

**AGENDA**  
**PLAN COMMISSION MEETING**  
**Thursday, April 25, 2019 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 March 28, 2019
3. Concept Plan – Maplewood Farms – Single Family Subdivision
4. Conditional Use Permit – Event Horizon Tattoos / Richard Malnory
5. Citizens to Address the Plan Commission
6. 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, March 28, 2019 at 7:00 p.m.**  
**Jackson Village Hall**  
**N168W20733 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. Emmrich, Tr. Kruepke and Steve Schoen.  
Members excused: Peter Habel and Jon Weil.  
Member absent: Tr. Emmrich  
Others present: Trustees Kurtz.  
Staff present: Collin Johnson, John Walther, and Jilline Dobratz.

**2. Approval of the Plan Commission minutes of February 28, 2019**

Motion by Pres. Schwab second by Keith Berben to approve the Plan Commission minutes of February 28, 2019.  
Vote: 4 ayes, 0 nays. Motion carried.

**3. PUD Amendment – Village Mart Gas Station – Sign/Building Alteration**

Collin Johnson, Director of Building Inspection/Code Enforcement Officer, clarified his staff comments with regards to the ordinance allowance to expand the 400 square foot maximum and read Ordinance Section #48-302.

Motion by Pres. Schwab, second by Keith Berben to recommend the Village Board approve PUD Amendment – Village Mart Gas Station – Sign/Building Alteration  
John Walther stated the original pedestal sign was approved. The project was greater than anticipated and the Village wanted to make sure the project was done in the proper manner. Tr. Kruepke with Village Mart Gas Station commented he understood the concerns. He has been in business in the Village for 35 years. The project was discussed with the Village's prior Building Inspector to find out what needed to be done and was informed a PUD amendment would need to be submitted for the sign change. In the past, he has never needed a sign permit for the canopy or dispenser changes. He wanted to improve the Village and the building. Collin Johnson stated it was a matter of formality of the approval process and the permitting process for what was installed.

Vote: 3 ayes, 0 nays, 1 abstain (Tr. Kruepke). Motion carried.

**4. Concept Plan – Premier Rosewood Jackson LLC – Rosewood Lane Multi-Family Development**

Sarah Hillenbrand from Premier and Jared Schmidt with Robert E. Lee & Associates were present to speak on the concept plan. Premier is the development firm who completed construction on the Cranberry Creek development about two years ago. The new site will be on the corner of County P and Rosewood Lane. The project will be completed in 18 months. The footprints of buildings will be identical to Cranberry Creek. They will all be 12-unit buildings with two bedrooms, two baths in each unit,

private direct entries and attached single car garages. The interior and exterior finishes will be different. Pres. Schwab asked about occupancy in other developments. Sarah Hillenbrand stated it is at 100% and rental rates are above what was projected. Keith Berben asked if there are any complaints from neighbors on noise. Sarah responded that it is apartment living and they stand behind the quality of construction, building them specifically for deadening sound. Jared Schmidt spoke on the landscaping and outdoor space concept which they are working on. Steve Schoen commented the retention pond is a big hole and he would like to see something put in it. John Walther stated the current map is wrong, the cul-de-sac shown has been relocated to the North but it won't make a difference in the development itself. This is a great start to TIF 6.

Motion by Pres. Schwab, second by Steve Schoen to recommend the Village Board approve the Concept Plan for Premier Rosewood Jackson LLC – Rosewood Lane Multi-Family Development per staff comments.

Pres. Schwab would like to see how the Village is maintaining the residential balance of single and multi-family housing. John Walther said the residential balance is flowing in the multi-family percentage. The residential balance was created about 20 years ago and the culture has changed over the decades. This logistically couldn't be in a better location with ease on and off the freeway.

Vote: 4 ayes, 0 nays. Motion carried.

## **5. Review of Sign/Banner Ordinance**

Pres. Schwab explained this is for discussion. It was a request from the Village Board to have the Plan Commission clarify the ordinance. Discussion of signs and banners by the Plan Commission and Village Staff ensued. Collin Johnson researched other neighboring communities and reported: Germantown allows a banner 12 times per year for a maximum of 15 days per installation or 180 days or six months per year; Richfield, a maximum of six nonconsecutive permits per year with one week in-between and displayed for a maximum of 21 days per display or 126 days or four months annually; Slinger, a maximum 45 days per display not to exceed 180 days or 6 months annually; West Bend, two times per year not to exceed six weeks per display. The consensus is they all put limits on the maximum numbers of days that a banner can be displayed. It makes the code more consistent.

Motion by Keith Berben, second by Pres. Schwab to recommend the Village Board approve one temporary sign per business for a period not to exceed 180 days or six 30 day increments at a price to be determined by staff before the Village Board meeting.

Discussion ensued on time length of banner display, fees, penalties and current temporary sign specifications.

Vote: 4 ayes, 0 nays. Motion carried.

Discussion ensued on location of temporary signs, sandwich boards, sign dimensions and help wanted signs.

The Commission directed staff to change the ordinance on non-permitted signs, such as a sandwich boards, signs are allowed to be displayed daily not to exceed 12 hours a day or during business hours, help wanted signs are exempt.

## **6. Citizens to Address the Plan Commission**

None.

**7. Adjourn**

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

Vote: 4 ayes, 0 nays. Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk

DRAFT



**Dittmar**  
REALTY, INC.

April 5, 2019

Village of Jackson  
Attn: John Walther, Administrator  
N168 W20733 Main Street  
Jackson, WI 53037

Re: Maplewood Farms: 125 single family lots located on 76 acres of land located between Maple Road and Twin Creek Subdivision.

Dear Mr. Walther,

This correspondence shall serve as our "letter of intent" to accompany the request for concept approval for our plan to develop the Property referenced above. The previously approved plan for this project had to be abandoned due to significant infrastructure costs. Our intent is to bring forward a new subdivision design which retains the same density (125 lots) as the previous plan while offering a much more efficient layout for roadway, grading and utility installation.

The new plan eliminates the curvilinear roadway design in favor of a series of longer east/west and north/south streets and cul de sacs. The significant benefits include a reduction is 1,800 lineal feet of roadway and fewer manholes, hydrants, valves and other utility fixtures. This reduces the cost of infrastructure installation AND the cost of infrastructure maintenance by the Village. The street and utility pattern are also designed to blend in with the existing topography to avoid deep sewer lines and minimize grading and earthwork costs. In addition, each phase of the project can be "self-contained" meaning that large portions of the property can remain undisturbed as the project is being developed.

As part of this project, and in an effort to balance out Village design preferences with necessary cost considerations, we are proposing two road profiles. The main collector street running the entire length of the project is being proposed as a full "urban section" with 34-foot wide streets (measured from back of curb to back of curb), curb, gutter, storm sewer and sidewalks on each side of the road. The cul de sacs, which each feed into the main collector street are being proposed as "rural section" with gravel shoulders, roadside swales and access to a common pedestrian trail system.



We estimate home and lot packages in the \$300,000 - \$400,000 range and that this Project will provide a tax base of approximately \$40 - \$45 Million after full build-out.

Finally, we have always had a strong relationship with the Village and look forward to continuing our consistent history of providing quality development to the Village of Jackson.

Thank you for your attention,

Dittmar Realty, Inc.

A handwritten signature in black ink, appearing to read 'Kevin S. Dittmar', with a long, sweeping underline.

Kevin S. Dittmar  
President

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

Name of Applicant Maplewood Farms  
 Contact Kevin S. Dittmar Address/N81 W15111 Appleton Ave., Menomonee Falls, WI 53051 Phone #262-251-5800  
 E-mail Address cdunn@drilots.com Fax # where Agenda/Staff comments are to be faxed 262-251-4401  
 Name of Owner Paloroma Farms Address/N81 W15111 Appleton Ave., Menomonee Falls, WI 53051 Phone #262-251-5800  
 Owner Representative/Developer Dittmar Realty, Inc.  
 Proposed Use of Site 125 single family lots Present Zoning Residential

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u>	<u>TYPE OF INFORMATION DESCRIBED</u> <u>(See page 5)</u>	<u>PAPER COPIES</u>	<u>CD</u>
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		XXX XXX
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	3) Address Labels of adjacent owners to be notified (500'/ 200') * 4) Owner acknowledgement of the request	Labels* 1	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	5) Impact Statement 6) Location Map		XXX XXX
REZONING	\$200	1,2,(3),4,6,9 or 10 (500'for rezoning 200' for Cond. Use or PUD Site Plan)	7) Development Plan / Site Plan 8) Preliminary Plat		XXX XXX
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	<b>Engineering Review - Infrastructure</b>		
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	15) Grading/Drainage Plan 16) Water / Sewer / Storm Sewer Plans 17) Street / Right of Way cross sections	4 (24x36) 4 (24x36) 4 (24x36)	XXX XXX XXX
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	18) Erosion Control Plan 19) Proposed colors / materials	4 (24x36)	XXX XXX
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement 21) Annexation Agreement (includes pre-annex agreements)		XXX XXX
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -		XXX
VARIANCE	\$150	1,2,3,4,6,7			
* Labels	\$25		<b>If not included with submittal &amp; prepared by the Village.</b>		

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 Kevin S Dittmar Signature  Date 11/1/19

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: Maplewood Farms

For a property located at (address): Maple Dr, Jackson, WI

Phone number of Business/Applicant: 262-251-5800

For (land use, activity, sign, site plan, other): 125 lot single family subdivision.

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): \_\_\_\_\_

Setbacks from rights-of-way and property lines: \_\_\_\_\_

Screening/Buffering: \_\_\_\_\_

Landscape Plan (sizes, species, location): \_\_\_\_\_

Signing (dimensions, colors, lighting, location):

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

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

Storm-water Management: \_\_\_\_\_

Erosion Control: \_\_\_\_\_

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):

Tree and shrub preservation: \_\_\_\_\_

Wastewater Usage Projected: \_\_\_\_\_ 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

\_\_\_\_\_, 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):**

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1. **Application Form: Must be submitted on CD.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay. If the Village prepares the labels for you, there will be an additional charge of \$25.00
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.**

