

**VILLAGE OF SUSSEX  
PLAN COMMISSION  
6:30PM TUESDAY, November 21, 2023  
SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>ND</sup> FLOOR  
N64W23760 MAIN STREET**

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

Members present: Commissioners Jim Muckerheide, Mike Knapp (arrived 6:31pm), Roger Johnson, Debbie Anderson, Mike Schulist, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: None

Others present: Village Administrator Jeremy Smith, Community Development Director Gabe Gilbertson, Assistant Village Administrator Kelsey McElroy-Anderson, Village Attorney John Macy, Village Engineer Judy Neu, Deputy Clerk Jen Boehm, IT Coordinator Christopher Peralta, applicants, and members of the public.

A quorum of the Village Board was not present at the meeting.

**Consideration and possible action on the minutes on the Plan Commission meeting of October 17, 2023.**

A motion by Schulist, seconded by Zoellick to approve the minutes of the Plan Commission meeting of October 17, 2023 as presented. Motion carried 6-0

**Consideration and possible action on a Plan of Operation for the 7-Eleven located at N64W24925 Main Street.**

A motion by Johnson, seconded by Schulist to approve the Plan of Operation for the 7-Eleven located at N64W24925 Main Street subject to the standard conditions of Exhibit A, the Community Development Authority, and the following condition:

1. Submit to Village Staff a signed and notarized statement acknowledging and agreeing to the terms set forth in the Conditional Use Permit approved by the Plan Commission on September 17, 2015 and that this is only an operator change and no other changes will be made to the location.

Motion carried 7-0

**Consideration and possible action on a Plan of Operation for Dorner Manufacturing located at W251N5350 Business Drive.**

Mike Hosch, 975 Cottonwood Ave., Hartland, was present and gave a brief overview of the operation.

A motion by Muckerheide, seconded by Zoellick to approve the Plan of Operation for Dorner Manufacturing located at W251N5350 Business Drive subject to the standard conditions of Exhibit A.

Motion carried 7-0

**Consideration and possible action on a Plan of Operation for Sterling Tax Services located at N64W24801 Main Street.**

A motion by LeDonne, seconded by Muckerheide to approve the Plan of Operation for Sterling Tax Services located at N64W24801 Main Street subject to the standard conditions of Exhibit A.

Motion carried 7-0

**Discussion and possible action on a Conditional Use Permit for an Accessory Apartment according to Section 17.0506(B)(5) located at N61W23728 Sumac Lane.**

At the public hearing, Johnson wants the petitioner to explain the changes being made to the property and determine that it will not be sold as a duplex in the future. A motion by Johnson, seconded by Zoellick to direct staff to schedule a public hearing for the December 19, 2023 meeting.

Motion carried 7-0

**Discussion and possible action on a Conditional Use Permit for a new wireless communications facility located at N249W5889 Executive Drive.**

At the public hearing, Johnson wants the petitioner to address screening and Schulist wants to know what the antenna will look like and are there options for the appearance. A motion by LeDonne, seconded by Zoellick to direct staff to schedule a public hearing for the December 19, 2023 meeting.

Motion carried 7-0

**Reconvene a Public Hearing on a Legal Non-Conforming Conditional Use Permit for Mike Dupont for a self-storage building and outdoor storage in the B-3 Highway Business Zoning District located at W240N6689 Maple Ave.**

John Macy explained that we would be taking a tour of the property located at W240N6689 Maple Ave and that the owners could explain the lighting and explain what they planned to do with more lighting, fencing, screening, trees, paving, and expansion. The purpose is to look and observe. Questions should be kept to a minimum and discussion should reconvene when we return to the public hearing in the Boardroom.

Mike Dupont and Mike Kocher, W240N6689 Maple Ave, were present and gave a brief overview of the past, present and future of the business. They would prefer not to have a fence, but a natural tree barrier. The older storage area would be for themselves and their tenants. The new proposed area is for storage of motorhomes and overflow parking.

Roger Johnson recused himself from the tour and the vote.

**Travel to W240N6689 Maple Ave to observe the subject property in conjunction with the Legal Non-Conforming Conditional Use Permit for Mike Dupont for a self-storage building and outdoor storage in the B-3 Highway Business Zoning District located at W240N6689.**

The recording was paused during the tour of the property.

**Return to the Village of Sussex Civic Center Boardroom to continue the Public Hearing on a Legal Non-Conforming Conditional Use Permit for Mike Dupont for a self-storage building and outdoor storage in the B-3 Highway Business Zoning District located at W240N6689 Maple Ave.**

Mike Dupont and Mike Kocher were present. Knapp was concerned about the lighting. The petitioners agreed to write a lighting proposal and use the guidance of the national minimal lighting standard. The petitioners agreed to the paving standards. The petitioners would prefer not to have a fence. The Plan Commission members:

Muckerheide – Has no opinion on the fence.

Knapp – Wants a fence for security and thinks it will set a precedent for other businesses.

Zoellick – Does not see a need for a fence.

Schulist – Does not think a fence is necessary.

Anderson – Does not think a fence is necessary. Thinks that trees would be fine.

The Plan Commission agrees that because this is an existing business with a Legal Non-Conforming Use Permit it can proceed without a fence. New businesses will be required to have a fence. Vehicles allowed for storage include licensed, towable, or drivable boats, campers, trailers, and motorhomes. Also, the 2 dump trucks that are currently being parked on the property. The Plan Commission would like to review a landscape plan at the next meeting. The planted trees have to reach 10 feet in 2 years.

A motion by LeDonne, seconded by Schulist to direct staff to prepare the Conditional Use Order and to reconvene the public hearing on the Conditional Use Order at the December 19, 2023 Plan Commission meeting. Motion Carried 6-0

**Other Items for Future Discussion**

None

**Adjournment**

A motion by Anderson, seconded by Schulist to adjourn the meeting at 8:14p.m.

Motion carried 6-0

Respectfully submitted,  
Jen Boehm  
Deputy Clerk