

## **AGENDA**

### **PLAN COMMISSION MEETING**

Thursday – January 7, 2016 – 7:00 pm

Jackson Village Hall

N168W20733 Main St

Jackson, WI 53037

1. Call to Order & Roll Call.
2. Minutes – December 3, 2015, and October 29, 2015, Plan Commission Meetings.
3. Concept Plan – Double “J” Trucking – Delaney Court.
4. Concept Plan – Lumber Sales – Delaney Court.
5. Certified Survey Map – Novotny – Mayfield Road, extraterritorial area.
6. Certified Survey Map – Filzen – Mayfield Road, extraterritorial area.
7. Discussion and Review of Comprehensive Plan.
8. Citizens to address the Plan Commission.
9. Adjourn.

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

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 – December 3, 2015 – 7:00 pm  
Jackson Village Hall  
N168W20733 Main St  
Jackson, WI 53037**

**1. Call to Order & Roll Call.**

Chairperson Mike Schwab called the meeting to order at 7:00 p.m.  
Members present: Steve Schoen, Peter Habel, Jeff Dalton, Tr. Kruepke  
Members excused: Tr. Emmrich, Doug Alfke.  
Staff present: John Walther, Jim Micech, Brian Kober, Kelly Valentino, Chief Skodinski,  
and Chief Dolnick.

**2. Minutes – October 29, 2015, Plan Commission Meeting.**

Steve Schoen questioned who made the motions on two of the items. Clerk Boldrey will correct the minutes and bring the October 29, 2015, minutes back to the January 7, 2016, Plan Commission Meeting.

**3. Planned Unit Development Amendment – Construction of Oversized Garage – Marshland Drive.**

Jackie Guansing of Tim O'Brian homes and the future home owner Kevin Kunstek were both present at the meeting and had received staff comments. Jackie presented information on the oversized garage that will allow for extra storage and parking of a working collector vehicle. Peter Habel commented that there is a home with an attached four car garage not too far from this home. Motion by Peter Habel, second by Jeff Dalton to recommend the Village Board approve the Planned Unit Development Amendment – Construction of Oversized Garage – Marshland Drive.

Vote: 4 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

**4. Citizens to address the Plan Commission.**

Steve Schoen questioned if there were any long term plans for the recycle barn as it looks like it is falling apart. Brian Kober commented that there is potential for the elementary school there and this would encourage the Village to take the barn down. The barn is currently used for storage.

**5. Adjourn.**

Motion by Peter Habel, second by Jeff Dalton to adjourn.  
Vote: 5 ayes, 0 nays. Meeting was adjourned at 7:08 p.m.

Respectfully submitted by Deanna L. Boldrey – Clerk / Treasurer

**DRAFT MINUTES  
PLAN COMMISSION MEETING  
Thursday – October 29, 2015 – 7:00 pm  
Jackson Village Hall  
N168W20733 Main St  
Jackson, WI 53037**

**1. Call to Order & Roll Call.**

Chairperson Mike Schwab called the meeting to order at 7:00 p.m.  
Members present: Steve Schoen, Peter Habel, Doug Alfke.  
Members excused: Tr. Emmrich, Jeff Dalton, Tr. Kruepke.  
Staff present: John Walther, Jim Micech, Brian Kober.

**2. Minutes – August 27, 2015, Plan Commission Meeting.**

Motion by Peter Habel, second by Doug Alfke to approve the minutes of the August 27, 2015 Plan Commission meeting.  
Vote: 4 ayes, 0 nays. Motion carried.

**3. Planned Unit Development Amendment – JHB Company Tenant Use and Building addition – Center Street.**

John Bagley and architect were present at the meeting and had received staff comments. The property owner of the building was also present. Samples of the exterior of the building and drawing were shown. Company colors are red and gray. Discussion ensued of siding the building in putty with red trim. Signage will be submitted separately. The business is media blasting and construction and is not usually open to the public. Hours of business are Monday – Friday 7 a.m. – 5 p.m., and Saturdays from 7:30 a.m. – 2 p.m. as needed. The concrete blocks will be sided with the pro-rib steel right away. The concrete blocks are two feet deep and will be lined to deaden the sound.

Discussion of the colors ensued as the putty with red trim. Discussion of the sound / noise ensued.

Motion by Peter Habel, second by *Doug Alfke* to Recommend the Village Board approve the Planned Unit Development Amendment – JHB Company Tenant Use and Building Addition – Center Street, per staff comments. Color of the building to be putty with red trim.

Vote: 4 ayes, 0 nays. Motion carried.

**4. Planned Unit Development Amendment – Midwest Vapor Pro LLC – Banners and Signs – Industrial Drive and Main Street.**

Troy Salazar was present at the meeting and had received staff comments. Costintine Demopoulos and Jimmy were also present at the meeting. Troy is requesting the temporary banner and flags to be displayed twelve months of the year. The flags were up prior to approval and have been taken down. Discussion ensued of replacing the signs when they become worn or ripped. Troy intends to take them in and out every day. The signs will only be out during business hours. The temporary signs will be out for the Grand Opening, for the sixteen days.

Motion by *Chairperson Schwab*, second by *Peter Habel* to recommend the Village Board approve the Planned Unit Development Amendment – Midwest Vapor Pro LLC – Banners and Signs – Industrial Drive and Main Street, per staff comments. The signs to be displayed only during normal business hours and to maintain an annual review with a special use permit.

Vote: 4 ayes, 0 nays. Motion carried.

**5. Certified Survey Map – We Energies – Jackson Drive – Sub Station.**

Brian Kober reported on the Certified Survey Map for We Energies – Jackson Drive – Sub Station. We Energies need to dedicate the right of way. We Energies wanted to proceed with an easement; however the paperwork had not been received. Legal Counsel has directed for a Certified Survey Map. Motion by Peter Habel, second by Doug Alfke to Recommend Approval of the Certified Survey Map – We Energies – Jackson Drive – Sub Station.

Vote: 4 ayes, 0 nays. Motion carried.

**6. Citizens to address the Plan Commission.**

There were no citizens to address the Plan Commission.

**7. Adjourn.**

Motion by Peter Habel, second by Steve Schoen to adjourn.

Vote: 4 ayes, 0 nays. Meeting was adjourned at 7:19 p.m.

Respectfully submitted by Deanna L. Boldrey – Clerk / Treasurer

**VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM**  
**(Due 1<sup>st</sup> Friday of the month for that month's Planning Commission Meeting)**

Name of Applicant JOE HAIDER  
 Contact \_\_\_\_\_ Address/ZIP N173 W21010 NORTHWEST PASSAGE WAY Phone # 262-677-9933  
 E-mail Address JHAIDER@DESIGNZCONSTRUCT.COM Fax # where Agenda/Staff comments are to be faxed \_\_\_\_\_  
 Name of Owner DOUBLE 'S' TRUCKING Address/ZIP N171 W21055 INDUSTRIAL DR. Phone# 262-677-9330  
 Owner Representative/Developer DESIGN Z CONSTRUCT  
 Proposed Use of Site INDUSTRIAL Present Zoning PUD

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages)		XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	2) Describe what you intend to do (paragraph)		XXX
			3) Address Labels of adjacent owners to be notified (500'/ 200')	labels	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	4) Owner acknowledgement of the request	1	
			5) Impact Statement		XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	6) Location Map		XXX
			7) Development Plan / Site Plan		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	8) Preliminary Plat		XXX
			9) Final Plat		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	10) Certified survey Map		XXX
			11) Annexation Petition		XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	12) Annexation Map	1	XXX
			13) Sketch Plan		XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	14) Landscape Plan	4 (24x36)	XXX
			<b>Engineering Review - Infrastructure</b>		XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	15) Grading/Drainage Plan	4 (24x36)	XXX
			16) Water / Sewer / Storm Sewer Plans	4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	17) Street / Right of Way cross sections	4 (24x36)	XXX
			18) Erosion Control Plan	4 (24x36)	XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	19) Proposed colors / materials		XXX
			20) Developers Agreement		XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	21) Annexation Agreement (includes pre-annex agreements)		XXX
			22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use: Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

# VILLAGE OF JACKSON

Special Use     Conditional Use     Planned Unit Development    Permit # \_\_\_\_\_

The Village of Jackson, hereby grants a     Special Use     Conditional Use     Planned Unit Development

Permit to:

Name of Business/Applicant: DOUBLE 'S' TRUCKING

For a property located at (address): DELANY ST

Phone number of Business/Applicant: 262-677-9330

For (land use, activity, sign, site plan, other): INDUSTRIAL

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): NONE

Hours of Operation: TBD

Comprehensive/Master Plan Compatibility: \_\_\_\_\_

Building Materials (type, color): MASONRY & METAL SIDING

Setbacks from rights-of-way and property lines: SEE PLANS

Screening/Buffering: SEE PLANS

Landscape Plan (sizes, species, location): SUBMITTED AT LATER DATE

Signage (dimensions, colors, lighting, location): SUBMITTED AT LATER DATE

Lighting (wattage, style, pole location and height, coverage): SEE PLAN

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s)), (sidewalk/pedestrian way width and material): SEE PLAN

Storm-water Management: SEE PLAN

Erosion Control: SEE PLAN

Fire Hydrant Location(s): \_\_\_\_\_

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: KNOX BOX ON BUILDING

Hazardous Material Storage: NONE

Alarm Systems: \_\_\_\_\_

Site Features/Constraints: SEE PLAN

Parking (no. of spaces, handicapped parking, and dimensions): SEE PLAN

Tree and shrub preservation: NONE

Setbacks/height limitations: SEE PLAN

Wastewater Usage Projected: TBD gal/year

Water Usage Projected: TBD gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):

## TERMS OF THIS PERMIT

1. This permit shall become effective upon 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. The permit 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 the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (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.

Granted by: Village Board \_\_\_\_\_ Date \_\_\_\_\_ Over the Counter \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, Owner

\_\_\_\_\_  
John M. Walther, Administrator

Please print name



N173 W21010

Northwest Passage Way

Jackson, WI 53037



Tel: 262.677-9933

Fax: 262.677.9934

December 7<sup>th</sup>, 2015

Village of Jackson  
N168 W20733 Main St  
Jackson, WI 53037  
Attn: Plan Commissions

Dear Plan Commissions,

Double 'J' Trucking is a transportation company providing services for multiple large companies within the Wisconsin area. The company transports products throughout the nation with eight tractors currently. The company is currently located on Industrial Drive in the Village of Jackson. This new location will provide the company with much needed expansion space to store tractors and trailers for continuing growth.

The façade of the building will be a combination of rough and smooth surface masonry, vertical metal siding, and capped with a standing seam metal roof. The site development will include a new asphalt parking lot, lighting within the parking lot and walk areas, and proposed landscaping to conceal dock area and to enhance the building entrance. The landscaping will include tall and low deciduous trees and shrubs.

This use will not create a nuisance to the surrounding development and will comply with all city building requirements. The nature of this business does not allow us to specify a projected peak and normal water use or sanitary/sewer loading. The use of these utilities will need further evaluation after Lumber Sales has occupied the site for a period of time.

The development of the site is as follows:

- Site area: 450,371 s.f. (10.001 acres)
- Area of proposed building 16,780 s.f.
- Hard surface area 158,695 s.f. (21.02% of site)
- Green space area 274,896 s.f. (50.12% of site)
- Allowable bldg. height 50'-0"
- Actual bldg.. height 26'-0"

Please refer to the provided drawings and renderings for additional clarification. If you have any questions or concerns regarding this proposed development please contact my office.

Sincerely,

Joe Haider  
Architect  
Design 2 Construct




**BUILDING DESIGN FOR:**  
**DOUBLE J TRANSPORT LLC**  
 VILLAGE OF JACKSON, WISCONSIN 53037

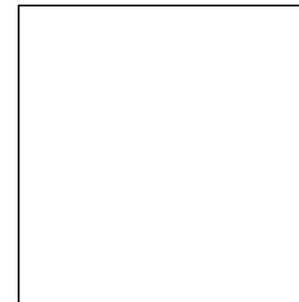
**PROJECT DATA: SHEET INDEX:**

TS	TITLE SHEET
	<b>ARCHITECTURAL</b>
A1.0	SITE PLAN
A2.1	FIRST FLOOR PLAN
A4.0	EXTERIOR ELEVATIONS

**PROJECT CONTACTS**

<u>CIVIL CONSULTANT</u>	<u>ARCHITECT</u>	JOE HAIDER
	<u>PROJECT MANAGER</u>	
	<u>PROJECT NO.</u>	14.00203
	<u>DATE</u>	12.07.2015
<u>LANDSCAPE CONSULTANT</u>	<u>SEAL</u>	

STRUCTURAL CONSULTANT



PREV. TRANS. NO.:  
 NEW TRANS. NO.:  
 REVIEWER:

DESIGN  
 •  
 CONSTRUCTION

PHONE (262) 677-9933  
 FAX (262) 677-9934

N173 W21010  
 NORTHWEST PASSAGE WAY  
 JACKSON, WI 53037


**DESIGN**  
**2**  
**CONSTRUCT**  
 DEVELOPMENT CORPORATION

N173 W21010  
 NORTHWEST PASSAGE WAY  
 JACKSON, WI 53037

•  
 PHONE 262.677.9933  
 FAX 262.677.9934  
 •  
 info@design2construct.com

BUILDING DESIGN FOR:  
**DOUBLE J TRANSPORT LLC**  
 VILLAGE OF JACKSON, WI 53037

SHEET TITLE
TITLE SHEET

REVISIONS

PROJECT DATA	
DATE	12.07.2015
JOB NO.	14-00203
SET USE	PRELIMINARY
FILE NAME	A1-TS
DRAWN BY	JWH
SHEET NO.	TS

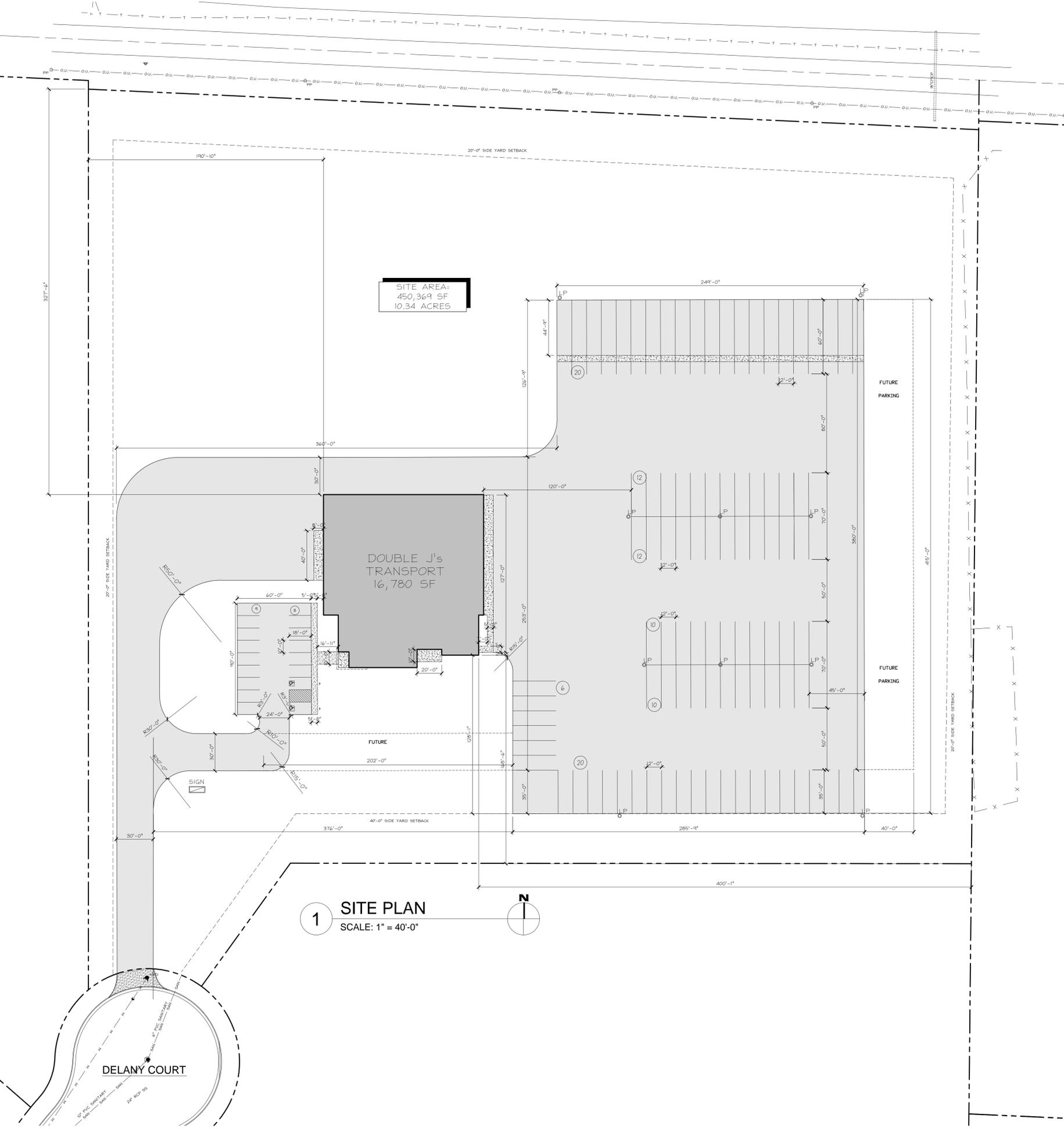
**TS**

**SITE KEY:**

- ⊗ - BUILDING LIGHT (RECESSED, METAL HALIDE, 50W U.N.O.)
- ⊕ - BUILDING LIGHT (WALL MOUNTED, CUT-OFF TYPE, METAL HALIDE, 100 OR 250W)
- <sub>LB</sub> - LIGHT BOLLARD
- - ELECTRIC / TELEPHONE SERVICE
- <sub>CB</sub> - CATCH BASIN
- <sub>HM</sub> - MANHOLE
- <sub>SH</sub> - SAMPLING MANHOLE
- ⊗ - FIRE HYDRANT
- ⊗ - WATER VALVE
- - GAS VALVE
- ⊙ - CORNER STAKE
- ⊕<sub>B-1</sub> - SOIL BORING
- ⊕ - SIGN ("HANDICAP PARKING")
- - ELECTRIC LINE
- - FENCE LINE
- - GAS LINE
- - SANITARY SEWER
- - STORM SEWER
- - TELEPHONE LINE
- - WATER LINE

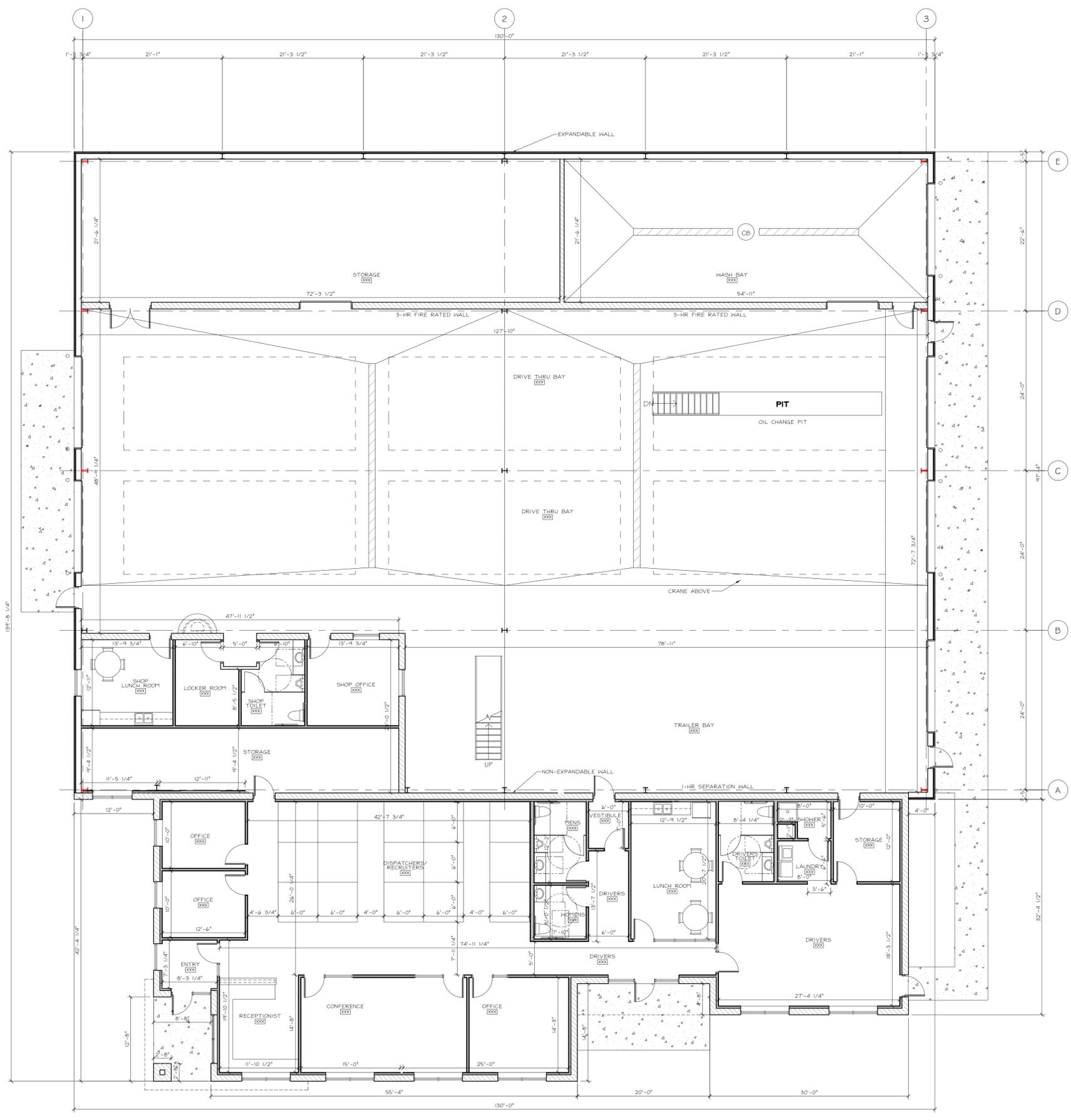
**SITE DATA:**

SITE AREA:	450,371 S.F.	10.34 ACRES
AREA OF PROPOSED BUILDING:	16,780 S.F.	
TOTAL HARD SURFACE AREA:	158,695 S.F. 35.24% OF SITE	
CONCRETE AREA:	3,456 S.F.	
HEAVY DUTY PAVING:	155,239 S.F.	
TOTAL GREENSPACE AREA:	274,896 S.F. (61% OF SITE)	
ZONING DISTRICT:	PUD	
ALLOWABLE BUILDING HEIGHT:	50'-0"	
BUILDING HEIGHT:	28'-0"	
FRONT YARD SETBACK:	40'-0"	
SIDE YARD SETBACK:	20'-0"	
REAR YARD SETBACK:	20'-0"	
<b>PARKING STALLS:</b>		
TOTAL PARKING PROVIDED:	17 (INCL. H.C. STALLS)	
HANDICAP PARKING REQUIRED:	1	
HANDICAP PARKING PROVIDED:	2	
<b>TRACTOR/TRAILER PARKING</b>		
TRAILER PARKING	70	
TRACTOR PARKING	20	

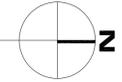


**1 SITE PLAN**  
 SCALE: 1" = 40'-0"

DELANY COURT



**1** FIRST FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

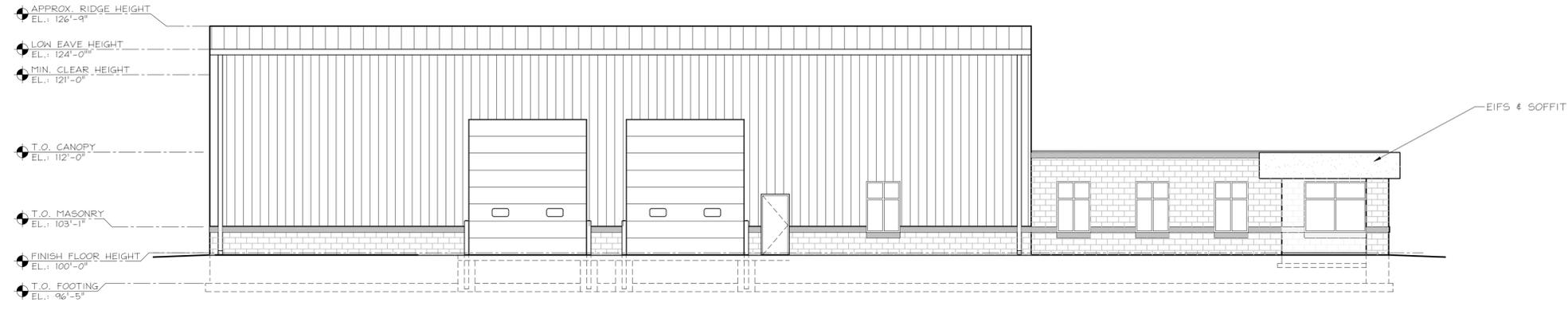


SHEET TITLE
EXTERIOR ELEVATIONS

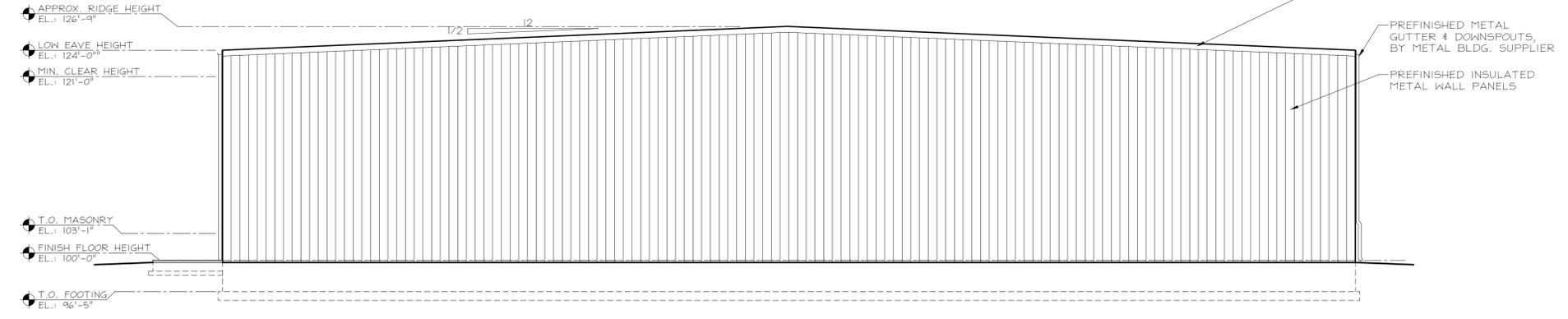
REVISIONS

PROJECT DATA	
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SET USE	PRELIMINARY
FILE NAME	G2-A4.0
DRAWN BY	BW
SHEET NO.	

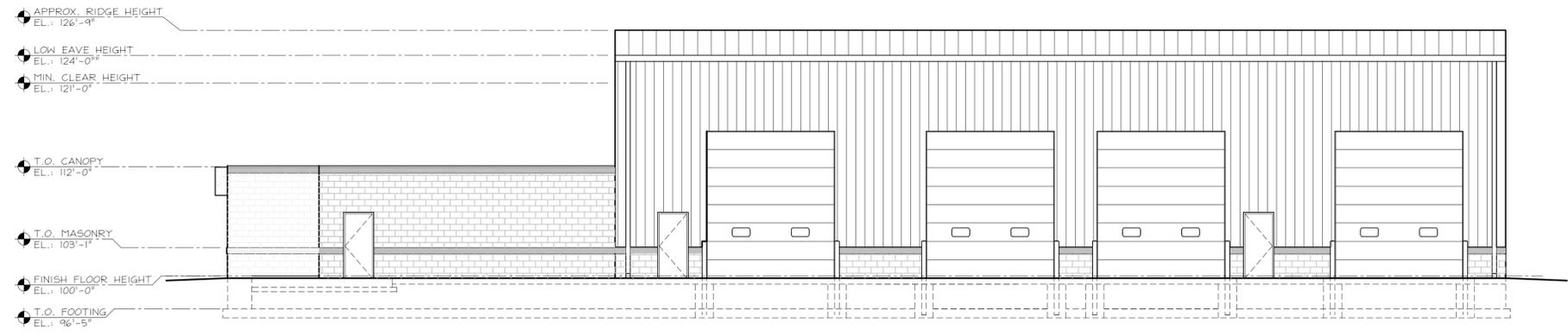
**A4.0**



**1 NORTH ELEVATION**  
 SCALE: 3/32" = 1'-0"



**2 EAST ELEVATION**  
 SCALE: 3/32" = 1'-0"



**3 SOUTH ELEVATION**  
 SCALE: 3/32" = 1'-0"



**4 WEST ELEVATION**  
 SCALE: 3/32" = 1'-0"



Google earth



**VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM**  
**(Due 1<sup>st</sup> Friday of the month for that month's Planning Commission Meeting)**

Name of Applicant JOE HAIDER  
 Contact \_\_\_\_\_ Address/ZIP N173 W21010 NORTHWEST PASSAGE WAY Phone # 262-677-9933  
 E-mail Address JHAIDER@DESIGNZCONSTRUCT.COM Fax # where Agenda/Staff comments are to be faxed \_\_\_\_\_  
 Name of Owner DOUBLE 'S' TRUCKING Address/ZIP N171 W21055 INDUSTRIAL DR. Phone# 262-677-9330  
 Owner Representative/Developer DESIGN Z CONSTRUCT  
 Proposed Use of Site INDUSTRIAL Present Zoning PUD

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages)		XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	2) Describe what you intend to do (paragraph)		XXX
			3) Address Labels of adjacent owners to be notified (500'/ 200')	labels	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	4) Owner acknowledgement of the request	1	
			5) Impact Statement		XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	6) Location Map		XXX
			7) Development Plan / Site Plan		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	8) Preliminary Plat		XXX
			9) Final Plat		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	10) Certified survey Map		XXX
			11) Annexation Petition		XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	12) Annexation Map	1	XXX
			13) Sketch Plan		XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	14) Landscape Plan	4 (24x36)	XXX
			<b>Engineering Review - Infrastructure</b>		XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	15) Grading/Drainage Plan	4 (24x36)	XXX
			16) Water / Sewer / Storm Sewer Plans	4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	17) Street / Right of Way cross sections	4 (24x36)	XXX
			18) Erosion Control Plan	4 (24x36)	XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	19) Proposed colors / materials		XXX
			20) Developers Agreement		XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	21) Annexation Agreement (includes pre-annex agreements)		XXX
			22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use: Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

# VILLAGE OF JACKSON

Special Use     Conditional Use     Planned Unit Development    Permit # \_\_\_\_\_

The Village of Jackson, hereby grants a     Special Use     Conditional Use     Planned Unit Development

Permit to:

Name of Business/Applicant: LUMBER SALES

For a property located at (address): DELANY CT

Phone number of Business/Applicant: 262-677-9033

For (land use, activity, sign, site plan, other): INDUSTRIAL

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): NONE

Hours of Operation: TBD.

