



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2904
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www.ci.mequon.wi.us

Department of Community Development
Taped and Televised

**PLANNING COMMISSION
Regular Meeting
Monday, February 19, 2024
6:00 PM
Christine Nuernberg Hall**

Agenda

1) Call to Order, Roll Call

- a) Approval of Minutes from January 22, 2024.

2) Regular Business

- a) Tracy & Michael LaLonde. The applicant is seeking building and site plan amendment approval to allow for a renovation for office use for the property located at 6714 W. Mequon Road.

3) Policy

- a) Design Guidelines for Commercial Structures

4) Announcements

The next meeting is Monday, March 18, 2024, at 6:00 p.m.

The April meeting has been changed to Monday, April 29th at 6:00 p.m.

5) Adjourn

Dated: February 16, 2024

/s/ Andrew Nerbun, Chair

.....
Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the Department of Community Development's Office at 262-236-2904, Monday through Friday, 8:00 AM – 4:30 PM



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PLANNING COMMISSION
Regular Meeting
Monday, January 22, 2024
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:

Commissioner Nancy Urbani
Chair Andrew Nerbun
Alderman Robert Strzelczyk
Commissioner Bruce Barnes
Commissioner Martin Choren
Commissioner Dan Gentges
Commissioner Stephanie Hawley
Commissioner Rebecca Schaefer
Commissioner John Stoker

Mayor Nerbun called the meeting to order at 6:00 p.m.

a) Approval of Minutes from December 4, 2023.

Action

Ald. Strzelczyk made a motion to approve the December 4, 2023, meeting minutes.
Commissioner Stoker seconded the motion.
A voice vote was taken; vote passed (8-0)

RESULT:	APPROVED [8 TO 0]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	John Stoker, Commissioner
AYES:	Nerbun, Strzelczyk, Barnes, Choren, Gentges, Hawley, Schaefer, Stoker

Attachment: PC Minutes_01.22.24_DRAFT (9132 : Meeting Minutes from January 22, 2024.)

2) Consent

- a) Mastec Network Solutions for AT&T Mobility. The applicant is seeking minor request approval to allow for a backup generator with block wall expansion for the property located at 10448 N. Port Washington Road.

The Commission requested that the two items be removed from the consent agenda to be discussed and voted on separately.

The Commission asked Planner Evan Hoier to explain the reasoning for the condition requiring the enclosure gate to be wood, and he explained that the materials should match and be consistent. The wood provides better screening and is more aesthetically pleasing.

Action

Commissioner Stoker made a motion to approve the minor request.

Ald. Strzelczyk seconded the motion.

A voice vote was taken; vote passed (8-0)

RESULT:	APPROVED [8 TO 0]
MOVER:	John Stoker, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Nerbun, Strzelczyk, Barnes, Choren, Gentges, Hawley, Schaefer, Stoker

- b) Plunkett Rayisch Architects for Lumen Christi Parish. The applicant is seeking building and site plan amendment approval to allow for an addition and renovation to the school for the property located at 11300 N. St. James Lane.

Commissioner Choren recused himself from this item.

Assistant City Engineer Cole McCraw stated that the project requires about 1,300 sq. ft. of impervious surface and they are required to meet the criteria from previous stricter approvals. They are losing two islands in the parking lot.

Action

Commissioner Stoker made a motion to approve the building and site plan amendment.

Ald. Strzelczyk seconded the motion.

A voice vote was taken; vote passed (8-0)

RESULT:	APPROVED [6 TO 0]
MOVER:	John Stoker, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Nerbun, Strzelczyk, Gentges, Hawley, Schaefer, Stoker, Urbani, Barnes,
RECUSED:	Choren

3) Regular Business

- a) Brookfield 16, LLC. The applicant is seeking certified survey map approval to allow for a 2-lot land division for the property located at 3319 W. Mequon Road.

Planner Hoier explained that this is 2-acre, R-3 zoning lot, which will be divided into two 1-acre lots. There is a 30-foot access easement on the west side of Lot 1 going into Lot 2. All standards for lot size and setbacks are met. He added that there are multiple specimen trees on the property that were evaluated by the City Forester, Mike Gies. The applicant has indicated that the intent is to preserve the existing trees. There is a condition of approval that the City Forester will need to review and approve all building permits associated with the two new lots created.

Action

Ald. Strzelczyk made a motion to approve the certifies survey map per staff conditions.

Commissioner Schaefer seconded the motion.

A voice vote was taken; vote passed (8-0)

RESULT:	APPROVED [8 TO 0]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	Rebecca Schaefer, Commissioner
AYES:	Nerbun, Strzelczyk, Barnes, Choren, Gentges, Hawley, Schaefer, Stoker

- b) Concord Development Company for Concord 37. The applicant is seeking minor request approval for a master sign plan amendment for the properties located at 1300-1412 W. Mequon Road.

Assistant Director Jac Zader stated that the applicant is requesting three amendments to the master sign plan:

1. An additional sign on the east elevation for the back of the mall. This was also requested and denied by the Commission in 2013. Staff recommends denial of the request.
2. Each tenant space is allowed to have one sign regardless of the number of tenants, per the code. The applicant is requesting a larger sign for the middle sign and another sign to the right with different language on it, for a tenant that occupies three tenant spaces (Anytime Fitness).
3. Regarding the signs that overhang under the canopy; the request is that the signs be allowed to be different colors based on the ownership of the various tenants. Staff supports this request with the condition that the background color of the signs remain the

same (currently yellow in color). Staff approval required to change the background color of all the signs.

