

AGENDA
PLAN COMMISSION MEETING
Thursday, July 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 June 27, 2019
3. Conditional Use Permit – Storage Facility - Affordable Green Homes
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, June 27, 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: Tr. Emmrich, Dan Herro, Dan Reik and Jon Weil.

Member Excused: Tr. Kruepke.

Member Absent: Keith Berben.

Staff present: Collin Johnson, John Walther and Jilline Dobratz.

2. Approval of Minutes for the Plan Commission Meeting of May 23, 2019

Motion by Tr. Emmrich second by Dan Reik to approve the Plan Commission minutes of May 23, 2019.

Vote: 5 ayes, 0 nays. Motion carried.

3. Concept Plan – Jackson Development – Stonewall & Georgetown Dr.

Kurt Henning, H & R Construction, was present and explained the proposed development. The new concept plan includes more green space and less roads. He is looking at converting the remaining four 12 family units to seven four family units due to the cost of the buildings. Four family buildings can be separated and eliminate sprinkler systems. They would like to put a four-family slab in before winter. The engineers are working on it now. The buildings are all slab on grade. Motion by Pres. Schwab, second by Tr. Emmrich to recommend the Village Board approve the Concept Plan for Jackson Development – Stonewall & Georgetown Drive as presented and per staff comments.

Vote: 5 ayes, 0 nays. Motion carried

4. Planned Unit Development Amendment – Sign – Cobblestone Meadows

Dirk Wildt from Cobblestone Builders & Developers, Inc. was present and gave background information on the stone sign.

Motion by Pres. Schwab, second by Jon Weil to recommend the Village Board approve the Planned Unit Development Amendment – Sign – Cobblestone Meadows as presented and per staff comments.

Vote: 5 ayes, 0 nays. Motion carried.

5. Certified Survey Map – William Holz

William Holz was present and stated Jeff Baken would like to purchase the back portion of one of his lots so that he can have a larger yard and put a shed on it. English Oaks subdivision lots are small, and they don't allow sheds in the covenants.

Motion by Jon Weil to recommend the Village Board approve the Certified Survey Map – William Holz per staff comments and as presented. Motion not seconded; motion failed for a lack of a second.

Collin Johnson commented, for the record, they were not aware that there was a potential for a shed to be constructed on this parcel. It is his understanding it's a nonbuildable lot and isn't sure if the Zoning Code would allow an accessory structure on a separate parcel without a primary residence or primary structure attached to it.

Motion by Pres. Schwab, second by Dan Herro to recommend this be referred directly to Village Board without comment based on new information.

William Holz stated he could have done this through an adjoining land transfer by State Statue, but he wanted to have everything done on the CSM, so it was nice and clean. He did not realize this would be an issue.

Vote: 5 ayes, 0 nays. Motion carried.

6. Developer Agreement – Landscape Plan – Maplewood Farms

Kevin Dittmar commented he is working great with Village staff. They had a pre-construction meeting this week. He is ready to provide a letter of credit.

Motion by Pres. Schwab, second by Tr. Emmrich to recommend the Village Board approve the Developer Agreement – Landscape Plan – Maplewood Farms per staff comments.

Jon Weil inquired if the trees are similar species on both sides of the road. Kevin Dittmar stated they can alternate the trees.

Vote: 5 ayes, 0 nays. Motion carried

7. Review of Sign Banner Ordinance

Collin Johnson stated this is coming back from the March meeting to possibly make amendments to this ordinance based on prior action the Village Board had taken regarding approval of sign banners for two separate businesses. Currently the ordinance allows temporary signs to be displayed up to 16 days at any one time for a maximum of two times per year. Beyond that it would need to go to the board for approval such as PUD areas or for a Conditional Use permit. Previous board discussion was a for a six-month timeframe. Collin Johnson recommends 90 days or a maximum of 120 days each at a 30-day permit timeframe. The final previous proposal was to allow a maximum of 180 days per year in 30 day increments for purposes of structuring fees. Discussion ensued on length of time, sandwich boards, permit fees, sign exemptions, sign size and number of signs per business. Staff suggestion on the permit fee would be \$60.00 for a 30-day period.

Motion by Pres. Schwab, second by Jon Weil to recommend staff formalize the change to the ordinance to include the 90-day limitation, in 30 day increments at \$60.00 per increment and one maximum 4' x 12' banner sign per business.

