

**Draft-VILLAGE OF SUSSEX
PLAN COMMISSION
6:30PM TUESDAY, AUGUST 19, 2025
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 Fluet, Jim Muckerheide, Mike Knapp, Roger Johnson, Mike Smith, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: None

Others present: Village Administrator Jeremy Smith, Fire Chief Kristopher Grod, Village Attorney John Macy, Community Development Director Gabe Gilbertson, Assistant Village Administrator Katherine Gehl, 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 July 15, 2025.

A motion by Zoellick, seconded by Knapp to approve the minutes of the Plan Commission meeting of July 15, 2025.

Commissioner Johnson wants minutes to reflect the actual opinions (in favor or against) of those who speak and their names.

Motion carried 7-0

Reconvene the Public Hearing and discussion and possible action on a Conditional Use Permit for a Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001

The Petitioner Lukas Larson, 1161 Wayzata Blvd E #175, was present to acknowledge review and agreement with the CUP. He also answered questions brought forward by residents and commissioners.

Discussion regarding an easement agreement with the adjacent property from when The Mills was built that was not able to be located and was never filed with The Village of Sussex regarding details about the easement.

Kimberly Rebarchik, N63W24063 Main St., Sussex had questions.
Gordon Caesar, W204N6758 Lannon Rd., Menomonee Falls, made comments.
Devlynn Ihlenfeld, N63W24123 Main St., Sussex, had questions and comments.

Logan Ketelhut, Engineer, SEH, Inc. answered questions.
Joe Fuller, W233N96944 Salem Dr, Sussex, made comments.
Joe Schonasky, N63W24141 Main St., Sussex, made comments.
Teri Schlei, N63W23205 Main St, Sussex, made comments.

A motion by Zoellick, seconded by Johnson to close the Public Hearing for Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001.

Motion carried 4-0

In Favor: Commissioner Muckerheide, Commissioner Johnson, Trustee Zoellick, President LeDonne.

Abstentions: Commissioner Fluet, Commissioner Smith, Commissioner Knapp
Commissioners Fluet and Smith abstained from voting as they were not present during the first session of the public hearing on July 15, 2025 and therefore did not hear all public testimony.

Discussion and possible action on a Conditional Use Permit and corresponding CSM for a Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001

Commissioner Knapp request that the record show that he would like to see two entrances, one on Maple Ave. and one on Main Street.

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 17.0419 B-4 Central Mixed Use 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-J. Various Plan(s) compliance: Yes

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

B-L. Administrative CU Condition compliance: Yes

A motion by LeDonne, seconded by Zoellick to approve the Conditional Use Permit and corresponding CSM for a Caretta Senior Housing facility located at N63W24103 Main Street on the parcels identified by Tax Key Numbers 249.992 and 249.991.001 subject to the standard conditions of Exhibit A, and the following conditions:

1. Submitting a revised CSM complying with comments and conditions from the Engineering Department and Community Development Department.
2. Review and approval of the subject plans by the Architectural Review Board.

Roll Call Vote:

Commissioner Muckerheide: Yes

Commissioner Fluet: Abstain (Not present at the first session of the public hearing.)

Commissioner Knapp: Yes

President LeDonne: Yes

Commissioner Zoellick: Yes

Commissioner Johnson: Yes

Commissioner Smith: Abstain (Not present at the first session of the public hearing.)

Motion carried 5-0

Reconvene the Public Hearing and discussion and possible action on a Conditional Use Permit for a Tommy's Car Wash located at W249N6438 State Highway 164.

The petitioner Chris McGuire, 1209 Joseph St, Dodgeville WI was present to acknowledge understanding and acceptance of conditions.

A motion by LeDonne, seconded by Zoellick to close the Public Hearing for a Tommy's Car Wash located at W249N6438 State Highway 164.

Motion carried 7-0

Discussion and possible action on a Conditional Use Permit and an exception from the Sussex Design Standards for a Tommy's Car Wash located at W249N6438 State Highway 164.

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 17.0417 B-2 Regional 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-J. Various Plan(s) compliance: Yes

A.4.-17. CU condition compliance: Yes

B-L. Administrative CU Condition compliance: Yes

A motion by LeDonne, seconded by Zoellick to approve the Conditional Use Permit and discuss the exception from the Sussex Design Standards for window and door openings on the west elevation for Tommy's Car Wash located at W249N6438 State Highway 164 subject to the standard conditions of Exhibit A, and the following conditions:

1. Complying with the conditions of approval from the Architectural Review Board meeting on August 6, 2025.
2. Submitting a recorded RCA Sewer Agreement to the Village prior to the issuance of any permits.

In Favor: Commissioner Muckerheide, Commissioner Johnson, Trustee Zoellick, President LeDonne, Commissioner Knapp.

Abstentions: Commissioners Fluett and Smith abstained from voting as they were not present during the first session of the public hearing on July 15, 2025 and therefore did not hear all public testimony.

Motion carried 5-0

Discussion and possible action on a landscape plan for the property located on the southeast corner of County Highway VV and Alpine Dr and identified by Tax Key Number SUXV0227036 in the Vista Run Subdivision.

A motion by Muckerheide, seconded by Knapp to approve the submitted landscape plan for the property located at the southeast corner of County Highway VV and Alpine Dr and identified by Tax Key Number SUXV0227036 in the Vista Run Subdivision.

Commissioner Fluet left the room at 8:25pm, she returned at 8:27pm was not present during voting.

Motion carried 6-0

Other Items for Future Discussion

Update from Village Administrator Smith on Wildflower Development. The developer plans to attend the September Plan Commission meeting with their plans.

Commissioner Fluet expressed that there were items not in the packet.

Commissioner Muckerheide inquired about the property maintenance complaint for the Tony Maroni's business on Main Street.

Adjournment

A motion by LeDonne, seconded by Fluet to adjourn the meeting at 8:32 pm.

Motion carried 7-0

Respectfully submitted,
Jennifer Boehm
Village Clerk