

Agenda
Village Board Meeting
Tuesday, September 9, 2014 at 7:30 p.m.
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037

1. Call to Order and Roll Call.
2. Pledge of Allegiance.
3. Approval of Minutes for the Village Board Meeting of August 12, 2014.
4. Any Village Citizen Comment on an Agenda Item (Please sign in).
5. Public Hearing – Planned Unit Development – English Oaks Drive – Construction of Oversized Garage.
6. Budget & Finance Committee.
 - Green Valley Lot 36 – Sewer and Water Quarterly Bill.
 - Disposal of Retired Personal Protective Equipment.
7. Licenses.
 - Operator Licenses.
Walgreens: Karly Doehrmann, Tessa Fox, Mark Seip
East Side Mart: Kimberly Gonzalez, Brian Mejaki, Lisa Poplin
8. Board of Public Works Committee.
 - Dallmann Village Phase 2 Master Grading Plan – Update.
9. Plan Commission Recommendations.
 - Concept Plan – Premier Cranberry Creek, LLC – Concept Plan for 60 Unit Multi-Family Residential Development.
10. Joint Park & Recreation Committee.
 - Eagle Scout Project Presentation: Adam Rego.
 - Social Media Policy & Guidelines.
11. Community Center Park & Recreation Village / Town Agreement Update.
12. Ad-Hoc Committee Report.
13. Washington County Board Report.
14. Joint Planning Group Report.

15. West Bend School District Liaison Report.
16. Greater Jackson Business Alliance Report.
17. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.
18. Citizens to Address the Village Board.
19. Closed session pursuant to Wis. Stats. § 19.85(1)(e) for deliberating or negotiating because competitive or bargaining reasons require a closed session; and § 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy with respect to litigation in which the Village is or is likely to become involved. (The topics are matters relating to (a) Village Business Incentives (b) the Village-Town Revenue Sharing and Cooperative Boundary Agreement.)

Reconvene Into Open Session with Possible Action.
20. 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.

DRAFT MINUTES

Village Board Meeting

Tuesday, August 12, 2014 at 7:30 pm

Jackson Area Community Center

N165 W20330 Hickory Lane

Jackson, WI 53037

Meeting Location Change Due to Election.

1. Call to Order and Roll Call.

President Wendy Kannenberg called the meeting to order at 7:30 p.m.

Members Present: Pres. Kannenberg, Trustee Kruepke, Trustee Kufahl, Trustee Mittelsteadt, Trustee Lippold, and Trustee Olson.

Members Absent: Trustee Emmrich

Staff present: Brian Kober, Kelly Valentino, Jim Micech, Chief John Skodinski, Sergeant Fristed, Officer Michael Lake, and John Walther.

Others Present:

2. Pledge of Allegiance.

President Kannenberg led the assembly in the Pledge of Allegiance.

3. Ceremonial Swearing-In of Police Officer Michael Lake.

Sergeant Todd Fristed introduced Officer Lake. Officer Michael Lake was then sworn in.

Pres. Kannenberg made a motion to take items out of order and bring item number 14, West Bend School District Liaison Report up on the agenda to follow item number 5. Second by Tr. Mittelsteadt. Vote: 6 ayes, 0 nays. Motion carried unanimously.

Pres. Kannenberg commented that Premier Cranberry Creek, LLC, has requested their item be referred to the September Village Board meeting. Pres. Kannenberg made a motion to refer item number 9 to the September Village Board Meeting, Concept Plan – Premier Cranberry Creek, LLC – Concept Plan for 60 Unit Multi-Family Residential Development. Second by Tr. Olson. Motion carried unanimously.

4. Approval of Minutes for the Village Board Meeting of July 8, 2014, and Special Meetings of July 16, 2014, and July 29, 2014.

Motion by Tr. Olson, second by Tr. Lippold to approve the minutes of the July 8, 2014, and Special Meetings of July 16, 2014 and July 29, 2014. Pres. Kannenberg commented that there is a discrepancy between the Town of Jackson July 16, 2014, minutes and the Village July 16, 2014, minutes. The Town's minutes state motion by Tr. Kufahl and second by Tr. Lippold. The Village minutes state motion by Tr. Lippold and second by Tr. Emmrich. Clerk Boldrey commented that she uses a minute template to take the minutes. Tr. Kufahl commented to trust that Deanna's minutes are correct.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

5. Any Village Citizen Comment on an Agenda Item.

Marcia Oppman of Blackberry Circle for Agenda Item 9. Marcia spoke against the Premier Cranberry Creek Development.

14. West Bend School District Liaison Report.

West Bend School District Superintendent Report – Ted Neitzke.

Ted Neitzke, West Bend School District Superintendent, gave a presentation in regards to the school system.

6. Budget & Finance Committee Recommendations.

Community Center Basketball Goals – Electric Winch

Motion by Tr. Mittelsteadt, second by Tr. Kruepke to Approve the Electric Winches for the Community Center Basket Ball Goals, Boys and Girls Club are paying for half. The amount to install the electric winches is \$8,408.33, the Boys and Girls Club are paying for half; leaving a total of \$4,204.17. This is not a budgeted item. The item was recommended by the Budget and Finance Committee.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

Community Center Security Cameras Proposal

The item has been put on file by the Budget and Finance Committee for review with Capital Improvement Items.

Resolution #14-11– Reimbursement (Over-Performance) Agreement – FKS Realty, LLC (Reinke & Schomann Building.)

Motion by Tr. Olson, second by Tr. Lippold to Approve Resolution #14-11– Reimbursement (Over-Performance) Agreement – FKS Realty, LLC (Reinke & Schomann Building.) The item was recommended by the Budget and Finance Committee.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

Mid-Moraine Water Quality Collective Agreement.

Motion by Tr. Kufahl, second by Tr. Olson to Approve the Mid-Moraine Water Quality Collective Agreement, in an amount not to exceed \$2,500. The amount will come from the Sewer account. The item was recommended by the Board of Public Works and Budget and Finance Committee.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

Personal Protective Equipment and Portable Battery Replacement Purchases.

Motion by Tr. Mittelsteadt, second by Tr. Kruepke to Approve the Portable Battery Replacement in an amount not to exceed \$4,647 and the Replacement of Personal Protective Equipment in an amount not to exceed \$11,786.50.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

7. Licenses.

• Operator Licenses.

Jackson Pub: Lisa LaPine
Walgreens: Robin Van Aacken
Latest Edition: Jennifer Ancil, Lora Stann
Fox Brothers Piggly Wiggly: Ashley Herther

Motion by Tr. Kufahl, second by Tr. Mittelsteadt to Approve the Operator Licenses.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

8. Board of Public Works Committee.

- Dallmann Village Phase 2 Master Grading Plan - Update.
John Walther commented that he did make contact with the property owner who does not want to meet until the developer is back in the United States. The developer is expected back on or around August 19th.
- Ordinance 14-02 Amending Chapter 4, Traffic Code, of the Village Code Regarding Parking Limitations on Stonewall Drive.
Motion by Tr. Olson, second by Tr. Mittelsteadt Approve Ordinance 14-02 Amending Chapter 4, Traffic Code, of the Village Code, Regarding Parking Limitations on Stonewall Drive. Vote: 6 ayes, 0 nays. Motion carried unanimously.

9. Plan Commission Recommendations.

Concept Plan – Premier Cranberry Creek, LLC – Concept Plan for 60 Unit Multi-Family Residential Development. (Item may be referred to the September 9, 2014 Village Board Meeting)

Item was previously referred to the September meeting earlier in the agenda. See Page 1 of the minutes.

Concept Plan – Jackson Pet Hospital – Concept Plan for a Variety of Dog – Related Businesses at One Site.

Motion by Tr. Lippold, second by Tr. Olson to Approve the Concept Plan for a Variety of Dog –Related Businesses at One Site per Staff Comments.
Vote: 6 ayes, 0 nays. Motion carried unanimously.

10. Park & Recreation - Valentino.

Discussion with Possible Action on Request to use the Community Center Gymnasium regarding Tourette Syndrome Association of Wisconsin Event.

Motion by Tr. Kufahl, second by Tr. Lippold to Approve the Request to use the Community Center Gymnasium regarding Tourette Syndrome Association of Wisconsin Event.
Vote: 6 ayes, 0 nays. Motion carried unanimously.

11. Ad-Hoc Committee Report.

Tr. Olson commented that the next meeting will be on July 16th at the Town.

12. Washington County Board Reports.

No Report.

13. Joint Planning Group Report.

The next meeting will be on August 21st at the Town.

14. West Bend School District Liaison Report.

West Bend School District Superintendent Report – Ted Neitzke.

Item was moved up on the agenda see page 2 of the minutes.

15. Greater Jackson Business Alliance Report.

Tr. Mittelsteadt commented that the Greater Jackson Business Alliance quarterly meeting was held on July 16th at the Community Center. This was their quarterly meeting and Lieutenant Governor Rebecca Kleefisch was the speaker. The next meeting will be in October.

16. Mid-Moraine Legislative Committee/Mid-Moraine Municipal Report.

The Mid-Moraine Municipal Dinner will be on August 27, 2014, and hosted by the Village of Jackson at the Jackson Area Community Center. Supreme Court Justice Annett Ziegler will be the speaker.

17. Citizens to Address the Village Board.

Sandy Lippold commented that she would like the electronic sign to remind voters to vote. Kelly Valentino commented thank you to the board for the employee luncheon.

18. Closed session pursuant to Wis. Stats. § 19.85(1)(e) for deliberating or negotiating because competitive or bargaining reasons require a closed session; and § 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy with respect to litigation in which the Village is or is likely to become involved. (The topics are matters relating to (a) the Village-Town Revenue Sharing and Cooperative Boundary Agreement; and (b) proposed amendment to the Village-Town Community Center Agreement.)

Motion by Tr. Kufahl, second by Tr. Mittelsteadt to convene into closed session pursuant to Wis. Stats. § 19.85(1)(e) for deliberating or negotiating because competitive or bargaining reasons require a closed session; and § 19.85(1)(g) to confer with legal counsel who is rendering oral or written advice concerning strategy with respect to litigation in which the Village is or is likely to become involved. (The topics are matters relating to (a) the Village-Town Revenue Sharing and Cooperative Boundary Agreement; and (b) proposed amendment to the Village-Town Community Center Agreement.) The closed session included the Village Board, John Walther, Attorney St. Peter, Brian Kober, and Deanna Boldrey. Kelly Valentino was included in closed session for a portion. Motion carried unanimously.

19. Possible action on matters relating to (a) the Village-Town Revenue Sharing and Cooperative Boundary Agreement; and (b) proposed amendment to the Village-Town Community Center Agreement.).

The Board reconvened into open session at 10:00 p.m.

Brian Kober checked the front door for any residents that may want to come back into the meeting room. There were none.

Motion by Tr. Kufahl, second by Tr. Mittelsteadt to approve the Proposed Amendment to the Village / Town Community Center Agreement subject to legal review.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

20. Adjourn.

Motion by Tr. Mittelsteadt, second by Tr. Olson to adjourn at 10:01 p.m.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

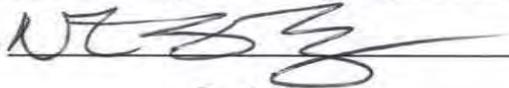
Respectfully submitted by Deanna L. Boldrey, Clerk/Treasurer

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

Name of Applicant Nick Stortz
 Contact Nick Stortz Address/ZIP W195 N17353 English oaks Dr. Phone # 262-424-0555
 E-mail Address Nick@stortzcustomhomes.com Fax # where Agenda/Staff comments are to be faxed 866-628-2767
 Name of Owner Nick Stortz Address/ZIP W195 N17353 English oaks Dr. 53037 Phone# 262-424-0555
 Owner Representative/Developer Nick Stortz
 Proposed Use of Site SFR 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
			2) Describe what you intend to do (paragraph)		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')	labels	
			4) Owner acknowledgement of the request	1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement		XXX
			6) Location Map		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		XXX
			8) Preliminary Plat		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat		XXX
			10) Certified survey Map		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition		XXX
			12) Annexation Map	1	XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan		XXX
			14) Landscape Plan	4 (24x36)	XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure		XXX
			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	4 (24x36)	XXX
			17) Street / Right of Way cross sections	4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan	4 (24x36)	XXX
			19) Proposed colors / materials		XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement		XXX
			21) Annexation Agreement (includes pre-annex agreements)		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 Nick Stortz Signature  Date 7/28/14

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: NICK STORTZ

For a property located at (address): W195 N17353 ENGLISH OAKS DRIVE

Phone number of Business/Applicant: 262-424-0555

For (land use, activity, sign, site plan, other): CONSTRUCTION OF A OVERSIZED GARAGE
978 SQFT TO PARK MY WORK TRUCK AND TOOLS INSIDE THE GARAGE

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

Hours of Operation: 24/7

Comprehensive/Master Plan Compatibility: YES

Building Materials (type, color): L.P. SMART SIDING, ALUMINUM SIDING & PANELS, DIMENSIONAL
ROOF SHINGLES

Setbacks from rights-of-way and property lines: 26.0' FRONT YARD, 13.07' SIDE YARD

Screening/Buffering: NONE

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

Signing (dimensions, colors, lighting, location): NONE

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): EXISTING

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: 262-424-0555

Hazardous Material Storage: N/A

Alarm Systems: N/A

Site Features/Constraints:

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

Tree and shrub preservation: EXISTING STREET TREE

Setbacks/height limitations: 26' FRONT, 13.07 SIDE YARD

Wastewater Usage Projected: - gal/year

Water Usage Projected: - gal/year

Duration and Review of Conditional Use (expiration, when reviewed: upon complaint, specified period):
CONTINUOUS AND REVIEWED UPON COMPLAINT