Vote: 5 ayes, 0 nays. Motion carried

8. Citizens to Address the Plan Commission

None.

10. Adjourn

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

Vote: 5 ayes, 0 nays. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*
Village Clerk

DRAFT

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

Name of Applicant AFFORDABLE GREEN HOMES, LLC
 Contact BEAU LAUFER, SCOOTER LAUFER Address/ZIP 120 W COMMENCE BLVD SCINGER, WI 53006 Phone # 262-224-6758 262-224-6752
 E-mail Address scoter@affordablegreenhomeswi.com Fax # where Agenda/Staff comments are to be faxed _____
 Name of Owner DOANNA SPAETTU Address/ZIP _____ Phone# _____
 Owner Representative/Developer AFFORDABLE GREEN HOMES, LLC SCOOTER LAUFER
 Proposed Use of Site INTEND AND EXTENSION STORAGE OF CONSTRUCTION EQUIPMENT & MATERIAL Present Zoning M1

ACTION REQUESTED	FEE	SUBMITTAL REQUIREMENTS	TYPE OF INFORMATION DESCRIBED (See page 6)	PAPER COPIES	CD
CONCEPT PLAN	\$50	1,2,6,13	1) Complete Application (all pages) 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') * 4) Owner acknowledgement of the request	Labels*	
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
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
CERTIFIED SURVEY MAP (CSM)	\$150	1,2,6,10,20	9) Final Plat 10) Certified survey Map		XXX
MINOR SUBDIVISION	\$150	1,2,3,5,6,10,15,16,17,18,20	11) Annexation Petition 12) Annexation Map	1	XXX
Extra-territorial Plat or CSM	\$150	1,2,6,9 / 10	13) Sketch Plan 14) Landscape Plan	4 (24x36)	XXX
Extra-territorial Plat outside Sanitary Service Area	\$50	1,2,6,9 / 10	Engineering Review - Infrastructure		
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
ANNEXATION / ATTACHMENT	\$200	1,2,3,4,5,6,11,12,21	20) Developers Agreement 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			
* 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 BEAU LAUFER Signature  Date July 2, 2019
 Office Use: Date Received 7-3-19 Date Paid 7-3-19 Receipt # 218923 Amount Paid \$ 175.00

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: AFFORDABLE GREEN HOMES, LLC

For a property located at (address): LOT 1 MEADOW LANE JACKSON WI

Phone number of Business/Applicant: 262-224-6758

For (land use, activity, sign, site plan, other): M1 CONDITIONAL USE - EXISTING STORAGE USE

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

Hours of Operation: 6AM - 8PM

Comprehensive/Master Plan Compatibility: EXISTING STRUCTURE - UNKNOWN

Building Materials (type, color): EXISTING METAL CLAD EXTERIOR

Setbacks from rights-of-way and property lines: 30' FRONT 12' SIDE 25' REAR

Screening/Buffering: NONE

Landscape Plan (sizes, species, location): EXISTING TREES, GRADE PARCEL FOR IMPROVED STORMWATER DRAINAGE

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

Lighting (wattage, style, pole location and height, coverage): NONE

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

Storm-water Management: EXISTING STORM BASIN ON SOUTH LOT (DONNA SPAETH)
INTENT TO REGRADE FOR IMPROVED STORMWATER DRAINAGE

Erosion Control: _____

Fire Hydrant Location(s): _____

Knox Box, Posting Site (No Trespass signing), Emergency Telephone #'s: NONE * NO TRESPASS
EMERGENCY # ON ENTRY DOOR

Hazardous Material Storage: NONE

Alarm Systems: NONE

Site Features/Constraints: NONE KNOWN

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

Tree and shrub preservation: EXISTING VEGETATION

Setbacks/height limitations: 35'

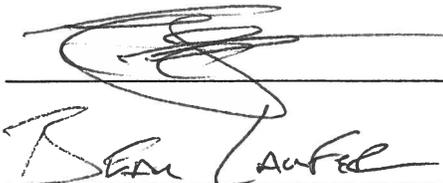
Wastewater Usage Projected: NONE gal/year Water Usage Projected: NONE gal/year

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

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 _____



Ben Aufel, Owner
Please print name

John Walther, Administrator

AFFORDABLE GREEN HOMES, LLC
LOT 1 MEADOW LAKE, JACKSON
CONDITIONAL USE

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): 262-677-9001 - JILLIAN EXT 11

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 - Village of Jackson ✓
- 4-3. 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. **DOWNA SPAETH**
 - 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) **UNKNOWN**
 - D. Estimated numbers of vehicles and recreational vehicles to be stored and/or parked on site. **UNKNOWN - GROWING BUSINESS**
 - E. Proposed sign(s) (advertising business, industry, dwelling unit) ○ **TBD**
 - F. General hours of operation **6AM - 8PM**
 - 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. **NONE**)
6. Location Map: Show where the site is relative to a Village map. **ATTACHED**
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.



