a minimum lot area of 1,500 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.

(e) Lot area and width. Lots shall be a minimum of 6,000 square feet in area for each dwelling unit and shall not be less than 85 feet in width at the setback line.

(f) Building height and area. No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-bedroom dwelling shall be 700 square feet; the total minimum floor area of a two-bedroom dwelling shall be 1,000 square feet.

(g) Setbacks and yards. There shall be a minimum setback of 25 feet from the right-of-way of local streets. There shall be a 30-foot minimum setback from the right-of-way of all collector and arterial 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. Within a two-family development complex, the minimum distance between residential buildings shall be 30 feet.

Section 2. This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 3. 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 4. 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

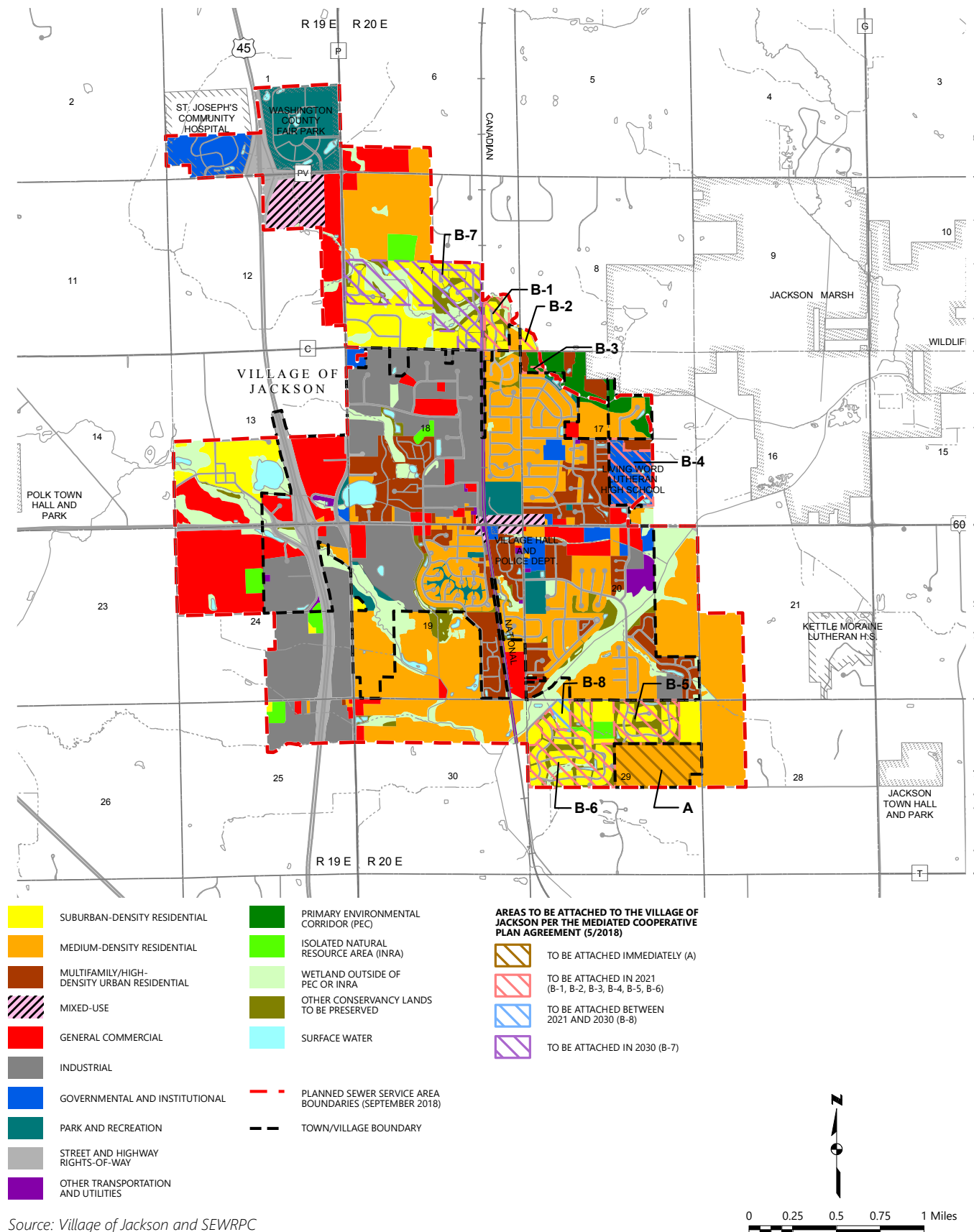
Date

Sec. 48-142. R-6 Two-Family Residential District.