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

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.**

Impact Statement

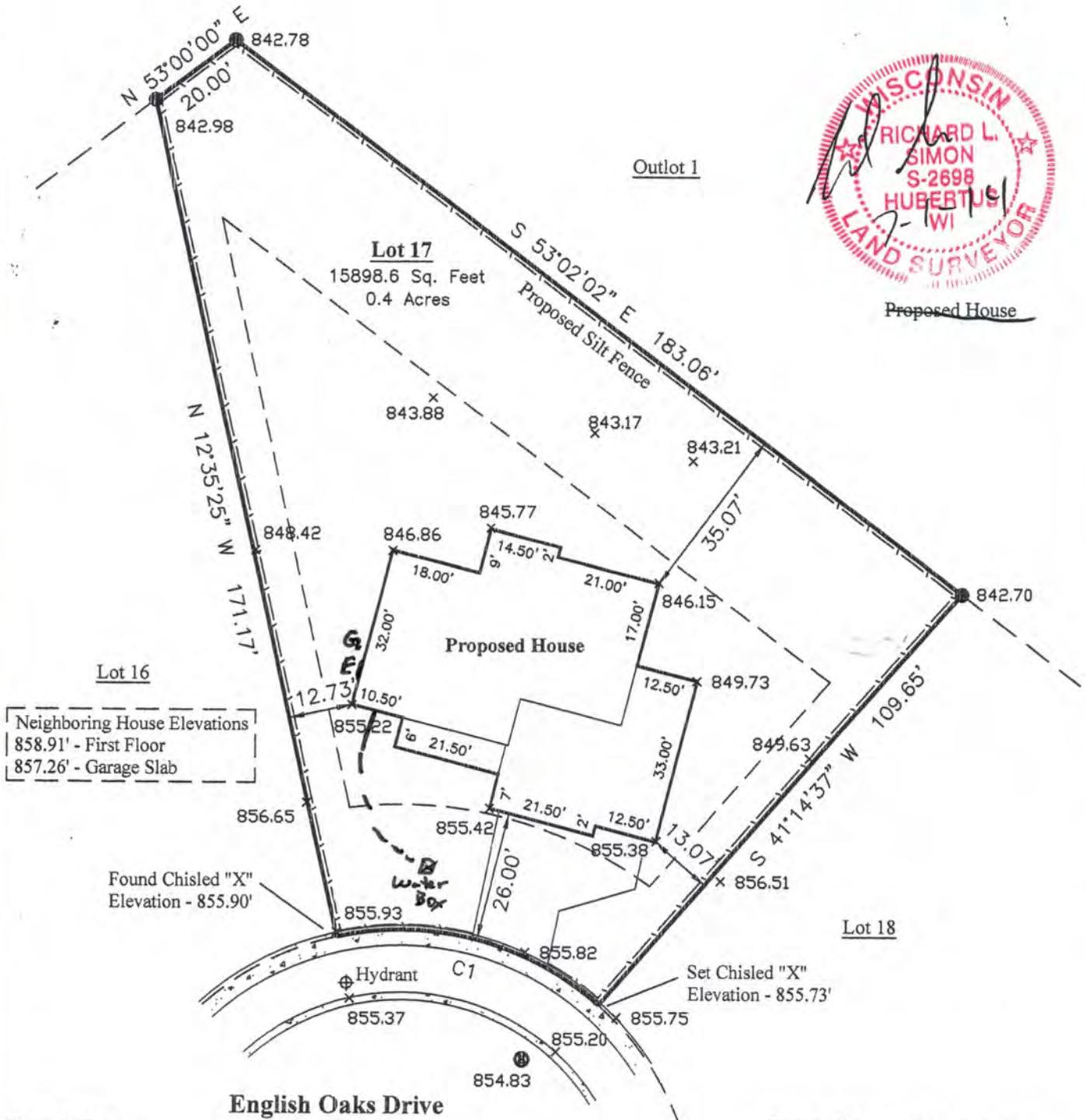
- A. **Annual water consumption:** Standard residential home consumption
- B. **Annual sewage generation:** Standard residential home generation
- C. **Vehicle trip generation:** 2-4 trips a day 3 vehicles total
- D. **Estimated number of vehicles stored/parked on site:** 3 vehicles
- E. **Proposed Sign:** Not applicable
- F. **General hours of operation:** 24/7
- G. **Anticipated user profile:** Single family residential
- H. **Proposed dates of construction:** Project has started
- I. **Unusual conditions:** None

Letter of Intent

W195 N17353 English Oaks Dr. Jackson, WI 53037

I would like to increase the size of my garage to park my work vehicle and work related items in. Our subdivision does not allow lettered/work vehicles to be park outside except for temporary deliveries and or merchandise delivers.

concerning the existence of any utility on the site, whether private, municipal, or public owned.
 3) No Title Policy furnished therefore completeness of easements is not warranted.



Proposed House

Lot 16

Outlot 1

Lot 18

Description:

All of Lot 17 in English Oaks Subdivision being part of the Southwest 1/4 of the Northeast 1/4 of Section 17, Township 10 North, Range 20 East, Village of Jackson, Washington County, Wisconsin.

Survey For: Stortz Custom Homes

Dated this 7th day of November, 2012.

Revised House this 21st day of March, 2013.

Revised House this 25th day of June, 2014.

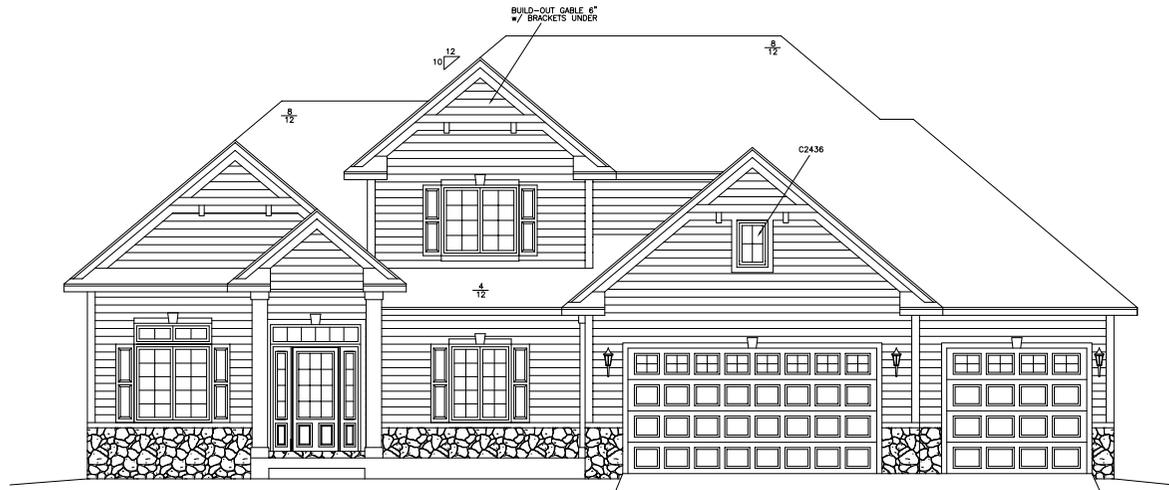
x 855.54

Curve Data

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	56.37'	54.32'	N 75°40'24" W	53°49'47"

STATE OF WISCONSIN) SS.
 COUNTY OF WASHINGTON)

"I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY ACCORDING TO OFFICIAL RECORDS AND THE ABOVE MAP IS A TRUE REPRESENTATION THEROF. THIS SURVEY IS MADE FOR THE EXCLUSIVE USE OF THE PRESENT OWNERS OF THE PROPERTY AND ALSO THOSE WHO PURCHASE, MORTGAGE OR GUARANTEE THE TITLE THERETO, WITHIN ONE YEAR FROM THE DATE HERETO.



FRONT ELEVATION



REAR ELEVATION

RAILING @ STAIRS NEEDED BUT NOT SHOWN

CALCULATED DIMENSIONS TAKE PRECEDENCE OVER MEASUREMENTS BY SCALE. CONTACT BUILDING DESIGNER FOR ANY CLARIFICATIONS. DUE TO OCCASIONAL PLOTTER MALFUNCTION PLANS MAY NOT BE TO SCALE.

REV. 6/25/13 MASE/HRB
 REV. 3/21/13 MASE/HRB
 REV. 1/22/12 MASE/HRB

10717 West 84th Ave. G,
 Denver, CO 80231
 303-846-4600
stortzcustomhomes.com

STORTZ
CUSTOM HOMES
 LLC

PLANS COPYRIGHTED BY:
STORTZ
CUSTOM HOMES
 LLC

SPECIAL NOTICE
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING AND DRAWING THESE PLANS, THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS. THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED DURING ACTUAL CONSTRUCTION. NO REPRESENTATION IS MADE OR IMPLIED FOR ACCURACY.

STORTZ RESIDENCE

Drawn by: JEL/CS
 Scale: 1/4" = 1'-0"
 Date: 10/21/12
 Project No: T12-425

BID PLAN

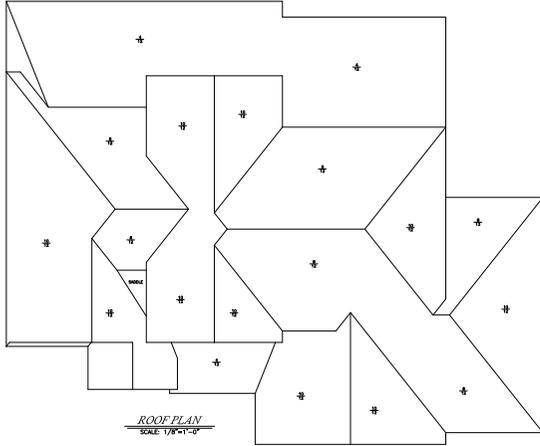
NOT FOR CONSTRUCTION

ROUGH OPENING SCHEDULE
 O.V.H.D. DR.=DOOR + 3" CLADDED/2" IF NOT
 EX'T. DOORS=DOOR + 2 1/8"
 INT. DOORS (INCLUDING BIFOLD)=DOOR + 2 1/2"
 DBL. DOOR (STANDARD)=DOOR + 2 1/2"
 DBL. DOOR (W/ ASTRAGAL)=DOOR + 3 1/2"
 PKT. DOOR=DOOR WIDTH + 2 1/8" + 64 1/4"
 BI-PASS DOOR=DOOR WIDTH X2 + 1"

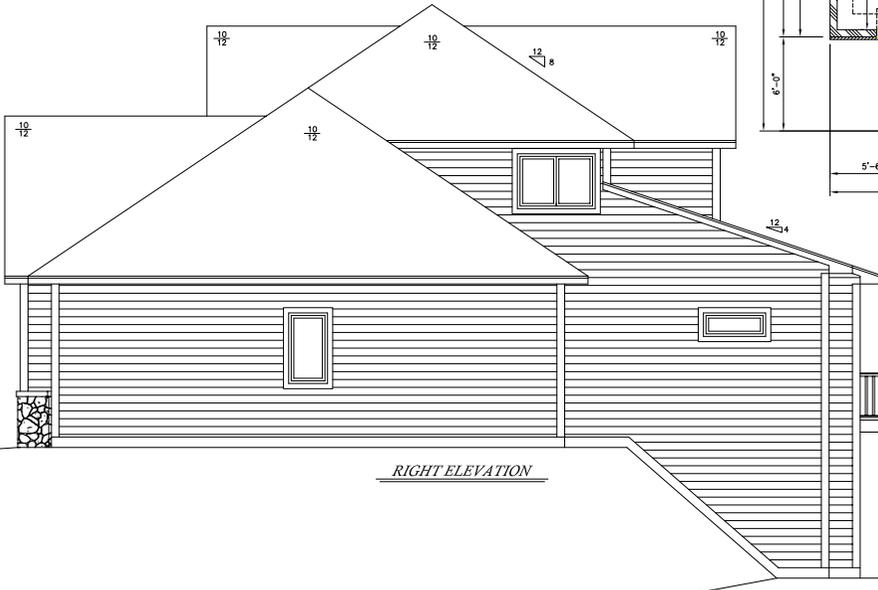
ALL HEADERS NOT LABELED AS LVL
 TO BE MIN. 2 PLY 2X10

ALL DIMENSIONS ARE TO THE ROUGH STUD
 (UNLESS NOTED OTHERWISE)
 2x6 WALLS= 5 1/2"
 2x4 WALLS= 3 1/2"

