

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Plan Commission meeting held on September 15, 2020.

President LeDonne called the meeting to order at 6:30 p.m.

Members present: Commissioners Deb Anderson, Mike Knapp and Roger Johnson, Trustee Scott Adkins and Village President Anthony LeDonne.

Members excused: Jim Muckerheide

Others present: Village Administrator Jeremy Smith, Assistant Development Director Kasey Fluet, Village Attorney John Macy and applicants.

A quorum of the Village Board was not present at the meeting.

Consideration and possible action on the minutes on the Plan Commission meeting of August 18, 2020.

A motion by Adkins, seconded by LeDonne to approve the minutes of the Plan Commission meeting of August 18, 2020 as presented. Motion carried 5-0

Consideration and possible action on a on a Plan of Operation and site plan for Rock n'Tan new ownership, N65W24838 Main Street Suite 500.

Mrs. Fluet reviewed the Plan Staff Memo (copy attached); stating this site is zoned B-2. This is an existing business that will be transferred to a new owner. The tan salon is a permitted use in accordance with Section 17.0417 (A)(5)(a) in the B-2 district. The tan salon has tanning beds and will sell tanning relate products. The hours of operations will be Monday thru Friday 10:00 a.m. – 8:00 p.m. and Saturday 9:00 a.m. – 2:00 p.m. and in the fall/winter months Sunday 9:00 a.m. – 2:00 p.m.

This site is a multi-tenant building, also known as Sussex Commons with other mixed users. This user will occupy a tenant space of 1,900 square feet. There are 436 parking stalls and per code 15 stalls are required for this user, this site has sufficient parking for all users and meets the parking code requirements.

Plan Commission Comments: None

A motion by Anderson, seconded by LeDonne to approve the Plan of Operation and site plan for Rock n' Tan new ownership (N65W24838 Main Street Suite 500); a finding that the use and structures meet the principals of 17.1002(A-H), subject to the standard conditions of Exhibit A. Motion carried 5-0

Reconvene the public hearing for a Conditional Use, Plan of Operation and site plan for Tim Carberry condominium N60W22951 Silver Spring building 2 unit 3.

Comments from Plan Commission: None

Comments from the Public: None

Mrs. Fluet reviewed the Plan Staff Memo (copy attached).

A motion by LeDonne, seconded by Adkins to close the public hearing. Motion carried 5-0.

Consideration and possible action on a Conditional Use, Plan of Operation and site plan for Tim Carberry condominium N60W22951 Silver Spring building 2 unit 3.

Staff has prepared a legal non-conditional use document for consideration at this meeting. The Plan Commission has heard testimony on the application for the Conditional Use and site plan for Tim Carberry.

The Plan Commission concluded that the Petitioner had provided substantial evidence with regards to the following Standards/Regulations:

- The Application is complete and consistent with 17.0502
- The use(s) and plans are compliant with 17.0503 (Review of CU's).
- The use(s) and plans are compliant with 17.0200 (General Conditions)
- The uses(s) and plans are compliant with 17.0422 (M-1 Industrial District)
- The uses(s) and plans are compliant with 17.1000 (Site Plan Review)
- The Petitioner has provided substantial evidence and adequately addressed the findings of the impact report per 17.0506.A.

The Plan Commission concluded that the Petitioner had provided substantial evidence with regards to the Conditional Use Permit as follows:

- A.3.A. Site Plan Standards compliance
- A.3.B. Plan of Operation compliance
- A.3.C.-J. Various Plan(s) compliance
- A.4.-16. CU condition compliance
- B-L. Administrative CU Condition compliance

A motion by LeDonne, seconded by Anderson to approve the Conditional Use based upon the evidence presented at the Public Hearings, Plan of Operation and site plan for Tim Carberry condominium building at N60W22951 Silver Spring building 2 unit 3; a finding the use and structures meet the principals of 17.1002(A-H); subject to payment of any water RCA fees, receiving final occupancy from the Building Inspector and the standard conditions of Exhibit A. Motion carried 5-0.

Reconvene the public hearing for a Conditional Use, Plan of Operation and site plan for Jim Carberry condominium N60W22951 Silver Spring building 2 unit 4.

Mrs. Fluet reviewed the Plan Staff Memo (copy attached); stating This site is zoned M-1. The use of indoor storage is a conditional use in the M-1 Industrial District in accordance with Section 17.0506 (A)(5)(a). The owners are purchasing a condominium unit at the Venture Space site. The 1,500 square foot unit will be used to store personal items. The owners must follow the Declarations and By-Laws established for this Condominium Association for items such as payment of bills and no outside storage.

Plan Commission Comments: None

Comments from the Public: None

A motion by LeDonne, seconded by Adkins to close the public hearing. Motion carried 5-0.

Consideration and possible action on a Conditional Use, Plan of Operation and site plan for Jim Carberry condominium N60W22951 Silver Spring building 2 unit 4.

Staff has prepared a legal non-conditional use document for consideration at this meeting. The Plan Commission has heard testimony on the application for the Conditional Use and site plan for Tim Carberry.

The Plan Commission concluded that the Petitioner had provided substantial evidence with regards to the following Standards/Regulations:

- The Application is complete and consistent with 17.0502
- The use(s) and plans are compliant with 17.0503 (Review of CU's).
- The use(s) and plans are compliant with 17.0200 (General Conditions)
- The uses(s) and plans are compliant with 17.0422 (M-1 Industrial District)

- The uses(s) and plans are compliant with 17. 1000 (Site Plan Review)
- The Petitioner has provided substantial evidence and adequately addressed the findings of the impact report per 17.0506.A.

The Plan Commission concluded that the Petitioner had provided substantial evidence with regards to the Conditional Use Permit as follows:

- A.3.A. Site Plan Standards compliance
- A.3.B. Plan of Operation compliance
- A.3.C.-J. Various Plan(s) compliance
- A.4.-16. CU condition compliance
- B-L. Administrative CU Condition compliance

A motion by LeDonne, seconded by Anderson to approve the Conditional Use based upon the evidence presented at the Public Hearings, Plan of Operation and site plan for Jim Carberry condominium building at N60W22951 Silver Spring building 2 unit 4; a finding the use and structures meet the principals of 17.1002(A-H); subject to payment of any water RCA fees, receiving final occupancy from the Building Inspector and the standard conditions of Exhibit A. Motion carried 5-0.

Consideration and possible action on a request for an accessory building exceeding 250 square feet for Jamison and Tania Nack (W239N7652 Sun Valley Ct.).

This site is zoned CR-1. Mrs. Fluet stated that the accessory building is a permitted use in this district in accordance with Section 17.0704 (A)(2), the accessory building the homeowner would like to build is larger than 250 square feet. The owner is requesting to build a 600 square foot building to be used for storage and a hangout structure by the pool.

Motion by Johnson, seconded by Anderson to approval of the 600 square foot accessory building for the property located at W232N7652 Sun Valley Ct subject to the conditions of Exhibit A. Motion carried 5-0.

Consideration and possible action on a request from property owners at W239N6638 Maple Avenue to have multiple driveways.

Mrs. Fluet stated that this property is zoned RS-4. This request was considered at the September 17, 2019 Plan Commission, and the request was denied.

Village Engineer reviewed a power point (copy attached) and memo (copy attached).

Motion by Johnson, seconded by Knapp to deny the request for the multiple driveways for the property at W239N6638 Maple Avenue based upon concerns from the Village Engineer and availability of alternative options. Motion carried 5-0.

Topics for Future Agendas: Mr. Knapp requested staff provide information about shed sizes in the RS-4 district.

Adjournment

A motion by Anderson, seconded by Adkins to adjourn the meeting at 7:26 pm.

Motion carried 5-0

Respectfully Submitted,

Samuel Liebert
Administrative Services Director