



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

## AGENDA

**VILLAGE OF SUSSEX  
PLAN COMMISSION MEETING  
6:30 PM TUESDAY, MARCH 18, 2025  
SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>nd</sup> FLOOR  
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Sussex Plan Commission, at which a quorum of the Village Board may attend. If a Quorum is present the Chairperson shall state, "Please let the minutes reflect that a quorum of the Village Board is present and may be making comments during public comment or if the rules are suspended to allow so.)

1. Roll call.
2. Consideration and possible action on the minutes of the Plan Commission meeting of February 18, 2025.
3. Consideration and possible action on Permitted Uses and Plans.
  - a. Discussion and possible action on a plan of operation for Alpha Wellness located at N64W24050 Main Street in the B-4 Central Mixed Use District.
  - b. Discussion and possible action on a Plan of Operation for S&L Companies of Sussex LLC for the Culvers located at W249N6620 Hwy 164 in the B-3 Highway Business District.
4. Conditional Use Public Hearing(s) and consideration and possible action on Conditional Use Permits and Plans on the following items:
  - a. Public Hearing and discussion and possible action on a Conditional Use Permit for Drexel Building Supply for an outdoor lumber yard located at W232N5700 Waukesha Ave in the B-3 Highway Business District.
  - b. Public Hearing and discussion and possible action on a Conditional Use Permit for Lake Country Wines, LLC for a wine processing facility located at N53W24880 S Corporate Cr in the BP-1 Business Park District.
5. Consideration and possible action on CSM's, Plats, Zoning and Planning Items.
  - a. Discussion and possible action on a Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Mead and Hunt and a new industrial building located at W220N5603 Town Line Rd.
  - b. Discussion and possible action on a recommendation to the Village Board to adopt an Ordinance to repeal and recreate Section 17.0420(A) regarding permitted uses in the BP-1 Business Park Zoning District and Section 17.0506(B)(3) regarding residential conditional uses.
6. Other items for future discussion.
7. Adjournment.

Anthony LeDonne  
Chairperson

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Jeremy J. Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**VILLAGE OF SUSSEX  
PLAN COMMISSION - DRAFT  
6:30PM TUESDAY, FEBRUARY 18, 2025  
SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>ND</sup> FLOOR  
N64W23760 MAIN STREET**

The meeting was called to order by President LeDonne at 6:35pm at the Sussex Civic Center – Board Room 2<sup>nd</sup> Floor N64W23760 Main Street, Sussex, WI.

Members present: Commissioners Kasey Fluett, Roger Johnson, Debbie Anderson, Trustee Greg Zoellick, and Village President Anthony LeDonne

Members excused: Commissioners Jim Muckerheide and Mike Knapp

Others present: Village Attorney John Macy, Village Administrator Jeremy Smith, Assistant Village Administrator Katherine Gehl, Community Development Director Gabe Gilbertson, 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 January 21, 2025.**

A motion by Fluett, seconded by Zoellick to approve the minutes of the Plan Commission meeting of January 21, 2025.

Motion carried 5-0

**Consideration and possible action on a plan of operation for WI Buildings Supply located at W251N5490 Business Dr in the BP-1 Business Park District.**

A motion by LeDonne, seconded by Johnson to approve the Plan of Operation for WI Buildings Supply located at W251N5490 Business Dr in the BP-1 Business Park District, subject to the standard conditions of Exhibit A and that there is no outdoor storage allowed without a Conditional Use Permit.

Motion carried 5-0

**Consideration and possible action on a Conditional Use Permit for Drexel Building Supply for an outdoor lumber yard located at W232N5700 Waukesha Ave in the B-3 Highway Business District.**

The applicant was not present at the meeting. The Plan Commission would like to know: Will there be outdoor storage if there will be outdoor storage and will there be retail as well as wholesale.

A motion by Johnson, seconded by Zoellick to schedule the public hearing for the March 18, 2025 Plan Commission meeting.

Motion carried 5-0

**Consideration and possible action on a Conditional Use Permit for Lake Country Wines, LLC for a wine processing facility located at N53W24880 S Corporate Cr in the BP-1 Business Park District.**

The applicant was present. The Plan Commission would like clarification:

If there is intent to have wine tasting

Will there be any retail components

Where will cases be relocated to

A motion by LeDonne, seconded by Zoellick to schedule the public hearing for the March 18, 2025 Plan Commission meeting.

Motion carried 5-0

**Consideration and possible action on a building addition to the home located at N64W23420 Main Street in the B-4 Central Mixed-Use District.**

The applicant was present. Kevin Minor, N74W22552 Twin Oaks, Sussex.

A motion by Johnson, seconded by Zoellick to approve the proposed home addition and garage at the property located at N64W23420 Main Street, subject to the standard conditions of Exhibit A.

Motion carried 5-0

**Consideration and possible action on a Resolution recommending the Village Board adopt an Ordinance to amend the Land Use component of the Comprehensive Plan for the property identified by Tax Key Number 244.993 from the Commercial Land Use Classification to the Industrial Land Use Classification.**

The applicant was present. Eric Neumann, 3316 West Links Dr., Franklin.

A motion by Fluett, seconded by Johnson to adopt a Resolution recommending the Village Board adopt an Ordinance to amend the Land Use component of the Comprehensive Plan for the property identified by Tax Key Number 244.993 from the Commercial Land Use Classification to the Industrial Land Use Classification.

Motion carried 5-0

**Consideration and possible action on a recommendation to the Village Board to adopt an Ordinance to Rezone the property identified by Tax Key Number 244.993 from the B-3 Highway Zoning District to the BP-1 Business Park Zoning District.**

The applicant was present. Eric Neumann, 3316 West Links Dr., Franklin.

A motion by LeDonne, seconded by Fluett to recommend the Village Board to approve the Ordinance rezoning the property identified by Tax Key Number 244.993 from the B-3 Highway Zoning District to the BP-1 Business Park Zoning District.

Motion carried 5-0

**Consideration and possible action on a recommendation to the Village Board to adopt an Ordinance to repeal and recreate Section 17.0420(A) regarding permitted uses in the BP-1 Business Park Zoning District and Section 17.0506(B)(3) regarding residential conditional uses.**

A motion by Johnson, seconded by Zoellick to table until the next Plan Commission meeting.

Motion carried 5-0

**Other Items for Future Discussion**

Johnson would like the CDA to review the downtown plan.

**Adjournment**

A motion by LeDonne, seconded by Zoellick to adjourn the meeting at 7:11pm.

Motion carried 5-0

Respectfully submitted,  
Jen Boehm  
Deputy Clerk

DRAFT





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## MEMORANDUM

TO: Plan Commission  
FROM: Gabe Gilbertson, Community Development Director  
RE: Plan Commission meeting of March 18, 2025  
DATE: March 11, 2025

All Code Sections in this memo refer to the March 25, 2014 Sussex Municipal Code Chapter 17 with subsequent amendments thereto.

### **02. Minutes of the Plan Commission meeting of February 18, 2025.**

### **03. Consideration and possible action on Permitted Uses and Site Plans.**

#### **A. Discussion and possible action on a Plan of Operation for Alpha Wellness located at N64W24050 Main Street in the B-4 Central Mixed Use District.**

The site is zoned B-4 Central Mixed Use and is a permitted use under Section 17.0419(C)(9)(f). Alpha Wellness sells a variety of massage oils and lotions. There will be one employee with daily hours of operation during the week and limited hours of operation on the weekend.

The Municipal Code requires a total of 5 parking stalls for the proposed use and the property has 56 parking stalls. In 2024, the Plan Commission approved a parking reduction for the property from 59 to 56 stalls considering available street parking. The submitted application for Alpha Wellness is for a tenant space that was previously occupied by a chiropractor and would have required 6 parking stalls. Taking into consideration the previously approved parking adjustment, the proposed plan of operation would reduce the number of stalls required on the property from 59 to 58 and meet the previously approved parking adjustment.

The property owner is aware that the property is currently at capacity for available parking stalls with the existing businesses and to reach out to the Village with any new businesses that are interested in the building.

#### **Policy Question:**

1. Are there any concerns with the plan of operation?
2. Are there any property maintenance concerns that need to be addressed at this time.

#### **Action Items:**

1. Act on the Plan of operation and possible reduction in parking.

**Staff Recommendation:** Staff recommends approval of the Plan of Operation for Alpha Wellness located at N64W24050 Main Street subject to the standard conditions of Exhibit A.

**B. Discussion and possible action on a Plan of Operation for S&L Companies of Sussex LLC for the Culvers located at W249N6620 Hwy 164.**

The site is zoned B-3 Highway Business District and is a permitted use under Section 17.0418(A)(1)(c). Culvers is an existing restaurant located along Hwy 164 in the Metro Market development. The location was recently sold to the applicant and has submitted a Plan of Operation to reflect the new ownership. Currently the location is open until 11:00 PM on Friday and Saturday night, however, the proposed hours of operation are to remain open until 11:00 PM each night of the week. The Code requires a total of 44 parking stalls for the business and the site has a total of 60 parking stalls. The site meets the minimum parking requirement.

**Policy Question:**

1. Are there any concerns with the plan of operation?
2. Are there any property maintenance concerns that need to be addressed at this time?

**Action Items:**

1. Act on the Plan of operation and possible reduction in parking.

**Staff Recommendation:** Staff recommends approval of the Plan of Operation for S&L Companies of Sussex LLC for the Culvers located at W249N6620 Hwy 164 subject to the standard conditions of Exhibit A.

**04. Conditional Use Public Hearing(s) and consideration and possible action on Conditional Use Permits and Plans.**

**A. Public Hearing and discussion and possible action on a Conditional Use Permit for Drexel Building Supply for an outdoor lumber yard located at W232N5700 Waukesha Ave in the B-3 Highway Business District.**

Drexel Building Supply has moved into the building previously occupied by WI Buildings Supply. The use of the property is remaining the same, however, because it is a new owner and the outdoor storage layout is changing, a new Conditional Use Permit is required. The applicant stated the site will be used to staging and storing materials to be delivered to job sites.

Building supply stores are a permitted use under Section 17.0418(A)(8)(m), however Section 17.0506(A)(11)(a) states that outdoor storage for a commercial use is a conditional use permit in the B-3 Zoning District. The proposed use requires a total of

16 parking stalls and there are 38 parking stalls on site. The site meets the minimum parking requirements.

The Petitioner will need to prove the standards/conditions found in the Conditional Use section of the Zoning Code during the Public Hearing process. These standards/conditions are attached to this memo.

**Policy Question:**

1. Are there any concerns with the Conditional Use or Plan of Operation?
2. Are there any concerns from the public hearing the Board wants added to the Conditional Use document?

**Action Items:**

1. Direct staff to prepare the Conditional Use Order and to reconvene the public hearing on the Conditional Use Order at the April 15, 2025 Plan Commission meeting.

**Staff Recommendation:** Staff recommends the Plan Commission direct Staff to prepare the Conditional Use Order and to reconvene the public hearing on the Conditional Use Order at the April 15, 2025 Plan Commission meeting.

**B. Public hearing and discussion and possible action on a Conditional Use Permit for Lake Country Wines, LLC for a wine processing facility located at N53W24880 S Corporate Cr in the BP-1 Business Park District.**

Lake Country Wines, LLC is proposing to occupy one of the tenant spaces at the multi-tenant industrial building at the subject property to process and package wine. Section 17.0506(A)(7) states that manufacturing/processing of alcoholic beverages in the BP-1 Zoning District is a Conditional Use Permit. The site has 54 parking stalls and 27 of those stalls are allocated to existing businesses. This business would require 3 stalls. The use would meet the minimum parking requirements.

The Petitioner will need to prove the standards/conditions found in the Conditional Use section of the Zoning Code during the Public Hearing process. These standards/conditions are attached to this memo.

**Policy Question:**

1. Are there any concerns with the Conditional Use or Plan of Operation?
2. Are there any concerns from the public hearing the Board wants added to the Conditional Use document?
3. The Plan Commission will need to consider three reports on the following items and ultimately include any conditions of these reports into their final motion:
  - a. A report from the Fire Chief that the proposed use and its plan of operation are sufficiently designed to prevent life safety issues to the public, first responders, and those operating in the facility, including sprinklering of the building.

- b. A report highlighting what if any odors and noise, intensity, duration and or times, and general area of odor(s) and noise from the proposed operations and what if any dangers to the public exist from said operation, and ways to mitigate the same.
- c. A report from the Wastewater Utility/Water Utility on impacts to these services from stated operations including any necessary treatment systems required.

**Action Items:**

- 1. Direct staff to prepare the Conditional Use Order and to reconvene the public hearing on the Conditional Use Order at the April 15, 2025 Plan Commission meeting.

**Staff Recommendation:** Staff recommends the Plan Commission direct Staff to prepare the Conditional Use Order and to reconvene the public hearing on the Conditional Use Order at the April 15, 2025 Plan Commission meeting.

**05. Consideration and possible action on CSM's, Plats, Zoning and Planning Items.**

**A. Discussion and possible action on a Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Mead and Hunt and a new industrial building located at W220N5603 Town Line Rd.**

The Plan Commission recommended the Village Board approve a land use amendment and rezoning that would allow for the property to be rezoned to the BP-1 Business Park District. The applicant has submitted plans to construct a 118,384 square foot industrial building to accommodate 3 tenants. A plan of operation application has also been submitted for Mead and Hunt to occupy roughly 39,000 square feet of the 118,384 square foot building.

Mead and Hunt, an architectural and engineering firm, designs and delivers a variety of products across various markets. This location would be for their fabrication and custom manufacturing team and would allow Mead and Hunt to design and manufacture these industry specific products in one location. The proposed use is permitted under Section 17.0420(A)(6)(d) and (e). Mead and Hunt would have a total of 10 employees on one shift. The Code requires one space for each employee on the largest shift. The site has a total of 99 parking stalls. Future tenants will be required to obtain plan of operation approvals at which time parking requirements would be determined.

The Architectural Review board will be reviewing the plans at their April 2, 2025 meeting.

Site

- Green space requirement is met at 29%.
- Site to have 99 parking stalls – parking requirements to be determined when individual Plan of Operations are submitted for tenants.

- The submitted site plan is proposing loading docks on the side elevations of the building. The placement of the loading docks sufficiently screens them from the public right of way along the front elevation of the building, however, there should be some additional screening to limit their visibility from neighboring properties and the Town Line Road right of way.

#### Architecture

- Building meets height and required setbacks.
- Roof top units are to be screened from view.
- Materials to be used meets the Design Standards.
- Windows are included on the street and side elevations of the building. The submitting plans provide 21.2% glazing on the street elevation – meeting the 20% required per the Design Guidelines.

#### Lighting

- The submitted photometric plan does have areas that exceeds the minimum .2 foot candles at the property line. A revised lighting plan will be needed.
- The submitted lighting plan is proposing 25' light poles. The applicant will need to clarify if they are being mounted flush on the ground or on bases.

#### Landscape

- The site is proposing 79 trees and 702 shrubs/flowers. The Design Guidelines requires a minimum of 91 trees and 459 shrubs/flowers.
- While the paving at the rear property line meets the 5' paving setback, there is no additional screening between the paving and the property line. Additional trees should be placed in this area or a fence.
- The loading docks located on the side of the building should have additional screening along the length of the loading dock entrance – preferably a fence to provide adequate year-round screening.

#### Sign

- Base and pillar material needs to match the material of the building.

#### **Policy Question:**

1. Are there any concerns with the plans or plan of operation?

#### **Action Items:**

1. Act on the various plans.

**Staff Recommendation:** Staff recommends approval of the Plan of Operation for Mead and Hunt and the site plan, landscape plan, architecture plan, and lighting plan for the new industrial building located at W220N5603 Town Line Rd, subject to standard conditions of Exhibit A, and the following conditions:

1. The Village Board approving the submitted Land Use Amendment to the Industrial Land Use Classification and the Rezoning of the property to the BP-1 Business Park Zoning District.

2. Review and approval by the Architectural Review Board and any conditions added following their review.
3. Compliance with any comments and conditions of the Engineering Department.
4. Details are needed showing how the light poles are going to be installed. If mounted on concrete bases, the height of the base shall be included in the mounting height of the fixture and painted to match the building. The mounting height for all light fixtures shall not exceed 30' and needs to be shown or noted on the light plan.
5. All rooftop mounted HVAC units shall be screened.
6. Submitting a revised photometric plan that does not exceed .2 foot candles at the property lines.
7. Submitting a revised landscape plan that addresses the following:
  - a. Provides screening between the loading dock area and the rear property line where the pavement is 5' from the property line.
  - b. Provides additional screening in the form of a fence along the drives leading up to the loading docks on the sides of the building.
  - c. Provides additional trees to meet the minimum requirement of 91 trees.
  - d. Provides details regarding the number of inches of trees being removed from the property and number of inches to be planted.

**B. Discussion and possible action on a recommendation to the Village Board to adopt an Ordinance to repeal and recreate Section 17.0420(A) regarding permitted uses in the BP-1 Business Park Zoning District and Section 17.0506(B)(3) regarding residential conditional uses.**

The Village is proposing a text amendment to the BP-1 Business Park section of the Zoning Code to allow B-2 Regional Business permitted and conditional uses in the BP-1 District. This type of flexibility is already allowed in the Highlands Business Park as part of the development's Planned Development Overlay. The Village is also proposing to amend the residential conditional uses section of 17.0506 of the Zoning Code to allow for housing for the elderly as a conditional use in the BP-1 Business Park District and to allow the Plan Commission to determine appropriate densities these types of developments in the B-4 and BP-1 Zoning Districts.

**Policy Question:**

1. Are there any concerns with the proposed text amendments?
2. At the February 18, 2025 meeting, the Board requested the language from the B-2 Regional Business District to better understand what types of uses would be permitted within the BP-1 District under this text amendment. That section of the Code has been included with the memo.

**Action Items:**

Make a recommendation to the Village Board to act on the text amendment Ordinance.

**Staff Recommendation:** Staff recommends the Plan Commission recommend the Village Board adopt an Ordinance to repeal and recreate Section 17.0420(A) regarding

permitted uses in the BP-1 Business Park Zoning District and Section 17.0506(B)(3) regarding residential conditional uses.

**06. Other Items for future discussion.**

**07. Adjournment.**



Project Name \_\_\_\_\_

Tax Key # \_\_\_\_\_

## VILLAGE OF SUSSEX PLAN OF OPERATION PROCEDURE LIST

Pre-application conference must be arranged with Gabe Gilbertson, Community Development Director. Please contact us at 262-246-5215 prior to submitting your application.

Complete the following: Plan of Operation, Service Reimbursement Agreement, Emergency Contact and Wastewater Discharge Permit.

Submit the completed forms and the required fee by the last business day of the month for consideration for the next Plan Commission Agenda. Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda. Completed forms can be emailed to [ggilbertson@villagesussex.org](mailto:ggilbertson@villagesussex.org).

The following fees are required at the time of submittal:

<input checked="" type="checkbox"/> Plan of Operation fee	\$175.00
<input type="checkbox"/> Conditional Use fee (if necessary)	\$210.00
<input type="checkbox"/> Pre Occupancy inspection fee	\$100.00

Please make check payable to: Village of Sussex (fees are non refundable)

Notes: \_\_\_\_\_  
\_\_\_\_\_

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Contact Name for meetings: Amelia Staffeldt Phone # (262) 200-1205  
E-mail: AlphaWellnessLLC23@gmail.com

For office use only:

Met with staff on: \_\_\_\_\_

Paid fees on: 2/19/25

To be on the Plan Commission Agenda for: \_\_\_\_\_

Original forms to the following:

Plan of Operation to Jeremy \_\_\_\_\_

Service reimbursement \_\_\_\_\_

Emergency Contact to Sheriff Dept \_\_\_\_\_

Wastewater Permit to WWTP \_\_\_\_\_

Any outstanding fees owed on the property? \_\_\_\_\_





## PLAN OF OPERATION

To be used for a business with changes or new business in an existing building.

Is this request to be considered for a Conditional Use? \_\_\_\_\_ If yes, is this a new CU? \_\_\_\_\_

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? \_\_\_\_\_

Tax Key # \_\_\_\_\_

Zoning: \_\_\_\_\_

Address of Tenant Space: N64W24050 Main St. #306b, Sussex, WI 53089

1. Name of Business:

Alpha Wellness

Business

N64W24050 Main St Ste 306 B 53089 262-200-1205

Address

City, State, Zip

Phone #

Alpha Wellness LLC 23@gmail.com

Fax #

Email address

2. Business owner contact information:

Amelia Staffeldt

Contact

W274 N 7316 Howards Pass Lisbon WI 53089 (262) 200-1205

Address

City, State, Zip

Phone #

Alpha Wellness LLC 23@gmail.com

Fax #

Email address

3. Building/Land owner contact information:

Gerry Meissner

Contact

(262) 853-5080

Address

City, State, Zip

Phone #

Fax #

Email address

4. Number of Employees/Shifts:

Owner only

Employees

1

Shifts

5. Days of Operation:

Put an X in box that applies:

Hours

Open for business

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
X	X	X	X	X	X	X
11am-5	7am-5pm	7am-5pm	7am-5pm	7am-5pm	9-3	9-3



**Village of Sussex Fire Department**  
**N63 W24335 Main Street**  
**Sussex, Wisconsin 53089**

Fire Station - *PHONE*  
262-246-5197  
Fire Station - *FAX*  
262-246-5196

Waukesha County Sheriff – Sussex Office

Emergency Contact Form to be completed with Plan of Operation form.