Comprehensive/Master Plan Compatibility: \_\_\_\_\_

Building Materials (type, color): MASONRY & MTL SIDING

Setbacks from rights-of-way and property lines: SEE PLANS

Screening/Buffering: SEE PLANS

Landscape Plan (sizes, species, location): ~~SUBMITTED~~ N/A & TO BE SUBMITTED LATER

Signing (dimensions, colors, lighting, location): SUBMITTED AT LATER DATE

Lighting (wattage, style, pole location and height, coverage): SUBMITTED AT LATER DATE

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s)), (sidewalk/pedestrian way width and material): SEE PLAN

Storm-water Management: SEE PLAN

Erosion Control: SEE PLAN

Fire Hydrant Location(s): \_\_\_\_\_

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: KNOX BOX ON BUILDING

Hazardous Material Storage: NONE

Alarm Systems: \_\_\_\_\_

Site Features/Constraints: SEE PLAN

Parking (no. of spaces, handicapped parking, and dimensions): SEE PLAN

Tree and shrub preservation: NONE

Setbacks/height limitations: SEE PLAN

Wastewater Usage Projected: TBD gal/year      Water Usage Projected: TBD gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period): \_\_\_\_\_

## TERMS OF THIS PERMIT

1. This permit shall become effective upon 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. The permit 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 the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (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.

Granted by: Village Board \_\_\_\_\_ Date \_\_\_\_\_ Over the Counter \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, Owner  
Please print name

\_\_\_\_\_  
John M. Walther, Administrator



N173 W21010

Northwest Passage Way

Jackson, WI 53037



Tel: 262.677-9933

Fax: 262.677.9934

December 7<sup>th</sup>, 2015

Village of Jackson  
N168 W20733 Main St  
Jackson, WI 53037  
Attn: Plan Commissions

Dear Plan Commissions,

Lumber Sales & Products, Inc. is a family owned and operated business which manufactures pallets for the southeastern Wisconsin area. The business is currently located on Highway 60 in the Village of Jackson. The company has been in business since 1960. Each pallet includes custom pallet design, high quality materials, and quality control. The company purchases unused pallets, as well, to improve recycling needs of the industry.

The façade of the building will be a combination of rough and smooth surface masonry, vertical metal siding, and capped with a standing seam metal roof. The site development will include a new asphalt parking lot, lighting bollards along walk areas, and proposed landscaping to conceal dock area and to enhance the building entrance. The landscaping will include tall and low deciduous trees and shrubs.

This use will not create a nuisance to the surrounding development and will comply with all city building requirements. The nature of this business does not allow us to specify a projected peak and normal water use or sanitary/sewer loading. The use of these utilities will need further evaluation after Lumber Sales has occupied the site for a period of time.

The development of the site is as follows:

- Site area: 256,003 s.f. (10.001 acres)
- Area of proposed building 42,500 s.f.
- Hard surface area 88,900 s.f. (21.02% of site)
- Green space area 124,603 s.f. (50.12% of site)
- Allowable bldg. height 50'-0"
- Actual bldg.. height 26'-0"

Please refer to the provided drawings and renderings for additional clarification. If you have any questions or concerns regarding this proposed development please contact my office.

Sincerely,

Joe Haider  
Architect  
Design 2 Construct




BUILDING DESIGN FOR:

**LUMBER SALES**

VILLAGE OF JACKSON, WISCONSIN 53037

PROJECT DATA: SHEET INDEX:

- TS TITLE SHEET
- ARCHITECTURAL**
- A1.0 SITE PLAN
- A2.1 FIRST FLOOR PLAN
- A4.0 EXTERIOR ELEVATIONS

PROJECT CONTACTS

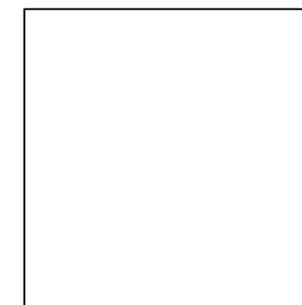
CIVIL CONSULTANT \_\_\_\_\_ ARCHITECT \_\_\_\_\_ JOE HAIDER

PROJECT MANAGER \_\_\_\_\_

PROJECT NO. \_\_\_\_\_ 15.00170

LANDSCAPE CONSULTANT \_\_\_\_\_ DATE \_\_\_\_\_ 12.07.2015

SEAL \_\_\_\_\_



STRUCTURAL CONSULTANT \_\_\_\_\_

PREV. TRANS. NO.:  
 NEW TRANS. NO.:  
 REVIEWER:

DESIGN  
 •  
 CONSTRUCTION

PHONE (262) 677-9933  
 FAX (262) 677-9934

•  
 N173 W21010  
 NORTHWEST PASSAGE WAY  
 JACKSON, WI 53037


**DESIGN**  
**2**  
**CONSTRUCT**  
 DEVELOPMENT CORPORATION

N173 W21010  
 NORTHWEST PASSAGE WAY  
 JACKSON, WI 53037

•  
 PHONE 262.677.9933  
 FAX 262.677.9934

•  
 info@design2construct.com

BUILDING DESIGN FOR:  
**LUMBER SALES**  
 VILLAGE OF JACKSON, WISCONSIN 53037

SHEET TITLE
TITLE SHEET

REVISIONS

PROJECT DATA
DATE
12.07.2015
JOB NO.
15-00170
SET USE
PRELIMINARY
FILE NAME
A1-TS
DRAWN BY
JWH
SHEET NO.

**TS**

**SITE DATA:**

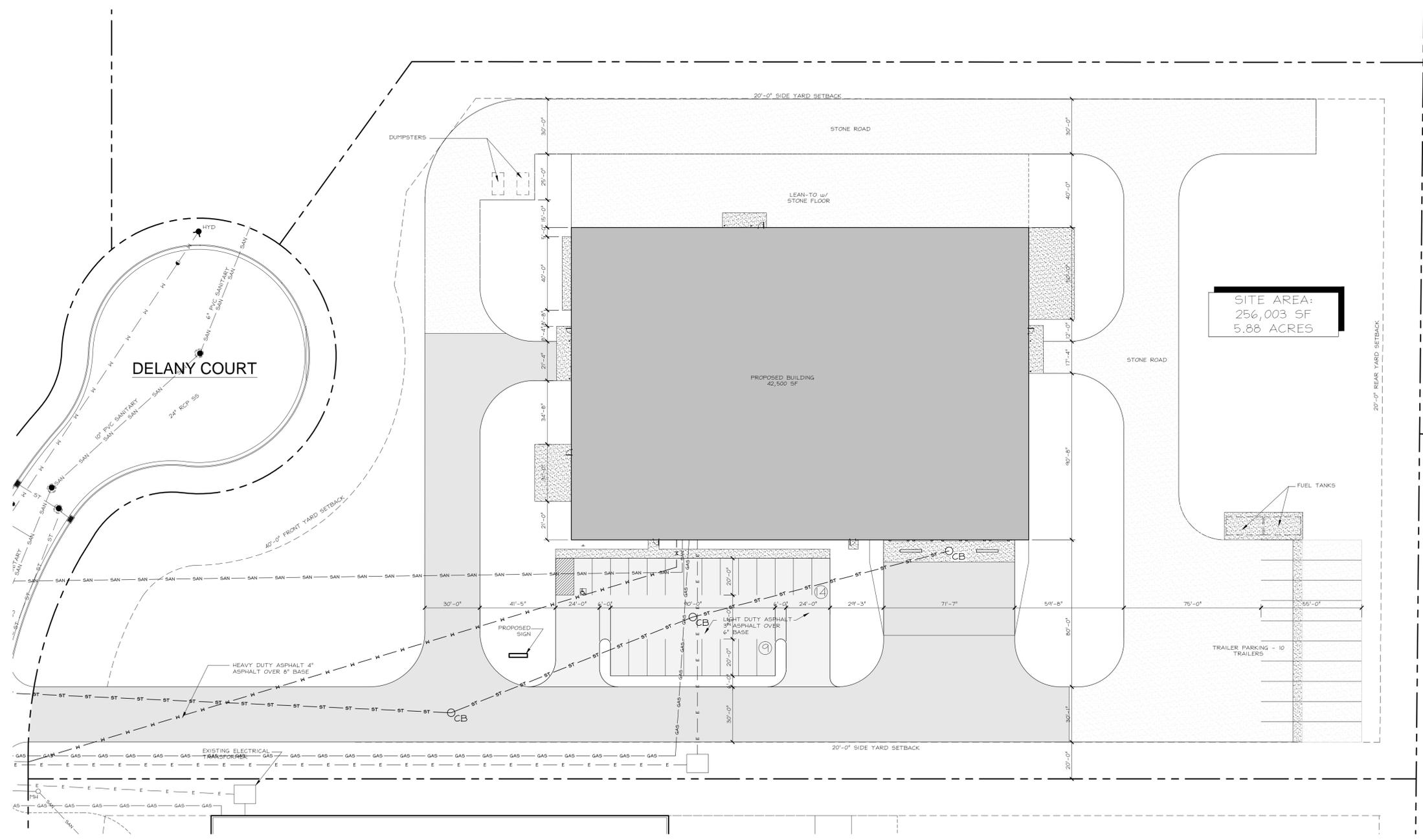
SITE AREA:	256,003 S.F.
	5.88 ACRES
AREA OF PROPOSED BUILDING:	42,500 S.F.
TOTAL HARD SURFACE AREA:	88,900 S.F. (34.73% OF SITE)
CONCRETE AREA:	5,472 S.F.
HEAVY DUTY PAVING:	23,513 S.F.
LIGHT DUTY PAVING:	9,753 S.F.
STONE DRIVE AREA:	50,162 S.F.
TOTAL GREENSPACE AREA:	124,603 S.F. (48.67% OF SITE)

ALLOWABLE BUILDING HEIGHT:	50'-0"
BUILDING HEIGHT:	26'-0"
FRONT YARD SETBACK:	40'-0"
SIDE YARD SETBACK:	20'-0"
REAR YARD SETBACK:	20'-0"

<b>PARKING STALL REQUIREMENTS:</b>	
TOTAL PARKING PROVIDED:	23
HANDICAP PARKING REQUIRED:	1
HANDICAP PARKING PROVIDED:	1



SITE AREA:  
 256,003 SF  
 5.88 ACRES

BUILDING DESIGN FOR:  
**LUMBER SALES**  
 JACKSON, WISCONSIN 53037

SHEET TITLE  
 SITE PLAN

REVISIONS

**PROJECT DATA**

DATE	11.24.2015
JOB NO.	15-00170
SET USE	PRELIMINARY
FILE NAME	C1-A1.0
DRAWN BY	JWH
SHEET NO.	

