

NOTICE OF MEETING

VILLAGE OF FOX POINT PLAN COMMISSION

THIS MEETING WILL BE HELD
VIRTUALLY ONLY VIA WEBINAR.
NO IN-PERSON ATTENDANCE HELD

Monday
July 7, 2025
5:45 P.M.

NOTE: the Plan Commission will be meeting virtually, with a remote attendance option, per the virtual meeting procedures further described in section 19-32 (E) of the Village code. This meeting is open to all citizens through the Zoom participant information shown below. Citizens are encouraged to submit any comments in writing in advance of the meeting to the Village Manager at sbotcher@villageoffoxpoint.com

Zoom Participant Information
<https://us02web.zoom.us/j/89048465030>
Dial: (312) 626-6799
Meeting ID: 890 4846 5030

AGENDA

1. **Roll Call.**
2. **Approval of the minutes of the June 2, 2025 Plan Commission meeting.**
3. **Consideration of Conditional Use Permit Application for Baja Tan, 8667 N Port Washington Road.**

The Plan Commission will consider the referral of a conditional use permit application for ownership change at Baja Tan, 8667 N Port Washington Road, as required per Village Code Sections 745-18.

4. **Adjourn.**

NEXT PLAN COMMISSION MEETING:

Monday, August 4, 2025

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request these services, contact the Village Clerk at 351-8900. It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

**VILLAGE OF FOX POINT
PLAN COMMISSION MEETING MINUTES
June 2, 2025**

A meeting of the Fox Point Plan Commission was held on Monday, June 2, 2025. President Symchych called the meeting to order at 5:45 p.m. and noted there was a quorum of Plan Commission members present.

The Plan Commission roll call was taken by Deputy Clerk Teri Repins:

Plan Commission: President Christine Symchych, Chairman
 David Miller, Commissioner
 Robert Smith, Commissioner
 Ted Durant, Commissioner
 Jay Craig, Commissioner
 William Langhoff, Commissioner - absent
 Jake Wilson, Commissioner - absent

Staff present included Village Manager Scott Botcher, Village Deputy Clerk Teri Repins, and Village Attorney Eric Larson via zoom.

Notice of the meeting was provided to the North Shore Now as necessary, and to all others as required by State open meetings laws and posted on the official bulletin board at 7200 N Santa Monica Boulevard, as well as the village website at www.villageoffoxpoint.com, as per 2015 Wisconsin Act 79 and as described in Village Ordinance Chapter 116-2, 116-2(C).

Approval of the Minutes of the April 7, 2025 Plan Commission Meeting

Motion by President Symchych, seconded by Commissioner Smith, and carried unanimously with a roll call vote 4-0, with Commissioner Miller abstaining, the Commission approved the minutes of the April 7, 2025 Plan Commission meeting.

Consideration of Conditional Use Permit Application for Sias Alterations, 333 W Brown Deer Road, Suite H.

Motion by President Symchych, seconded by Commissioner Miller and carried unanimously by roll call vote 5-0, the Commission recommended the Village Board approve the application, as presented in the Plan Commission packet, for Sias Alterations, 333 W Brown Deer Rd, Suite H.

Consideration of Conditional Use Permit Application for Marek Landscaping, 8035 N Port Washington Road.

Motion by President Symchych, seconded by Commissioner Miller and carried by roll call vote 4-0, with Commissioner Durant abstaining, the Commission approved the application for Marek Landscaping, 8035 N Port Washington Road, for referral to the Village Board and to include: all outdoor storage areas be screened per the submitted site plan and maintained to prevent visibility from both the adjacent properties and rights of way including consideration for 4-seasons screening; that the hours of operation are limited to 7:00 a.m.-5:00 p.m., Monday-Friday; laboratory operations shall be accessory to the professional office use and involve no hazardous chemical processing; outdoor material storage be limited to the area described on the site plan and may be reviewed for compliance by the building inspector; a parking reduction from 30 stalls to 16 stalls shall be allowed and any overflow or future demand must be met on the site; and the gate/separation barrier between the front parking and the storage bins be 5' high and be closed and secured when the business is closed.

VILLAGE OF FOX POINT
PLAN COMMISSION MEETING MINUTES
June 2, 2025

Adjourn

On motion of President Symchych, seconded by Commissioner Miller and carried unanimously by roll call vote 5-0, the Plan Commission meeting adjourned at 6:29 PM.

Respectfully,

Teri Repins
Deputy Clerk

Published and Posted

DRAFT



VILLAGE OF FOX POINT

MILWAUKEE COUNTY

WISCONSIN

VILLAGE HALL

7200 N. SANTA MONICA BLVD.

FOX POINT WI 53217-3505

414-351-8900

FAX 414-351-8909

To: Plan Commission
From: Kevin Ausman, Assistant Village Manager
CC: Scott Botcher, Village Manager
Date: July 7, 2025
Re: Baja Tan - CUP

Overview

Stephanie Fett has applied for conditional use approval regarding change of ownership for an existing business. The change of ownership under Section 745-18D(1)(o) would allow a tanning and wellness facility, Baja Tan, to operate at 8667 N Port Washington Road in the D Business District. The tenant space is located in the Riverpoint Shopping Center.

Background

Baja Tan is an existing business located at 8667 N Port Washington Road.

Request

The applicant has indicated no changes to existing business operations. Hours of operation are proposed from 9AM – 6PM Monday through Friday.

Sufficient parking within the Riverpoint Shopping Center exists to accommodate patrons.

Recommendation

Staff recommends that the Plan Commission recommend that the Village Board approve the conditional use request following a mandatory public hearing.



VILLAGE OF FOX POINT APPLICATION FOR CONDITIONAL USE PERMIT

Section 1

Trade Name of Business Baja Tan	Phone # 414-540-0000	Name of former tenant (if known) Krissy Russell
Fox Point Business Address 8667 N Port Washington Rd, Fox Point, WI 53217		
Email fetteroni@gmail.com	Contact Person Stephanie Fett	

If the business is a limited liability corporation (LLC) or corporation, complete the following section. If not, skip to next section.

Section 2

Legal name of corporation or LLC Baja Tan Fox Point	Corporate email fetteroni@gmail.com
Corporate headquarters address 857 E Glenbrook Rd, Bayside, WI 53217	Corporate phone # 414-540-0000
Name and addresses of all corporate officers	
Name of corporate agent Stephanie Fett	Address of corporate agent 857 E Glenbrook Rd, Bayside, WI 53217

If applicant(s) is a sole proprietorship (individual) or partnership, please complete the following section.

Section 3

List the name, home address, business address, and phone numbers of all applicants and owners.			
Name	Home address	Business address	Phone #

All applicants must complete the following section.

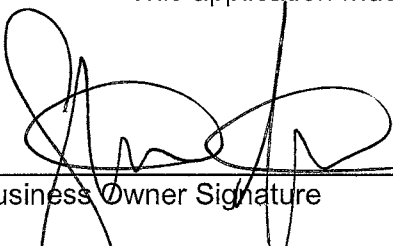
Section 4

Applicant's specific interest in site Purchase of Baja Tan		
Describe in detail the business activity that will take place on site including products & services We have a purchase agreement with Baja Tan, a tanning studio located in Fox Point, WI. The purchase will be finalized 6/30/2025. Our intensions are to transform Baja Tan into a premier tanning and wellness facility, offering traditional tanning methods such as UV beds, red light therapy, and spray tanning services. We would like to provide the greater Northshore area with a premier destination for all tanning needs and services. We will also be selling tanning bed lotions, red light therapy lotions, and self-tanning products		
Describe all owned fixtures, furniture, and equipment to be used on site Equipment includes UV tanning beds (stand up and laydown), red light thery bed, spray tan equipment, front lobby items such as chairs, tables, check-in computer, and front desk.		
Describe all leased fixtures, furniture, and equipment to be used on site N/A		
Describe any alterations planned for the site and estimated cost of renovation N/A		
Person responsible for obtaining building permit (if required) Stephanie Fett		
Square footage of site 1,400 sq ft	# of employees 3	# of parking spaces to be used 3
Days & hours of operation Mon-Fri 9am-6pm	Proposed date of occupancy 7/1/2025	

Attach a site plan to this application (see Directions for Conditional Use Permit). Site plan must include a layout of the inside of the store.

This application must be fully completed to be considered by the Village.

Fee: \$300.00 (non-refundable)

	Stephanie Fett	6/25/2025
Business Owner Signature	Printed Name	Date

Midland Management, LLC

555 W. Brown Deer Road, Suite 220, Milwaukee, Wisconsin 53217

June 23, 2025

Village Plan Commission
Village of Fox Point
7200 N. Santa Monica Boulevard
Fox Point, WI 53217

Plan Commission Members:

The purpose of this correspondence is to support the Conditional Use Order application of Baja Tan Fox Point, LLC, relative to their anticipated occupancy of space located at 8667 N Port Washington Road in the Riverpoint Village Shopping Center.

It is North Shore Centers Partners' intent to lease space to Baja Tan Fox Point, LLC that is currently occupied by Baja Tan.

The subject space consists of approximately 1,436 square feet.

Baja Tan will provide tanning services and related uses.

If there should be any questions regarding this future tenant, please don't hesitate to contact our office at (414) 928-3974.

Thank you in advance for your consideration of and attention to this matter.

Sincerely,



Sheila S. Sanders
Midland Management, LLC
Managing Agent to North Shore Centers Partners

NOTICE

PLEASE BE ADVISED: Chapter 67, Article III of the Village of Fox Point Village Code is attached hereto and incorporated herein. Pursuant to this Ordinance, the Village of Fox Point Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Forester or any other of the Village's professional staff (internal or independently contracted) results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge the property owner for the fees incurred by the Village. Also be advised that pursuant to the Village of Fox Point Municipal Code certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, have been advised that, pursuant to the Village Fox Point Village Code, if the Village Attorney, Village Engineer, Village Forester or any other Village professional (internal or independently contracted) provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. Also I have been advised that pursuant to the Village of Fox Point Village code certain other fees, costs and charges are my responsibility.

Dated this 25 day of June, 2025

Signature of Property Owner

North Shore Center Partner
Name of Property Owner - PRINTED

Mailing Address of Property Owner:

555 W Brown Deer Rd #200
Milwaukee WI 53217

Tax Key No. of Property:

053-8989-001

Address of Property:

8667 N Port Washington Rd

Fox Point, WI 53217

<p>For Village Use Only:</p> <p><input type="checkbox"/> Original kept on file with Village Clerk.</p> <p><input type="checkbox"/> Copy provided to Property Owner.</p> <p>Signature: _____</p>
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Receipt No: 22000141 Jun 25, 2025

8667 N PORT WASHINGTON RD

Previous Balance: .00
LICENSES & PERMITS
CONDITIONAL USE PERMIT 300.00

Total: 300.00

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ONLINE - CREDIT CARD 300.00

Payor:
8667 N PORT WASHINGTON RD

Total Applied: 300.00

Change Tendered: .00

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06/25/2025 1:21 PM

VILLAGE OF FOX POINT
7200 N. SANTA MONICA BLVD
FOX POINT WI 53217 414-351-8900