

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Architectural Review Board (ARB) meeting held on April 6, 2016.

Due to the resignation of Chairperson Pellechia, Assistant Development Director Kasey Fluet called the meeting to order at 10:00 a.m.

Members present: Tim Dietrich, Rose Werra, Melissa Granicki, Pat Tetzlaff and new appointed member Amanda Schauer.

Members absent: None

Others present: Kasey Fluet, Assistant Development Director

Mrs. Fluet stated item number two of the agenda should be considered at this time.

A motion by Werra, seconded by Granicki to appoint Tim Dietrich as Chairperson for the Architectural Review Board.

Consideration and possible action on the minutes of March 2, 2016.

A motion by Werra, seconded by Tetzlaff, to approve the minutes of March 2, 2016.

Motion carried.

Consideration and possible action on the master sign plan for Sussex Gateway.

Tim Dunn, Real Estate Agent for Sussex Gateway was present for this matter. Mrs. Fluet reviewed the history of the approval of the original master sign plan. Mrs. Fluet stated the new owner of the complex is presenting a new master sign plan for consideration. Mrs. Fluet stated the ARB should consider if the the changes as submitted (copy attached) by the new owner for item 1, 2, 10 and 11 should be approved.

Mrs. Schauer suggested item 1 and 2 should be stated as the following:

1. Letter will be acrylic face the color variation may be approved by the landlord.
2. Illumination with LED lights any variation of lighting may be approved by the landlord.

It was the consensus of the ARB to recommend the changes.

Mrs. Fluet clarified item 10 and 11. The landlord would like to allow signage for end tenants, Mrs. Fluet stated the code was changed in 2014 to allow this without Plan Commission approval. Mrs. Fluet stated item 10 and 11 should be stated as the following:

10. As each tenant will be facing both a major street and as each tenant is served by interior parking and circulation only, each tenant will be allowed a single sign on both the street and parking lot elevation of their space.

11. Additional signs for end cap tenants may be approved by the landlord as allowed by the Village of Sussex Sign Code Section 17.0807 J.

A motion by Dietrich, seconded by Tetzlaff to approve the master sign plan for Sussex Gateway with the changes to 1, 2, 10 and 11 as stated. Motion carried.

A motion by Granicki, seconded by Werra, to adjourn the meeting at 10:30 a.m.

Motion carried.

Respectfully submitted,
Kasey Fluet, Assistant Development Director

SUSSEX GATEWAY RETAIL CENTER

MASTER SIGN PLAN

Tenant wall signs

All signs will be individual letter mounted on raceways (unless otherwise noted):

1. Letters will have white acrylic faces-**Landlord has authority to approve a variation.**
2. Illumination with red LED Lights-**Landlord has authority to approve a variation.**
3. Trim caps to be match acrylic faces, aluminum returns to be dark bronze “anodized” aluminum.
4. Raceways to be painted to match brick or EIFS color (wall color to be verified in field).
5. Minimum sign height 15.6” maximum sign height of 24” for all tenants.
6. Letter style may match corporate identification for all tenants (block, script, serif, etc.).
7. Total square footage of signs shall not exceed 1.3 square feet per lineal foot of frontage with a maximum of one hundred fifty (150’) square feet.
8. Corporate logos may be used in conjunction with letters when such logos are part of a corporate identity. The maximum vertical logo height shall be limited to ten-inch (10”) above the maximum letter height allowed.
9. All signs will have steady illumination. No flashing or blinking lights will be permitted.
10. As each tenant will be facing both a major street and as each tenant is served by interior parking and circulation only, each tenant will be allowed a single sign on both the street and parking lot elevation of their space. **Landlord has Authority to make exception and allow Tenant Additional signage.**
11. Additional signs for end cap tenants may be approved by the **Landlord**.~~Village of Sussex Plan Commission under section 17.0805-A.~~
12. All signs must be approved by the Landlord as well as the Village of Sussex prior to permit being issued by the Village of Sussex.

Interior Signage

Permanent window signs will be allowed and may-not-exceed twenty five percent (25%) of the gross window area in which they are installed

- In addition to the above all national accounts such as Subway, Quiznos, etc. would be allowed to use their corporate colors for their signage. All signs must be channel letters as stated above and mounted on raceway and not exceed the square footage as noted.
- Landlord approval for use of corporate colors must accompany each permit application.