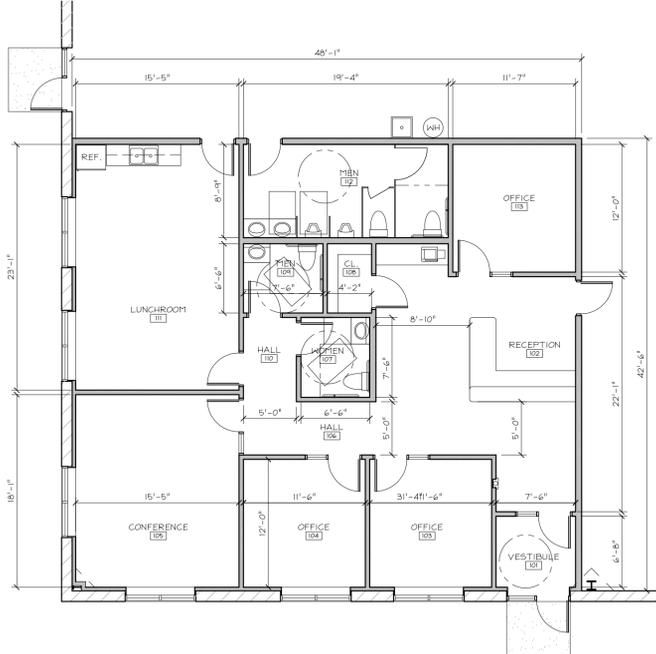
**A1.0**

**1 SITE PLAN**  
 SCALE: 1" = 30'-0"

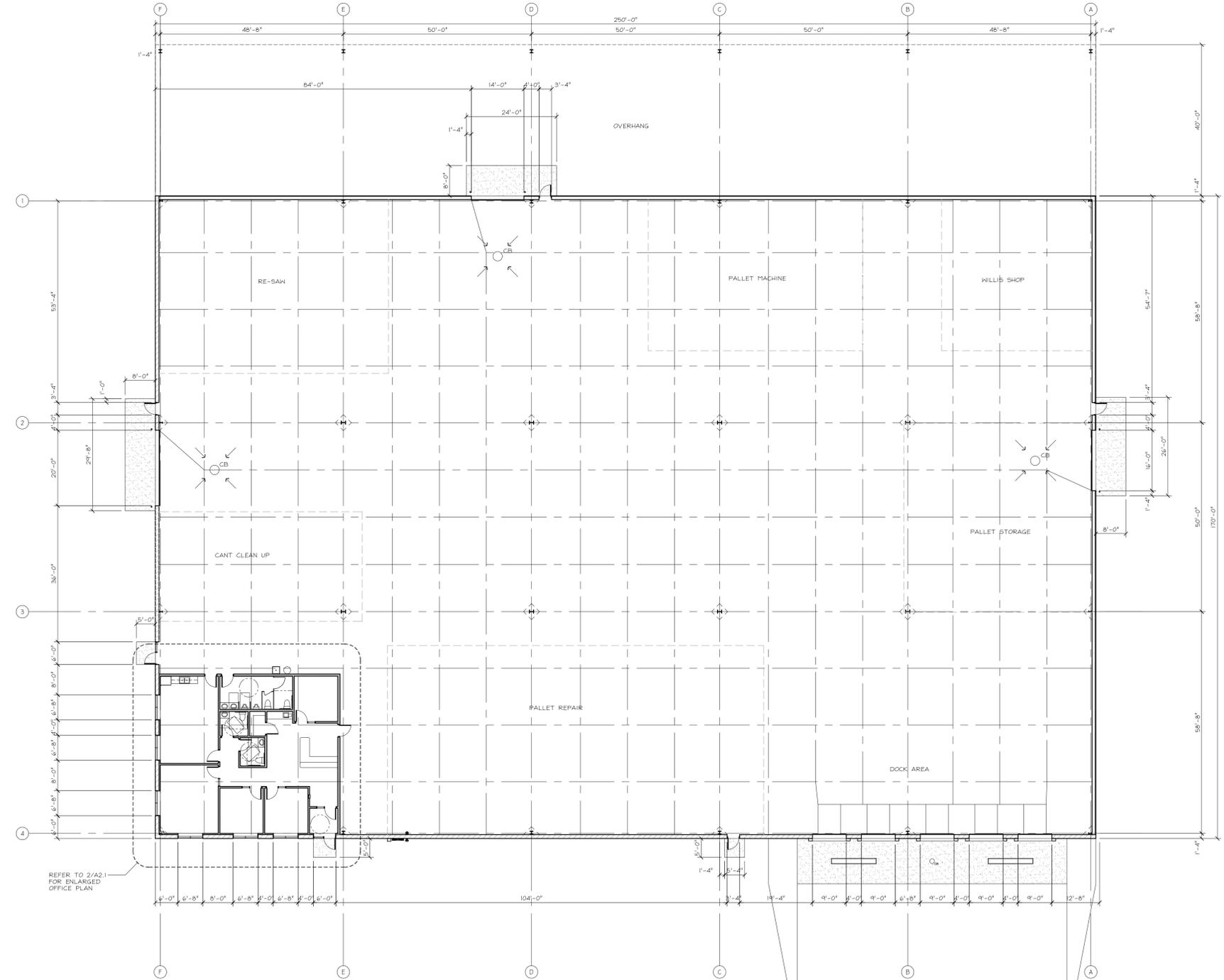
SHEET TITLE
FIRST FLOOR PLAN

REVISIONS

PROJECT DATA	
DATE	09.10.2015
JOB NO.	15-00170
SET USE	PRELIMINARY
FILE NAME	E4-A2.1
DRAWN BY	JWH
SHEET NO.	A2.1

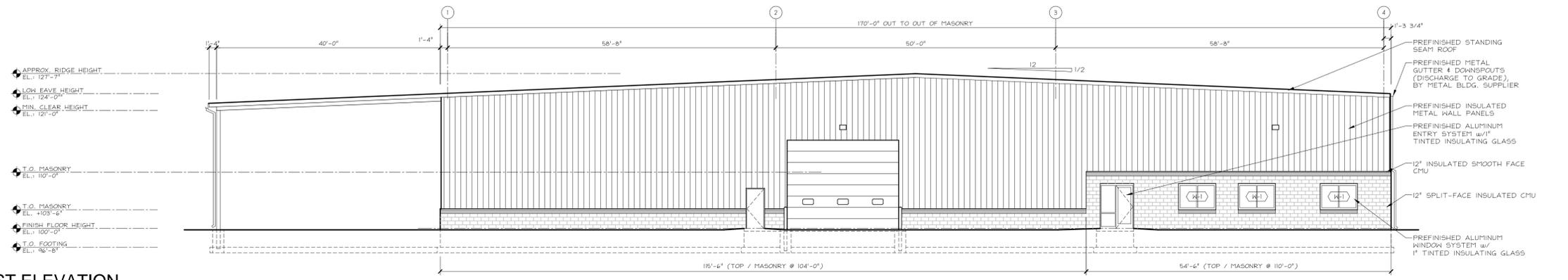


**2 ENLARGED OFFICE PLAN**  
 SCALE: 1/8" = 1'-0"

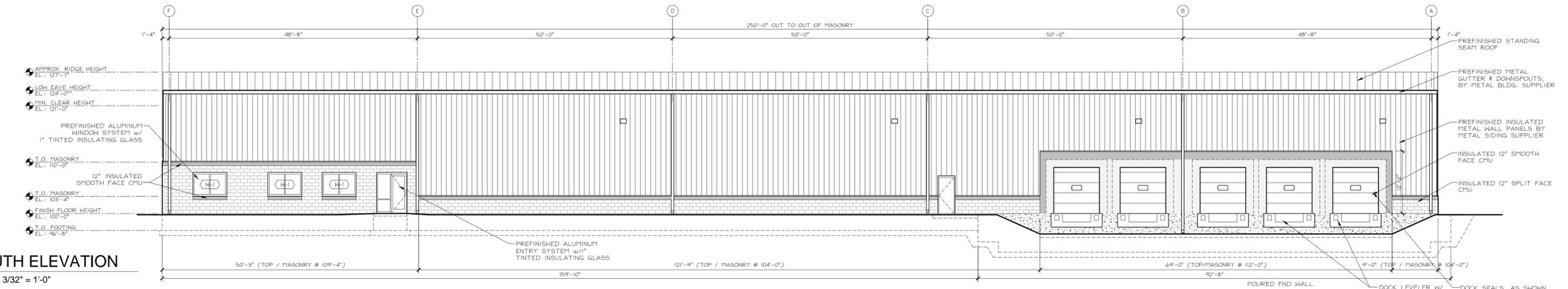


**1 FIRST FLOOR PLAN**  
 SCALE: 1/16" = 1'-0"

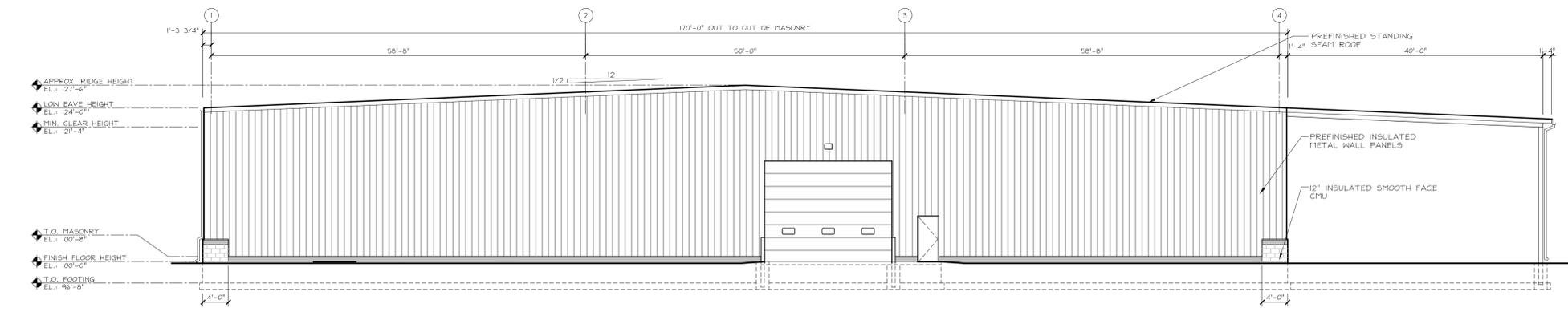
BUILDING AREA:  
 OFFICE: 2,195 SF  
 WAREHOUSE: 21,937 SF  
 SHOP: 15,428 SF



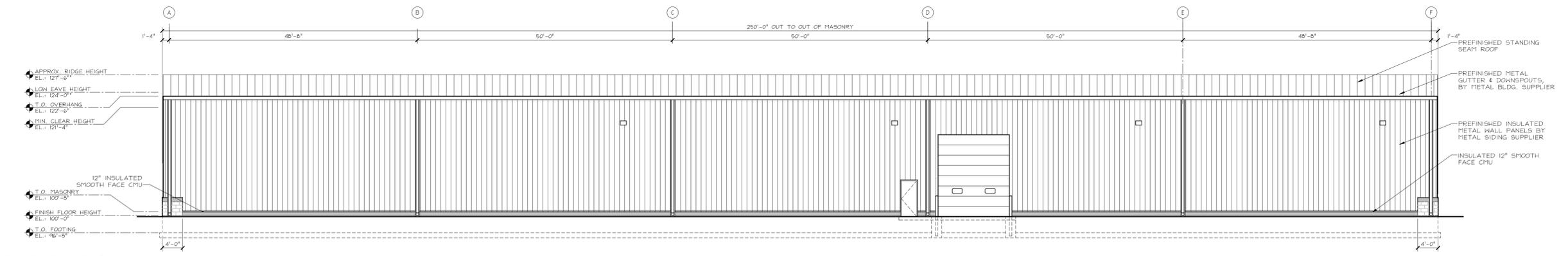
**1 WEST ELEVATION**  
 SCALE: 3/32" = 1'-0"



**2 SOUTH ELEVATION**  
 SCALE: 3/32" = 1'-0"



**3 EAST ELEVATION**  
 SCALE: 3/32" = 1'-0"



**4 NORTH ELEVATION**  
 SCALE: 3/32" = 1'-0"

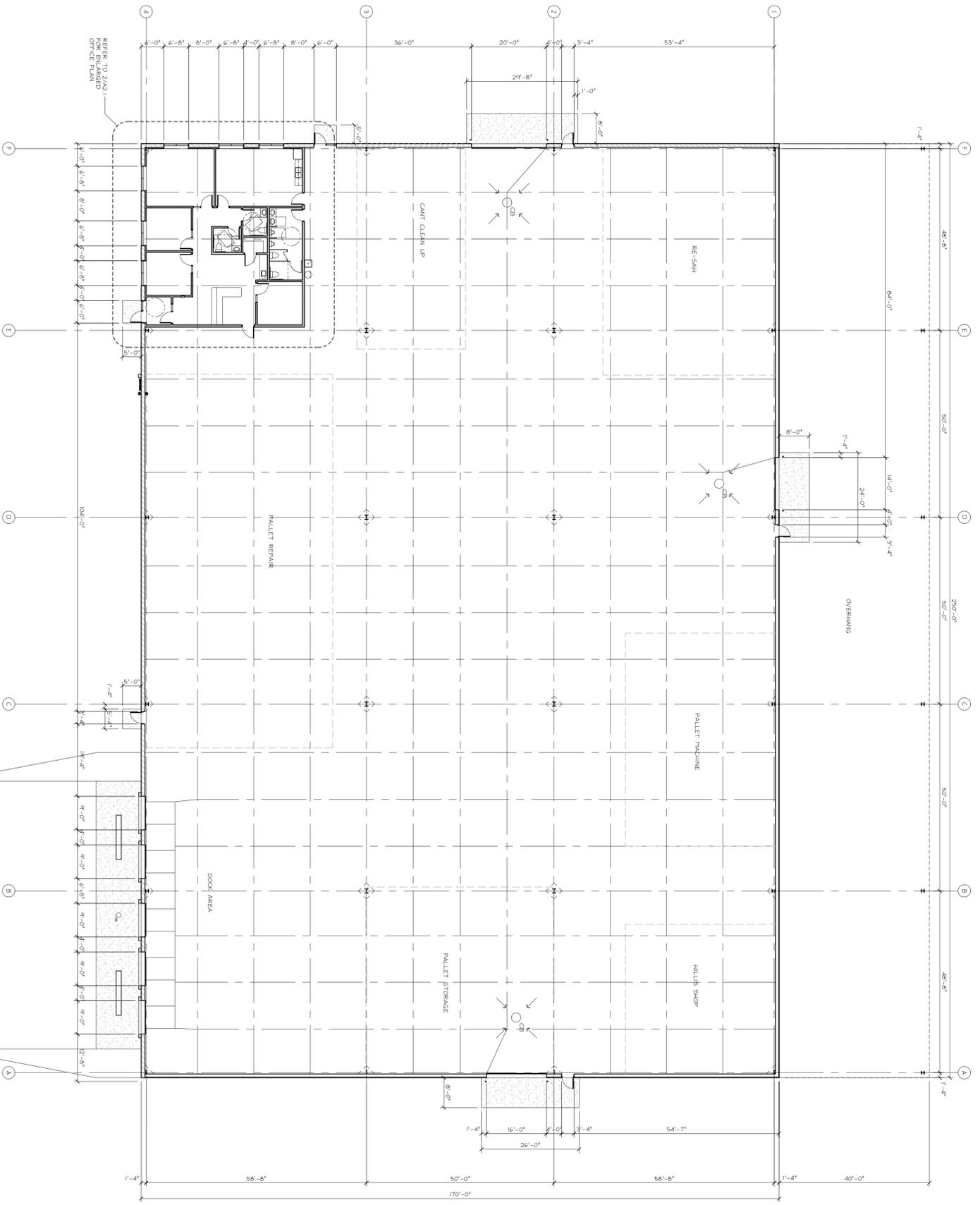
BUILDING DESIGN FOR:  
**LUMBER SALES**  
 JACKSON, WISCONSIN 53037

SHEET TITLE	FIRST FLOOR PLAN
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REVISIONS	
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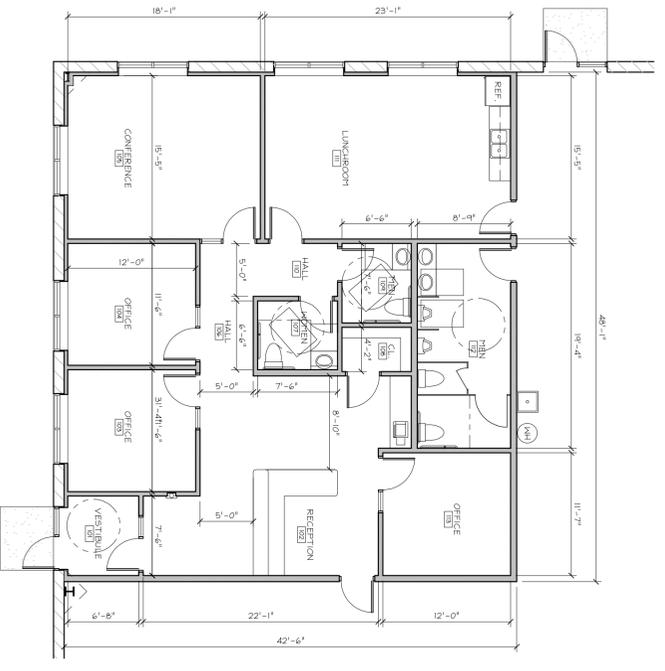
PROJECT DATA	DATE	09.10.2015
JOB NO.	15-00170	
SET USE	PRELIMINARY	
FILE NAME	E4A2.1	
DRAWN BY	JWH	
SHEET NO.		

**A2.1**



**1 FIRST FLOOR PLAN**  
 SCALE: 1/8" = 1'-0"

BUILDING AREA: 43,147 SF  
 MARKET VALUE: 2,197,500  
 SHEET: 18,428 SF



**2 ENLARGED OFFICE PLAN**  
 SCALE: 1/8" = 1'-0"



**SITE DATA:**

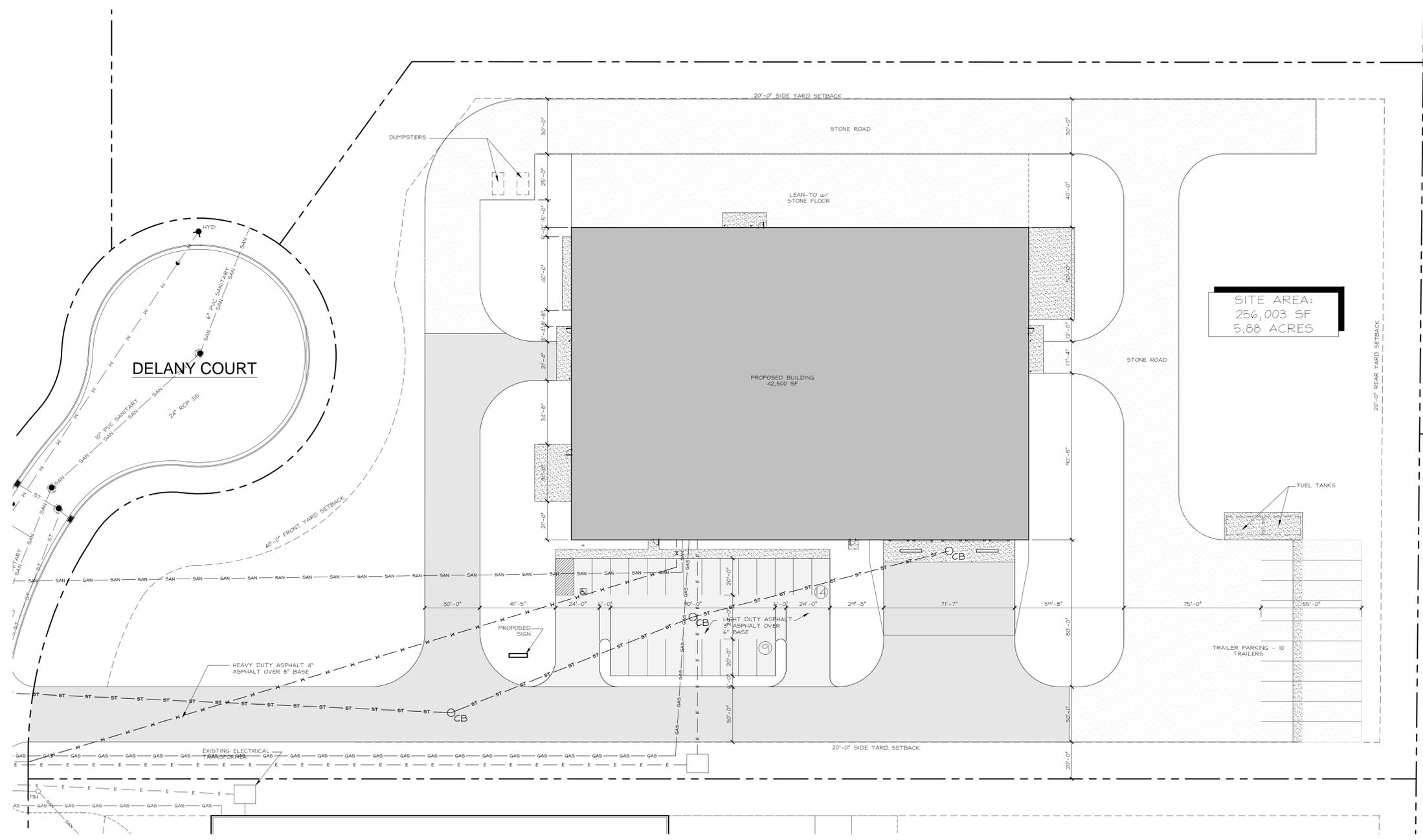
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TOTAL PARKING PROVIDED:	23
HANDICAP PARKING REQUIRED:	1
HANDICAP PARKING PROVIDED:	1



SITE AREA:  
 256,003 SF  
 5.88 ACRES

BUILDING DESIGN FOR:  
**LUMBER SALES**  
 JACKSON, WISCONSIN 53037

SHEET TITLE  
 SITE PLAN

REVISIONS

**PROJECT DATA**

DATE	11.24.2015
JOB NO.	15-00170
SET USE	PRELIMINARY
FILE NAME	C1-A1.0
DRAWN BY	JWH
SHEET NO.	