- (a) *Generally.* The R-6 Two-Family Residential District is intended to provide for two family residential development at densities not to exceed 7.2 dwelling units per net acre, served by municipal sewer and water facilities.
- (b) *Permitted uses.* ~~Two-family and single-family dwellings.~~ A two-family dwelling on a lot, a complex of two or more two-family dwellings on a lot, and single-family dwellings.
- (c) *Permitted accessory uses.* Permitted accessory uses include private garages, private carports, sheds (garden, tool, and storage) incidental to the residential use, and home occupations and professional home offices as specified in section 48-1.
- (d) *Conditional uses.* Conditional uses include group homes, foster homes, and halfway houses provided that there shall be a minimum lot area of 1,500 square feet per person (upon ultimate development) and a minimum principal building area of 200 square feet per person.
- (e) *Lot area and width.* Lots shall be a minimum of ~~12,000~~ 6,000 square feet in area and shall not be less than 85 feet in width at the setback line.
- (f) *Building height and area.* No principal building or parts of a principal building shall exceed 35 feet in height. No accessory building shall exceed 15 feet in height. The total minimum floor area of a one-bedroom dwelling shall be 700 square feet; the total minimum floor area of a two-bedroom dwelling shall be 1,000 square feet.
- (g) *Setbacks and yards.* There shall be a minimum setback of 25 feet from the right-of-way of local streets. There shall be a 30-foot minimum setback from the right-of-way of all collector and arterial 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. Within a two-family development complex, the minimum distance between residential buildings shall be 30 feet.

Map 1

Land Use Plan for the Village of Jackson: 2050



Source: Village of Jackson and SEWRPC

STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: December 1, 2022

Agenda Item: Item #4

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

From: Collin Johnson, Director of Inspections

Subject: Ordinance 22-18 – Amending Section 48-142 of the Zoning Code to allow a single parcel to contain multiple, two-family dwellings within R-6 Zoning Districts

Background and Analysis:

Ordinance Section 48-142 outlines the requirements of the R-6 Two-Family Residential zoning code. The ordinance details maximum densities, permitted uses which include both two-family and single-family dwellings, permitted accessory uses, certain conditional uses, lot area and width requirements, building height and area requirements, and setback and yard requirements.

There are currently seven districts within the Village that are designated R-6. Those areas historically include single-unit, two-family dwellings more commonly referred to as a duplex or duplexes. Moreover, those duplexes have historically been constructed on individual parcels with an obvious density of two dwellings per parcel.

The purpose of the proposed ordinance is to allow for the construction multiple, two-family units, upon a single parcel. This is commonly referred to as a “condo plat” and would be subject to the same density maximums already established in the R-6 zoning code.

Historically, a multi-unit, two-family development contained within a single parcel would be established by way of Planned Unit Development or PUD zoning which, as currently written, does not have any designated “uses-by-right”. The prescribed statutory approval process for a PUD would require drafting, reviewing, and ultimate approval of a PUD ordinance specific to each parcel and/or development in addition to at least one or multiple “uses-by-right”. This process is both arduous and unnecessary in instances where proposed uses are found to be consistent with applicable zoning, yet not permitted, simply by exclusion or omission of such language within the applicable code that would allow for such development.

In our continued effort to create a zoning code that better serves the needs of both the Village and users of the zoning code, staff have developed the proposed ordinance amendment to allow for multi-unit, two-family dwellings, upon a larger parcel, within a new or established R-6 zoning district.

Comprehensive Plan & Zoning Impacts:

The proposed ordinance amendment is consistent with The Land Use Plan contained in the Village of Jackson 2050 Comprehensive Plan where numerous two-family developments already exist under the Multi-Family/High-Density Urban Residential designation.

Site Plan:

Refer to Map 1 – Land Use Plan for the Village of Jackson: 2050 (Attached)

Review Procedures:

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

Signage:

Not applicable

Additional Staff Comments:

None

Notice Requirements:

1. Posting on the agenda.
2. Publication of a Class 2 notice of public hearing. *(Two consecutive weekly publications required.)*

Potential Action:

Motion to recommend the Village Board approve Ordinance 22-18 amending Section 48-142 of the Zoning Code.

