

AGENDA
PLAN COMMISSION MEETING
Thursday, January 30, 2020 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Plan Commission Meeting of October 31, 2019 and Special Plan Commission Meeting of January 14, 2020
3. Conditional Use Permit – Scott Poole – Storage Building
4. Citizens to Address the Plan Commission
5. 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, October 31, 2019 at 7:00 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:00 p.m.
Members present: Keith Berben, Tr. Kruepke, Jon Molkentin, and Jon Weil.
Member Excused: Tr. Emmrich,
Member Absent: Dan Reik
Staff present: John Walther and Jilline Dobratz.

2. Approval of Minutes for the Plan Commission Meeting of September 26, 2019

Motion by Keith Berben, second by Jon Molkentin to approve the Plan Commission minutes of September 26, 2019.
Vote: 5 ayes, 0 nays. Motion carried.

3. Planned Unit Development – Rytec – Sign

Dan Schaefer, Signworks, was present and commented that the sign would be installed on the south-facing wall and is nonilluminated.
Motion by Pres. Schwab, second by Jon Weil to recommend the Village Board approve the Planned Unit Development – Rytec – Sign per staff comments.
John Walther stated there have been issues regarding outside storage along the south wall of Rytec which can be addressed at the staff level.
Vote: 5 ayes, 0 nays. Motion carried

4. Certified Survey Map – Robin Olson

Robin Olson was present and stated she is in the Town of Jackson. The Planning Commission for the Town of Jackson has approved the Certified Survey Map. She would like to build a small two-bedroom house and in the process sell the farm. She is in the gas spill area and is not in an area for annexation.
Motion by Pres. Schwab that the Plan Commission recommend Village Board take exception to the approval of the Certified Survey Map – Robin Olson.
John Walther commented it is within a mile and a half of the Village and the Village has objecting authority to land divisions. If the Village takes exception to it, the document can be recorded with the Register of Deeds as the Town has approved it.
Motion not seconded; motion failed.
Motion by Jon Molkentin, second by Tr. Kruepke to recommend the Village Board to approve the Certified Survey Map – Robin Olson, per staff comments.
Vote: 4 ayes, 1 nay (Pres. Schwab). Motion carried.

5. Citizens to Address the Plan Commission

None.

6. Adjourn

Motion by Pres. Schwab, second by Tr. Kruepke to adjourn.
Vote: 5 ayes, 0 nays. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk

DRAFT

**DRAFT MINUTES
SPECIAL PLAN COMMISSION MEETING
Tuesday, January 14, 2020 at 7:15 p.m.
Jackson Village Hall
N168 W20733 Main Street
Jackson, WI 53037**

1. Call to Order and Roll Call

Pres. Schwab called the meeting to order at 7:15 p.m.

Members Present: Keith Berben, Tr. Emmrich, Tr. Kruepke, Dan Reik and Jon Weil.

Member Excused: Jon Molquentin

Village Board Members Present: Trustees Kurtz, Lippold, Malcolm and Olson

Staff Present: Collin Johnson, Chief Swaney, Kelly Valentino, Chief Vossekuil, John Walther and Jilline Dobratz.

2. Certified Survey Map – Moder Property – TID #7

John Walther gave background information. The Village is acquiring Outlot 1 of the survey map which includes the 66' of right of way for Spruce Street extension. It will ultimately go east to Eagle Drive and go west to connect with Spruce Street on the west side of the Schmahl Farm.

Motion by Pres. Schwab, second by Tr. Emmrich to recommend Village Board to approve the Certified Survey Map – Moder Property – TID #7.

Vote: 5 ayes, 0 nays, 1 abstain (Jon Weil). Motion carried.

3. Certified Survey Map – Village Property – TID #7

John Walther explained the two Certified Survey Maps will be recorded concurrently tomorrow. After recording they will be transferred to the Land closing office.

Motion by Tr. Emmrich, second by Tr. Kruepke to recommend Village Board to approve the Certified Survey Map – Village Property – TID #7.

Vote: 5 ayes, 0 nays. 1 abstain (Jon Weil) Motion carried.

4. Adjourn

Motion by Tr. Kruepke, second by Tr. Emmrich to adjourn.

Vote: 6 ayes, 0 nays. Meeting adjourned at 7:21 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk

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: Scott Poole

For a property located at (address): 4. 1 Meadow Ln Jackson, WI 53037

Phone number of Business/Applicant: 262-483-5491

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

Impact Mitigation (noise, smoke, dust, odors, etc. affecting adjacent properties): Limited impact - storage use mainly.

Hours of Operation: Day time

Comprehensive/Master Plan Compatibility: _____

Building Materials (type, color): Paint, 2-New Windows, Siding on front side, New O.H. door.

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

Screening/Buffering: —

Landscape Plan (sizes, species, location): Working on plan to Address water shed issue.