**A1.0**

**1 SITE PLAN**  
 SCALE: 1" = 30'-0"



DEVELOPMENT CORPORATION

N173 W21010  
NORTHWEST PASSAGE WAY  
JACKSON, WI 53037

PHONE 262.677.9933  
FAX 262.677.9934

info@design2construct.com

BUILDING DESIGN FOR:  
**JACKSON DEVELOPMENT**

\*  
**DELANEY COURT**  
JACKSON, WISCONSIN 53037

SHEET TITLE  
SITE PLAN

REVISIONS

PROJECT DATA

DATE 12.03.2015

JOB NO. 15-00\*\*\*

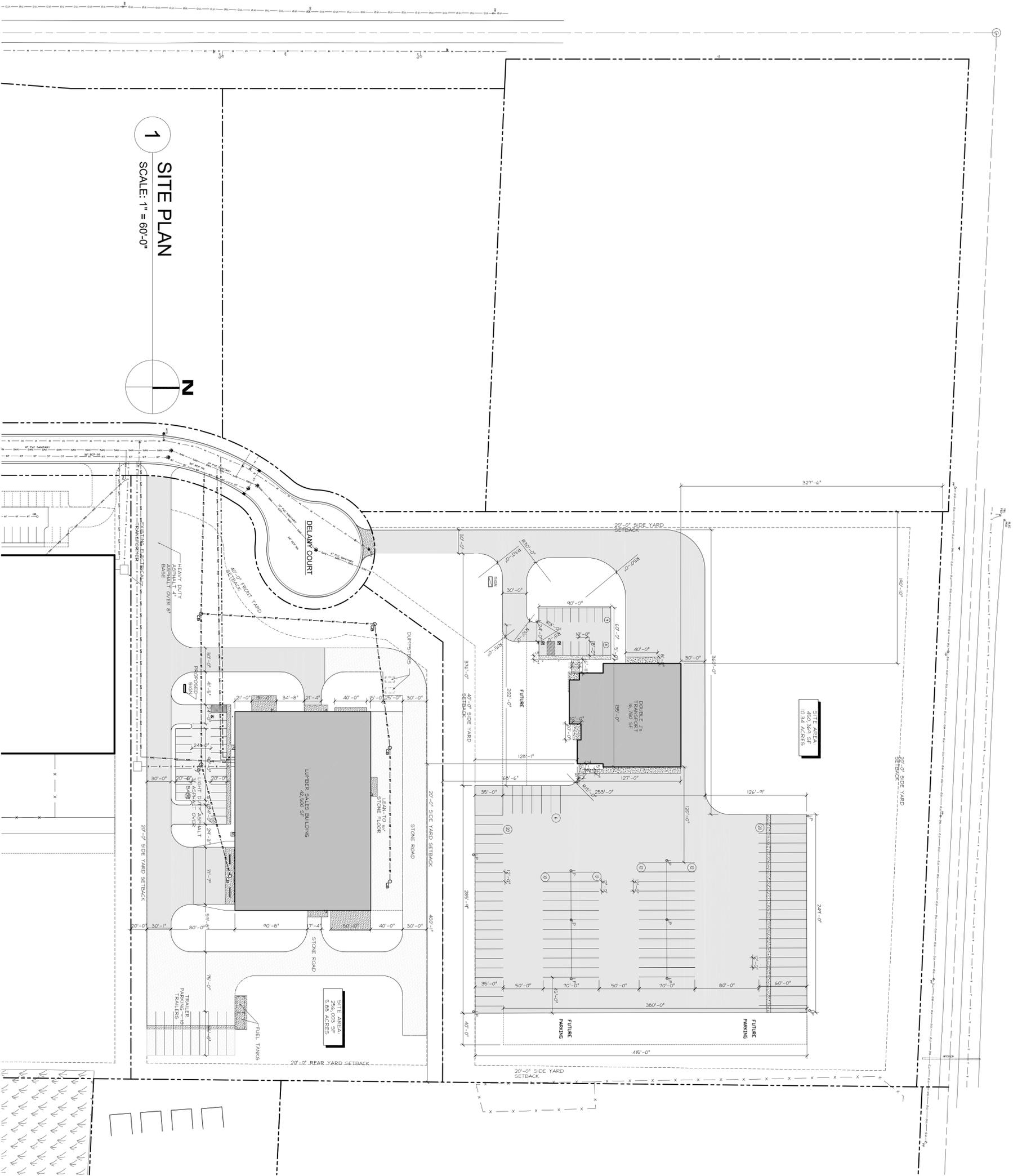
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FILE NAME CHA1.0

DRAWN BY JWH

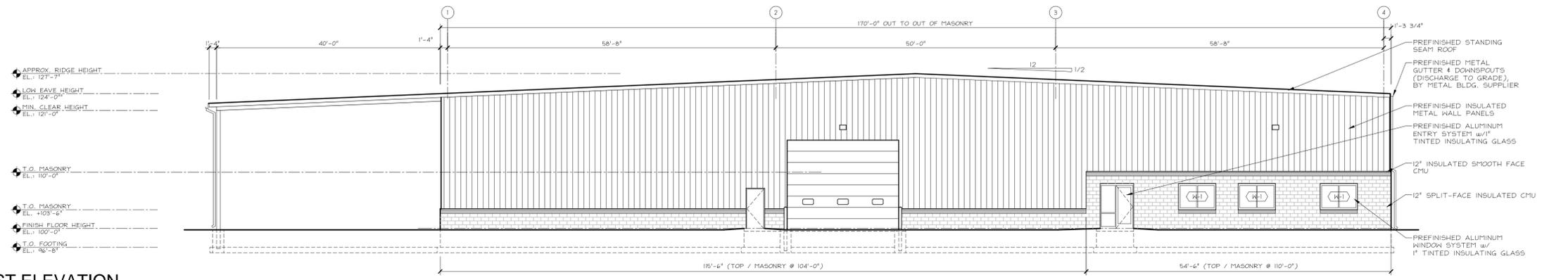
SHEET NO.

A1.0

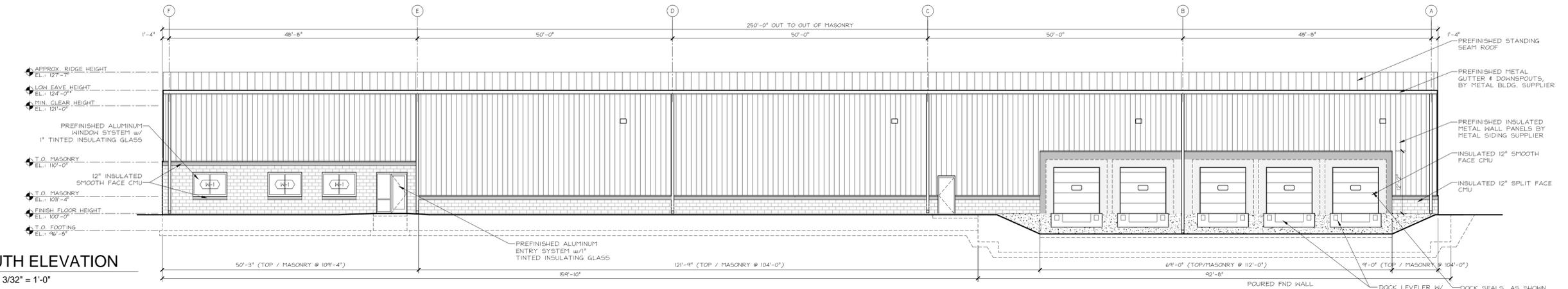


1 SITE PLAN  
SCALE: 1" = 60'-0"

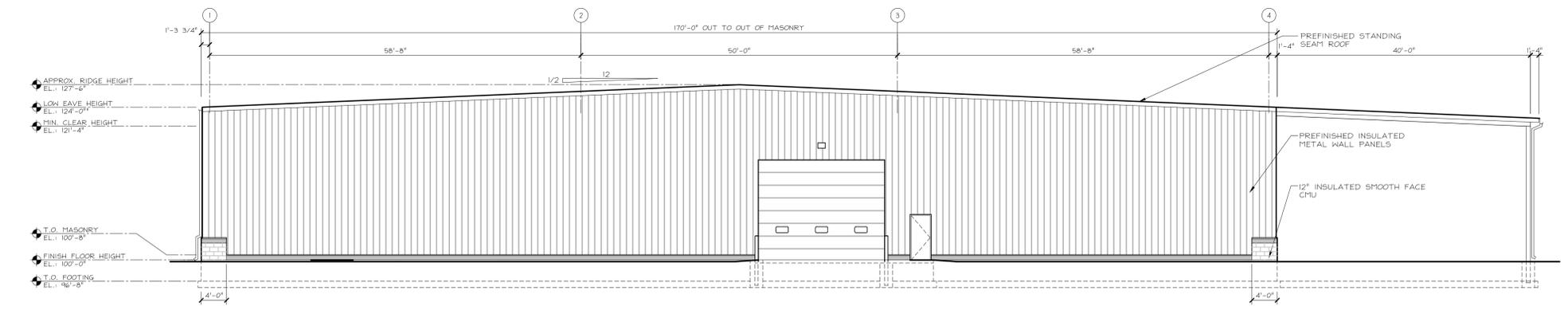




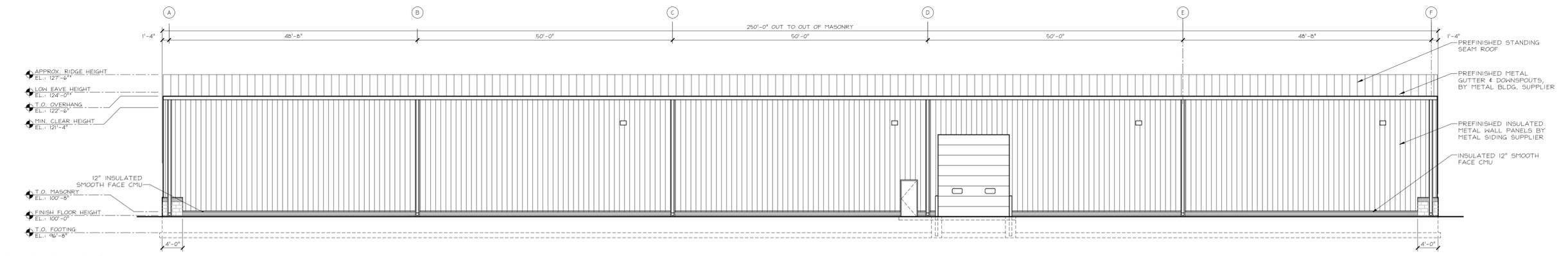
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 SCALE: 3/32" = 1'-0"



**2 SOUTH ELEVATION**  
 SCALE: 3/32" = 1'-0"



**3 EAST ELEVATION**  
 SCALE: 3/32" = 1'-0"



**4 NORTH ELEVATION**  
 SCALE: 3/32" = 1'-0"



Google earth



**VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM**  
 (Due 1<sup>st</sup> Friday of the month for that month's Planning Commission Meeting)

Name of Applicant Keith and Nicole Novotny  
 Contact Keith Novotny Address/ZIP 4301 Mayfield Rd. WB. Phone # 262-573-8468  
 E-mail Address KNovotny@cousinssubs.com Fax # where Agenda/Staff comments are to be faxed 262-334-5606  
 Name of Owner Keith Novotny Address/ZIP \_\_\_\_\_ Phone# \_\_\_\_\_  
 Owner Representative/Developer \_\_\_\_\_  
 Proposed Use of Site \_\_\_\_\_ Present Zoning \_\_\_\_\_

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		XXX XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	3) Address Labels of adjacent owners to be notified (500' / 200') 4) Owner acknowledgement of the request	labels 1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) impact Statement 6) Location Map		XXX XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	7) Development Plan / Site Plan 8) Preliminary Plat		XXX XXX
CERTIFIED SURVEY MAP (CSM) X	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	<b>Engineering Review - Infrastructure</b> 15) Grading/Drainage Plan	4 (24x36)	XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	16) Water / Sewer / Storm Sewer Plans 17) Street / Right of Way cross sections	4 (24x36) 4 (24x36)	XXX XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan 19) Proposed colors materials	4 (24x36)	XXX XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement 21) Annexation Agreement (includes pre-annex agreements)		XXX XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name Keith Novotny Signature [Signature] Date 12/9/15

Office Use: Date Received 12/9/15 Date Paid 12/9/15 Receipt # 108407 Amount Paid \$ 150.00

# VILLAGE OF JACKSON

Special Use     Conditional Use     Planned Unit Development *NA*    Permit # \_\_\_\_\_

The Village of Jackson, hereby grants a     Special Use     Conditional Use     Planned Unit Development

Permit to:

Name of Business/Applicant: Keith Novotny

For a property located at (address): \_\_\_\_\_

Phone number of Business/Applicant: NA

For (land use, activity, sign, site plan, other): NA

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): NA

Hours of Operation: NA

Comprehensive/Master Plan Compatibility: NA

Building Materials (type, color): NA

Setbacks from rights-of-way and property lines: NA

Screening/Buffering: NA

Landscape Plan (sizes, species, location): NA

Signing (dimensions, colors, lighting, location): NA

Lighting (wattage, style, pole location and height, coverage): NA

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s), (sidewalk/pedestrian way width and material): NA

Storm-water Management: NA

Erosion Control: NA

Fire Hydrant Location(s): NA

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: NA

Hazardous Material Storage: NA

Alarm Systems: NA

Site Features/Constraints: NA

Parking (no. of spaces, handicapped parking, and dimensions): NA

Tree and shrub preservation: NA

Setbacks/height limitations: NA

Wastewater Usage Projected: NA gal/year

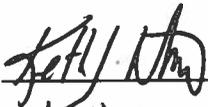
Water Usage Projected: NA gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):  
NA

## TERMS OF THIS PERMIT

1. This permit shall become effective upon 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. The permit 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 the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (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.

Granted by: Village Board \_\_\_\_\_ Date \_\_\_\_\_ Over the Counter \_\_\_\_\_ Date \_\_\_\_\_

  
\_\_\_\_\_  
Keith J. Novotny, Owner  
Please print name

\_\_\_\_\_  
John M. Walther, Administrator

Applications shall be submitted by 4:00 PM of the first Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month, and will conduct a public hearing. A decision on the request could be made at that meeting.