**Business Name:** Alpha wellness

**Business Address:** N64W24050 Main St, Sussex, WI 53089

**Business Phone #:** (262) 200-1804

**Business Email:** Alphawellnessllc23@gmail.com

**Business Emergency Contacts**

**Name and Phone #:** Amelia Staffelt (262) 200-1205

**Name and Phone #:** \_\_\_\_\_

**Name and Phone #:** \_\_\_\_\_

**Building Owner Name:** Gerry Meissner

**Building Owner Email:** Sussexsqlc@gmail.com

**Building Owner Emergency Contacts**

**Name and Phone #:** Gerry (262) 853-5080

**Name and Phone #:** \_\_\_\_\_

Knox Box (if applies) Have locks been changed and new key provided to Fire Department? Yes No



## WASTEWATER DISCHARGE PERMIT APPLICATION

Business Name: Alpha Wellness

Address: \_\_\_\_\_

Owner/Operator: Amelia Staffeldt

Standard Industrial Classification #: \_\_\_\_\_

How many people do you employ? 0

What are your businesses hours of work? 7am 6pm

Who is responsible for water quality? ( List job titles ) ?

Time and Duration of Discharge: ?

Average and Peak Wastewater Flow Rates(Include any daily, monthly or seasonal variations):

Please describe the activities, facilities, and plant processes on the premises including all materials and types of materials which are or could be discharged:

JUST Bathroom

Please list each product your business produces. (Include type, amount and rate of production):

What are the constituents and characteristics of your wastewater?

JUST Bathroom

New construction: attach site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation.

[Print Form](#)

[Clear Form](#)

6. Is this an extension of an existing operation? NO
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises. massage oils/Lotions
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? NO Do you need an Outdoor Establishment Permit? NO  
If yes, explain: \_\_\_\_\_  
If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? N/A
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? NO If yes, explain: \_\_\_\_\_
11. Dimension of area to be occupied 650 sq ft Total square footage \_\_\_\_\_  
If applicable list square footage according to 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business. 306 B Sussex Square bld.

12. Parking:  
Total Number of Parking Spaces \_\_\_\_\_ Number of spaces needed per code \_\_\_\_\_  
Number of spaces allocated for employee parking 1  
Dimensions of parking lot \_\_\_\_\_ Is parking lot paved? yes

13. Signage: What type of signage are you proposing for your business?

Small monument space on existing sign.  
If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

Anna Stappelt 2-19-2025  
Name Date  
Owner of Alpha Wellness  
Title or Position

I am aware and approve of the business to be operating in the building owned by Gerry Meissner.

\_\_\_\_\_  
Name Date  
\_\_\_\_\_  
Title or Position





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**VILLAGE OF SUSSEX  
PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Pursuant to the Village of Sussex Ordinance No. 3.11, the Village of Sussex Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village to the property owner incurring those fees even if the request is not approved. Also, be advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs or charges, however, is subjected to the property owner's appeal rights as described in said Village of Sussex Ordinances.

I, the undersigned, have been advised that, pursuant to said Village of Sussex Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village even if the request is not approved. In addition, I have been advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are my responsibility even if the request is not approved. By signing this document however, I am not waiving my appeal rights that are described in said Village of Sussex Ordinances.

**PLEASE PRINT LEGIBLY**

Name and Mailing Address of the Property Owner and /or Authorized Agent for Invoices:

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Business Name: \_\_\_\_\_

Name of Owner and Address of the Property involved in the Request (if different from above):

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Tax Key No. of the Property involved in the Request: SUXV \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner and /or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Village Official Accepting Form

\_\_\_\_\_  
Date

*A copy of this completed form shall be provided to the Village Clerk for billing purposes.*



Project Name \_\_\_\_\_

Tax Key # \_\_\_\_\_

VILLAGE OF SUSSEX  
PLAN OF OPERATION  
PROCEDURE LIST

Pre-application conference must be arranged with Gabe Gilbertson, Community Development Director. Please contact us at 262-246-5215 prior to submitting your application.

Complete the following: Plan of Operation, Service Reimbursement Agreement, Emergency Contact and Wastewater Discharge Permit.

Submit the completed forms and the required fee by the last business day of the month for consideration for the next Plan Commission Agenda. Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda. Completed forms can be emailed to [ggilbertson@villagesussex.org](mailto:ggilbertson@villagesussex.org).

The following fees are required at the time of submittal:

<input checked="" type="checkbox"/> Plan of Operation fee	\$175.00
<input type="checkbox"/> Conditional Use fee (if necessary)	\$210.00
<input type="checkbox"/> Pre Occupancy inspection fee	\$100.00

Please make check payable to: Village of Sussex (fees are non refundable)

Notes: \_\_\_\_\_  
\_\_\_\_\_

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Contact Name for meetings: James Liegel Phone # 608-617-3012

E-mail: [james@bleedblue.net](mailto:james@bleedblue.net)

For office use only:

Met with staff on: \_\_\_\_\_

Paid fees on: \_\_\_\_\_

To be on the Plan Commission Agenda for: \_\_\_\_\_

Original forms to the following:

Plan of Operation to Jeremy \_\_\_\_\_

Service reimbursement \_\_\_\_\_

Emergency Contact to Sheriff Dept \_\_\_\_\_

Wastewater Permit to WWTP \_\_\_\_\_

Any outstanding fees owed on the property? \_\_\_\_\_

PD #25036



## PLAN OF OPERATION

To be used for a business with changes or new business in an existing building.

Is this request to be considered for a Conditional Use? No If yes, is this a new CU? \_\_\_\_\_

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? \_\_\_\_\_

Tax Key # SUXV 0231 997 008

Zoning: unknown

Address of Tenant Space: W249 N6620 Hwy 164

### 1. Name of Business:

2651 Kirking Ct, Portage, WI 53901

#### Business

W249 N6620 Hwy 164

Sussex, WI, 53089

262-820-9592

#### Address

n/a

#### City, State, Zip

james@bleedblue.net

#### Phone #

#### Fax #

#### Email address

### 2. Business owner contact information:

2651 Kirking Ct, Portage, WI 53901

#### Contact

W249 N6620 Hwy 164

Sussex, WI 53089

262-820-9592

#### Address

n/a

#### City, State, Zip

james@bleedblue.net

#### Phone #

#### Fax #

#### Email address

### 3. Building/Land owner contact information:

S & L Companies Sussex LLC

#### Contact

2651 Kirking Ct

Portage, WI, 53901

608-742-2893

#### Address

n/a

#### City, State, Zip

jeff@bleedblue.net

#### Phone #

#### Fax #

#### Email address

4. Number of Employees/Shifts: 83

Various

Employees

Shifts

5. Days of Operation:

Put an X in box that applies:

#### Hours

Open for business

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.	10:00 a.m.
11:00 p.m.	11:00 p.m.	11:00 p.m.	11:00 p.m.	11:00 p.m.	11:00 p.m.	11:00 p.m.

6. Is this an extension of an existing operation? No
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? No Do you need an Outdoor Establishment Permit? No  
If yes, explain: \_\_\_\_\_  
If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? \_\_\_\_\_
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? No If yes, explain: \_\_\_\_\_
11. Dimension of area to be occupied approx 50\*90 Total square footage 4,604  
If applicable list square footage according to 1<sup>st</sup> floor 4,604 2<sup>nd</sup> floor \_\_\_\_\_

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business.

12. Parking:  
Total Number of Parking Spaces 60 Number of spaces needed per code unknown  
Number of spaces allocated for employee parking 10  
Dimensions of parking lot 160\*200 Is parking lot paved? Yes

13. Signage: What type of signage are you proposing for your business?

No new signage proposed.

If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

Zak BL

Name Zak Bloom  
Chief Financial Officer  
Title or Position

02/28/2025  
Date

I am aware and approve of the business to be operating in the building owned by Sussex Burgers Inc.

Chad Stevenson

Name Chad Stevenson  
Member  
Title or Position

02/28/2025  
Date





N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**VILLAGE OF SUSSEX  
PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Pursuant to the Village of Sussex Ordinance No. 3.11, the Village of Sussex Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village to the property owner incurring those fees even if the request is not approved. Also, be advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs or charges, however, is subjected to the property owner's appeal rights as described in said Village of Sussex Ordinances.

I, the undersigned, have been advised that, pursuant to said Village of Sussex Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village even if the request is not approved. In addition, I have been advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are my responsibility even if the request is not approved. By signing this document however, I am not waiving my appeal rights that are described in said Village of Sussex Ordinances.

**PLEASE PRINT LEGIBLY**

Name and Mailing Address of the Property Owner and /or Authorized Agent for Invoices:

Sussex Burgers Inc

2651 Kirking Ct, Portage, WI 53901


Business Name: Sussex Burgers Inc

Name of Owner and Address of the Property involved in the Request (if different from above):

S & L Properties Sussex LLC

2651 Kirking Ct, Portage, WI 53901

Tax Key No. of the Property involved in the Request: SUXV 0231 997 008

  
Signature of Property Owner and /or Authorized Agent

02/28/2025  
Date

\_\_\_\_\_  
Signature of Village Official Accepting Form

\_\_\_\_\_  
Date

*A copy of this completed form shall be provided to the Village Clerk for billing purposes.*



## WASTEWATER DISCHARGE PERMIT APPLICATION

Business Name: Sussex Burgers Inc

Address: W249 N6620 Hwy 164

Owner/Operator: James Liegel

Standard Industrial Classification #: Unknown - we are a Culver's restaurant

How many people do you employ? 83

What are your businesses hours of work? Daily from 10:00 a.m to 11:00 p.m.

Who is responsible for water quality? ( List job titles)

\_\_\_\_\_

Time and Duration of Discharge: Daily from 10:00 a.m to 11:00 p.m.

Average and Peak Wastewater Flow Rates(Include any daily, monthly or seasonal variations):  
Monthly average of 450

Please describe the activities, facilities, and plant processes on the premises including all materials and types of materials which are or could be discharged:

n/a - we are a Culver's restaurant

\_\_\_\_\_

Please list each product your business produces. (Include type, amount and rate of production):

n/a - we are a Culver's restaurant

\_\_\_\_\_

What are the constituents and characteristics of your wastewater?

Cleaning products used in the operation of a fast casual restaurant and limited food waste.

\_\_\_\_\_

New construction: attach site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation.

**Print Form**

**Clear Form**



**Village of Sussex Fire Department**  
**N63 W24335 Main Street**  
**Sussex, Wisconsin 53089**

Fire Station - *PHONE*  
262-246-5197  
Fire Station - *FAX*  
262-246-5196

Waukesha County Sheriff – Sussex Office

Emergency Contact Form to be completed with Plan of Operation form.

**Business Name:** Sussex Burgers Inc  
**Business Address:** W249 W6620 Hwy 164  
**Business Phone #:** 262-820-9592  
**Business Email:** james@bleedblue.net

**Business Emergency Contacts**

**Name and Phone #:** James Liegel; 608-617-3012  
**Name and Phone #:** Jeff Liegel; 608-697-1101  
**Name and Phone #:** Chad Stevenson; 608-697-4218  
**Building Owner Name:** S & L Properties Sussex LLC  
**Building Owner Email:** jeff@bleedblue.net

**Building Owner Emergency Contacts**

**Name and Phone #:** Jeff Liegel; 608-697-1101  
**Name and Phone #:** Chad Stevenson; 608-697-4218

Knox Box (if applies) Have locks been changed and new key provided to Fire Department? Yes No



Project Name \_\_\_\_\_

Tax Key # \_\_\_\_\_

## VILLAGE OF SUSSEX PLAN OF OPERATION PROCEDURE LIST

Pre-application conference must be arranged with Gabe Gilbertson, Community Development Director. Please contact us at 262-246-5215 prior to submitting your application.

Complete the following: Plan of Operation, Service Reimbursement Agreement, Emergency Contact and Wastewater Discharge Permit.

Submit the completed forms and the required fee by the last business day of the month for consideration for the next Plan Commission Agenda. Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda. Completed forms can be emailed to [ggilbertson@villagesussex.org](mailto:ggilbertson@villagesussex.org).

The following fees are required at the time of submittal:

_____ Plan of Operation fee	\$175.00
_____ Conditional Use fee (if necessary)	\$210.00
_____ Pre Occupancy inspection fee	\$100.00

Please make check payable to: Village of Sussex (fees are non refundable)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Contact Name for meetings: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_

For office use only:

Met with staff on: \_\_\_\_\_

Paid fees on: \_\_\_\_\_

To be on the Plan Commission Agenda for: \_\_\_\_\_

Original forms to the following:

Plan of Operation to Jeremy \_\_\_\_\_

Service reimbursement \_\_\_\_\_

Emergency Contact to Sheriff Dept \_\_\_\_\_

Wastewater Permit to WWTP \_\_\_\_\_

Any outstanding fees owed on the property? \_\_\_\_\_



## PLAN OF OPERATION

To be used for a business with changes or new business in an existing building.

Is this request to be considered for a Conditional Use? \_\_\_\_\_ If yes, is this a new CU? \_\_\_\_\_

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? \_\_\_\_\_

Tax Key # \_\_\_\_\_

Zoning: \_\_\_\_\_

Address of Tenant Space: \_\_\_\_\_

### 1. Name of Business:

Business \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email address \_\_\_\_\_

### 2. Business owner contact information:

Contact \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email address \_\_\_\_\_

### 3. Building/Land owner contact information:

Contact \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email address \_\_\_\_\_

4. Number of Employees/Shifts: \_\_\_\_\_

Employees

Shifts

### 5. Days of Operation:

Put an X in box that applies:

Hours

Open for business

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

6. Is this an extension of an existing operation? \_\_\_\_\_
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? \_\_\_\_\_ Do you need an Outdoor Establishment Permit? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? \_\_\_\_\_
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? \_\_\_\_\_ If yes, explain: \_\_\_\_\_
11. Dimension of area to be occupied \_\_\_\_\_ Total square footage \_\_\_\_\_  
If applicable list square footage according to 1<sup>st</sup> floor \_\_\_\_\_ 2<sup>nd</sup> floor \_\_\_\_\_

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business.

12. Parking:  
Total Number of Parking Spaces \_\_\_\_\_ Number of spaces needed per code \_\_\_\_\_  
Number of spaces allocated for employee parking \_\_\_\_\_  
Dimensions of parking lot \_\_\_\_\_ Is parking lot paved? \_\_\_\_\_

13. Signage: What type of signage are you proposing for your business?

\_\_\_\_\_  
If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title or Position

I am aware and approve of the business to be operating in the building  
owned by \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title or Position



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

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PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

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**PLEASE PRINT LEGIBLY**

Name and Mailing Address of the Property Owner and /or Authorized Agent for Invoices:

---

---

Business Name: \_\_\_\_\_

Name of Owner and Address of the Property involved in the Request (if different from above):

---

---

Tax Key No. of the Property involved in the Request: SUXV\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner and /or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Village Official Accepting Form

\_\_\_\_\_  
Date

*A copy of this completed form shall be provided to the Village Clerk for billing purposes.*



## WASTEWATER DISCHARGE PERMIT APPLICATION

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_

Standard Industrial Classification #: \_\_\_\_\_

How many people do you employ? \_\_\_\_\_

What are your businesses hours of work? \_\_\_\_\_

Who is responsible for water quality? ( List job titles)

\_\_\_\_\_  
\_\_\_\_\_

Time and Duration of Discharge: \_\_\_\_\_

Average and Peak Wastewater Flow Rates(Include any daily, monthly or seasonal variations):

\_\_\_\_\_

Please describe the activities, facilities, and plant processes on the premises including all materials and types of materials which are or could be discharged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list each product your business produces. (Include type, amount and rate of production):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the constituents and characteristics of your wastewater?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New construction: attach site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation.





**Village of Sussex Fire Department**  
**N63 W24335 Main Street**  
**Sussex, Wisconsin 53089**

Fire Station - *PHONE*  
262-246-5197  
Fire Station - *FAX*  
262-246-5196

Waukesha County Sheriff – Sussex Office

Emergency Contact Form to be completed with Plan of Operation form.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone #:** \_\_\_\_\_

**Business**  
**Email:** \_\_\_\_\_

**Business Emergency Contacts**

Name and Phone #: \_\_\_\_\_

Name and Phone #: \_\_\_\_\_

Name and Phone #: \_\_\_\_\_

**Building Owner Name:** \_\_\_\_\_

**Building Owner Email:** \_\_\_\_\_

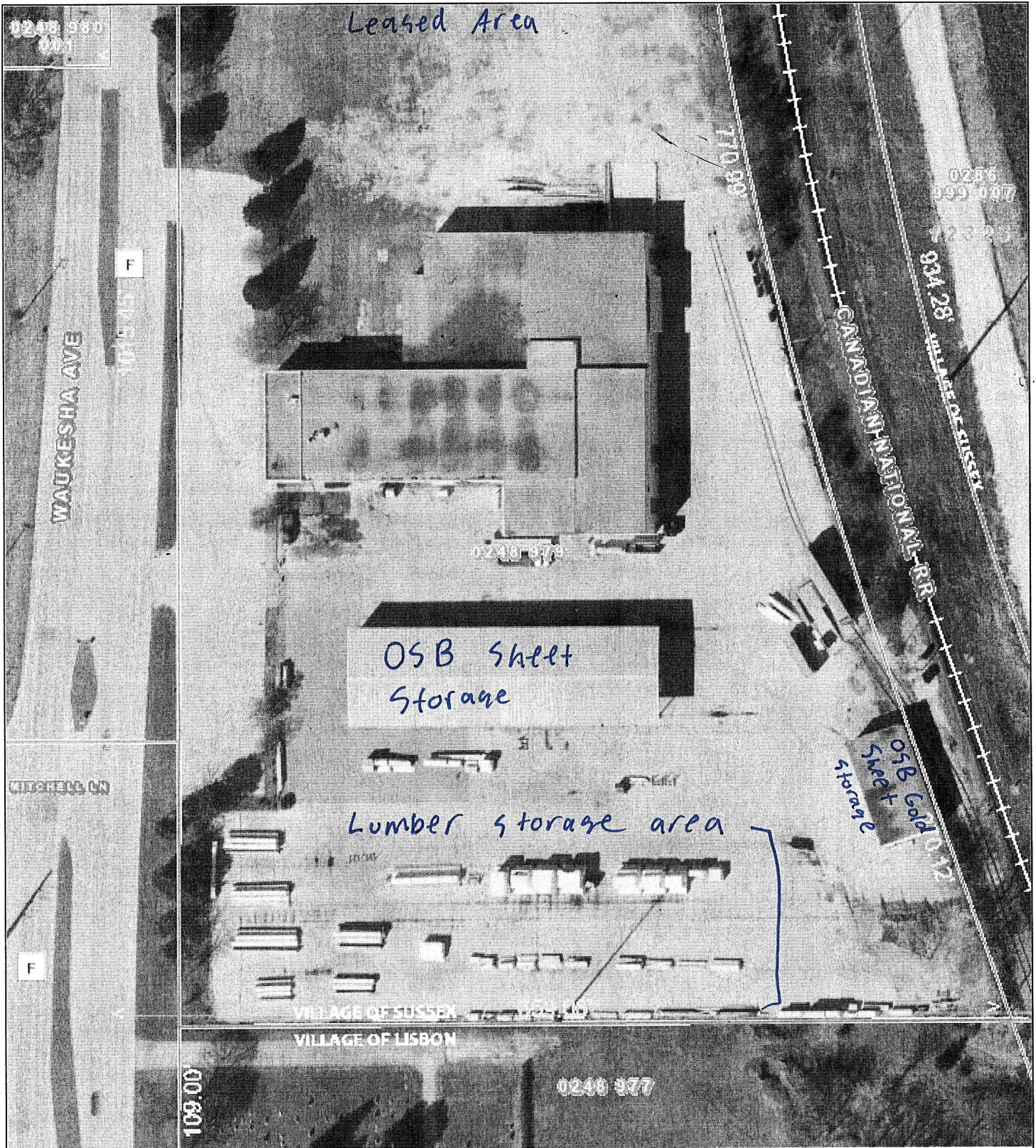
**Building Owner Emergency Contacts**

Name and Phone #: \_\_\_\_\_

Name and Phone #: \_\_\_\_\_

Knox Box (if applies) Have locks been changed and new key provided to Fire Department? Yes No





## Village of Sussex



**Village of Sussex**  
 N64 W23760 Main Street  
 Sussex, WI 53089  
 262-246-5200

### DISCLAIMER:

This map is not a survey of the actual boundary of any property this map depicts.

The Village of Sussex does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



SCALE: 1 = 100'

Print Date: 1/23/2025





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**Re: Plan of Operation- J Fleischman Solutions LLC**

---

**From** Anthony Steger <anthony.steger@drexelteam.com>

**Date** Tue 2/11/2025 2:37 PM

**To** Gabe Gilbertson <ggilbertson@sussexwi.gov>

External (anthony.steger@drexelteam.com)

[Report This Email](#) [FAQ](#) [Skout Email Protection](#)

Hey Gabe,

Here is the impact report. Let me know if you need anything else.