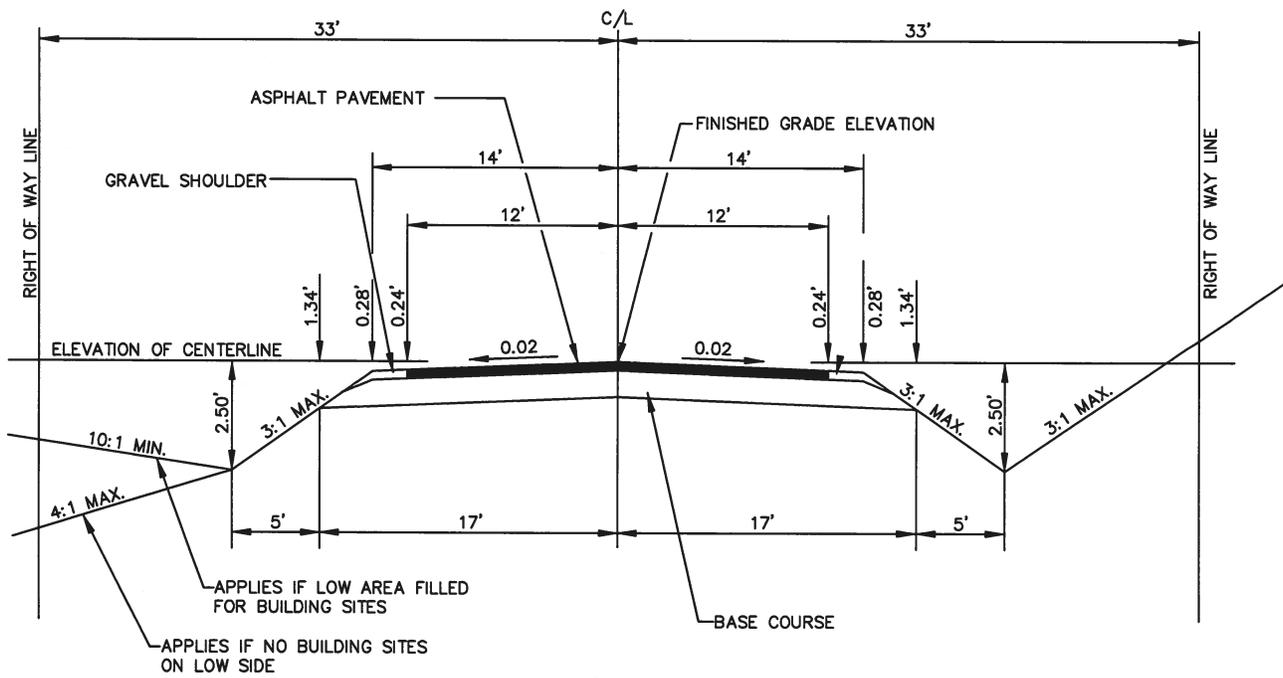


**MAPLEWOOD FARMS SUBDIVISION  
CONCEPTUAL MASTERPLAN**

- (10) 20,000 SF MIN
- (30) 15,000 SF MIN
- (85) 10,000 SF MIN
- 6,400 LF IMPROVED STREET (51'/LOT)

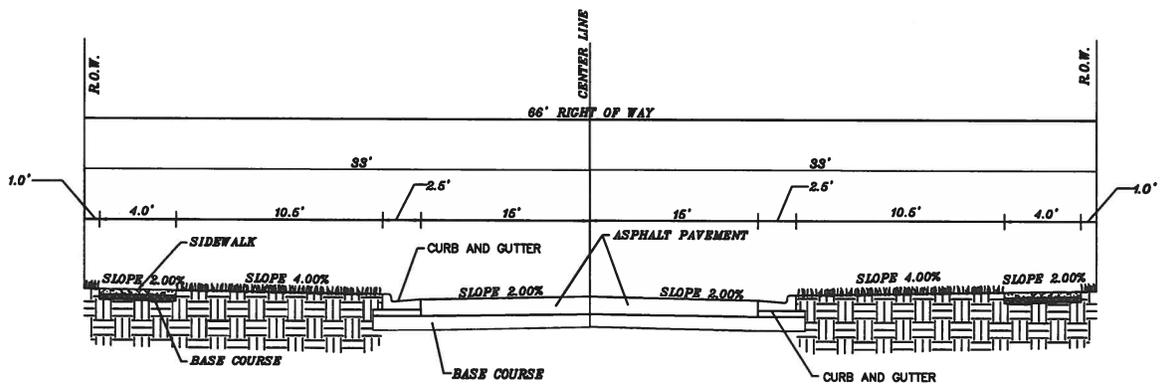


03.14.2019



FILL SECTION

CUT SECTION



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

Name of Applicant Richard T. Malnory  
 Contact Richard T. Malnory Address/ZIP 1556 HWY 60 Jackson, Wl. 53037 Phone # 262-351-5044  
 E-mail Address flyirish@live.com Fax # where Agenda/Staff comments are to be faxed \_\_\_\_\_  
 Name of Owner Richard T. Malnory Address/ZIP 1556 HWY 60 Jackson, Wl. 53037 Phone# 262-351-5044  
 Owner Representative/Developer Richard T. Malnory  
 Proposed Use of Site Attorney Present Zoning Conditional Use