**EXPLANATION OF TYPES OF INFORMATION (from face of application form):**

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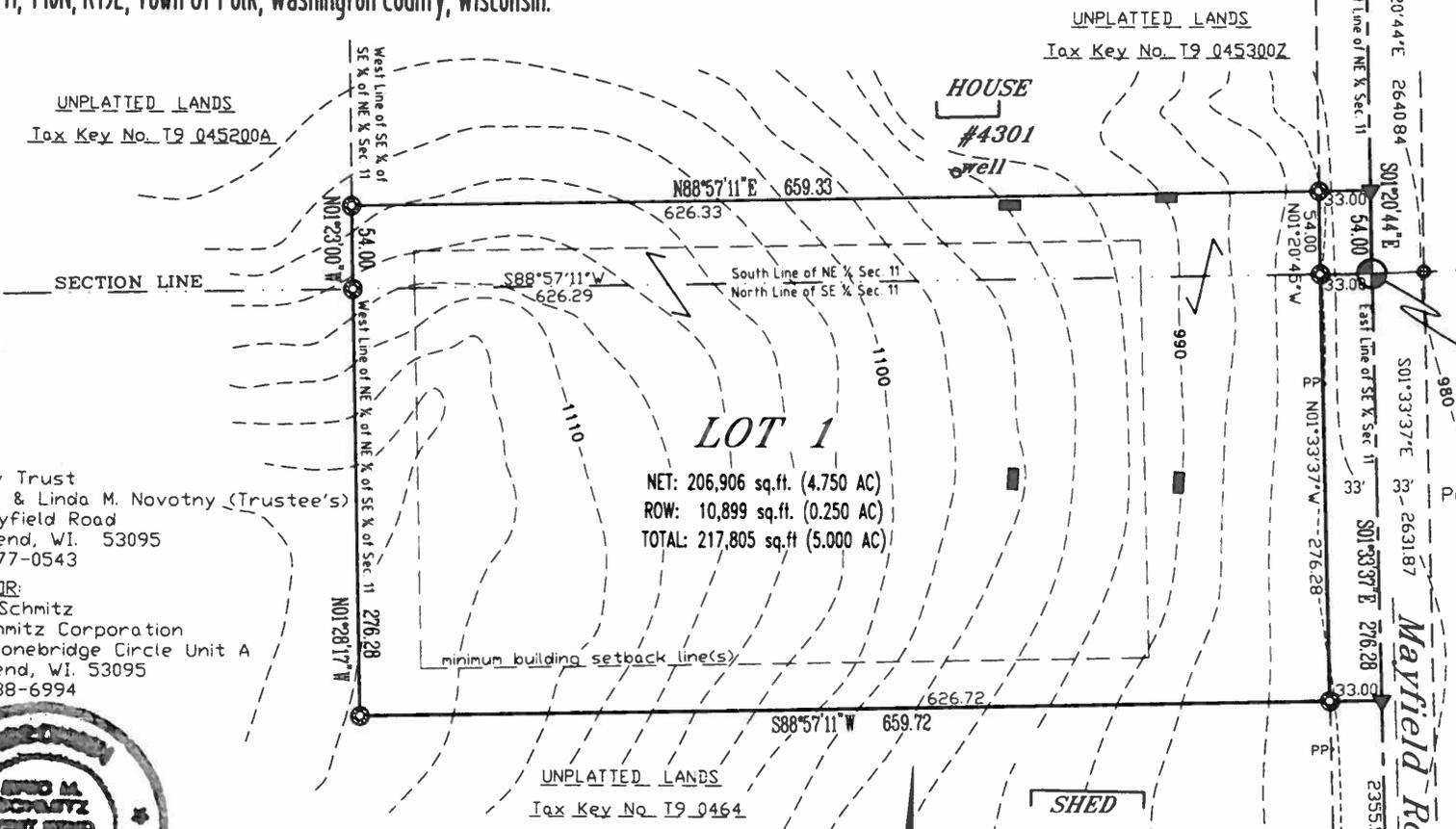
1. **Application Form: Must be submitted on CD.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address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

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

# Certified Survey Map

Part of the NE 1/4, of the SE 1/4, and part of the SE 1/4, of the NE 1/4, of Section 11, T10N, R19E, Town Of Polk, Washington County, Wisconsin.

(Conc. Monument w/brass cap) NE Corner Sec. 11-10-19  
 N 498,345.32  
 (State Plane Coordinates) E 2,478,345.25



**OWNERS:**  
 Novotny Trust  
 Ralph A & Linda M. Novotny (Trustee's)  
 4301 Mayfield Road  
 West Bend, WI. 53095  
 (262) 677-0543

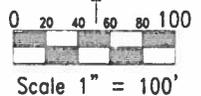
**SURVEYOR:**  
 Eric M. Schmitz  
 Eric Schmitz Corporation  
 2334 Stonebridge Circle Unit A  
 West Bend, WI. 53095  
 (262) 338-6994

**LOT 1**  
 NET: 206,906 sq.ft. (4.750 AC)  
 ROW: 10,899 sq.ft. (0.250 AC)  
 TOTAL: 217,805 sq.ft (5.000 AC)

East 1/4 Corner Sec. 11-10-19  
 N 495,705.52 (Conc. Monument w/brass cap)  
 E 2,478,407.26 (State Plane Coordinates)  
 33' Dedicated To The Public For Road Purposes (10,899 sqft total)



- LEGEND**
- DENOTES A SOIL BORING
  - DENOTES AN IRON PIPE FOUND
  - ▼ DENOTES A MAG NAIL SET (in asphalt pavement)
  - ⊙ DENOTES 1 1/2" (O.D.) x 18" IRON PIPE SET WEIGHTING NOT LESS THAN 113 LBS./FT.



(Conc. Monument w/brass cap) SE Corner Sec. 11-10-19  
 N 493,074.94  
 (State Plane Coordinates) E 2,478,478.92  
 This instrument was drafted by Eric M. Schmitz, S-1660 SHEET 1 of 3

**NOTES**

Zoning A-1 (General Agriculture District) Minimum Building Setback Requirements, 150' from centerline of a public road, 40' rear yard, 30' sideyard

There are no floodplain or wetlands or shore and dune lines which cross this property per Washington County GIS mapping, (<http://washingtoncountywi.gov/xxtreme.com/>) topography maps so traced from Washington County GIS mapping website to North Referenced To The Wisconsin Coordinate System, South Zone Based On The Control Survey Summary again by Southeastern Wisconsin Regional Planning Commission Revised April 2015 And The East Line Of The SE 1/4 Of Section 11-10-19 Bearing S 0° 23' 37" E

Eric M. Schmitz (S-1660) DATE 12-2-2015

# Certified Survey Map

Part of the NE ¼, of the SE ¼, and part of the SE ¼, of the NE ¼, of Section 11,  
T10N, R19E, Town Of Polk, Washington County, Wisconsin.

## Surveyor's Certificate:

I, Eric M. Schmitz, registered land surveyor, hereby certify that by the direction of the Novotny Trust, Ralph A. and Linda M. Novotny (Trustee's), I have surveyed, divided, mapped, and shown the land described herein; That part of the NE ¼ of the SE ¼ and that part of the SE ¼ of the NE ¼ of Section 11, Town 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin, described as follows:

Commencing at the East ¼ Corner of said Section 11, said point also being the point of beginning; thence S 01°33'37" E, along the East Line of the SE ¼ of said Section 11, 276.28 feet; thence S 88°57'11" W, 659.72 feet to the West Line of the NE ¼ of the NE ¼ of the SE ¼ of said Section 11; thence N 01°28'17" W, along said West Line, 276.28 feet to the North Line of the SE ¼ of said Section 11; thence N 01°23'00" W, along the West Line of the SE ¼ of the SE ¼ of the NE ¼ of said Section 11, 54.00 feet; thence N 88°57'11" E, 659.33 feet to the East Line of the NE ¼ of said Section 11; thence S 01°20'44" E, along said East Line, 54.00 feet to the point of beginning. Said lands containing 217,805 sq. ft. (5.000 Acres) of land, more or less.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made. I have fully complied with the provision of Chapters 236.20, 236.21(2)(a) and 236.34 of the Wisconsin State Statutes, and the Land Division Ordinances of the Town of Polk, and the Village of Jackson, in surveying, dividing and mapping said land.

## Owner's Certificate:

As owners, we hereby certify that we caused the land shown and described herein to be surveyed, divided, dedicated, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the following for approval: Town of Polk Plan Commission, the Town of Polk Town Board, the Village of Jackson Plan Commission, and the Village of Jackson Village Board.

WITNESS the hand and seal of said owner this  
day of \_\_\_\_\_, 2016. In the presence of:

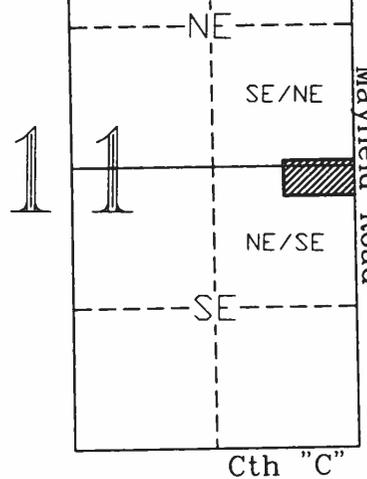
\_\_\_\_\_  
Ralph A. Novotny (trustee)

\_\_\_\_\_  
Linda M. Novotny (trustee)

\_\_\_\_\_  
Witness

Pleasant Valley Road

LOCATION MAP  
East ½ Sec. 11-10-19  
Scale 1"=1500'



(STATE OF WISCONSIN  
WASHINGTON COUNTY) s.s.

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, the above named owner is to me known to be the same person who executed the foregoing instrument and acknowledge the same.

(Notary Seal) \_\_\_\_\_, Notary Public,

\_\_\_\_\_, Wisconsin.

My commission expires \_\_\_\_\_.



*Eric M. Schmitz*  
Eric M. Schmitz

12-2-2015

Eric M. Schmitz S-1660

# Certified Survey Map

Part of the NE ¼, of the SE ¼, and part of the SE ¼, of the NE ¼, of Section 11, T10N, R19E, Town Of Polk, Washington County, Wisconsin.

## TOWN OF POLK PLAN COMMISSION APPROVAL

This land division is hereby approved by the Town of Polk Plan Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Albert Schulteis, Chairman

\_\_\_\_\_  
Tracy Groth, Zoning Secretary

## TOWN OF POLK TOWN BOARD APPROVAL

This land division is hereby approved by the Town of Polk Town Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Albert Schulteis, Chairman

\_\_\_\_\_  
Tracy Groth, Interim-Town Clerk

## VILLAGE OF JACKSON PLAN COMMISSION APPROVAL

This land division is hereby approved by the Village of Jackson Plan Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Michael E Schwab, Chairperson

\_\_\_\_\_  
John Walther, Zoning Administrator

## VILLAGE OF JACKSON BOARD APPROVAL

This land division is hereby approved by the Village of Jackson Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Michael E. Schwab, President

\_\_\_\_\_  
Deanna Boldrey, Village Clerk/Treasurer



*Eric M. Schmitz*  
Eric M. Schmitz S-1660  
12-2-2015

**VILLAGE OF JACKSON DEVELOPMENT APPLICATION FORM**  
**(Due 1<sup>st</sup> Friday of the month for that month's Planning Commission Meeting)**

Name of Applicant Nate Filzen  
 Contact Nate Filzen Address/ZIP 1116 Wilson Main Street, Germantown, WI 53022 Phone # (262) 707-3161  
 E-mail Address filzen@gmail.com Fax # where Agenda/Staff comments are to be faxed  
 Name of Owner Doris R. Schmidt Address/ZIP 3181 S. Mayfield Road, Jackson, WI 53037 Phone# (262) 677-2475  
 Owner Representative/Developer Nate Filzen  
 Proposed Use of Site Single Family Residence Present Zoning A1

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages)		XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	2) Describe what you intend to do (paragraph)		XXX
			3) Address Labels of adjacent owners to be notified (500' 200')	labels	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	4) Owner acknowledgement of the request		
			5) Impact Statement		XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)	6) Location Map		XXX
			7) Development Plan Site Plan		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	8) Preliminary Plat		XXX
			9) Final Plat		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	0) Certified survey Map		XXX
			1) Annexation Petition		XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	2) Annexation Map		XXX
			3) Sketch Plan		XXX
Extra-territorial Plat outside Sanita Service Area	\$50	1,2,6,9 / 10	4) Landscape Plan	4 (24x36)	XXX
			Engineering Review - Infrastructure		XXX
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	15) Grading/Drainage Plan	4 (24x36)	XXX
			16) Water / Sewer / Storm Sewer Plans	4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	17) Street / Right of Way cross sections	4 (24x36)	XXX
			18) Erosion Control Plan	4 (24x36)	XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	19) Proposed colors / materials		XXX
			20) Developers Agreement		XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	21) Annexation Agreement (includes pre-annex agreements)		XXX
			22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application I am acting with knowledge and consent of those persons listed above and owner(s) without whose consent the requested action cannot be lawfully acted upon.

Name Nate Filzen Signature Nate Filzen Date 12/21/15

Office Use: Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

# VILLAGE OF JACKSON

Special Use     Conditional Use     Planned Unit Development

Permit # \_\_\_\_\_

The Village of Jackson, hereby grants a     Special Use     Conditional Use     Planned Unit Development

Permit to:

Name of Business/Applicant: Nate Filzen

For a property located at (address): 3187 S. Mayfield Road Jackson, WI 53037

Phone number of Business/Applicant: (262) 757-3161

For (land use, activity, sign, site plan, other): CSM approval

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): N/A

Hours of Operation: N/A

Comprehensive/Master Plan Compatibility: N/A

Building Materials (type, color): N/A

Setbacks from rights-of-way and property lines: N/A

Screening/Buffering: N/A

Landscape Plan (sizes, species, location): N/A

Signing (dimensions, colors, lighting, location): N/A

Lighting (wattage, style, pole location and height, coverage): N/A

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s)), (sidewalk/pedestrian way width and material): N/A

Storm-water Management: N/A

Erosion Control: N/A

Fire Hydrant Location(s): N/A

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: N/A

Hazardous Material Storage: N/A

Alarm Systems: N/A

Site Features/Constraints: N/A

Parking (no. of spaces, handicapped parking, and dimensions): N/A

Tree and shrub preservation: N/A

Setbacks/height limitations: N/A

Wastewater Usage Projected: N/A gal/year

Water Usage Projected: N/A gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):  
Continuous

## TERMS OF THIS PERMIT

1. This permit shall become effective upon 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. The permit 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 the use permit shall be in strict conformity to the approval site, building, and operation plans which were filed in connection with the application for this permit (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.

Granted by: Village Board \_\_\_\_\_ Date \_\_\_\_\_ Over the Counter \_\_\_\_\_ Date \_\_\_\_\_

Nate Filzen

Nate Filzen, Owner

Please print name

\_\_\_\_\_  
John M. Walther, Administrator

Applications shall be submitted by 4:00 PM of the first Friday of the month to be considered by the Planning Commission that month. In some cases, more than the number of copies on the face of this form will be required. Only complete applications shall be presented to the Planning Commission and the Village Board for action. Applications submitted without a pre-submittal conference risk delay by being incomplete.

The Planning Commission meets on the last Thursday of each month unless there is a conflict with a holiday. The Village Board meets on the second Tuesday of each month, and will conduct a public hearing. A decision on the request could be made at that meeting.

**EXPLANATION OF TYPES OF INFORMATION (from face of application form):**

---

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

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

Letter of Intent:

We are looking to divide a current plot of my grandparent's farmland into 2 different lots; 1 containing the existing farmhouse and buildings, and a second to contain the pond and area to the north of the pond where we would like to build a single family residence. The north side of the pond would be the ideal location to build so as to not disturb the existing pond area and trees my grandfather planted some 30 years ago. The "L" shape of the lot is necessary to meet the 300 feet of road frontage requirement, take the lot past the pond and then to the north to include our proposed build site.

