

**VILLAGE OF SUSSEX
PLAN COMMISSION
6:30PM TUESDAY, JULY 16, 2024
SUSSEX CIVIC CENTER – BOARD ROOM 2ND FLOOR
N64W23760 MAIN STREET**

The meeting was called to order by President LeDonne at 6:30pm at the Sussex Civic Center – Board Room 2nd Floor N64W23760 Main Street, Sussex, WI.

Members present: Commissioners Kasey Fluett, Mike Knapp, Roger Johnson, Debbie Anderson, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: Commissioner Jim Muckerheide

Others present: Village Attorney John Macy, Village Administrator Jeremy Smith, Community Development Director Gabe Gilbertson, Village Engineer Judy Neu, Deputy Clerk Jen Boehm, applicants, and members of the public.

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

With no objections, President LeDonne postponed action on the June 18, 2024 minutes to the end of the meeting.

Discussion and possible action on a Plan of Operation for Bright Life Chiropractic located at N64WE24050 Main Street.

Applicant was present and available for questions. The Plan Commission had no questions.

A motion by LeDonne, seconded by Zoellick to approve of the Plan of Operation for Bright Life Chiropractic located at N64W24050 Main Street and a reduction in parking stalls from the required 6 stalls to 3 stalls due to available street parking and subject to the standard conditions of Exhibit A and staff notifying the building owner that there are no more parking spaces remaining.

Motion carried 6-0

Discussion and possible action on a Plan of Operation for Radiant Eyes located at W248N5233 Executive Dr.

Applicant was present and available for questions. The Plan Commission had no questions.

A motion by Johnson, seconded by Anderson to approve the Plan of Operation for Radiant Eyes located at W248N5233 Executive Dr and subject to the standard conditions of Exhibit A.

Motion carried 6-0

Discussion and possible action on a site plan and landscape plan for Maple Avenue School located at W240N6059 Maple Ave.

Justin Johnson, W238N1610 Busse Rd, Waukesha was present and gave a brief overview.

Jeremy Smith stated that Staff has asked the school district to complete this project due to child safety and cars stacking on the road.

Johnson stated that 80-90 cars can be stacked in the parking lot.

Zoellick asked if the project would be completed by the beginning of the school year. The architect stated that the paving and signage should be completed. The landscaping will not be completed.

Fluet asked if there were any wetlands in the area.

Judy Neu stated there are wetlands on the south property lines.

A motion by Fluet, seconded by Anderson to approve the site plan and landscape plan for Maple Avenue School located at W240N6059 Maple Avenue and subject to the standard conditions of Exhibit A, and the following conditions:

1. Adhering to and addressing any conditions or concerns from the Engineering Department in the attached memo dated July 10, 2024.
2. Any conditions of approval required by the Architectural Review Board.

Motion carried 6-0

Discussion and possible action on a Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Dynamic Ratings in the Highlands Business Park located at N56W24879 N Corporate Cr.

Commissioner Knapp left the meeting at 6:45pm.

Tony Pink, 1230 Shelly Ln, Hartland, gave a video presentation about the company. Chris Johns, 333 E Chicago St., gave a video presentation on the proposed site, landscaping, and building plans.

Zoellick asked where the loading docks are located.

Johns stated they are on the east side.

Fluet asked about signage for the building.

Johns said they are talking about having a monument signage facing east.

LeDonne asked how much space they are using in the building.

Johns stated about 52,000 square feet plus the second floor. The other 4 spaces are approximately 22,000 square feet each.

A motion by Fluet, seconded by Anderson to approve the Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Dynamic Ratings in the Highlands Business Park located at N56W24879 N Corporate Cr, subject to standard conditions of Exhibit A, and the following conditions:

1. Review and approval by the Architectural Review Board and any conditions added following their review.

2. Compliance with all comments and conditions listed in the Engineering memo dated July 11, 2024.
3. The percentage of window and door openings needs to be added to the elevations page.
4. Details are needed showing how the light poles are going to be installed. If mounted on concrete bases, the height of the base shall be included in the mounting height of the fixture and painted to match the building. The mounting height for all light fixtures shall not exceed 30' and needs to be shown or noted on the light plan.
5. Elevations of the trash enclosure are needed for review.
6. All rooftop mounted HVAC units shall be screened.

Motion carried 5-0

Reconvene the Public Hearing and possible action on a Conditional Use Permit for a Club Carwash located at W248N5221 Executive Dr in the B-3 Highway Business Zoning District.

The petitioner was unable to attend but sent a letter stating acceptance of the conditions of the Conditional Use Permit. The letter is attached.

A motion by Anderson, seconded by Johnson to close the public hearing.

Motion carried 5-0

Discussion and possible action on a Conditional Use Permit for Club Carwash located at W248N5221 Executive Dr in the B-3 Highway Business Zoning District.

The Plan Commission answered yes to all Policy Questions.

Policy Questions:

Has the Petitioner provided substantial evidence proving they meet the standards/regulations of the Ordinance, the conditions and standards of the Conditional Use Permit, and the other conditions as set forth by the Plan Commission? Yes

Has the Petitioner provided substantial evidence with regards to the following Standards/Regulations? Yes

The Application is complete and consistent with 17.0502: Yes

The use(s) and plans are compliant with 17.0503 (Review of CU's): Yes

The use(s) and plans are compliant with 17.0200 (General Conditions): Yes

The uses(s) and plans are compliant with 17.0418 B-3 Highway Business District: Yes

The uses(s) and plans are compliant with 17.1000 (Site Plan Review): Yes

Has the Petitioner provided substantial evidence and adequately addressed the findings of the impact report per 17.0506.A. Yes

Has the Petitioner provided substantial evidence with regards to the Conditional Use Permit as follows:

A.3.A. Site Plan Standards compliance: Yes

A.3.B. Plan of Operation compliance: Yes

A.3.C. Various Plan(s) compliance: Yes

A.4.-16. CU condition compliance: Yes

B-L. Administrative CU Condition compliance: Yes

A motion by Anderson, seconded by LeDonne to approve the Conditional Use Permit for Club Carwash located at W248N5221 Executive Dr in the B-3 Highway Business Zoning District subject to the standard conditions of Exhibit A, the attached letter accepting the Conditional Use Permit, and the following condition:

1. Submitting a Stormwater Management Plan and Stormwater Management Agreement for review and approval by the Village Engineer.

Motion carried 5-0

Consideration and possible action to approve the minutes for the Plan Commission meeting of June 18, 2024.

A motion by Anderson, seconded by Johnson to approve the modified minutes of the Plan Commission meeting of June 18, 2024 as amended.

Motion carried 5-0

Other Items for Future Discussion

None

Adjournment

A motion by LeDonne, seconded by Anderson to adjourn the meeting at 7:21pm.

Motion carried 5-0

Respectfully submitted,
Jen Boehm
Deputy Clerk