<u>ACTION REQUESTED</u>	<u>FEE</u>	<u>SUBMITTAL REQUIREMENTS</u>	<u>TYPE OF INFORMATION DESCRIBED</u> <small>(See page 5)</small>	<u>PAPER COPIES</u>	<u>CD</u>
<b>CONCEPT PLAN</b>	<b>\$50</b>	<b>1,2,6,13</b>	1) Complete Application (all pages) 2) Describe what you intend to do (paragraph)		XXX XXX
<b>CONDITIONAL USE</b>	<b>\$150</b>	<b>1,2,3,4,5,6,7,14,15,16,18,19,20</b>	3) Address Labels of adjacent owners to be notified (500' / 200') * 4) Owner acknowledgement of the request	<b>Labels*</b> 1	
<b>PLANNED UNIT DEVELOPMENT</b>	<b>\$150</b>	<b>1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20</b>	5) Impact Statement 6) Location Map		XXX XXX
<b>REZONING</b>	<b>\$200</b>	<b>1,2,(3),4,6,9 or 10 (500' for rezoning 200' for Cond. Use or PUD Site Plan)</b>	7) Development Plan / Site Plan 8) Preliminary Plat		XXX XXX
<b>CERTIFIED SURVEY MAP (CSM)</b>	<b>\$150</b>	<b>1,2,6,10,20</b>	9) Final Plat 10) Certified survey Map		XXX XXX
<b>MINOR SUBDIVISION</b>	<b>\$150</b>	<b>1,2,3,5,6,10,15,16,17,18,20</b>	11) Annexation Petition 12) Annexation Map	1	XXX XXX
<b>Extra-territorial Plat or CSM</b>	<b>\$150</b>	<b>1,2,6,9 / 10</b>	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX XXX
<b>Extra-territorial Plat outside Sanitary Service Area</b>	<b>\$50</b>	<b>1,2,6,9 / 10</b>	<b>Engineering Review - Infrastructure</b> 15) Grading/Drainage Plan	4 (24x36)	XXX
<b>PRELIMINARY PLAT</b>	<b>\$300</b>	<b>1,2,3,5,6,9,15,16,17,18</b>	16) Water / Sewer / Storm Sewer Plans 17) Street / Right of Way cross sections	4 (24x36) 4 (24x36)	XXX XXX
<b>FINAL PLAT / Final Plat Reappl..</b>	<b>\$100</b>	<b>1,2,3,5,6,9,15,16,17,18,20</b>	18) Erosion Control Plan 19) Proposed colors / materials	4 (24x36)	XXX XXX
<b>ANNEXATION / ATTACHMENT</b>	<b>\$200</b>	<b>1,2,3,4,5,6,11,12,21</b>	20) Developers Agreement 21) Annexation Agreement (includes pre-annex agreements)		XXX XXX
<b>STREET EASEMENT/ VACATION</b>	<b>\$150</b>	<b>1,2,3,4,6,9</b>	22) other -		XXX
<b>VARIANCE</b>	<b>\$150</b>	<b>1,2,3,4,6,7</b>			
* Labels	\$25		If not included with submittal & prepared by the Village.		

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 Richard T. Malnory Signature  Date 4/9/19  
 Office Use: Date Received 4-9-19 Date Paid 4-9-19 Receipt # 2154372 Amount Paid \$ 175.00  
215438

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

Name of Applicant Richard T. Malnory  
 Contact Richard T. Malnory Address/ZIP 1556 HWY 60 Jackson, Wl. 53037 Phone # 262-351-5044  
 E-mail Address flyirish@live.com Fax # where Agenda/Staff comments are to be faxed \_\_\_\_\_  
 Name of Owner Richard T. Malnory Address/ZIP 1556 HWY 60 Jackson, Wl. 53037 Phone# 262-351-5044  
 Owner Representative/Developer Richard T. Malnory  
 Proposed Use of Site \_\_\_\_\_ Present Zoning Conditional Use

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 5)	
CONCEPT PLAN	\$50	1,2,6,13	✓ 1) Complete Application (all pages)	
			✓ 2) Describe what you intend to do (paragraph)	● See attached
CONDITIONAL USE	\$150	1,2,3,4,5,6,7,14,15,16,18,19,20	✓ 3) Address Labels of adjacent owners to be notified (500' / 200') *	
			✓ 4) Owner acknowledgement of the request	
PLANNED UNIT DEVELOPMENT	\$150	1,2,3,4,5,6,7,8,9,10,14,15,16,17,18,20	✓ 5) Impact Statement	● NA
			✓ 6) Location Map	● See attached
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	● See attached
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	8) Preliminary Plat	
			9) Final Plat	
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	10) Certified survey Map	
			11) Annexation Petition	
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	12) Annexation Map	
			13) Sketch Plan	
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	✓ 14) Landscape Plan	● NA existing landscaping
			<b>Engineering Review - Infrastructure</b>	
			✓ 15) Grading/Drainage Plan	● NA existing
PRELIMINARY PLAT	\$300	1,2,3,5,6,9,15,16,17,18	✓ 16) Water / Sewer / Storm Sewer Plans	● NA existing
			17) Street / Right of Way cross sections	
FINAL PLAT / Final Plat Reappl..	\$100	1,2,3,5,6,9,15,16,17,18,20	✓ 18) Erosion Control Plan	● NA existing
			✓ 19) Proposed colors / materials	● no probosed exterior mods
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	✓ 20) Developers Agreement	● NA
			21) Annexation Agreement (includes pre-annex agreements)	
STREET EASEMENT/ VACATION	\$150	1,2,3,4,6,9	22) other -	
VARIANCE	\$150	1,2,3,4,6,7		
* Labels	\$25			
			If not included with submittal & prepared by the Village.	

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

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

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

# VILLAGE OF JACKSON

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

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

Permit to:

Name of Business/Applicant: Event Horizon Tattoos (Richard T. Maloney)

For a property located at (address): W 208 N 16787 S. Center St.