Regarding the second request, Asst. Dir. Zader explained there is a change to the staff report based on a missed stipulation of the code. Staff requested the applicant submit a sign that meets the 30-ft code requirement. Neither sign proposed is code compliant as submitted. Staff recommends that the master sign plan be followed without allowances for larger signage.

In conclusion, the only portion of the request that staff recommends approval is the change to the blade signs, staff recommends denial of all other requested changes.

The applicant, Colleen Jordan from Concord Development Company, stated that the larger size sign is requested due to the lettering and design of the tenant's corporate branding.

There was discussion about the size of the channel lettering and how to make it best work for the applicant to achieve their requested signage and to also be in compliance. They are very close, and the sign only needs a little modification. The Commission commented about not setting precedent for master sign plans going forward.

Amendment #1

Action

Ald. Strzelczyk made a motion to deny the request for an east elevation wall sign.

Commissioner Choren seconded the motion.

A voice vote was taken; vote passed (8-0)

Amendment #2

Action

Commissioner Choren made a motion to table the requested larger sign than allowed per the code.

Commissioner Schaefer seconded the motion.

A voice vote was taken; vote passed (8-0)

Amendment #3

Action

Ald. Strzelczyk made a motion to approve the request to allow additional font colors on the blade signs per staff recommendations.

Commissioner Schaefer seconded the motion.

A voice vote was taken; vote passed (8-0)

- c) Sign Effectz, Inc. for Landmark Credit Union. The applicant is seeking minor request approval for a sign waiver allowing an electronic menu board for the property located at 10865 N. Port Washington Road.

Planner Hoier stated that the request is for a sign waiver for an electronic sign board at Landmark Credit Union. This would replace some of the plastic inserts currently being used to advertise interest rates and other products available. The signs would be located in the drive-thru lanes at the rear of the building. The applicant submitted a letter of hardship stating that they are

unable to offer a consistent experience for customers. Staff suggested window decals or window signs as an alternate option that would offer a consistent experience.

The electronic signs violate a few different ordinances; having more than one wall sign per façade, they are not allowed in the B-2 zoning district and they are not allowed for the use of financial institutions. For these reasons, staff recommends denial of the sign waiver request.

The applicant representing the Landmark Credit Union, stated that in their opinion this is not an electronic message center but more of an electronic poster board stating various programs and services available. The signs will be stagnate and not moving screens and they are not visible to the general public and that can be controlled from the corporate level and not the on-site staff. He compared them to a menu board at a fast food restaurant for the customers in the drive-thru.

The Commission concluded that some additional research needs to be done in the city to review what businesses are currently using electronic sign boards and some distinctions may need to be made to the zoning code to address this issue from a policy standpoint. The Commission is reluctant to approve this as it will set a precedent for many other uses in the city to come forward for approval.

Action

Ald. Strzelczyk made a motion to table the request until further policy review can be done.

Commissioner Gentges seconded the motion.

A voice vote was taken; vote passed (8-0)

RESULT:	TABLED [7 TO 0]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	Dan Gentges, Commissioner
AYES:	Nerbun, Strzelczyk, Choren, Gentges, Hawley, Schaefer, Stoker, Barnes

4) Policy

- 1) Changes to Chapter 58 and Chapter 10 as it relates to responsibilities of the Architectural Review Board and the Guidelines for residential structures.

Asst. Dir. Zader stated that these policy changes are a result of the study done by Managing Partners report to streamline the processes in the department. There has been some cumbersome and unclear information that has now been modified and cleared up. These are in Chapter 58 and require Planning Commission approval.

A few issues addressed include:

1. One of the main issues changes is what staff can review and approve at the staff level regarding detached structures. Currently staff reviews structures that are 150 sq. ft or less in area. The change would increase the staff review of structures up to 300 sq. ft. in area, provided than no one length is longer than 18 feet (staff to be able to review shed).

2. There were changes made to the detached structure requirements.
3. Flexibility on materials on additions (sometimes materials are no longer available).
4. Picture windows and patio doors do not have to have grids to match the rest of the house.
5. Removed the requirement that the Architectural Board review agricultural buildings less than 1,000 sq. ft.

These changes will be beneficial to staff and residents as it allows for some more flexibility. It was suggested that language be added so that staff has discretion to send an applicant to Architectural Board if a decision is questionable.

Action

Ald. Strzelczyk made a recommendation of approval to the Common Council with the suggestion that the additional language be added to allow Architectural Board review if staff demies the application.

Commissioner Stoker seconded the recommendation.

A voice vote was taken; vote passed (8-0)

5) Announcements

The next meeting is Monday, February 19, 2024, at 6:00 p.m.

6) Adjourn

Action

Commissioner Schafer made a motion to adjourn the meeting.

Commissioner Stoker seconded the motion.

A voice vote was taken; vote passed (8-0)

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Jac Zader



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Department of Community Development

TO: Planning Commission
FROM: EVAN HOIER, ASSOCIATE PLANNER
DATE: February 19, 2024
SUBJECT: Tracy & Michael LaLonde. The applicant is seeking building and site plan amendment approval to allow for a renovation for office use for the property located at 6714 W. Mequon Road.

Applicant:	Tracy & Michael LaLonde
Status of Applicant:	Owner
Requested:	Building and Site Plan Amendment
Existing Zoning:	B-3/LTD (Office & Service/Limited District Overlay)
Lot size:	0.83 Acres
Location:	6714 W. Mequon Road
Tax Key Number:	#14-050-01-020.00
District:	#3

Background:

The applicant is seeking building and site plan approval to convert a former woodworking shop to individual office use at 6714 W Mequon Road. The building is currently vacant, and the property also includes a dwelling on its southern end near Mequon Road. The parcel is currently zoned B-3 with a Limited Use Overlay (LTD) district (see attached). By right, office uses are permitted within the B-3 district and the proposed use is allowed. The Limited Use Overlay is intended to provide certain limited business uses which are located adjacent to or within primary residential areas.

Current Enforcement Case(s):

City Prosecutor Johnathan Woodward informed staff that the owners of the property are currently in negotiations for restitution they owe due to the unauthorized removal of trees from the neighbors parcels to the east. Due to this pending enforcement matter, staff recommends that no final occupancy will be granted for the office use until the issue of the unauthorized tree removal is resolved.

Staff was notified on February 12th that the applicant began interior construction to convert the building to office without an approved building permit. Staff then issued a Stop Work Order on February 13th (See attached). No work on the interior of the building can continue until plans are submitted and the building permit is approved by staff.

Neighborhood Correspondence:

Staff received eleven letters and multiple calls from neighbors of the property expressing concern about the proposal. Staff also received input from the River Birch HOA. Please find attached the letters. A summary of the input includes the following:

- Concern regarding the conduct of the property owner in the recent past.
- Concern that the developer did not approach the neighborhood or conduct any public outreach regarding a commercial use at this site.
- Opposition to any extension of the driveway or allowing traffic onto River Birch Drive.
- Support for requiring the developer to install a privacy fence and landscaping to screen the parking lot and office building from the residences to the east.
- Concern regarding light pollution and support for requiring any future lighting installed to be reviewed by staff and shielded.

Zoning Analysis:

The following chart identifies the site and building conditions in comparison to the district standards:

B-3 District Standards:

	B-3 Standards	Proposed Renov./Improve.
<i>Lot Size</i>	1.5 acre minimum	0.83 acres
<i>Building FAR</i>	30% maximum	12.5%
<i>Building Height</i>	42 foot maximum	11 feet
<i>Building Setback</i>	65 feet minimum	195 feet
<i>Building Offset</i>	30 feet minimum	20 feet
<i>Open Space Ratio</i>	40% minimum	50.8%
<i>Lot Width & Length</i>	150 foot minimum	248' length, 145.5' width
<i>Parking & Driveway Offset</i>	20 foot minimum	7.15'(driveway),21.5' (parking lot)
<i>Parking Setback</i>	25 foot minimum	158.2 feet

Site Plan:

The subject site and building are non-conforming including the following:

- Lot size and width
- Building offset
- Parking and driveway offset.

These non-conforming conditions present unique site conditions that should be mitigated through the Building and Site Plan application and action by the Planning Commission.

The office use generates a parking demand of 11 spaces, including a handicap space that is ADA-compliant. The existing parking lot does not accommodate the required number of parking spaces needed as per Section 58-441(4). The driveway connecting Mequon Road to the parking lot shall also be expanded to meet the standards under the same section. The proposed improvements to the site show the driveway for the site expanding to 22 feet in width to meet the code. The parking lot for the office building also expanded 4 feet to the south to meet the standard drive aisles for a parking lot. This would result in an approximate 3% loss in open space for the site, going from about 50.8% to 47.4%, well above the 40% minimum.

These expansions for driveway access and parking areas are the extent of the applicant's proposed improvements on the site. However, staff recommend additional improvements to

mitigate current site conditions (see attached staff-recommended landscaping improvement map). Those include the following:

- Installation of a 6-foot lock board privacy fence from the northeast corner of the office building to the southeast corner of the parking lot and wrapping the corner of the parking lot, to provide screening for commercial activity and headlights.
- Installation of landscaping along the north property line and on the north side of the building to provide further screening including the following:
 - Tall hedges or bushes to screen the rear of the office building and potential outdoor activities from office users. Protection of the pine tree located at the southwest corner of the parking lot during construction for long-term preservation. Removal of this tree is prohibited and considered a required element of the final site plan.
 - Trees along the north lot line to provide a landscaping wall between the residential property to the north and the commercial use to the south.
 - 3 street trees (2 near residential structure, 1 near protected pine) of the driveway leading to the building.
 - Two landscaping beds shall be added in the following locations:
 - Northeast area of the parking lot, west of the office building
 - South area of the parking lot, east of the preserved pine tree and west of the privacy fence.
- No access north to River Birch Drive will be allowed.

There is currently no additional lighting or landscaping proposed for the site. The site plan shall be revised to meet additional code standards:

- Based on Section 58-564 *Landscaping, screening, berming and ponds*, any lot with more than ten stalls shall have at least ten percent of the interior parking area landscaped. Because this proposal includes 11 parking spaces including the handicap space, it will have to meet this standard.
- The parking lot must also have trees planted so that a minimum of 30 percent of the parking area will be shaded during summer growth within ten years of planting.
- At least one tree and two shrubs shall be planted for each 1,000 square feet or portion thereof to be landscaped. Each required tree shall have an initial caliper of no less than two inches and a height of at least seven feet.

All other components of Section 58-564 including:

- No tree as measured from its center shall be located within five feet of a vehicular accessway, bike trail or public sidewalk or within ten feet of a street light, stop sign, fire hydrant, street sign or directional signage.
- All landscaping material located within a sight distance triangle shall be two feet or less in height or have a clearance of eight feet beneath the lowest branch or projection.
- No permanent impervious surfacing or sub-surfacing shall be located around the base of any tree or shrub which may impede growth of said plant.
- Landscaping plans for development proposals shall be designed and stamped by a licensed architect. This requirement may be waived for minor alterations or improvement plans that the Community Development Department believes does not require the use of such professional.

A landscaping plan for the site will be required that includes these changes.

Section 58-567 *Outdoor lighting installations* does not require lighting in a commercial parking lot.

Building Design:

The existing building is one story and has a stone exterior at its base and walls with white siding at the gable end of the structure. The edges of the roof have brown shingles. There are multiple windows around the building and door access at both the front and rear of the structure. The southwest corner of the building has a small overhang that is over the front door. A photo of the rear of the building, taken from River Birch Drive, shows the general architecture of the building. The materials appear to be in good condition from several pictures taken of the site by Code Enforcement Officer Scott Pinzer (see attached).

The existing building has detailed architectural materials, even though they are somewhat dated. Staff does not find that any additional elements would enhance the building's aesthetic and does not recommend requiring changes.

Site Compliance:

Code Enforcement Officer Scott Pinzer visited the site on February 6th and did not find any outstanding violations.

Engineering Comments:

Cole McCraw, Assistant City Engineer, has reviewed the application and has the following comments:

Access will be provided through the existing driveway from Mequon Road. The plan shows additional pavement proposed to widen the driveway to 22 feet and expand the parking lot. This portion of Mequon Road is under the jurisdiction of the Wisconsin Department of Transportation (WisDOT). The curb opening on Mequon Road is only 20 feet. The width of the curb opening must be modified to at least 28 feet which will conform with WisDOT [Standard Detail Drawing \(SDD\) 8D18-04](#). The modification will require a permit through WisDOT, and the modification is subject to WisDOT review and approval.

There is no indication of wetlands on the site. The site was screened for mapped wetlands using WDNR Surface Water Data Viewer.

Water connection is required for new construction of habitable building improvements within the City of Mequon Sanitary Sewer Service Area. The property is within the sewer service area but is not new construction. Therefore, the property is not required to connect with this application.

The driveway and parking lot additions will add impervious surface. The plans show that the addition will likely be less than 2,000 square feet. The applicant shall submit a calculation of the total added impervious surface to determine thresholds. If the improvements or future improvements add more than a net 5,000 square feet of impervious surface and is not covered by a stormwater management plan, then e per MMSD rules, green infrastructure will be required. Prior to the issuance of a building permit, the applicant shall design and submit for review and approval a green infrastructure plan in conformance with MMSD rules and City ordinances. Green infrastructure plans also require the execution of a Stormwater Maintenance and Easement Agreement and a drainage financial guarantee.

The driveway and parking lot additions will disturb an area less than 2,000 square feet as currently shown, and therefore do not require an erosion control permit or filling, excavation, and berms permit from the City.

Recommendation:

Staff recommends approval of the building and site plan subject to the following conditions:

1. Planning staff review and approval of final site, lighting, and landscaping plans prior to the issuance of permits. The applicant shall submit such plan within 180 days of Planning Commission action, or the required plan(s) shall be submitted to Planning Commission for additional review and action and subject to all necessary fees.
2. A landscaping escrow equal to 125% of the improvement costs for installation of new landscaping by a licensed contractor and an escrow equal to 25% of the landscape contract cost to ensure that landscaping that dies within three (3) years of installation will be replaced by the applicant.
3. All ground-level and rooftop mechanical equipment shall be well-screened from view.
4. Submission of a landscaping plan, compliant with Section 58-564, to city staff with all the following included:
 - a. Installation of an 6-foot lock board privacy fence, subject to staff approval, placed from the northeast side of the office building to the southeast corner of the parking lot and then cutting west to screen the view from the residential parcels.
 - b. Installation of tall bushes or hedges on the north side of the office building to provide screening, subject to staff approval.
 - c. Installation of trees along the north side lot line to screen from the residential property to the rear.
 - d. Installation of street trees along the driveway with 2 trees near the residential building to the south and 1 between the parking lot and residential building to the south.
 - e. Protection of the existing pine tree between the parking lot and the residential building to the south.
 - f. Compliance with both the 10% interior parking lot landscaping and the 30% parking lot shading provisions under Section 58-564.
5. There shall be no expansion of the driveway, or commercial activity to the north for connection to River Birch Drive.
6. The driveway entrance on Mequon Road shall be widened to conform to WisDOT standards, with associated permitting. WisDOT approval shall be provided to the City prior to the issuance of a building permit.
7. A calculation of added impervious surface shall be submitted. If the improvements or future improvements add more than a net 5,000 square feet of impervious surface and is not covered by a stormwater management plan, therefore per MMSD rules, green infrastructure will be required. Prior to the issuance of a building permit, the applicant shall design and submit for review and approval a green infrastructure plan in conformance with MMSD rules and City ordinances. Green infrastructure plans also require the execution of a Stormwater Maintenance and Easement Agreement and a drainage financial guarantee.
8. Final occupancy is not to be granted until the unauthorized tree removal issue with the River Birch Homeowners Association is resolved.
9. No access to River Birch Drive to the north is allowed.

Attachments:

Packet Docs_LaLonde (PDF)

LALONDE

2.a.a

AC	Arrival Corridor	IPS	Institutional & Public Service
A-1	Agricultural Preserve	NC	Neighborhood Commercial
A-2	General Agricultural	OA	Agricultural Overlay
B-1	Neighborhood Business	PUD	Planned Unit Development Overlay
B-2	Community Business	P-1	Park & Recreation
B-3	Office & Service Business	R-1	Single-Family Residential (5 Ac. Min.)
B-4	Business Park	R-1B	Single-Family Residential (2.5 Ac. Min.)
B-5	Light Industrial	R-2	Single-Family Residential (2 Ac. Min.)
B-6	Rural Industrial	R-2B	Single-Family Residential (1.5 Ac. Min.)
B-7	Rural Business	R-3	Single-Family Residential (1 Ac. Min.)
C-1	Shoreland/Wetland Conservancy	R-4	Single-Family Residential (3/4 Ac. Min.)
C-2	General Conservancy	R-5	Single-Family Residential (1/2 Ac. Min.)
CGO	Central Growth Overlay	R-6	Single-Family Residential (4 DU/Ac.)
FFO	Flood Fringe Overlay	RM	Multi-Family Residential
FW	Floodway	TC	Town Center
IPS	Institutional & Public Service	TDR	Transfer of Development Rights



Attachment: Packet Docs Lalonde (9140 : Tracy & Michael LaLonde)



BUSINESS PROPOSAL

Prepared For
City of Mequon

6714A Mequon Rd



ABOUT US



Having extensive experience in the Real Estate industry, I have encountered numerous professionals in search of singular office spaces for lease. The prevailing trend in the local commercial property market involves lengthy leases spanning 3, 5, or even 10 years, often accompanied by a triple net lease structure. This practice has rendered such arrangements financially impractical for individuals seeking single-office solutions. Recognizing this gap, LL Business Suites emerges as the definitive solution tailored to meet the specific needs of these individuals.

Welcome to the epitome of professional workspace at our 5-Business Suites in the prestigious City of Mequon, Wisconsin. Nestled in a prime location, this contemporary facility offers a conducive environment for businesses of all sizes, providing a perfect blend of individual office suites and shared amenities.

Each tenant is afforded a private suite with fully furnished common area, meticulously designed to meet their professional needs. The suites feature ample natural light, secure and private work spaces, and high-speed internet connectivity, creating an ideal atmosphere for productivity. One of the suites even boasts its own private entrance, allowing for a unique and distinguished presence within the building.

In addition to the exclusive office spaces, tenants have access to shared facilities that elevate the overall work experience. The communal kitchen is equipped with modern appliances, providing a convenient space for lunch breaks and casual meetings. The conference room is designed to accommodate collaborative sessions, presentations, and client meetings, fostering a professional and impressive setting.

For those seeking a breath of fresh air, the outdoor patio beckons, offering a relaxing oasis amidst the workday hustle. This inviting space is perfect for informal gatherings, networking, or simply unwinding amidst the beauty of Mequon. Tenants can also take advantage of the well-appointed restroom facilities, ensuring comfort and convenience throughout the day.

To simplify the tenant experience, the monthly rent for each suite will be \$400 and up, and offer an attractive package that includes parking spaces and covers all utilities. This transparent pricing model allows businesses to focus on their core activities without the hassle of managing additional expenses.

LL Business Suites in Mequon, WI, is not just a place to work – it's a community of professionals coming together to thrive and succeed. Whether you are a startup, freelancer, or an established business, our facilities are tailored to meet your needs, fostering an environment where innovation and collaboration flourish. Elevate your workspace and join us in creating a vibrant and productive business community in the heart of Mequon.

WHAT WE DO



01

Rentals

- **Lease Duration:** Minimum commitment of one year, providing businesses with stability and convenience.
- **All-Inclusive Lease:** Monthly lease includes all utilities, ensuring a hassle-free experience for tenants without the need to manage additional expenses
- **Prime Location:** Situated in a desirable and accessible location, offering convenience for both employees and clients.

02

Features

- **Dedicated Work Area:** The space provides a dedicated and versatile work area, catering to the specific needs of businesses of all sizes.
- **Versatility:** Suitable for startups, growing businesses, and established enterprises, offering a versatile environment to meet the unique needs of different businesses.
- **Access to Common Spaces:** Tenants have the privilege of utilizing well-maintained common spaces designed for collaboration and relaxation.

03

Environment

- **Community and Collaboration:** More than just a workspace, the leased area fosters a sense of community, encouraging growth and collaboration among professionals.
- **Supportive Environment:** Elevate your business experience with a space that goes beyond functionality, providing a supportive and comprehensive environment for success.



POSSIBLE LEASEES



A discerning entrepreneur, such as a counselor, jewelry wholesaler, or computer programmer, who is currently in search of a dedicated and private workspace.



A professional seeking an alternative to a home office setting or desiring a more collaborative and social work environment.



A professional who requires occasional office space but primarily operates in the field, exemplified by roles such as a real estate agent, electrician, or small contractor.



LL BUSINESS SUITES

Contact us :



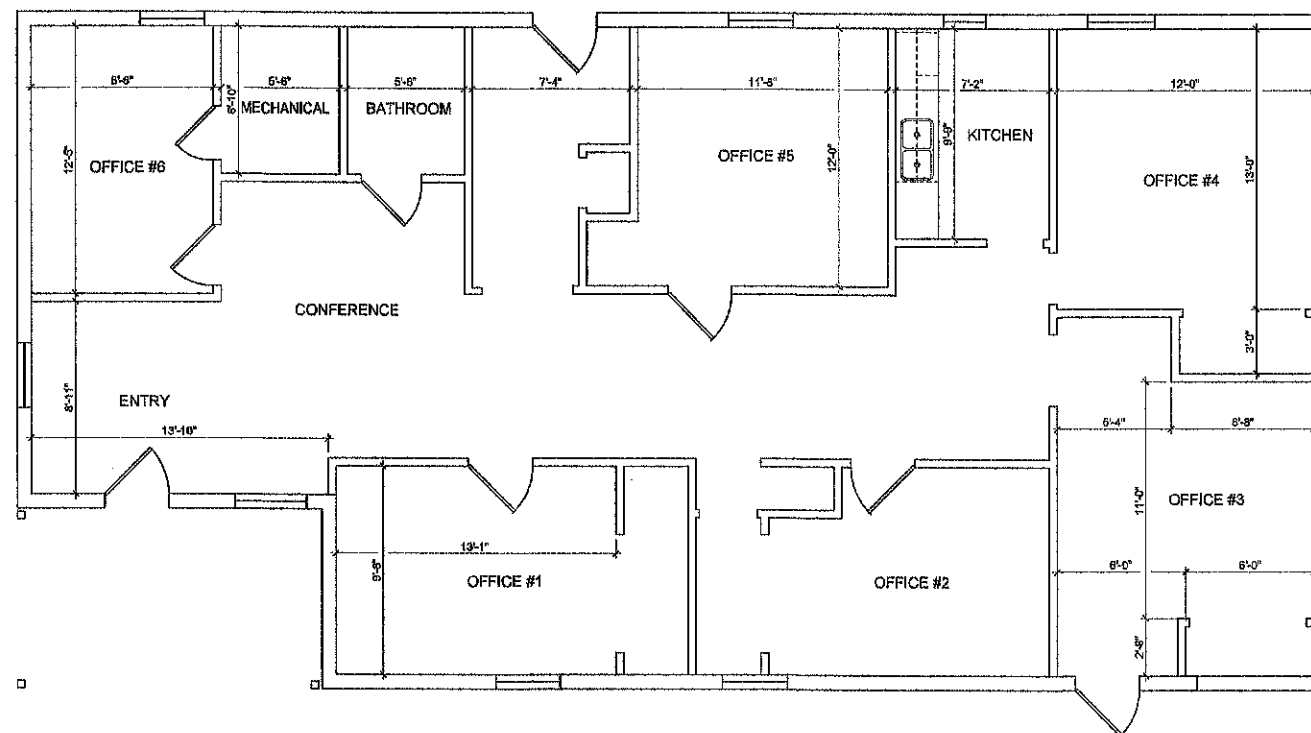
414.581.1535



tracylalonge@sbcglobal.net



6714A Mequon Rd, Mequon WI



FIRST FLOOR PLAN

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

REVISIONS

PROJECT:
LL SUITES
6714A MEQUON ROAD
MEQUON, WI 53092

TITLE:
FIRST FLOOR PLAN

PROJECT NO.: 2023103
SCALE: AS SHOWN
DATE: 11/13/23
DRAWN BY: MML
CHECKED BY:

A1.0

Packet Pg. 21



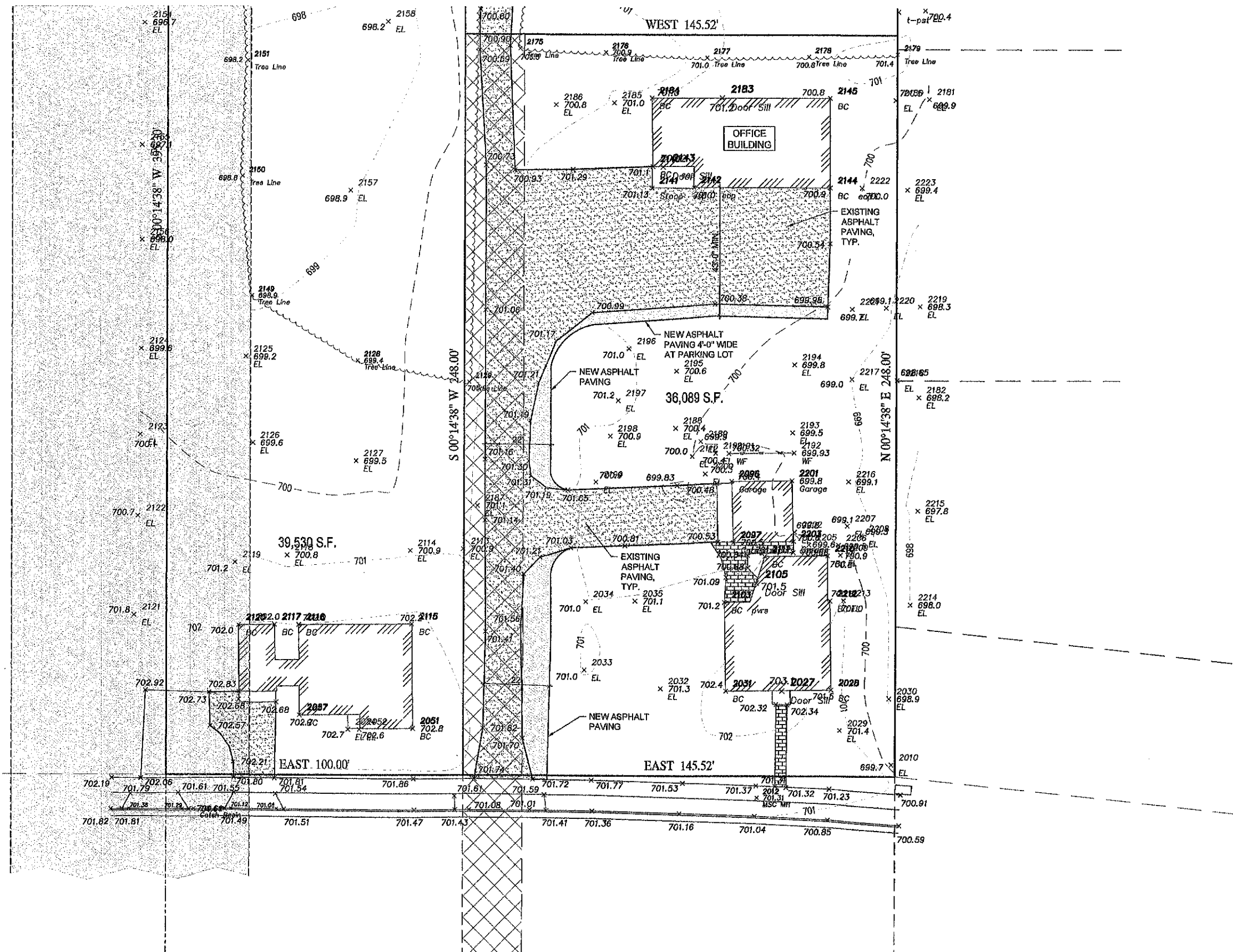
Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

PROJECT:
LL SUITES
6714A MEQUON ROAD
MEQUON, WI 53092

TITLE
PARKING PLAN

PROJECT NO: 202310
SCALE: AS SHOWN
DATE: 1/16/2
DRAWN BY: MM
SHEET NO:

C2.0
Packet Pg. 22



SITE PLAN

SCALE: 1/16"=1'-0"

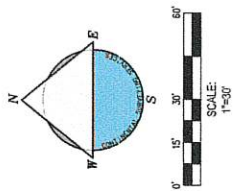
PROJECT:
LL SUITES
6714A MEQUON ROAD
MEQUON, WI 53092

