

**VILLAGE OF SUSSEX
PLAN COMMISSION
6:30PM TUESDAY, MAY 21, 2024
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, Mike Knapp, Roger Johnson, Debbie Anderson, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: Commissioner Muckerheide

Others present: Village Attorney John Macy, Village Administrator Jeremy Smith, 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 on the minutes for the Plan Commission meeting of April 16, 2024.

A motion by Anderson, seconded by Johnson to approve the minutes of the Plan Commission meeting of April 16, 2024 as presented.

Motion carried 6-0

Discussion and possible action on a Plan of Operation for Slate Real Estate located at N63W23583 Main Street.

Chris Slater, W308N6194 Shore Acres Road, Hartland was present and available for questions. He gave a brief description of the Plan of Operation and stated that there was no downstairs storage.

A motion by Johnson, seconded by Anderson to approve the Plan of Operation for Slate Real Estate located at N63W23583 Main Street and subject to the standard conditions of Exhibit A.

Motion carried 6-0

Discussion and possible action on a site plan, landscape plan, architecture plan, and lighting plan for Highlands Business Park Site XII.

Mark Lake, 1200 N Mayfield Rd., was present and stated that this is the 3rd building in Highlands Park and can accommodate 5 tenant spaces. There is one tenant signed with delayed occupancy. The access road will be part of the certified survey map.

A motion by LeDonne, seconded by Zoellick to approve the site plan, landscape plan, architecture plan, and lighting plan for Highlands Business Park Site XII, subject to

standard conditions of Exhibit A and the following conditions:

1. Recording the Certified Survey Map creating the subject lot prior to issuance of a building permit.
2. Review and approval by the Architectural Review Board and any conditions as a result of their review.
3. Compliance with all comments and conditions listed in the Engineering memo dated May 13, 2024.
4. Compliance with all comments and conditions listed in the Community Development memo dated May 13, 2024

Motion carried 6-0

Consideration and possible action on a Certified Survey Map for the Highlands Business Park for the parcel identified by Tax Key No. 237.998.005.

A motion by Fluet, seconded by Anderson for the Plan Commission to recommend approval to the Village Board of the Certified Survey Map subject to the standard Conditions of Exhibit A, and the following conditions:

1. Compliance with all comments and conditions listed in the Engineering memo dated May 10, 2024.
2. Submitting a revised Certified Survey Map that includes an access easement over the portion of Lot 3 that is providing access to Lot 2.

Motion carried 6-0

Public Hearing and possible action on a Conditional Use Permit for Club Carwash located at W248N5221 Executive Dr in the B-3 Highway Business Zoning District.

Michael Leidig, W248N5221 Executive Dr., Sussex, was present and gave a presentation of the Plan of Operation and Site Plan. In response to the public comments, he stated that the average number of cars is 500/day. They can stack up to 30 cars at a time. Regarding added stop signs, he stated that Club Car Wash does not have control to do that.

Commissioner Johnson is concerned about the flow of traffic and is interested in knowing how much inventory we have left for business.

Commissioner Knapp stated that Sussex has plenty of car washes already. He does not think that traffic would be a problem.

John Gilling, 2151 Barberry Ln, Green Bay, stated that he is concerned about how much traffic they can accommodate at the entrance of Club Car Wash.

Dr. Mary Vezzetti, W248N5233 Executive Dr, Sussex, stated that she is concerned about the traffic congestion and that there are not any stop signs. She does not believe a car wash is the best use of the land for Sussex.

The Plan Commission would like information on peak times and how many cars are expected during those times. Staff will review the joint access agreement to establish who is responsible for maintaining the drive.

A motion by LeDonne, seconded by Zoellick to reconvene the public hearing on the Conditional Use Order at the June 18, 2024 Plan Commission meeting.

Motion carried 6-0

Other Items for Future Discussion

Commissioner Johnson would like Dean Myers from the Private Car Hobby, N63W23991 Main Street, to speak with the Plan Commission about ongoing complaints.

Adjournment

A motion by LeDonne, seconded by Zoellick to adjourn the meeting at 7:31pm.

Motion carried 6-0

Respectfully submitted,
Jen Boehm
Deputy Clerk