Phone number of Business/Applicant: 262-351-5044

For (land use, activity, sign, site plan, other): tattoos, body piercing, illustration, graphic design

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

Hours of Operation: TBD (10 am - 10 pm)

Comprehensive/Master Plan Compatibility: professional services

Building Materials (type, color): NA

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

Screening/Buffering: NA

Landscape Plan (sizes, species, location): NA - existing

Signing (dimensions, colors, lighting, location): TBD - window sign - add business name to existing sign on north side of building.

Lighting (wattage, style, pole location and height, coverage): existing entrance lighting

Traffic flow, pedestrian circulation (curb to street width), (parking one/both/neither side(s), sidewalk/pedestrian way width and material): existing parking lot which includes spaces

Storm-water Management: NA

Erosion Control: NA

Fire Hydrant Location(s): 2 within 150 Feet

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: in process - fire Marshall is informed and is keeping the building/permit inspector informed

Hazardous Material Storage: biohazard/sharps containers

Alarm Systems: No alarm systems

Site Features/Constraints: NA existing corner property

Parking (no. of spaces, handicapped parking, and dimensions): see attachment: Parking Lot Agreement

Tree and shrub preservation: NA

Setbacks/height limitations: NA

Wastewater Usage Projected: precalculated gal/year      Water Usage Projected: no additional water use calculated above existing 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

\_\_\_\_\_, 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):**

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1. **Application Form: Must be submitted on CD.**
2. Letter of Intent: What you are requesting in your own words. (Be brief)
3. Mailing Labels: It is your responsibility to provide the Village with current owner addresses. If mailed notification is required for your application, an incorrect address may cause you a delay. If the Village prepares the labels for you, there will be an additional charge of \$25.00
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.**

## 2) Describe what you intend to do

### Event Horizon Business Plan

As an artist in Washington county for over twenty years, I wish to provide a relaxed environment where (long term and new) clientele can seek consultation, and receive the strongest, artistic, professional services central Wisconsin has to offer. I grew up in Jackson, and have come to recognize that Hwy 60 is that perfect area for location visibility.

Beginning with tattoos, piercings, illustration, and graphics; we project to expand from two art stations to five within the next two years. As artwork is heavily sought out, patrons will travel from all over; needing gas, food, and occasionally lodging. That will provide extensive flow of commerce to the various businesses in the town of Jackson.

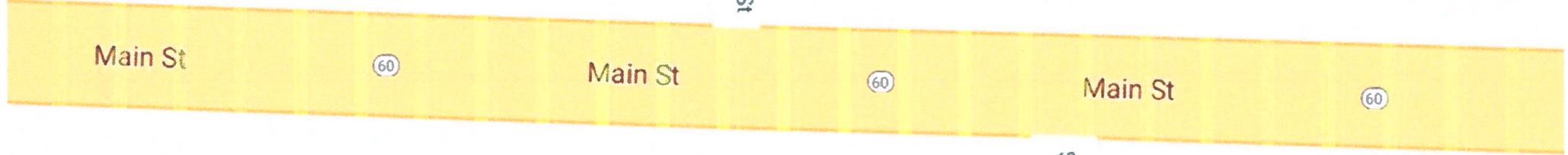
Our beginning team consists of Rich Malnory (myself), as business owner and head art consultant; Brandi Stam (whom I apprenticed a year back) as our aspiring, youthful artistic visionary; and organizing our creativity will be my studio manager Scott Roth.

In anticipation of this endeavor, we are currently going through the procedures of proper state licensing. We will be fully ready upon opening to provide a safe, sterilized dermagraphic work environment.

# 6) location map



Center St  
N Center St



Main St

60

Main St

60

Main St

60

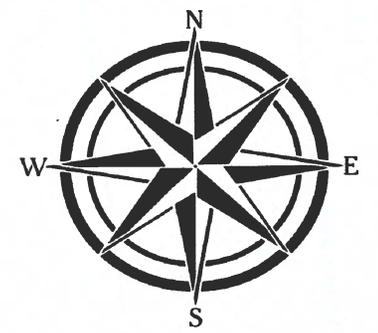
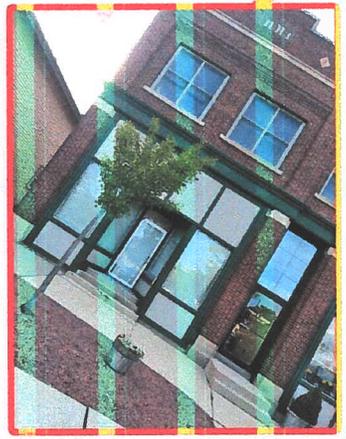
Hwy 60 Automotive

Sonya's Rose Creative  
Florals & Gifts

Team Underdog  
Off Road Racing

W208 N16787

S Center St  
S Center St



# 7) development plan and site plan



Center St

N Center St

Main St

60

Main St

60

Main St

60

Hwy 60 Automotive

Sonya's Rose Creative  
Florals & Gifts

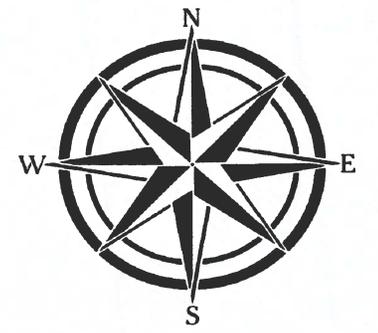
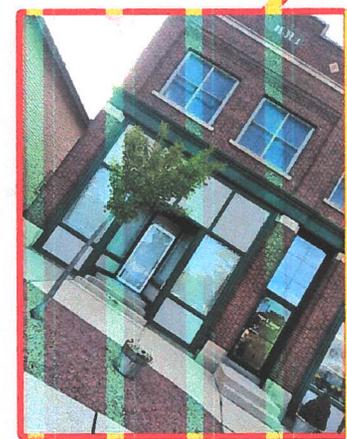
Team Underdog  
Off Road Racing

W208 N16787

S Center St

S Center St

S Centi



## LEASE AGREEMENT

**THIS LEASE AGREEMENT** (hereinafter called the "Lease Agreement"), made as of the 1st day of DATE, by and between Szolwinski Investments, LLC, (hereinafter referred to as "Landlord") and (TENANT'S NAME), hereinafter referred to as "Tenant").