Attachments:

1. Ordinance 22-18 (DRAFT)
2. Ordinance Section 48-142 (Redline Version)
3. Map 1 – Land Use Plan for the Village of Jackson: 2050

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: N168W20069 main st. 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): Patrick Kendall

Mailing Address: N85W18245 Lawrence Ave State WI Zip 53051

Office: (414) 310-2990 Cell: (414) 305-8751 Fax: () _____

Email: manager@studio311creative.com

BUSINESS INFORMATION (If New Business)

Legal Business Name: Studio 311 Creative, LLC

D/B/A: Studio 311 Creative FEIN #: 88-1992987

Mailing Address: N85W18245 Lawrence Ave State WI Zip 53051

Office: (414) 310-2990 Cell: (414) 305-8751 Fax: () _____

Email: manager@studio311creative.com

Website: studio311creative.com

PROPERTY OWNER INFORMATION

Name(s): Alexi Mark Fitsch

Address: 4509 Mary Ln. Cedarburg State WI Zip 53012

Office: () _____ Cell: (262) 623-7517 Fax: () _____

Email: mfitsch99@gmail.com

ARCHITECT / ENGINEER / CONTRACTOR INFORMATION (Circle One)

Firm Name: Studio 311 Creative, LLC

Primary Contact: Patrick Kendall

Address: N85W18245 Lawrence Ave State WI Zip 53051

Office: (414) 310-2990 Cell: (414) 305-8751 Fax: () _____

Email: manager@studio311creative.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: Woodworking Space

Provide a brief overview of proposed use(s) of entire property and/or lease space: light woodworking, furniture building/restoration, office use, 3D printing

Hours of Operation: Varies, inside the hours of 9am - 9pm daily

Provide a brief overview of proposed daily on-site operations: daily office operations, (emailing, phone calls, paperwork)
(Intermittent woodworking & 3D printing 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.: will be producing dust
however, we already have dust mitigation equipment for interior use that will be installed.

Describe all businesses, properties and other entities located adjacent to the proposed use: vehicle sales, other small business offices, market place

Describe any proposed, development, on-site improvements or other construction/remodeling activities: possible movement/replacement of interior doorways

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

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

Describe any proposed on-site security measures including site lighting: N/A
(EXISTS ON SITE)

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

Describe the projected traffic circulation and impacts: N/A

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~~
SIGNAGE ALREADY ON SITE AS PROPOSED

If construction is proposed, describe proposed exterior building materials (type, color, etc.): N/A
(POSSIBLE ADDITION OF ONE EXTERIOR DOORWAY)

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 (ALREADY ON SITE)

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: _____
refuse storage on site already.

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 Kendall
Applicant Signature: [Signature]
Co-Applicant Name (Print): Stephanie Kendall
CO-Applicant Signature: [Signature]
Date of Application: 10/7/2022

You MUST sign and date this Application!

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

QUESTIONS?

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

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

TERMS OF THIS PERMIT

1. This permit shall become effective upon Village approval and where required, the execution and recording by the owners of the premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. The permit shall be void unless: (a) pursuant to the Building and Zoning Codes of the Village, the approved use is commenced or (b) the building permit is obtained within 12 months of the date of Village Board approval.
3. This approval is subject to amendment and termination in accordance with the provisions of the Zoning Code of the Village of Jackson.
4. Construction and operation of this permit shall be in strict conformity to the approved building, site, and operational plans which were filed in connection with the application for this approval (as attached and/or referenced).
5. Any of the conditions of this permit which would normally be the responsibility of the tenants of the premises, shall be made a part of their lease by the owner.

VILLAGE APPROVAL:

☐ TEMPORARY Expiration Date: _____, 20____

Plan Commission Approval: Meeting Date: _____, 20____

Village Board Approval: Meeting Date: _____, 20____

In-House Approval (O-T-C): Date: _____, 20____

Approved by: Village Administrator

Conditions and Duration of Approval:

Depending on the request, approvals shall generally be continual or temporary in nature. ALL approvals are subject to the Conditions of Approval outlined below. All conditional or special uses/approvals shall, upon complaint, be subject to review, amendment, or revocation by the Village. Where temporary approvals are issued, such approvals shall be subject to the time limitations specified.