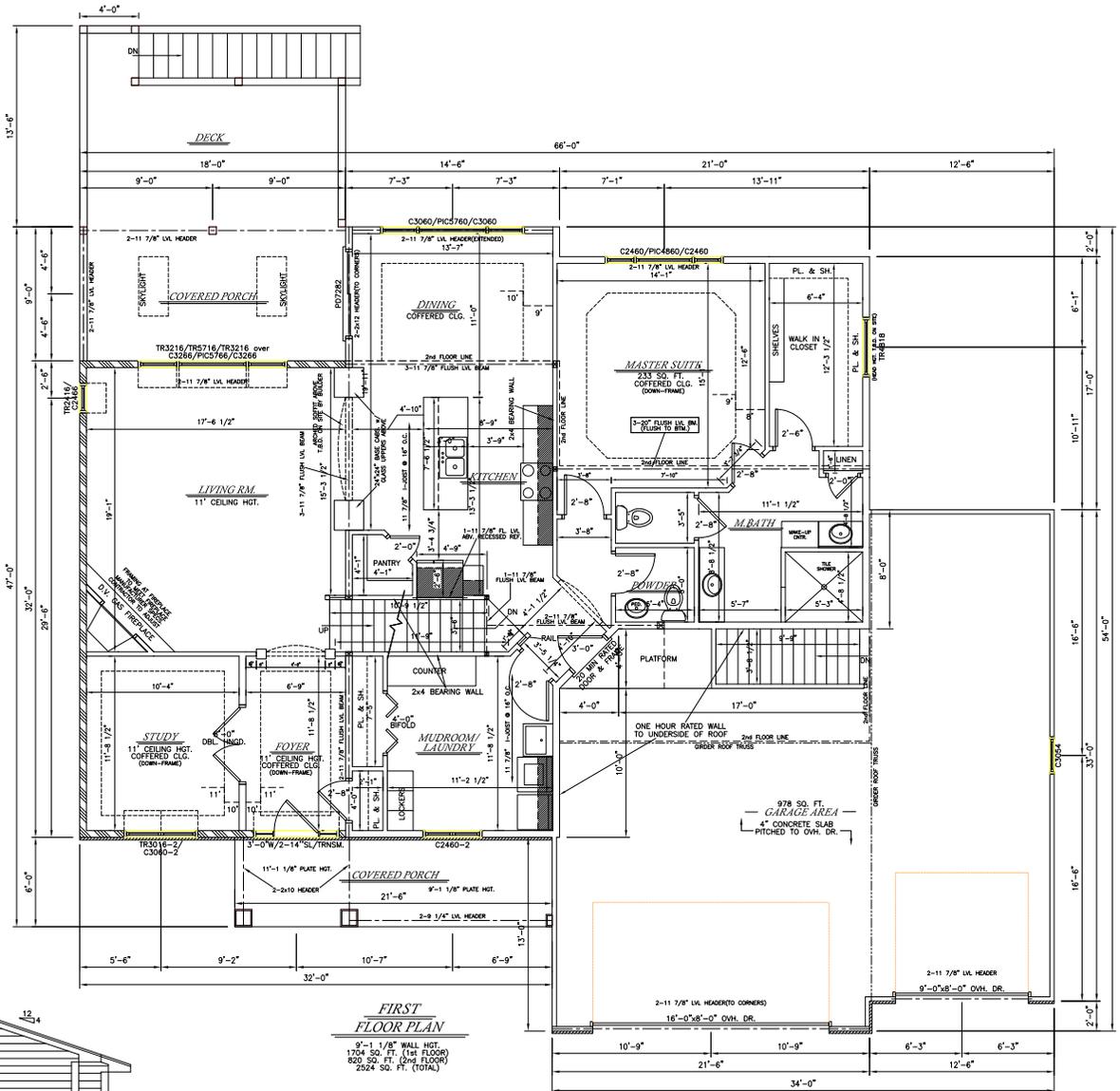
NOTE: ALL "TYPICAL" ROUGH OPENINGS OR "COMMON" DOORS
 CAMPBELL/PORTER/PAVONI BUILDING SUPPLY FURNISHED. CHECK ALL ONLY DIMENSIONS
 AND IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO VERIFY ANY ROUGH OPENINGS.



ROOF PLAN
SCALE 1/8"=1'-0"



RIGHT ELEVATION



FIRST FLOOR PLAN

CALCULATED DIMENSIONS TAKE PRECEDENCE OVER
 MEASUREMENTS BY SCALE. CONTACT BUILDING
 DESIGNER FOR ANY CLARIFICATIONS.
 DUE TO OCCASIONAL PLOTTER MALFUNCTION PLANS MAY NOT BE TO SCALE

PLANS COPYRIGHTED BY:
STORITZ CUSTOM HOMES LLC

SPECIAL NOTICE
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING
 AND CONSTRUCTION OF THIS PROJECT, THE ARCHITECT
 AND ENGINEER, INSTALLER AND CONTRACTOR
 MUST CHECK ALL DETAILS AND DIMENSIONS AND BE
 RESPONSIBLE FOR ANY CORRECTIONS REQUIRED
 DURING ACTUAL CONSTRUCTION. NO REPRESENTATION
 OR WARRANTY IS MADE OR IMPLIED FOR ACCURACY.

1017 West 8th Ave. Unit C,
 Denver, CO 80202
 PHONE: 303-733-7222
 FAX: 303-733-9000
 storitzcustomhomes.com

STORITZ CUSTOM HOMES LLC
 STORITZ RESIDENCE

DATE: 11/17/19
 SHEET: 10/10
 DRAWING NO.: 1712-425

BID PLAN

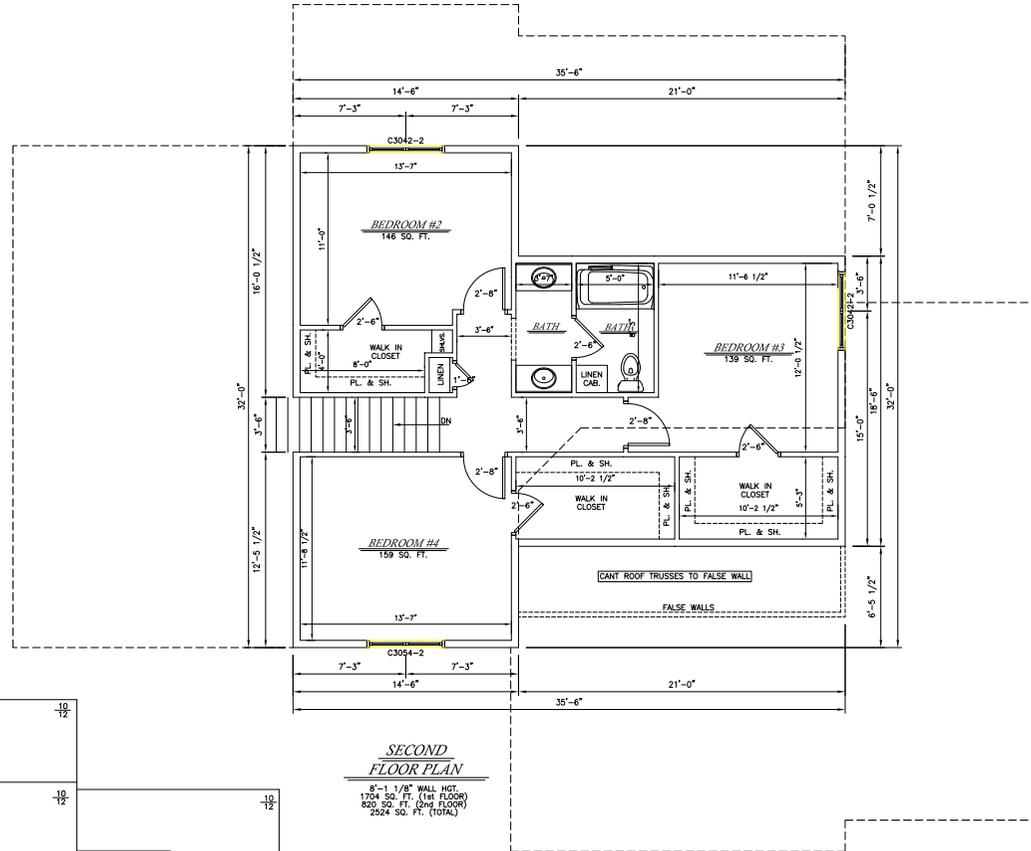
NOT FOR CONSTRUCTION

ROUGH OPENING SCHEDULE
 OVDH DR=DOOR + 3" CLADDED/2" IF NOT
 EXT. DOORS=DOOR + 2 1/8"
 INT. DOORS (INCLUDING BEVELS)=DOOR + 2 1/2"
 DR. DOOR (STANDARD)=DOOR + 2 1/2"
 DR. DOOR (w/ ASTRAGAL)=DOOR + 3 1/2"
 PWT. DOOR=DOOR WIDTH x2 + 2 1/2" / 1 1/4"
 BI-PASS DOOR=DOOR WIDTH x2 + 2 1/2"

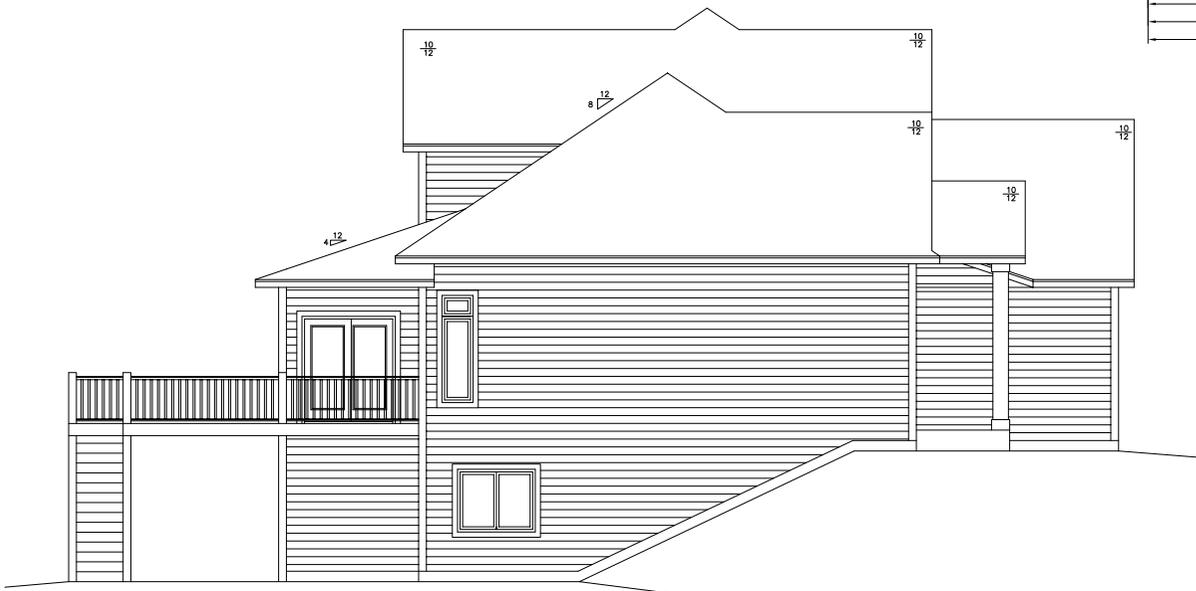
ALL HEADERS NOT LABELED AS LVL
 TO BE MIN. 2 PLY 2x10

ALL DIMENSIONS ARE TO THE ROUGH STUD
 (UNLESS NOTED OTHERWISE)
 2x6 WALLS= 5 1/2"
 2x4 WALLS= 3 1/2"

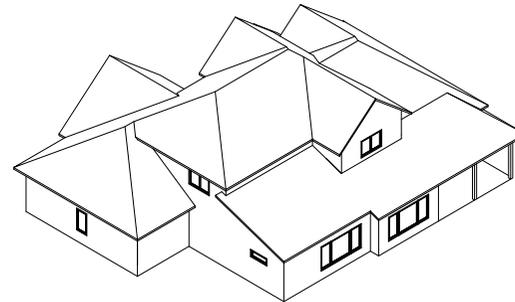
NOTE: SEE "TYPICAL" ROUGH OPENINGS OF "COMMON" DOORS
 CAMPBELL/POPE/REIN/VEL BUILDING SUPPLY FURNISHES. CHECK ALL ONLY DIMENSIONS
 AND IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO VERIFY ANY ROUGH OPENINGS.



SECOND FLOOR PLAN
 8'-1 1/8" WALL HGT
 1704 SQ. FT. (1st FLOOR)
 820 SQ. FT. (2nd FLOOR)
 2524 SQ. FT. (TOTAL)



LEFT ELEVATION



PLANS COPYRIGHTED BY:
STORITZ CUSTOM HOMES LLC

SPECIAL NOTICE
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING FOR ACCURACY, THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND BE RESPONSIBLE FOR ANY DISCREPANCIES. THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR ANY DISCREPANCIES. NO REPRESENTATION IS MADE OR IMPLIED FOR ACCURACY.

10117 West 86th Ave. G,
 Denver, CO 80231
 (303) 440-9900
 storitzcustomhomes.com

STORITZ CUSTOM HOMES LLC
STORITZ RESIDENCE

Drawn by: JELES
 Scale: 1/4"=1'-0"
 Date: 10/21/21
 Project No: 1712-425

CALCULATED DIMENSIONS TAKE PRECEDENCE OVER MEASUREMENTS BY SCALE. CONTACT BUILDING DESIGNER FOR ANY CLARIFICATIONS. DUE TO OCCASIONAL PLOTTER MALFUNCTION PLANS MAY NOT BE TO SCALE.