## **Impact Report**

### **Traffic, Parking, and Overflow Parking:**

The proposed use is expected to have minimal impact on traffic flow, with adequate parking spaces provided on-site to prevent overflow into neighboring properties.

### **Noise:**

Operations will comply with local noise ordinances, and no excessive noise levels are anticipated beyond standard business activities.

### **Odor:**

No significant odors are expected from the proposed use. Any potential concerns will be managed in accordance with local environmental standards.

### **Safety and Crime:**

The business will maintain appropriate security measures, including lighting and surveillance, to ensure safety for employees and visitors. No significant crime-related impacts are anticipated.

### **Hours of Operation:**

Regular business hours will align with local guidelines, minimizing disruption to neighboring properties.

### **Health and Sanitation:**

All activities will adhere to health and sanitation regulations, with proper waste disposal and maintenance of clean facilities.

### Property Maintenance Issues:

The property will be regularly maintained to uphold structural integrity, ensuring it remains in compliance with local codes and does not negatively impact surrounding properties.

Thanks



Drexel - Supply.  
Happiness.

Tony Steger  
**Infrastructure Coordinator**  
Drexel Building Supply – Downtown  
110 E. Main St. Campbellsport, WI 53010  
C: (920) 948-8452  
[www.drexelteam.com](http://www.drexelteam.com)

On Tue, Feb 11, 2025 at 10:11 AM Gabe Gilbertson <[ggilbertson@sussexwi.gov](mailto:ggilbertson@sussexwi.gov)> wrote:

Tony:

Could I get one more thing from you. It's an "Impact Report" that we need with all CUP applications. This doesn't have to be long, just a line or two addressing each part:

***all Conditional Use applicants must produce a "Impact Report" detailing the impacts of said use to neighboring properties and to Village services from traffic, parking, and overflow parking, noise, odor, safety, crime, hours of operation, health and sanitation, and property maintenance issues.***

If you can put something together and get it back to me in the next couple days, that would be great.

Thanks,

Gabe Gilbertson  
Community Development Director



Main Line: (262) 246-5200  
Direct Line: (262) 246-5215  
Fax: (262) 246-5222  
Email: [ggilbertson@sussexwi.gov](mailto:ggilbertson@sussexwi.gov)

**Sussex Civic Center**  
[N64W23760 Main Street](#)  
[Sussex, WI 53089](#)

***Coming soon: New online building permits portal!***

**The Plan Commission may add additional conditions for the Petitioner to meet in the Conditional Use. The shaded areas (if any) reflect items in the code that are unlikely to be meritorious to the application or are administrative in nature.**

**The Conditional Use Standards:**

17.0502 APPLICATION. Applications for conditional use permits shall be made to the Village on forms furnished by the Village and shall include Sections A, E, F and G. and may include any or all of Sections B, C, and D. as determined by the Administrator:

A. Names and addresses of the applicant, owner of the site, or other appropriate entities or persons implementing the project as required by the Administrator.

B. Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located. For floodland conditional uses, such description shall also include information that is necessary for the Plan Commission to determine whether the proposed development will hamper flood flows, impair floodplain storage capacity, or cause danger to human or animal life. This additional information may include plans, certified by a registered professional engineer or land survey or, showing elevations or contours of the ground; fill or storage elevations; first floor elevations of structures; size, location and spatial arrangement of all existing and proposed structures on the site; location and elevation of streets, water supply, and sanitary facilities; photographs showing existing land uses and vegetation upstream and downstream; soil types; and other pertinent information.

C. A topographic map, drawn to a scale of not less than 200' to 1" showing the land in question, its legal description and location; location and use of existing buildings; sanitary systems and private water supplies on such land; the high water elevation of any navigable water within 100' of the land in question; and the proposed location and use of any buildings, sanitary systems and wells on such land and within 100' of such land in question.

D. Additional information as may be required by the Plan Commission or Administrator. **{This may come out during the Public Hearing.}**

E. A fee, as may be established and periodically modified by resolution of the Village Board, shall accompany each application. Such fee shall be paid by cash, check or money order to the Village. Costs incurred by the Village in obtaining legal, planning, engineering and other technical and professional advice in connection with the review of the conditional use and preparation of conditions to be imposed shall be charged to the applicant.

F. Where necessary to comply with certain Wisconsin Statutes, an application will be submitted at the appropriate time to the Department of Natural Resources. The site plan and plan of operation information sheet and plan of operation approval form furnished by the Village shall be submitted prior to scheduling before the Plan Commission.

17.0503 REVIEW AND APPROVAL. The Plan Commission shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation.

A. Upon receipt of the application, foregoing data and fees, the Plan Commission shall establish a date for a public hearing and shall public notice of the hearing once each week for two consecutive weeks in the official newspaper. Notice of the public hearing shall be given to the owners of all lands within 200' of any part of the land included in such conditional use by mail at least 10 days before such public hearing. A copy of the notice of public hearing along with pertinent information relative to the specific nature of the matter (copy of application and map) shall be transmitted without delay to the Plan Commission. Compliance with this subparagraph shall not be a condition precedent to proper legal notice and no hearing or action taken thereon shall be deemed invalid or illegal because of any failure to mail the notices provided for in this subparagraph.

B. The procedure for public hearing before the Plan Commission shall be as follows: 1. Any person may appear in person, by agent, or attorney. 2. The Plan Commission shall afford the applicant and each interested person opportunity to present evidence to rebut or offer countervailing evidence. 3. The Plan Commission shall take minutes of the proceedings and shall mark and preserve all exhibits. The Plan Commission shall, when requested by an applicant or a petitioner objecting to the action, cause the proceedings to be taken by a stenographer or by a recording device provided that the applicant or the petitioner objecting making the request pays any and all costs for the stenographer or recording device and any copies of the proceedings. If requested by both the applicant and the petitioner the costs shall be split evenly unless otherwise agreed to by the parties.

C. Within 95 days of the completion of the hearing conducted by the Plan Commission, the Plan Commission shall render its written determination stating the reasons therefore. If additional time is necessary beyond the 95 days referred to above, such time may be extended with the consent of the petitioner. Failure of the Plan Commission to render a decision as set forth shall constitute approval of the permit. The factual basis of any decision shall be solely the evidence presented at the hearing. The Village Clerk shall mail a copy of the determination to the applicant.

D. Conditions such as landscaping, architectural design, type of construction, flood proofing, anchoring of structures, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or parking requirements may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this ordinance.

E. Compliance with all other provisions of this ordinance, such as lot width and area, yards, height, parking, loading, traffic, and highway access shall be required of all conditional uses unless otherwise authorized to be modified by a conditional use. Variances shall only be granted as provided in Section 17.1200 of this ordinance.

F. Changes in use subsequent to the initial issuance of a conditional use permit shall result in a need to change the initial conditions and shall require an amendment to the conditional use permit. Enlargement of a conditional use shall not be considered an amendment. If any holder of a conditional use permit wishes to extend or alter the terms of such permit, the permit holder must apply for an amendment to the conditional use permit through the procedure of application for conditional use permits detailed herein. The process for amending a permit shall generally follow the procedures for granting a permit as set forth in Sections 17.0501, 17.0502 and 17.0503, and shall require the filing of an application and a hearing as provided above.

**The Zoning District Standards Section 17.0418 B-3 Highway Business District**

## **17.0418 B-3 HIGHWAY BUSINESS DISTRICT**

The B-3 Business District is intended to provide for the orderly and attractive grouping at appropriate locations along principal highway routes of those businesses and customer services which are logically related to and dependent upon highway traffic or which are specifically designed to serve the needs of such traffic.

### **A. Permitted Uses**

#### **1. Accommodations and Food Service**

- (a) Hotels and motels
- (b) Bed and breakfast establishments
- (c) Restaurants, snack stands, and mobile food services. For a drivethrough the Plan Commission must find that the vehicle stacking and noise from its operation will not impact surrounding properties or any public roadway.
- (d) Bars
- (e) Food service contractors and caterers

#### **2. Arts, Entertainment, and Recreation Services**

- (a) Promoter, agent, artists offices/studio
- (b) Theater companies and dinner theaters, dance, musical groups, and performing arts companies.

#### **3. Educational, Health Services, and Social Services**

- (a) Fine arts and language schools and studios
- (b) Sports and recreation instruction
- (c) Automobile driving school
- (d) General medical services
- (e) Vocational rehabilitation services
- (f) Religious facilities
- (g) Business, secretarial, computer, training exam, cosmetology, barber and prep schools.
- (h) Commercial day care centers provided that any outside play area is surrounded by a security fence; that no day care center is located within 300 feet of a gasoline service station, underground gasoline storage tanks, or any other storage of explosive material; that no day care center shall be located in an area where air pollution caused by smoke, dust, gases, or other particulate matter would endanger children; that no day care center shall be located in an area where noise would be so loud, shrill, or have an impulse to endanger children; that traffic be managed in a manner to minimize danger to children; and provided that adequate parking and circulation be provided on the day care facility site in accordance with the standards set forth in Section 7.0603(K)(6)(h)(3) of this Ordinance.

#### **4. Finance, Insurance, Real Estate, and Leasing**

- (a) Financial service institutions, for a drive-through the Plan Commission must find that the vehicle stacking and noise from its operation will not impact surrounding properties.
- (b) Financial investment, insurance offices, and similar financial products
- (d) Real estate, appraisers, developer offices, and offices of lessors for residential and non-residential properties, excluding lessors of mini-warehouses/self-storage
- (e) Office equipment rental and leasing
- (f) Rental Centers

#### **5. General Services**

- (a) Repair and maintenance of consumer electronics, home and garden equipment, appliance, furniture/reupholsters, footwear and leather goods
- (b) Barber, beauty, nail salons, spa treatment services
- (c) Personal care and weight loss services

- (d) Funeral home and funeral services
- (e) Coin operated laundries and drycleaners
- (f) Dry cleaning and Laundry Services (non-industrial)
- (g) Photo finishing laboratories
- (h) General business offices
- (i) Travel and visitor services
- (j) General Construction trade services (carpenters, electricians, flooring services, lawn and landscaping services, lighting services, masonry services, painting services, plastering services, plumbing and heating contractors, roofing services, sheet metal services, welding services, and building showrooms)
- (k) Animal Boarding in the B-3 district provided that the animals are domestic pets including (dogs, cats, hamsters or similar pet rodents, pet fish, reptiles and pet birds). In no way shall the operation be allowed to board wild animals or any pets not included in the list above. The boarding shall be for limited periods of time with no animal allowed to be continually boarded for longer than 3 weeks in row. No boarding facility may sell, trade, or in any other way exchange animals. The Plan Commission when determining the appropriateness of the site for animal boarding shall take into account the available space for outside animal activity and the impact the noise of such a facility will have on adjacent properties. An animal boarding operation shall be at least 1,000 feet from a residential zoned property, measured from the closest point where any boarded animal may be located to the closest residential zoning district property line.

The Plan Commission recognizes that customer's demands of animal boarding services and the culture related to taking care of pets is regularly evolving. These changes make it improbable to list all of the accessory uses of an animal boarding operation in the Code; therefore, the Plan Commission may consider accessory uses to the animal boarding operation such as, but not limited to; animal grooming, animal physical rehab, animal photography studios, retail sales of animal related products, if the Plan Commission finds the following:

- 1) The accessory use is consistent with the intent of the zoning district.
- 2) The accessory use is clearly established by the petitioner to be interrelated to and an accessory use of the principal animal boarding operation.
- 3) The site and or building are appropriately designed and located, or will be made so, to accommodate the accessory use and any impacts thereof.

#### 6. Information Services

- (a) Radio/TV/Cable network, stations, news syndicates, excluding towers and dishes.
- (b) Telecommunications services
- (c) Motion picture and video production
- (d) Newspaper, printers, paper and software publishers, recording studio record production, telecommunications services and data processing.
- (e) Libraries and archives.

#### 7. Professional, Technical, Scientific, and Administrative Services

- (a) Legal, notaries, and title services
- (b) Accountants, tax preparation, payroll, and other accounting services
- (c) Architects, landscape architects, engineering, surveying services
- (d) Interior, industrial, graphic, and fashion design services
- (e) Private investigators, locksmiths, security, and armored car services
- (f) Janitorial services
- (g) Pest control services
- (h) Packaging and labeling service



- (i) Veterinary Offices
  - (j) Offices of holding companies and regional managing offices
8. Retail Trade
- (a) Furniture, flooring, and home furnishing stores
  - (b) Appliances, electronics, camera, office supply and copying stores
  - (c) Home improvement and hardware stores
  - (d) Grocery, supermarkets, convenience, and specialty food stores/markets
  - (e) Liquor/packaged beverage and tobacco stores
  - (f) Pharmacy, drug, beauty supplies, food supplement, and medical supply stores
  - (g) Clothing, shoes, jewelry, luggage/leather goods, formal wear/costume stores
  - (h) Entertainment stores such as books, music, sporting goods, hobby, and video tape/disc/game rental.
  - (i) Gift shops, florists, variety stores, antiques, used merchandise
  - (j) Pet and pet supply stores
  - (k) Art dealers/store
  - (l) Internet sales shopping/mail order business and vending machine sales
  - (m) Building supply stores and general sales of industrial products, such as building materials, electrical supplies, heating supplies, lighting supplies, paint and painting supplies, plumbing supplies, roofing supplies, wallpaper and wallpaper supplies, and windows and doors.
  - (n) Outdoor Power Equipment
  - (o) Garden Centers
  - (p) Manufactured/mobile home sales
9. Manufacturing/Assembly
- (a) Processing and Assembling of Final Products provided that the limited industrial process does not exceed 2,000 square feet and the processing and assembling of final products shall be conducted entirely within an enclosed structure, and there shall be no outside storage of product or materials.
10. Public Administration and Government Services
- (a) Governmental and cultural uses such as fire and police stations, community centers, public works garages, government administration buildings, parks and playgrounds.
11. Transportation and Warehousing
- (a) Courier, delivery, postal service businesses
12. Parking Lots
- (a) Parking lots are permitted without a principal structure, provided that the property owner submits a parking plan to the Plan Commission, and the Plan Commission approves the parking plan. The parking plan shall indicate whether the private parking area described in the parking plan may be used by the general public when the parking spots are not needed for the private use. If the plan so indicates, and if the plan is approved, then general public parking uses may be permitted upon such terms and conditions as are agreed upon in writing between the Village Board and the property owner, in a form approved by the Village Attorney. The Plan Commission shall approve the parking plan only if it finds all of the following:
    - (1) The lot where the proposed parking is located must be immediately adjacent to a lot that is zoned B-4 Central Mixed Use District that is proposed for development or change of use; and
    - (2) The adjacent B-4 Central Mixed Use District lot must have inadequate parking available on the lot to serve the new development or change of use, per the requirements of Section 17.0603 of this Code; and
    - (3) The parking plan must demonstrate that the parking lot will be in full compliance with all applicable requirements of this Code, except as to any

modifications that may be granted pursuant to Section 17.0603(L) of this Code;

and

- (4) Deed restrictions must be imposed and agreements must be entered between the adjacent lot owners, to the satisfaction of the Village Attorney, to allow the parking area to be used by the adjacent lot owner in compliance with the parking plan; and
- (5) Subject to such reasonable conditions as the Plan Commission may deem to be necessary or appropriate.

13. Housing. Single-Family residential detached homes only if the use is constructed prior to January 1, 2010.

**B. Permitted Accessory Uses**

1. Accessory garages for storage of vehicles used in conjunction with the operation of the business or for occupants of the premises.
2. Off-street parking and loading areas. Multi-level parking garages shall be designed to minimize impact to adjacent properties and be designed to architecturally match the principal structure.
3. Residential quarters for the owner or proprietor located in the same building as the business.
4. Rental efficiency and one-bedroom apartments on a non-ground level provided there shall be a minimum floor area of 350 square feet for an efficiency apartment and 420 square feet for a one-bedroom apartment.
5. Satellite dish antennas located on the roof of the principal structure or in the rear yard. Where the satellite dish is roof-mounted, a registered engineer shall certify that the structure is adequate to support the load.
6. Roof-mounted solar collectors provided that a registered engineer shall certify that the structure is adequate to support the load.

**C. Conditional Uses**

1. Conditional uses as allowed in Section 17.0500 Conditional Uses.
2. No Adult Oriented Establishment except as permitted in accordance with Conditional Uses Section 17.0508.

**D. Lot Area and Width**

1. Lots shall have a minimum area of 10,000 square feet and shall be not less than 75 feet in width.
2. Lot coverage by buildings, accessory structures, surface parking and loading areas, and driveways shall occupy no more than 75 percent of the lot area. Landscaped open space shall occupy not less than 25 percent of the lot area.

**E. Building Height**

1. No principal building or parts of a principal building shall exceed 30 feet in height.

**F. Setback and Yards**

1. There shall be a minimum building setback of 30 feet from the right-of-way of all streets.
2. There shall be a side yard on each side of all buildings not less than 15 feet in width.
3. There shall be a rear yard of not less than 25 feet.
4. No building or structure shall be located closer than 15 feet to an F-1 Floodway District, F-2 Floodplain Conservancy District, or LCO Lowland Conservancy Overlay District boundary. Where shoreland regulations apply no building or structures shall be located closer than as allowed by Village shoreland regulations.

**G. Erosion Control**

1. See Chapter 14 of the Village Municipal Code.

**H. Development Design Guidelines**

1. The Village has established clear land use and design principals, as documented in the Village Design Guidelines, to guide future development planning decisions towards implementation of the Village's Smart Growth 2020 Comprehensive Plan. These guidelines are intended to serve

as basic criteria during reviews, and are not to be construed as the only applicable design elements. All development proposals shall be evaluated against the adopted Village vision of maintaining a small town atmosphere within the Village, featuring a generous amount of greenspace in residential, commercial, and industrial developments.

**I. Plans and Specifications to be submitted to Plan Commission**

1. To encourage a business environment that is compatible with the residential character of the Village, building permits for permitted uses in Business Districts shall not be issued without review and approval of the Plan Commission. Said review and approval shall be concerned with general layout, building plans, ingress, egress, parking, loading and unloading, and landscape plans.

**17.0506**

**CONDITIONAL USES**

- A. The following agricultural, mining, commercial, industrial, and institutional uses shall be conditional uses and may be permitted as specified, but all Conditional Use applicants must produce a "Impact Report" detailing the impacts of said use to neighboring properties and to Village services from traffic, parking, and overflow parking, noise, odor, safety, crime, hours of operation, health and sanitation, and property maintenance issues. The Village Administrator shall analyze said report along with any supplemental reports from the Village, and its agents, to create an impact report for the application utilizing the Professional and Technical Trade standards for traffic, noise, dust, light, crime and fire prevention, etc. as a guide for the same. The Petitioner shall then prove by substantial evidence how their use will mitigate and address the findings of the impact report. In addition additional standards shall apply for specific types of uses as follows:

**11. Miscellaneous Items (Towers/Antenna and Outside Storage)**

- a) Commercial Use Outside Storage. Outside storage maybe permitted for commercial uses in the B-1, B-2, B-3, B-4, BP-1, and OP-1, districts. All outside storage areas shall be at least 100 feet from residential, park, and institutional districts located in the Village or adjacent community. In all cases, outside storage shall be screened from all sides. All screening plans are subject to Plan Commission review and approval. Screening shall be a permanent opaque wall matching the materials of the building and may include fencing as deemed appropriate by the Plan Commission. The Plan Commission may allow vegetative screening in part or in whole, where it determines the vegetative screening shall provide sufficient and aesthetically pleasing screening and said screening is appropriate for the type of items being screened from view. The height of the wall necessary shall be sufficient to screen the product(s) in the outside storage area. The Plan Commission shall set the appropriate height of any fencing based upon the site conditions and the types of outdoor storage to be screened. Outside Storage shall not be construed 17.0500 Page 11 of 21 01/28/2020 Ord. 862 17.0506 A.6.(a) 02/23/2021 Ord. 873 17.0506 A.2.C 01/10/2023 Ord. 886 to include the temporary or seasonal outdoor sales or services allowed as part of a Village approved outdoor sales and services permit.

**Site Plan Review Standards 17.1000**

17.1002 PRINCIPLES To implement and define criteria for the purposes set forth in Section 17.1001, the following principles are established to apply to all new structures and uses and to changes or additions to existing structures and uses.

A. No structure, or use shall be established that is counter to the intent of the Design Standards nor shall the same be permitted that would have a negative impact on the maintenance of safe and healthful conditions in the Village. Structures and uses in the B-4 Central Mixed Use District shall also adhere to the intent of the Downtown Development and Design Plan.

B. No structure shall be permitted:

1. The design or exterior appearance of which is of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards.

2. The design or exterior appearance of which is so identical to a building on lots within 500 feet of each other that it creates excessive monotony or drabness, in order to realize architectural uniqueness between lots.