Conditions of Approval: _____

APPLICATION DENIED: Date: _____, 20____

Staff Initials: _____

Reason for Denial: _____

FOR OFFICE USE ONLY	
Acct. #: 100-00-45730-000-00	
Date Received:	<u>11/9/22</u>
Amount: \$	<u>50.00</u>
Payment Type:	CH / CC / <u>CASH</u>
Check/Rcpt. #:	<u>364596</u>
Received By:	<u>Emf</u>

VILLAGE OF JACKSON

N168W19851 MAIN ST
P O BOX 637
JACKSON, WI 53037-0147

Receipt Nbr: 264596
Date: 11/09/2022
Cash

RECEIVED FROM STUDIO 316 \$50.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	PLANNING / ZONING FEES	50.00
	PLAN COMM APPLICATION	

TOTAL RECEIVED	50.00
----------------	-------

Receipt Memo: PLAN COMM/CASH

11/7/22

MC Flitsch Enterprise, LLC

4059 Mary Ln

Cedarburg, WI 53012

To Whom it May Concern,

We are aware and will allow the woodworking, printing and interior design business that is proposing to go into Suite 2 located at N168W20069 Main Street, Jackson.

Sincerely,

Mark Flitsch

Mark Flitsch

N168 W20069 Main Street



11/11/2022, 9:08:04 AM

Lines

Override 1

Current Parcel

Railroad Centerlines

Road Centerline I, USH

Interstate Highway, I-41

US Highway, Hy 45; US Highway, Fond Du Lac Ave

Road Centerline STH, CTH

On/Off Ramp

State Highway

County Highway

Address Point

Parcel Taxkey & Acreage

Dimensions

Parcel Dimension

Right of Way Dimension

Leader Lines

Subdivision Name

Condominium Name

Certified Survey Number

Lot Number

Landhook

Meander Line

PLSS Monument

Local Road Labels

Township Road

City/Village Street

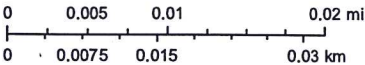
Private Street

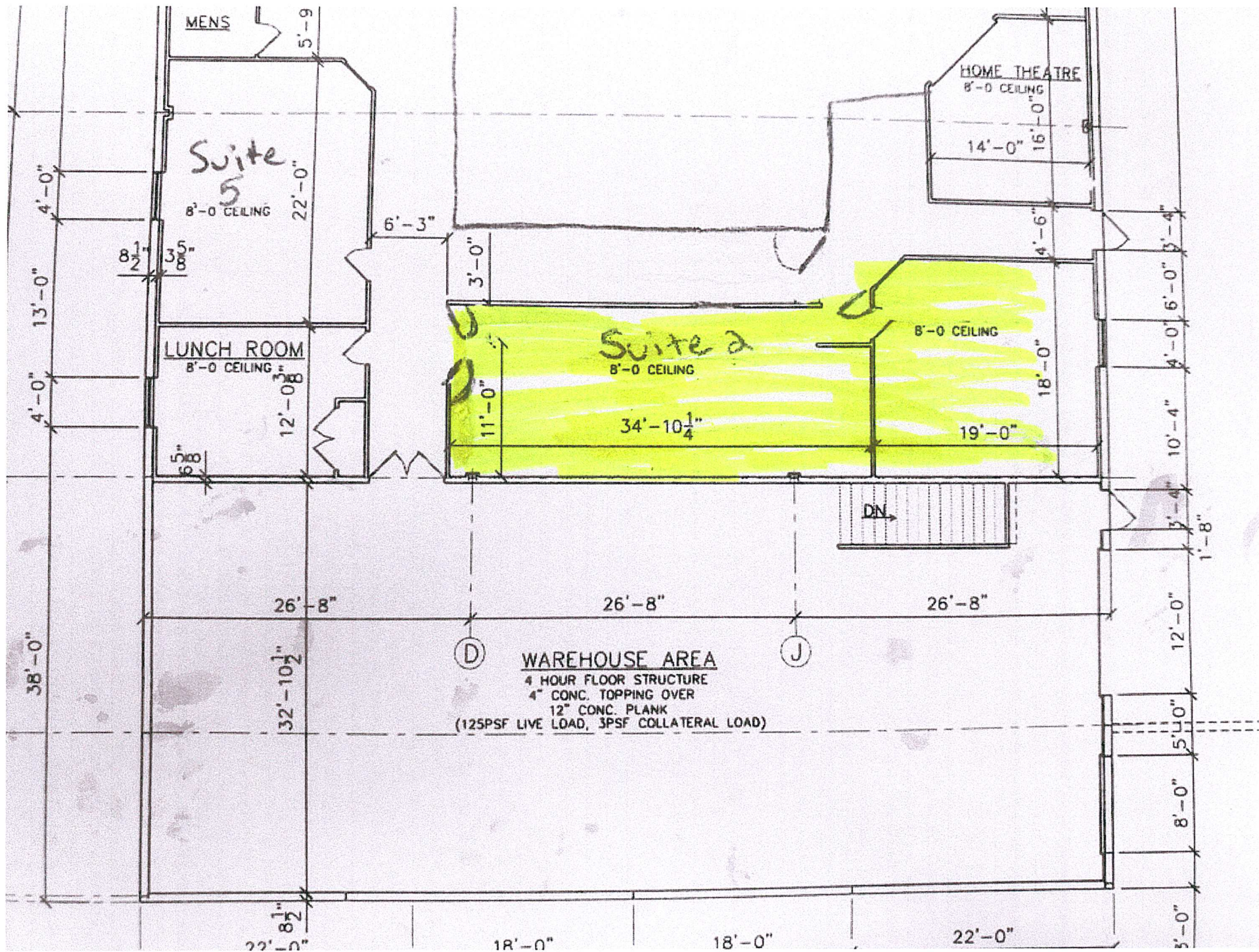
Municipality

Retired Parcel

Right-of-Way

1:489





STAFF MEMO

Village of Jackson Plan Commission

Meeting Date: December 1, 2022

Agenda Item: Item #5

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

From: Collin Johnson, Director of Inspections

Subject: Studio 316 Creative – N168 W20069 Main Street, Suite 2

Background and Analysis:

Patrick Kendall, owner of Studio 316 Creative is requesting conceptual approval to operate a woodworking shop and graphic design and 3-D printing business within a multi-tenant building located at N168 W20069 Main Street. The business is currently located in Menomonee Falls

The owner is hoping to establish more of a brick-and-mortar presence by locating the general operations side (business sales, accounting, etc.) at the proposed location. Additionally, the owner is proposing to do woodworking at this location which would include repairs, building of furniture, cabinets, and similar items, as well as finishing/refinishing of various pieces.