BID PLAN

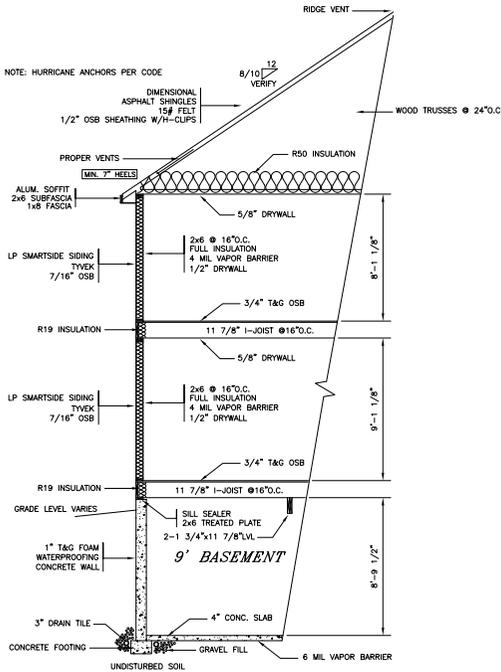
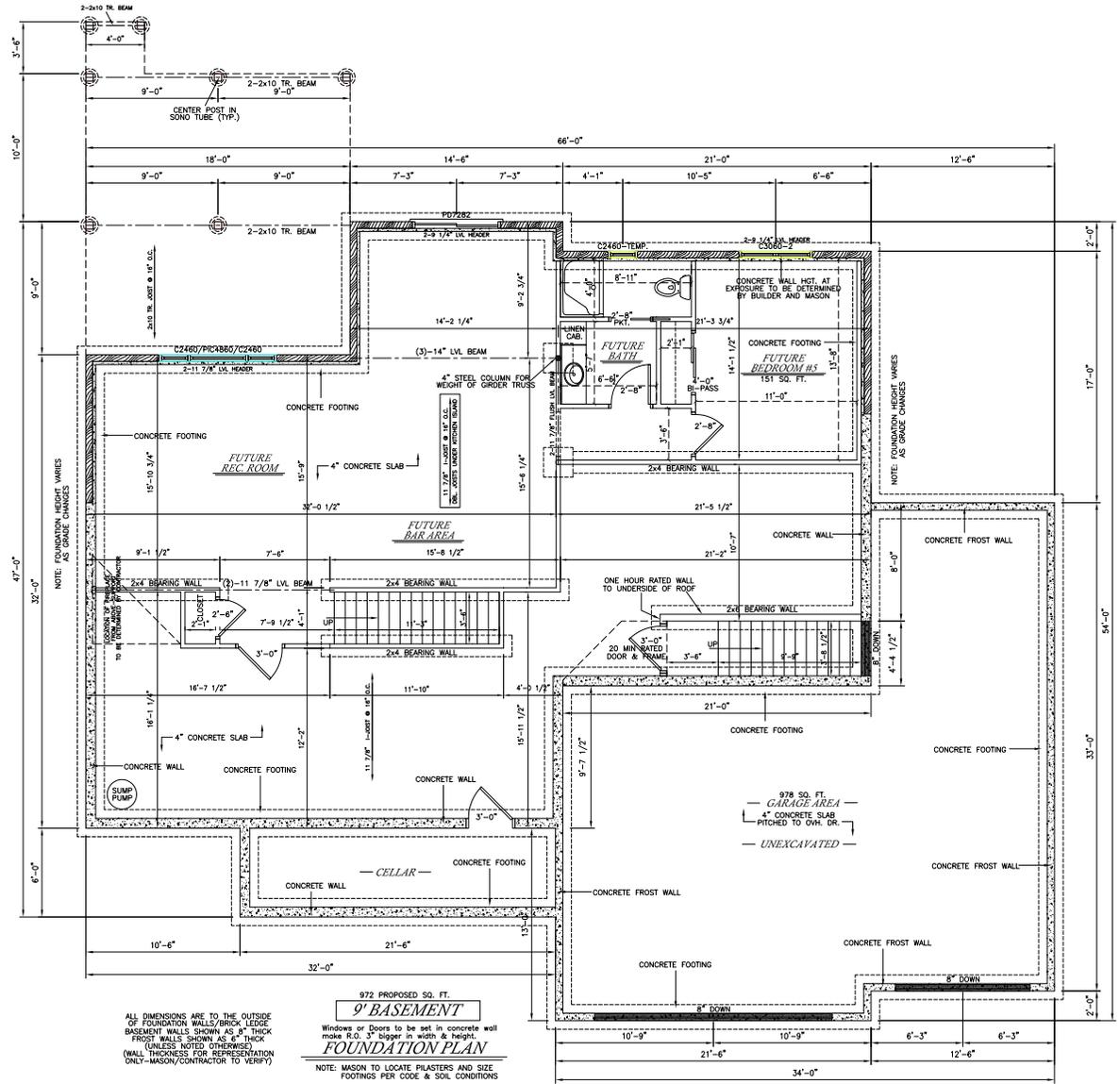
NOT FOR CONSTRUCTION

ROUGH OPENING SCHEDULE
 O.V.H.D. DR = DOOR + 3" CLADDED/2" IF NOT
 EXT. DOORS = DOOR + 2 1/2"
 INT. DOORS (INCLUDING BEYONDS) = DOOR + 2 1/2"
 DBL. DOOR (STANDARD) = DOOR + 2 1/2"
 DBL. DOOR (W/ ATRAGAL) = DOOR + 3 1/2"
 PKT. DOOR = DOOR WIDTH X 2 + 2" / PKT. = 84 1/4"
 BL-PASS DOOR = DOOR WIDTH X 2 + 4"

ALL HEADERS NOT LABELED AS LVL TO BE MIN. 2 PLY 2x10

ALL DIMENSIONS ARE TO THE ROUGH STUD (UNLESS NOTED OTHERWISE)
 2x6 WALLS = 5 1/2"
 2x4 WALLS = 3 1/2"

NOTE: ALL "THICK" ROUGH OPENINGS OR "TOMMY" DOORS CAMPBELL/PORTER/NEEL BUILDING SUPPLY FURNISHED. THESE ARE ONLY GUIDELINES AND IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO VERIFY ANY ROUGH OPENING.



WALL DETAIL

PLANS COPYRIGHTED BY:
STORITZ CUSTOM HOMES

SPECIAL NOTICE
 ALTHOUGH EVERY EFFORT HAS BEEN MADE IN DESIGNING AND CONSTRUCTING THIS PROJECT, THE CONTRACTOR MUST CHECK ALL DETAILS AND DIMENSIONS AND BE RESPONSIBLE FOR ANY CORRECTIONS REQUIRED DURING ACTUAL CONSTRUCTION. NO REPRESENTATION IS MADE OR IMPLIED FOR ACCURACY.

1017 West River Road, Suite C,
 Orange, TX 77630
 PHONE: 281-869-9722
 FAX: 281-869-9721
 storitzcustomhomes.com

STORITZ CUSTOM HOMES
 STORITZ RESIDENCE

Drawn by: JELES
 Scale: 1/4" = 1'-0"
 Date: 10/22/18
 Project No: 1712-425

CALCULATED DIMENSIONS TAKE PRECEDENCE OVER MEASUREMENTS BY SCALE. CONTACT BUILDING DESIGNER FOR ANY CLARIFICATIONS. DUE TO OCCASIONAL PLOTTER MALFUNCTION PLANS MAY NOT BE TO SCALE.



**DRAFT MINUTES
PLAN COMMISSION MEETING
Thursday – August 28, 2014 – 7:00 p.m.
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037**

1. Call to Order & Roll Call.

Tr. Lippold called the meeting to order at 7:00 p.m.

Members present: Peter Habel, Steve Schoen, and Tr. Kruepke.

Members Excused: Chairperson Wendy Kannenberg, Jeff Dalton, and Doug Alfke.

Staff present: John Walther.

2. Minutes – July 31, 2014, Plan Commission Meeting.

Motion by Peter Habel, second by Steve Schoen to approve the minutes of the July 31, 2014, Plan Commission meeting.

Vote: 4 ayes, 0 nays. Motion carried unanimously.

3. Planned Unit Development – Construction of Oversized Garage, English Oaks Drive.

Motion by Peter Habel, second by Tr. Kruepke to recommend the Village Board Approve the Planned Unit Development – Construction of Oversized Garage, English Oaks Drive per Staff Comments. Nick Stortz was in attendance and had received staff comments.

Vote: 4 ayes, 0 nays. Motion carried unanimously.

4. Citizens to address the Plan Commission.

None.

5. Adjourn.

Motion by Peter Habel, second by Tr. Steve Schoen to adjourn at 7:02 p.m.

Vote: 4 ayes, 0 nays. Motion carried unanimously.

Respectfully submitted by Deanna L. Boldrey – Clerk - Treasurer

STAFF REVIEW COMMENTS
Plan Commission Meeting – August 28, 2014

1. Planned Unit Development - Construction of Oversized Garage, English Oaks Drive.

Building Inspection

- Garage size is balanced with overall house and does not look out of place.
- The Village Board has granted approvals for over-sized garages in the past and this does not set precedent.
- Recommend approval.

Public Works/Engineering

- No comments.

Police Department

- No comments.

Fire Department

- No comments.

Administrative/Planning

- No comments.

Packet Information for item #6. (Budget & Finance Committee) can be found in the
September 2014 Budget & Finance Packet. Including:
Item 6. Budget & Finance Committee.
Green Valley Lot 36 – Sewer and Water Quarterly Bill.
Disposal of Retired Personal Protective Equipment.

<u>NAME</u>	<u>BUSINESS</u>	<u>POLICE CHIEF RECOMMENDATION</u>
Fox, Tessa	Walgreens	Approve
Doehrmann, Karly	Walgreens	Approve
Seip, Mark	Walgreens	Approve
Gonzalez, Kimberly	East Side Mart	Approve
Mejaki, Brian	East Side Mart	Approve
Poplin, Lisa	East Side Mart	Approve

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

Name of Applicant Premier Cranberry Creek, LLC
 Contact Thomas M. Wood Address/ZIP 2718 N. Meade St., Appleton, WI 54911 Phone # 920-733-8377
 E-mail Address twood@harrisinc.net Fax # where Agenda/Staff comments are to be faxed 920-733-4731
 Name of Owner Calvin Akin Address/ZIP 19105 W. Capitol Dr., Ste. 200, Brookfield Phone# 262-790-4560
 Owner Representative/Developer Joe Goldberger WI 53043
 Proposed Use of Site Multi-Family Residential 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
			2) Describe what you intend to do (paragraph)		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')	labels	
			4) Owner acknowledgement of the request	1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement		XXX
			6) Location Map		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		XXX
			8) Preliminary Plat		XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat		XXX
			10) Certified survey Map		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition		XXX
			2) Annexation Map	1	XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	3) Sketch Plan		XXX
			4) Landscape Plan	4 (24x36)	XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure		XXX
			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	4 (24x36)	XXX
			17) Street / Right of Way cross sections, Private Roads	4 (24x36)	XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan	4 (24x36)	XXX
			19) Proposed colors / materials		XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement		XXX
			21) Annexation Agreement (includes pre-annex agreements)		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 Thomas M. Wood Signature Thomas M. Wood Date 05-02-14

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: Premier Real Estate Management, LLC

For a property located at (address): Blackberry Circle

Phone number of Business/Applicant: (262)790-4560

For (land use, activity, sign, site plan, other): Site plan approval for a 60-unit multi-family residential development

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

Hours of Operation: N/A

Comprehensive/Master Plan Compatibility: Proposed development conforms to existing zoning

Building Materials (type, color): Combination of masonry and maintenance free vinyl siding, architectural dimensional shingles

Setbacks from rights-of-way and property lines: Varies. See site plan sheet C1.0

Screening/Buffering: See site plan sheet C4.0

Landscape Plan (sizes, species, location): See landscape plan sheet C4.0

Signing (dimensions, colors, lighting, location): See site plan sheet C1.0

Lighting (wattage, style, pole location and height, coverage): See site plan sheet C1.0

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s)), (sidewalk/pedestrian way width and material): Private roads serve the proposed development connecting to existing improved roads. A new connection to Jackson Street is proposed.

Storm-water Management: A regional detention basin is situated on the property, and was designed to handle all stormwater runoff from this development.

Erosion Control: See erosion control plan sheet C5.0

Fire Hydrant Location(s): See site utilities plan sheet C3.0

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: A Fire Department approved knox box will be mounted on the outside wall of the equipment room of each building.

Hazardous Material Storage: N/A

Alarm Systems: N/A

Site Features/Constraints: Small areas of wetlands exist in the NE corner of the parcel. A navigable stream exists along the north side of the parcel. A floodplain is associated with the existing stream.

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

Tree and shrub preservation: The development plans include all new landscape features to be installed. There is no existing vegetation to be preserved.

Setbacks/height limitations: Conforms to current zoning regulations.

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

Calvin M. Akin

Calvin M. AKIN, Owner

Please print name

John M. Walther, Administrator

CRANBERRY CREEK ESTATES APARTMENTS

A 60-UNIT MULTI-FAMILY RESIDENTIAL DEVELOPMENT

BY

PREMIER CRANBERRY CREEK, LLC.

Cranberry Creek Estates Apartments (the "Development") is located West of Jackson Drive, and South of Main Street. The parcel has a total land area of approximately 8.3 acres. The subject parcel is currently zoned Planned Unit Development. There are small areas of wetlands and a navigable stream meandering along the North end of the development parcel.

The Development will consist of six identical 12-unit, two-story structures totaling 60 dwelling units. Each unit will have a private exterior entrance, two bedrooms, 1 1/2 baths and single-stall attached garage with direct access to the living unit. The units are approximately 1,100 square feet in size, which exceeds the minimum floor area requirements stipulated in the zoning code. One additional exterior parking stall along with ample visitor parking will be provided. Heat will be included in the rent. All appliances, including the refrigerator, washer and dryer, are furnished. The rental rates for the proposed units will be on a market rate basis. No subsidized or Section 8 housing contracts will be executed for this development.

Neighboring properties consist of a mix of single and multiple family residential, manufacturing and businesses uses. The Village Hall is Northwest of the Development site. Cranberry Creek Condominiums is immediately West and South of the Development site. Single-family dwellings and small businesses exist to the East of the Development site.

The Development will connect to existing public utilities, including sanitary sewer and water. Easements are on record, which allow for the connection and the means to serve the Development. The Development will include the extension and completion of a loop in the public water main system. A private sanitary sewer extension will be constructed to serve four of the proposed six new structures.

Storm water runoff will be collected within an existing detention pond. This pond was designed to handle the calculated storm water runoff produced by the Development. All proper site-grading permits will be obtained prior to the start of construction. These include: The Notice of Intent - Land Disturbance Permit, and a Chapter 30 General Permit, both registered with the WDNR. There is a certain amount of overland runoff, which currently traverses through the Development. This runoff is being accounted for, and is being diverted around the proposed structures.

The landscaping plan will conform to the Village of Jackson regulations. The required number of trees and shrubs will be met and/or exceeded. A mix of evergreens and deciduous trees will be incorporated throughout the Development.

Site lighting for the Development will be generated from low impact wall mounted fixtures above each entryway and staggered along the face of each structure. The fixtures will be the cut-off series with a maximum wattage of 60 watts. They will be shielded to prevent light spraying into neighboring properties. Two dumpster enclosures, along with a community mailroom (10'x10') are proposed.

