

**VILLAGE OF SUSSEX  
PLAN COMMISSION  
6:30PM TUESDAY, JANUARY 16, 2024  
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, Roger Johnson, Debbie Anderson, Mike Schulist, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: None

Others present: Community Development Director Gabe Gilbertson, 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 December 19, 2023.**

A motion by Zoellick, seconded by Muckerheide to approve the minutes of the Plan Commission meeting of December 19, 2023 as presented. Motion carried 7-0

**Reconvene the Public hearing and discussion on a Conditional Use Permit for an Accessory Apartment according to Section 17.0506(B)(5) located at N61W23728 Sumac Lane.**

Nancy Gin, N61W23728 Sumac Lane, Sussex was present and available for questions. She stated that she has received and accepted the conditions of the Conditional Use Permit.

A motion by LeDonne, seconded by Muckerheide to close the Public Hearing.

Motion carried 7-0

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

The Plan Commission answered yes to all of the following conditions:

**The Application is complete and consistent with 17.0502:**

**The use(s) and plans are compliant with 17.0503 (Review of CU's):**

**The use(s) and plans are compliant with 17.0200 (General Conditions):**

**The uses(s) and plans are compliant with 17.0411 RS-4 Single Family Residential District:**

**The uses(s) and plans are compliant with 17. 1000 (Site Plan Review):**

**Has the Petitioner provided substantial evidence and adequately addressed the findings of the impact report per 17.0506.A.**

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. Various Plan(s) compliance: Yes**

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

**B-L. Administrative CU Condition compliance: Yes**

A motion by Johnson, seconded by Muckerheide to approve the Conditional Use Permit and subject to the standard conditions of Exhibit A and the following conditions:

1. The principle dwelling has a minimum living area of 1,000 square feet, excluding the accessory dwelling unit.
2. The principle dwelling unit is owner occupied.
3. There may be only one accessory apartment per principle dwelling unit.
4. The accessory apartment shall have a minimum living area of 600 square feet and no more than one bedroom.
5. The accessory apartment shall be occupied by a person related to the owner of the principle dwelling unit by blood, marriage or adoption.

Motion carried 7-0

**Reconvene a Public hearing and discussion on a Conditional Use Permit for a new wireless communications facility located at N249W5889 Executive Drive.**

The Petitioner was present available for questions. He stated that he received and agrees to all aspects of the Conditional Use Permit and agrees to the statutory removal of Section I and I.1 as it is against state and federal laws.

A motion by LeDonne, seconded by Muckerheide to close the Public hearing.

Motion carried 7-0

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

The Plan Commission answered yes to all of the following conditions:

**The Application is complete and consistent with 17.0502**

**The use(s) and plans are compliant with 17.0503 (Review of CU's)**

**The use(s) and plans are compliant with 17.0200 (General Conditions)**

**The uses(s) and plans are compliant with 17.0424 Highway Business District**

**The uses(s) and plans are compliant with 17. 1000 (Site Plan Review)**

**Has the Petitioner provided substantial evidence and adequately addressed the findings of the impact report per 17.0506.A.**

Has the Petitioner provided substantial evidence with regards to the Conditional Use Permit as follows:

**A.3.A. Site Plan Standards compliance**

**A.3.B. Plan of Operation compliance**

**A.3.C. Various Plan(s) compliance**

**A.4.-16. CU condition compliance**

**B-L. Administrative CU Condition compliance**

A motion by LeDonne, seconded by Muckerheide to approve the Conditional Use Permit for a new wireless communications facility located at N249W5889 Executive Drive, and subject to the standard conditions of Exhibit A and the following condition:

1. Approval of a License Agreement between the Village and Verizon Wireless for a new wireless communications facility at the subject property.

Motion carried 7-0

**Other Items for Future Discussion**

None

**Adjournment**

A motion by LeDonne, seconded by Muckerheide to adjourn the meeting at 6:51pm.

Motion carried 7-0

Respectfully submitted,  
Jen Boehm  
Deputy Clerk