Comprehensive Plan & Zoning Impacts:

The parcel is designated as “General Commercial” within the Land Use Plan contained in the 2050 Comprehensive Plan. Additionally, the parcel is zoned Planned Unit Development (PUD) with all uses subject to Village review and approval.

Site Plan:

An aerial map of the building and site are included for reference.

Review Procedures:

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

Signage:

None proposed at this time. Signs, including temporary banners shall be submitted separately for review and approval. Generally, one sandwich style signboard may be displayed outside of the public right-of-way without a permit. Staff strongly recommend the owner develop, at a minimum, an interchangeable directory sign for the building to eliminate the potential for multiple individual signs for each tenant.

Additional Staff Comments:

Inspections/Zoning:

1. The proposed general office use is of little concern given there are similar uses within the building currently. Office uses are generally consistent with the Comprehensive Plan and current established zoning. However, the woodworking portion of the business is of much greater concern given the use classification of F-Factory and the potential for various environmental hazards to exist as the result of dust and odors created as part of the woodworking process and the application of potentially flammable materials and storage of such materials.

2. While concerns over dust and odors could potentially be mitigated by way of dust collection and ventilation systems, unless fully enclosed, those systems are not 100 percent effective at capturing all contaminants. Any woodworking and/or finishing areas would need to be isolated from the existing HVAC system and supplied by a stand-alone heating/cooling system.
3. As well, the potential for dust and odors to spread through the building by way of the shared HVAC system is of significant concern as we have had similar scenarios in the past.
4. The proposed use is more suited to the M-1 or M-2 zoning districts.
5. Should the Village accept the proposed use, the applicant would be required to submit a Conditional Use application for review and approval by the Village Board

Public Works

1. The proposed use does not require the property to have a sampling manhole installed or have the water usage calculated for additional REU's at this time.

Notice Requirements:

1. Posting on the agenda.

Potential Action:

Discussion only, no motion needed.

Attachments:

1. Plan Commission Application