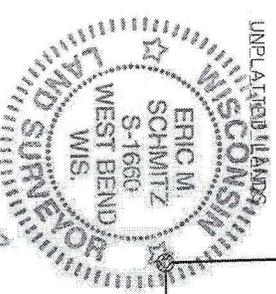
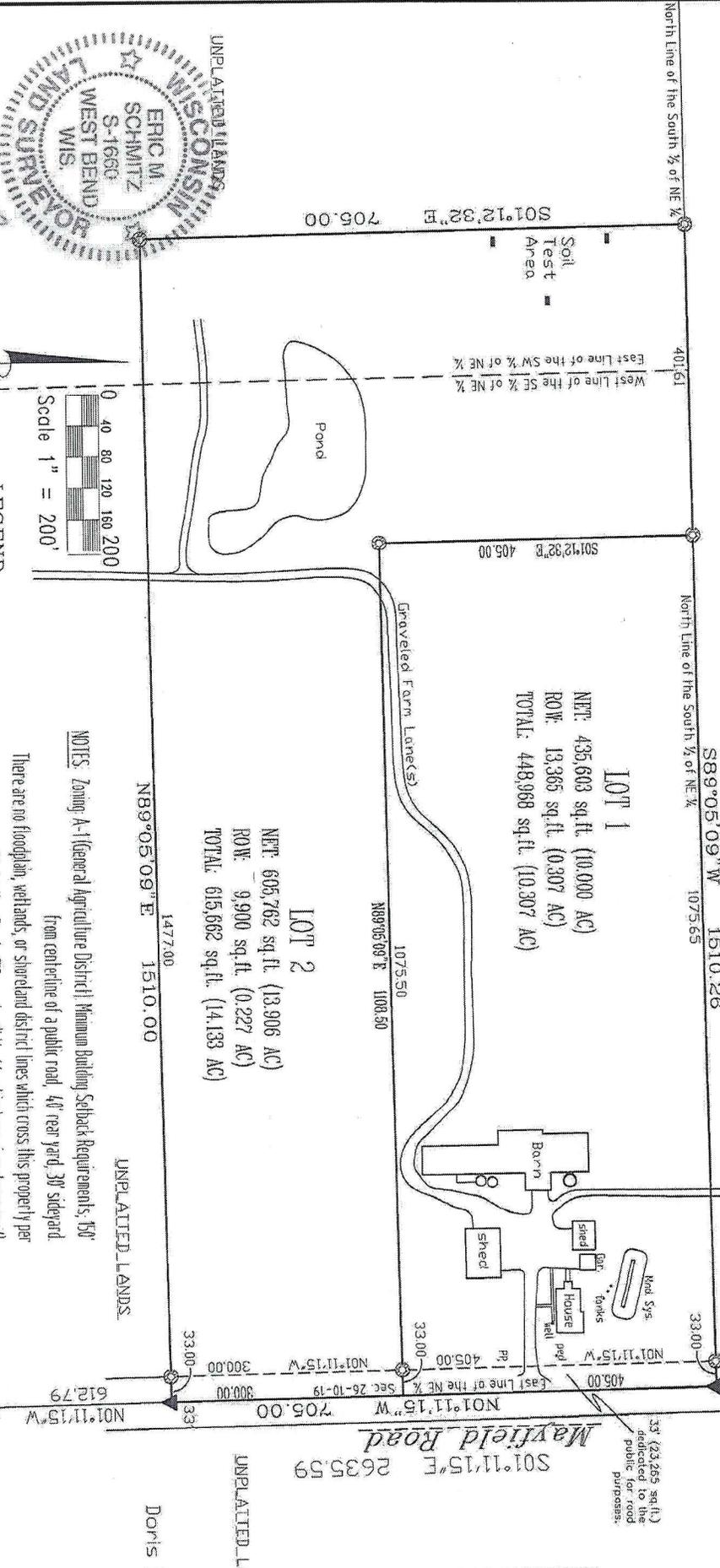
-Nate and Michelle Filzen

# Certified Survey Map

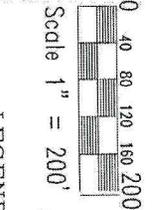
Part of the SW 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4, of Section 26, T10N, R19E, Town Of Polk, Washington County, Wisconsin.

## Surveyor's Certificate:

I, Eric M. Schmitz, registered land surveyor, hereby certify that by the direction of the Doris R. Schmitz Survivors Trust, Doris R. Schmitz (member), I have surveyed, divided, mapped, and shown the land described hereon; That part of the SW 1/4 of the NE 1/4 and that part of the SE 1/4 of the NE 1/4 of Section 26, Town 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin, described as follows: Commencing at the East 1/4 Corner of said Section 26; thence N 01°11'15" W along the East line of the NE 1/4 of said Section 26 612.79 feet to the point of beginning; thence continuing N 01°11'15" W along said East line 705.00 feet; thence S 89°05'09" E along the North line of the South 1/2 of said NE 1/4 1510.26 feet; thence S 01°12'32" E 705.00 feet; thence N 89°05'09" E 1510.00 feet to the point of beginning. Said lands containing 1,064,630 sq. ft. (24,440 Acres) of land, more or less. That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made. I have fully complied with the provision of Chapters 236.20, 236.21(2)(c) and 236.34 of the Wisconsin State Statutes, and the Land Division Ordinances of the Town of Polk, and the Village of Jackson, in surveying, dividing and mapping said land.



Eric M. Schmitz (S-1660) DATE 12-17-2015



- LEGEND**
- ⊗ DENOTES 1/4" (O.D.) x 1/8" IRON PIPE SET
  - ◀ DENOTES A MAG. NAIL SET (in asphalt, pavement)
  - DENOTES A SOIL BORING

**NOTES:** Zoning A-1 (General Agriculture District) Minimum Building Setback Requirements, 50' from centerline of a public road, 40' rear yard, 30' side yard. There are no floodplain, wetlands, or shoreland district lines which cross this property per Washington County GIS mapping, http://washingtongov.com/wxframe.com/

North Referenced To The Wisconsin Coordinate System, South Zone Based On The Control Survey Summary Diagram By Southeastern Wisconsin Regional Planning Commission, Revised April 2015 And The East Line Of The NE 1/4 Of Section 26-10-19 Bearing N 01°11'15" E

EAST 1/4 Corner Sec. 26-10-19 N 479,901.40 E 2,478,778.00 (State Plane Coordinates) This instrument was drafted by

NE Corner N 482,536.12 E 2,478,733.39 (State Plane Coordinates)

34' (23,265 sq ft) dedicated for road purposes.

# Certified Survey Map

Part of the SW 1/4 of the NE 1/4 and part of the SE 1/4 of the NE 1/4 of Section 26, T10N, R19E, Town Of Polk, Washington County, Wisconsin.

## Owner's Certificate:

As owner, I hereby certify that I caused the land shown and described herein to be surveyed, divided, dedicated, and mapped as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required to be submitted to the following for approval: Town of Polk Plan Commission, Town of Polk Town Board, Village of Jackson Plan Commission and the Village of Jackson Village Board.

WITNESS the hand and seal of said owner this day of \_\_\_\_\_, 2016. In the presence of:

Doris R. Schmidt Survivors Trust  
Doris R. Schmidt (Trustee)

Witness

My commission expires \_\_\_\_\_

\_\_\_\_\_, Wisconsin.

(Notary Seal)

Notary Public

### TOWN OF POLK PLAN COMMISSION APPROVAL

This land division is hereby approved by the Town of Polk Plan Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Albert Schulteis, Chairman

Tracy Groth, Zoning Secretary

### TOWN OF POLK TOWN BOARD APPROVAL

This land division is hereby approved by the Town of Polk Town Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Albert Schulteis, Chairman

Tracy Groth, Interim-Town Clerk

### VILLAGE OF JACKSON PLAN COMMISSION APPROVAL

This land division is hereby approved by the Village of Jackson Plan Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Michael E. Schwab, Chairperson

John Walther, Zoning Administrator

### VILLAGE OF JACKSON BOARD APPROVAL

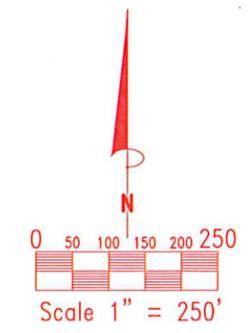
This land division is hereby approved by the Village of Jackson Board on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Michael E. Schwab, President

Deanna Boldrey, Village Clerk/Treasurer

Land Division Planning Map  
 For: Nate & Michelle Filzen

The South 1/2, of the NE 1/4, of Section 26, T10N, R19E,  
 Town Of Polk, Washington County, Wisconsin.





# SOIL EVALUATION REPORT

Department of Commerce  
Division of Safety and Buildings

in accordance with Comm 85, Wis. Adm. Code

#4080

Page 1 of 3

Eric Schmitz Corporation

Attach complete site plan on paper not less than 8 1/2 x 11 inches in size. Plan must include, but not limited to: vertical and horizontal reference point (BM), direction and percent slope, scale or dimensions, north arrow, and location and distance to nearest road.

### Please print all information.

Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04 (1) (m)).

County	Washington
Parcel I.D.	T9 0798
Reviewed By	Date
Property Location	1/4, NE1/4, S26, T10N, R19E
Govt. Lot	Subd. Name or CSM#
Lot # 2	Proposed Certified Survey Map
City	Village <input type="checkbox"/> Town <input checked="" type="checkbox"/> Nearest Road
State Zip Code	Polk See Drawing
WI 53037	(262) 677-2475

New Construction    Use:  Residential / Number of bedrooms 4    Code derived design flow rate 600 GPD  
 Replacement     Public or commercial - Describe: \_\_\_\_\_

Parent material Glaciofluvial Deposits    Flood plain elevation, if applicable NA ft.

General comments    Site is suitable for a mound system. See Mound Component Manual for Septic Tank Effluent for Private Onsite Wastewater Systems.  
and recommendations:

**If imprint is in red it is an original copy**

<b>1</b>	Boring # <input type="checkbox"/> Boring <input checked="" type="checkbox"/> Pit	Ground surface elev. 941.6 ft.	Depth to limiting factor 40 in.	Soil Application Rate						
Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	*Eff#1	*Eff#2
A p	0-10	10YR3/2	-	sil	2fsbk	mvfr	as	2vf	0.6	0.8
BC	10-40	10YR5/4	-	fs	0 m	mvfr	gw	1vf	0.5	1.0
C	40-60	10YR6/4	c-2-d 7.5YR5/8	vfs	0 m	mfr	-	-	0.4	0.6
		some bans of:		sicl	1fsbk	mfr	-	-	0.2	0.3

<b>2</b>	Boring # <input type="checkbox"/> Boring <input checked="" type="checkbox"/> Pit	Ground surface elev. 942.1 ft.	Depth to limiting factor 30 in.	Soil Application Rate						
Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	*Eff#1	*Eff#2
A p	0-10	10YR3/2	-	sil	2fsbk	mvfr	as	2vf	0.6	0.8
B t	10-30	7.5YR3/4	-	cl	2mabk	mfr	gw	1vf	0.4	0.6
C	30-60	10YR6/4	c-2-d 7.5YR5/8	sicl	1mabk	mfr	-	-	0.2	0.3
		some bans of:		vfs	0 m	mfr	-	-	0.4	0.6
			calcareous							

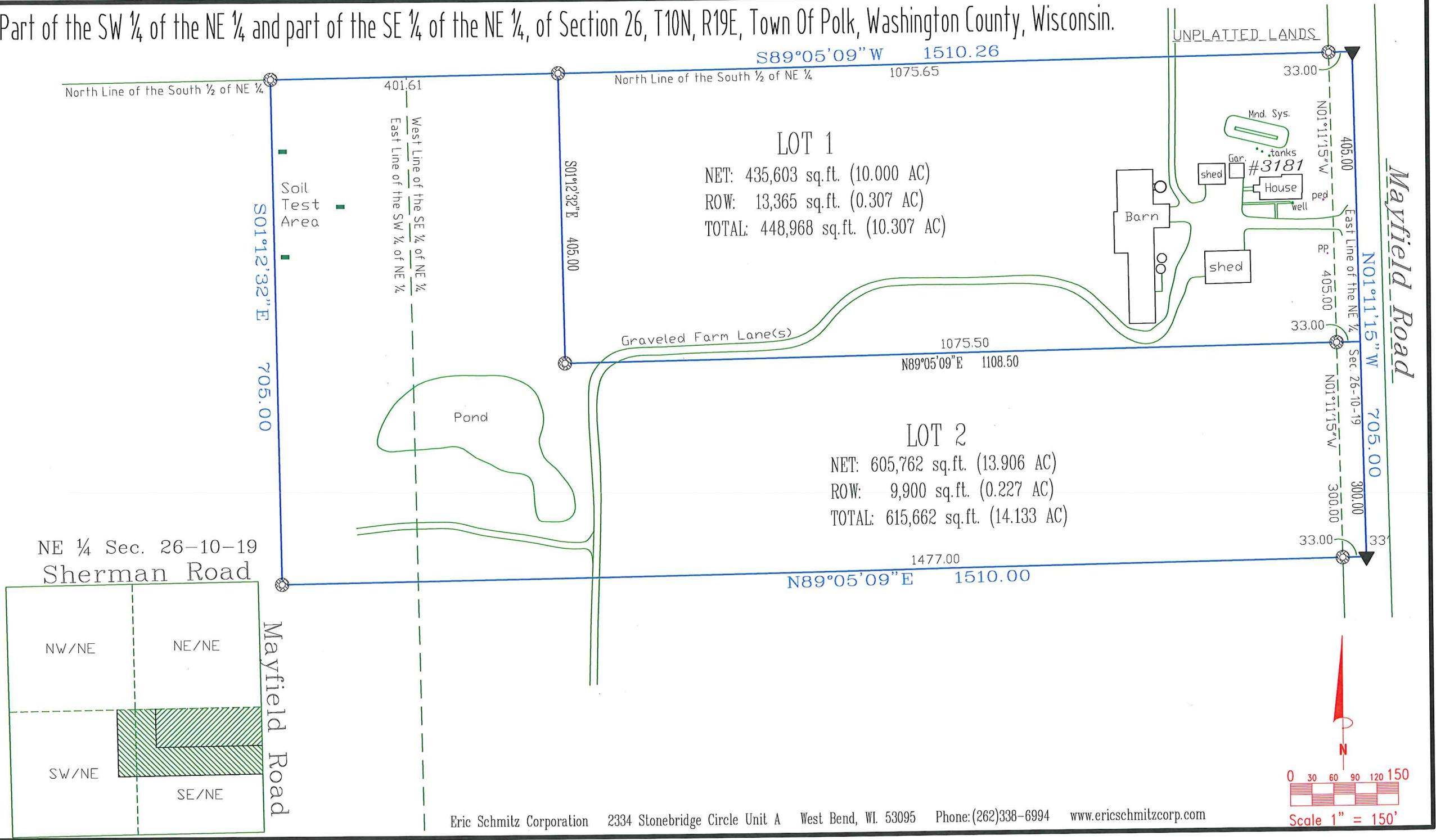
\* Effluent #1 = BOD<sub>5</sub> > 30 ≤ 220 mg/L and TSS >30 ≤ 150 mg/L    \* Effluent #2 = BOD<sub>5</sub> ≤ 30 mg/L and TSS ≤ 30 mg/L

CST Name (Please Print)	Signature: <i>Eric M. Schmitz</i>	CST Number
Eric M. Schmitz		222021
Address	Date Evaluation Conducted	Telephone Number
Eric Schmitz Corporation 2334 Stonebridge Circle Unit A West Bend, WI 53095	12/21/2015	262-338-6994

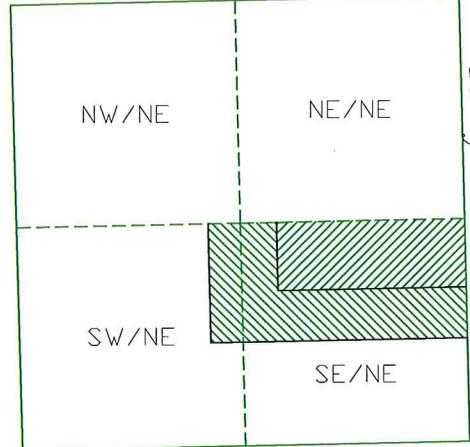
SBD-8330 (R-07/00)



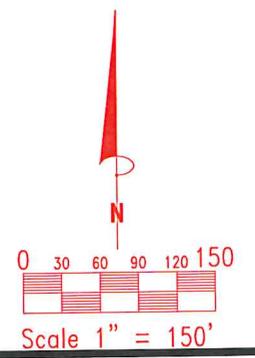
Part of the SW ¼ of the NE ¼ and part of the SE ¼ of the NE ¼, of Section 26, T10N, R19E, Town Of Polk, Washington County, Wisconsin.



