

**VILLAGE OF SUSSEX  
PLAN COMMISSION  
6:30PM TUESDAY, OCTOBER 15, 2024  
SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>ND</sup> FLOOR  
N64W23760 MAIN STREET**

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

Members present: Commissioners Kasey Fluett, Mike Knapp, Jim Muckerheide (6:32pm), Roger Johnson, Debbie Anderson, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: None

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.

**Consideration and possible action to approve the minutes for the Plan Commission meeting of September 17, 2024.**

A motion by Fluett, seconded by Zoellick to approve the minutes of the Plan Commission meeting of September 17, 2024.

Motion carried 5-0

**Discussion and possible action on a Plan of Operation for a new owner for the Papa John's restaurant located at W249N52445 Executive Dr. Ste 204.**

A motion by Johnson, seconded by Zoellick to approve of the Plan of Operation for Papa John's Pizza located at W249N5245 Executive Dr. #204 subject to the standard conditions of Exhibit A.

Motion carried 6-0

**Discussion and possible action on a Plan of Operation for a North Woods Marine moving into the multi-tenant building located at N53W24880 S Corporate Cr.**

Peter Drees, N53W24880 S Corporate Circle, was present and gave a brief review of the Plan of Operation. He stated that the company is mainly shipping and some manufacturing. They will not have a retail space.

A motion by Fluett, seconded by Muckerheide to approve of the Plan of Operation for North Woods Marine located at N53W24880 S Corporate Cr, subject to the standard conditions of Exhibit A.

Motion carried 6-0

**Public Hearing, Discussion, and possible action on an amendment to a Conditional Use Permit and Plan of Operation for the gas station known as Quick Corners (W232N6116 Waukesha Avenue).**

Patricia Draper, W232N6080 Waukesha Ave, would like the fence extended for more privacy.

Commissioner Johnson would like photos of the property and fence.

LeDonne directed staff to prepare the Conditional Use Order and to reconvene the public hearing on the Conditional Use Order at the November 19, 2024 Plan Commission meeting.

**Discussion and possible action on a Certified Survey Map combining and dividing lands on Maple Avenue identified by Tax Key Numbers 199.989.005, 199.989.004, 199.989.003, 199.989.002.**

Curtis Hackbarth, W239N7456 Maple Ave., was present and explained that he wanted to divide the four properties into two properties.

Judy Neu advised why we needed an easement on the property.

A motion by Fluet, seconded by Johnson to recommend approval of the CSM to the Village Board combining and dividing lands on Maple Avenue identified by Tax Key Numbers 199.989.005, 199.989.004, 199.989.003, 199.989.002, subject to the following conditions:

1. Compliance with the comments and conditions in the Memo from the Village Engineer dated October 3, 2024.
2. Standard conditions of CSM approval and Exhibit A.

Motion carried 6-0

**Discussion and possible action on an Ordinance to repeal and recreate Section 17.0704(A)(1) regarding the height of accessory structures in the B-4 Central Mixed Use Zoning District.**

A motion by Knapp, seconded by Zoellick to recommend to the Village Board to approve the Ordinance to repeal and recreate Section 17.0704(A)(1) regarding the height of accessory structures in the B-4 Central Mixed Use Zoning District with any changes made as the Plan Commission deems appropriate.

Motion carried 6-0

**Other Items for Future Discussion**

Commission Knapp inquired how the weeds on vacant lots can be addressed.

Commissioner Johnson would like the BP Gas Station sign to be fixed.

**Adjournment**

A motion by LeDonne, seconded by Zoellick to adjourn the meeting at 7:07pm.

Motion carried 6-0

Respectfully submitted,  
Jen Boehm  
Deputy Clerk