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**AGENDA
VILLAGE OF SUSSEX
PARKS & RECREATION BOARD
6:30 PM TUESDAY, MARCH 21, 2023
SUSSEX CIVIC CENTER – COMMUNITY ROOM 1st 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 Park & Recreation Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is virtually in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under any area where the public may comments or if the rules are suspended to allow them to do so.)

1. Roll Call
2. Consideration and possible action on the minutes from the February 21, 2023, meeting
3. Comments from Citizens Present
4. Discussion and Possible Action on Golden Fields Subdivision Tree Mitigation Plan
5. Review and Possible Action on Special Event Application for Amorphic Brewing Beer Garden
6. Discussion and Possible Action on 2023 Cemetery Lawn Services Contract
7. Park & Recreation Director's Report
8. Topics for Future Agenda Items
9. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

**VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
6:30 PM TUESDAY, FEBRUARY 21, 2023
SUSSEX CIVIC CENTER – COMMITTEE ROOM 2ND FLOOR
N64W23760 MAIN STREET**

MINUTES

Meeting was called to order by Chairperson Bob Fourness at 6:31 p.m.

1. Roll Call

Members Present: Chairman Bob Fourness, Mike Waltz, Nadine Coenen, Trustee Ron Wells, Chris Kostka, and Kelly Tetting

Members Excused: Chuck Vojtas

Staff Present: Park & Recreation Director, Halie Dobbeck

2. Consideration and action on minutes from the January 17, 2023, meeting.

Motion by Wells, seconded by Kostka to approve of the January 17, 2023 meeting minutes.

Motion carried 6-0.

3. Comments from Citizens Present

No one present wished to be heard.

4. Tree Removal Request for W237N7524 Sedge Haven Ct, Lot 17

Dobbeck presented Community Development Director Gabe Gilbertson's memo regarding the tree removal request for homeowners Will and Melinda Haass.

Motion by Tetting, seconded by Waltz to approve the tree removal plan as presented.

Motion carried 6-0.

5. Melinda Weaver Park Bids

Dobbeck led discussion on the contractor bids received for the Melinda Weaver Park reconstruction.

Motion by Fourness, seconded by Kostka to recommend to Village Board they award the contract to Parking Lot Maintenance, Inc. as presented.

Motion carried 6-0.

6. 4th of July Fireworks Contract

Dobbeck shared the fireworks contract and stated that we haven't received our typical \$5,000 of sponsorship funds. We have received confirmation that Lisbon will contribute \$10,000.

Dobbeck stated that we were waiting to receive a \$21,000 contract for the fireworks from the company.

Motion by Coenen, seconded by Waltz to approve the fireworks contract based upon sponsorship dollars received.

Motion carried 6-0.

7. Park & Recreation Director’s Report

Dobbeck shared the following information:

- Ball Field Priority is calculated every two years to determine field scheduling priority. Scheduling remains the same as past practice. SLYBA, Jr. Chargers Baseball, Jr. Chargers Softball, Lake Country Crew, Pewaukee Predators.
- Splash Pad Shade install begins the week of March 20th
- Eagle Scout Project Updates: Armory Baseball Shelters to Start March, Signage for Prides Crossing Trail was approved and should be installed in March or April.
- Staff is beginning work on developing a RFP for a forestry management plan. This will help us utilize an expert to understand our growing forestry needs and how to best take care of them.
- Exploring surfacing options for Coldwater Creek Park Renovation.

8. Topics for Future Agenda Items

None were presented.

9. Adjournment

Motion by Waltz, seconded by Fourness to adjourn at 7:09 p.m.

Motion carried 6-0.

Respectfully Submitted,
Halie Dobbeck
Park & Recreation Director



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MEMORANDUM

To: Park and Recreation Board
From: Gabriel Gilbertson, Community Development Director
Re: Golden Fields of Sussex
Date: March 14, 2023

Golden Fields of Sussex is a proposed 26 lot single family subdivision west of Stonefield Drive on the lands commonly referred to as the Merske Farm. The proposed subdivision is on a 20-acre parcel surrounded by single-family subdivisions that were once part of this property. The existing single-family home on the subject property was built in the 1970's and at that time a grove of trees were planted around the home's yard, driveway, and along the southern property line. In the early 2000's, a row of evergreen trees were planted on the western property line to screen the developing single-family subdivision. In the mid-2010's trees became established around a long-unused horse corral. Many of the trees being removed are to accommodate site grading, roadway construction, and to develop buildable lots.