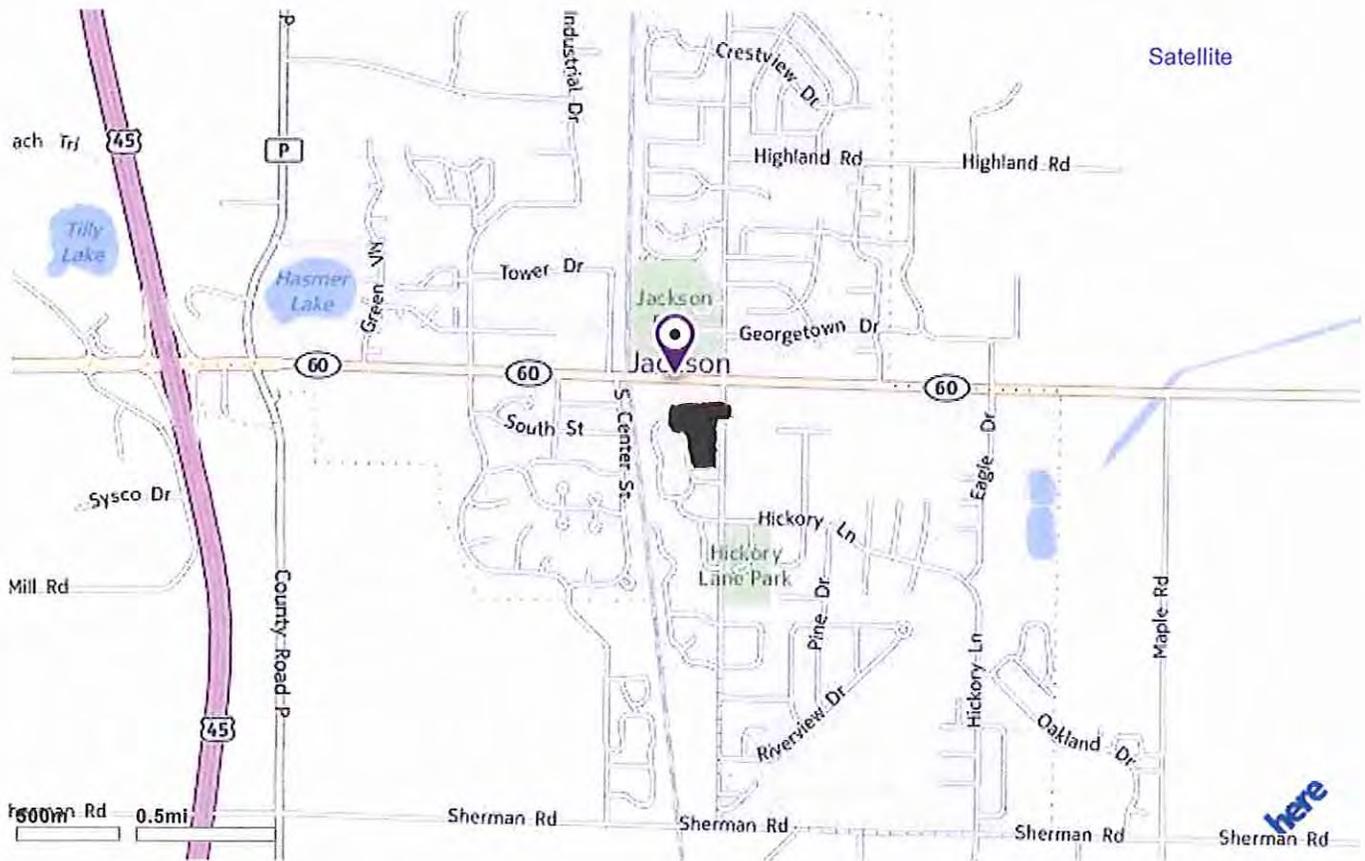
It is anticipated that construction is to begin near the beginning of September 2014. All foundations, utilities and the first coarse of asphalt is to be completed by the end of November 2014. Premier Real Estate Management, LLC, will manage the Development once units become occupied. Please see the attached biography.

YAHOO!
MAPS

Jackson, WI

Enter notes here

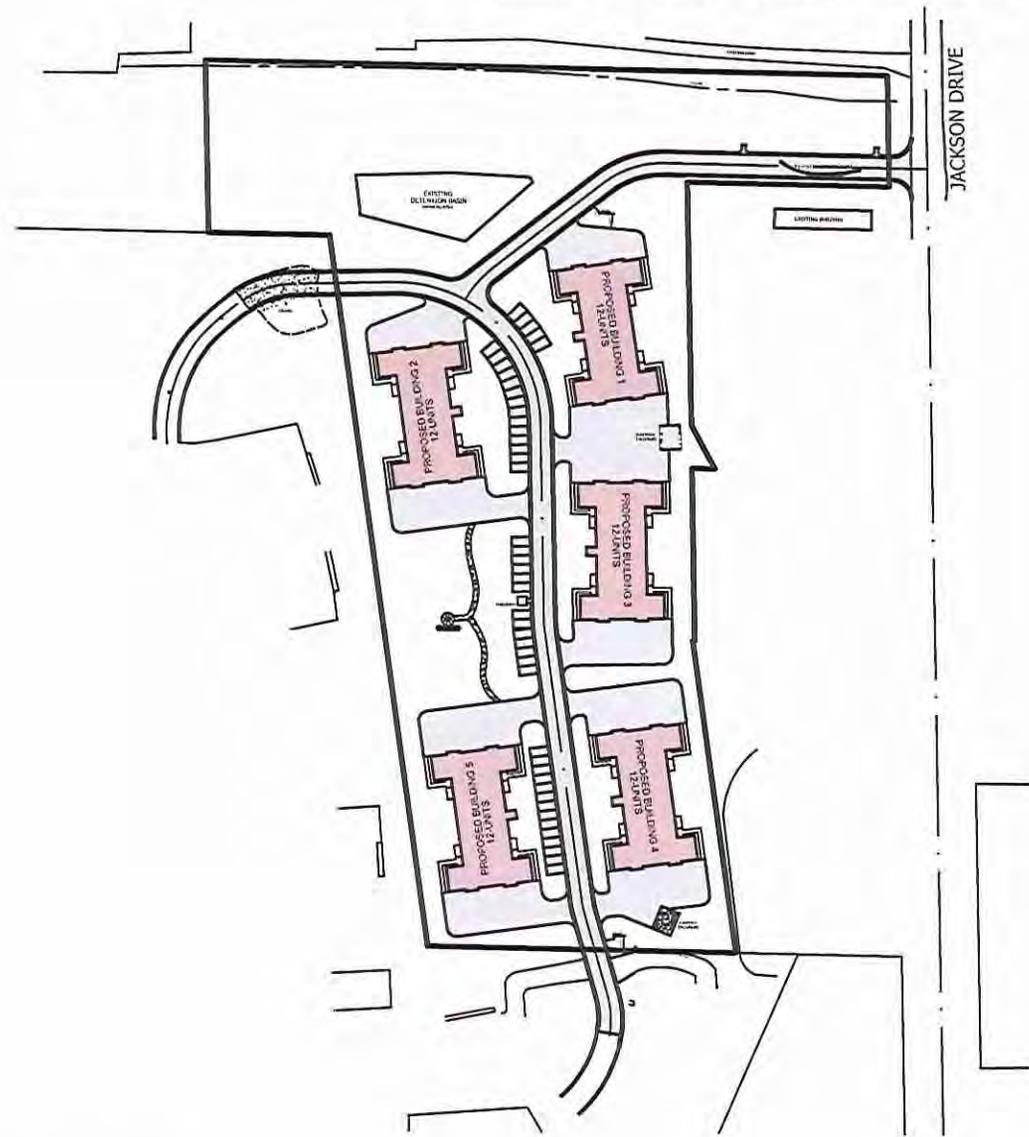
255



When using any driving directions or map, it is a good idea to double check and make sure the road still exists, watch out for construction, and follow all traffic safety precautions. This is only to be used as an aid in planning

CRANBERRY CREEK ESTATES

VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN



PREMIER REAL ESTATE MANAGEMENT, LLC
 19105 W. CAPITOL DR., STE. 200
 BROOKFIELD, WISCONSIN 53045
 (262) 790-4500



DEVELOPMENT PLAN
 SCALE 1" = 60'

- INDEX OF DRAWINGS**
- C1.0 - DEVELOPMENT PLAN
 - C1.1 - EXISTING CONDITIONS PLAN
 - C2.0 - OVERALL SITE GRADING PLAN
 - C2.1 - PARTIAL SITE GRADING PLAN
 - C2.2 - PARTIAL SITE GRADING PLAN
 - C2.3 - PARTIAL SITE GRADING PLAN
 - C3.0 - SITE UTILITIES PLAN
 - C4.0 - LANDSCAPE PLAN & DETAILS
 - C5.0 - EROSION CONTROL PLAN & DETAILS

<p>HARRIS & ASSOCIATES, INC. 1000 W. WISCONSIN AVENUE SUITE 100 MILWAUKEE, WI 53233 TEL: 414.224.4400 FAX: 414.224.4401</p>	DATE	BY	CHKD BY	APP'D BY
<p>PREMIER CRANBERRY CREEK, LLC CRANBERRY CREEK ESTATES VILLAGE OF JACKSON, WISCONSIN WASHINGTON COUNTY, WISCONSIN DEVELOPMENT PLAN</p>				
<p>C1.0</p>				
7402				

STAFF REVIEW COMMENTS
Plan Commission Meeting – July 31, 2014

1. *Concept Plan Review – Premier Cranberry Creek, LLC, / Blackberry Circle – 60 Unit Multifamily Residential Development.*

Building Inspection

- State of Wisconsin Plan review will be required due to size of addition.
- Buildings shall be fully sprinklered due to size and number of units per building.
- Each unit shall be individually metered and all meters are located in the meter.
- Since units will have individual private entrances, each unit will be individually addressed. One address shall be displayed at the front door areas and a second address shall be located at the overhead garage door area. The meter room will have its own separate address for the public meter.
- A defined swale shall be installed along the east property line and shall flow into catch basins/inlets to resolve the flooding issues that are currently occurring. Landscaping and mowing shall also extend to the east property line areas. The Inspection Department has dealt with weed and flooding complaints over the past several years regarding the vacant areas and recommends approving this Concept Plan.
- A new Developer's Agreement shall be created for Phase 4.
- Recommend an additional dumpster with enclosure should be installed for the buildings on the west side of the road.

Public Works/Engineering

- The proposed Development will need a new Developer's Agreement created and approved.
- A CSM (certified survey map) with the proper easement for the dedication of the water and sanitary sewer utilities will need to be created and approved. The Utilities will be responsible for each lateral up to the shutoff valve for water service and the easement line for sanitary lateral.
- The proposed development will have its own trash and recycling contract and not be part of the Village's contract. Each building should have separate containers for recycling and trash.
- Engineering drawings for the design of the utilities (water, sanitary sewer, and storm sewer) will need to be submitted for approval.
- The east property line shall be graded to retain the storm water on the property.
- Since this is the last development on the west side of Jackson Drive; the installation of a public sidewalk along the west side of Jackson Drive from Main Street to Cranberry Creek Lane is now in order. The Village should install the sidewalk and special assess the benefitting properties.

Police Department

- No comments.

Fire Department

- A Knox Box Entry System shall be installed on each equipment room as noted in the application.
- All applicable Fire Alarm and or Fire Suppression Systems shall be installed per code. This includes the installation of pull stations in each unit. The Fire Department Connection installation shall also comply with the Village Code requirements.

STAFF REVIEW COMMENTS
Plan Commission Meeting – July 31, 2014

- The fire department is glad to see that finally the entire circle drive of Blackberry Circle will be finished allowing for ease of access to all of the multi-family buildings should something catastrophic happen in that area. In addition, the second proposed entrance from Jackson Drive would also aid in the fire department's ability to respond to the residents' needs on Blackberry Circle.

Administrative/Planning

- The initial 2007 proposal for the Cranberry Creek Condominium Subdivision was approved to include eighty-four condominiums in this area.
- The latest proposal was for seventy-two apartment units in six 12-family buildings. After denial by the Village Board in June, the developer revised the proposal.
- The developer now proposes sixty units in five 12-family buildings with additional green space (dressed with a gazebo, pergola, or arbor.)
- Construction of the development should eliminate the frequent weed complaints in that area, allow the additional access to Jackson Drive requested by the Fire Department, and ultimately provide closure for the entire multi-family development.
- The current development agreement would need to be rescinded in favor of a new one.

2. Concept Plan Review – Jackson Pet Hospital / Training Center – Attracting or Opening of a Variety of Dog Related Businesses to One Site.

Building Inspection

- Jackson Pet Hospital currently has their dog training facility in this building and is looking to expand their business as well as possibly rent space for a pet related use. All tenants would be required to apply for a Conditional Use Permit unless the Board would pre-approve a list of approved uses for this building at the time a full submittal is applied for.
- If the dog bakery and treat shop would go into this building, the use would fully be in compliance with the M-1 Zoning.

Public Works/Engineering

- There are two water meters for the building/buildings, a 5/8 inch meter and a 1 inch meter. Future plans of building shall address the water meter arrangement relative to tenants and water usage. Future water usage will determine the size of the meter.
- As the property expands with more tenants, the onsite parking need shall be addressed. The current Village Code requires one (1) space for 150 square feet of floor area, plus one (1) space for each two (2) employees.

Police Department

- No comments.

Fire Department

- No comments.

Administrative/Planning

- No additional comments.

**APPROVED MINUTES
PLAN COMMISSION MEETING
Thursday – July 31, 2014 – 7:00 p.m.
Jackson Village Hall
N168W20733 Main St
Jackson, WI 53037**

1. Call to Order & Roll Call.

Chairperson Wendy Kannenberg called the meeting to order at 7:00 p.m.

Members present: Peter Habel, Doug Alfke, Steve Schoen, Jeff Dalton, and Tr. Lippold.

Members Excused: Tr. Kruepke.

Staff present: John Walther.

The gallery was full.