### WITNESSETH:

**WHEREAS**, Landlord is the owner of the property commonly known as N168 W20821 Main Street, Jackson Wisconsin, which is a combination commercial/residential facility commonly used for business office purposes on the basement and first floor and residential apartments on the second floor ("Building"); and

**WHEREAS**, Tenant desires to lease from Landlord certain office space in the Building.

**NOW, THEREFORE**, in consideration of the mutual promises of the parties hereto, Landlord and Tenant agree as follows:

**1. Premises.** Subject to the terms and conditions hereof, Landlord leases to Tenant and Tenant leases from Landlord the office space on the first floor and basement levels, which space consists of approximately 800 square footage and is described on the attached Exhibit A (hereinafter "Premises") and which is located in the Building. Tenant shall also have during the lease term and until its termination a non-exclusive license for ingress and egress and for parking of motor vehicles by Tenant's employees and invitees over the common areas located appurtenant to the Building. The exterior walls and roof of the Premises and the area beneath said Premises are not demised hereunder, and the use thereof, together with the right to install, maintain, use, repair, replace pipes, ducts, conduits, wiring, structural elements leading through the Premises in locations which will not materially interfere with Tenant's use thereof and serving other parts of the Premises are hereby reserved unto Landlord.

Tenant shall lease the Premises subject to the following:

- A. Zoning regulations and zoning ordinances of the Village of Jackson, Washington County and State of Wisconsin;
- B. All covenants, reservations, restrictions, agreements and/or easements of record pursuant to which Landlord acquired title to the Building;
- C. Any stated facts an accurate survey may disclose.

**2. Term.** The lease term shall be for a 2 year period,

commencing on the 1st day of DATE and ending on the 31st day of DATE, unless sooner terminated as herein provided. If this lease is for a period greater than 1 year, the rent will be reviewed yearly, with a rent increase not to exceed 5% annually.

3. **Use.** The Premises shall be used only for a USAGE and

4. **Rental.** Tenant agrees to pay to Landlord rental for the Premises, without notice, set-off or demand, the following:

A. For the first (1) year term, Tenant shall pay the sum of RENT SPelled OUT (\$\$\$\$) per month beginning on the first day of DATE and continuing on the 1st day of each month thereafter through the 31st day of DATE.

Said monthly installments shall be due and payable by Tenant in advance on the first day of each calendar month during the term of this Lease Agreement, or any extension thereof. Time is of the essence with respect to said payments.

5. **Failure to Pay Rent.** If Tenant fails to pay the monthly rent timely to Landlord, then Landlord will be entitled to and Tenant shall pay a late fee of Seventy-Five Dollars (\$75.00) per month with the monthly payment that is due.

6. **Common Area and Parking.** Tenant agrees that the use of all corridors, passageways, toilet rooms, unrestricted parking areas and landscaped areas around said Building (the "Common Areas") by the Tenant or Tenant's employees, visitors or invitees, shall be subject to rules and regulations as may from time to time be made by Landlord for the safety, comfort and convenience of the owners, occupants, tenants and invitees of the Building. Tenant agrees that no awnings, shades or signs shall be used on the Premises or in or upon the Common Areas except as may be approved by Landlord. Expense for Business I.D. placard on pole sign, as well as vinyl window signage, is the responsibility of tenant. All sign work will be approved by Landlord, and performed by Landlord's sign company.

In addition to the Premises, Tenant shall have the right of non-exclusive use, in common with other tenants, of the parking spaces, driveways and walkways, and other facilities as may be constructed in the Building, all to be subject to the terms and conditions of this Lease Agreement and to reasonable rules and regulations for the use thereof as prescribed from time to time by

Landlord.

Landlord and Tenant agree that Landlord will not be responsible for any loss, theft or damage to vehicles, or the contents thereof, parked or left in the parking areas of the Building. Tenant further agrees not to use or permit its employees, visitors or invitees to use the parking areas for overnight storage of automobiles or other vehicles.

**7. Utilities and Service.** Landlord agrees that it shall maintain, repair or replace, on an as-needed basis, the HVAC, electrical and plumbing systems per Paragraph 10 herein. However, Tenant shall be obligated to pay all charges for all utilities, including sewer and water (water fees to be determined after one (1) quarter usage billing by Village of Jackson) that service the Premises.

Landlord shall not be liable for, and Tenant shall not be entitled to, any abatement or reduction or rental by reason of Landlord's failure to furnish any of the foregoing when such failure is caused by accident, breakage, repairs, strikes, lockouts or other labor disputes of any character, or any other similar or dissimilar cause beyond the reasonable control of Landlord. Landlord shall not be liable under any circumstances for loss of or injury to person or property, however, occurring, through or in connection with or incidental to the furnishing of or a failure to furnish any of the foregoing, including documents, files or other property damaged, destroyed or lost through acts or omissions of the personnel performing janitorial or cleaning services, except if such loss or injury is caused by Landlord's own negligence. Any services, other than those agreed herein to be provided by Landlord, which are consumed on the Premises, shall be paid for by the Tenant.