3. Where any exposed facade is not constructed or faced with a finished material or color which is aesthetically compatible with the other facades and presents an attractive appearance to the public and to surrounding properties.

C. The facade of a manufacturing building which faces upon a street right-of-way shall be finished with an aesthetically pleasing material. A minimum of 50 percent of a facade facing a street shall be finished with brick or decorative masonry material. Such masonry facing shall extend for a distance of at least 10 feet along the sides of the structure. Manufacturing buildings on corner lots shall have the required masonry facade facing each street. Metal buildings may be constructed in any business, manufacturing, institutional, or park district, but only by a 3/4 affirmative vote of the Plan Commission.

D. Building Scale and Mass. The relative proportion of a building to its neighboring buildings, to pedestrians and observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.

E. Structures and uses shall make appropriate use of open spaces and the Plan Commission may require appropriate landscaping and planting screens. All landscaped areas shall provide a mix of climax trees, tall and medium deciduous trees, tall and medium coniferous trees, deciduous and coniferous shrubs, and grasses. The appropriate mix shall be determined by the Plan Commission.

F. No articles, goods, material, finished or unfinished product, incinerators, storage tanks, refuse containers, or like equipment shall be kept outdoors, exposed to public view, or exposed to view from adjacent buildings and property. Garbage and refuse containers shall be screened from the street and from neighboring facilities. The Plan Commission may permit the outdoor display of product or merchandise when it makes a finding that such display is essential to a business or industrial use.

G. Structures and uses shall be provided with adequate services as approved by the appropriate utility and serve to implement the recommendations of Utility and Stormwater Management Plans of the Village.

H. Buildings and uses shall provide adequate parking and loading areas. No loading dock or overhead door shall face upon a street right-of-way unless a determination is made by the Plan Commission to allow the same, as described herein.

1. The Plan Commission shall not allow the same unless the Plan Commission first finds either a or b: (a) That the loading dock or overhead door is set back at least 75 feet from the street right-of-way and adequate vehicle turnaround areas have been provided on the lot, such that no maneuvering of vehicles will take place within the street right-ofway in order to access the loading dock or overhead door. (b) That the building is on a lot within the M-1 Industrial District and the building has a previously approved loading dock facing the street.

2. If the Plan Commission finds (1) (a) or (1) (b), above, then the Plan Commission may allow the loading dock or overhead door to face the street right-of-way upon consideration of the following additional factors, without limitation by reason of enumeration: 17.1000 (a) Whether the loading dock or overhead door is set back sufficiently from the street right-of-way to adequately limit the adverse visual impact of the loading dock or overhead door; (b) Whether the number of loading docks or overhead doors that are proposed to face the street right-of-way, due to their number, would create an adverse visual impact; (c) Whether the natural terrain and other existing features of the lot may affect the visual impact of the loading dock or overhead door; and (d) Whether the loading dock or overhead door will be appropriately screened with landscape berms or other landscaping.

**Any other standards from Chapter 17 that may be relevant.**



Project Name \_\_\_\_\_

Tax Key # \_\_\_\_\_

VILLAGE OF SUSSEX  
PLAN OF OPERATION  
PROCEDURE LIST

Pre-application conference must be arranged with Gabe Gilbertson, Community Development Director. Please contact us at 262-246-5215 prior to submitting your application.

Complete the following: Plan of Operation, Service Reimbursement Agreement, Emergency Contact and Wastewater Discharge Permit.

Submit the completed forms and the required fee by the last business day of the month for consideration for the next Plan Commission Agenda. Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda. Completed forms can be emailed to [ggilbertson@villagesussex.org](mailto:ggilbertson@villagesussex.org).

The following fees are required at the time of submittal:

_____ Plan of Operation fee	\$175.00
<input checked="" type="checkbox"/> Conditional Use fee (if necessary)	\$210.00
_____ Pre Occupancy inspection fee	\$100.00

Please make check payable to: Village of Sussex (fees are non refundable)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Contact Name for meetings: John Bowler Phone # 262.352.8297  
E-mail: johnbowler386@gmail.com

For office use only:

Met with staff on: \_\_\_\_\_  
Paid fees on: \_\_\_\_\_  
To be on the Plan Commission Agenda for: \_\_\_\_\_  
Original forms to the following:  
Plan of Operation to Jeremy \_\_\_\_\_  
Service reimbursement \_\_\_\_\_  
Emergency Contact to Sheriff Dept \_\_\_\_\_  
Wastewater Permit to WWTP \_\_\_\_\_  
  
Any outstanding fees owed on the property? \_\_\_\_\_



## PLAN OF OPERATION

To be used for a business with changes or new business in an existing building.

Is this request to be considered for a Conditional Use? X If yes, is this a new CU? X

(Conditional Use Permits require a Public Hearing)

OR an amendment to a CU? \_\_\_\_\_

Tax Key # \_\_\_\_\_

Zoning: BP-2

Address of Tenant Space: N53W24880 S. Corp. Circle

1. Name of Business:

Lake Country Wines LLC

Business

P O Box 548 Merton, WI 53056 262.533.3041

Address

City, State, Zip

Phone #

Fax #

johnbowler386@gmail.com

Email address

2. Business owner contact information:

John Bowler

Contact

P O Box 548 Merton, WI 53056 262.533.3041

Address

City, State, Zip

Phone #

Fax #

johnbowler386@gmail.com

Email address

3. Building/Land owner contact information:

Nick Wrbanatz

Contact

N53 W24880 S. Corp. Cir Sussex, WI 53089 262.677.3400

Address

City, State, Zip

Phone #

Fax #

lanah@whmaching.com

Email address

4. Number of Employees/Shifts: 2-3

Employees

1

Shifts

5. Days of Operation:

Put an X in box that applies:

Hours

Open for business

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

No public hours of operation



6. Is this an extension of an existing operation? no
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises.
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? yes Do you need an Outdoor Establishment Permit? no  
If yes, explain: We are working through Williams compliance on obtaining the licensing  
If yes, please obtain and complete permit application.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? None
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? no If yes, explain: \_\_\_\_\_
11. Dimension of area to be occupied \_\_\_\_\_ Total square footage 3000 feet  
If applicable list square footage according to 1<sup>st</sup> floor 3000 feet 2<sup>nd</sup> floor \_\_\_\_\_

Please provide a copy of the site plan showing parking and layout of the building and if a multi tenant building, label the space which will be occupied by your business.

12. Parking:  
Total Number of Parking Spaces 5 Number of spaces needed per code \_\_\_\_\_  
Number of spaces allocated for employee parking 3  
Dimensions of parking lot \_\_\_\_\_ Is parking lot paved? yes
13. Signage: What type of signage are you proposing for your business?  
none

If applicable, complete a Sign Permit application and submit to the Building Inspection Dept. Please refer to Chapter 17.0800.

I have reviewed a copy of the Zoning Ordinance in the Village of Sussex and hereby agree to abide by the same, as well as any and all terms and conditions of any permit issued pursuant to this application.

I do swear to or affirm that all statements contained herein are true and correct to the best of our knowledge.

John P Bowler  
Name Owner  
Title or Position

1/28/25  
Date

I am aware and approve of the business to be operating in the building owned by \_\_\_\_\_.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Title or Position

\_\_\_\_\_  
Date



### **Lake Country Wines LLC Production**

We are interested in using this warehouse as a wine production facility. We would produce approximately 100 cases of wine per week. We would be at the facility for wine production, fermentation, bottling, and shipping around 5 hours per day Monday-Saturday. The only potential odors would be the fruit flavors of the wine, but it will not affect anything. There will be no sparkling wine or liquor produced. The wine production, bottling, and shipping would take place in the warehouse area, where the fermentation would be in the adjacent room with the temperature at a minimum of 57 degrees. This is a temperature-controlled environment. We have a three section sink to wash the necessary equipment. We will have a refrigerator to keep various ingredients cold and an oven to heat ingredients for the fermentation.

The only projected “noise” would be from the motors that are sent up to handle the bottling, which would be for 4-5 hours once per week.

We will install an alarm/security system that can monitor 24/7.

There will be up to five employees at the site, but many times it will be between 1-3.

We will be moving the cases of wine to a “to be determined” retail site.



**Village of Sussex Fire Department**  
**N63 W24335 Main Street**  
**Sussex, Wisconsin 53089**

Kristopher Grod  
Fire Chief  
Fire Station - *Business*  
262-246-5235  
Fire Station - *FAX*  
262-246-5196

February 10, 2025

Reference: Lake Country Wines LLC

I have reviewed the operational plan for the proposed Lake Country Wines LLC, located at N53 W24880 South Corporate Circle, and discussed the production and storage practices with John Bowler, the business owner.

The facility will not store large quantities of highly flammable alcohol. The fermentation process will be conducted in metal or glass containers instead of wooden barrels. Additionally, all electrical systems in the production area will be properly maintained. The facility will maintain 36-inch-wide aisles to ensure unobstructed escape routes. It will also be included in our fire inspection schedule, allowing us to conduct pre-fire inspections twice a year.

Based on my discussions with Mr. Bowler and my review of the operational plan, I believe that the proposed uses and procedures are adequately designed to prevent safety issues for the public, first responders, and employees. The building is equipped with an automatic fire sprinkler system and 24/7 alarm monitoring to ensure prompt detection of any fire emergencies.

Respectfully submitted,

A handwritten signature in black ink that reads "Kristopher Grod".

Kristopher Grod  
Fire Chief



N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
info@sussexwi.gov  
villagesussex.org

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**Date:** February 17, 2025  
**To:** Plan Commission  
**From:** Jon Baumann, Assistant Public Works Director  
**Subject:** Lake Country Wines, LLC – Wastewater and Water Utilities impacts

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Lake Country Wines, LLC has submitted a conditional use permit which under code requires a report from the Wastewater and Water Utilities.

The Wastewater Utility has been provided with information to review from Lake Country Wines, LLC regarding their wastewater discharge characteristics. It has been determined that the characteristics of their wastewater will not require them to obtain a Wastewater Discharge Permit.

The Water Utility does not identify any significant impact on the utility.

**The Plan Commission may add additional conditions for the Petitioner to meet in the Conditional Use. The shaded areas (if any) reflect items in the code that are unlikely to be meritorious to the application or are administrative in nature.**

**The Conditional Use Standards:**

17.0502 APPLICATION. Applications for conditional use permits shall be made to the Village on forms furnished by the Village and shall include Sections A, E, F and G. and may include any or all of Sections B, C, and D. as determined by the Administrator:

A. Names and addresses of the applicant, owner of the site, or other appropriate entities or persons implementing the project as required by the Administrator.

B. Description of the subject site by lot, block and recorded subdivision or by metes and bounds; address of the subject site; type of structure; proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located. For floodland conditional uses, such description shall also include information that is necessary for the Plan Commission to determine whether the proposed development will hamper flood flows, impair floodplain storage capacity, or cause danger to human or animal life. This additional information may include plans, certified by a registered professional engineer or land survey or, showing elevations or contours of the ground; fill or storage elevations; first floor elevations of structures; size, location and spatial arrangement of all existing and proposed structures on the site; location and elevation of streets, water supply, and sanitary facilities; photographs showing existing land uses and vegetation upstream and downstream; soil types; and other pertinent information.

C. A topographic map, drawn to a scale of not less than 200' to 1" showing the land in question, its legal description and location; location and use of existing buildings; sanitary systems and private water supplies on such land; the high water elevation of any navigable water within 100' of the land in question; and the proposed location and use of any buildings, sanitary systems and wells on such land and within 100' of such land in question.

D. Additional information as may be required by the Plan Commission or Administrator. **{This may come out during the Public Hearing.}**

E. A fee, as may be established and periodically modified by resolution of the Village Board, shall accompany each application. Such fee shall be paid by cash, check or money order to the Village. Costs incurred by the Village in obtaining legal, planning, engineering and other technical and professional advice in connection with the review of the conditional use and preparation of conditions to be imposed shall be charged to the applicant.

F. Where necessary to comply with certain Wisconsin Statutes, an application will be submitted at the appropriate time to the Department of Natural Resources. The site plan and plan of operation information sheet and plan of operation approval form furnished by the Village shall be submitted prior to scheduling before the Plan Commission.

17.0503 REVIEW AND APPROVAL. The Plan Commission shall review the site, existing and proposed structures, architectural plans, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, sewerage and water systems, and the proposed operation.

A. Upon receipt of the application, foregoing data and fees, the Plan Commission shall establish a date for a public hearing and shall public notice of the hearing once each week for two consecutive weeks in the official newspaper. Notice of the public hearing shall be given to the owners of all lands within 200' of any

part of the land included in such conditional use by mail at least 10 days before such public hearing. A copy of the notice of public hearing along with pertinent information relative to the specific nature of the matter (copy of application and map) shall be transmitted without delay to the Plan Commission. Compliance with this subparagraph shall not be a condition precedent to proper legal notice and no hearing or action taken thereon shall be deemed invalid or illegal because of any failure to mail the notices provided for in this subparagraph.

B. The procedure for public hearing before the Plan Commission shall be as follows: 1. Any person may appear in person, by agent, or attorney. 2. The Plan Commission shall afford the applicant and each interested person opportunity to present evidence to rebut or offer countervailing evidence. 3. The Plan Commission shall take minutes of the proceedings and shall mark and preserve all exhibits. The Plan Commission shall, when requested by an applicant or a petitioner objecting to the action, cause the proceedings to be taken by a stenographer or by a recording device provided that the applicant or the petitioner objecting making the request pays any and all costs for the stenographer or recording device and any copies of the proceedings. If requested by both the applicant and the petitioner the costs shall be split evenly unless otherwise agreed to by the parties.

C. Within 95 days of the completion of the hearing conducted by the Plan Commission, the Plan Commission shall render its written determination stating the reasons therefore. If additional time is necessary beyond the 95 days referred to above, such time may be extended with the consent of the petitioner. Failure of the Plan Commission to render a decision as set forth shall constitute approval of the permit. The factual basis of any decision shall be solely the evidence presented at the hearing. The Village Clerk shall mail a copy of the determination to the applicant.

D. Conditions such as landscaping, architectural design, type of construction, flood proofing, anchoring of structures, construction commencement and completion dates, sureties, lighting, fencing, planting screens, operational control, hours of operation, improved traffic circulation, deed restrictions, highway access restrictions, increased yards, or parking requirements may be required by the Plan Commission upon its finding that these are necessary to fulfill the purpose and intent of this ordinance.

E. Compliance with all other provisions of this ordinance, such as lot width and area, yards, height, parking, loading, traffic, and highway access shall be required of all conditional uses unless otherwise authorized to be modified by a conditional use. Variances shall only be granted as provided in Section 17.1200 of this ordinance.

F. Changes in use subsequent to the initial issuance of a conditional use permit shall result in a need to change the initial conditions and shall require an amendment to the conditional use permit. Enlargement of a conditional use shall not be considered an amendment. If any holder of a conditional use permit wishes to extend or alter the terms of such permit, the permit holder must apply for an amendment to the conditional use permit through the procedure of application for conditional use permits detailed herein. The process for amending a permit shall generally follow the procedures for granting a permit as set forth in Sections 17.0501, 17.0502 and 17.0503, and shall require the filing of an application and a hearing as provided above.

## **The Zoning District Standards Section 17.0420 BP-1 Business Park District**

### **17.0420 BP-1 BUSINESS PARK DISTRICT**

The BP-1 Business Park District is intended to provide for the orderly and attractive grouping of diverse office, retail, and customer service uses, mixed with industrial uses of limited intensity where the appearance of such mixed uses is enhanced by pleasing building architecture and generously landscaped

sites free of outside storage and outside display of products. The district is intended to be located in highly visible locations adjacent to arterial highways, and should be buffered by means of landscaping and berms from residential uses.

#### A. Permitted Uses

##### 1. Accommodations and Food Service

- (a) Restaurants, snack stands, and mobile food services. For a drive-through the Plan Commission must find that the vehicle stacking and noise from its operation will not impact surrounding properties or any public roadway.
- (b) Food service contractors and caterers
- (c) Hotels and Motels

##### 2. Educational, Health Services, and Social Services

- (a) Commercial day care centers provided that any outside play area is surrounded by a security fence; that no day care center is located within 300 feet of a gasoline service station, underground gasoline storage tanks, or any other storage of explosive material; that no day care center shall be located in an area where air pollution caused by smoke, dust, gases, or other particulate matter would endanger children; that no day care center shall be located in an area where noise would be so loud, shrill, or have an impulse to endanger children; that traffic be managed in a manner to minimize danger to children; and provided that adequate parking and circulation be provided on the day care facility site in accordance with the standards set forth in Section 17.0603(K)(6)(h)(3) of this Ordinance.

##### 3. General Services

- (a) Repair and Maintenance of consumer electronics, electronic and precision equipment commercial and Industrial machinery and equipment, appliances, furniture/reupholsters.
- (b) Barber, beauty, nail salons, spa treatment services
- (c) Dry cleaning and laundry services (non-industrial)
- (d) Photo finishing laboratories
- (e) General Business Offices.
- (f) General Construction trade services (carpenters, electricians, flooring services, lawn and landscaping services, lighting services, masonry services, painting services, plastering services, plumbing and heating contractors, roofing services, sheet metal services, welding services, and building showrooms)

##### 4. Finance, Insurance, Real Estate, and Leasing

- (a) Financial Service Institutions, for a drive-through the Plan Commission must find that the vehicle stacking and noise from its operation will not impact surrounding properties.
- (b) Monetary Authority
- (c) Financial investment, insurance offices, and similar financial products
- (d) Real estate, appraisers, and developer offices
- (e) Office equipment rental and leasing

##### 5. Information Services

- (a) Newspapers and Publishers
- (b) Computer programming, software publishers and data/system processing
- (c) Video, film, sound, photo production and studios
- (d) Media station and distribution center, excluding towers and dishes
- (e) Telecommunications services, excluding towers and dishes

##### 6. Manufacturing: The manufacture, fabrication, assembly, and/or processing of the following products; or parts, supplies, or sub-assemblies of the same:

- (a) Fabrics and Textile Products
  - (1) Yarn, felt, and fabric
  - (2) Carpet, rugs, drapes, canvas, and rope
  - (3) Clothing, hosiery, hats, gloves, shoes

- (4) Packing and assembly of fur and leather products, no tanning
  - (5). Upholstery of furniture and automotive
- (b) Wood and Paper Products
  - (1) Wood furniture and wood products
  - (2) Paper products (non pulp)
  - (3) Printing, binding, and associated printing services
- (c) Home, health, beauty, and cleaning Products
  - (1) Toiletries
  - (2) Medical, botanical, and pharmaceutical processing (non hazardous)
  - (3) Cosmetic manufacturing
  - (4) China, pottery, porcelain, clay, ceramics, silverware
  - (5) Glass and glass products
  - (6) Jewelry
  - (7) Home décor items of art, lamps, furniture, wallpaper.
  - (8) Brooms and brushes
- (d) Machinery and Metal Products
  - (1) Rolled wire, metal product manufacturing
  - (2) Tool and die, and machining
  - (3) Machinery for of farming, construction, mining, woodworking, paper, textile, printing, food products, commercial or industrial uses, service industry, mechanical, crane, elevator, pumps, and motors.
- (e) General manufacturing
  - (1) Electronics, telecommunications, medical instruments, scientific and laboratory equipment, measuring and recording devices.
  - (2) Electrical appliances, switches, cable, and components
  - (3) Vehicles, vehicle parts, and equipment
  - (4) Sporting goods, hobby products, musical instruments, and marking devices
  - (5) Signage and advertising products
- 7. Professional, Technical, Scientific, and Administrative Services
  - (a) Legal, notaries, and title services
  - (b) Accountants, tax preparation, payroll, and other accounting services
  - (c) Architects, landscape architects, engineering, surveying services
  - (d) Interior, industrial, graphic, and fashion design services
  - (e) Consulting/professional services of advertising, management, HR, marketing, IT.
  - (f) Laboratories, research, and development facilities
  - (g) Translation and interpretation services
  - (h) Employment placement and provider services
  - (i) Private investigators, locksmiths, security, and armored car services
  - (j) Janitorial services
  - (k) Pest control services
  - (l) Business service centers and telemarketers
  - (m) Building maintenance services
  - (n) Packaging and labeling services
  - (o) Veterinary Services
  - (p) Offices of holding companies and regional managing offices
- 8. Retail Trade
  - (a) Internet sales shopping/mail order business and vending machine sales
  - (b) Factory Outlets and retail sales of products made onsite in the principal industrial operation.
- 9. Public Administration and Government Services



(a) Governmental and cultural uses such as fire and police stations, community centers, public works garages, government administration buildings, parks and playgrounds.

10. Transportation and Warehousing, as follows:

(a) Courier, delivery, postal service businesses

(b) Limited wholesaling, warehousing and storage facilities for distributors, provided that such warehousing and storage does not exceed 50,000 square feet.

B. Permitted Accessory Uses

1. Garages for storage of vehicles used in conjunction with the principal business park operation.

2. Off-street parking and loading areas. Multi-level parking garages shall be designed to minimize impact to adjacent properties and be designed to architecturally match the principal structure.

3. Office, storage, power supply, distribution, warehousing, and other uses normally auxiliary to permitted business park uses.

4. Indoor storage and sale of machinery and equipment associated with the permitted business park uses.

5. Satellite dish antennas located on the roof of the principal structure or in the rear yard. Where the satellite dish is roof-mounted, a registered engineer shall certify that the structure is adequate to support the load.

6. Roof-mounted solar collectors provided that a registered engineer shall certify that the structure is adequate to support the load.

C. Conditional Uses

1. Conditional uses as allowed in Section 17.0500 Conditional Uses.

2. No Adult Oriented Establishment except as permitted in accordance with Conditional Uses Section 17.0508.

D. Certain Incompatible Uses Prohibited The following uses are considered to be incompatible with the residential characteristics of the Village and surrounding area and are herewith prohibited:

1. Manufacturing/processing of ammonia, asbestos, asphalt, cabbage, chlorine, coal tar, creosote, explosives, fertilizer, fish, glue, grease, gypsum, insecticide, lampblack, offal, poison, pulp, pyroxylin, and radioactive materials.

2. Storage of bulk fertilizer, explosives, gasoline in excess of 50,000 gallons, grease, and radioactive materials.

3. Forges, foundries, garbage incinerators, animal reduction, rubbish storage, slaughter houses, smelters, stockyards, and tanneries.

E. Lot Area and Width

1. Lots shall have a minimum of 40,000 square feet in area and shall be not less than 150 feet in width.

2. To achieve a campus-like appearance, lot coverage by buildings, accessory structures, surface parking and loading areas, and driveways shall occupy no more than 75 percent of the lot area. Landscaped open space shall occupy not less than 25 percent of the lot area.

F. Building Height

1. No building or parts of a building shall exceed 60 feet in height.

G. Setback and Yards

1. There shall be a minimum building setback of 40 feet from the street right-of-way.

2. There shall be a side yard of 25 feet on each side of all structures not exceeding 45 feet in height. Buildings in excess of 45 feet in height shall increase the minimum side yards one (1) foot for each additional one (1) foot of building height over 45 feet up to a maximum height of 60 feet.

3. There shall be a rear yard of not less than 25 feet.

4. The Plan Commission may reduce setbacks within this district outside of a Planned Development Overlay District if it finds that in granting the reduced setbacks:

(a) The Site is masterplanned and provides an efficient use of land,

(b) The health, welfare, and safety of the public is not jeopardized by the setback reduction,

(c) The setback change will encourage pedestrian interaction between buildings.

(d) The reduced setback serves to implement the Design Standards of the Village.

5. Service islands for gasoline service structures shall be considered principal structures and shall comply with building setback requirements. Canopies over a gasoline service island may extend into a front, side, or rear yard, but shall not encroach more than six (6) feet into any required yard. In no case, may a canopy extend into a street right-of-way.

6. Service islands for gasoline service structures shall be considered principal structures and shall comply with building setback requirements. Canopies over a gasoline service island may extend into a front, side, or rear yard, but shall not encroach more than six (6) feet into any required yard. In no case, may a canopy extend into a street right-of-way.

#### H. Erosion Control

1. See Chapter 14 of the Village Municipal Code.

#### I. Development Design Standards

1. The Village has established clear land use and design principals, as documented in the Village Development Design Guidelines, to guide future development planning decisions towards implementation of the Village's Smart Growth 2020 Comprehensive Plan. These guidelines are intended to serve as basic criteria during reviews, and are not to be construed as the only applicable design elements. All development proposals shall be evaluated against the adopted Village vision of maintaining a small town atmosphere within the Village, featuring a generous amount of greenspace in residential, commercial, and industrial developments.

#### J. Plans and Specifications to be Submitted to Plan Commission

1. To encourage a business park environment that is compatible with the residential character of the Village, and that will maintain a campus like setting, building permits for permitted uses in the BP-1 Business Park District shall not be issued without review and approval of the Plan Commission. Said review and approval shall be concerned with general layout, architectural plans, ingress and egress, parking, loading and unloading, landscaping, and open space utilization.

### **17.0506 CONDITIONAL USES**

A. The following agricultural, mining, commercial, industrial, and institutional uses shall be conditional uses and may be permitted as specified, but all Conditional Use applicants must produce a "Impact Report" detailing the impacts of said use to neighboring properties and to Village services from traffic, parking, and overflow parking, noise, odor, safety, crime, hours of operation, health and sanitation, and property maintenance issues. The Village Administrator shall analyze said report along with any supplemental reports from the Village, and its agents, to create an impact report for the application utilizing the Professional and Technical Trade standards for traffic, noise, dust, light, crime and fire prevention, etc. as a guide for the same. The Petitioner shall then prove by substantial evidence how their use will mitigate and address the findings of the impact report. In addition additional standards shall apply for specific types of uses as follows:

#### 7. Manufacturing

The following manufacturing Conditional Uses have a significant potential for impacts to adjacent properties and in addition have the potential for significant public safety challenges. In order to grant approval the Plan Commission will review and add the conditions found from:

a) A report from the Fire Chief that the proposed use and its plan of operation are sufficiently designed to prevent life safety issues to the public, first responders, and those operating in the facility, including sprinklering of the building.

b) A report highlighting what if any odors and noise, intensity, duration and or times, and general area of odor(s) and noise from the proposed operations and what if any dangers to the public exist from said operation, and ways to mitigate the same.

c) A report from the Wastewater Utility/Water Utility on impacts to these services from stated operations including any necessary treatment systems required. The Plan Commission must also find the following items: that traffic from the use will not reduce the functionality grade of any nearby intersection(s) without the same being mitigated; and that noise standards of the operations shall be at least 10% lower at the property line than the Village Ordinance.

The Plan Commission must find that the buildings fully adhere to the design standards of the Village and the lot is screened such that the parked vehicles or equipment are not visible from any residential district and the street.

a) Manufacturing/Processing of abrasives, acetylene, acid, alkalies, batteries, beverages (alcoholic, coffee, soda, tea, water), biological products, bleach, bone, building materials, candles, celluloid, cement and brick products, charcoal, chemicals, coke, cordage, dog and cat food, dextrin, disinfectants, dry ice, dye and pigment, excelsior, flammables, food products, fuel, furs, gasoline, gelatin, glucose, hair products, ice, ink, lard, lime, linoleum, matches, meat, oil cloth, paint, perfume, plaster of paris, plastics, polish, potash, rubber, shellac, soap, starch, stove polish, turpentine, varnish, vinegar and yeast in the M-1 district.

b) Manufacturing/Processing of bakery and flour products, beverages (alcoholic, coffee, soda, tea, water), biological products, candles, celluloid, disinfectants, dry ice, excelsior, food products, furs, gelatin, glucose, grain, seed and plant oil, cereal, chocolate confections, fruit, vegetable, and nut, dairy products, snack food, syrups, flavorings, extracts, spices and dressings, hair products, ice, ink, lard, linoleum, matches, meat, paper (non pulp), perfume, polish, potash, plastics, shellac, soap, starch, stove polish, textiles, toiletries, turpentine, varnish, vinegar and yeast in the BP-1 district.

## **Site Plan Review Standards 17.1000**

17.1002 PRINCIPLES To implement and define criteria for the purposes set forth in Section 17.1001, the following principles are established to apply to all new structures and uses and to changes or additions to existing structures and uses.

A. No structure, or use shall be established that is counter to the intent of the Design Standards nor shall the same be permitted that would have a negative impact on the maintenance of safe and healthful conditions in the Village. Structures and uses in the B-4 Central Mixed Use District shall also adhere to the intent of the Downtown Development and Design Plan.

B. No structure shall be permitted:

1. The design or exterior appearance of which is of such unorthodox or abnormal character in relation to its surroundings as to be unsightly or offensive to generally accepted taste and community standards.

2. The design or exterior appearance of which is so identical to a building on lots within 500 feet of each other that it creates excessive monotony or 17.1000 drabness, in order to realize architectural uniqueness between lots.

3. Where any exposed facade is not constructed or faced with a finished material or color which is aesthetically compatible with the other facades and presents an attractive appearance to the public and to surrounding properties.

C. The facade of a manufacturing building which faces upon a street right-of-way shall be finished with an aesthetically pleasing material. A minimum of 50 percent of a facade facing a street shall be finished with brick or decorative masonry material. Such masonry facing shall extend for a distance of at least 10 feet

along the sides of the structure. Manufacturing buildings on corner lots shall have the required masonry facade facing each street. Metal buildings may be constructed in any business, manufacturing, institutional, or park district, but only by a 3/4 affirmative vote of the Plan Commission.

D. Building Scale and Mass. The relative proportion of a building to its neighboring buildings, to pedestrians and observers, or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.

E. Structures and uses shall make appropriate use of open spaces and the Plan Commission may require appropriate landscaping and planting screens. All landscaped areas shall provide a mix of climax trees, tall and medium deciduous trees, tall and medium coniferous trees, deciduous and coniferous shrubs, and grasses. The appropriate mix shall be determined by the Plan Commission.

F. No articles, goods, material, finished or unfinished product, incinerators, storage tanks, refuse containers, or like equipment shall be kept outdoors, exposed to public view, or exposed to view from adjacent buildings and property. Garbage and refuse containers shall be screened from the street and from neighboring facilities. The Plan Commission may permit the outdoor display of product or merchandise when it makes a finding that such display is essential to a business or industrial use.

G. Structures and uses shall be provided with adequate services as approved by the appropriate utility and serve to implement the recommendations of Utility and Stormwater Management Plans of the Village.

H. Buildings and uses shall provide adequate parking and loading areas. No loading dock or overhead door shall face upon a street right-of-way unless a determination is made by the Plan Commission to allow the same, as described herein.

1. The Plan Commission shall not allow the same unless the Plan Commission first finds either a or b: (a) That the loading dock or overhead door is set back at least 75 feet from the street right-of-way and adequate vehicle turnaround areas have been provided on the lot, such that no maneuvering of vehicles will take place within the street right-of-way in order to access the loading dock or overhead door. (b) That the building is on a lot within the M-1 Industrial District and the building has a previously approved loading dock facing the street.

2. If the Plan Commission finds (1) (a) or (1) (b), above, then the Plan Commission may allow the loading dock or overhead door to face the street right-of-way upon consideration of the following additional factors, without limitation by reason of enumeration: 17.1000 (a) Whether the loading dock or overhead door is set back sufficiently from the street right-of-way to adequately limit the adverse visual impact of the loading dock or overhead door; (b) Whether the number of loading docks or overhead doors that are proposed to face the street right-of-way, due to their number, would create an adverse visual impact; (c) Whether the natural terrain and other existing features of the lot may affect the visual impact of the loading dock or overhead door; and (d) Whether the loading dock or overhead door will be appropriately screened with landscape berms or other landscaping.

**Any other standards from Chapter 17 that may be relevant.**

W220N5603 TOWN LINE RD MAIN BUILDING SHELL & SITE



PLAN OF OPERATION – NEW CONSTRUCTION  
PROCEDURE LIST

W220N5603 TOWN LINE RD

Project Name  
SUXV024499  
Tax Key #

Pre-application conference must be arranged with staff. Please contact us at 262-246-5215 prior to submitting application materials.

Submittal checklist:

- ☒ Original completed Plan of Operation (Page 1-3) **By EJN**
- ☒ Original completed Professional Services Reimbursement, Emergency Contact, Wastewater Discharge Permit and Flood Plain Occupancy **By EJN and Pinnacle**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Site Plan **By Jason/Rob & Pinnacle**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Architectural plans **By Jason/Rob**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Sign Plan **By EJN to Confirm with Jason/Rob**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Landscape Plan **By Pinnacle**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Lighting Plan **By EJN and Electrical Sub**
- ☒ Submit plans in PDF format on a disc **By Jason/Rob**

The following fees are required at the time of submittal:

- ☒ Plan of Operation fee \$175.00
- ☒ Conditional Use fee \$210.00
- ☒ Plan Review fee \$250.00

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Please make check payable to: Village of Sussex (fees are non refundable)

Deadline for submittals is the last business day of the month for consideration for the next Plan Commission Agenda. (Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda.). Application can be submitted via email to [ggilbertson@villagesussex.org](mailto:ggilbertson@villagesussex.org).

Contact Name for meetings: Eric J Neumann Phone # 414-333-6800  
E-mail: eneumann@andersonashton.com

For office use only:

Met with staff on: \_\_\_\_\_  
Received documents on: \_\_\_\_\_  
Fees received and paid on: 3/4/25 #202621  
To be on the Plan Commission Agenda for: \_\_\_\_\_  
Original forms to the following:  
Service reimbursement \_\_\_\_\_  
Emergency Contact to Sheriff Dept \_\_\_\_\_  
Wastewater Permit to WWTP \_\_\_\_\_  
Any outstanding fees owed on PROPERTY \_\_\_\_\_

6. Is this an extension of an existing operation? NO
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises. N/A
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? No Do you need an Outdoor Establishment Permit? No  
Arcade permit? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
If yes, please obtain and complete form.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? N/A
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? No  
If yes, explain: \_\_\_\_\_

11. Dimensions and levels of all buildings:

	Dimensions	Levels	Square footage
Building 1	<u>250' x 460' - 1</u>	<u>Level and</u>	<u>118,100sf</u>
Building 2	_____	_____	_____
Building 3	_____	_____	_____

Is the building(s) to be used for multi-tenant purpose? Yes

12. Lot size \_\_\_\_\_ Depth \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_  
See Attached Plan - Trapezoid Shaped Lot - 9.7320 Acres  
*Above to be included on survey*

13 Parking: Dimensions of parking lot See attached  
Parking lot construction See Asphalt Pavement  
Type of screening: Fence At Dumpsters Only or Plantings See Landscape Plan  
Number of spaces needed per code 1/Employee # of spaces for employees 110  
*Above to be included on site plan*

Please provide the following information:

Total square footage of building, new and existing 118,100sf  
Total square footage of parking lot, new and existing +/- 150,000 sf

14. Signs: Type: Free standing Monument Style Attached to building None @ this time  
Lighted None @ this time Single or double faced None @ this time  
Size See site plans - Location @ Entrance to Site Drive Divide  
*Above to be included on sign plan*





N64W23760 Main Street  
Sussex, Wisconsin 53089  
Phone (262) 246-5200  
FAX (262) 246-5222  
Email: [info@villagesussex.org](mailto:info@villagesussex.org)  
Website: [www.villagesussex.org](http://www.villagesussex.org)

**VILLAGE OF SUSSEX  
PROFESSIONAL SERVICES REIMBURSEMENT NOTICE**

Pursuant to the Village of Sussex Ordinance No. 3.11, the Village of Sussex Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner, or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village to the property owner incurring those fees even if the request is not approved. Also, be advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs or charges, however, is subjected to the property owner's appeal rights as described in said Village of Sussex Ordinances.

I, the undersigned, have been advised that, pursuant to said Village of Sussex Ordinances, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village even if the request is not approved. In addition, I have been advised that pursuant to said Village of Sussex Ordinances, certain other fees, costs, and charges are my responsibility even if the request is not approved. By signing this document however, I am not waiving my appeal rights that are described in said Village of Sussex Ordinances.

**PLEASE PRINT LEGIBLY**

Name and Mailing Address of the Property Owner and /or Authorized Agent for Invoices:

ICAP Development LLC

1830 N Hubbard St., Suite 700 Milwaukee, WI 53212

Business Name: W220N5603 TOWN LINE RD - ICAP

Name of Owner and Address of the Property involved in the Request (if different from above):

Tax Key No. of the Property involved in the Request: SUXV 0244993

**Jerad Protaskey**

Digitally signed by Jerad Protaskey  
DN: C=US, E=Jerad.protaskey@gmail.com, O=ICAP Development LLC,  
OU=ICAP Development LLC, CN=Jerad Protaskey  
Date: 2025.02.21 09:47:24 -06'00'

Signature of Property Owner and /or Authorized Agent

Date

Signature of Village Official Accepting Form

Date

*A copy of this completed form shall be provided to the Village Clerk for billing purposes.*



**Village of Sussex Fire Department**  
**N63 W24335 Main Street**  
**Sussex, Wisconsin 53089**

Fire Station - *PHONE*  
262-246-5197  
Fire Station - *FAX*  
262-246-5196

Waukesha County Sheriff – Sussex Office

Emergency Contact Form to be completed with Plan of Operation form.

**Business Name:** W220N5603 TOWN LINE RD - ICAP  
**Business Address:** 1830 N Hubbard St., Suite 700 Milwaukee, WI 53212  
**Business Phone #:** 414-940-7772  
**Business Email:** jerad.protaskey@icap-dev.com

**Business Emergency Contacts**

**Name and Phone #:** Jerad Protaskey- ICAP DEVELOPMENT  
**Name and Phone #:** 414-940-7772  
**Name and Phone #:** \_\_\_\_\_

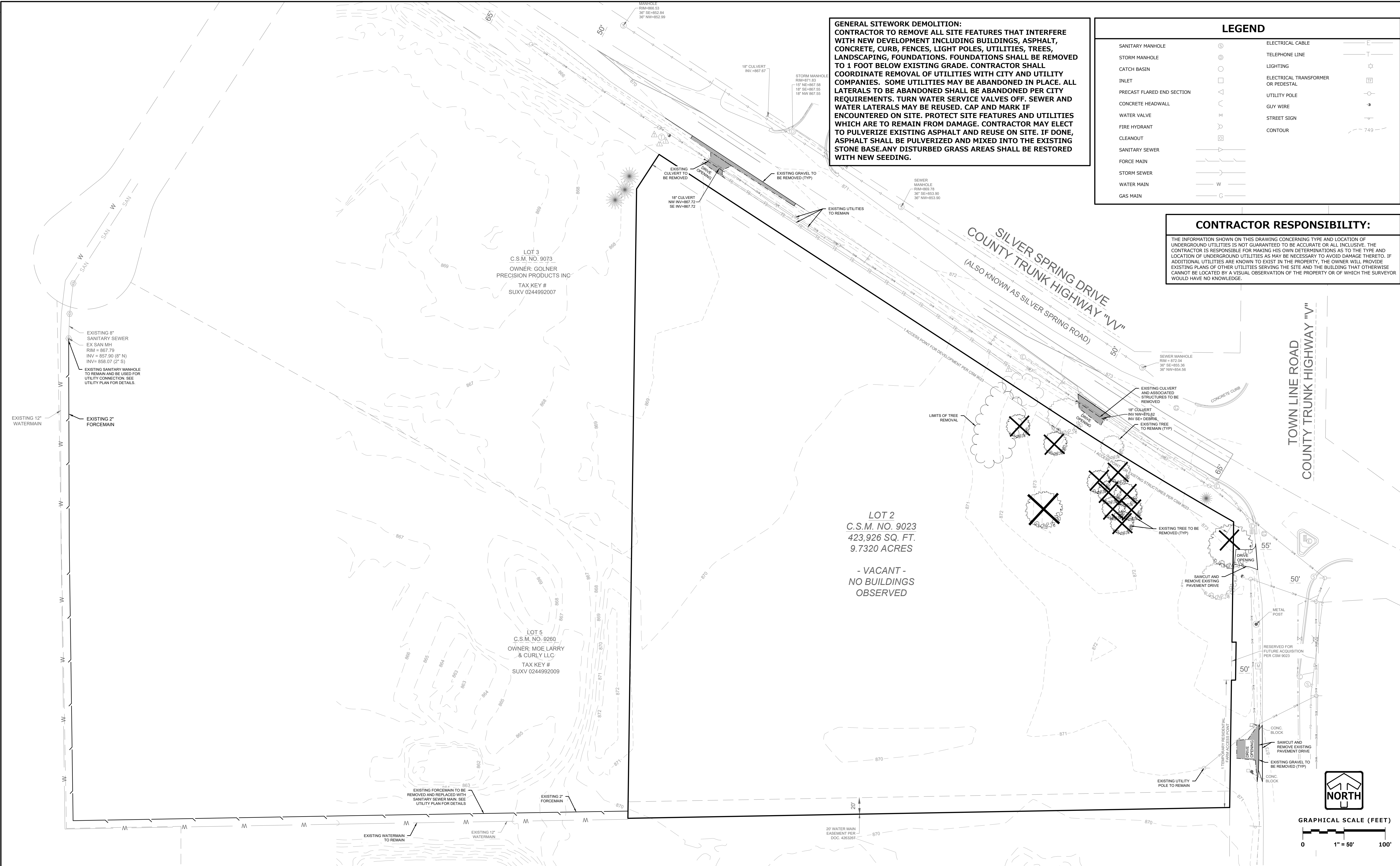
**Building Owner Name:** ICAP Development or Assigns  
**Building Owner Email:** jerad.protaskey@icap-dev.com

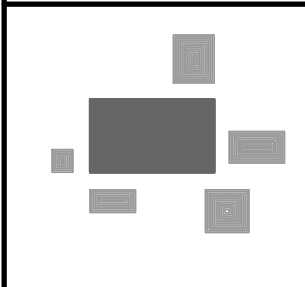
**Building Owner Emergency Contacts**

**Name and Phone #:** Jerad Protaskey- ICAP DEVELOPMENT  
**Name and Phone #:** 414-940-7772

Knox Box (if applies) Have locks been changed and new key provided to Fire Department? ☒ Yes ☐ No