Motion by Chairperson Kannenberg, second by Peter Habel to take items out of order and move item 5, Citizens to Address the Plan Commission, up on the agenda to follow item number 2. This was done to allow Citizens to Address the Plan Commission prior to discussion of the Concept Plans.

Vote 6 ayes, 0 nays. Motion carried unanimously.

2. Minutes – June 26, 2014, Plan Commission Meeting.

Motion by Peter Habel, second by Doug Alfke to approve the minutes of the June 26, 2014, Plan Commission meeting.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

5. Citizens to address the Plan Commission.

Salvador Milella commented on item number 3. He commented that there are elements that work in the short-term such as the completion of the road. He commented on the unknown such as the impact on the property value. He has lived in Blackberry Circle for seven years and is the President of the Home Owners Association.

Gary Jenovai commented on item number 3. He commented that Premier would be a good neighbor. He commented on concern of the impact on property value.

Gloria Tiefke commented on number 3. She commented that there have been a lot of issues with Cranberry Creek in the past. She noted this is a workable plan. Buildings look very nice and they have a good track record. She continued that renters are not owners and questioned if Jackson can handle 60 units of renters. She commented that someone could rezone for other purposes. Gloria is the Secretary of the Home Owners Association.

Peter Habel commented on number 3. He noted that Cranberry Creek did have rental property in the original plans. As a previous police officer he is aware of possible issues. He commented that the commission does the best for the community we live in.

Eric Ulmer commented on number 3. He does not want to see the apartment complex built and is opposed to the item.

Joshua Krick commented on item number 3. He commented that he is opposed to the apartment complex. He is in law enforcement and has seen apartment complex issues and how they affect the surrounding areas.

David Fleishman commented on item number 3. He is on the Cranberry Creek Board. He noted that working with Premier has been flawless in the past and there are worse options.

Katherine Metzger commented on item number 3. She commented that the builder does not have ill intentions. She would like to know from the board what may be the other options.

3. Concept Plan – Premier Cranberry Creek LLC – Concept Plan for 60 Unit Multi-Family Residential Development.

Chris Slater of Premier Real Estate Management gave history to the company. He commented on developments in Marshfield, Kiel, Ripon, and Menasha. The proposed will be two bedroom units. The interiors will be similar to condos with an attached garage. The rentals will run about \$1,000. He noted similarities to the developments in Port Washington. He continued that they have met with the Cranberry Creek Board and look forward to working with them on a collaborative nature. Chris commented that they do have regular insurance inspections.

Peter Habel questioned Chris if Premier takes steps that the renters meet a certain criteria and a vetting process. Chris did comment on the vetting process that includes income standards, credit checks, and verification of references and employment.

Tr. Lippold questioned John Walther on what the 60 unit percentages would be when Sherman Parc and Twin Creeks come into the Village. It was discussed that the percentage will not change a significant number.

Joe Goldberger commented that the distinction is multifamily versus single family and there is no distinction between condos and rental units. They count exactly the same. The project was originally for 84 units, and then 72 units. Now it is coming in for 60 units.

John reported from the 2013 Building Inspectors Report that shows there were 144 units in 12 family apartments, 4.99% of the 2,887 residential units in the Village.

The development would increase the number of units to 204 units which would raise the percentage to 6.9%.

Peter Habel commented that the development was originally for 84 rental units. It was partially built and then there were developer problems. Now someone wants to finish the subdivision and put in five, twelve unit apartments. Peter Habel continued that this falls within the original concept.

Tr. Lippold noted concern, if not approved what will be done with the property in the future.

Peter Habel explained the process from the Plan Commission to the Village Board.

Jeff Dalton questioned what the percentage of the units are sold and for what reason. Chris reported that less than 1/3 are in fee management. Sales come as they arrive, and this is a development for the owner of the company.

Tom Wood with Harris and Associates came before the Plan Commission. He commented that the change is from 72 units to 60 units. The building style stays the same. The site plan is eliminating one of the buildings closest to the condominiums to allow for more green space which could allow for trees and a gazebo.

Joe Goldberger addressed a couple of issues. He continued that multifamily is multifamily and will not have a drastic effect on the mix in the Village. He continued that the preference is for the development to be condominiums, but the reality is, the market will not allow it.

Bob Murray from Bank Mutual addressed the commission. Bank Mutual owns the property. He commented that he is a person with a steady job and respects his neighbors and has been a renter until about a month ago. He continued that the bank does care who they sell to. He commented that these are high quality renters that will be home owners one day. He noted that the condo value has dropped because the demand has dropped.

Marcia Oppman commented that she had an email that she was on the list to speak. She was allowed to make public comments. She owns a condo in Blackberry Circle and is opposed to the development.

Motion by Peter Habel, second by Doug Alfke to recommend the Village Board Approve the Concept Plan for Premier Cranberry Creek LLC Subject to Staff Comments.

Vote: 6 ayes, 0 nays. Motion carried unanimously.

John Walther reminded everyone that this is a concept plan.



Eagle Scout Project Sheet

Date: 6 / 6 / 14

Eagle Scouts Name: Adam Rego

Parent's Name(s): Kay Rego and Patrick

Address: N169W20218 Chateau Dr. city: Jackson, WI Zip: 53037

Scouts Email Address: Rego, Kay@gmail.com

Scouts Phone: (262) 677-8701 Parent's Phone: (414) 469-3222

Project Description (brief):

Installing permanent tee pads at the disc golf course in Jackson park.

Project Location: Jackson park.

Village or Town Project (circle one)

To be completed once project is approved, by project supervisor.

Project Start Date: / /

Projected Completion Date: / /

Board Approval Dates & Special Instructions:

JT. P+R 8/19/2014

Final Board Recognition & Resolution Date: / /

Project Notes:

Adam Rego
N169W20218 Chateau Dr.
Jackson, WI 53037
262-677-8701
rego.kay@gmail.com

June 25, 2014

Jackson Village Board
c/o Kelly Valentino
N165W20330 Hickory Lane
Jackson, WI 53037

Dear Board Members,

Hello my name is Adam Rego and I am a Boy Scout in Jackson Troop 765. My current rank is Life Scout, which is one rank away from Eagle Scout. One of the requirements to become an Eagle Scout is to plan, develop, and give leadership to others in a service project that benefits my community. My proposal is to improve the Jackson Park disc golf course by installing either concrete or rubber permanent tee pads.

There are many reasons why I would like to do this as my Eagle Scout project. One reason is that the current tee pads are eroding and need repair. Another reason is that my friends and I play there all the time. I myself agree that it is time for new tees. My final reason is that many people from other cities come just to play at our course. If I get to improve the course, the City of Jackson will keep getting new visitors.

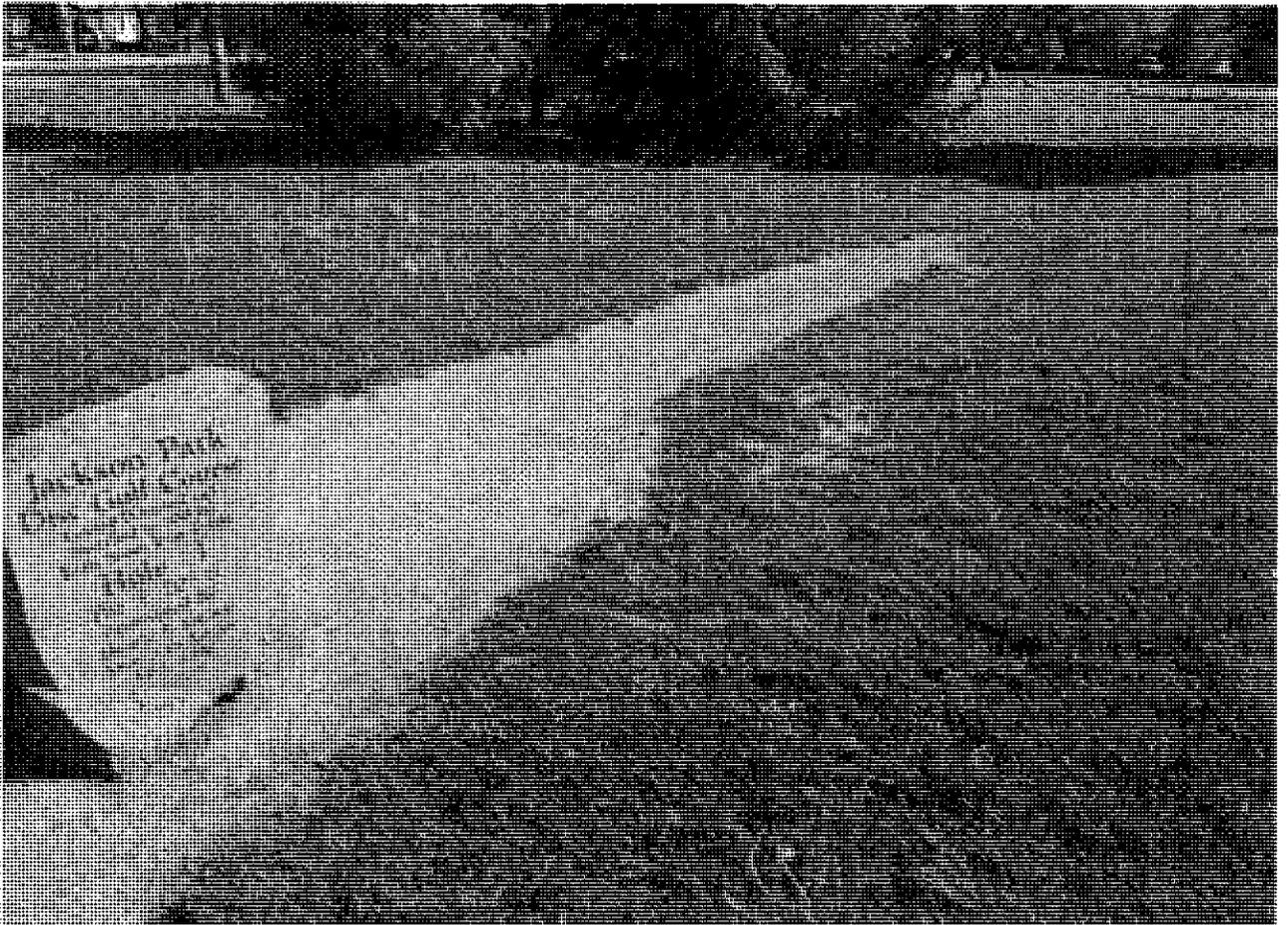
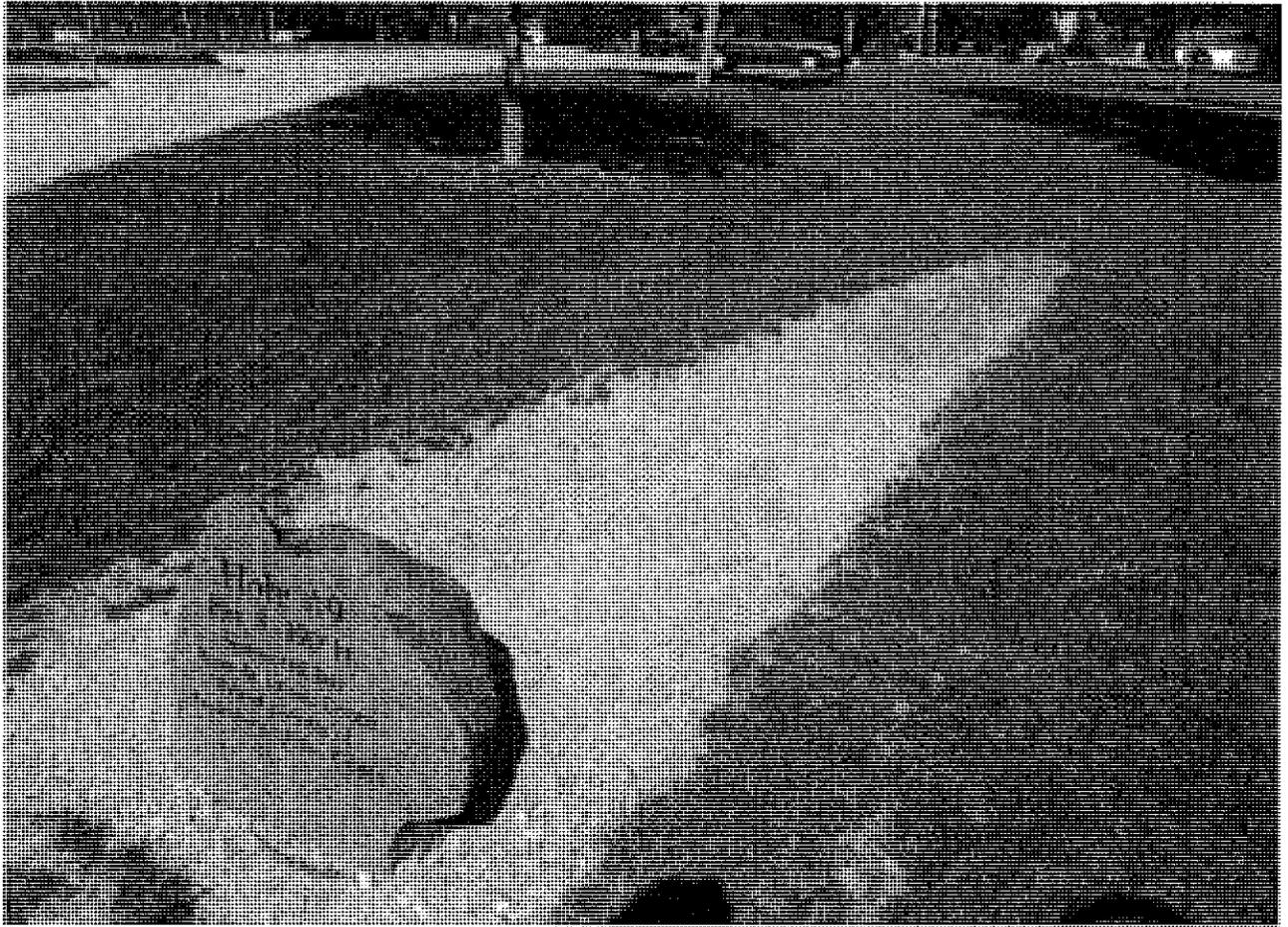
Included in this letter are photos of the current tee pads, comments from disc golf player ratings and photos of nearby courses with permanent tee pads.

