

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Plan Commission meeting held on April 20, 2021

President LeDonne called the meeting to order at 6:33 p.m.

Members present: President Anthony LeDonne, Commissioners Deb Anderson, Jim Muckerheide, Mike Knapp, and Trustee Scott Adkins

Members excused: Roger Johnson

Others present: Village Administrator Jeremy Smith, Assistant Village Administrator Kelsey McElroy-Anderson, Village Attorney John Macy, Assistant Development Director Kasey Fluet, Administrative Assistant Anne Pulvermacher, Deputy Clerk Caren Brustmann 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 March 16, 2021.

A motion by Anderson, seconded by Muckerheide to approve the minutes of the Plan Commission meeting of March 16, 2021 as presented. Motion carried 5-0

Consideration and possible action on a Plan of Operation, site plan, architectural plan, lighting plan, landscape plan for Adron Tool Corporation, Highlands Business Park.

Paul Grzeszczak, Director of Architecture for Briohn Design Group, was present and provided a brief plan of operation.

Mrs. Fluet reviewed the Plan Staff Memo (copy attached); stating this site is zoned BP-1. The machining of wire is a permitted use in accordance with Section 17.0420 A. 6. (d) (1) in the BP-1 Business Park District. Adron specializes in both wire and conventional EDM (Electrical Discharge Machining and has been in business for 52 years. Adron will relocate their business from Menomonee Falls to the new business park at the corner of Hwy 164 and Lisbon Road. They intend to construct a 100,241 square foot building, phase 1 will be 82,461 square feet and phase 2 will be 17,780 square feet. Hours of operation will be Monday – Sunday 24 hours a day operating three shifts, initially they will employ 50 people but intend to grow up to 100.

The proposed plans indicate a little over 25,000 square feet of the building will be left for a future tenant. Any user of this space will need to come before the Plan Commission for approval.

The following are comments of the submitted plans:

Site

- Add a walkway from the entrance to Business Drive
- Width of driveway opening needs to be adjusted to meet the code requirements
- Curb and gutter needs to be add to the edge of all pavements
- Hydrant easement will be needed
- Site to have 73 parking stalls
- CSM to be recorded

Architecture

- Building meets height and required setbacks.

- Material to be used meets the Design Standards.
- Lighting
- Lighting must not spill out onto neighboring properties.
 - Pole height not to exceed 25 feet, bases are to be buried or if exposed they shall be painted to blend in with the surroundings or have a decorative base.
- Landscape
- Site to have 43 trees/evergreens and 749 shrubs/flowers. Should add more evergreen trees at west elevation.

Plan Commission Comments: Commissioner Muckerheide inquired about machine noise being heard outside of the building.

Public Comments (in person or zoom): None

A motion by LeDonne, seconded by Knapp to approve the Plan of Operation, site plan, architectural plan, lighting plan, landscape plan for the full building size of 100,000 square feet for Adron Tool Corporation, Highlands Business Park, a finding that the use and structures meet the principals of 17.1002(A-H), subject to review by the Village Engineer, any conditions by the ARB, approval of a CSM as presented to allow for the construction of the building, and Exhibit A, and if in the alternative Adron Tool Corporation decides not to build the entire building, they are authorized to build as proposed without bringing the subject back to Plan Commission.

Motion carried 4-0 with Trustee Adkins abstaining

Consideration and possible action on a CSM for Highlands Business Park to divide Tax Key #SUXV0273999007 to create two lots.

Mrs. Fluet reviewed the Plan Staff Memo (copy attached); stating this site is zoned BP-1 with a PDO. The creation of the 7 acre lot 2 on the CSM will be the site location for Adron Tool. A CSM is very typical for a business park, once the Developer finds a user the next step is to create the site location for the number of acres needed for the user's development.

A motion by LeDonne, seconded by Muckerheide to recommend approval of the CSM to the Village Board for Highlands Business Park to divide Tax Key #SUXV0273999007 subject to review by the Village Engineer, the standard conditions of CSM approval and Exhibit A.

Motion carried 5-0

Conditional Use Public Hearing(s) and consideration and possible action on Conditional Use Permits and Plans on the following items:

There were no public hearings.

Consideration and possible action on a Resolution #21-07 to designate Land Use for the property north of Lisbon Road west of Highlands Business Park.

Mrs. Fluet reviewed the Plan Staff Memo (copy attached); stating on March 9, 2021 the Village Board approved the Direct Annexation of this property from the Town of Lisbon to the Village of Sussex. This land was not part of the boundary agreement to be annexed to the Village therefore no Land Use designation had been placed on this land. As part of the Comprehensive Plan the land designation should match the zoning. The Land Use designation for this property shall be:

±33 acres Medium Density Single Family

±44 acres Industrial

The residential is based upon the residential districts around it already in the land use plan and the industrial

based upon the plan for a business park.

Plan Commission Comments: None

A motion by LeDonne, seconded by Anderson, to recommend approval of the Resolution and for the Plan Commission to recommend to the Village Board for the May 25th public hearing, the adoption of an Ordinance to amend the Land Use Plan Map, a component of the Comprehensive Plan for the property north of Lisbon Road west of Highlands Business Park. Motion carried 5-0

Consideration and possible action on an Ordinance #876 to rezone 44 acres of the property north of Lisbon Road west of Highlands Business Park, from A-1 to BP-1 with a Planned Development Overlay.

Mrs. Fluet reviewed the Plan Staff Memo (copy attached); stating on March 9, 2021 the Village Board approved the Direct Annexation of this property from the Town of Lisbon to the Village of Sussex, the adoption of the Ordinance designated the zoning for this property to be A-1 Agriculture. The owner of the property has petitioned to rezone 44 acres to BP-1 (Business Park) with a Planned Development Overlay and leaving the remainder acres as A-1 until a plan can be presented to the Plan Commission to consider the appropriate zoning classification. The Zoning PDO is to match the higher architectural standards from the first phase of the business park.

Plan Commission Comments: None

A motion by LeDonne, seconded by Muckerheide to recommend to the Village Board to hold a public hearing May 25th for the consideration to approve an Ordinance to rezone the 44 acres north of Lisbon Road west of Highlands Business Park, from A-1 to BP-1 with a Planned Development Overlay. Motion carried 5-0

Discussion of a Petition for a code amendment to allow Commercial Recreation Facilities in the B-2 Business District as a Conditional Use to Section 17.0506 A.2.c.

President LeDonne stated this item was withdrawn from the agenda.

Other items for future discussion - None

Adjournment:

A motion by LeDonne, seconded by Knapp to adjourn the meeting at 7:03 pm. Motion carried 5-0

Respectfully Submitted,

Caren Brustmann
Deputy Clerk

Exhibit “A”

**Village of Sussex
Plan Commission**

**Standard Conditions of Approval
Plan of Operation and Site Plan**

The Plan Commission for the Village of Sussex authorizes the Building Inspector to issue a building permit to the Petitioner and approves the general layout, architectural plans, ingress and egress, parking, loading and unloading, landscaping, open space utilization, site plan and plan of operation subject to the following conditions:

1. Presentation compliance. Subject to Petitioner operating the premises at all times in substantial conformity with the presentation made to the Village Plan Commission, as modified or further restricted by the comments or concerns of the Village Plan Commission.
2. Inspection compliance. Subject to the Petitioner submitting to and receiving the approval from the Village Administrator, written proof that the Village Building Inspector and Fire Chief have inspected the subject property and have found that the subject property is in substantial compliance with applicable federal, State, and local laws, statutes, codes, ordinances, policies, guidelines and best management practices, prior to this approval being effective.
3. Regulatory compliance. Subject to the Petitioner and Owner fully complying with all Village, County of Waukesha, State of Wisconsin and federal government codes, ordinances, statutes, rules, regulations and orders regarding the premises, including but not limited to compliance with Section 17.1000 of the Village of Sussex Zoning Code entitled “Site Plan Review and Architectural Control,” as determined by Village Staff.
4. Satisfaction of Engineer. Subject to the Developer satisfying all comments, conditions, and concerns of the Village Engineer regarding the Petitioner’s application prior to this approval being effective.
5. Required plans. Subject to the Developer submitting to and receiving written approval from the Village Administrator of all of the following plans as deemed necessary by the Village Administrator:
 - A. Landscaping plan
 - B. Parking plan
 - C. Lighting plan
 - D. Signage plan
 - E. Traffic plan
 - F. Grading plan

Amendment approved at the Plan Commission meeting on July 17, 2014

- G. Tree preservation plan
- H. Open space plan
- I. Water plan
- J. Surface and stormwater management plan
- K. Sewer plan

- L. Erosion control plan
- M. _____
- N. _____
- O. _____

P.

6. Screening of All Dumpsters. Subject to the Petitioner and Owner screening all dumpsters as required by the ordinance to the satisfaction of the Village Administrator.

7. Payment and reimbursement of fees and expenses. Subject to the Petitioner and Owner paying all costs, assessments and charges due and owing to the Village of Sussex either by the Petitioner or imposed on the subject property, including, but not limited to, real estate taxes, personal property taxes, utility bills, special assessments, permit fees, license fees and professional fees which shall include all costs and expenses of any type that the Village incurs in connection with Petitioner’s application, including the cost of professional services incurred by the Village (including engineering, legal and other consulting fees) for the review of and preparation of the conditions of approval, attendance at meetings or other related professional services for this application, as well as for any actions the Village is required to take to enforce any of the conditions of this approval due to a violation of these conditions by the Petitioner or the Owner, as authorized by law.

8. Condition if the Property is in the B-4 Central Business District. If the property is in the B-4 Central Business District, the Petitioner shall comply with the standards and conditions found within the Village of Sussex Downtown Design and Development Plan and other plans as may be approved from time to time by the Community Development Authority in its role as a Redevelopment Authority to guide development within the Village’s Downtown.

9. Subject to acceptance. The Owner by requesting a permit either directly or through an agent, and accepting the same is acknowledging that they have received a copy of this conditional approval, that they understand and accept the same, and that upon failure to satisfy these conditions this approval is void, and the same is deemed to not have been approved, and the Petitioner will therefore need to re-commence the application process.

10. Any official named in this document can appoint a designee to perform his or her duties.