According to the tree inventory submitted a removal of 1,216 inches will need to occur for roadways and buildable lots. The Developer will be preserving about 1,009 inches of trees leaving them about 994 inches short of the 90% mitigation standard for the overall site. That translates to the cap of \$100,000. The developer has a street tree and landscape plan that will mitigate about 182 inches, offsetting \$45,500 and leaving \$54,500 to be donated to the Village. The Village will utilize those funds to establish approximately 90 trees throughout the Village.

Staff recommends: Staff recommends the Park and Recreation Board approve the tree preservation and mitigation plan for Golden Fields of Sussex and require the onetime payment of \$100,000 or reduced to \$54,500 if the tree plan is approved by the Village and implemented by the Developer per the Developer's Agreement to meet the standards for the same.

Landscape Narrative
Golden Fields of Sussex
March 6, 2023

As part of the rezoning and preliminary plat package for the Golden Fields of Sussex project, a preliminary street tree and landscape plan set was prepared and submitted to the Village of Sussex for review. Sheet L-6 of that package is a Tree Protection and Mitigation Plan which identifies existing trees on the property and identifies which of those trees will remain or be removed.

The project site has 209 existing trees on site that are 6" caliper or larger. As part of the proposed grading, road work, and utility work required for the proposed development, 114 of these trees will be removed which would leave 95 remaining. On the Tree Protection and Mitigation Plan ("The Plan") the trees to be removed are noted with an **X**. The trees to be removed consist of both trees deemed to be of value (high quality desirable species, colored in green on The Plan) and trees deemed to be of little value (undesirable, nuisance, colored in tan on The Plan). The high quality, valuable trees are maple, arborvitae, birch, hickory, spruce, pine and oak. The undesirable. Little value trees are boxelder, mulberry, apple, poplar, plum and black cherry. Most of the trees being removed are located on the interior of the site, massing primarily around the existing home and fenced in pasture area north of the home. It is assumed the previous owner planted these trees to screen the views from neighboring lots into the property and into the existing home. Nearly half the trees on site are located along the property lines, the vast majority of which will remain. The trees of value along the west property line will be protected during the construction of the subdivision and beyond by a tree preservation easement. The other trees along the property line will remain but can be removed by the individual lot owners since they are deemed of little value. The preserved trees will provide the greatest screening benefit and visual impact for the neighboring lots. Along with preserving the trees along the property lines, the proposed development will supplement the existing trees with an additional 26 evergreen trees along the west property line as shown on sheet L-1. Additionally, 52 high quality street trees will be installed to help break up views and create an aesthetically pleasing continuation of the existing neighborhoods. As the proposed homes are built, trees and landscaping will be installed by individual homeowners to further enhance the aesthetics of the neighborhood.

See the next page for a summary of the trees and the required mitigation. This summary and mitigation requirements are based on the preliminary plans. A final summary and mitigation requirements will be prepared based on the approved construction plans.

Summary of trees:

Total existing trees on site (6" caliper or larger)	209 total	3,415 inches
Tree Species deemed to be of value	131 total	2,225 inches
• Fair or better condition	122 total	2,062 inches
• Poor quality	9 total	163 inches
Tree Species deemed to be of little value	78 total	1,190 inches
• Fair or better condition	75 total	1,140 inches
• Poor quality	3 total	50 inches
Tree to be remain	95 total	1,397 inches
• Of value to remain (fair or better)	59 total	846 inches
• Of little value to remain (fair or better)	36 total	551 inches
Tree to be removed	114 total	2,018 inches
• Of value to be removed (fair or better)	63 total	1,216 inches
• Of little value to be removed (fair or better)	39 total	589 inches
• Of value but poor quality	9 total	163 inches
• Of little value & poor quality	3 total	50 inches

Total caliper inches of "trees of value" rated in fair or better condition which are being removed and require mitigation:

Of value to be removed (fair or better) = 1,216 inches

10% allowable impact = 2,225 inches (tree species deemed to be of value) * 10% = 222 inches

Required mitigation = 1,216 inches – 222 inches = 994 inches

Proposed on site mitigation = (52 street trees*2.5-inch size) + (26 lot line trees*2-inch size) = 182 inches

Remaining mitigation required = 994 inches – 182 inches = 812 inches

AutoCAD SHX Text
DRAFTED:

AutoCAD SHX Text
REVIEWED:

AutoCAD SHX Text
DESIGNED:

