

**APPROVED MINUTES  
PLAN COMMISSION MEETING  
Thursday – August 30, 2018 – 7:00 p.m.  
Jackson Village Hall  
N168W20733 Main Street  
Jackson, WI 53037**

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

Pres. Schwab called the meeting to order at 7:00 p.m.

Members present: Keith Berben, Tr. Emmrich, Peter Habel, Tr. Kruepke and Jon Weil.

Members excused: Steve Schoen

Also present: Tr. Kurtz and Tr. Lippold

Staff present: Jim Micech, John Walther and Jilline Dobratz.

**2. Minutes – July 26, 2018, Plan Commission Meeting**

Motion by Peter Habel second by Tr. Emmrich to approve the minutes of the July 26, 2018 Plan Commission meeting.

Vote: 6 ayes, 0 nays. Motion carried.

**3. Comprehensive Plan Revision – SEWRPC – Ben McKay**

Ben McKay was present to explain options for updating the Comprehensive Plan. The State comprehensive planning law requires that comprehensive plans be updated every 10 years. The Southeastern Wisconsin Regional Planning Commission (SEWRPC) staff is offering assistance to local governments that are part of the county-local-SEWRPC multi-jurisdictional partnership to prepare their first comprehensive plan with preparing an update to the plan. There are four options to choose from. Option 1 is to readopt the existing plan with no changes. Option 2 is popular with local governments, focusing on updating the land use plan map for amendments in the community and changes in growth areas. Since the Village adopted the plan in 2009, there have not been any comprehensive plan amendments. The areas of attachment would be included. The style of the land use plan map now shows existing land uses as they are with growth overlays. A more traditional way is to identify growth areas and incorporate them in the plan. Option 3 focuses on updating the land use plan map, existing data, demographic data, and nature resource information but skip full data that is in the existing plan. Option 4 is a complete update of the plan. Expenses with the options are; Option 1 is no cost, Option 2 would be from \$1,000 to \$2,500, Option 3 would range from \$5,000 to \$7,500 and Option 4 is from \$15,000 to \$25,000. The process is to choose one of the options. Ben had a meeting with John Walther and discussed Option 2 meeting the needs with an affordable cost. A Public Participation Plan is a requirement and the Village had adopted one. SEWRPC has developed a model Public Participation Plan the community can adopt specifically for updates and amendments to a plan. At a minimum, one Public Hearing meeting will need to be held and a 30 day Class 1 notice. The plan amendment will impact the Town of Jackson; it will go through the joint approval process and a Public Hearing with the Town Board. The Village Plan Commission, Village Board, Town Plan Commission and Town Board will be looking at the update to the comprehensive plan.

Keith Berben asked what the benefit was of Option 2 to Option 1. John Walther stated there will be changes; the agreement was adopted as a joint agreement with the Town. The Town would like to have their own Comprehensive Plan. Certain areas of the existing document will be separated and everything will conform to the Village. Pres. Schwab asked if a Public Hearing can be incorporated in a regular Village Board meeting. Ben stated it can be incorporated in a Village Board or a Plan Commission meeting. When an amendment affects both the Town and Village, a joint meeting to conduct a Joint Public Hearing by both the Village and Town Boards shall be convened to consider the proposed amendment, testimony will be taken from residents and property owners after which the public hearing will be concluded. The entire Town and Village Plan Commissions and Boards, in separate actions, shall vote to either approve or reject the proposal, favorable majority votes from all four bodies shall be required for the amendment to be adopted. Currently amendments within the Village or Town do not need joint planning meetings, only shared areas of the communities. Both communities are going through the process at the same time.

Motion by Pres. Schwab, second by Peter Habel to recommend the Village Board adopt Option 2 for updating the Comprehensive Plan.

Vote: 6 ayes, 0 nays. Motion carried.

**4. Conditional Use – Dairy Queen Restaurant – Exterior Remodel**

Motion by Peter Habel, second by Jon Weil to recommend the Village Board approve the Conditional Use – Dairy Queen Restaurant – Exterior Remodel, per staff comments.

Pres. Schwab asked if there were alternate colors that Dairy Queen allows its franchises. Kevin Scheunemann, owner, stated the exterior model design has corporate mandates.

Vote: 6 ayes, 0 nays. Motion carried.

**5. Conditional Use – Dairy Queen Restaurant – Sign**

Motion by Peter Habel, second by Tr. Emmrich to recommend the Village Board approve the Conditional Use - Dairy Queen Restaurant - Sign, per staff comments.

Keith Berben asked if the sign is 4' x 8'. Kevin Scheunemann, owner, replied that he believes it is but will double check. The menu board sign is being changed to an electronic reader board sign.

Vote: 6 ayes, 0 nays. Motion carried.

**6. Planned Unit Development – Maplewood Farms**

Motion by Peter Habel, second by Tr. Emmrich to recommend the Village Board approve the Planned Unit Development – Maplewood Farms, per staff comments.

Steve DeCleene and Brian Lindgren from Neumann Developments presented the project development. Adjustments to the plan have been made according to comments and advice of the Board. The overall development is 125 home sites; it will go east to west starting on Maple Road. The largest first phase will be off Maple Road, 55 lots. Tr. Emmrich asked if there will be sidewalk and curb. Steve stated there will be curb, a ditch and sidewalk on the opposite side that gets installed when the builders build the homes. Jon Weil inquired if the sidewalk would be potentially gapped and different ages. Steve said they will guarantee a three year period; anything that is not done will be installed. They are willing to put this in the Developers Agreement. Tr. Kruepke

questioned on the responsibility of coach lights and how it will be handled. Steve clarified this was the installation of the street light outside each home. He commented that typically it is in the deed restrictions as a building requirement, it is clear in the sales documents. Tr. Kruepke inquired on the culverts across the driveways, will the culverts be exposed or have a retaining wall. They stated the culvert details have not been developed but have no problem with it looking like Twin Creeks. John Walther clarified the property owner will maintain the lights, Steve confirmed that is correct.

Vote: 6 ayes, 0 nays. Motion carried.

**7. Preliminary Plat Review – Maplewood Farms**

Motion by Peter Habel, second by Keith Berben to recommend the Village Board approve the Preliminary Plat Review – Maplewood Farms, per staff comments.

John Walther asked if there are street names yet. Steve DeCleene said no, they will have them in about a week.

Vote: 6 ayes, 0 nays. Motion carried.

**8. Planned Unit Development Revision – Stonewall Ridge**

Jim Micech stated Kurt Henning could not be at the meeting. He is asking with his reduction in units, to change the buildings to two family ranch style condos with a revision to change that and an early start. Another submittal for the development on the east side of Stonewall as well as the front corner will be submitted.

Motion by Peter Habel, second by Tr. Kruepke to recommend the Village Board approve the Planned Unit Development Revision – Stonewall Ridge.

Vote: 6 ayes, 0 nays. Motion carried.

**9. Chicken Ordinance – Discussion Only**

Pres. Schwab spoke on the Plan Commissions responsibility. It is to formulate what an ordinance would need to look like to forward to the Village Board and the Village Board ultimately sets the policy. Pres. Schwab stated there are a number of things to look at; 25 feet to a property line, need to be registered with the State, no slaughter of birds, no sales of eggs or birds, neighbors permission when they apply for the permit and annually thereafter and reviewed upon complaint. Peter Habel asked about subdivisions, they have their own restrictions, what kind of impact it would have. Pres. Schwab commented they can always be more restrictive, not less. Jim Micech stated a coop is considered an accessory structure; by zoning the code only addresses one accessory structure per residential lot. Therefore, a detached garage is an accessory structure. The garage would have to be revamped into a coop or would have to add on. That takes the square footage of the garage into account of the 720 rule. If they are over 720, they would have to go to Village Board for approval. Tr. Emmrich asked who was going to enforce this. Jon Weil stated the number of birds should be considered. John Walther asked if each bird needs to have a certain amount of space in the coop. Pres. Schwab stated a clause could be added per UW Extension recommendations. John Walther stated a draft ordinance can be started per comments that have been made.

Motion by Peter Habel, second by Tr. Emmrich to recommend to Village Board that the Village not have a Chicken Ordinance.

Vote: 4 ayes, 2 nays (Keith Berben, Tr. Kruepke) Motion carried.

**10. Citizens to Address the Plan Commission**

Tr. Lippold stated that he has talked with many neighbors, the biggest concern is coyotes and bringing in a food source. In talking to over 30 people, he has yet to find one that is in favor of allowing chickens in the Village.

Gloria Teifke questioned what will be done with the waste and dead chickens? Also, condos and apartments have common areas, would they automatically be eliminated from having chickens or made sure they can't have any fowl.

**11. Adjourn**

Motion by Peter Habel, second by Tr. Emmrich to adjourn.

Vote: 6 ayes, 0 nays. Meeting adjourned at 7:51 p.m.

Respectfully submitted,

Jilline Dobratz, *CMC/WCMC*  
Village Clerk/Treasurer