Tenant will not, without the prior written consent of Landlord, use any apparatus or device in the Premises, which will in any way increase the amount of heat, air conditioning or water usually furnished or supplied for use of the Premises as general office, warehouse or manufacturing space.

**8. Obligations of Tenant.** Tenant agrees that it shall:

- a) Observe all rules and regulations as may from time to time be put into effect by Landlord with respect to the Premises and the Building for general safety, comfort and convenience of Landlord, occupants and Tenants of the Building. Any failure by Landlord to enforce any rules and regulations against either the Tenant or any other tenant in the Building shall not constitute a waiver thereof.

VILLAGE OF JACKSON TREASURER  
 PO BOX 637  
 JACKSON WI 53037

WASHINGTON COUNTY - STATE OF WISCONSIN  
 PROPERTY TAX BILL FOR 2017  
 REAL ESTATE

SZOLWINSKI, MARK R  
 NORA E SZOLWINSKI

Parcel Number: V3 012400Z  
 Bill Number: 187184

Important: Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

Location of Property/Legal Description  
 W208N16793 S CENTER ST

V OF JACKSON ASSR PLAT N1/2 NE PT OL 70 V1676 P9 EXC  
 PT SOLD (HWY V1181 P75+77) SEC 19-10-20  
 0.000 ACRES



187184/V3 012400Z  
 MARK R SZOLWINSKI  
 NORA E SZOLWINSKI  
 N1661 LAKESHORE DR  
 CAMPBELLSPORT WI 53010

Please inform treasurer of address changes.

ASSESSED VALUE LAND 41,700	ASSESSED VALUE IMPROVEMENTS 291,100	TOTAL ASSESSED VALUE 332,800	AVERAGE ASSMT. RATIO 0.980285011	NET ASSESSED VALUE RATE 0.01838888 <small>(Does NOT reflect credits)</small>	NET PROPERTY TAX 6064.38
ESTIMATED FAIR MARKET VALUE LAND 42,500	ESTIMATED FAIR MARKET VALUE IMPROVEMENTS 297,000	TOTAL ESTIMATED FAIR MARKET VALUE 339,500	<input type="checkbox"/> A star in this box means unpaid prior year taxes.	School taxes also reduced by school levy tax credit 452.71	
TAXING JURISDICTION	2016 EST. STATE AIDS ALLOCATED TAX DIST.	2017 EST. STATE AIDS ALLOCATED TAX DIST.	2016 NET TAX	2017 NET TAX	% TAX CHANGE
STATE OF WISCONSIN	0	0	61.78	0.00	-100.0%
WASHINGTON COUNTY	110,936	122,780	1,025.65	922.27	-10.1%
VILLAGE OF JACKSON	583,814	613,771	2,911.54	2,662.53	-8.6%
WEST BEND SCHOOL	4,034,621	4,274,728	2,695.25	2,314.58	-14.1%
MOR PARK TECH COLL	552,447	579,494	238.77	220.43	-7.7%
TOTAL	5,281,818	5,590,773	6,932.99	6,119.81	-11.7%
FIRST DOLLAR CREDIT			-57.96	-55.43	-4.4%
LOTTERY AND GAMING CREDIT			0.00	0.00	0.0%
NET PROPERTY TAX			6,875.03	6,064.38	-11.8%

**TOTAL DUE: \$6,064.38**  
 FOR FULL PAYMENT. PAY TO LOCAL TREASURER BY:  
 JANUARY 31, 2018  
 Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.  
 Failure to pay on time. See reverse.

FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases

Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends	Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends

PAY 1ST INSTALLMENT OF: \$3,032.38

BY JANUARY 31, 2018

AMOUNT ENCLOSED \_\_\_\_\_

MAKE CHECK PAYABLE AND MAIL TO:

VILLAGE OF JACKSON TREASURER  
 PO BOX 637  
 JACKSON WI 53037

PIN# V3 012400Z  
 SZOLWINSKI, MARK R  
 BILL NUMBER: 187184

PAY 2ND INSTALLMENT OF: \$3,032.00

BY JULY 31, 2018

AMOUNT ENCLOSED \_\_\_\_\_

MAKE CHECK PAYABLE AND MAIL TO:

WASHINGTON COUNTY TREASURER  
 432 E WASHINGTON ST, PO BOX 1986  
 WEST BEND, WI 53095-7986

PIN# V3 012400Z  
 SZOLWINSKI, MARK R  
 BILL NUMBER: 187184



INCLUDE THIS STUB WITH YOUR PAYMENT



INCLUDE THIS STUB WITH YOUR PAYMENT



RECORDED  
March 22, 2012 12:05 PM  
SHARON A. MARTIN, REGISTER OF DEEDS  
WASHINGTON COUNTY, WISCONSIN  
Fee Amount: \$25.00

**PARKING LOT AGREEMENT**

*Return to: Michael J. Widmann  
613 N. Mayfair Road  
Milwaukee, WI 53226*

**Property ID Number** Part of V3-0124 lying East  
of Center Street

**This is not homestead property**

WHEREAS, MARK R. SZOLWINSKI & NORA E. SZOLWINSKI, his wife, ("Mark & Nora") are the owners of the vacant land which is the subject matter of a certain Offer to Purchase from the Village of Jackson, hereinafter referred to as "Village," and said land being legally described on Exhibit A attached hereto and made a part hereof ("Vacant Land"); and

WHEREAS, MARK & NORA are also the owners of a certain building, whose address is W208 N16789 Center Street, Jackson, Wisconsin, which consists of five (5) residential and commercial units and is legally described on Exhibit B attached hereto and made a part hereof ("Property"); and

WHEREAS, MARK & NORA wish to sell the Vacant Land to the Village of Jackson only if MARK & NORA, their successors and assigns as owners of the Property, retain certain parking rights for the tenants of the Property.