THESE PLANS AND DESIGNS ARE COPYRIGHT PROTECTED AND MAY NOT BE USED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF PINNACLE ENGINEERING GROUP, LLC.  
DESIGNED: DNL  
DRAFTED: AKH  
REVIEWED: AKH





**PINNACLE ENGINEERING GROUP**  
ENGINEERING | NATURAL RESOURCES | SURVEYING

PLAN | DESIGN | DELIVER  
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(262) 754-8888  
CHICAGO | MILWAUKEE | NATIONWIDE

# SUSSEX INDUSTRIAL

## SUSSEX, WI

### EXISTING CONDITIONS & DEMOLITION PLAN

REVISIONS	

REG JOB NO. 2593.00A	REG PM AEF	START DATE 02/27/25	SCALE 1" = 50'	SHEET C-1
				C-9



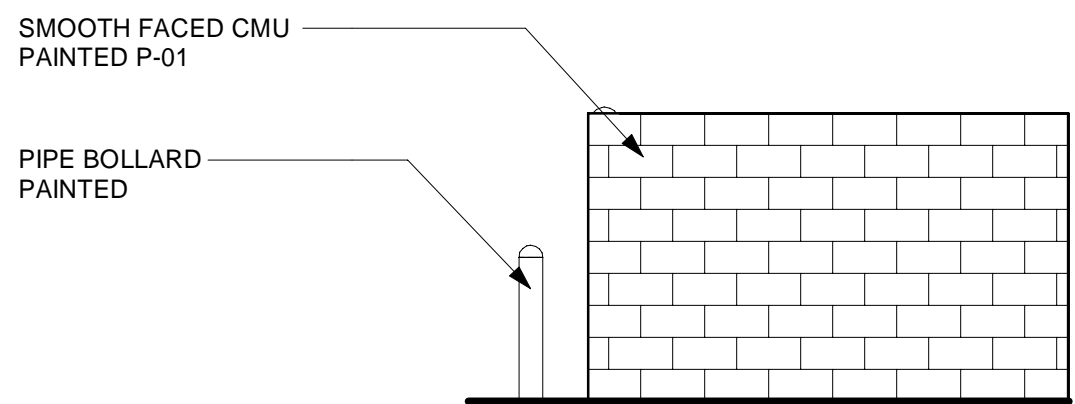
**PARKING:**

PARKING REQUIREMENTS:	(1) space per employee for the work shift with the larges number of employees
TOTAL STALLS REQUIRED:	XX
TOTAL STALLS PROPOSED:	99
TOTAL ACCESSIBLE STALLS REQUIRED:	2
TOTAL ACCESSIBLE STALLS PROPOSED:	6

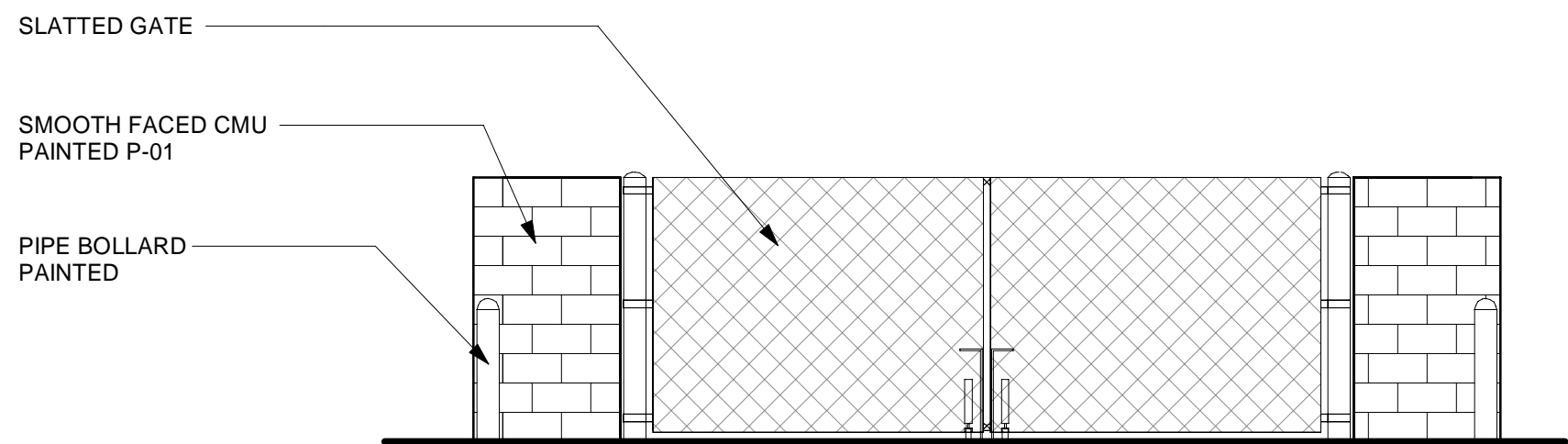
**SITE DATA:**

TAX KEY:	SUXV0244993
SITE AREA:	416,063 SF 9.55 ACRES
AREA OF PROPOSED BUILDING:	118,384 SF (28.45% OF SITE)
TOTAL HARD SURFACE AREA:	127,173 SF (30.56% OF SITE)
CONCRETE AREA:	7,595 SF
LIGHT DUTY PAVING:	36,289 SF
HEAVY DUTY PAVING:	63,289 SF
TOTAL GREEN SPACE AREA:	170,506 SF (40.99% OF SITE)
ZONING DISTRICT:	BP-1 (INDUSTRIAL BUSINESS PARK)
ALLOWABLE BUILDING HEIGHT:	60'-0"
BUILDING SETBACKS	
FRONT YARD SETBACK:	40'-0"
SIDE YARD SETBACK:	25'-0"
REAR YARD SETBACK:	25'-0"
PARKING SETBACKS	
STREET RIGHT OF WAY	30'-0"
ALL OTHER LOT LINES	5'-0"

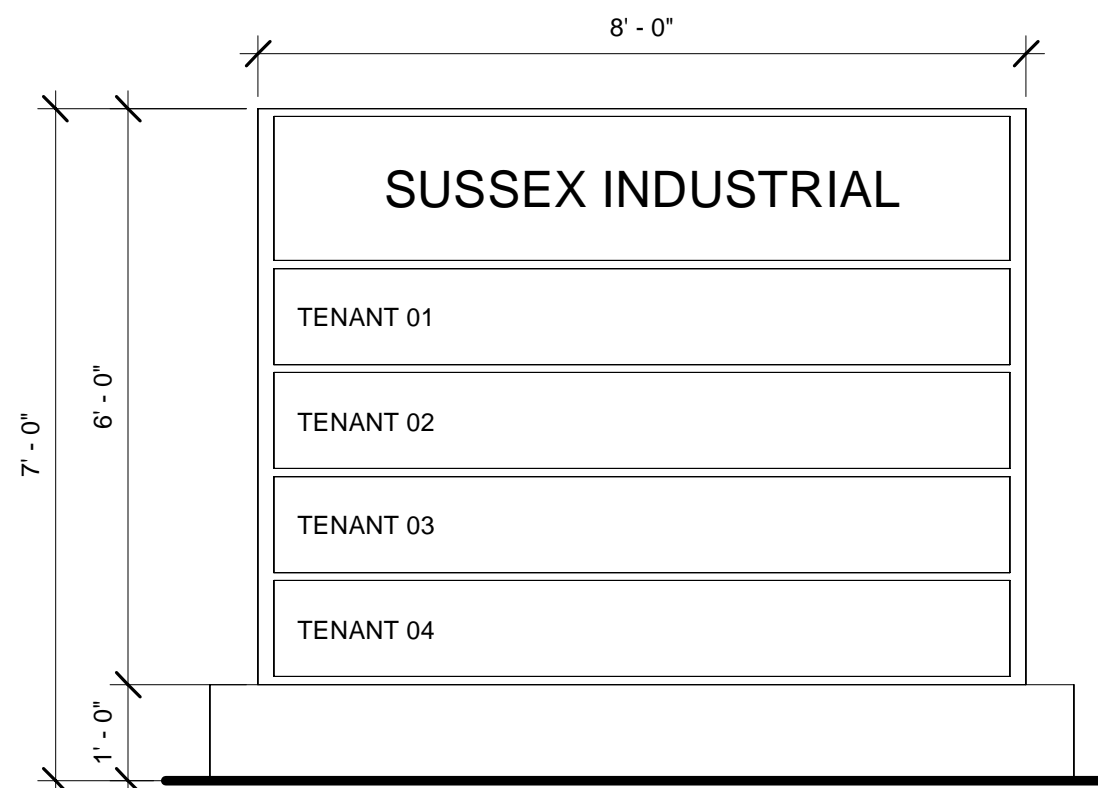
REVISIONS



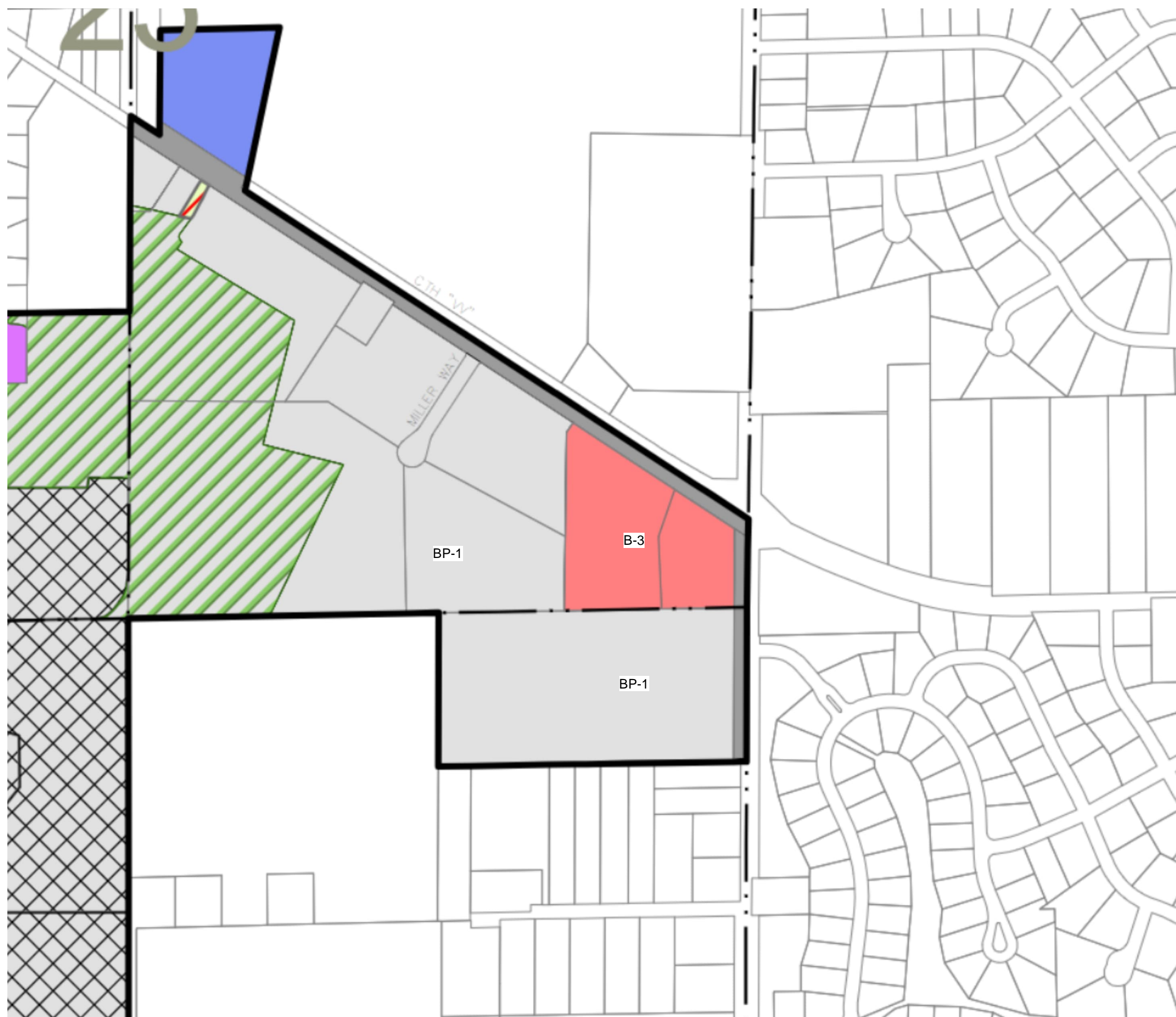
5 TRASH ENCLOSURE SIDE  
1/4" = 1'-0"



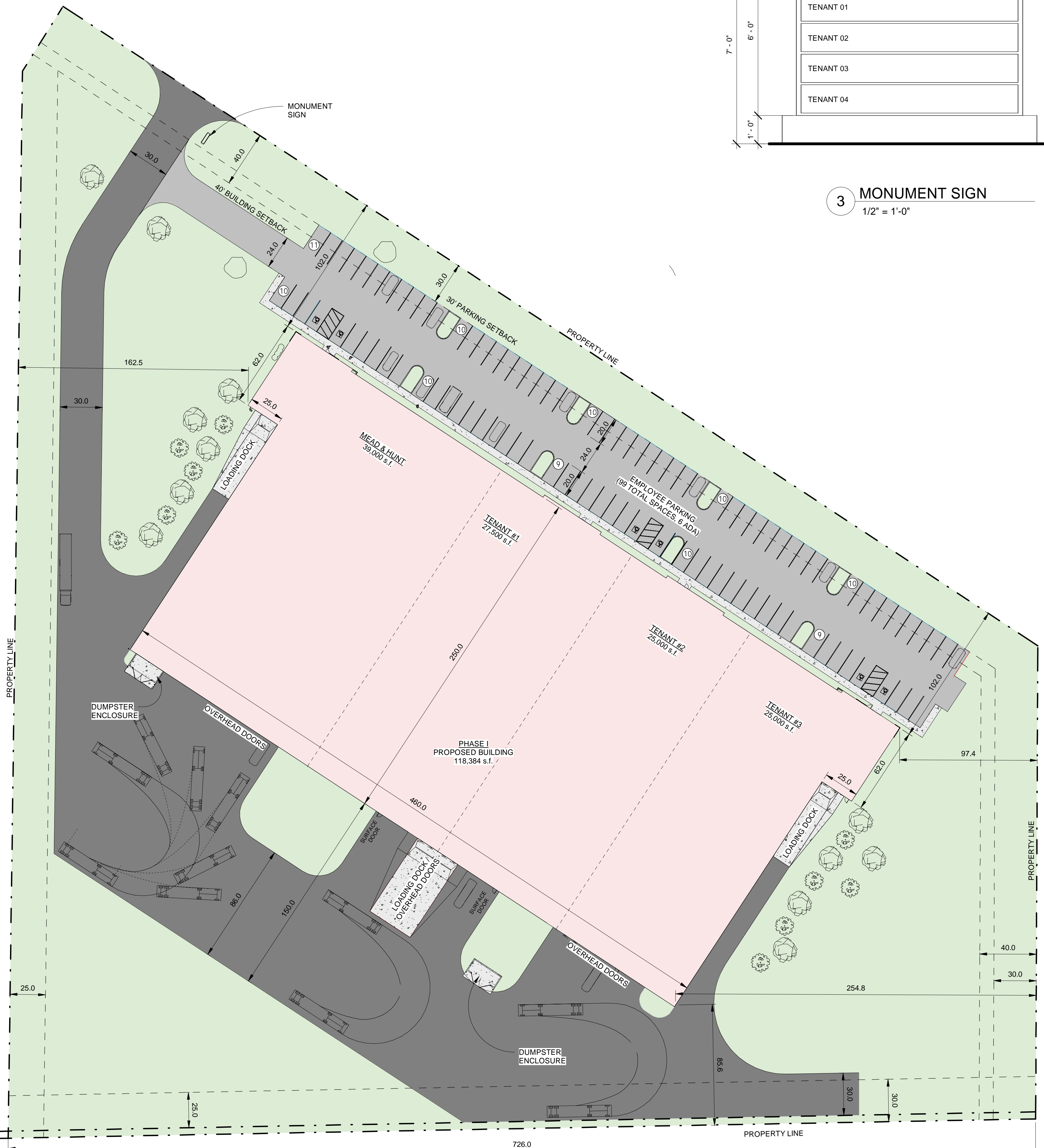
4 TRASH ENCLOSURE FRONT  
1/4" = 1'-0"



3 MONUMENT SIGN  
1/2" = 1'-0"

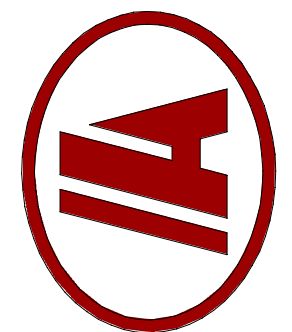


2 AREA ZONING  
NTS



1 ARCHITECTURAL SITE PLAN  
SCALE: 1" = 40'-0"

ANDERSON-  
ASHTON, INC.  
DESIGN / BUILD  
2746 South 16th Street  
Phoenix, AZ 85040  
Phone: (602) 986-4640  
WWW.ANDERSONASHTON.COM

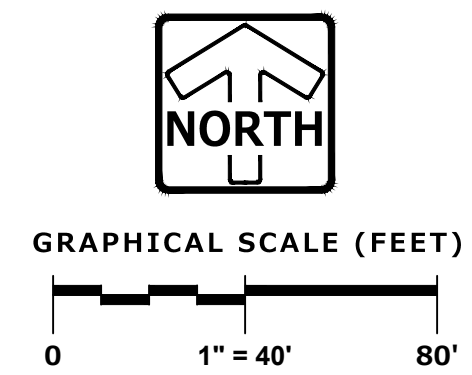
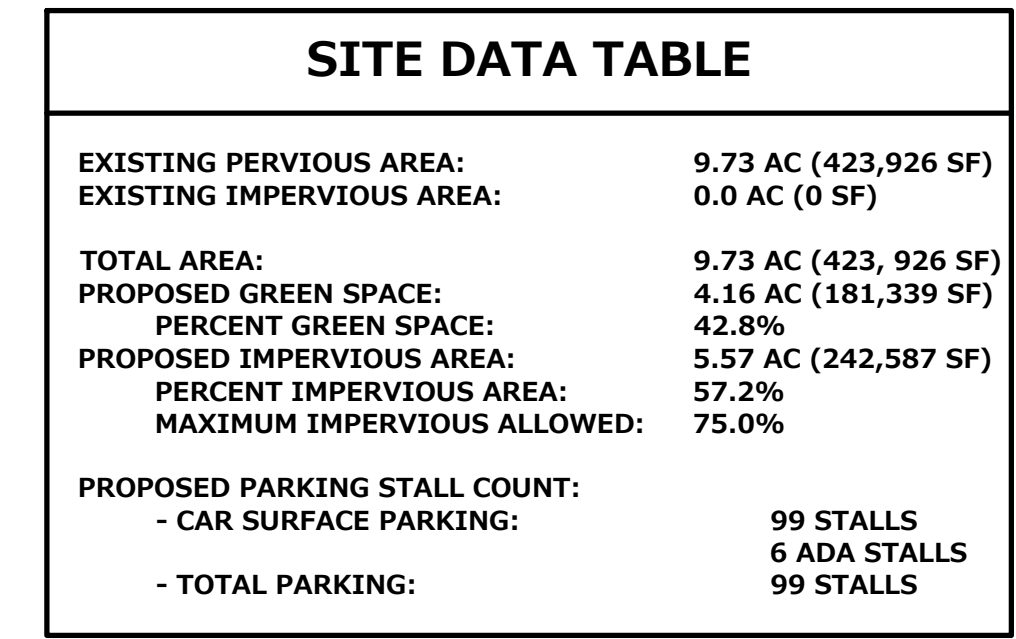


PROPOSED (ADDITION, REMODEL, NEW) BUILDING FOR:  
**MEAD AND HUNT**  
PROJECT ADDRESS

DRAFTED BY: Author  
DESIGNER: AAI  
ISSUE: 2/28/2025 11:28:36 AM  
SUBMITTAL DATE: XX-XX-XX  
DESIGN NO. P-02444  
CONSTRUCTION NO. ###

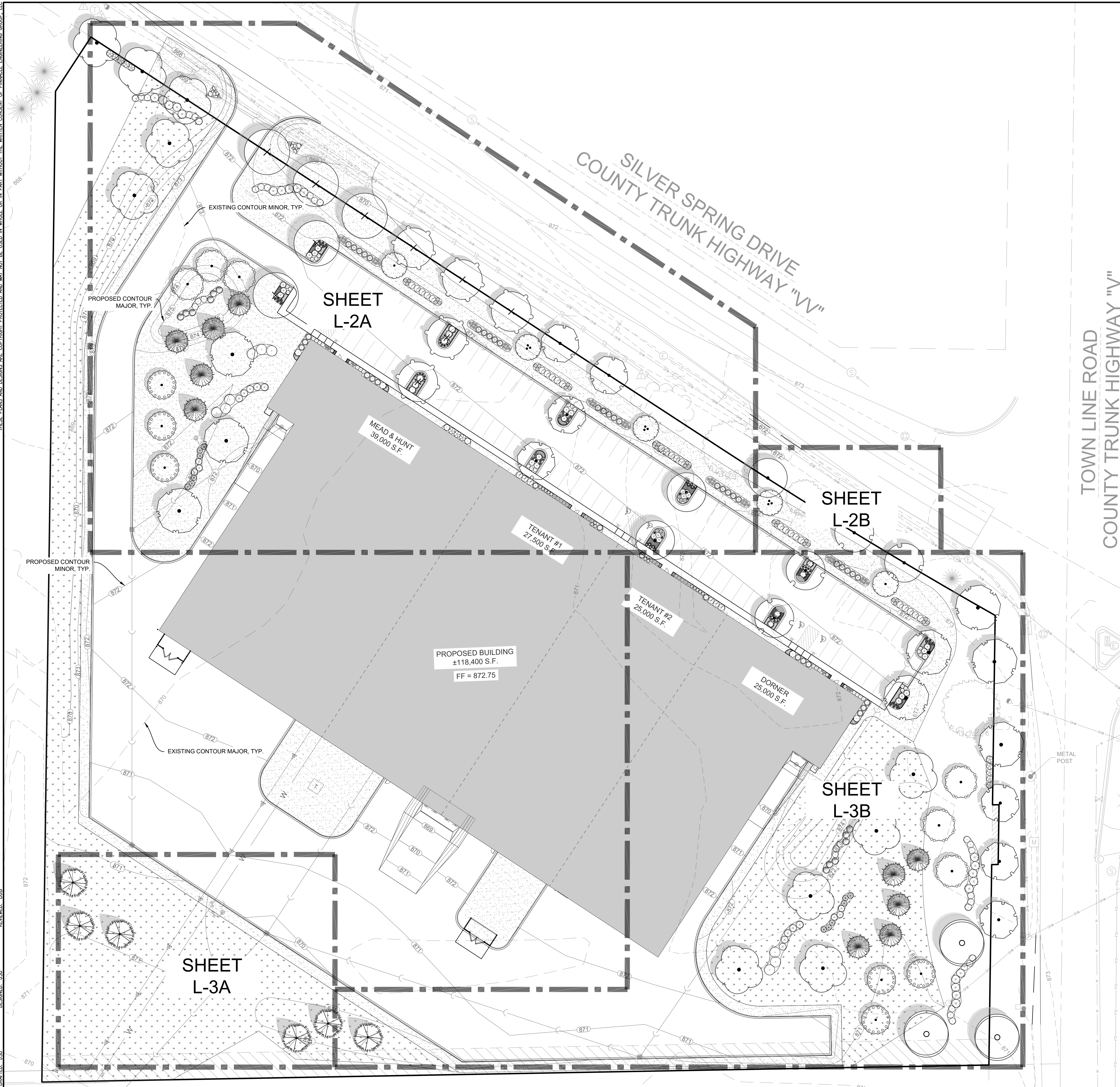
A800



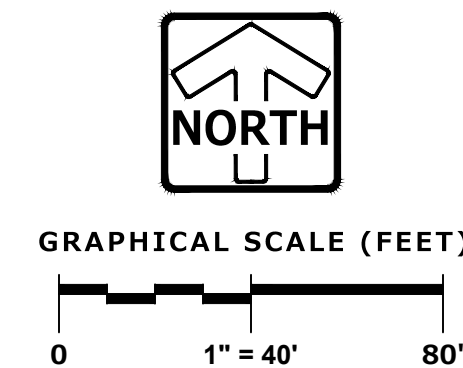


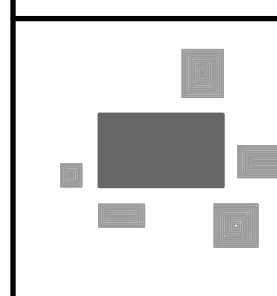


THESE PLANS AND DESIGNS ARE COPYRIGHT PROTECTED AND MAY NOT BE USED, IN WHOLE OR IN PART, WITHOUT THE WRITTEN CONSENT OF PINNACLE ENGINEERING GROUP, LLC.  
DESIGNED: JLSJ  
DRAWN: DUB  
DATE: 03/27/23



PLANT SCHEDULE				SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY	REMARKS
SYMBOL	BOTANICAL / COMMON NAME	SIZE	QTY	SHRUBS				
TREES				TREES				
	Acer rubrum 'Autumn Flame' Autumn Flame Maple 50' T x 40' W	2" Cal.	10		Cornus sanguinea 'Anny's Winter Orange' Anny's Winter Orange Dogwood	3 gal.	10	5' T x 5' W
	Acer saccharum 'Flax Mill Majesty' Flax Mill Majesty Maple 55' T x 45' W	2" Cal.	3		Cornus stolonifera 'Arctic Fire' Arctic Fire Dogwood	2 gal.	6	3' T x 3' W
	Celtis occidentalis 'Chicagoland' Chicagoland Hackberry 50' T x 40' W	2" Cal.	5		Cotinus coggygria 'Lila' Lila Dwarf Smoke Tree	2 gal.	6	4' T x 4' W
	Gleditsia triacanthos i 'Shademaster' Shademaster Locust 55' T x 50' W	2" Cal.	5		Cotinus coggygria 'NCC01' Wincrest Black Smoke Tree	5 gal.	6	6' T x 5' W
	Gymnocladus dioica 'McKBranded' Decal Kentucky Coffee Tree 50' T x 40' W	2" Cal.	4		Hydrangea p 'Vanilla Strawberry' Vanilla Strawberry Hydrangea	3 gal.	12	6' T x 5' W
	Quercus x schuetti Schuetti Oak 70' T x 65' W	2" Cal.	8		Hydrangea paniculata 'SMNHFH' Little Lime Punch Hydrangea	3 gal.	6	5' T x 5' W
	Tilia tomentosa 'Sterling' Sterling Silver Linden 60' T x 35' W	2" Cal.	7		Hydrangea quercifolia 'Pee Wee' Pee Wee Oakleaf Hydrangea	2 gal.	14	4' T x 3' W
	Ulmus x Morton Glossy' Triumph Elm 55' T x 40' W	2" Cal.	3		Hydrangea quercifolia 'Ruby Slippers' Ruby Slippers Hydrangea	3 gal.	6	4' T x 5' W
ORNAMENTAL TREES				EVERGREEN SHRUBS				
	Amelanchier x 'Autumn Brilliance' 'Autumn Brilliance' Serviceberry 20' T x 20' W	7' Ht.	3		Juniperus chinensis 'Mountbatten' Chinese Juniper	4' Ht.	10	15' T x 7' W
	Malus x 'Sugar Tyme' Sugar Tyme Crabapple 25' T x 25' W	1.5" Cal.	7		Juniperus chinensis 'Iowa' Iowa Juniper	4' Ht.	12	12' T x 5' W
	Malus x 'Prairie Maid' Prairie Maid Crabapple 20' T x 25' W	1.5" Cal.	2		Juniperus chinensis 'Sea Green' Sea Green Juniper	3 gal.	25	5' T x 6' W
	Syringa reticulata 'Summer Snow' Summer Snow Japanese Tree Lilac 25' T x 25' W	1.5" Cal.	6		Juniperus sabina 'Buffalo' Buffalo Juniper	2 gal.	12	1' T x 6' W
EVERGREEN TREES					Juniperus x J.N. Select Blue' Star Power Juniper	4' Ht.	20	15' T x 9' W
	Picea abies Norway Spruce 60' T x 25' W	5' Ht.	6		Pinus mugo 'Slowmound' Slowmound Mugo Pine	3 gal.	6	3' T x 3' W
	Pinus strobus White Pine 65' T x 30' W	5' Ht.	10		Pinus mugo 'Pumilio' Dwarf Mugo Pine	3 gal.	6	5' T x 5' W
TURF					Taxus x media 'SMNTHDB' Stonehenge Dark Druid Yew	2 gal.	31	3' T x 3' W
	Turf Hydroseed Reinders - Cadet 70/30 Fescue/Blue Mix	seed	67,646 sf		Taxus x media 'Tauntonii' Taunton Yew	3 gal.	17	4' T x 6' W
	Turf Hydroseed Low Grow Reinders No Mow/Low Grow Mix	seed	57,271 sf		Thuja occidentalis 'Congabe' Fire Chief Arborvitae	2 gal.	4	2' T x 3' W
					Thuja occidentalis 'Little Giant' Little Giant Arborvitae	3 gal.	2	5' T x 5' W
				ORNAMENTAL GRASSES				
					Andropogon gerardii 'Dancing Wind' Dancing Wind Big Blue Stem	1 gal.	50	36" T x 30" W
					Calamagrostis x acutiflora 'Karl Foerster' Feather Reed Grass	1 gal.	12	36" T x 24" W
					Calamagrostis x acutiflora 'Overdam' Overdam Feather Reed Grass	1 gal.	16	24" T x 24" W
					Deschampsia cespitosa 'Schottland' Schottland Tufted Hair Grass	1 gal.	16	36" T x 30" W
					Eragrostis spectabilis Purple Love Grass	1 gal.	14	24" T x 18" W
					Miscanthus sinensis 'Malepartus' Malepartus Miscanthus	1 gal.	20	48" T x 30" W
					Panicum virgatum 'Northwind' Northwind Switch Grass	1 gal.	10	48" T x 30" W
					Pennisetum alopecuroides 'Cassian' Cassian Fountain Grass	1 gal.	12	20" T x 30" W
					Schizachyrium scoparium 'Blue Heaven' Blue Heaven Little Bluestem	1 gal.	14	36" T x 26" W
				PERENNIALS				
					Brunnera macrophylla 'Jack Frost' Jack Frost Brunnera	4.5" Cont.	16	15" T x 15" W
					Echinacea p 'Rainb299' Butterfly Rainbow Marcella Coneflower	4.5" cont.	28	15" T x 24" W
					Gaillardia aristata 'Arizona Sun' Arizona Sun Blanket Flower	4.5" Cont.	52	12" T x 14" W
					Hosta x 'Krossa Regal' Krossa Regal Hosta	4.5" Cont.	8	30" T x 30" W
					Hosta x 'Sum and Substance' Sum and Substance Hosta	4.5" Cont.	8	30" T x 48" W
					Leucanthemum superbum 'Goldfinch' Goldfinch Shasta Daisy	4.5" cont.	16	18" T x 22" W
					Leucanthemum x 'Woops-a-Daisy' Woops-a-Daisy Shasta	4.5" Cont.	38	15" T x 20" W
					Nepeta x faassenii 'Purrsian Blue' Purrsian Blue Catmint	4.5" cont.	12	14" T x 24" W
					Perovskia atriplicifolia 'Little Spire' Little Spire Russian Sage	4.5" cont.	43	24" T x 24" W





**PINNACLE ENGINEERING GROUP**

ENGINEERING | NATURAL RESOURCES | SURVEYING

PLAN | DESIGN | DELIVER

www.pinnacle-engr.com

WISCONSIN OFFICE:  
20725 WATERTOWN ROAD, SUITE 100  
BROOKFIELD, WI 53186  
(262) 754-8888

CHICAGO | MILWAUKEE | NATIONWIDE

# SUSSEX INDUSTRIAL

## SUSSEX, WI

### LANDSCAPE OVERVIEW

#### REVISIONS

—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—
—	—	—	—	—	—

PEG JOB NO. **2593.00A**

PEG PM **AEK**

START DATE **03/27/23**

SCALE **1" = 40'**

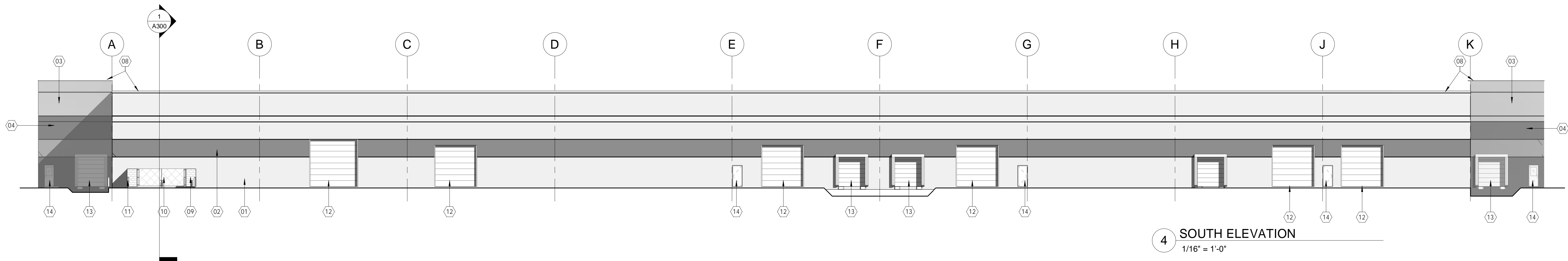
SHEET

**L-1**

**L-4**

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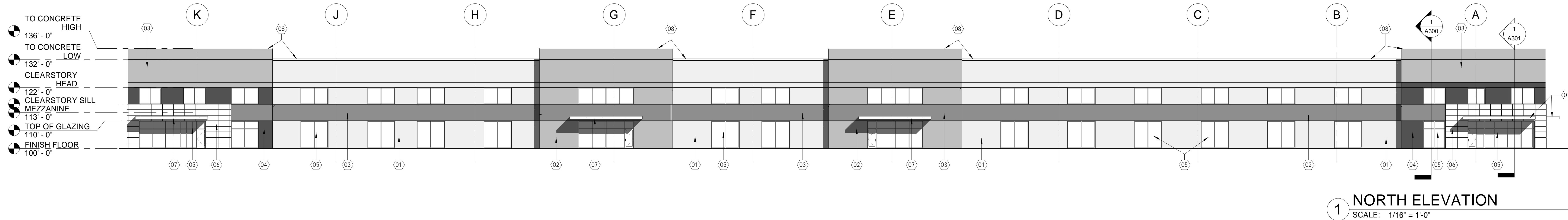
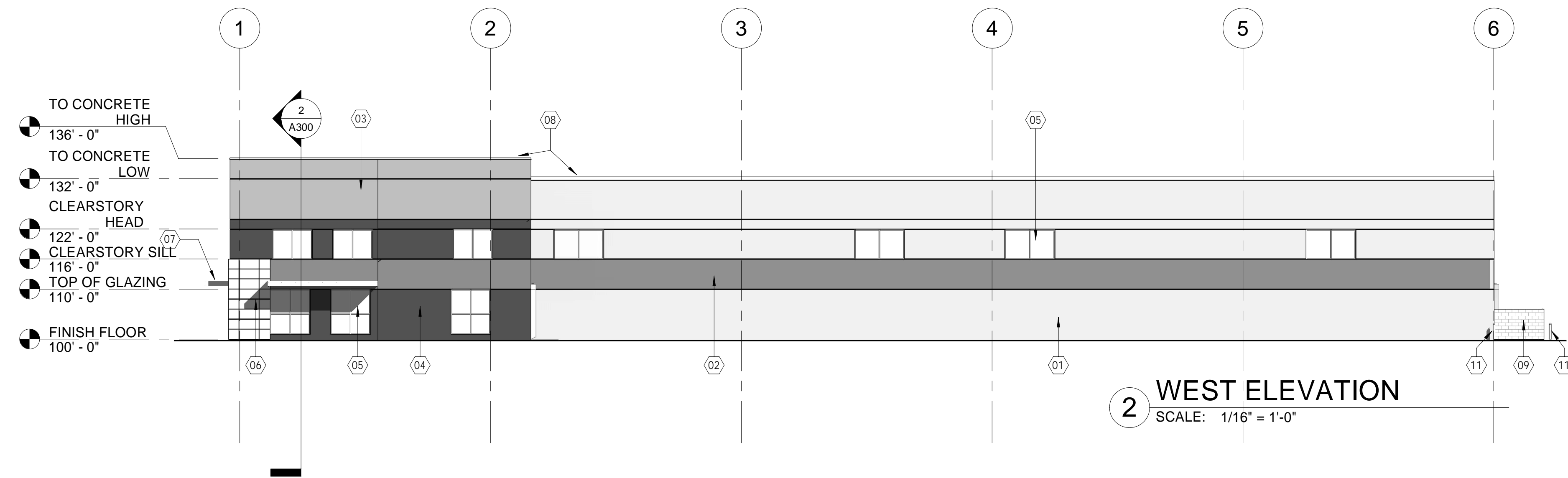
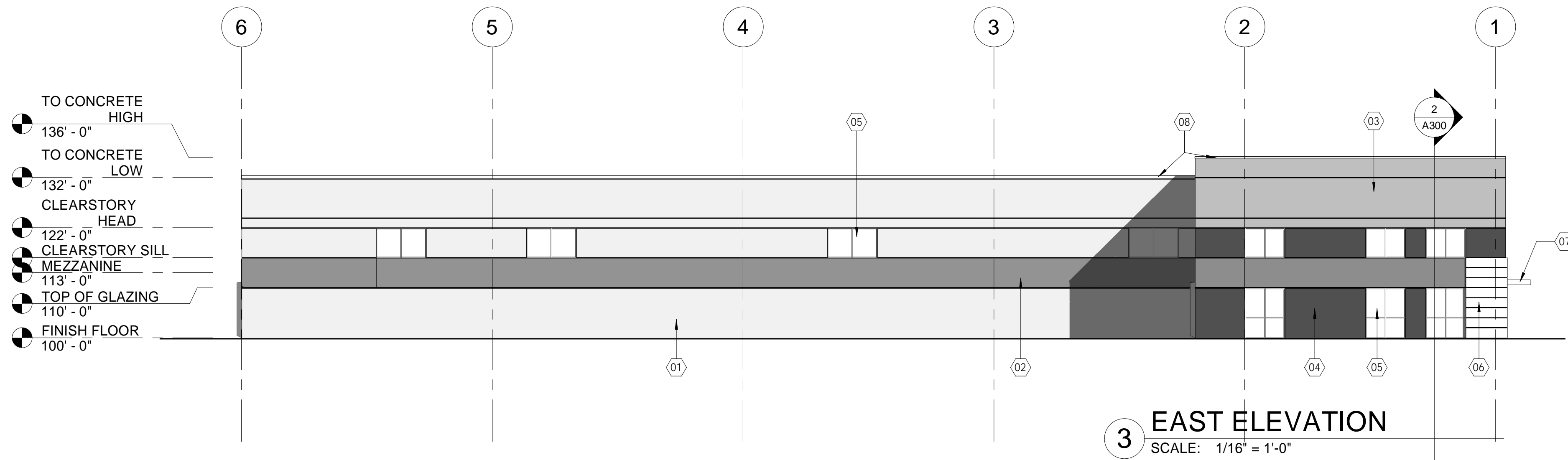
ELEVATION NOTE LEGEND

- 01 PRECAST CONCRETE PANEL PAINTED P-01
- 02 PRECAST CONCRETE PANEL PAINTED P-02
- 03 PRECAST CONCRETE PANEL PAINTED P-03
- 04 PRECAST CONCRETE PANEL PAINTED P-04
- 05 INSULATED STOREFRONT WINDOW/DOOR SYSTEM - ANODIZED ALUMINUM FRAMING WITH GREY TINTED GLAZING
- 06 METAL PANEL CLADDING - COLOR TBD
- 07 MAPES CANTILEVER SOLAR SHADE - ANODIZED ALUMINUM
- 08 PREFINISHED METAL COPING - COLOR TBD
- 09 SMOOTH CMU BLOCK - PAINTED P-01
- 10 SLATTED DUMPSTER GATE
- 11 CONCRETE FILLED BOLLARD - PAINTED P-
- 12 PREFINISHED OVERHEAD DOOR
- 13 PREFINISHED DOCK DOOR
- 14 PREFINISHED METAL DOOR



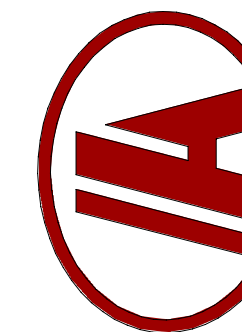
FRONT FACADE STUDY		
MATERIAL	AREA	PERCENTAGE
PRECAST CONCRETE - PAINTED	12,707 SF	74.8 %
GLAZING	3,616 SF	21.2 %
METAL PANEL	684 SF	4%
FACADE OVERALL	17,007 SF	

AXON RENDERING



REVISIONS

ANDERSON-  
ASHTON, INC.  
DESIGN / BUILD  
2746 South 16th Street  
Phoenix, AZ 85040  
Phone: (602) 986-4640  
WWW.ANDERSONASHTON.COM



PROPOSED (ADDITION, REMODEL, NEW) BUILDING FOR:  
**MEAD AND HUNT**  
PROJECT ADDRESS

DRAFTED BY: Author  
DESIGNER: AAI  
ISSUE 2/28/2025 11:18:39 AM  
SUBMITTAL DATE XX-XX-XX  
DESIGN NO. P-02444  
CONSTRUCTION NO. ###

A201



#	Date	Comments
Revisions		

Drawn By: MB  
Project #: 150049  
Date: 3/6/2025  
Scale: 1" = 40'-0"

PHOTOMETRIC SITE PLAN  
MEAD & HUNT INDUSTRIAL SPEC  
SUSSEX, WI



Luminaire Schedule								
Symbol	Qty	Label	Manufacturer	Description	Arrangement	LLF	Luminaire Lumens	Luminaire Watts
**	3	OA	LUMARK	PRV-C40-D-UNV-T2-BZ WITH 25FT POLE	Single	0.900	17172	131
**	3	OB	LUMARK	PRV-C40-D-UNV-T4-BZ WITH 25FT POLE	Single	0.900	17087	131
	9	OW1	SLG	WME 12 G1 FSK-1250lm-40K (INCLUDES COLD TEMP BATTERY FOR EGRESS)	Single	0.900	1269	12.6
	10	OW2	LUMARK	PRV-C40-D-UNV-T4-BZ WITH WALL MOUNT	Single	0.900	17087	131
	6	OW3	RAB	SLIM17FAFC60_4K	Single	0.900	7035	45.01

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
LOT AND DRIVEWAY	Illuminance	Fc	1.30	11.3	0.0	N.A.	N.A.
PROPERTY LINE	Illuminance	Fc	0.08	0.2	0.0	N.A.	N.A.

**\*\* NOTE - OA and OB Poles are set on concrete bases. Bases to be 2'-4' above grade depending on location. All Concrete Bases to be painted color of building.**

1. STANDARD REFLECTANCE OF 80/50/20 UNLESS NOTED OTHERWISE.
2. NOT A CONSTRUCTION DOCUMENT- FOR DESIGN PURPOSES ONLY.
3. STANDARD INDOOR CALC POINTS @ 30" AFF UNLESS NOTED OTHERWISE.
4. STANDARD OUTDOOR CALC POINTS @ GRADE UNLESS NOTED OTHERWISE.
5. EGRESS CALC POINTS @ 0'-0" AFF.
6. PHOTOMETRICS ARE ESTIMATED LIGHTING CALCULATIONS.
7. VIKING ELECTRIC ASSUMES NO RESPONSIBILITY FOR INSTALLED LIGHT LEVELS DUE TO FIELD CONDITIONS.
8. VIKING ELECTRIC NOT RESPONSIBLE FOR FINAL REVIEW OF CODE REQUIREMENTS.



# MEAD & HUNT - 39,100sf TENANT SPACE



## PLAN OF OPERATION – NEW CONSTRUCTION PROCEDURE LIST

W220N5603 TOWN LINE RD

Project Name

SUXV024499

Tax Key #

Pre-application conference must be arranged with staff. Please contact us at 262-246-5215 prior to submitting application materials.

### Submittal checklist:

- ☒ Original completed Plan of Operation (Page 1-3) **By EJN**
- ☒ Original completed Professional Services Reimbursement, Emergency Contact, Wastewater Discharge Permit and Flood Plain Occupancy **By EJN and Pinnacle**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Site Plan **By Jason/Rob & Pinnacle**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Architectural plans **By Jason/Rob**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Sign Plan **By EJN to Confirm with Jason/Rob**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Landscape Plan **By Pinnacle**
- ☒ 3 original size and 3 reduced (11 x 17) copies of Lighting Plan **By EJN and Electrical Sub**
- ☒ Submit plans in PDF format on a disc **By Jason/Rob**

The following fees are required at the time of submittal:

- ☒ Plan of Operation fee \$175.00
- ☒ Conditional Use fee \$210.00
- ☒ Plan Review fee \$250.00

Additional fees are required for building permits, review fees, or other items depending upon the nature of your request.

Please make check payable to: Village of Sussex (fees are non refundable)

Deadline for submittals is the last business day of the month for consideration for the next Plan Commission Agenda. (Please note that submitting by the deadline does not guarantee placement on the Plan Commission Agenda.). Application can be submitted via email to [ggilbertson@villagesussex.org](mailto:ggilbertson@villagesussex.org).

Contact Name for meetings: Eric J Neumann

Phone # 414-333-6800

E-mail: eneumann@andersonashton.com

For office use only:

Met with staff on: \_\_\_\_\_  
Received documents on: 3/4/25 #202620  
Fees received and paid on: \_\_\_\_\_  
To be on the Plan Commission Agenda for: \_\_\_\_\_  
Original forms to the following:  
Service reimbursement \_\_\_\_\_  
Emergency Contact to Sheriff Dept \_\_\_\_\_  
Wastewater Permit to WWTP \_\_\_\_\_  
Any outstanding fees owed on PROPERTY \_\_\_\_\_



## PLAN OF OPERATION

To be used for a business with new construction.

Is this request to be considered for a Conditional Use? NO If yes, is this a new CU? \_\_\_\_\_  
OR an amendment to an existing CU? \_\_\_\_\_

(Conditional Use Permits require a Public Hearing)

Address location of new construction W220N5603 TOWN LINE  
RD  
Tax Key # SUXV0244993 Zoning: BP-1

1. Name of Business: N/A- Speculative Industrial Development. See Below for Developer Info  
Business \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_ Email address \_\_\_\_\_

2. Business owner contact information:

Contact Kyle Huebner  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_  
6737 W. Washington St Ste 3500 Milwaukee, WI, 53214 414-755-1131  
Fax # \_\_\_\_\_ Email address \_\_\_\_\_

3. Building/Land owner contact information:

Jerad Protaskey- ICAP DEVELOPMENT  
Contact \_\_\_\_\_  
1830 N Hubbard Street, Suite 700 Milwaukee, WI 53212 414-940-7772  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Phone # \_\_\_\_\_  
jerad.protaskey@icap-dev.com  
Fax # \_\_\_\_\_ Email address \_\_\_\_\_

4. Number of Employees/Shifts: 10 1  
Employees Shifts

5. Days of Operation:

Put an X in box that  
applies:  
Hours  
Open for business

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
X	X	X	X	X	X	X
6-6	6-6	6-6	6-6	6-6	6-6	6-6

NOTE- Weekend hours are not typical -

6. Is this an extension of an existing operation? NO
7. On a separate sheet of paper explain your business use and/or the change to your business. Attach a list of all items to be sold, produced or stored on the premises. N/A
8. Is a liquor license or any other special license to be obtained from the Village Board or State Licensing Agencies? No Do you need an Outdoor Establishment Permit? No  
Arcade permit? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
If yes, please obtain and complete form.
9. If your proposed operation will utilize a liquor license, what types of entertainment are you proposing? N/A
10. Do you feel there will be any problems such as odor, smoke or noise resulting from this operation? No  
If yes, explain: \_\_\_\_\_

11. Dimensions and levels of all buildings:

	Dimensions	Levels	Square footage
Building 1	<u>250' x 460' - 1</u>	<u>Level and</u>	<u>118,100sf</u>
Building 2	_____	_____	_____
Building 3	_____	_____	_____

Is the building(s) to be used for multi-tenant purpose? Yes

12. Lot size See Attached Plan - Trapezoid Shaped Lot - 9.7320 Acres  
Depth \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_  
*Above to be included on survey*

13 Parking: Dimensions of parking lot See attached  
Parking lot construction See Asphalt Pavement  
Type of screening: Fence At Dumpsters Only or Plantings See Landscape Plan  
Number of spaces needed per code One / employee # of spaces for employees 12  
*Above to be included on site plan*

Please provide the following information:

Total square footage of building, new and existing 118,100sf TOTAL, M&H Uses 39,000sf  
Total square footage of parking lot, new and existing 150,000 sf

14. Signs: Type: Free standing Monument Style Attached to building None @ this time  
Lighted None @ this time Single or double faced None @ this time  
Size See site plans - Location @ Entrance to Site Drive Divide  
*Above to be included on sign plan*





February 27, 2025

**RE: Plan of Operation for Proposed Village of Sussex Fabrication Facility**

We provide this letter as a general overview of Mead & Hunt and as an explanation of our intended business use as part of the requested Plan of Operation for the Village of Sussex.

Mead & Hunt, a national, full-service architectural and engineering firm, delivers turnkey projects across a wide breadth of markets, including renewable energy, water/wastewater, food and beverage, federal, local municipal, transportation, and more. Founded 125 years ago, we employ more than 1,400 professionals across 50+ offices nationwide. As a market leader for engineering, procurement, and construction (EPC) services, as well as for other project delivery methods, the work of our engineers, fabricators, planners, and constructors ranges from development of greenfield sites to facility expansions, retrofits, and beyond. Our services help clients achieve their growth, sustainability, and operations goals.

Our Fabrication and Custom Manufacturing Team, for which we propose this new facility, serves as a key strategic partner to project owners in Mead & Hunt's operations. At our proposed facility, as we do now in our current facility, we will fabricate and preassemble custom equipment, then prepare it for delivery and installation at project sites.

The types of projects for which we fabricate equipment to be used at our clients' locations include wastewater treatment and pH adjustment, agricultural residue and manure digestion, landfill operations, food and beverage production waste management, and industrial manufacturing and production facilities. We design and fabricate a wide range of equipment, from membrane treatment systems to custom waste treatment skids.

Additional examples of the project support provided by our team includes:

- Custom fabrication and procurement of process and equipment skids
- Prefabricated piping
- Fabricated weldments and metal fabrications
- Power and control wiring
- Product verification and testing
  - 3D modeling and design
- On-site installation and start-up assistance

Safety is always first and vital to our success. Please contact me if you have any questions.

Best Regards,

A handwritten signature in blue ink, appearing to read "Kyle Huebner".

Kyle Huebner  
Fabrication Business Unit Leader  
[kyle.huebner@meadhunt.com](mailto:kyle.huebner@meadhunt.com)

# NEED ONE FOR OVERALL AND EACH TENANT?



## WASTEWATER DISCHARGE PERMIT APPLICATION

Business Name: Mead & Hunt

Address: 2440 Deming Way, Middleton, WI 53562

Owner/Operator: Mead & Hunt

Standard Industrial Classification #: 8711 (Engineering) / 3490 (Manufacturing)

How many people do you employ? 1400 (12 at this site)

What are your businesses hours of work? 6 AM - 6 PM

Who is responsible for water quality? ( List job titles)  
N/A - Water not part of the business operation

Time and Duration of Discharge: N/A

Average and Peak Wastewater Flow Rates(Include any daily, monthly or seasonal variations):  
N/A

Please describe the activities, facilities, and plant processes on the premises including all materials and types of materials which are or could be discharged:

N/A

Please list each product your business produces. (Include type, amount and rate of production):

N/A

What are the constituents and characteristics of your wastewater?

N/A

New construction: attach site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation.

[Print Form](#)

[Clear Form](#)



## ORDINANCE NO. 901

AN ORDINANCE TO REPEAL AND RECREATE SUB SECTION  
17.0420(A) REGARDING PERMITTED USES IN THE BP-1 ZONING DISTRICT  
AND SUB SECTION 17.0506(B)(3) REGARDING HOUSING FOR THE ELDERLY  
OF THE VILLAGE OF SUSSEX MUNICIPAL CODE.

WHEREAS, the Village of Sussex Plan Commission has initiated a municipal code amendment to the Village of Sussex to repeal and recreate Section 17.0420(A) regarding permitted uses in the BP-1 Zoning District; and

WHEREAS, the Village of Sussex Plan Commission has initiated a municipal code amendment to the Village of Sussex to repeal and recreate Section 17.0506(B)(3) regarding housing for the elderly as a conditional use in the BP-1 Zoning District; and

WHEREAS, the Village Board periodically reviews code sections for updates based upon requests from the public and to reflect modern times and practices; and

WHEREAS, the Village Board Members are committed to aligning the Village of Sussex Municipal Code with opportunities to support public desires without jeopardizing public safety or welfare.

NOW, THEREFORE, the Village Board of the Village of Sussex, Waukesha County, Wisconsin, do ordain as follows:

**SECTION 1.** Sub Section 17.0420(A) regarding permitted uses in the BP-1 District is hereby repealed and recreated to add Section 17.0420(A)(11) to read as follows with the text addition in red and underlined:

11. The uses classified as permitted uses and conditional uses in the B-2 Regional Business District shall be allowed in the BP-1 Business Park District. These uses shall follow the standards and conditions of the B-2 Regional Business District as if the property was zoned B-2 Regional Business District.

**SECTION 2.** Sub Section 17.0506(B)(3) regarding housing for the elderly as a conditional use in the RM-1, B-4, and BP-1 is hereby repealed and recreated to read as follows with the text addition in red and underlined:

3. Housing for the Elderly, including community-based residential facilities, rest homes and nursing homes in the Rm-1, BP-1, and B-4 districts. Elderly housing shall not exceed a density of more than 17.4 dwelling units per acre in the Rm-1 district or more than 22 40 units per acre in the BP-1 and B-4 district. Upon recommendation of the Architectural Review Board the Plan Commission may reduce the number of required parking spaces for elderly housing in the B-4 district when parking shared with adjacent businesses is provided or available public parking, however, parking dedicated to the elderly housing use shall not be less than 0.5 parking spaces per dwelling unit.

### **SECTION 3. SEVERABILITY**

The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a decision of the court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and not affect the validity of all other provisions, sections or portions thereof the ordinance which shall remain in full force and effect. Any other ordinances are hereby repealed as to those terms that conflict.

### **SECTION 3. EFFECTIVE DATE**

This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

VILLAGE OF SUSSEX

\_\_\_\_\_  
Anthony LeDonne, Village President

ATTEST:

\_\_\_\_\_  
Jennifer Boehm, Village Clerk-Treasurer

Published and/or posted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**17.0417****B-2 REGIONAL BUSINESS DISTRICT**

The B-2 Regional Business District is intended to provide for the orderly and appropriate development along the STH 164 Corridor, to provide services and retail for the community and surrounding region.

**A. Permitted Uses**

1. Accommodations and Food Service
  - (a) Hotels and motels
  - (b) Restaurants, snack stands. For a drive-through the Plan Commission must find that the vehicle stacking will not impact surrounding properties or any public roadway.
  - (c) Bars
  - (d) Food service contractors and caterers
2. Arts, Entertainment and Recreation Services
  - (a) Artists offices/studios
  - (b) Entertainment Facilities, such as arcades, bowling alleys, golf facilities, miniature golf facilities, pool and billiard halls, where the space of the use is under 30,000 square feet.
3. Educational, Health Services, and Social Services
  - (a) Fine arts and language schools and studios
  - (b) General medical services
  - (c) Business, secretarial, computer, training exam, cosmetology, barber and prep schools.
  - (d) Commercial day care centers provided that any outside play area is surrounded by a security fence; that no day care center is located within 300 feet of a gasoline service station, underground gasoline storage tanks, or any other storage of explosive material; that no day care center shall be located in an area where air pollution caused by smoke, dust, gases, or other particulate matter would endanger children; that no day care center shall be located in an area where noise would be so loud, shrill, or have an impulse to endanger children; that traffic be managed in a manner to minimize danger to children; and provided that adequate parking and circulation be provided on the day care facility site in accordance with the standards set forth in Section 17.0603(K)(6)(h)(3) of this Ordinance.
4. Finance, Insurance, Real Estate, and Leasing
  - (a) Financial service institutions, for a drive-through the Plan Commission must find that the vehicle stacking and noise from its operation will not impact surrounding properties.
  - (b) Financial investment, insurance offices, and similar financial products
  - (c) Real estate, appraisers, and developer offices
  - (d) Office equipment rental and leasing
  - (e) Rental Centers
5. General Services
  - (a) Barber, beauty, nail salons, spa treatment services
  - (b) Personal care and weight loss services
  - (c) Funeral home and funeral services
  - (d) Dry cleaning and laundry services (non-industrial)
  - (e) Travel and visitor services
6. Information Services
  - (a) Radio/TV/Cable network, stations, news syndicates excluding towers and dishes.

- (b) Motion picture theaters excluding drive-in.
- 7. Retail Trade
  - (a) Furniture, flooring, and home furnishing stores
  - (b) Appliances, electronics, camera, office supply and copying stores
  - (c) Home improvement and hardware stores
  - (d) Grocery, supermarkets, convenience, and specialty food stores/markets
  - (e) Liquor/packaged beverage and tobacco stores
  - (f) Pharmacy/drug, beauty supplies, food supplement, and medical supply stores
  - (g) Clothing/shoes, jewelry, luggage/leather goods, formal wear/costume stores
  - (h) Entertainment stores such as books, music, sporting goods, hobby, and video tape/disc/game rental.
  - (i) Gift shops, florists, variety stores, antiques, used merchandise
  - (j) Pet and pet supply stores
  - (k) Art dealers/store
  - (l) Department stores, supercenters, warehouse clubs
  - (m) Vehicle parts sales, and vehicle maintenance if the use is less than 25% of the facility and is part of a larger retail operation.
- 8. Public Administration and Government Services
  - (a) Governmental and cultural uses such as fire and police stations, community centers, public works garages, government administration buildings, parks and playgrounds.
- 9. Transportation and Warehousing
  - (a) Courier, delivery, postal service businesses
- 10. Parking Lots
  - (a) Off street parking lots, excluding multi-level parking garages, are allowed without a primary structure if the Plan Commission finds that the parking lot is part of a larger commercial development where the master plan calls for a building to be placed on the site in the future, but the parking lot is necessary for the overall development and cross access and parking agreements are required by the Plan Commission.
- 11. Housing
  - (a) Single-Family residential detached homes only if the use is constructed prior to January 1, 2010.

B. Permitted Accessory Uses

- 1. Storage sheds for storage of ground maintenance equipment.
- 2. Off-street parking and loading areas. Multi-level parking garages shall be designed to minimize impact to adjacent properties and be designed to architecturally match the principal structure.
- 3. Satellite dish antennas located on the roof of the principal structure or in the rear yard. Where the satellite dish is roof-mounted, a registered engineer shall certify that the structure is adequate to support the load.

C. Conditional Uses

- 1. Conditional uses as allowed in Section 17.0500 Conditional Uses.
- 2. No Adult Oriented Establishment except as permitted in accordance with Conditional Uses Section 17.0508

D. Lot Area and Width

- 1. Lots shall be a minimum of 12,500 square feet in area and shall not be

- less than 80 feet in width.
2. Lot coverage by buildings, accessory structures, surface parking and loading areas, and driveways shall occupy no more than 75 percent of the lot area. Landscaped open space shall occupy not less than 25 percent of the lot area.
  3. The requirements of Section (D)(2) above may be met in the district by including area from outlots that serve stormwater or other directly related purposes for the subject parcel, are owned in part by the parcel, and are reasonably expected to remain in open space for perpetuity as determined by the Administrator. If multiple lots are served by one or more outlot(s) in no case shall the greenspace area of the outlot(s) be counted more than once. Each lot which by this subsection is entitled to satisfy the requirements of Section D(2), in part, by land located on an outlot is entitled to use no more than the percentage of the qualifying outlot land that is equal to the percentage of the subject lot compared to the total area of the lands served by the outlot.
- E. Building Height and Area
1. No principal building or parts of a principal building shall exceed 45 feet in height.
  2. Buildings larger than 100,000 square feet in area shall have a deed restriction placed against the lot in a form approved by the Village to ensure the building, if it becomes vacant for more than 5 years to be removed from the site and the site returned to a buildable state.
- F. Setback and Yards
1. There shall be a minimum setback of 40 ft. from the road right-of-way.
  2. There shall be a rear yard of not less than 25 ft.
  3. There shall be a sideyard on each side of the buildings of not less than 25 ft., except as follows.
  4. The Plan Commission may reduce setbacks with-in this district outside of a Planned Development Overlay District if it finds that in granting the reduced setbacks:
    - (a) The Site is masterplanned and provides an efficient use of land,
    - (b) The health, welfare, and safety of the public is not jeopardized by the setback reduction.
    - (c) The setback change will encourage pedestrian interaction between buildings.
    - (d) The reduced setback serves to implement the Design Standards of the Village.
  5. No building or structure shall be located closer than 15 ft. to an F-1 Floodway District, F-2 Floodplain Conservancy District, or a LCO Lowland Conservancy Overlay District boundary. Where shoreland regulations apply no building or structures shall be located closer than as allowed by Village shoreland regulations.
- G. Erosion Control
1. See Chapter 14 of the Municipal Code of the Village.
- H. Development Design Guidelines
1. The Village has established clear land use and design principals, as documented in the Village Development Design Guidelines, to guide future development planning decisions towards implementation of the

Village's Smart Growth 2020 Comprehensive Plan. These guidelines are intended to serve as basic criteria during reviews, and are not to be construed as the only applicable design elements. All development proposals shall be evaluated against the adopted Village vision of maintaining a small town atmosphere within the Village, featuring a generous amount of greenspace in residential, commercial, and industrial developments.

I. Plans and Specifications to be Submitted to Plan Commission

To encourage a business environment that is compatible with the residential character of the Village, building permits for permitted uses in Business Districts shall not be issued without review and approval of the Plan Commission. Said review and approval shall be concerned with general layout, building plans, ingress, egress, parking, loading and unloading, and landscapes plans.

1. Pedestrian and Vehicle Access.

- (a) Property owners will provide cross access easements off-street where feasible.
- (b) Where feasible and desirable, pedestrian cross access from adjacent building will be encouraged.