



N64W23760 Main Street
Sussex, Wisconsin 53089
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Amended
Architectural Review Board Agenda
4:00 PM Tuesday, July 8, 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 May 7, 2025 ARB meeting.
3. 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.
4. Adjournment.

Anthony LeDonne
Chairperson

Judith Neu
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. **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.**

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.

Staff Recommendation: 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.

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.

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:

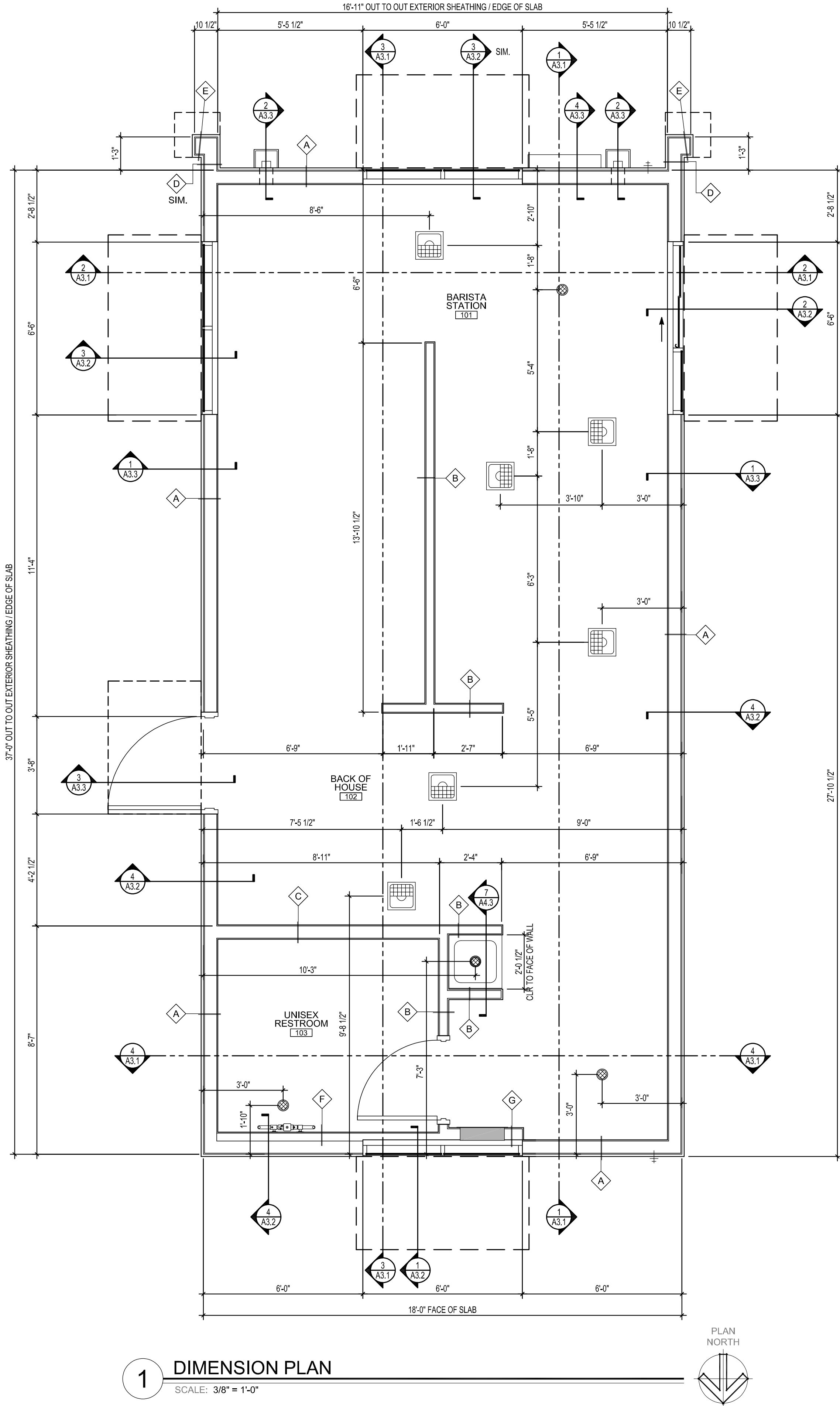
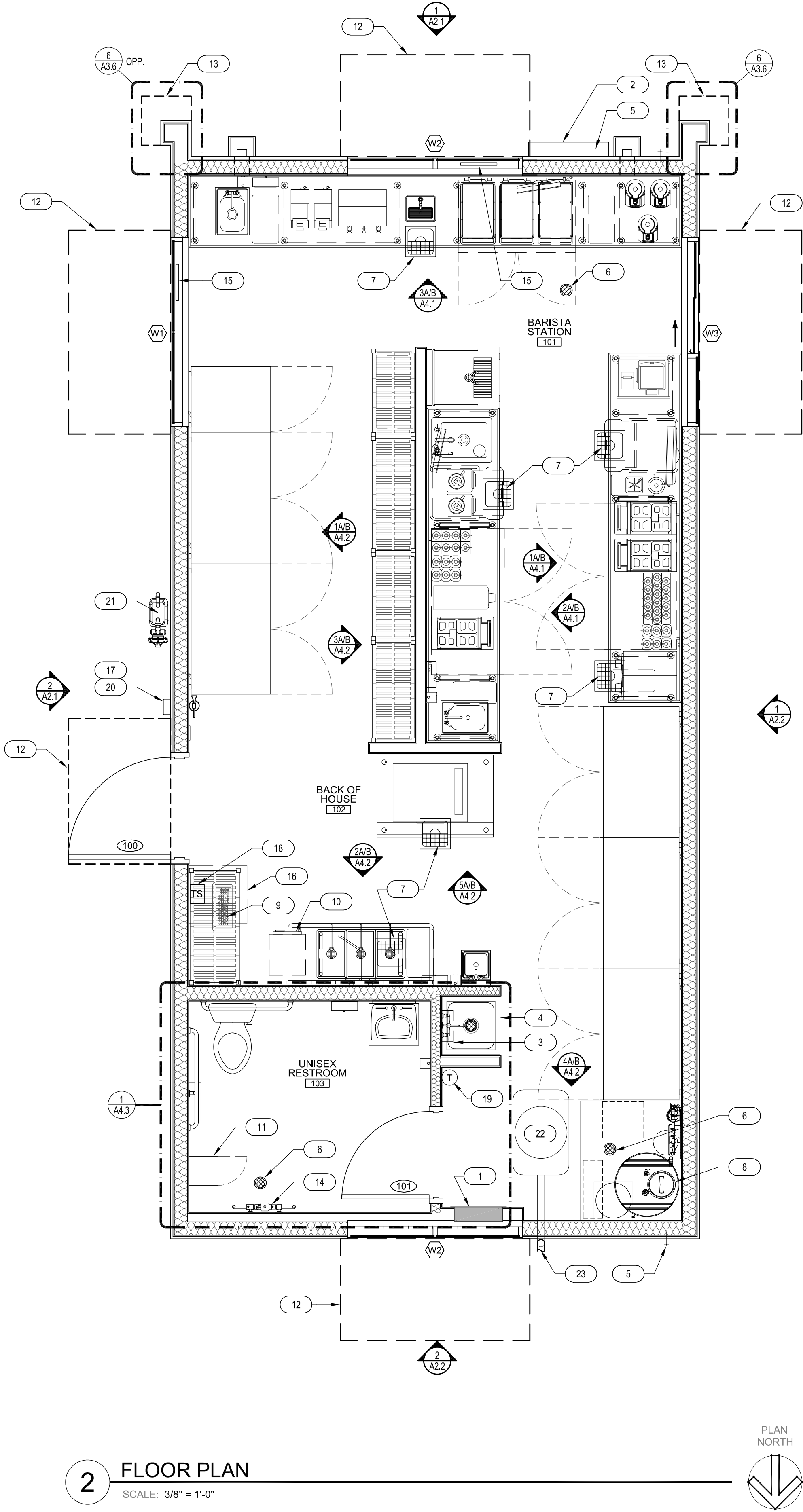
1. Compliance with any comments and conditions of the Engineering Department.
2. The westernmost RTU shall be fully screened.

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



GENERAL NOTES

- 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.
- 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.
- IT IS THE GENERAL CONTRACTOR'S RESPONSIBILITY TO COORDINATE, LOCATE, AND CONFIRM ALL FLOOR SINK, UNDERGROUND / OVERHEAD PLUMBING AND ELECTRICAL STUB-UPS.
- SEE ROOM FINISH SCHEDULE FOR ALL ROOM FINISHES, SHEET A1.2.
- SEE EQUIPMENT PLAN FOR EQUIPMENT INFORMATION, SHEET A1.3.
- GENERAL CONTRACTOR TO CAULK AND SEAL ALL EXPANSION AND SAW CUT JOINTS AT ALL EXTERIOR/INTERIOR CONCRETE - SEE JOINT SEALER SPECIFICATIONS.
- 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.
- AT MOP SINK AND SINKS, PROVIDE 120 CLEANING SOLUTION DISPENSER ON HOSE BIBB SIDE.
- 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.
- ALL DOORS ARE 4" OFF ADJACENT WALLS UNO.
- ALL EXTERIOR DOOR LANDINGS GRABES SHALL HAVE A SMOOTH TRANSITION TO THE ADJACENT PAVED SURFACE, AND THE MAX. RUNNING AND CROSS SLOPE OF ALL LANDINGS WILL BE 2%.
- PROVIDE THERMOMETER ACCURATE TO 2 DEGREES FAHRENHEIT IN REFRIGERATORS IF ONE IS NOT INCLUDED WITH FIXTURE.
- 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.

- A** 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.
- B** INTERIOR PARTITION WALL: FULL HEIGHT
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.
- C** PLUMBING PARTITION: FULL HEIGHT
2x6 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.
- D** EXTERIOR WING WALL:
EXTERIOR FINISH OVER RAIN SCREEN OVER TYVEK® COMMERCIAL WRAP OVER EXTERIOR SHEATHING (BOTH SIDES) OVER 2x6 WOOD STUDS @ 16" O.C.
- E** EXTERIOR WING WALL:
EXTERIOR FINISH OVER RAIN SCREEN OVER TYVEK® COMMERCIAL WRAP OVER EXTERIOR SHEATHING (BOTH SIDES) OVER 2x6 WOOD STUDS @ 16" O.C.
- F** 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.
- 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" A.F.F. W/ 5/8" M.R. GYP. BOARD & FRP PANEL TO 10'-6" A.F.F.

KEYNOTES - FLOOR PLAN

- ELECTRICAL PANEL; REFER TO ELECTRICAL DRAWINGS.
- ELECTRICAL SERVICE ENTRANCE; REFER TO ELECTRICAL DRAWINGS. COORDINATE FINAL LOCATION TO ENSURE LOCATION DOES NOT INTERFERE WITH OTHER ITEMS.
- WATER HEATER ABOVE; REFER TO PLUMBING DRAWINGS.
- MOP SINK; REFER TO PLUMBING DRAWINGS.
- HOSE BIBB; REFER TO PLUMBING DRAWINGS.
- FLOOR DRAIN; REFER TO PLUMBING DRAWINGS.
- FLOOR SINK; REFER TO PLUMBING DRAWINGS.
- R.O. SYSTEM; REFER TO PLUMBING DRAWINGS.
- MANAGER'S STATION.
- FLOOR SAFE BY OWNER, BOLTED TO FLOOR BY G.C.
- 6-DOOR EMPLOYEE LOCKERS ANCHORED TO WALL BY G.C.
- LINE OF AWING ABOVE, BY OTHERS.
- DASHED LINE REPRESENTS ANGLED WING WALL ABOVE.
- DOMESTIC WATER SERVICE; REFER TO PLUMBING DRAWINGS.
- OPEN SIGN, BY OWNER.
- DATA RACK ABOVE; REFER TO ELECTRICAL DRAWINGS.
- KNOX BOX; REFER TO EXTERIOR ELEVATIONS.
- THERMOSTAT SENSOR; REFER TO MECHANICAL DRAWINGS.
- THERMOSTAT; REFER TO MECHANICAL DRAWINGS.
- MAILBOX (BY OWNER) LOCATED UNDER KNOX BOX; REFER TO EXTERIOR ELEVATIONS.
- PROPOSED GAS METER; REFER TO PLUMBING DRAWINGS.
- UNDERSLAB GREASE TRAP; REFER TO PLUMBING DRAWINGS.
- 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

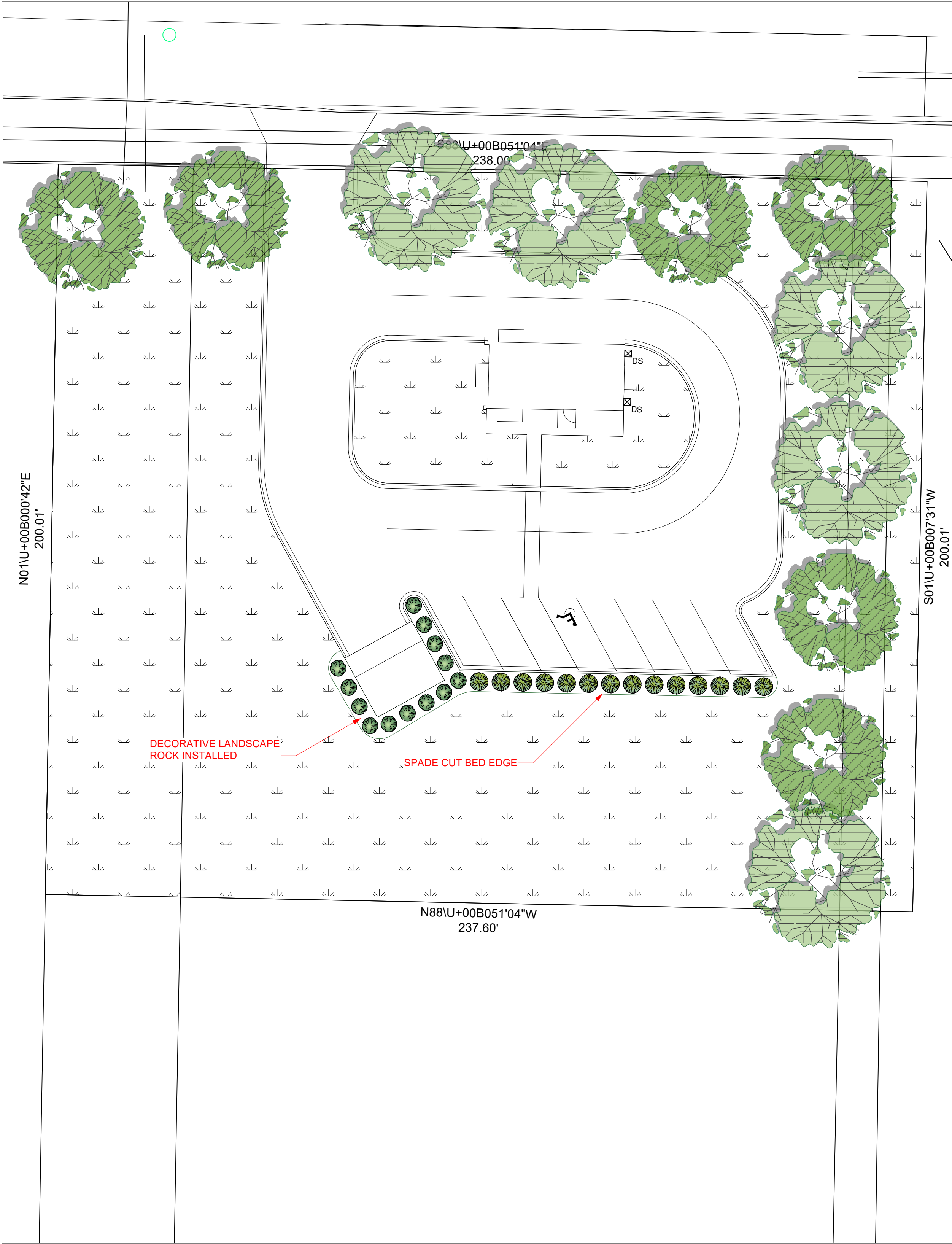
WINDOW TAG. REFER TO SCHEDULE ON SHEET A5.1





DOOR LEGEND

DOOR TAG. REFER TO SCHEDULE ON SHEET A5.2



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. Visual Impact assumes no responsibility for installed light levels due to field conditions, etc.
6. Standard LLF of 0.90 unless noted otherwise



Planting Schedule				
	Qty	Common Name	Botanical Name	Scheduled Size
Conifers				
	14	Sea Green Juniper	Juniperus x pfitzeriana 'Sea Green'	#5 - 18"
Shrubs				
	13	Hetz Columnar Juniper	Juniperus chinensis 'Hetzii Columnaris'	6' BB
Trees				
	6	Kentucky Coffeetree	Gymnocladus dioica	2.5" Cal.
	5	Skyline Honeylocust	Gleditsia triacanthos inermis 'Skyline'	2.5" Cal.

Landscape Installation Notes:

GENERAL:

- Landscape Contractor is responsible for coordinating work with general contractor to ensure the landscape scope of work doesn't interfere with existing or built conditions. They should note any discrepancies to the general contractor.
- Landscape Contractor is responsible for verifying the location of underground utilities by calling their local utility marking service.
- All plant material should be inspected by Landscape Contractor prior to installation to determine overall appearance and condition. Plant material that is damaged or has clear signs of stress should be rejected.
- Quantities of material shown on plan take precedence over the specification list or legend.
- If plant substitutions are required, Landscape Contractor is responsible for submitting recommendations to the client or client's representative.
- Irrigation system required and to be designed by qualified Irrigation Contractor - system must be programmable and capable of odd/even day use.
- This proposed landscape plan will mitigate/enhance site conditions in accordance to city requirements.

PLANTING:

- When excavating for plant pits, any excess rock or building material should be removed and replaced with specified soil mix backfill.
- All plant tags should be removed from material by Landscape Contractor.
- All planting beds should receive a minimum 3" deep layer of shredded hardwood mulch, unless otherwise noted.
- Edge all beds with a spade cut edge unless otherwise noted.
- All backfill around plant material should be removed during planting.
- All wire baskets and stakes should be removed during planting.
- Cut and remove top half of burlap around rootballs and cut and remove any twine around trunk or root flare.
- All stakes and guy wires and tree wrap are to be removed no more than 1 year after installation.
- Tree wrap, if used, is to be installed by November 1 and to be removed by April 1.

Village of Sussex Landscaping Standards:

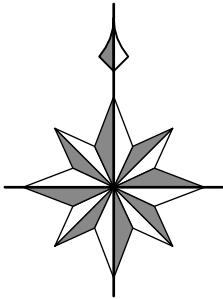
18.0814 STREET TREES: In all urban developments, the developer shall plant at least one (1) tree each forty (40) feet of frontage on all streets proposed to be dedicated.


North Frontage	=	238'	/	40	=	6 Trees Required
						6 Trees Provided
East Frontage	=	200'	/	40	=	5 Trees Required
						5 Trees Provided

17.0603 H Parking Requirements: All public off-street parking areas which serve five (5) vehicles or more shall be provided with accessory landscape areas totaling not less than seven and one-half (7 1/2) percent of the parking area. Landscape area shall not be less than 150 square feet.

Parking Lot Area	=	1,570 sq.ft.	7.5%	=	117.75 sq.ft. Required
					884 sq.ft. Provided

1" = 20'



No.	Date	By	Revision Notes
Project Address		Scooter's Coffee Business Dr & Hwy164 Sussex, Wisconsin 53089	
<div>elevate outdoor</div>			
Design Firm		Elevate Outdoor LLC. 1112 Bryan Road O'Fallon, Missouri 63366	
Consultant		Mark Gawriluk <div></div>	
Project Title		Scooter Coffee	
Sheet Title		Landscape Plan	
Project Manager		Project ID	
Drawn By MVG		Scale 1" = 20'	
Reviewed By		Sheet No.	
Date 5/13/2025		L-1	
		_____ of _____	
		1	

EXTERIOR MATERIALS			
HARDIE PLANK	29%	208 SQ FT	
HARDIE PANEL	56%	397 SQ FT	
WINDOWS	11%	78 SQ FT	
DOOR	4%	24 SQ FT	
TOTAL:	100%	708 SQ FT	



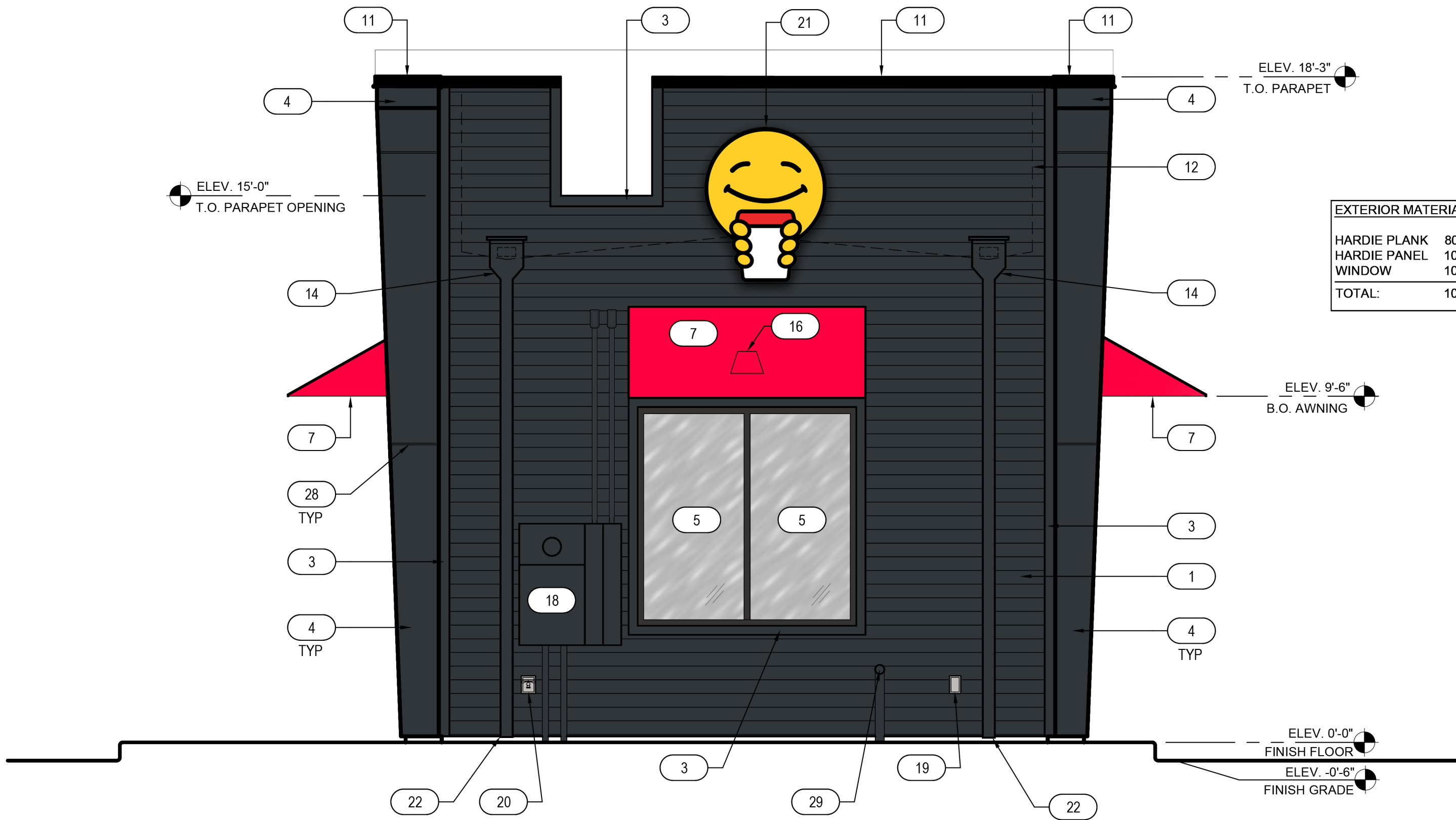
2 EAST ELEVATION
SCALE: 3/8" = 1'-0"

KEYNOTES

- HARDIE PLANK LAP SIDING CEDARMILL 6-1/4". REFER TO EXTERIOR FINISH DETAILS ON SHEET A3.6 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH
- 4' x 8' HARDIE PANEL, SMOOTH FINISH, COLOR: SW 1015 SKYLINE STEEL. REFER TO SHEET A3.6 FOR HARDIE PANEL DETAILS
- 3 1/2" HARDIE TRIM, SEE HARDIE DETAIL SHEET A3.6 - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH
- HARDIE PANEL FASCIA AND SOFFITS, COLOR: SW6992 INKWELL. REFER TO SHEET A3.6 FOR HARDIE PANEL DETAILS. ALLURA SIDING ACCEPTABLE ALTERNATE TO HARDIE BOARD.
- INSULATED DARK BRONZE ALUMINUM WINDOWS WITH DUAL PANE TEMPERED GLASS
- QUICKSERVE 48X48 WINDOW - COLOR: DARK BRONZE
- AWNING BY COOL PLANET - FABRIC: SUNBRELLA JOCKEY RED
- INSULATED HOLLOW METAL DOOR AND FRAME - COLOR: SHERWIN WILLIAMS SW6992 INKWELL EGGSHELL FINISH
- PEEP HOLE, BY DOOR MANUFACTURER
- DOOR BELL
- 20 GAUGE METAL PARAPET CAP - COLOR: MATTE BLACK
- LINE OF ROOF BEYOND
- ROOF TOP UNIT BEYOND, REFER TO MECHANICAL DRAWINGS
- ROOF SCUPPER AND DOWNSPOUT, REFER TO DETAIL 8/A3.4
- CONTRACTOR SHALL PROVIDE A BLACK MAILBOX APPROXIMATELY 15 INCHES WIDE BY 6 INCHES TALL. MAILBOX SHALL BE EQUAL TO GIBALTAR WALL MOUNTED METAL BOX
- WALL MOUNTED LIGHT FIXTURE, REFER TO ELECTRICAL DRAWINGS
- LED LIGHT BAND, REFER TO ELECTRICAL DRAWINGS
- ELECTRICAL SERVICE, REFER TO ELECTRICAL DRAWINGS
- ELECTRICAL OUTLET, SEE ELECTRICAL DRAWINGS
- HOSE BIBB, SEE PLUMBING DRAWINGS
- SIGNAGE BY OTHERS, UNDER A SEPARATE PERMIT
- SEE DETAIL 7/A3.4 FOR DOWNSPOUT TERMINATION & SPLASHBLOCK
- SPANDREL GLASS; REFER TO WINDOW SCHEDULE
- NEW SECURITY CAMERA BY OTHERS
- OWNER PROVIDED SIGN PANELS.
- APPROVED SET OF NUMERALS, 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.
- KNOX BOX AT 60" A.F.F. AS REQUIRED BY FIRE DEPARTMENT.
- GAS METER; REFER TO PLUMBING PLANS.
- SHIRE GREASE TRAP PUMP-OUT PORT (PP3), PAINT TO MATCH EXTERIOR FINISH.

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			
HARDIE PLANK	80%	271 SQ FT	
HARDIE PANEL	10%	36 SQ FT	
WINDOW	10%	36 SQ FT	
TOTAL:	100%	343 SQ FT	



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



SCOOTER'S COFFEE #XXXX
PROJECT
PROTOTYPE 4.2.2 REVERSE
CITY, STATE ZIP

NOT FOR
CONSTRUCTION

LICENSE EXPIRES ON: _____
DATE OF SIGNATURE: _____

ARCHITECT		CONSULTANTS	

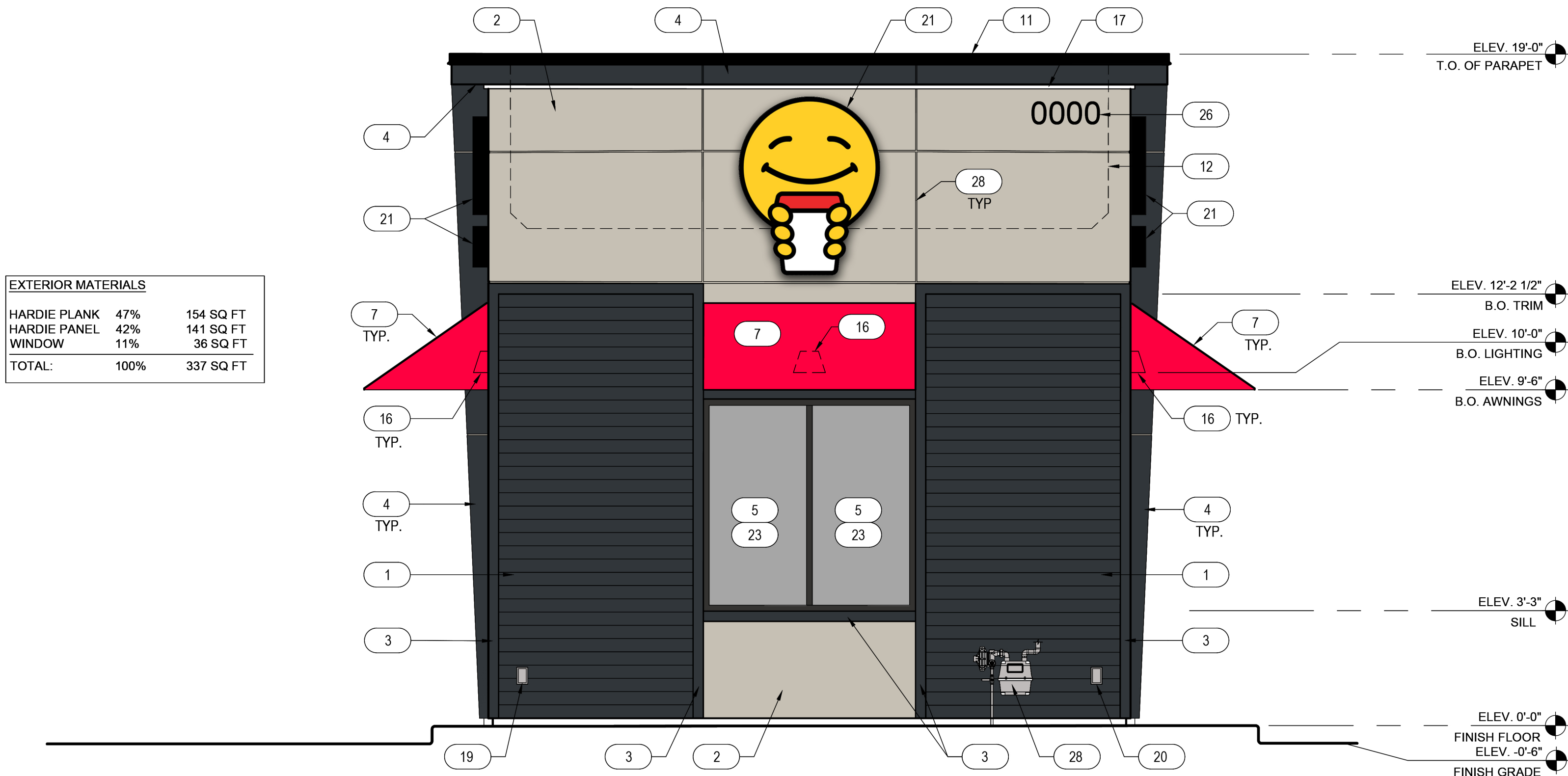
REVISIONS			
Project Number: 23-000			
No.	Issue	Date	

SHEET TITLE & NUMBER

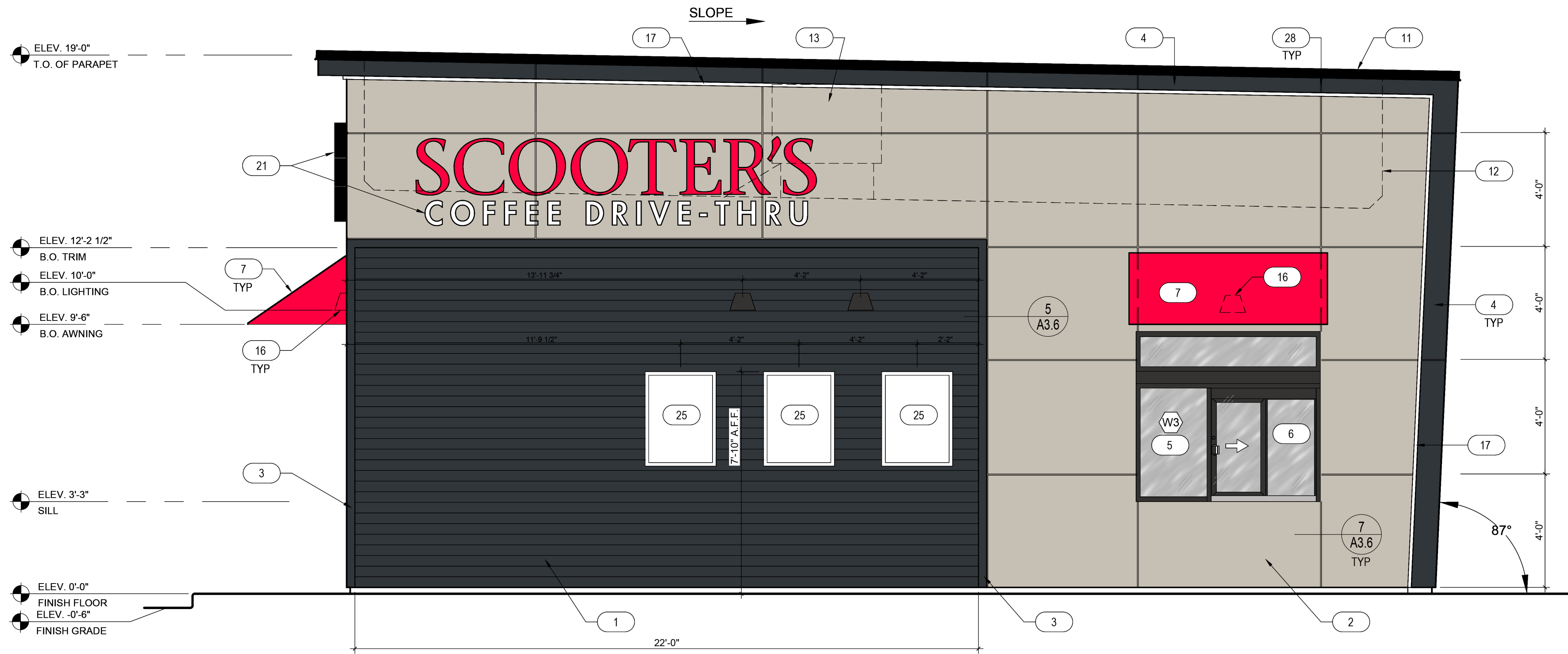
EXTERIOR
ELEVATIONS

A2.1

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2 NORTH ELEVATION
SCALE: 3/8" = 1'-0"



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

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SCOOTER'S COFFEE #XXXX
PROTOTYPE 4.2.1 REVERSE
PROJECT ADDRESS
CITY, STATE ZIP

LICENSE EXPIRES ON: _____
DATE OF SIGNATURE: _____

REVISIONS

Project Number: 23-000

No. Issue Date

SHEET TITLE & NUMBER

EXTERIOR
ELEVATIONS

A2.2

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