

N64W23760 Main Street Sussex, Wisconsin 53089 Phone (262) 246-5200 FAX (262) 246-5222

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Website: <u>www.villagesussex.org</u>

Architectural Review Board Agenda 4:00 PM Wednesday, July 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. <u>Consideration</u> and possible action on the <u>minutes</u> of May 7, 2025 ARB meeting.
- 3. <u>Discussion</u> and possible action on a Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Scooter's Coffee located at the southwest corner of Business Dr and State Highway 164.
- 4. Adjournment.

Anthony LeDonne	
Chairperson	
•	
Judith Neu	
Willaga Engineer	
Village Engineer	

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: May 7, 2025 Architectural Review Board

DATE: Friday, June 27, 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 April 2, 2025.

III. <u>Discussion and possible action on a Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for Scooter's Coffee located at the southwest corner of Business Dr and State Highway 164.</u>

Scooters Coffee has submitted an application to construct a 678 square foot drive-through coffee shop in the Highlands Business Park. The site is zoned BP-1 Business Park District with a PDO allowing for uses permitted in the B-2 Regional Business District. The proposed use is permitted per Section 17.0417(1)(b).

The location would be drive-through only. There would be 4 employees on the largest shift. 7 parking stalls have been provided meeting the parking requirements.

Site

- Green space requirement is met at 65.9%.
- Site to have 7 parking stalls and will meet the minimum code requirements.

Architecture

- Building meets height and required setbacks.
- Roof top units are to be screened from view.
- Materials to be used meets the Design Standards.
- Revised elevations that meet 33% window and door openings are required.

Lighting

• The lighting plan meets the minimum Code requirements except that details regarding bases and fixture mounting height shall be added to the lighting plan.

Landscape

• A revised landscape plan that meets the minimum requirements of the Design Guidelines is required for review and approval.

Sign

• A sign package will need to be submitted and reviewed by the Plan Commission prior to the installation of any signage.

A CSM was submitted dividing the subject property into three parcels to accommodate future development and the Scooters. Each lot within the proposed CSM would meet the minimum area and lot width requires of the BP-1 Business Park Zoning District.

Policy Question:

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

Action Items:

1. Act on the various plans.

<u>Staff Recommendation:</u> Staff recommends approval of the Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for a building expansion for Scooters Coffee located at Southwest corner of Business Drive and STH 164, subject to standard conditions of Exhibit A, and the following conditions:

- 1. Submitting a revised landscape plan that meets the minimum requirements of the Sussex Design Guidelines.
- 2. Submitting a revised lighting plan that includes details for light fixture mounting height and pole bases
- 3. Compliance with the comments and conditions of the Community Development Department in the memo dated May 28, 2025.

VILLAGE OF SUSSEX SUSSEX, WISCONSIN

Minutes of the Architectural Review Board (ARB) meeting held on May 7, 2025.

President LeDonne called the meeting to order at 4:00 p.m.

Members present: Anthony LeDonne, Gary Foxe, and Mike Smith.

Members absent: Stacey Reidel and Mike Knapp

Others present: Gabe Gilbertson, Community Development Director

Consideration and possible action on the minutes of April 2, 2025.

A motion by Smith, seconded by Foxe to approve the minutes of the meeting held on April 2, 2025.

All ayes, motion carried.

<u>Discussion and possible action on a Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for a building expansion for Adron located at W251N5490 Business Dr.</u>

Devon Pittman and Paul Grzeszczak with Briohn Building Corporation, 3885 N Brookfield Rd, Ste 200, Brookfield, WI 53045 were present to discuss the project with the Board.

A motion by Foxe, seconded by Smith to approve the Plan of Operation, site plan, landscape plan, architecture plan, and lighting plan for a building expansion for Adron located at W251N5490 Business Dr, subject to standard conditions of Exhibit A, and the following conditions:

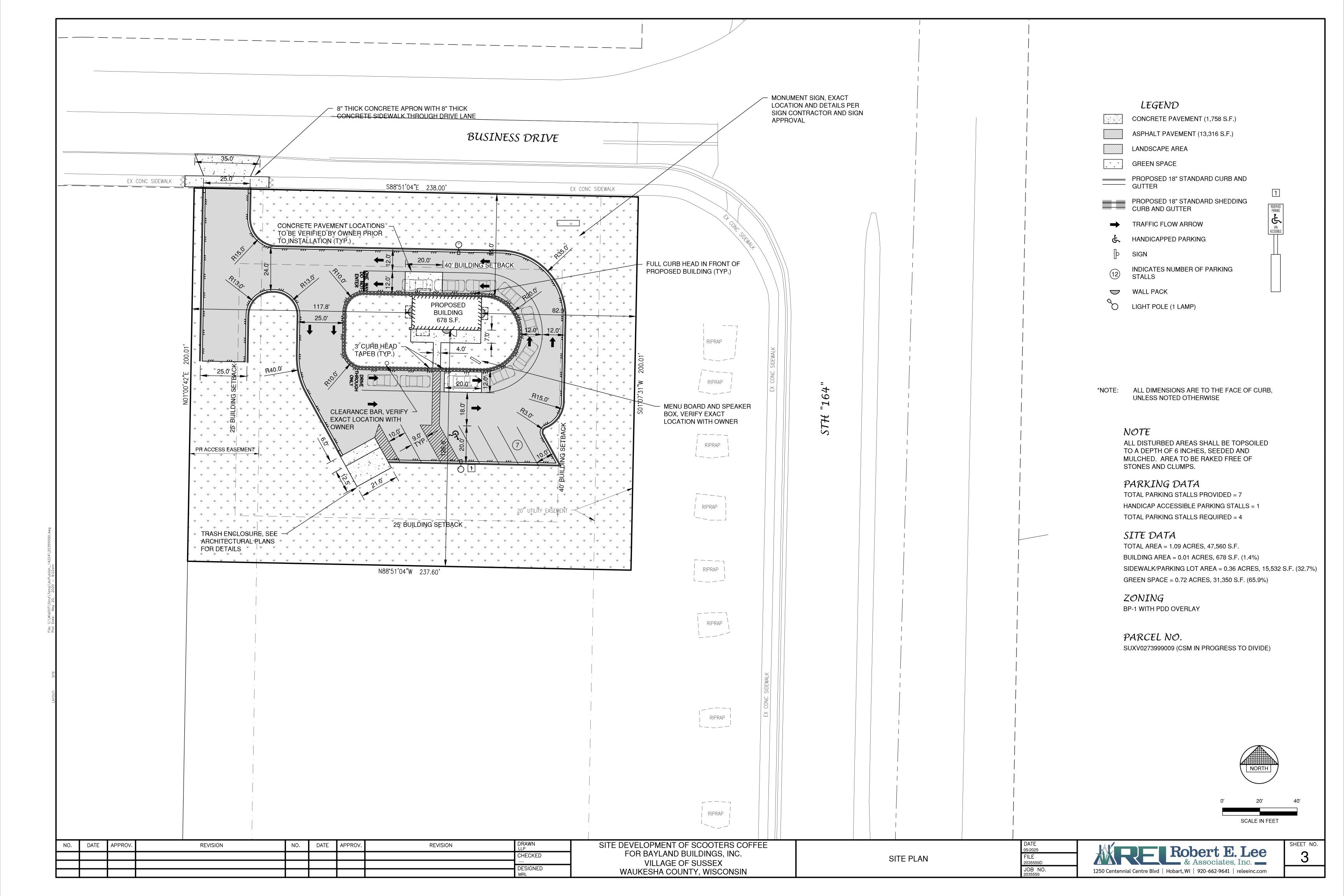
- 1. Compliance with any comments and conditions of the Engineering Department.
- 2. The westernmost RTU shall be fully screened.

