

**VILLAGE OF SUSSEX  
SUSSEX, WISCONSIN**

Minutes of the Plan Commission meeting held on December 14, 2021

Village Clerk Sam Liebert called the meeting to order at 6:31 p.m.

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

Members excused: Commissioners Jim Muckerheide and Mike Schulist, President Anthony LeDonne

Others present: Attorney John Macy, Administrator Jeremy Smith, IT Coordinator Diane Bruns, Village Clerk Sam Liebert and applicants.

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

A motion by Johnson, seconded by Anderson to nominate Zoellick to Chair the meeting.

Motion carried 4-0

**Consideration and possible action on the minutes on the Plan Commission meeting of November 16, 2021.**

A motion by Zoellick, seconded by Anderson to approve the minutes of the Plan Commission meeting of November 16, 2021 as presented.

Motion carried 4-0

**Consideration and possible action on Permitted Uses and Plans – Sign Plan for Tekila (N63W23675 Main Street).**

The petitioner for Tekila was not able to attend tonight's meeting.

Mr. Smith reviewed the Plan Staff Memo (copy attached); stating this site is zoned B-4. 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. The wall sign overlooking the patio would have the small light bulb style sign.

Plan Commission Comments: None

A motion by Anderson, seconded by Knapp to approve the sign plan for Tekila (N63W23675 Main Street) subject to the standard conditions of Exhibit A.

Motion carried 4-0

**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's, Plats, Zoning and Planning Items: Lannon Stone Sussex Quarry CSM (N52W23096 CTH K)**

The petitioner from Lannon Stone, Nathan Swinton, was present and available for questions.

Mr. Smith reviewed the Plan Staff Memo (copy attached); stating this site is zoned Q-1 and M-1. This CSM splits off the Q-1 from the M-1 in order to comply with the Intermunicipal Agreement between the Town of

Lisbon and Village of Sussex to ensure the Village stays contiguous. The quarry portion would go to the Town of Lisbon. The Village won't record this CSM until the 66.0307 Agreement requiring this change is approved by the State of Wisconsin and the parties.

Plan Commission Comments: None

A motion by Zoellick, seconded by Johnson to approve the CSM for Lannon Stone Sussex Quarry (N52W23096 CTH K) subject to the 66.0307 Agreement going into effect, any final technical corrections of the Village Engineer, and subject to the standard conditions of Exhibit A. Motion carried 3-0  
Knapp Abstained

**Other items for future discussion**

None

**Adjournment**

A motion by Zoellick, seconded by Anderson to adjourn the meeting at 6:39pm. Motion carried 4-0

Respectfully submitted,

Samuel Liebert  
Village 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 December 14, 2021  
DATE: December 1 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 November 16, 2021.**
03. **Consideration and possible action on Permitted Uses and Site Plans:**
  - A. **Consideration and possible action on a sign plan for Tekila (N63W23675 Main St.).**

This site is zoned B-4. 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. The wall sign overlooking the patio would have the small light bulb style 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 Tekila (N63W23675 Main Street) 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 a CSM for Lannon Stone Sussex Quarry (N52W23096 CTH K).**

This site is zoned Q-1 and M-1. This CSM splits off the Q-1 from the M-1 in order to comply with the Intermunicipal Agreement between the Town of Lisbon and Village of Sussex to ensure the Village stays contiguous. The quarry portion would go to the Town of Lisbon. The Village won't record this CSM until the 66.0307 Agreement requiring this change is approved by the State of Wisconsin and the parties. Please see the CSM for more information

**Policy Question:**

1. Are there any concerns with the CSM?

**Action Items:**

1. Act on the CSM.

**Staff Recommendation:** Staff recommends the Plan Commission approve the CSM for Lannon Stone Sussex Quarry (N52W23096 CTH K) subject to the 66.0307 Agreement going into effect, any final technical corrections of the Village Engineer, and subject to the standard conditions of Exhibit A.

**06. Other Items for future discussion.**

**07. Adjournment.**