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

Lighting (wattage, style, pole location and height, coverage): on BLOG - front & back & side

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

Storm-water Management: NO Sewer

Erosion Control: AS needed

Fire Hydrant Location(s): _____

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

Hazardous Material Storage: None

Alarm Systems: None

Site Features/Constraints: —

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

Tree and shrub preservation: Good

Setbacks/height limitations: Good

Wastewater Usage Projected: None gal/year Water Usage Projected: None gal/year

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

Storm-water Management: NO Sewer

Erosion Control: AS needed

Fire Hydrant Location(s): _____

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

Hazardous Material Storage: None

Alarm Systems: None

Site Features/Constraints: —

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

Tree and shrub preservation: Good

Setbacks/height limitations: Good

Wastewater Usage Projected: None gal/year Water Usage Projected: None 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 _____

John Walther, Administrator

Scott Poole, Owner

Please print name

Applications shall be submitted by 4:00 PM on the 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 a USB Drive.**
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 the 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 the 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 & common name of proposed trees & shrubs. Also calls out surface treatments. Shows walls, fences & details.
15. Grading/Drainage Plan: Shows original & proposed grades & runoff calculations based on a 10-year storm. It 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 & 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 Crossing 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.

VILLAGE OF JACKSON

N168W20733 MAIN ST.
P O BOX 637
JACKSON, WI 53037-0147

Receipt Nbr: 225818
Date: 1/03/2020
Check

RECEIVED POOLE, SCOTT
FROM

\$175.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	Account Nbr: 100-00-45730-000-000 PLANNING / ZONING FEES CONDITIONAL USE/ PLANNING APP / CK #9630	175.00
<hr/>		
TOTAL RECEIVED		175.00

Receipt Memo: CONDITIONAL USE/ PLANNING APP / CK #9630

Scott Poole

1/2/2020

W206 N16612 Blackberry Circ.

Jackson WI, 53037

262-483-5491

Dear Jackson Village Board,

It is my intent to purchase property in Jackson and use as cold storage until the building can be improved to house a potential construction building. The property is Lt. 1 Meadow Lane, Jackson WI, 53037. The building will store household goods such as furniture or unused equipment. Also being stored is a camper and camping gear, a personal trailer, equipment trailer and a dump trailer.

I hope to improve the exterior of the building within the first year of occupancy. I will also address the watershed issue. I hope to have this issue resolved as soon as 2021. We are working on the plans for this now and will submit to the Village as soon as we can.

I also want to improve the interior of the building and add electrical, sewer and water. These improvements will come after the watershed and exterior upgrades are done. My goal is to have them added in year 3 or 4.

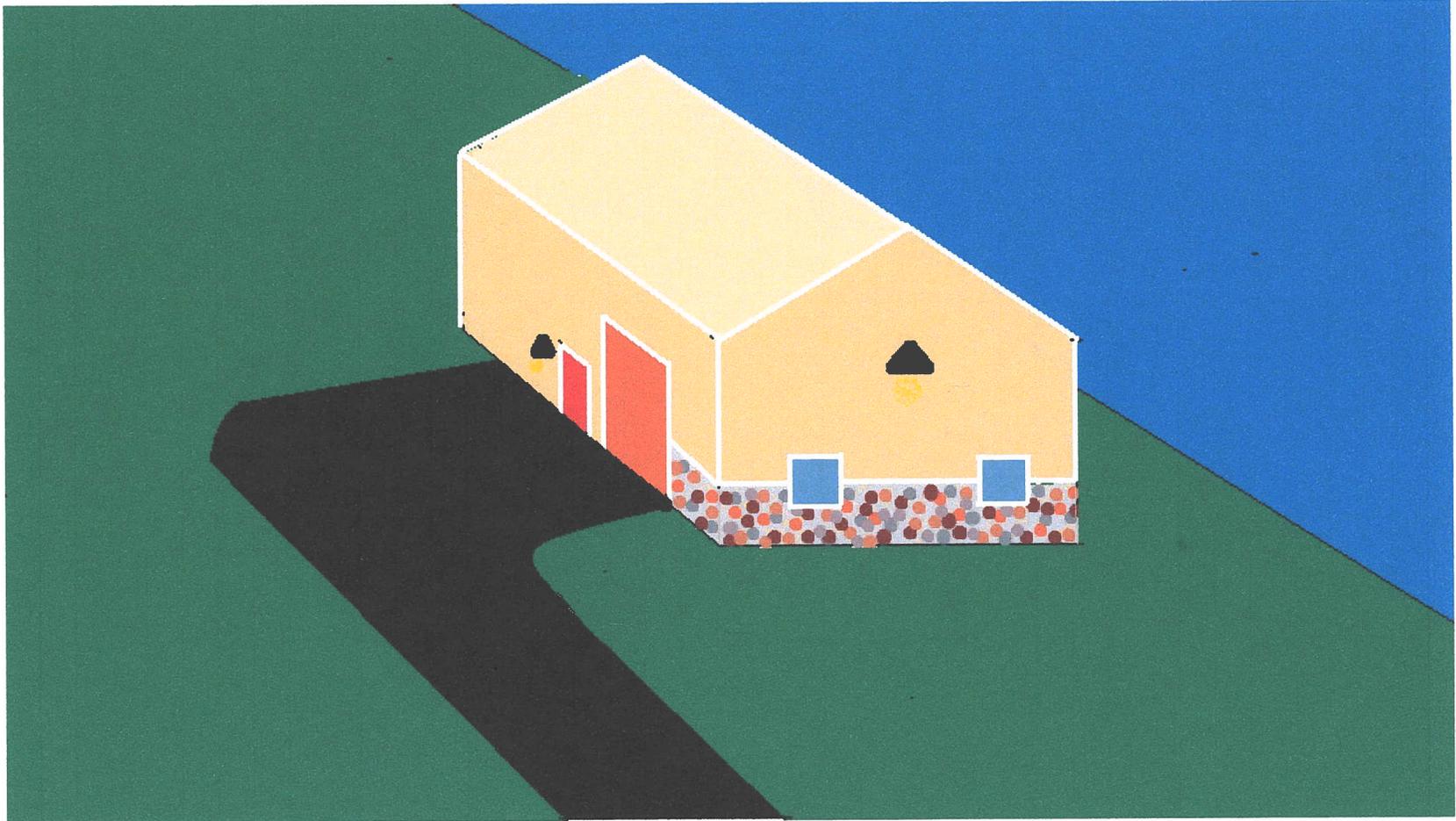
I feel the building will see immediate improvement and will blend in well with the neighborhood while benefitting me with much needed storage.