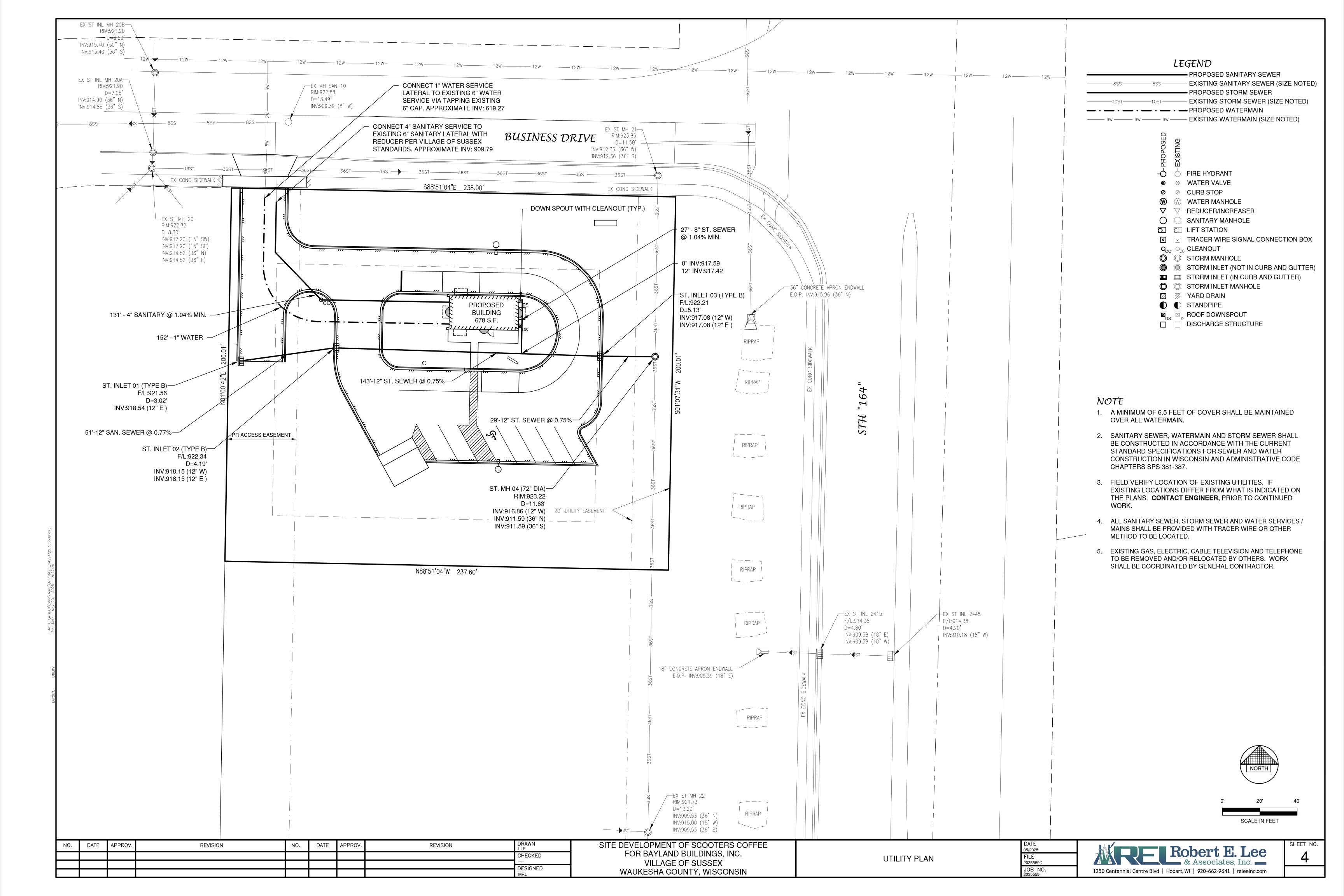
All ayes, motion carried.

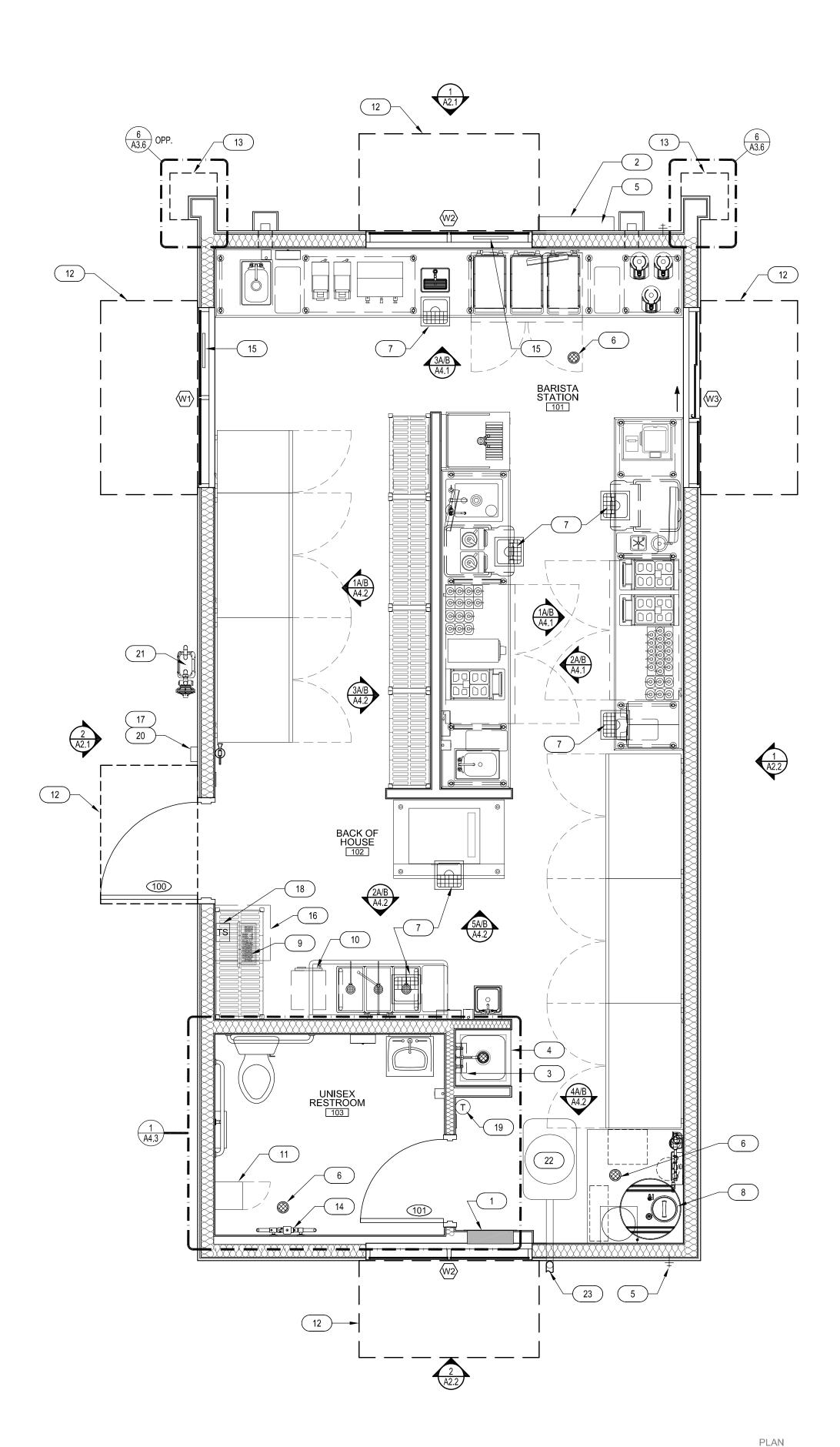
A motion by President LeDonne, seconded by Foxe to adjourn the meeting at 4:11 pm.

All ayes, motion carried.

Respectfully submitted, Jeremy Smith, Village Administrator

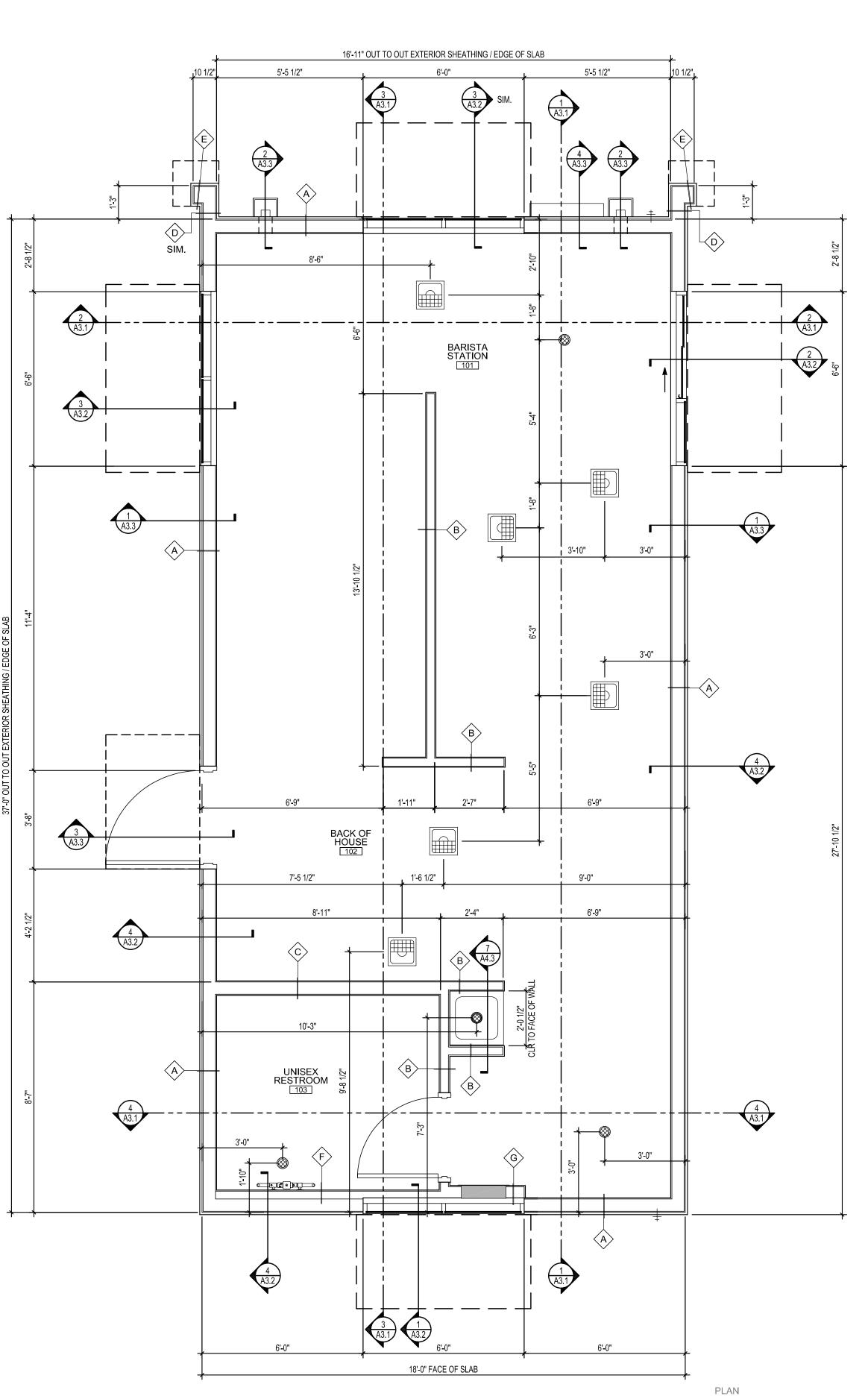






FLOOR PLAN

NORTH



GENERAL NOTES

- A. PROVIDE PAINTED METAL ACCESS PANELS IN WALLS AND CEILINGS AT CONCEALED ITEMS SUCH AS VALVES, SHOCK ABSORBERS, CONTROLS, SWITCHES, ETC. AND ANY ITEMS WHICH MAY REQUIRE ACCESS NOT OTHERWISE PROVIDED.
- B. GENERAL CONTRACTOR WILL FURNISH AND INSTALL 5LB MULTIPURPOSE DRY CHEMICAL (2A/10BC) RATED FIRE EXTINGUISHERS WITH MOUNTING BRACKETS AND ACCESSORIES AT 4'-0" A.F.F. AS REQUIRED BY GOVERNMENTAL AUTHORITIES. MAXIMUM TRAVEL DISTANCE OF 125'-0" FOR PLACEMENT.
- C. IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO COORDINATE, LOCATE, AND CONFIRM ALL FLOOR SINK, UNDERGROUND / OVERHEAD PLUMBING AND ELECTRICAL STUB-UPS.
- D. SEE ROOM FINISH SCHEDULE FOR ALL ROOM FINISHES, SHEET A1.2.
- E. SEE EQUIPMENT PLAN FOR EQUIPMENT INFORMATION, SHEET A1.3F. GENERAL CONTRACTOR TO CAULK AND SEAL ALL EXPANSION AND SAW CUT JOINTS AT ALL
- EXTERIOR/INTERIOR CONCRETE SEE JOINT SEALER SPECIFICATIONS.

 G. ALL ITEMS SUCH AS LIGHT SWITCHES, FIRE EXTINGUISHERS, FIRE ALARM PULLS AND OTHER ITEMS TO BE LOCATED AS CLOSE AS POSSIBLE TO THE ADJACENT DOOR FRAME.
- H. AT MOP SINK AND SINKS, PROVIDE 120 CLEANING SOLUTION DISPENSER ON HOSE BIBB SIDE.
 I. THERE SHALL BE A MAXIMUM 1/2" OFFSET AT ALL THRESHOLDS AND AT ANY CHANGE OF FLOORING MATERIALS. OFFSETS GREATER THAN 1/4" REQUIRE A MAXIMUM BEVELED SLOPE
- OF 1 UNIT VERTICAL TO 2 UNITS HORIZONTAL.

 J. ALL DOORS ARE 4" OFF ADJACENT WALLS UNO.
- K. ALL EXTERIOR DOOR LANDING GRADES SHALL HAVE A SMOOTH TRANSITION TO THE ADJACENT PAVED SURFACE, AND THE MAX. RUNNING AND CROSS SLOPE OF ALL LANDINGS
- L. PROVIDE THERMOMETER ACCURATE TO 2 DEGREES FAHRENHEIT IN REFRIGERATORS IF ONE IS NOT INCLUDED WITH FIXTURE.
- M. ALL HAND SINKS MUST BE PROVIDED WITH A HAND WASHING SIGN, PAPER TOWEL DISPENSER AND HAND SOAP DISPENSER.

WALL LEGEND

FRAMING / DIMENSIONING NOTE:

ALL DIMENSIONS ARE TO FACE OF SLAB AND FACE OF STUD. SEE INTERIOR ELEVATIONS FOR BLOCKING LOCATIONS.

EXTERIOR WALL:

EXTERIOR: EXTERIOR FINISH (PER BUILDING SECTIONS) OVER TYVEK® COMMERCIAL WRAP OVER EXTERIOR SHEATHING OVER 2x6 WOOD STUDS @ 16" O.C., INTERIOR: 5/8" FIBEROCK BRAND BACKERBOARD AT BASE TO 12" A.F.F. WITH 5/8" M.R. GYP. BOARD & FRP PANEL TO 10'-6" A.F.F., PROVIDE BATT INSULATION IN WALLS, PER BUILDING SECTIONS.

2x4" WOOD STUDS @ 16" O.C., 5/8" FIBEROCK BRAND BACKERBOARD AT BASE TO 12"

A.F.F. W/ 5/8" M.R. GYP. BOARD & FRP PANEL TO 10'-6" A.F.F., BOTH SIDES. PROVIDE R-13 ACOUSTICAL BATT INSULATION AT RESTROOM

INTERIOR PARTITION WALL: FULL HEIGHT

R-13 ACOUSTICAL BATT INSULATION AT RESTROOM.

R-13 ACOUSTICAL BATT INSULATION AT RESTROOM.

PLUMBING PARTITION: FULL HEIGHT
2x6 WOOD STUDS @ 16" O.C. 5/8" FIBEROCK BRAND BACKERBOARD AT BASE TO 12"

EXTERIOR WING WALL:

EXTERIOR WING WALL:

EXTERIOR FINISH OVER RAIN SCREEN OVER TYVEK® COMMERCIAL WRAP OVER

EXTERIOR SHEATHING (BOTH SIDES) OVER 2x6 WOOD STUDS @ 16" O.C.

A.F.F. W/ 5/8" M.R. GYP. BOARD & FRP PANEL TO 10'-6" A.F.F. BOTH SIDES. PROVIDE

EXTERIOR WING WALL:
EXTERIOR FINISH OVER RAIN SCREEN OVER TYVEK® COMMERCIAL WRAP OVER

WALL FURRING: PARTIAL HEIGHT TO 10'-6" A.F.F.

2x4" WOOD STUDS @ 16" O.C., 5/8" FIBEROCK BRAND BACKERBOARD AT BASE
TO 12" A.F.F. W/ 5/8" M.R. GYP. BOARD & FRP PANEL TO 10'-6" A.F.F.

A.F.F. W/ 5/8" M.R. GYP. BOARD & FRP PANEL TO 10'-6" A.F.F.

G WALL FURRING: PARTIAL HEIGHT TO 10'-6" A.F.F.

2x6" WOOD STUDS @ 16" O.C., 5/8" FIBEROCK BRAND BACKERBOARD AT BASE TO 12"

EXTERIOR SHEATHING (BOTH SIDES) OVER 2x8 WOOD STUDS @ 16" O.C.

KEYNOTES - FLOOR PLAN

ELECTRICAL PANEL; REFER TO ELECTRICAL DRAWINGS.

2. ELECTRICAL SEVICE ENTRANCE; REFER TO ELECTRICAL DRAWINGS. COORDINATE FINAL LOCATION TO ENSURE LOCATION DOES NOT INTERFERE WITH OTHER ITEMS.

3. WATER HEATER ABOVE; REFER TO PLUMBING DRAWINGS.

MOP SINK; REFER TO PLUMBING DRAWINGS.
 HOSE BIBB; REFER TO PLUMBING DRAWINGS.

6. FLOOR DRAIN; REFER TO PLUMBING DRAWINGS.7. FLOOR SINK; REFER TO PLUMBING DRAWINGS.

8. R.O. SYSTEM; REFER TO PLUMBING DRAWINGS.9. MANAGER'S STATION.

10. FLOOR SAFE BY OWNER, BOLTED TO FLOOR BY G.C.

11. 6-DOOR EMPLOYEE LOCKERS ANCHORED TO WALL BY G.C.12. LINE OF AWNING ABOVE; BY OTHERS.

12. LINE OF AWNING ABOVE; BY OTHERS.13. DASHED LINE REPRESENTS ANGLED WING WALL ABOVE.

14. DOMESTIC WATER SERVICE; REFER TO PLUMBING DRAWINGS.

15. OPEN SIGN, BY OWNER.16. DATA RACK ABOVE; REFER TO ELECTRICAL DRAWINGS.

16. DATA RACK ABOVE; REFER TO ELECTRICAL DRAWING 17. KNOX BOX; REFER TO EXTERIOR ELEVATIONS.

18. THERMOSTAT SENSOR; REFER TO MECHANICAL DRAWINGS.19. THERMOSTAT; REFER TO MECHANICAL DRAWINGS.

20. MAILBOX (BY OWNER) LOCATED UNDER KNOX BOX; REFER TO EXTERIOR ELEVATIONS.

21. PROPOSED GAS METER; REFER TO PLUMBING DRAWINGS.22. UNDERSLAB GREASE TRAP; REFER TO PLUMBING DRAWINGS.

22. UNDERSLAB GREASE TRAP; REFER TO PLUMBING DRAWINGS.
23. SHIRE PUMP-OUT PORT (PP3). ROUTE PLUMBING UNDER SLAB TO OUTSIDE OF EXTERIOR WALL AT 24" A.F.F. ABOVE GRADE. INSTALL PER MANUFACTURER'S INSTRUCTIONS.

WINDOW LEGEND

WINDOW TAG. REFER TO SCHEDULE ON SHEET A5.1

DOOR LEGEND

DOOR TAG. REFER TO SCHEDULE ON SHEET A5.2

NORTH

BAYLAND BUILDINGS

P.O. BOX 13571 GREEN BAY, WI 54307 (920) 498-9300 FAX (920) 498-3033

www.baylandbuildings.com
DESIGN & BUILD GENERAL CONTRACTOR

TER'S COFFEE

SCALE VERIFICATION
THIS BAR MEASURES 1" ON ORIGINAL
ADJUST SCALE ACCORDINGLY.

NOTICE OF COPYRIGHT
THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO COPYRIGHT
PROTECTION AS AN "ARCHITECTURAL WORK" UNDER SEC. 102 OF
THE COPYRIGHT ACT, 17 U.S.O. AS AMENDED DECEMBER 1990 AND
KNOW AS ARCHITECTURAL WORKS COPYRIGHT PROTECTION ACT
OF 1990. THE PROTECTION INCLUDES BUT IS NOT LIMITED TO THE
OVERALL FORM AS WELL AS THE ARRANGEMENT AND COMPOSITION
OF SPACES AND ELEMENTS OF THE DESIGN. UNDER SUCH
PROTECTION, UNAUTHORIZED USE OF THESE PLANS, WORK OR
BUILDING REPRESENTED, CAN LEGALLY RESULT IN THE CESSATION
OF CONSTRUCTION OR BUILDINGS BEING SEIZED AND/OR MONETARY
COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 25-6046

SALES REP:

TOM AMBROSIUS (920) 371-2544

DRAWN BY:

DATE: 4-7-2025

REVISIONS:

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ISSUED FOR:

PRELIMINARY

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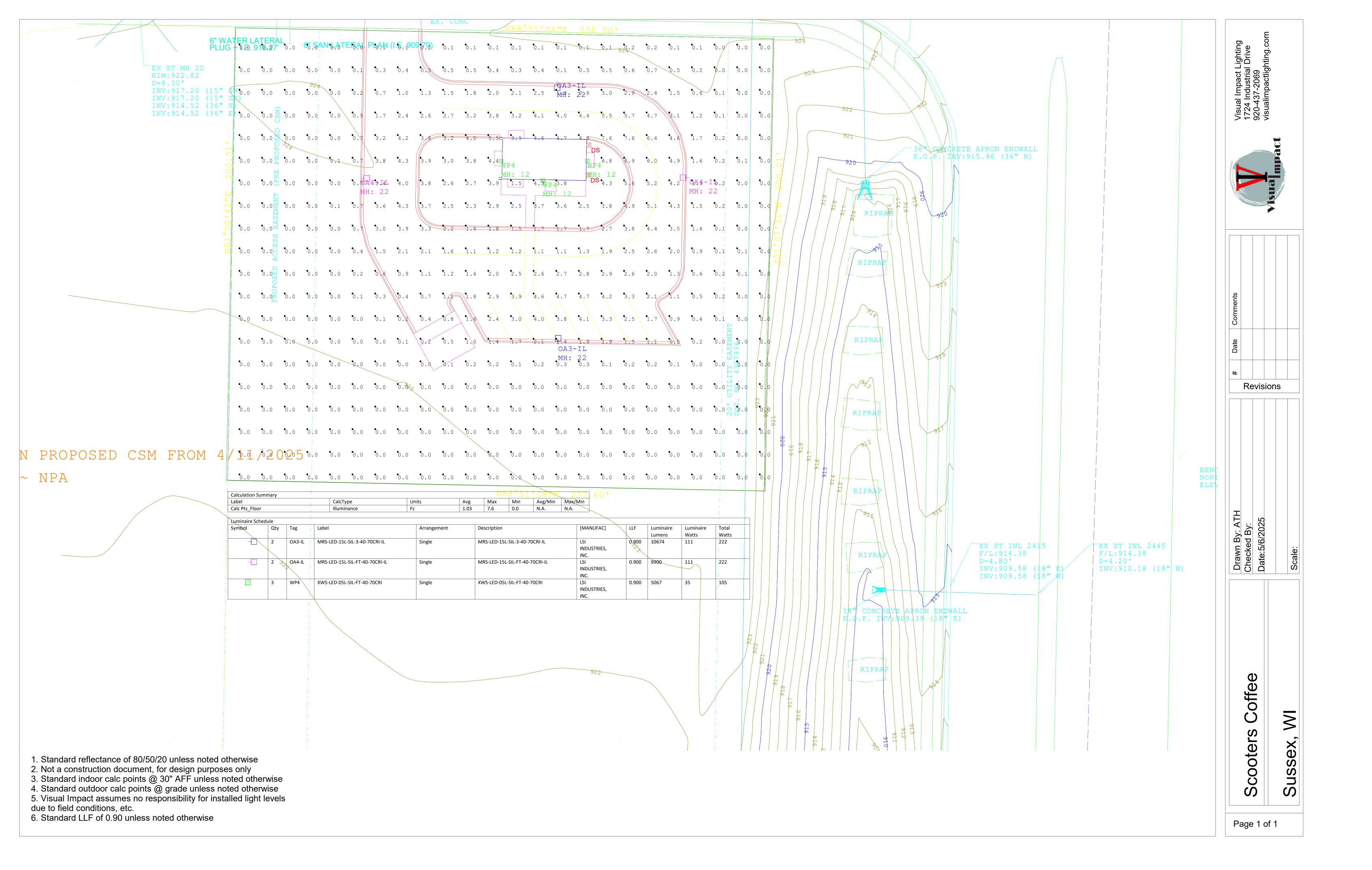
CONSTRUCTION

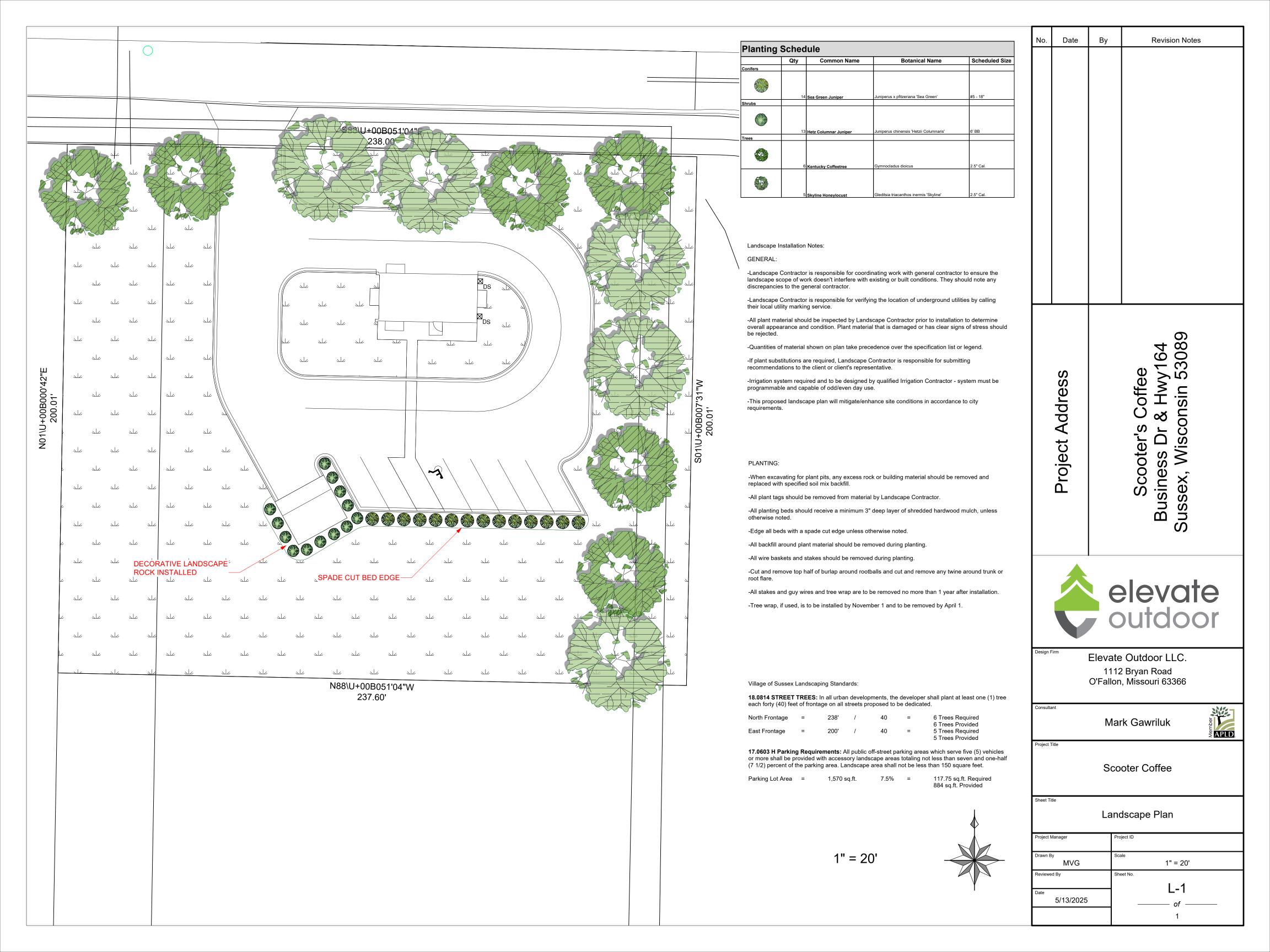
SHEET

A1.1

DIMENSION PLAN

SCALE: 3/8" = 1'-0"







1. HARDIE PLANK LAP SIDING CEDARMILL 6-1/4", REFER TO EXTERIOR FINISH DETAILS ON SHEET A3.6 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL

2. 4' x 8' HARDIE PANEL, SMOOTH FINISH, COLOR: SW 1015 SKYLINE STEEL. REFER TO SHEET A3.6 FOR HARDIE PANEL DETAILS

3. 3 1/2" HARDIE TRIM, SEE HARDIE DETAIL SHEET A3.6 -

COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH

4. HARDIE PANEL FASCIA AND SOFFITS, COLOR: SW6992 INKWELL. REFER TO SHEET A3.6 FOR HARDIE PANEL DETAILS. ALLURA SIDING ACCEPTABLE ALTERNATE TO HARDIE BOARD.

5. INSULATED DARK BRONZE ALUMINUM WINDOWS WITH DUAL PANE TEMPERED GLASS

6. QUICKSERVE 48X48 WINDOW - COLOR: DARK BRONZE

7. AWNING BY COOL PLANET - FABRIC: SUNBRELLA JOCKEY RED

8. INSULATED HOLLOW METAL DOOR AND FRAME - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH

9. PEEP HOLE, BY DOOR MANUFACTURER

10. DOOR BELL

11. 20 GAUGE METAL PARAPET CAP - COLOR: MATTE BLACK

12. LINE OF ROOF BEYOND

EGGSHELL FINISH

13. ROOF TOP UNIT BEYOND, REFER TO MECHANICAL DRAWINGS

14. ROOF SCUPPER AND DOWNSPOUT, REFER TO DETAIL 8/A3.4

15. CONTRACTOR SHALL PROVIDE A BLACK MAILBOX APPROXIMATELY 15 INCHES WIDE BY 6 INCHES TALL. MAILBOX SHALL BE EQUAL TO GIBRALTAR WALL MOUNTED METAL BOX

16. WALL MOUNTED LIGHT FIXTURE, REFER TO ELECTRICAL DRAWINGS

17. LED LIGHT BAND, REFER TO ELECTRICAL DRAWINGS

18. ELECTRICAL SERVICE, REFER TO ELECTRICAL DRAWINGS

19. ELECTRICAL OUTLET, SEE ELECTRICAL DRAWINGS

20. HOSE BIBB, SEE PLUMBING DRAWINGS

21. SIGNAGE BY OTHERS, UNDER A SEPARATE PERMIT

22. SEE DETAIL 7/A3.4 FOR DOWNSPOUT TERMINATION & SPLASHBLOCK

23. SPANDREL GLASS; REFER TO WINDOW SCHEDULE

24. NEW SECURITY CAMERA BY OTHERS

25. OWNER PROVIDED SIGN PANELS.

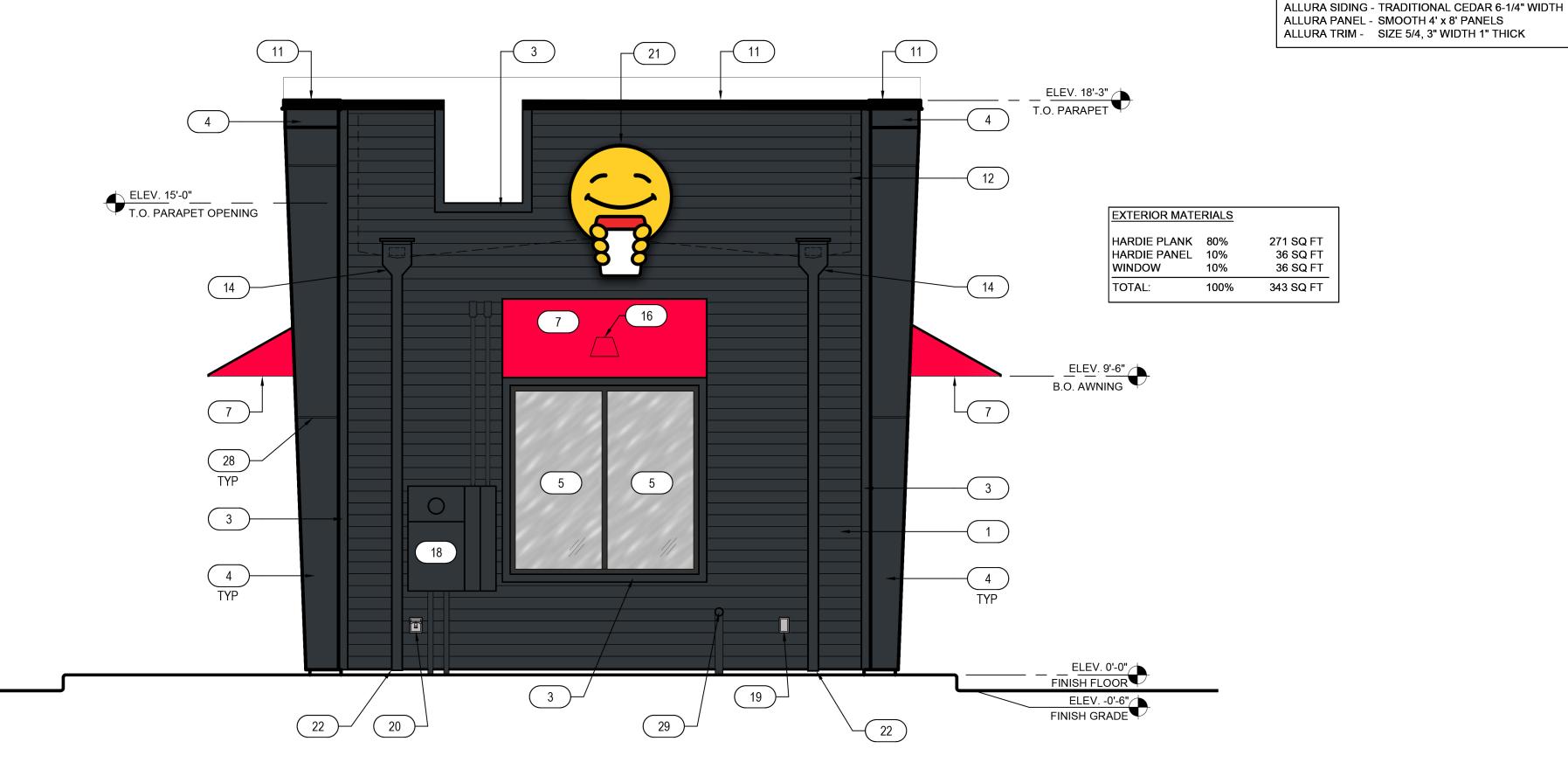
26. APPROVED SET OF NUMBERALS, MINIMUM 4" HIGH WITH A STROKE WIDTH NOT LESS THAN 1/2 INCH, SHALL BE PLACED ON THE BUILDING. VERIFY SIZE AND REQUIREMENTS WITH FIRE MARSHAL.

27. KNOX BOX AT 60" A.F.F. AS REQUIRED BY FIRE DEPARTMENT.

28. GAS METER; REFER TO PLUMBING PLANS.

APPROVED ALTERNATE FINISHES

29. SHIRE GREASE TRAP PUMP-OUT PORT (PP3), PAINT TO MATCH EXTERIOR FINISH



CONSTRUCTION

LICENSE EXPIRES ON:

COFF!

MUNICIPAL APPROVAL STAMP

Project Number: 23-000

No. Issue

Date

CONSULTANTS

SHEETTITLE & NUMBER

EXTERIOR

EXTERIOR ELEVATIONS

A2.1

These documents are confidential and shall be in the possession of authorized individuals only. These documents are the exclusive property of DxU architects and shall not be copied or reproduced without written authorization.

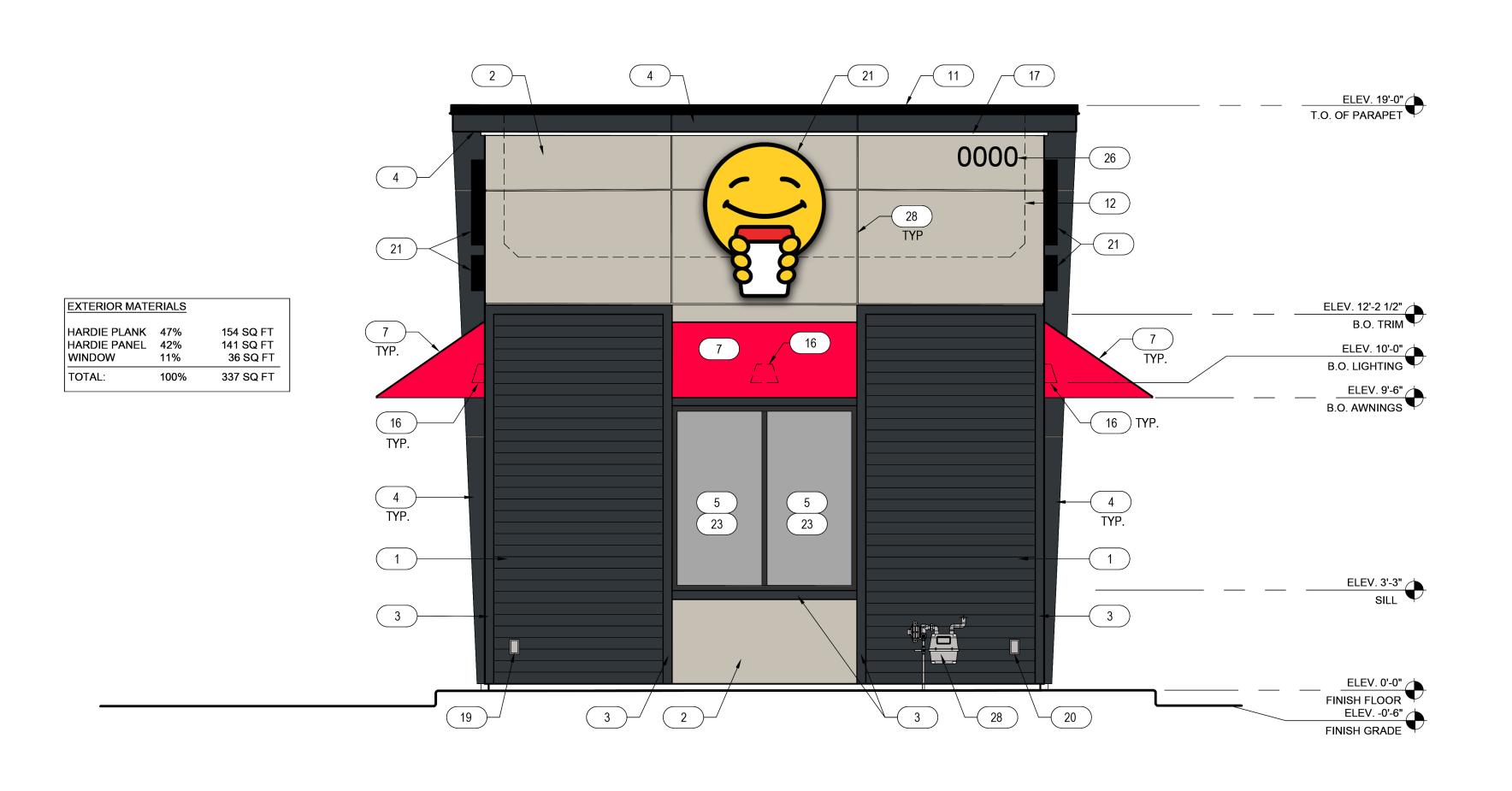
SOUTH ELEVATION

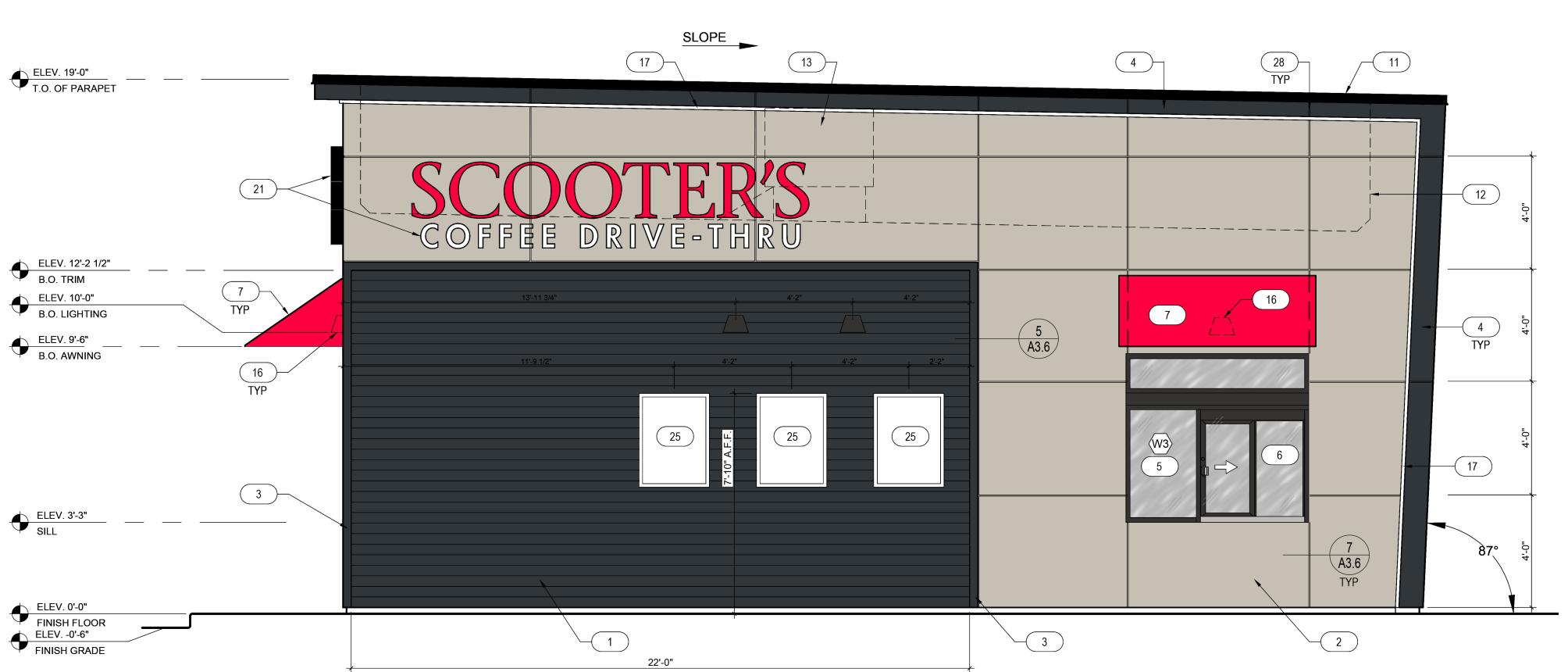
SCALE: 3/8" = 1'-0"

SCALE: 3/8" = 1'-0"

/2024 2:66 PM PLOTTED BY: DALENIA PE

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KEYNOTES

MUNICIPAL APPROVAL STAMP

 HARDIE PLANK LAP SIDING CEDARMILL 6-1/4", REFER TO EXTERIOR FINISH DETAILS ON SHEET A3.6 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH

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3. 3 1/2" HARDIE TRIM, SEE HARDIE DETAIL SHEET A3.6 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH

4. HARDIE PANEL FASCIA AND SOFFITS, COLOR: SW6992 INKWELL. REFER TO SHEET A3.6 FOR HARDIE PANEL DETAILS. ALLURA SIDING ACCEPTABLE ALTERNATE TO HARDIE BOARD.

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28. GAS METER; REFER TO PLUMBING PLANS.

APPROVED ALTERNATE FINISHES

ALLURA SIDING - TRADITIONAL CEDAR 6-1/4" WIDTH

ALLURA PANEL - SMOOTH 4' x 8' PANELS

ALLURA TRIM - SIZE 5/4, 3" WIDTH 1" THICK

EXTERIOR MATERIALS				
<u>EXTERIOR WATERIALS</u>				
HARDIE PLANK	33%	232 SQ FT		
HARDIE PANEL	56%	397 SQ FT		
WINDOWS	11%	78 SQ FT		
TOTAL:	100%	708 SQ FT		

SCOOTERS
COFFEE #XXXX

PROTOTYPE 4.2.1 REVERSE
PROJECT ADDRESS
CITY STATE 71D

Project Number: 23-000

No. Issue Date

Oosbultants

Consultants

LICENSE EXPIRES ON: _

│ ∰ DATE OF SIGNATURE: _

EXTERIOR ELEVATIONS

A2.2

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1 WEST ELEVATION

SCALE: 3/8" = 1'-0"

NORTH ELEVATION

9/28/2024 9/28/3MM PLOTTED BY: DALENIA PERKIN

n e d