



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

**AGENDA
VILLAGE OF SUSSEX
PLAN COMMISSION MEETING
6:30 PM TUESDAY, NOVEMBER 16, 2021
SUSSEX CIVIC CENTER – BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Plan Commission, at which a quorum of the Village Board may attend. Notice of Village Board Quorum, (Chairperson to announce the following if a Village Board quorum is in attendance: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments during any portion where the public is allowed to comment or if the rules are suspended to allow the same.)

1. Roll call.
2. Consideration and possible action on the Plan Commission minutes of September 21, 2021.
3. Consideration and possible action on Permitted Uses and Plans:
 - A. Consideration and possible action on a plan of operation for Individual Health Solutions (N63W23231 Main Street, Suite 201).
 - B. Consideration and possible action on a plan of operation for Wise Owl Auctions (N64W23410 Main Street).
 - C. Consideration and possible action on a plan of operation for The Kitchen (N64W23316 Main Street).
 - D. Consideration and possible action on sign plan for Tap In (N65W24838 Main Street).
 - E. Consideration and possible action on a sign plan for Highlands Business Park (NW corner STH 164 and CTH K).
4. Conditional Use Public Hearing(s) and consideration and possible action on Conditional Use Permits and Plans on the following items:
5. Consideration and possible action on CSM's, Plats, Zoning and Planning Items:
6. Other items for future discussion.
7. Adjournment.

Anthony LeDonne
Chairperson

Jeremy J. Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids/services. For additional information or to request this service, contact the Village Clerk at 246-5200.

DISCLAIMER- THE FOLLOWING ARE DRAFT MINUTES FROM THE PLAN
COMMISSION AND ARE
SUBJECT TO CHANGE UPON APPROVAL OF THE PLAN COMMISSION
**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

Minutes of the Plan Commission meeting held on September 21, 2021

Deputy Clerk Caren Brustmann called the meeting to order at 6:30 p.m.

Members present: Commissioners Jim Muckerheide, Roger Johnson, Deb Anderson, Mike Knapp and Trustee Greg Zoellick

Members excused: President Anthony LeDonne and Commissioner Mike Schulist

Others present: Attorney John Macy, Assistant Administrator Kelsey McElroy-Anderson, Village Engineer Judy Neu, IT Coordinator Diane Bruns, Deputy Clerk Caren Brustmann and applicants.

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

The Deputy Clerk asked for a motion to appoint a chairperson for the meeting in the absence of the Village President. A motion by Zoellick, seconded by Muckerheide to appoint Trustee Zoellick as the chairperson for this meeting.

Consideration and possible action on the minutes on the Plan Commission meeting of August 17, 2021.

A motion by Anderson, seconded by Muckerheide to approve the minutes of the Plan Commission meeting of August 17, 2021 as presented. Motion carried 5-0

Consideration and possible action on a covered parking structure at The Courtyard South parking lot W235N6350 Hickory Drive.

Kelly Schlife, Project Manager of Ganther Construction, 4825 County Rd. A, Oshkosh, WI was present and provided an updated site plan for the covered parking structure (updated design included in meeting packet).

Mrs. McElroy-Anderson reviewed the Plan Staff Memo (copy attached); stating this site is zoned B-4. The Senior Housing and Assisted/Care Facility would like to add a covered parking structure for 10 spaces for their residents who may have a vehicle. This was reviewed by the Plan Commission in July and the Commission wanted to see a structure that more closely matched the building architecture, and had snow/ice breakers on the roof to prevent potential winter dangers.

The Architect has modified their proposal to present an option that is aligned with the building architecture and have the ice breakers and is seeking approval of the parking canopy. There was a question on the landscaping at the last meeting so the landscaping plan is included.

Plan Commission Comments: None

A motion by Johnson, seconded by Anderson to approve the covered parking structure at the Courtyard south parking lot (W235N6350 Hickory Drive) a finding the use and structures meet the principals of 17.1002(A-H), and subject to the standard conditions of 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: None

Consideration and possible action on CSM A and CSM B for Highlands Business Park (NW corner of HWY K and STH 164).

Mark Lake of Wangard Partners, 1200 Mayfair Rd. Suite 310, Wauwatosa was present and provided a brief description of the CSMs for Highlands Business Park.

Mrs. McElroy-Anderson reviewed the Plan Staff Memo (copy attached); stating this site is zoned BP-1 with a PDO. With CSM A, Highlands Court right of way is being established and thus creating a lot 1 (South of the Court) and a lot 2 (North of the Court) from what is currently one lot.

With CSM B, the parcel is being divided into the Business Park Lot, Lot 1, the residential Lot, Lot 2, and the Outlot, Outlot 1, where the stormwater pond is being established for the entire parcel. Lot 1 will be further divided at a later point based upon what roadway length is needed and how the industrial lots take shape. Lot 2 is anticipated to be divided by a subdivision plat at some point in the future.

The Village will need some easements on CSM B for access to the Outlot and for stormwater access across Lot 1. That language is being reviewed and approved by the Village Engineer for inclusion on the CSM prior to recording.

Plan Commission Comments: None

A motion by Anderson, seconded by Johnson to recommend approval to the Village Board of CSM A and CSM B of the Highlands Business Park (NW Corner of STH 164 and HWY K) subject to the standard conditions of CSM approval, the necessary easements for access to the stormwater ponds, sidewalk access, and utility use in a form agreeable to the Village Engineer, compliance with the Developer's Agreement, payment of all fees, and subject to the standard conditions of Exhibit A. Motion carried 5-0

Consideration and possible action on Final Plat for Vista Run Subdivision (South of CTH VV and east of Maryhill Road).

Eric Obarski, of Neumann Companies, N27W24025 Paul Court, Suite 100 Pewaukee, WI was present and provided a brief description of the final plat, final condo plat for the reserves, and the final condo plat for the town homes at Vista Run.

Mrs. McElroy-Anderson reviewed the Plan Staff Memo (copy attached); stating this site is zoned RS-2 and SFRD-3 with a PDO. The Final Plat is in substantial conformity to the preliminary plat. This plat would establish 30 single family lots and 15 outlots (11 outlots will later be subdivided for development) and 4 are being dedicated to the Village for stormwater and public recreation/environmental purposes. The Duplex Condos on Outlots 8/9/10/12/13 are on this agenda under the Condo Plat for the Reserve at Vista Run. The Townhome Condos on Outlots 3 and 5 and Clubhouse on Outlot 4 are on this agenda on the Condo Plat for the Townhomes at Vista Run. There are technical corrections from the Village Engineer to fix on the Plat that the Developer has acknowledged and is in the process of updating prior to execution of the Plat itself.

Plan Commission Comments: None

A motion by Anderson, seconded by Muckerheide to recommend approval to the Village Board of the Final Plat for Vista Run Subdivision (South of CTH VV and East of Maryhill Road) subject to the standard conditions of Plat approval, meeting all comments and conditions of the Village Engineer, compliance with the Developer's

Agreement, payment of all fees and subject to the standard conditions of Exhibit A.

Motion carried 5-0

Consideration and possible action on Final Condo Plat for the Reserves at Vista Run (South of CTH VV and east of Maryhill Road).

Mrs. McElroy-Anderson reviewed the Plan Staff Memo (copy attached); stating this site is zoned SFRD-3 with a PDO. The Final Condo Plat is in substantial conformity to the preliminary plat. This plat would establish 29 duplex condo buildings. The building exterior architecture still needs to be approved by the ARB per the Developer's Agreement and Village planning process, but the building layout matches the approved plan. There are technical corrections from the Village Engineer to fix on the Plat that the Developer has acknowledged and is in the process of updating prior to execution of the Condo Plat itself.

Plan Commission Comments: None

A motion by Johnson, seconded by Anderson to recommend approval to the Village Board of the Final Condo Plat for the Reserves at Vista Run (South of CTH VV and East of Maryhill Road) subject to the standard conditions of Plat approval, meeting all comments and conditions of the Village Engineer, compliance with the Developer's Agreement, approval of the building architecture by the ARB, payment of all fees and subject to the standard conditions of Exhibit A.

Motion carried 5-0

Consideration and possible action on Final Condo Plat for the Town Homes at Vista Run (South of CTH VV and east of Maryhill Road).

Mrs. McElroy-Anderson reviewed the Plan Staff Memo (copy attached); stating this site is zoned SFRD-3 with a PDO. The Final Condo Plat is in substantial conformity to the preliminary plat. This plat would establish 9 (2 unit Townhomes) and 3 (4 unit Townhomes) and a Clubhouse with pool. The building exterior architecture still needs to be approved by the ARB per the Developer's Agreement and Village planning process, but the building layout matches the approved plan. Plan Staff Memo for Plan Commission September 21, 2021 4 There are technical corrections from the Village Engineer to fix on the Plat that the Developer has acknowledged and is in the process of updating prior to execution of the Condo Plat itself.

Plan Commission Comments: None

A motion by Anderson, seconded by Knapp to recommend approval to the Village Board of the Final Condo Plat for the Town Homes at Vista Run (South of CTH VV and East of Maryhill Road) subject to the standard conditions of Plat approval, meeting all comments and conditions of the Village Engineer, compliance with the Developer's Agreement, approval of the building architecture by the ARB, payment of all fees and subject to the standard conditions of Exhibit A.

Motion carried 5-0

Other items for future discussion

Commissioner Johnson would like to be provided with an update on the restaurants proposed to open on E. Main St. Mrs. McElroy-Anderson noted that the owner is coming to the October 5th Finance Committee meeting to provide an update. Commissioner Knapp inquired about the sidewalks being raised on the west side of Silver Spring Drive in front of BP gas station. Engineer Neu noted the sidewalks are higher to ensure storm water stays in the roadway rather than the parking lot.

Adjournment

A motion by Anderson, seconded by Muckerheide to adjourn the meeting at 7:18pm.

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



MEMORANDUM

TO: Plan Commission
FROM: Jeremy Smith, Village Administrator
RE: Plan Commission meeting of September 21, 2021
DATE: September 13 2021

All Code Sections in this memo refer to the Sussex Municipal Code Chapter 17 version dated March 25, 2014 with subsequent amendments thereto.

01. **Roll call.**
02. **Consideration and possible action on the minutes of the Plan Commission meeting of August 17, 2021.**
03. **Consideration and possible action on Permitted Uses and Site Plans:**
 - A. **Consideration and possible action on a covered parking structure at The Courtyard South parking lot W235N6350 Hickory Drive.**

This site is zoned B-4. The Senior Housing and Assisted/Care Facility would like to add a covered parking structure for 10 spaces for their residents who may have a vehicle. This was reviewed by the Plan Commission in July and the Commission wanted to see a structure that more closely matched the building architecture, and had snow/ice breakers on the roof to prevent potential winter dangers.

The Architect has modified their proposal to present an option that is aligned with the building architecture and have the ice breakers and is seeking approval of the parking canopy. There was a question on the landscaping at the last meeting so the landscaping plan is included.

Policy Question:

1. Are there any concerns with the design of the canopy?

Action Items:

1. Act on the plan.

Staff Recommendation: Staff recommends the Plan Commission approve the covered parking structure at the Courtyard south parking lot (W235N6350 Hickory Drive) a finding the use and structures meet the principals of 17.1002(A-H), and subject to the standard conditions of Exhibit A.

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

None

05. **Consideration and possible action on CSM's, Plats, Zoning, and Planning Items:**

A. Consideration and possible action on CSM A and CSM B for Highlands Business Park (NW corner of HWY K and STH 164).

This site is zoned BP-1 with a PDO. With CSM A, Highlands Court right of way is being established and thus creating a lot 1 (South of the Court) and a lot 2 (North of the Court) from what is currently one lot.

With CSM B, the parcel is being divided into the Business Park Lot, Lot 1, the residential Lot, Lot 2, and the Outlot, Outlot 1, where the stormwater pond is being established for the entire parcel. Lot 1 will be further divided at a later point based upon what roadway length is needed and how the industrial lots take shape. Lot 2 is anticipated to be divided by a subdivision plat at some point in the future.

The Village will need some easements on CSM B for access to the Outlot and for stormwater access across Lot 1. That language is being reviewed and approved by the Village Engineer for inclusion on the CSM prior to recording.

Policy Question:

1. Are there any concerns with the CSM's.

Action Items:

1. Act on the CSM's.

Staff Recommendation: Staff recommends the Plan Commission recommend approval to the Village Board of CSM A and CSM B of the Highlands Business Park (NW Corner of STH 164 and HWY K) subject to the standard conditions of CSM approval, the necessary easements for access to the stormwater ponds, sidewalk access, and utility use in a form agreeable to the Village Engineer, compliance with the Developer's Agreement, payment of all fees, and subject to the standard conditions of Exhibit A.

B. Consideration and possible action on Final Plat for Vista Run Subdivision (South of CTH VV and east of Maryhill Road).

This site is zoned RS-2 and SFRD-3 with a PDO. The Final Plat is in substantial conformity to the preliminary plat. This plat would establish 30 single family lots and 15 outlots (11 outlots will later be subdivided for development) and 4 are being dedicated to the Village for stormwater and public recreation/environmental purposes

The Duplex Condos on Outlots 8/9/10/12/13 are on this agenda under the Condo Plat for the Reserve at Vista Run. The Townhome Condos on Outlots 3 and 5 and Clubhouse on Outlot 4 are on this agenda on the Condo Plat for the Townhomes at Vista Run.

There are technical corrections from the Village Engineer to fix on the Plat that the Developer has acknowledged and is in the process of updating prior to execution of the Plat itself.

Policy Question:

1. Are there any concerns with the Final Plat.

Action Items:

1. Act on the Condo Plat.

Staff Recommendation: Staff recommends the Plan Commission recommend approval to the Village Board of the Final Plat for Vista Run Subdivision (South of CTH VV and East of Maryhill Road) subject to the standard conditions of Plat approval, meeting all comments and conditions of the Village Engineer, compliance with the Developer's Agreement, payment of all fees and subject to the standard conditions of Exhibit A.

C. Consideration and possible action Final Condo Plat for the Reserves at Vista Run (South of CTH VV and east of Maryhill Road).

This site is zoned SFRD-3 with a PDO. The Final Condo Plat is in substantial conformity to the preliminary plat. This plat would establish 29 duplex condo buildings. The building exterior architecture still needs to be approved by the ARB per the Developer's Agreement and Village planning process, but the building layout matches the approved plan.

There are technical corrections from the Village Engineer to fix on the Plat that the Developer has acknowledged and is in the process of updating prior to execution of the Condo Plat itself.

Policy Question:

1. Are there any concerns with the Final Condo Plat.

Action Items:

1. Act on the Condo Plat

Staff Recommendation: Staff recommends the Plan Commission recommend approval to the Village Board of the Final Condo Plat for the Reserves at Vista Run (South of CTH VV and East of Maryhill Road) subject to the standard conditions of Plat approval, meeting all comments and conditions of the Village Engineer, compliance with the Developer's Agreement, approval of the building architecture by the ARB, payment of all fees and subject to the standard conditions of Exhibit A.

D. Consideration and possible action Final Condo Plat for the Town Homes at Vista Run (South of CTH VV and east of Maryhill Road).

This site is zoned SFRD-3 with a PDO. The Final Condo Plat is in substantial conformity to the preliminary plat. This plat would establish 9 (2 unit Townhomes) and 3 (4 unit Townhomes) and a Clubhouse with pool. The building exterior architecture still needs to be approved by the ARB per the Developer's Agreement and Village planning process, but the building layout matches the approved plan.

There are technical corrections from the Village Engineer to fix on the Plat that the Developer has acknowledged and is in the process of updating prior to execution of the Condo Plat itself.

Policy Question:

1. Are there any concerns with the Final Condo Plat.

Action Items:

1. Act on the Condo Plat

Staff Recommendation: Staff recommends the Plan Commission recommend approval to the Village Board of the Final Condo Plat for the Town Homes at Vista Run (South of CTH VV and East of Maryhill Road) subject to the standard conditions of Plat approval, meeting all comments and conditions of the Village Engineer, compliance with the Developer's Agreement, approval of the building architecture by the ARB, payment of all fees and subject to the standard conditions of Exhibit A.

06. Other Items for future discussion.

07. Adjournment.



MEMORANDUM

TO: Plan Commission
FROM: Jeremy Smith, Village Administrator
RE: Plan Commission meeting of November 16, 2021
DATE: November 5 2021

All Code Sections in this memo refer to the Sussex Municipal Code Chapter 17 version dated March 25, 2014 with subsequent amendments thereto.

01. **Roll call.**
02. **Consideration and possible action on the minutes of the Plan Commission meeting of August 17, 2021.**
03. **Consideration and possible action on Permitted Uses and Site Plans:**
 - A. **Consideration and possible action on a plan of operation for Individual Health Solutions (N63W23231 Main Street, Suite 201).**

This site is zoned B-4. The health insurance sales office is a permitted use under 17.0419.C.4.(B). They will occupy 250 square feet within the Law Office's Suite and have 2 employees. The office hours are M-F 8-5. There are no parking concerns as parking was already calculated within the Law Office. They will install a sign per the Master Sign Plan for the Center, which will be reviewed by the Building Inspector.

Policy Question:

1. Are there any concerns with the plan of operation?

Action Items:

1. Act on the plan.

Staff Recommendation: Staff recommends the Plan Commission approve the plan of operation for Individual Health Solutions (N63W23231 Main Street, Suite 201) a finding the use and structures meet the principals of 17.1002(A-H), and subject to the standard conditions of Exhibit A.

B. Consideration and possible action on a plan of operation for Wise Owl Auctions (N64W23410 Main Street).

This site is zoned B-4. The retail/consignment shop/internet sale and used merchandise store is a permitted use under 17.0419.C.9. They will occupy the two buildings of approximately 7,500 square feet and all sales are done on-line. Their office hours are M-F 9-5 with an additional 2 hours to 7 pm on Thursdays.

No outside storage is allowed except for operable vehicles in parking spots for short term parking or within the fenced in area below the height of the fence. The site has 20 spaces and by code 10 are required for this use. The storage of vehicles/equipment is

found in 17.0606 and under the property maintenance code of 9.07(11)E. whereby storage of vehicles or equipment are limited to 30 days. If any storage were to occur beyond 30 days the petitioner would need to secure a conditional use permit for outside storage or be in violation of the Ordinance. Junk or broken-down equipment or vehicles can not be stored on site.

The sale of firearms will require all necessary federal licenses and sign off on the security plan from the Sheriff's Department to ensure there is not theft or illegal sales of weapons. The sale of jewelry and similar items require coordination with the Sheriff's Department to ensure items are checked to prevent the movement of stolen goods.

The Plan Commission usually reviews properties at these times for any property maintenance issues that need to be addressed.

Policy Question:

1. Are there any concerns with the plan of operation?
2. Are there any property maintenance concerns that need to be addressed?

Action Items:

1. Act on the plan.

Staff Recommendation: Staff recommends the Plan Commission approve the plan of operation for Wise Owl Auctions (N64W23410 Main Street) a finding the use and structures meet the principals of 17.1002(A-H), and subject to the standard conditions of Exhibit A and specifically with the acknowledgement that no outside storage except as stated above will exist on the property, prior to sale of firearms, jewelry, or other similar items that Director of Police services signs off on the method of sale/storage for compliance with Federal regulations and to prevent the sale or transfer of stolen items and any property maintenance or building code compliance items be addressed.

C. Consideration and possible action on a plan of operation for The Kitchen (N64W23316 Main Street).

This site is zoned B-4. The Family restaurant is a permitted use under 17.0419.C.1.C. They will occupy 1,800 square feet. The restaurant hours will be 6 am to 7 pm every day of the week with approximately 12 staff over 2 shifts.

The site has 40 spaces and by code 24 are required for this use.

The Plan Commission usually reviews properties at these times for any property maintenance issues that need to be addressed.

Policy Question:

1. Are there any concerns with the plan of operation?
2. Are there any property maintenance concerns that need to be addressed?

Action Items:

1. Act on the plan.

Staff Recommendation: Staff recommends the Plan Commission approve the plan of operation for The Kitchen (N64W23316 Main Street) a finding the use and structures meet the principals of 17.1002(A-H), and subject to the standard conditions of Exhibit A.

D. Consideration and possible action on a sign plan for Tap In (N64W24838 Main Street).

This site is zoned B-2. The sign as presented does not match the Master Sign plan for the building, but has been recommended for approval by the Building Owner. Since the sign doesn't match the Master Sign Plan, the Village Plan Commission must approve of the sign. Please see the sign application for more information.

Policy Question:

1. Are there any concerns with the sign?

Action Items:

1. Act on the plan.

Staff Recommendation: Staff recommends the Plan Commission approve the sign plan for Tap In (N65W24838 Main Street) subject to the standard conditions of Exhibit A.

E. Consideration and possible action on a sign plan for Highlands Business Park (NW Corner of STH 164 and CTH K)

This site is zoned BP-1. The developer is proposing a Monument Sign for the Business Park. It meets the design standards of the Village. Please see the sign application for more information.

Policy Question:

1. Are there any concerns with the sign?

Action Items:

1. Act on the plan.

Staff Recommendation: Staff recommends the Plan Commission approve the sign plan for Highlands Business Park (NW Corner of STH 164 and CTH K) subject to the standard conditions of Exhibit A and specific location being approved by the Village Engineer.

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

None

05. Consideration and possible action on CSM's, Plats, Zoning, and Planning Items:

None

06. Other Items for future discussion.

07. Adjournment.



PLAN OF OPERATION

To be used for a business with changes or new business in an existing building.

Is this request to be considered for a Conditional Use? No If yes, is this a new CU? _____

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? _____

Tax Key # _____

Zoning: _____

Address of Tenant Space: N63W23231 Main St., Suite 201, Sussex WI 53089

1. Name of Business:
Individual Health Solutions

Business		
N63W23231 Main St., Suite 201	Sussex, WI 53089	262-714-0045
Address	City, State, Zip	Phone #
262-714-0045	ken@lhswi.com	
Fax #	Email address	

2. Business owner contact information:

Ken Marsh

Contact		
N72W24078 Craven Drive	Sussex, WI 53089	262-443-0810
Address	City, State, Zip	Phone #
n/a	ken@lhswi.com	
Fax #	Email address	

3. Building/Land owner contact information:

Arthur Sawall/Sawall Development

Contact		
N63W23217 Main St., Suite 200	Sussex, WI 53089	262-297-4444
Address	City, State, Zip	Phone #
unknown	arthur@sawalldevelopment.com	
Fax #	Email address	

4. Number of Employees/Shifts: 2 Employees 1 Shifts

5. Days of Operation:

Put an X in box that applies: Hours Open for business Preparation/cleaning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	X	X	X	X	X		
	8a-5p	8a-5p	8a-5p	8a-5p	8a-5p		
	n/a	n/a	n/a	n/a	n/a		

6. Is this an extension of an existing operation? No
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? No Do you need an Outdoor Establishment Permit? No
 If yes, explain: _____
 If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? N/A
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? No If yes, explain: _____
11. Dimension of area to be occupied 2 offices inside suite (sublease) Total square footage 250
 If applicable list square footage according to 1st floor n/a 2nd floor 250

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business.

12. Parking:
 Total Number of Parking Spaces unknown Number of spaces needed per code unknown
 Number of spaces allocated for employee parking 2
 Dimensions of parking lot unknown (Mammoth Springs and business parking) Is parking lot paved? yes

13. Signage: What type of signage are you proposing for your business?
Outdoor signage facing parking lot, interior signage near door to office suite and elevator
 If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

Ken Marsh - KSM
 Name
Owner
 Title or Position

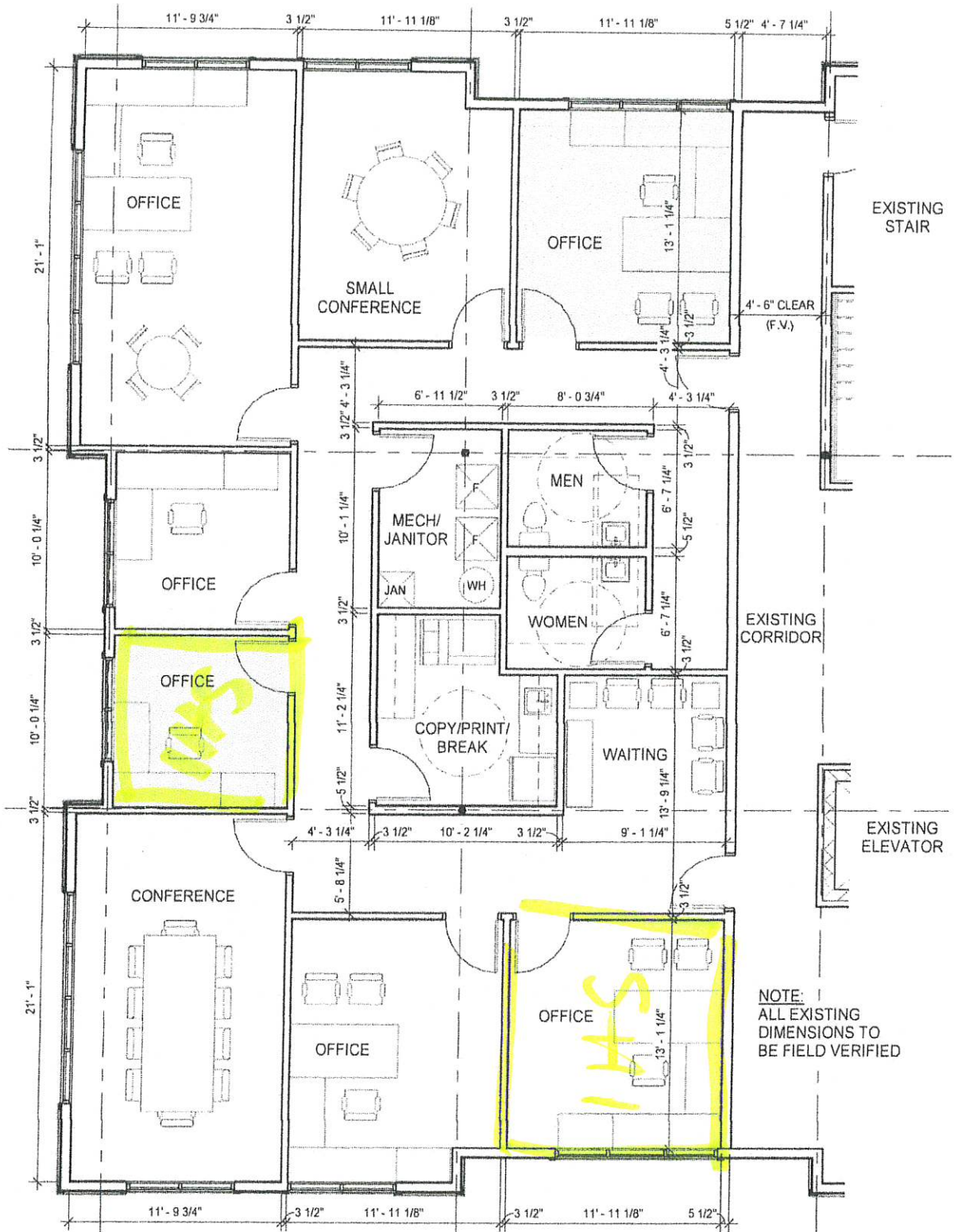
10-15-2021
 Date

I am aware and approve of the business to be operating in the building owned by SAWALL DEVELOPMENT - MAMMOTH SPRINGS
[Signature]
 Name MEMBER
 Title or Position
10-15-21
 Date

Print Form

Clear Form

EXHIBIT A



1

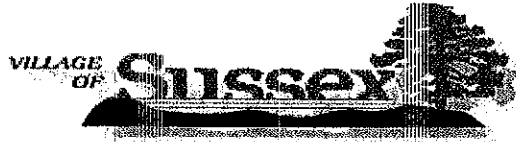
SPACE DIAGRAM - 2ND FLOOR- RETAIL BUILDING 01

SCALE: 3/16" = 1'-0"



MAMMOTH SPRINGS RETAIL
SUSSEX, WI
SCHEMATIC SPACE PLAN
CONCEPT

04.02.2019



PLAN OF OPERATION

To be used for a business with changes or new business in an existing building.

Is this request to be considered for a Conditional Use? No If yes, is this a new CU? _____

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? _____

Tax Key # _____

Zoning: _____

Address of Tenant Space: N64 W23410 Main Street, Sussex WI 53089

1. Name of Business:
Wise Owl Auctions

Business		
N64 W23410 Main Street	Sussex, WI 53089	262-422-3441
Address	City, State, Zip	Phone #
	woapewaukee@gmail.com	
Fax #	Email address	

2. Business owner contact information:
Michael F Frick

Contact		
332 Forest Grove Dr	Pewaukee, WI 53072	262-422-3441
Address	City, State, Zip	Phone #
	peacemaker828@gmail.com	
Fax #	Email address	

3. Building/Land owner contact information:

Contact		
Address	City, State, Zip	Phone #
Fax #	Email address	

4. Number of Employees/Shifts: 5 Employees 1 Shifts

5. Days of Operation:

Put an X in box that applies: Hours Open for business Preparation/cleaning	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	9:00	9:00	9:00	9:00	9:00	X	X
	5:00	5:00	5:00	7:00	5:00	X	X

6. Is this an extension of an existing operation? No
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? No Do you need an Outdoor Establishment Permit? No
 If yes, explain: _____
 If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? _____
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? No If yes, explain: _____
11. Dimension of area to be occupied Approx 7,500 sq ft Total square footage 7500
 If applicable list square footage according to 1st floor 4500 2nd floor Barn 3000

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business.

12. Parking:
 Total Number of Parking Spaces 20 Number of spaces needed per code ?
 Number of spaces allocated for employee parking 8
 Dimensions of parking lot Approx 60x180' Is parking lot paved? Yes

13. Signage: What type of signage are you proposing for your business?
Will use removable banner on front of building for initial occupancy
 If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

M. L. T. A. 11/5/2021
 Name Date
 Owner
 Title or Position

I am aware and approve of the business to be operating in the building owned by _____

 Name Date

 Title or Position

[Print Form](#)

[Clear Form](#)



11-5-2021

Re: Plan of Operations for Wise Owl Auctions, LLC

Wise Owl Auctions has been incorporated for approximately 8 years. We are an internet driven business that sells various commodities ranging from coins and jewelry, to household and furniture, to sportsman and firearms, to collectibles and antiques, as well as various forms of transportation (cars, motorcycles, ATV's, etc....) and occasionally tractors. All sale items would be maintained inside of the building, with an occasional exception of a vehicle. It would be parked in a parking spot or behind the building, and would only be there for two-three weeks—typically maybe twice in a year.

People and businesses (consignors) drop product off at our shipping/receiving area. We then picture and list the items on our online auction (every two weeks). Web site is woa.bz

The auctions are online for a period of 4.5 days. People from around the US bid on the products. After the auction closes, we package all remote transfer and ship to items and local buyers come to our location to pickup and pay for their purchases.

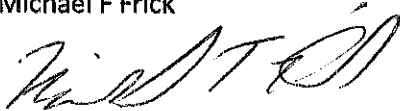
All shopping is done online, the building is utilized for storage of all sale items and for employee work areas. We will have one walk in location, and one garage door area for pickup and drop off of goods. We have transfer trucks come three different times during a month to distribute to our other sister Wise Owl sites. The trucks are typically at our location for under one hour.

We do have two trailers and snowplow (pickup truck) that would be kept on location within the fenced in area of the property keeping aesthetics in mind.

We are looking forward to the move to Sussex for a few reasons; We have outgrown our current building; our current building is rented and it is going to be torn down sometime next year to be replaced with office condos. I also look forward to moving to where I grew up and lived for nearly 20 years!

Kind Regards,

Michael F Frick



Owner

Wise Owl Auctions, LLC

262-422-3441

Wise Owl Auctions General List of Products Sold

- Jewelry
- Gold
- Silver
- Coins
- Beer Signs
- Antiques
- Toys (Vintage & New)
- Collectibles
- Housewares
- Artwork
- Firearms
- Ammunition
- Furniture
- Vehicles
- Tools
- Literature
- Yard Decor
- Anything found in house that can be re-used or re-purposed



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Is this request to be considered for a Conditional Use? No If yes, is this a new CU? _____

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? _____

Tax Key # _____

Zoning: _____

Address of Tenant Space: N64W23316 Main St. Sussex, WI 53089

1. Name of Business:
"The" Kitchen

Business	Sussex, WI 53089	414-315-8469
N64W23316 Main St.		
Address	City, State, Zip	Phone #
	orders@thekitchenwi.com	
Fax #	Email address	

2. Business owner contact information:
Gabriel J. Kolesari

Contact	Sussex, WI	414-315-8469
W241N5728 Birchwood Lane		
Address	City, State, Zip	Phone #
	snap-ons@msn.com	
Fax #	Email address	

3. Building/Land owner contact information:
Eppler Enterprises LLC Michael Eppler

Contact		414-406-6928
N64W23316 Main St.		
Address	City, State, Zip	Phone #
Fax #	Email address	

4. Number of Employees/Shifts: 12 2
 Employees Shifts

5. Days of Operation:

Put an X in box that applies:

Hours
Open for business

Preparation/cleaning

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
X	X	X	X	X	X	X
6am-7pm	6am-7pm	6am-7pm	6am-7pm	6am-7pm	6am-7PM	6am-7PM
2	2	2	2	2	2	2

6. Is this an extension of an existing operation? NO
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? NO Do you need an Outdoor Establishment Permit? _____
 If yes, explain: _____
 If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? NA
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? No If yes, explain: _____
11. Dimension of area to be occupied 1800sqft Total square footage _____
 If applicable list square footage according to 1st floor _____ 2nd floor _____

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business.

12. Parking:
 Total Number of Parking Spaces 40 Number of spaces needed per code _____
 Number of spaces allocated for employee parking 3-4
 Dimensions of parking lot 21,000sqft Is parking lot paved? Yes

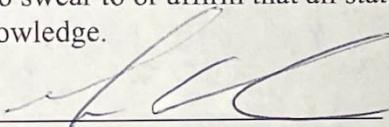
13. Signage: What type of signage are you proposing for your business?

update existing signage

If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.



 Name
 President

 Title or Position

November 4, 2021

 Date

I am aware and approve of the business to be operating in the building owned by Eppler Enterprises, LLC.

 Name

 Title or Position

 Date

Print Form

Clear Form

Gabe Kolesari

From: Mike Eppler <mikeeppler@gmail.com>
Sent: Thursday, November 4, 2021 4:58 PM
To: Gabe Kolesari
Subject: M&M Restaurant New Tenant

To whom it may concern

This email is to confirm that I am Michael Eppler, owner of the building at N64W23316 Main Street Sussex WI 53089. I have come to an agreement to rent the M&M Restaurant to Gabe Kolesari. If there are any questions for me please let me know. I can be reached at (414)-406-6928.

Michael Eppler
Eppler Enterprises LLC

The restaurant will be serving prepared foods to the public. We will be having food stored there. The food will be similar to the existing restaurant.

Internally Lit Channel Box
Lexan Face with Translucent Green
& Opaque Black

5" Internally Lit
Channel Box

Side View



5" Raceway
Painted
Sherwin Williams
Black Cherry
SW2724

VILLAGE OF SUSSEX

BUILDING INSPECTION DEPARTMENT
N64 W23760 Main Street, Sussex, WI 53089
(262) 246-5212 / Fax (262) 246-5222

APPLICATION FOR SIGN PERMIT

Tax Key 273.999.008

Permit No. _____

SIGN LOCATION ADDRESS Highlands Business Park Hwy 164/Hwy K

Phone 414-935-4026

OWNER'S NAME Sussex Corporate Park LLC

MAILING ADDRESS 1200 N Mayfair Rd Suite 310 Milwaukee, WI 53226

CONTRACTOR Bauer Sign and Lighting

Phone 262-784-0500

MAILING ADDRESS 2500 S 170th St New Berlin, WI 53151

**SUBMIT COLOR RENDERING OF SIGN, INDICATING MATERIALS TO BE USED, AND SITE SURVEY
DETAILING LOCATION AND SETBACKS TO LOT LINES.**

TYPE OF SIGN Monument Sign

SIGN HEIG 85"

LIGHTING: INTERNAL EXTERNAL


SIGN WID 66"

ESTIMATED COST OF SIGN \$34,000

SIGN SQ. FOOTAG 39

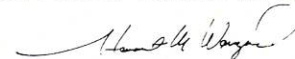
DATE SIGN TO BE ERECTED December 2021

The Applicant agrees to comply with the Village of Sussex Municipal Code Chapter 17.0800, which can be found on our website www.villagesussex.org. The information that follows, and the accompanying plan and specifications with the representations contained therein, are made part of this application in reliance upon which the Building Inspector is requested to issue a permit.


Signature of Applicant

9/29/21
Date

As Property Owner, I give my permission for the above sign to be installed on my property.


Signature of Property Owner

9-30-2021
Date

CONDITIONS OF APPROVAL: Failure to comply may result in revocation of this permit and/or penalty.

Final inspection required. Arrange for an inspection immediately upon completion of work.

Final inspection not required.

	FEES
Sign Permit Fee	\$ <u>75.00</u>
TOTAL	\$ <u>75.00</u>

OK - sign
now
P.C.
10/1/21

PERMIT ISSUED BY:

Date

pd 9/30/21
cu # 44075

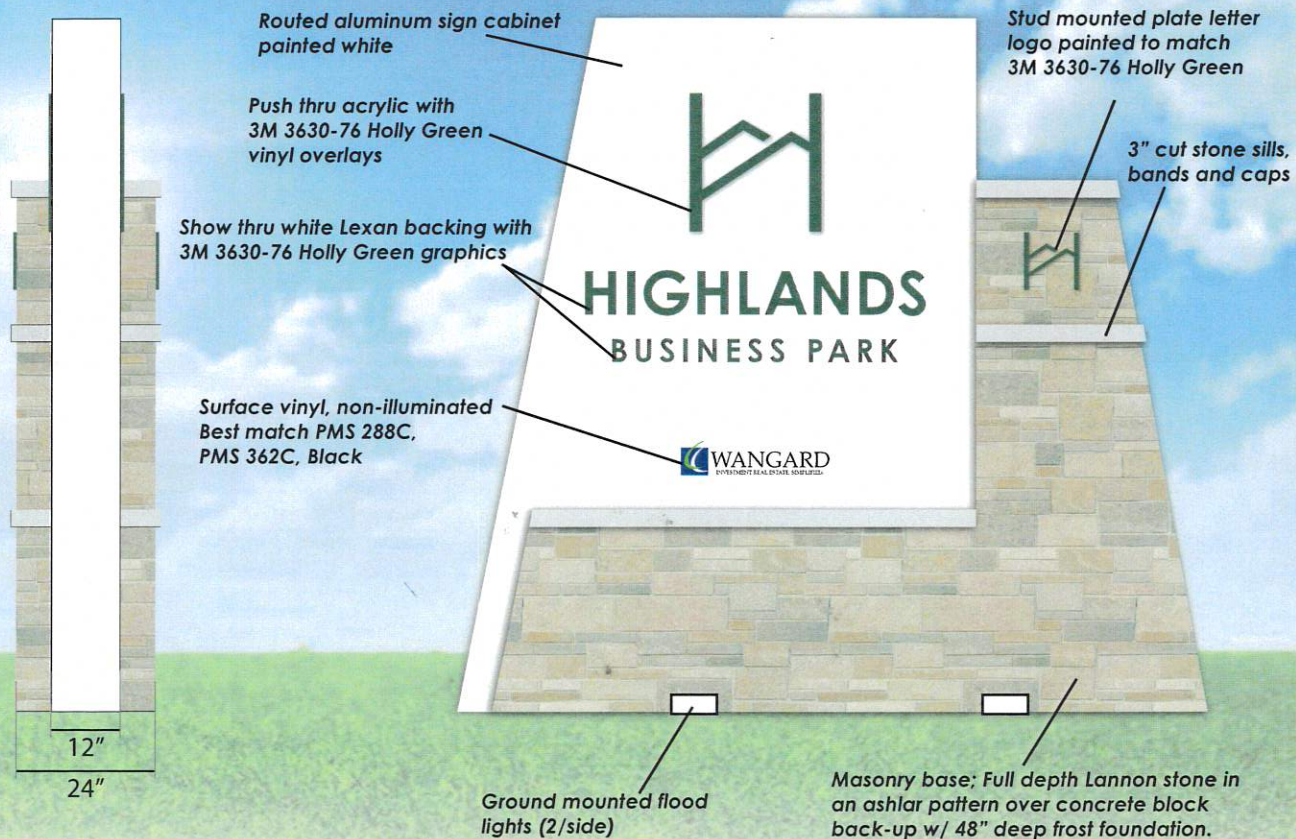
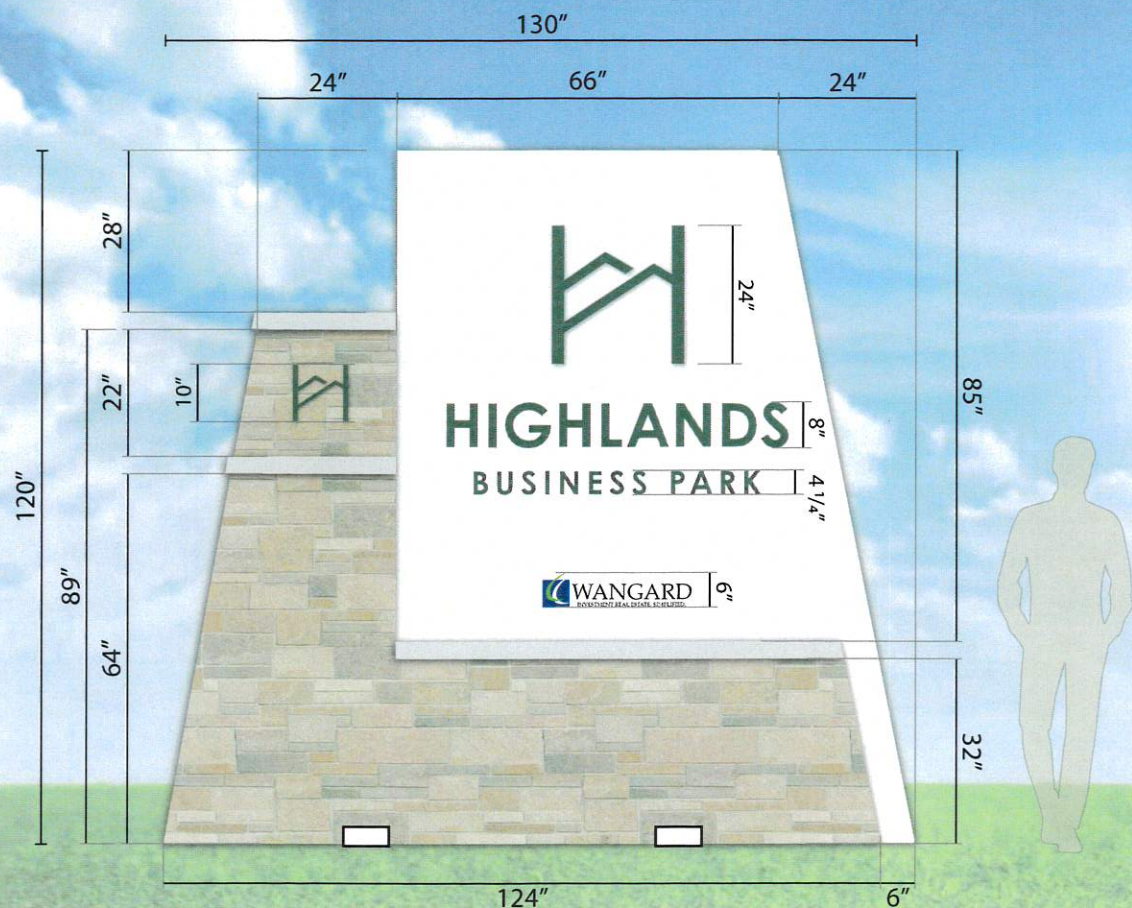


2500 South 170th
New Berlin, Wisconsin
Proudly Made in the USA!

Web: www.bauersignusa.com
Phone: 262-784-0500
Fax: 262-784-6675

File	Wangard Properties - Highland Bus. Park
Location	Sussex, WI
Client	Mark Lake
Sales rep	Bob Hacker, Dave Salkin
Date	cb 08/11/20
Revision	cb 08/13/20, cb 11/04/20, cb 11/05/20, cb 11/17/20, cb 11/25/20, cb 12/03/20, cb 12/09/20, cb 07/23/21, cb 10/07/21

Wangard Properties - Highland Business Park double faced, internally illuminated monument



Printed artwork colors are not always representative of final product colors. Please refer to specifications for call out or salesman for samples.

These drawings are the exclusive property of Bauer Sign Company. Not to be duplicated in any way without expressed written permission!

FINAL ELECTRICAL
CONNECTION IS CLIENT'S
RESPONSIBILITY

our products are certified by:
Underwriters Laboratories, Inc.

This sign shall be manufactured in accordance with the Article 600 of the National Electrical Code and/or the applicable local codes. This includes proper grounding and bonding of the sign. Sign shall bear correct UL Labels.

Scale: 3/8" - 1'

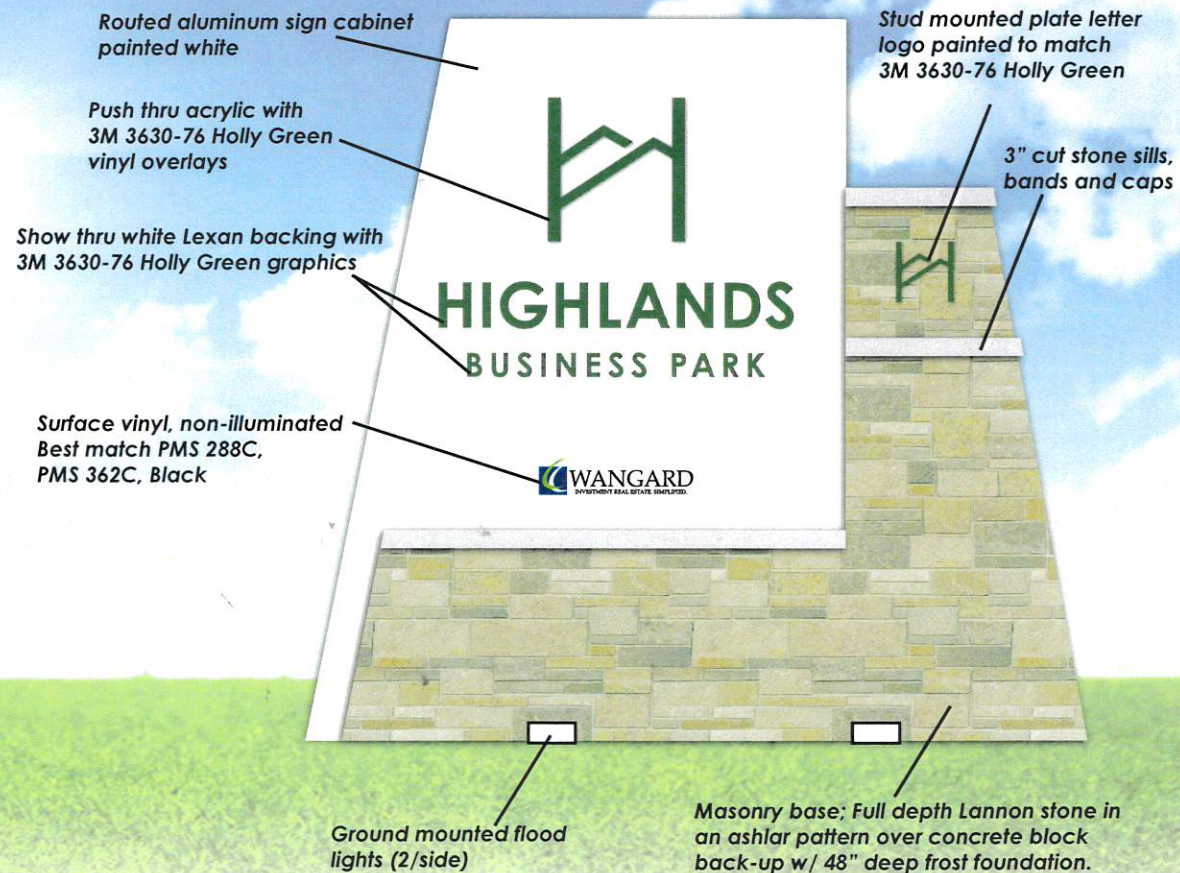
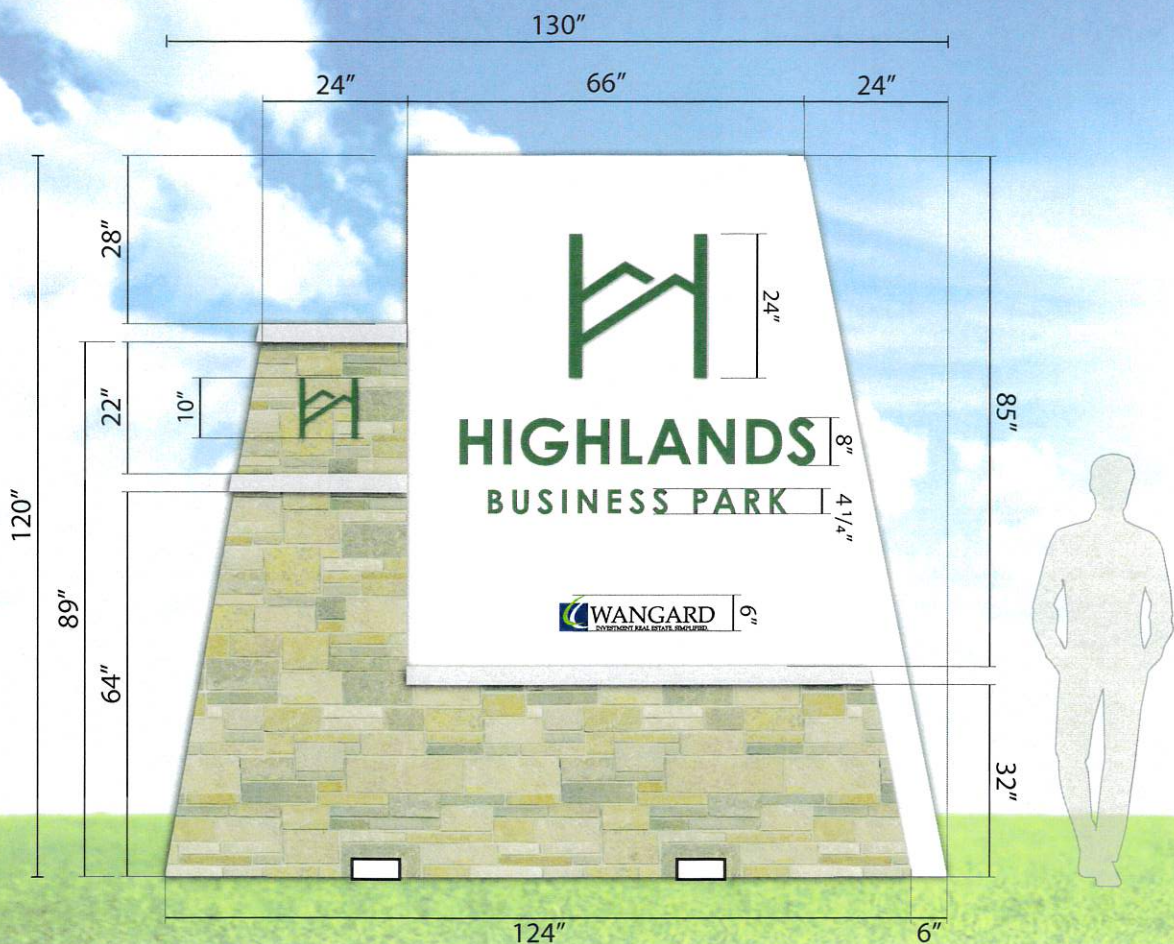


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Scale: 3/8" - 1"

SITE PLAN - Monument Sign Location

Sussex, WI