NE ¼ Sec. 26-10-19  
Sherman Road

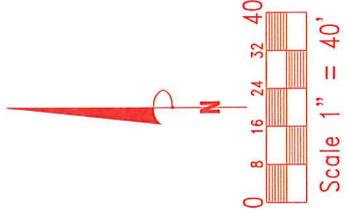
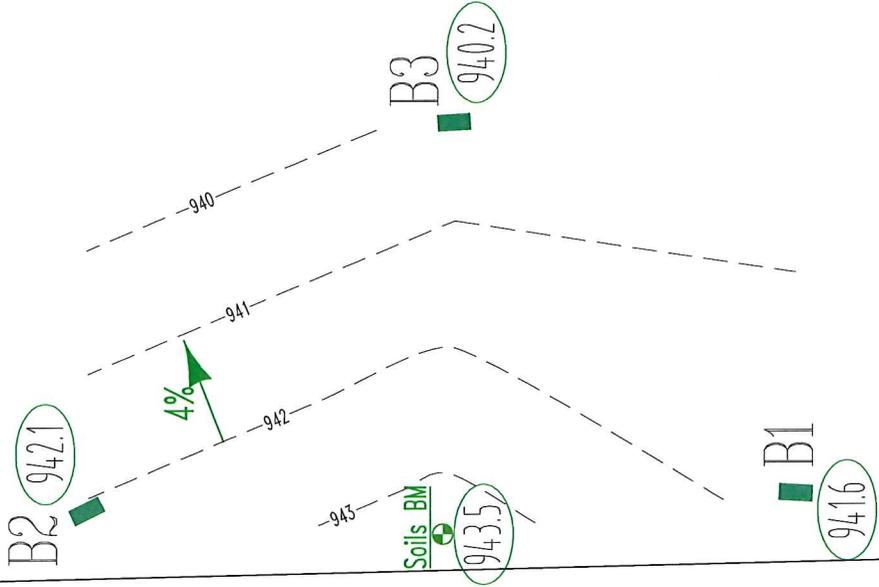


Mayfield Road



Proposed Lot Line(s)

Soil Test Site Plan  
*For: Nate & Michelle Filzen*  
LOT 2 of a proposed Certified Survey Map. Part of  
the South 1/2, of the NE 1/4, of Section 26, T10N, R19E,  
Town Of Polk, Washington County, Wisconsin.



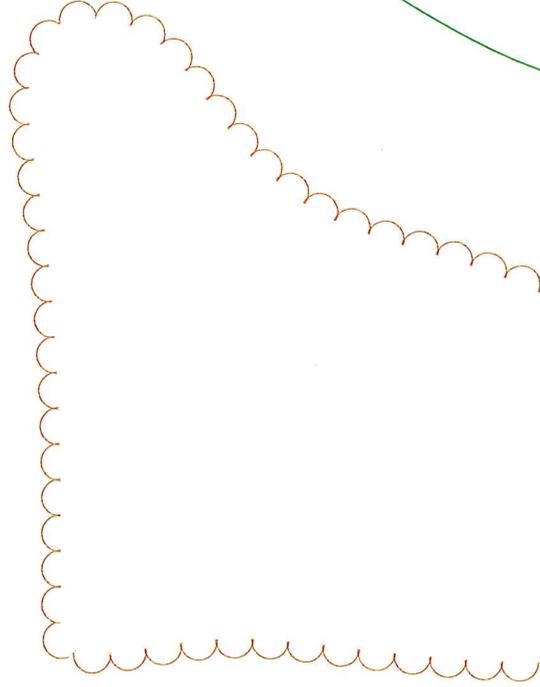
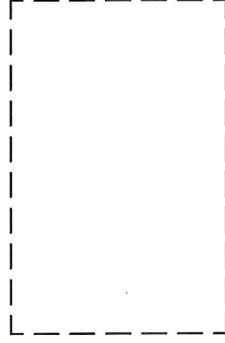
(see location map on back)

*Eric Schmitz*

Soils BM

Top of a small Iron Rod  
(survey control point),  
established elevation 943.50.

Preferred Build Site



water elev.

976.2

12-3-2015

POND

# Google Maps 3181 S Mayfield Rd



Map data ©2015 Google 2000 ft 

**STAFF REVIEW COMMENTS**  
**(December) Plan Commission Meeting – January 7, 2016**

**1. *Concept Plan – Double “J” Trucking – Delaney Court.***

**Building Inspection**

- State of Wisconsin Plan Review will be required due to building size.
- Building shall be fully sprinklered due to size.
- Include floor plan of mezzanine when submitting for full PUD Amendment approvals.
- Dumpster enclosure required.
- Recommend no storage outside except for semi tractors and trailers.
- Correct Sheet A4.0 with correct building orientations.

**Public Works/Engineering**

- There is a conflict with the driveway and an existing hydrant. Recommend moving hydrant to new location east of driveway but in the right of way.
- The development will be required to submit a full grading/drainage plan, and utility layout with the PUD (Plan Unit Development) application. The drainage plan shall contain storm water calculations.
- A sampling manhole will be required with the sanitary lateral.

**Police Department**

- No comments.

**Fire Department**

- If required, all applicable Fire Protection Systems shall be installed per national, state and local codes.
- A Knox Box Entry System shall be installed per Village Code.

**Administrative/Planning**

- No additional comments.

**2. *Concept Plan –Lumber Sales – Delaney Court.***

**Building Inspection**

- State of Wisconsin Plan Review will be required due to building size.
- Building shall be fully sprinklered due to size.
- Dumpster enclosure required.
- Provide letter from Business Owner stating the total male-to-female employees or a second female bathroom will be required per code.
- Where will the completed pallets be stored? Outside?
- Will business owner have a scrap pile(s) of wood cut-offs in the yard similar to their current location on Main Street and if so, where will this be located?

**STAFF REVIEW COMMENTS**  
**(December) Plan Commission Meeting – January 7, 2016**

**Public Works/Engineering**

- The development will be required to submit a full grading/drainage plan, and utility layout with the PUD (Plan Unit Development) application. The drainage plan shall contain storm water calculations.
- A sampling manhole will be required with the sanitary lateral.

**Police Department**

- No comments.

**Fire Department**

- If required, all applicable Fire Protection Systems shall be installed per national, state, and local codes.
- A Knox Box Entry System shall be installed per Village Code.

**Administrative/Planning**

- No additional comments.

3. *CSM – Keith and Nicole Novotny – Mayfield Road, extraterritorial area.*

**Building Inspection**

- No comments. Recommend approval.

**Public Works/Engineering**

- The proposed CSM is current outside the sanitary sewer service of the Jackson Sewer Utility, although, the property is located within the mile and a half of the Village's extraterritorial jurisdiction review. Recommend approval of the CSM with no restrictions.

**Police Department**

- No comments.

**Fire Department**

- No comments.

**Administrative/Planning**

- Recommend that the Village take no exception to the CSM, and approve.

**STAFF REVIEW COMMENTS**  
**(December) Plan Commission Meeting – January 7, 2016**

4. *CSM – Nate Filzen – Mayfield Road, extraterritorial area.*

**Building Inspection**

- No comments. Recommend approval.

**Public Works/Engineering**

- The proposed CSM is current outside the sanitary sewer service of the Jackson Sewer Utility, although, the property is located within the mile and a half of the Village's extraterritorial jurisdiction review. Recommend approval of the CSM with no restrictions.

**Police Department**

- No comments.

**Fire Department**

- No comments.

**Administrative/Planning**

- Recommend that the Village take no exception to the CSM, and approve.

## Village of Jackson- Visioning Notes from 12/3/15

(Red text indicates notes from the Village Board discussion.)

### Vision from Comprehensive Plan (adopted August 2009)

The Village of Jackson welcomes carefully managed growth while retaining its attractive appearance and “small town” **feel character**. Businesses are concentrated in commercial nodes and office parks, which enables Main Street to maintain its residential character. Up-to-date **technology** infrastructure helps businesses be competitive and increases the efficiency of Village government. The Village recognizes the importance of a robust transportation system; at the same time the Village is pedestrian friendly and offers a variety of recreational opportunities for area residents. Cooperation with the Town of Jackson and other nearby communities promotes the sharing of services and sound land use policies.

### September 2010 Visioning Session- 40 Participants

Common themes that emerged include:

- Maintain and enhance small town atmosphere and the quality of life of Village residents
  - Redevelopment of downtown / Main Street- landscape, streetscape and façade improvements- **ongoing, including recent Brownfields Redevelopment Grant and being open to allowing residential buildings converting to commercial use as long as they fit with the surrounding neighborhood character.**
  - Encourage retail development along commercial corridors (Hwy 60 & Hwy P)- **ongoing. By supporting residential and industrial growth, commercial growth will follow.**
- Solicit community involvement and participation from all age/demographic groups- **continue to invite and encourage their participation. Since 2010, the Greater Jackson Business Alliance has been getting businesses involved with the community again, the Friends of Parks and Recreation formed and the Jackson Festivals has taken over events like Action in Jackson and the recent Community Tailgate Party.**
- Develop a community identity- promote this identity within and outside of the community- **hard to define due to a perceived lack of defining characteristics, like a river or a historic downtown. The Village is a small, well-kept and safe community. Additional assets identified by community members include the Community Center and Splash Pad. Community identity described as the “feeling you get when you recognize your neighbors and you recognize the community and you recognize this is a safe place to live.”**
- Maintain and enhance community infrastructure- **ongoing with long-range capital improvement plan**
- Develop community events and market within and outside of the community- **ongoing with Greater Jackson Business Alliance, Friends of Parks and Recreation and Jackson Festivals. Also partnering with Visit Washington County on tourism promotion.**
- Address traffic concerns on Hwy 60- **addressed with traffic signal and left turn lanes**
- Develop long-range plan for a public school system- **Village Board has been in communication with the West Bend School Board regarding their long-range plans.**

(These themes are not prioritized.)

### Questions to Consider

1. Is the vision in the comprehensive plan still relevant? Does it need to be updated?  
**Discussed with a few suggested edits made.**

2. Were any of the themes from the 2010 visioning session accomplished? If not, why?

Progress has been with each theme and will continue to be addressed.

3. What is the need that you are trying to address?

- a. Visioning?
- b. Goal identification and prioritization?
- c. Reviewing and updating the Village's comprehensive plan elements?

The Village's comprehensive plan states that "approximately five years after the initial adoption of this Comprehensive Plan, the Town Park and Plan Commission and the Village Plan Commission will review the vision, goals, objectives, policies, and programs in the Plan to determine whether they are still applicable, and if so whether progress has been made in accomplishing them."

The Village agreed to hold joint Village Board and Plan Commission meetings over the next several months to review and update the vision, goals, objectives, policies, and programs in the Plan.

4. Does the Board understand village and county demographic trends?

Although the Board indicated they have a good understanding of demographic trends that they have observed in the community, they indicated an interest in having Paul Roback compile and present data in a few months.

## **DRAFT MINUTES**

### **Special Village Board Meeting**

**Thursday, December 3, 2015 at immediately following the Plan Commission.**

**Jackson Village Hall**

**N168 W20733 Main Street**

#### **1. Call To Order & Roll Call**

President Schwab called the meeting to order at 7:12 pm.

Members present: Trustee Olson, Trustee Mittelsteadt, Trustee Kruepke, and Trustee Kufahl.

Members absent: Tr. Emmrich and Trustee Lippold.

Staff present: John Walther, Jim Micech, Chief John Skodinski, Chief Jed Dolnick, Brian Kober, Kelly Valentino.

Others Present: Paul Roback, UW Extension Associate Professor.

#### **2. Discussion and Review of Comprehensive Plan with Focus on Mission / Vision Statement.**

President Schwab introduced Paul Roback from the UW Extension. Paul facilitated the meeting and distributed a handout of the overview of the visioning process that included the current vision statement and items from the September 2010 session.

The comprehensive plan was adopted in 2009. The implementation portion of the plan states that every five years the Village should review its vision, objectives, goals, policies, and programs. The state statute states that the comprehensive plans are to be reviewed every ten years.

Paul reviewed the handout. The current vision statement was read. The items from the September 2010 Visioning Session was noted from the handout. The relevance of the current vision statement was discussed.

Discussion ensued questioning if the vision in the comprehensive plan is still relevant or does it need to be updated? Discussion of the vision ensued. It was discussed to eliminate the word "technology" from the infrastructure sentence as it references the telecom. It was noted that the Village is not standing in the way of the providers in the free market. The telecom provided a catalyst for technology in the community. The suggestion was to remove the word technology.

Discussion ensued of the reconstruction of State Hwy 60 and keeping a small town feel on Main Street. Tr. Olson commented on changing the wording to "small town characteristics" rather than "residential characteristics". John Walther pointed out that the PUD zoning allows the Village to retain the residential character.

Pres. Schwab commented that most of the traffic concerns have been solved. The Village now has stop lights with a turn lane on Main Street and Jackson Drive. The park and ride was mentioned.

Pres. Schwab commented that the long-range plan for the public school system is well on its way via the school board. Peter Habel interjected that the Village Board had communication with the West Bend School in regards to a long-range planning.

The long range plan and capital plan is on-going for the capital improvements.

The redevelopment of the downtown area and Main Street was noted in conjunction with the Brownfield Redevelopment Grant.

Discussion ensued of retail development. Peter Habel suggested the change the word of “encourage” to “be open to” retail development. Tr. Kufahl commented on the limitation of property for retail development. Tr. Kruepke reported on his previous research on retail franchises. The Village is on the hub of the wheel and it would take too much business away from existing businesses in surrounding communities.

John Walther commented on the Community Center was really in its infancy when the Comprehensive Plan was developed. The Community Center has since become a focal point in the community. The Community Center now has the anticipation of the opening of the 4K program.

Discussion of the Village identity ensued. The identity of the Village was discussed and the lack of a water feature or architecture. The quality of life in the Village was noted. Pres. Schwab commented that the Village Police Department has done an excellent job upholding the law which allows the Village to maintain a quality of life. Chief Dolnick commented that the police department tries to be sensitive to contemporary pressures and expectations.

Discussion of the community involvement and volunteerism ensued. Kelly Valentino commented on the volunteerism with the Greater Jackson Business Alliance involvement, the Friends of the Park and Rec, and the Jackson Festivals with the Action in Jackson and Operation Finally Home Tailgate.

Tr. Kruepke commented on the changes and updates in the community over the past years.

The Comprehensive Plan will be placed on the plan commission agenda for future discussion. Peter Habel commented that he has not seen the paperwork in a while. The first meeting should set up how much to tackle at a time. Tr. Kufahl commented that the Village Board should be involved.

The Village Board expressed interest in the demographics of the Village. Discussion ensued of the demographics and comparison data. Paul will return the information to John Walther in approximately three months.

### **3. Adjourn.**

Motion by Tr. Mittelsteadt, second by Tr. Kruepke to adjourn at 8:14 p.m.  
Vote: 5 ayes, 0 nays. Motion carried.

Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer