



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
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Architectural Review Board Agenda
4:00 PM Wednesday, April 2, 2025
Sussex Civic Center – Committee Room Second Floor

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Sussex Architectural Review Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. (If a Quorum is present the Chairperson shall announce, "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on the minutes of February 5, 2025 ARB meeting.
3. Discussion and possible action on a site plan, landscape plan, architecture plan, and lighting plan for Mead and Hunt and a new industrial building located at W220N5603 Town Line Rd.
4. Adjournment.

Anthony LeDonne
Chairperson

Katherine Gehl
Assistant 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 Jeremy Smith at 246-5200.



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MEMORANDUM

TO: Architectural Review Board
FROM: Gabriel Gilbertson, Community Development Director
RE: Aril 2, 2025 Architectural Review Board
DATE: Friday, March 28, 2025

The following is background information for the ARB agenda items (Design Standards 3-25-2014)

- I. **Roll call.**
- II. **Consideration and possible action on the ARB minutes of February 5, 2025.**
- III. **Discussion and possible action on a 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.

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 the Architectural Review Board approve 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 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.
7. An approved Tree Mitigation plan from the Park Board.

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Architectural Review Board (ARB) meeting held on February 5, 2025.

President LeDonne called the meeting to order at 4:09 p.m.

Members present: Anthony LeDonne, Gary Foxe, and Stacey Reidel

Members absent: Mike Smith and Mike Knapp

Others present: Gabe Gilbertson, Community Development Director

Consideration and possible action on the minutes of January 9, 2025.

A motion by President LeDonne, seconded by Reidel to approve the minutes of the meeting held on January 9, 2025.

All ayes, motion carried.

Review the site and architectural plans for Parks Department shop building located in Village Park at N63W24459 Main St in the P-1 Park Zoning District.

A motion by President LeDonne, seconded by Foxe to approve the plans for the Parks Department shop building.

All ayes, motion carried.

Review the site and architectural plans for The Ridge pavilion located in Village Park at N63W24459 Main St in the P-1 Park Zoning District.

A motion by Foxe, seconded by Reidel, to approve the plans for The Ridge pavilion.

All ayes, motion carried.

A motion by President LeDonne, seconded by Reidel to adjourn the meeting at 4:41 pm.

All ayes, motion carried.

Respectfully submitted,
Jeremy Smith, Village Administrator

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.

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

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](#)