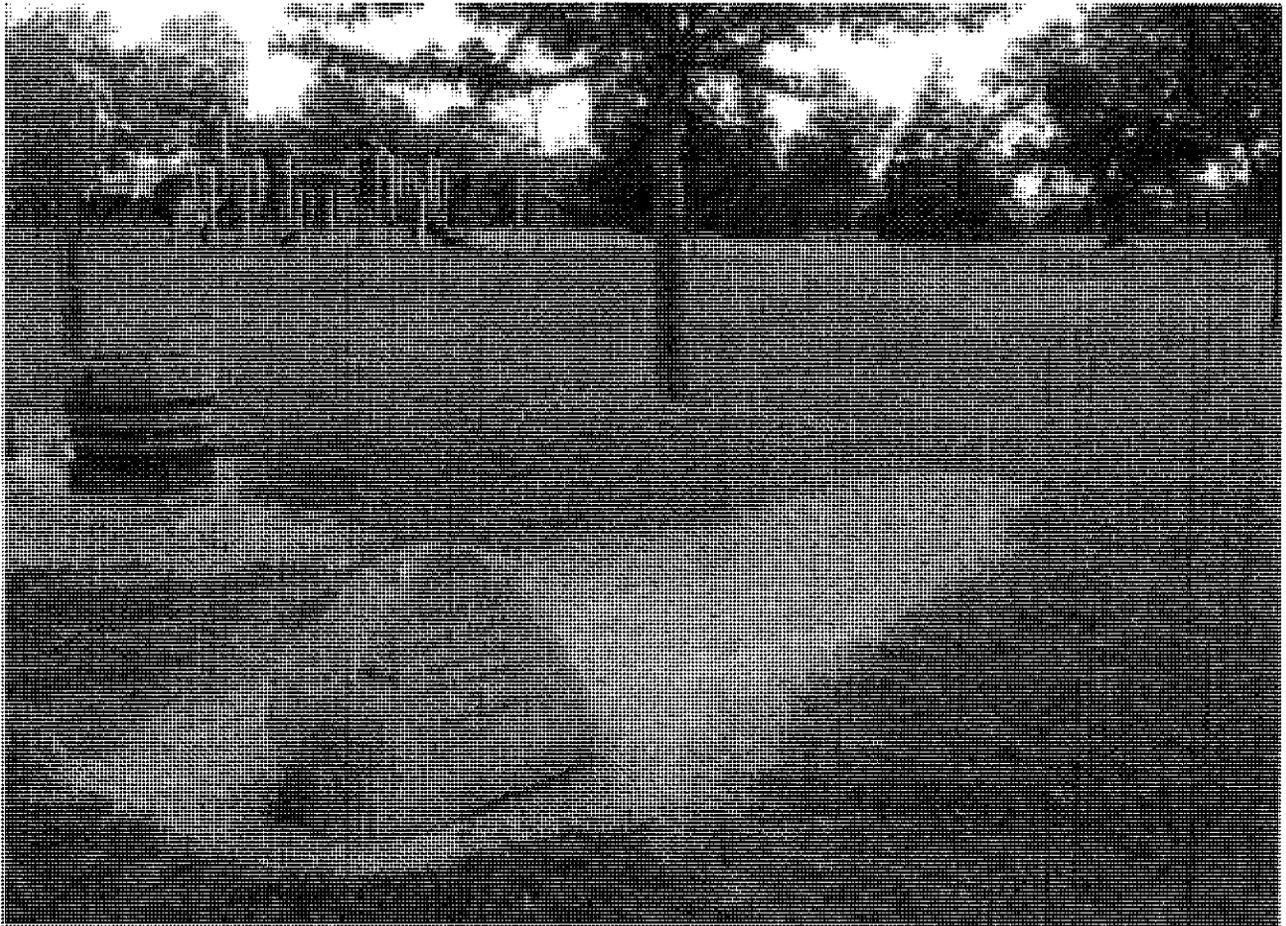
As you can see, our current tee pads need much maintenance. You can also see how amazing our tee pads will look once I finish. As you have also read, many players who have played our course have disliked the tee pads and have also stated how they should be improved.

I would be happy to meet with someone to review my plans and discuss whether we should use rubber or concrete tee pads. I have researched and priced out both.

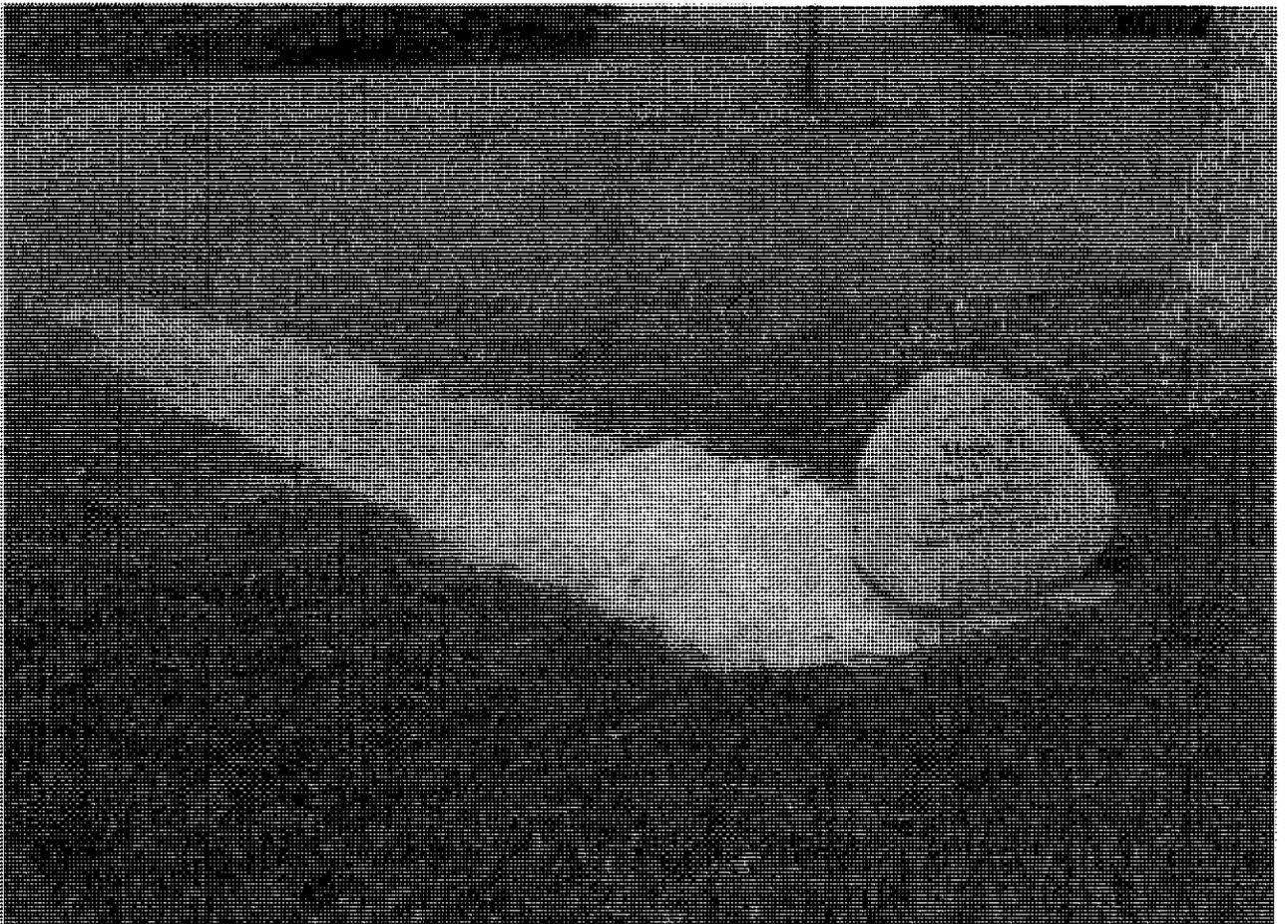
Thank you for reading,

Adam Rego









Course Equipment: Tees

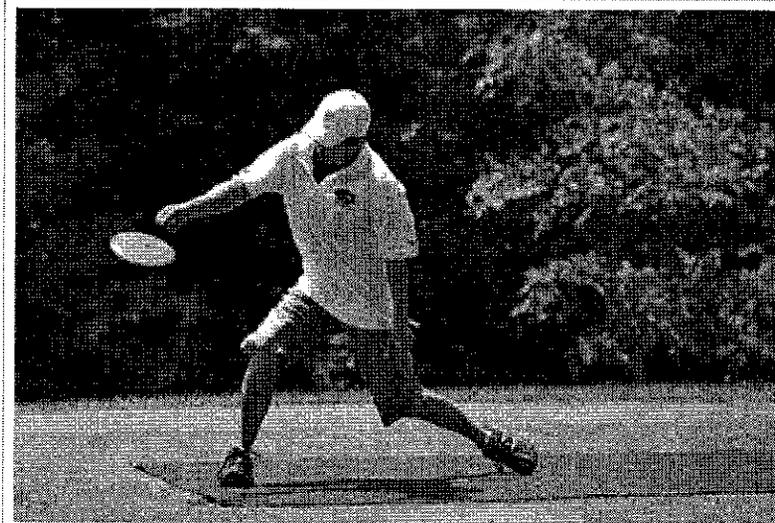
Each disc golf hole begins from a tee. Some courses have natural tees, some courses have mats made of reprocessed tires, but the accepted norm is a textured slab of concrete.

Natural Tees

Natural tees are the easiest to install, and cost the least, but with a lot of use, they can become rutted. Rain will also make natural tees muddy, and slippery. Natural tees work best in dry climates and sandy soils. Areas that receive a lot of rain or have loose soil may want to consider an alternate tee surface.



Rubber Tees



Many disc golfers like the sure footing that rubber mats provide. Some preparation of the ground is necessary to produce a flat, safe surface. The mat is spiked down at each corner and once more at the center of each side.

- Portable or permanent
- Easy to install
- Good grip in all conditions
- Resists erosion
- Player friendly
- Earth friendly

Concrete Tees

Concrete tees with a coarse finish provide the best throwing surface for all types of disc golf drives. A firm, level, slip-free surface must be provided for long power drives. Concrete tees are the most maintenance free, long lasting tee surfaces. Properly installed concrete tees will last 15-20 years.



Jackson Disc Golf Course Ratings/Comments

"Gravel tee-pads are not fun. Especially when the tee signs are located in a place that blocks the run-up."

"...what could be added is rubber or cement tee pads and maybe longer tee pads."

"My main gripe is the tee pads. They're short, uneven, gravel pads."

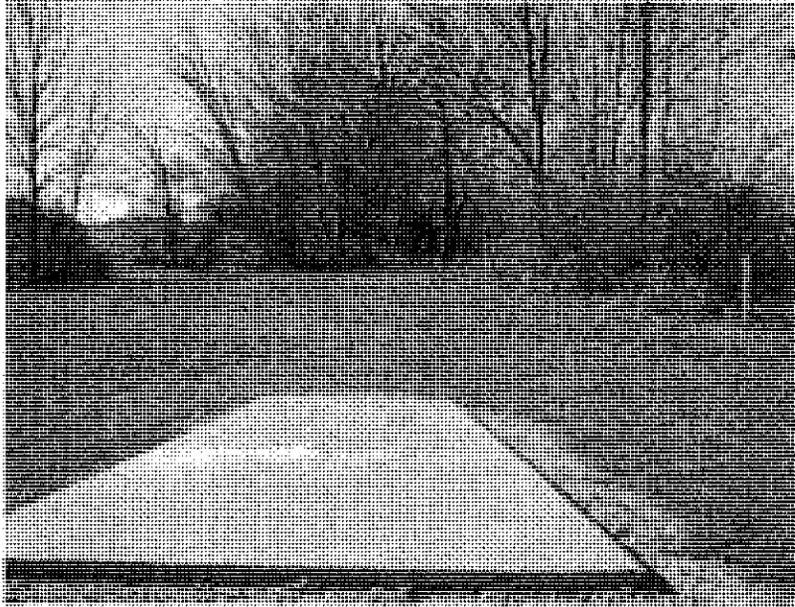
"**Cons:** Gravel teepads were built too small . . . they would have been fine if the boulders were placed to the side or behind the gravel but they were placed inside the gravel probably to avoid the need to trim around them. That is fine but be sure to allow a minimum of 8' of tee space. They are already creeping outward because people have been planting on the threshold between tee and grass."

"Need new tee pads."

"I could see upping this rating to a 3 if concrete tees went in and the boulder moved to the side."

"**Cons:** It's a brand new course and the gravel tees are already rutted and uneven ... luckily you don't need much of a run-up anywhere."

Area Disc Golf Courses with Permanent Tee Pads



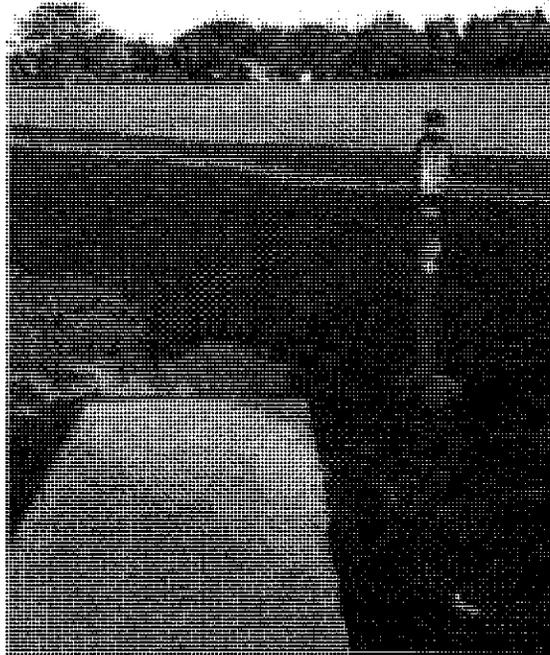
Tendick Nature Park
Saukville, WI



Riverside Park
West Bend, WI



Dretzka Park
Milwaukee, WI



Spassland Park
Germantown, WI



JACKSON JT. PARKS & RECREATION DEPARTMENT'S SOCIAL MEDIA POLICY & GUIDELINES

May 20, 2014

N165 W20330 Hickory Lane
Jackson, WI 53037
Parks & Recreation Phone: (262) 677-9665

Jackson Joint Parks & Recreation Department may utilize social media platforms to further enhance communications with various stakeholder organizations in support of Jackson Joint Parks & Recreation Department goals and objectives. Jackson Joint Parks & Recreation Department officials and Jackson Joint Parks & Recreation Department organizations have the ability to publish content, facilitate discussions, and communicate information through various social media related to conducting Jackson Joint Parks & Recreation Department business. Social media facilitates further discussion of Jackson Joint Parks & Recreation Department issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

POLICY

1. All Jackson Joint Parks & Recreation Department social media platforms shall be approved by the requesting Department Director. All content must be published using approved Jackson Joint Parks & Recreation Department social media platform and tools. Any content that might act as the "voice" or position of the Jackson Joint Parks & Recreation Department must be approved by the Department Director.
2. All Jackson Joint Parks & Recreation Department social media platforms shall adhere to applicable state, federal, and local laws, regulations and Jackson Joint Parks & Recreation Department policies including the Jackson Joint Parks & Recreation Department Code of Conduct.
3. Open records laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws. All social media platforms and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
4. Content deemed not suitable by the Jackson Joint Parks & Recreation Department because it is not topically related to the particular objective, or is deemed prohibited content based on the criteria in this or other policies, may be taken off the platform but shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.
5. The Jackson Joint Parks & Recreation Department reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

6. Each Jackson Joint Parks & Recreation Department social media platform shall include an introductory statement which clearly specifies the purpose and topical scope of the platform. Where possible, social media platforms should link back to the official Jackson Joint Parks & Recreation Department Internet site for forms, documents and other information.

7. Each Jackson Joint Parks & Recreation Department social media platform account is the sole proprietorship of the Jackson Joint Parks & Recreation Department. Moderators are authorized to create and post content on behalf of the Jackson Joint Parks & Recreation Department, but do not own the accounts. When the function of moderator ends, the employee shall surrender all rights, including administrative authority and passwords, to these accounts. There must be at least two separate authorized moderators per platform.

8. Jackson Joint Parks & Recreation Department social media content and comments containing any of the following shall **not** be allowed for posting:

- a. Non-topically related content
- b. Profane language or content
- c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- d. Sexual content or links to sexual content
- e. Solicitations of commerce
- f. Conduct or encouragement of illegal activity
- g. Content that may compromise the safety or security of the public or public systems
- h. Content that violates legal ownership interest of any other party
- i. External links constituting official endorsement or representative views on behalf of the Jackson Joint Parks & Recreation Department, or
- j. Content promoting political purposes, a political candidate, or party
- k. Content promoting or endorsing any religion religious organization
- l. Content regarding or relating to any private commercial transactions or engagement in private business activities
- m. Other non-topically related content outside the limited public forum established to discuss Jackson Joint Parks & Recreation Department issues, operations and services

9. All Jackson Joint Parks & Recreation Department social media moderators shall be trained regarding the terms of this Jackson Joint Parks & Recreation Department policy, including their responsibilities to review content to ensure compliance with the Social Media Policy and guidelines.

10. All social media platforms shall clearly indicate they are owned and maintained by the Jackson Joint Parks & Recreation Department and shall have Jackson Joint Parks & Recreation Department contact information prominently displayed.

11. Where appropriate, Jackson Joint Parks & Recreation Department IT security policies shall apply to all social media platforms and related content.

12. All Jackson Joint Parks & Recreation Department-related communication through social media tools shall be professional in nature and conducted in accordance with the Jackson Joint Parks & Recreation Department's communications policy, practices, and expectations.

13. The Jackson Joint Parks & Recreation Department logos, marks, and insignia may be used on Jackson Joint Parks & Recreation Department social media platforms owned and maintained exclusively for Jackson Joint Parks & Recreation Department business and related Jackson Joint Parks & Recreation Department purposes. Do not use the Jackson Joint Parks & Recreation Department's name, logos, marks and insignia to promote any political party, candidate or for partisan political purposes, to conduct private commercial transactions, endorse any produce or to engage in private business activities.

14. Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment.

GENERAL GUIDELINES

DEFINITION OF TERMS

Content: Including, but not limited to: comments, text, graphics, video, icons, images, and avatars.

Platform: Social media sites including but not limited to: Facebook, Twitter, LinkedIn, Blogger, and YouTube.

Comments: Blogs may allow readers to add feedback comments under posts, and may also provide a feed for comments as well as for main items.

Blog: Web sites with dated items of content in reverse chronological order, self-published by bloggers. Items – called posts- may have key word tags associated with them, are usually available as feeds, and often allow commenting.

Publish: Posting, pasting, commenting, etc., to any social media platform.

Posts: Item on a blog or forum.

Presence online: Has (at least) two aspects. One is whether you show up when someone does a search on your name. The second is whether you use tools that show you are available for contact by instant messaging, voice-over IP, or other synchronous methods of communication.

Profile: Information that users provide about themselves when signing up for a social networking site. As well as a picture and basic information, this may include personal and business interests, a “blurb” and tags to help people search for like-minded people.

RSS: Short for “Really Simple Syndication.” This allows subscribers to receive content from blogs and other social media sites and have it delivered through a feed.

Social Media: Tools and platforms people use to publish, converse, and share content online. The tools include blogs, wikis, podcasts, and sites to share photos and bookmarks.

Podcasts: Audio or video content that can be downloaded automatically through a subscription to a website so you can view or listen offline.

Social Networking: Online place where people can create online profiles.

Transparency: Enhances searching, sharing, self-publishing, and commenting across networks; makes it easier to find out what’s going on in any situation where there is online activity.

Moderators: Jackson Joint Parks & Recreation Department employees, expressly in writing authorized agents, and/or contractors.

*Source: U.S. Air Force

MODERATOR CONTRACT

Sharing Jackson Joint Parks & Recreation Department news and events through social media tools is an excellent, low-cost way to engage the community. The following guidelines should be followed when engaging in social media on behalf of the Jackson Joint Parks & Recreation Department:

Maintain confidentiality

Do not post confidential or proprietary information about the Jackson Joint Parks & Recreation Department or our employees. Use good ethical judgment and follow Jackson Joint Parks & Recreation Department policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA)

Maintain privacy

Do not discuss a situation involving named or pictured individuals on a social media platform without their permission. As a guideline, do not post anything that you would not present in any public forum.

Do no harm

Let your social media presence(s) do no harm to the Jackson Joint Parks & Recreation Department or to yourself whether you are navigating those platforms on the job or off.

Write what you know

Ensure you write and post about your area of expertise, as it relates to your position with the Jackson Joint Parks & Recreation Department. Write in the first person.

Understand your personal responsibility

Moderators are personally responsible for the content they publish. Be mindful that what you publish will be public for a long time— protect your privacy and that of others.

Be aware of liability

You are responsible for what you post on social media platforms personally and professionally. Be sure that what you post today will not come back to haunt you.

Maintain transparency

The line between professional and personal business is sometimes blurred. Be thoughtful about content and potential audiences. Be honest about your identity. Be clear that you are sharing your views as a representative of the Jackson Joint Parks & Recreation Department.

Correct mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you are participating in any social media platform, you may choose to modify earlier content— just make it clear that you have done so.

Respect others

You are more likely to achieve your goals or sway others to your view(s) if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a valued member

Make sure you are contributing valuable content. Do not hijack the discussion and redirect by posting self/organizational promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from platforms or groups.

Think before you post

What you write is ultimately your responsibility. There is no such thing as a “private” social media platform. Search engines can turn up content years after being published. Content can be forwarded or copied. Archival systems save information even if you delete content. If you feel angry or passionate about a subject, it is wise to delay your social media participation until you are calm and clear-headed. Publish only content that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

If it gives you pause, pause.

If you’re about to publish something that makes you even the slightest bit uncomfortable, don’t shrug and hit “send.” Take a minute to review these guidelines and try to figure out what’s bothering you, then fix it. If you’re still unsure, check with your manager. Ultimately, the decision about what you publish is yours— as is the responsibility. So be sure.

Topic taboos

Do not write any content or postings that involve or are related to the following:

- Items involved in litigation or could be in the future
- Nonpublic information of any kind
- Illegal or banned substances and narcotics
- Pornography or other offensive materials
- Defamatory, libelous, offensive or demeaning material. Don’t engage in a combative exchange
- Private/personal matter of yourself or others
- Disparaging/threatening comments about or related to anyone
- Personal, sensitive or confidential information of any kind

I acknowledge that I have read and understand the Social Media Policy and Guidelines for Moderators.

Moderator Name: _____ Date: _____

Date of Training: _____

Trainers: _____, _____,

_____, _____

STAFF GUIDELINES

Sharing Jackson Joint Parks & Recreation Department news and events through social media tools is an excellent, low-cost way to engage the community. Employees are encouraged to repost and share information with their family and friends that is available to the public (press releases, etc.). The best way to share Jackson Joint Parks & Recreation Department news is to link to the original source. When sharing information that is not a matter of public record, please follow the below guidelines.

Maintain confidentiality

Do not post confidential or proprietary information about the Jackson Joint Parks & Recreation Department or our employees. Use good ethical judgment and follow Jackson Joint Parks & Recreation Department policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA).

Maintain privacy

Do not discuss a situation involving named or pictured individuals on a social media platform without their permission. As a guideline, do not post anything that you would not present in any public forum.

Do no harm

Let your social media presence(s) do no harm to the Jackson Joint Parks & Recreation Department or to yourself whether you are navigating those platforms on the job or off.

Understand your personal responsibility

Employees are personally responsible for the content they publish. Be mindful that what you publish will be public for a long time— protect your privacy and that of others.

Be aware of liability

You are responsible for what you post on social media platforms personally and professionally. Be sure that what you post today will not come back to haunt you.

Maintain transparency

The line between professional and personal business is sometimes blurred. Be thoughtful about content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as a Jackson Jt. Parks & Recreation Department employee. However, please be clear that you are sharing your views as an individual, not as a representative of the Jackson Jt. Parks & Recreation Department.

Correct mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you are participating in any social media platform, you may choose to modify earlier content— just make it clear that you have done so.

Respect others

You are more likely to achieve your goals or sway others to your view(s) if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a valued member

Make sure you are contributing valuable content. Do not hijack the discussion and redirect by posting self/organizational promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from platforms or groups.

Think before you post

What you write is ultimately your responsibility. There is no such thing as a “private” social media platform. Search engines can turn up content years after being published. Content can be forwarded or copied. Archival systems save information even if you delete content. If you feel angry or passionate about a subject, it is wise to delay your social media participation until you are calm and clear-headed. Publish only content that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

SOCIAL MEDIA GUIDELINES WHEN POSTING AS AN INDIVIDUAL

Employees are encouraged to share Jackson Joint Parks & Recreation Department news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the Jackson Joint Parks & Recreation Department and build community. When you might be perceived online as an agent/expert of the Jackson Joint Parks & Recreation Department, you need to make sure it is clear to the audience that you are not representing the position of the Jackson Joint Parks & Recreation Department or the Jackson Joint Parks & Recreation Department’s policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as a Jackson Jt. Parks & Recreation Department agent/expert versus personal opinion, they are good to keep in mind for all social media interactions. When posting to a social media site you should:

Be Authentic

Be honest about your identity. In personal posts, you may identify yourself as a Jackson Jt. Parks & Recreation Department employee. However, please be clear that you are sharing your views as an individual, not as a representative of the Jackson Jt. Parks & Recreation Department.

Use a Disclaimer

If you publish content to any website outside of the Jackson Jt. Parks & Recreation Department and it has something to do with the work you do or subjects associated with the Jackson Jt. Parks & Recreation Department, use a disclaimer such as this: “The postings on this site are my own and do not represent the Jackson Jt. Parks & Recreation Department’s positions, strategies or opinions.”

Use of the Jackson Jt. Parks & Recreation Department Logo and Endorsements

Do not use unlicensed versions of the Jackson Jt. Parks & Recreation Department’s logo, or any other marks or images that represent the department on your personal online sites. Do not use the

Jackson Jt. Parks & Recreation's name to promote or endorse any product, cause or political party or candidate.

Take the High Ground

If you identify your affiliation with the Jackson Jt. Parks & Recreation Department in your comments, readers may associate you with the university, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly. Don't pick fights online.

Don't Use Someone Else's Identity

Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

Protect Your Identity

While you should be honest about yourself, don't provide personal information that scam artists or identity thieves could use. Don't list your home address or telephone number. It is a good idea to create a separate e-mail address that is used only with social media sites.

Does it Pass the Publicity Test

If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or ten years from now?

Respect Your Audience

Don't use ethnic slurs, personal insults, obscenity, profanity or engage in any conduct that would not be acceptable in the Jackson Jt. Parks & Recreation Department's community. Do not ridicule, exploit, or demean persons on the basis of their age, color, creed, handicap, national origin, race, religion, sex or sexual orientation. You should also show proper consideration for others' privacy and for topics that may be considered sensitive – such as politics and religion.

Monitor Comments

Most people who maintain social media sites welcome comments – it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.