NOW, THEREFORE, for valuable consideration acknowledged by each party hereto, it is agreed as follows:

1. The Village shall develop the Vacant Land into a parking lot.
2. The Village shall designate, in a reasonable manner, twelve (12) parking spaces located on the Vacant Land for exclusive overnight parking use of the tenants of the Property.
3. Overnight parking shall consist of the hours 9:00 p.m. to 6:00 a.m., seven (7) days per week.
4. The Village will issue permits for up to twelve (12) parking spaces on the Vacant Land for overnight parking by tenants of the Property, free of any charge by the Village.
5. The owner or designee of the Property will provide the Village with written notice of the names, addresses, telephone numbers and license numbers of each vehicle for which a permit is to be issued.
6. In the event of a change in tenant for which a permit has been issued, the Owner or designee shall provide written notice of termination of permit and provide written information required under Paragraph 5.
7. Each vehicle subject to this Agreement shall display a special designated permit or other marking to be provided by the Village and such designation must be displayed within the vehicle to be entitled to the special rights to parking under this Agreement.

5

8. Each specifically designated vehicle shall have 24 hour access to the parking lot on the Vacant Land.
9. At no time during the term of this Agreement shall the Village assess any charge or cost to park a vehicle on the Vacant Land during the hours of 6:00 a.m. to 9:00 p.m.
10. None of the parking spaces subject to this Agreement may be used in any manner or by any other vehicle other than as specifically set forth in this Agreement.
11. Only operational and currently registered motor vehicles may make use of the special parking privilege pursuant to this Agreement. No trailers including, but not limited to, cargo, house, vacation, camper trailers and any similar trailers; also no motor homes, boats, other recreational vehicles, commercial vehicles or any other similar vehicles may be parked pursuant to this Agreement.
12. The Village shall have no liability because of this Agreement for any damage done to any motor vehicle or the contents of the same making use of the special parking privileges under this Agreement.
13. The Village shall, at all times, and at its sole cost, maintain, repair and/or replace the parking lot in a good and safe condition and keep said parking lot free from ice and snow.
14. This Agreement shall be a covenant running with the Vacant Land described on Exhibit A for the benefit of the Property described on Exhibit B as long as the existing building upon said Property exists. Further, the Village covenants that the Vacant Land shall be used solely for parking purposes so long as the building located on the Property continues to exist. This Agreement may also be terminated at any time upon agreement of the Village and the owner of the Property.
15. This Agreement shall be recorded in the office of the Register of Deeds for Washington County immediately upon execution of this agreement.
16. The successors and assigns of the parties hereto shall be bound to, and benefit from, all terms and conditions contained herein.

Dated this 15 day of March, 2012.

VILLAGE OF JACKSON

By: John M. Walther  
 John Walther  
 Village Administrator

By: Susan E. Rank  
 Susan Rank  
 Clerk-Treasurer

STATE OF WISCONSIN )  
 )ss.  
 WASHINGTON COUNTY)

**STAFF REVIEW COMMENTS**  
**Plan Commission Meeting – Meeting Date, April 25, 2019**

**1. Concept Plan – Dittmar Realty Inc/Maplewood Farms – 125 Single Family Lots**

**Building Inspection**

- No comments.

**Public Works/Engineering**

- The proposed subdivision provides a greater degree of privacy and develops individual neighborhoods with the longer cul-de-sac design. The Village has approved longer cul-de-sacs in the past (e.g. example English Oaks Drive.)
- The rural street design (ditches and culverts for driveways) for the cul-de-sacs, and the urban street design (curb & gutter with sidewalk) for the collector street is a good compromise in meeting the design standards of the Village.
- Each lot will be required a separate storm lateral for sump pump discharge.
- Per Village Ordinance, lots shall be a minimum average depth of 100 ft. Excessive depth in relation to width shall be avoided and a proportion of two to one shall be considered a desirable ratio under normal conditions.

**Police Department**

- No comments.

**Fire Department**

- Hydrants on single-family zoned residential streets shall be spaced no more than 500 feet apart.

**Administrative/Planning**

- This combination of urban cross-section on the collector streets and rural cross-section on the cul-de-sacs would be a good compromise accompanying the path system throughout the interior of the development.

**2. Conditional Use Permit – Richard Malnory/Even Horizon Tattoos**

**Building Inspection**

- Permits required for all signage.
- Pending occupancy approval.

**STAFF REVIEW COMMENTS**  
**Plan Commission Meeting – Meeting Date, April 25, 2019**

**Public Works/Engineering**

- No comments.

**Police Department**

- No comments.

**Fire Department**

- Will need an occupancy fire inspection done by fire department and building inspector prior to operation.
- Occupant must meet all fire code prior to occupancy.

**Administrative/Planning**

- No comments.