I look forward to working with the Village on this property.

Scott Poole

Web AppBuilder for ArcGIS









STAFF REVIEW COMMENTS
Plan Commission Meeting – January 31, 2020

1. Conditional Use Permit – Proposed Storage Facility – Scott Poole - Meadow Lane, Lot 1

Building Inspection

- This submittal is somewhat both a Conditional Use and Concept Plan request for a potential future use. The parcel was separated from the adjoining south parcel (Tax key #V3-006400M) via CSM 6589. The existing metal pole building is a remnant, so to speak, from the original Spaeth farmstead. It has remained empty for some time and the parcel has been generally under-utilized in terms of current zoning and potential uses.
- The parcel is a conforming lot, zoned M-1 Limited Manufacturing District as outlined in Ordinance Sec. 48-147, it is intended to provide for manufacturing, industrial, and related uses of a limited nature and size in situations where such uses are not located in basic industrial groupings and where the relative proximity to other uses requires more restrictive regulation.
 - Per Ord. Sec. 48-147, all M-1 uses are “conditional uses”.
 - Ord. Sec. 48-109 requires a barrier between M-1 commercial use parcels and all residential zoned parcels. Owner is required to construct said barrier consisting of fencing, shrubbery, plantings, berm, or other means as approved by the Village as part of the conditional use approval. This is not addressed in the application.
 - Ord. Sec 48-111(c) states: Conditional uses and planned unit development uses, and their accessory uses are considered as special uses requiring review, public hearing, and approval by the village board in accordance with Article 1 – Zoning.
- Owner is proposing minor initial upgrades to the exterior of the building including siding along the front or north side, installation of two new windows, installation of a new overhead door, and painting of the entire exterior of the building. Inspection staff fully supports these upgrades.
- This parcel does not have electrical, water, sewer or stormwater infrastructure. Future service connections will be necessary.
- As you are aware, this site has somewhat significant stormwater issues. Re-grading of the property and installation of stormwater infrastructure in order to appropriately manage stormwater on-site is necessary. A stormwater management should be submitted to the Village for review and approval PRIOR to making any stormwater improvements.
- The board may, at its discretion require additional parcel improvements including:
 - The addition of various landscaping elements to improve the overall aesthetics of the parcel.
 - A requirement to pave the proposed graveled areas within a specified timeframe. This would serve to limit any potential runoff or disposition of gravel onto the adjacent roadway.

STAFF REVIEW COMMENTS
Plan Commission Meeting – January 31, 2020

Public Works/Engineering

- The property does not have currently a sanitary sewer lateral, or water service. The property owner at its own expense shall install the utilities, plus pay the connection and impact fees during permit application time.
- The area has stormwater drainage issues that might have to be addressed through a stormwater management plan.

Police Department

- No comments.

Fire Department

- They will need to get a Knox Box as this is code on all new and remodeled buildings and new occupancies.
- Purchase and install two fire extinguishers.
- Two exits with emergency illumination.
- Hydrants on multifamily, business, commercial and industrial zoned streets shall be spaced no more than 250 feet apart. Hydrants spacing on streets zoned PUD shall be determined by the Fire Chief or authorized representative using the spacing requirements of either subsection (1) or (2) of this section, as appropriate.
- Recommended no single-family residential integration. Ok with storage sheds.

Administrative/Planning

- No additional comments.