Affordable Green Homes, LLC

120 W. Commerce Blvd. Suite A, Slinger, WI 53086

Scooter: 262-224-6752 Beau: 262-224-6758

www.affordablegreenhomeswi.com

July 2, 2019

Village of Jackson

N168 W20733 Main St

Jackson, WI 53037

RE: Conditional Use – Lot 1 Meadow Lane

To Whom It May Concern:

Affordable Green Homes is a small construction company currently located in Slinger. We have an accepted offer to purchase on Lot 1 Meadow Lane currently owned by Donna Spaeth. The offer is subject to Village use approvals for the current lot and structure.

Our intent is to use the current building for storage of building materials, tools and equipment. We are also asking for outside storage of trailers and other vehicles. We plan to excavate for a stone (traffic bond) driveway and parking areas. The excavation and grading will serve two purposes by creating a drive access off Meadow Lane (curb cut existing) and re-shaping the existing grade to move stormwater away from the building and improve flow to existing storm basin located near the southwest corner of the parcel. Additionally, we plan to improve the exterior appearance of the existing building.

We are not planning any major redevelopment at this time. Our intent is to work with the Village to learn allowances of current zoning regulations and to make future improvements which may include razing of this structure with the potential for a mini-storage type facility with a single-family residence integrated within the design.

Our current needs are met with the structure as-is and would appreciate an approval to utilize the property and building as mentioned above.

Thank you for your attention to this matter.

Respectfully,

Beau M Laufer, Member
Affordable Green Homes, LLC
Mobile: 262-224-6757
Email: sara.aghwi@gmail.com

LOT 1 MEADOW LANE

Return to search results

Property Summary

Owner (s): SPAETH, DONNA J		Location: SW-SE, Sect. 18, T10N, R20E	
Mailing Address: DONNA J SPAETH N168W21058 MAIN ST JACKSON, WI 53037		School District: 6307 - WEST BEND SCHOOL	
Tax Parcel ID Number: 006400L	Tax District: V3-VILLAGE OF JACKSON	Status: Active	
Alternate Tax Parcel Number:		Acres: 0.5200	
Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.): PT OF SW SE CSM 6589 LOT 1 V1275 P455+DOC 1137587			
Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.) MEADOW LN			

Select Detail -->

Assessments

Make Default Detail

Printer Friendly Page

View Interactive Map

Tax Year: 2019

Real Estate Assessments

Code	Description	Acres	Land Value	Improvement Value	Total Value
2	Commercial	0.52	\$53,100	\$7,700	\$60,800
Total:		0.52	\$53,100	\$7,700	\$60,800

Estimated Fair Market Value: - Average Assessment Ratio: - * MFL and PFC values are not included in the total.

Special Assessments

Assessment	Amount
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Log in

View Disclaimer

Database Versions

Parcel No.: 006400L

LOCATION MAP



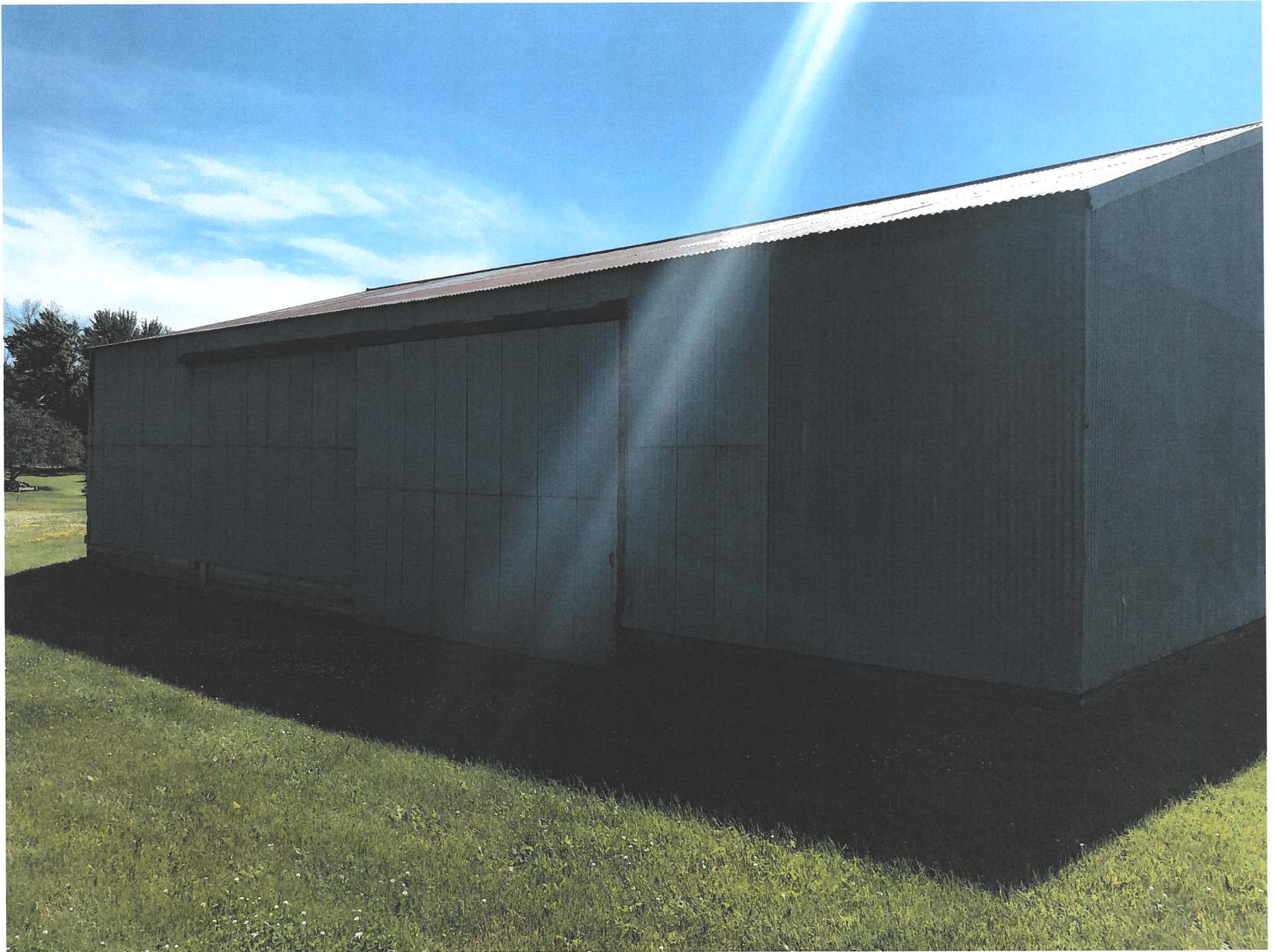


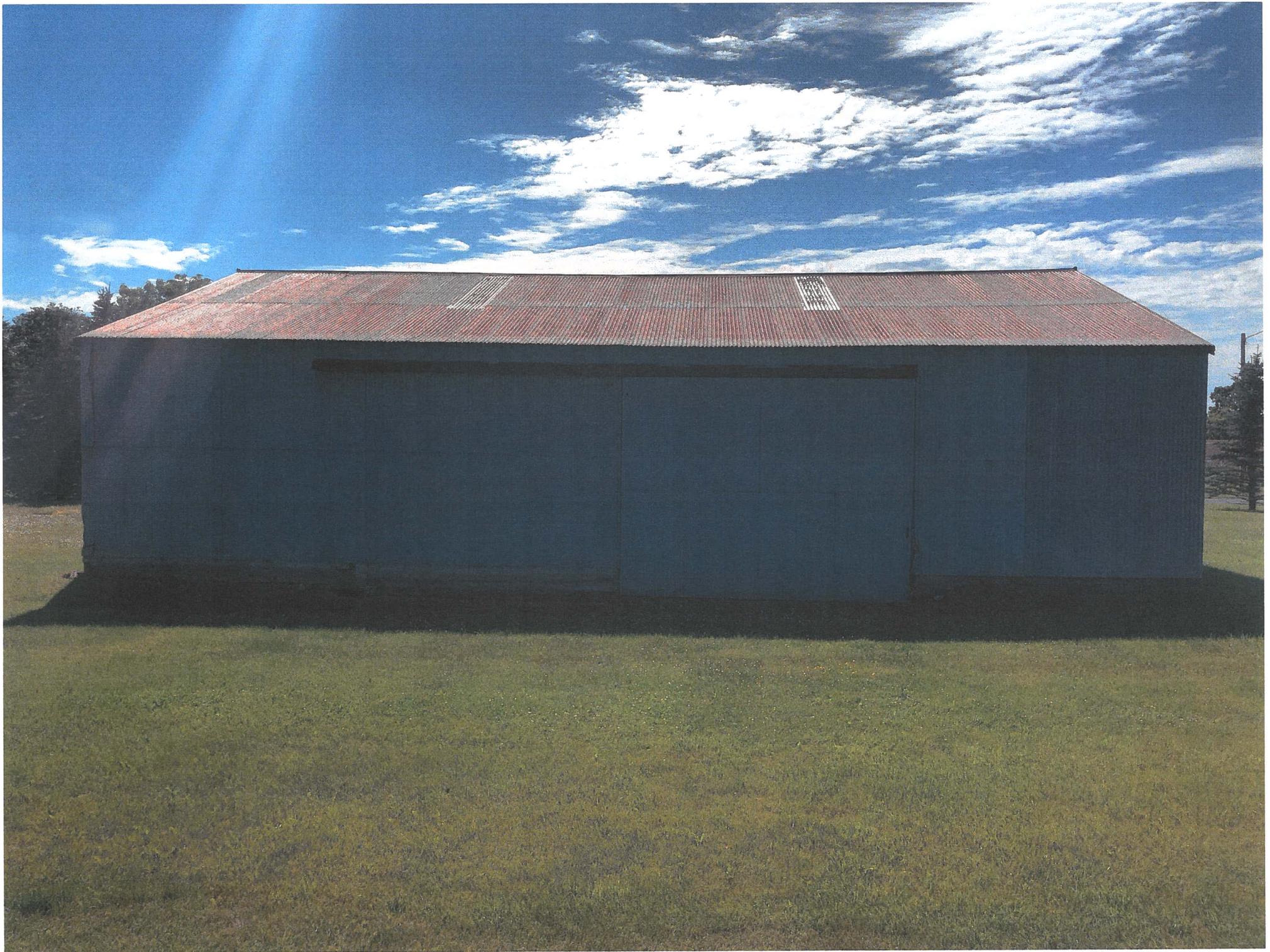


























STAFF REVIEW COMMENTS

Plan Commission Meeting – Meeting Date, July 25, 2019

1. Conditional Use Permit – Proposed Storage Facility – Affordable Green Homes – 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 generally empty 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.
 - Ord. Sec 48-111(c) states: Conditional uses and planned unit development uses. 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.
 - While a “residential accessory use” would be permitted under Sec. 48-111(b), in this instance, the proposed accessory use (residence) would be prohibited under current code language because it would include the conduct of a business, trade, or industry.
- Owner is proposing painting of the entire exterior of the building which staff fully supports.
- Owner is proposing re-grading a majority of the parcel to improve stormwater drainage. The plan indicates routing stormwater flows to the perimeter of the parcel with all stormwater being conveyed to an existing stormwater inlet located at the northwest corner of the abutting south property. This “inlet” is not located on the subject property, no easement is known to exist which would grant use of the existing inlet. Generally, all stormwater is managed “on-site”, and the current proposal could be considered a public nuisance simply by way of conveyance and potential runoff of stormwater onto adjacent properties. Staff recommends the owner provide alternative means of stormwater management in order to insure it is managed within the confines of the subject parcel.

STAFF REVIEW COMMENTS
Plan Commission Meeting – Meeting Date, July 25, 2019

- Owner proposes the graveling and creation of designated parking/storage areas throughout the parcel. (Shown in yellow on parcel map). Staff generally approves of this proposal subject to proper management of stormwater.
- Staff recommended, and applicant has agreed to paint the entire exterior of the existing structure.
- 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.

Public Works/Engineering

- The property does not have currently a sanitary sewer lateral, or water service. The property owner at its own expense install the utilities, plus the connection and impact fees. A storm sewer lateral maybe necessary upon approval of a stormwater management plan.
- The proposal is requesting a future residence on the property. The zoning is M-1 Limited Manufacturing District which has no permitted uses all are by conditional approval. The Village in the past has not approved residence uses in the M-1 zoning, and a recommendation is too continue that process.

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 comments.