TITLE:
SITE PLAN

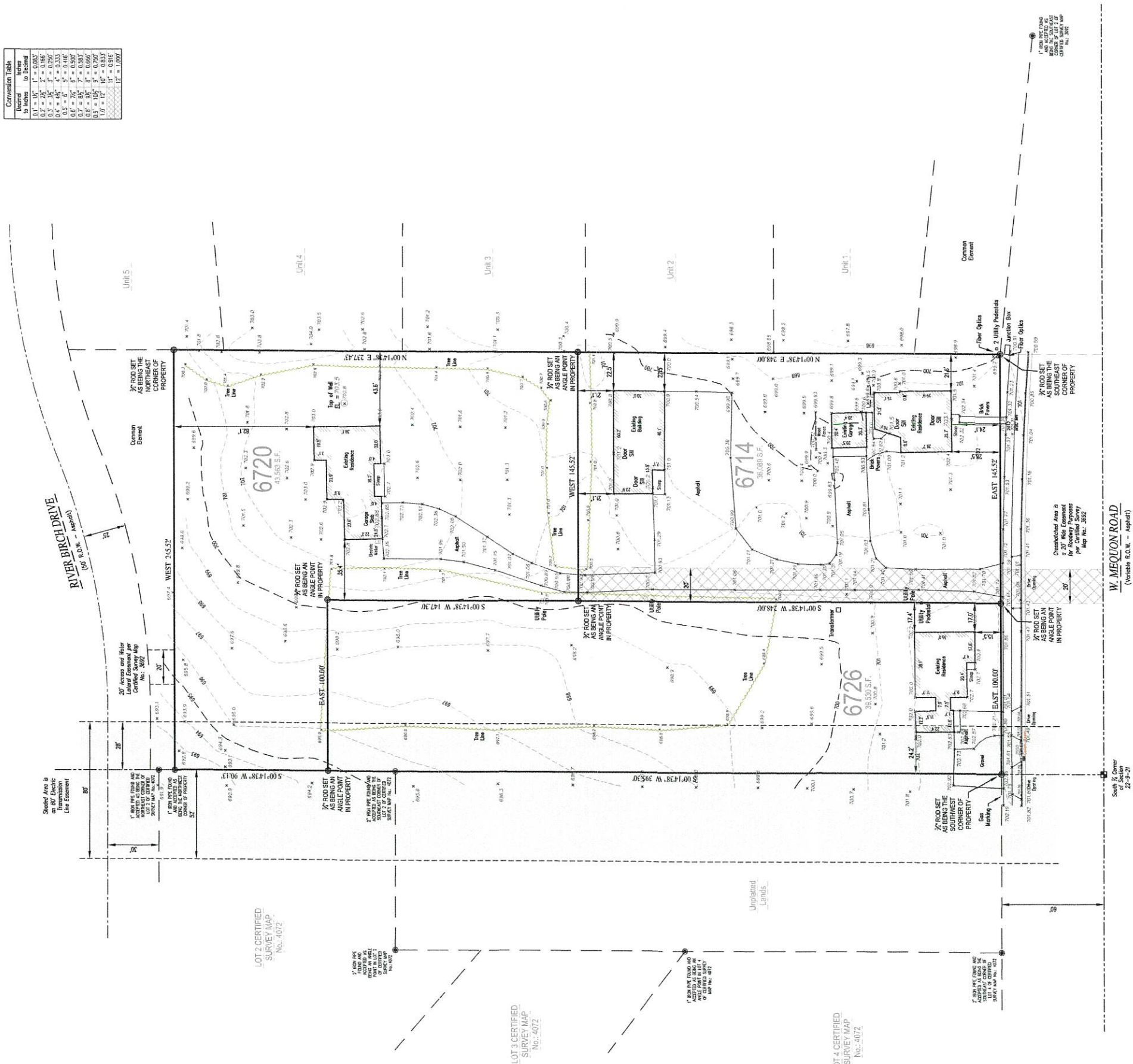
PROJECT NO.: 2023103
SCALE: AS SHOWN
DATE: 1/16/24
DRAWN BY: MML
SHEET NO.:

C1.0

PLAT OF SURVEY



Decimals to Inches	Inches to Decimals
0.1" = 1/16"	1" = 0.0833"
0.2" = 2/16"	2" = 0.1666"
0.3" = 3/16"	3" = 0.2500"
0.4" = 4/16"	4" = 0.3333"
0.5" = 5/16"	5" = 0.4166"
0.6" = 7/16"	6" = 0.5000"
0.7" = 8/16"	7" = 0.5833"
0.8" = 9/16"	8" = 0.6666"
0.9" = 10/16"	9" = 0.7500"
1.0" = 12/16"	10" = 0.8333"
	11" = 0.9166"
	12" = 1.0000"



This man was drafted by: RRH

HERBERT CERTIFY THAT I HAVE SERVICED THE ABOVE DISCLOSED PROPERTY AND IN MY PROFESSIONAL OPINION THIS MAP IS A TRUE REPRESENTATION THEREOF AND IS MADE IN ACCORDANCE WITH THE RECORDS OF THE REGISTER OF DEEDS AS NULAKY AS PRACTICAL. THIS SURVEY COMPLES WITH WISCONSIN ADMINISTRATIVE CODE AC-7 EXCEPT FOR THOSE ITEMS MARKED, IF ANY, AND IS ISSUED BY WISCONSIN STATE STATUTE 90.27 THAT OTHERS' STATUS OF LIMITATIONS IN RECORDS TO SURVIVORS.

Rick R. Hillmann S-3005

Dated this 11th day of March 2022

Sheet 1 of 4



**CONTINENTAL
SURVEYING
SERVICES LLC**

PARCEL INFO:
TAX KEY NUMBER: Multiple
PROJECT NO.: 20220209_MTG0002
SERVICE PERFORMED: MTG

LEGAL NOTICE: UNAUTHORIZED
REVISIONS, MODIFICATIONS, ALTERATIONS,
AND OR MAKING CHANGES OF ANY KIND
AND THEN USE AND OR DISTRIBUTE THIS
MAP, CONTINENTAL SURVEYING SERVICES
LLC'S NAME, OR THE SURVEYOR'S NAME
NAMED ON THIS MAP WITHOUT CONSENT
MAY BE A FEDERAL OFFENSE IN
VIOLATION OF COPYRIGHT AND OR
PLAGIARISM LAWS WHICH MAY RESULT IN
LEGAL ACTION.

LLC'S NAME, OR THE SURVEYOR'S NAME
NAMED ON THIS MAP WITHOUT CONSENT
MAY BE A FEDERAL OFFENSE IN
VIOLATION OF COPYRIGHT AND OR
PLAGIARISM LAWS WHICH MAY RESULT IN
LEGAL ACTION.

For questions regarding underserved utilities please contact:

NOTE: Underground Utilities
Location of Underground utilities are

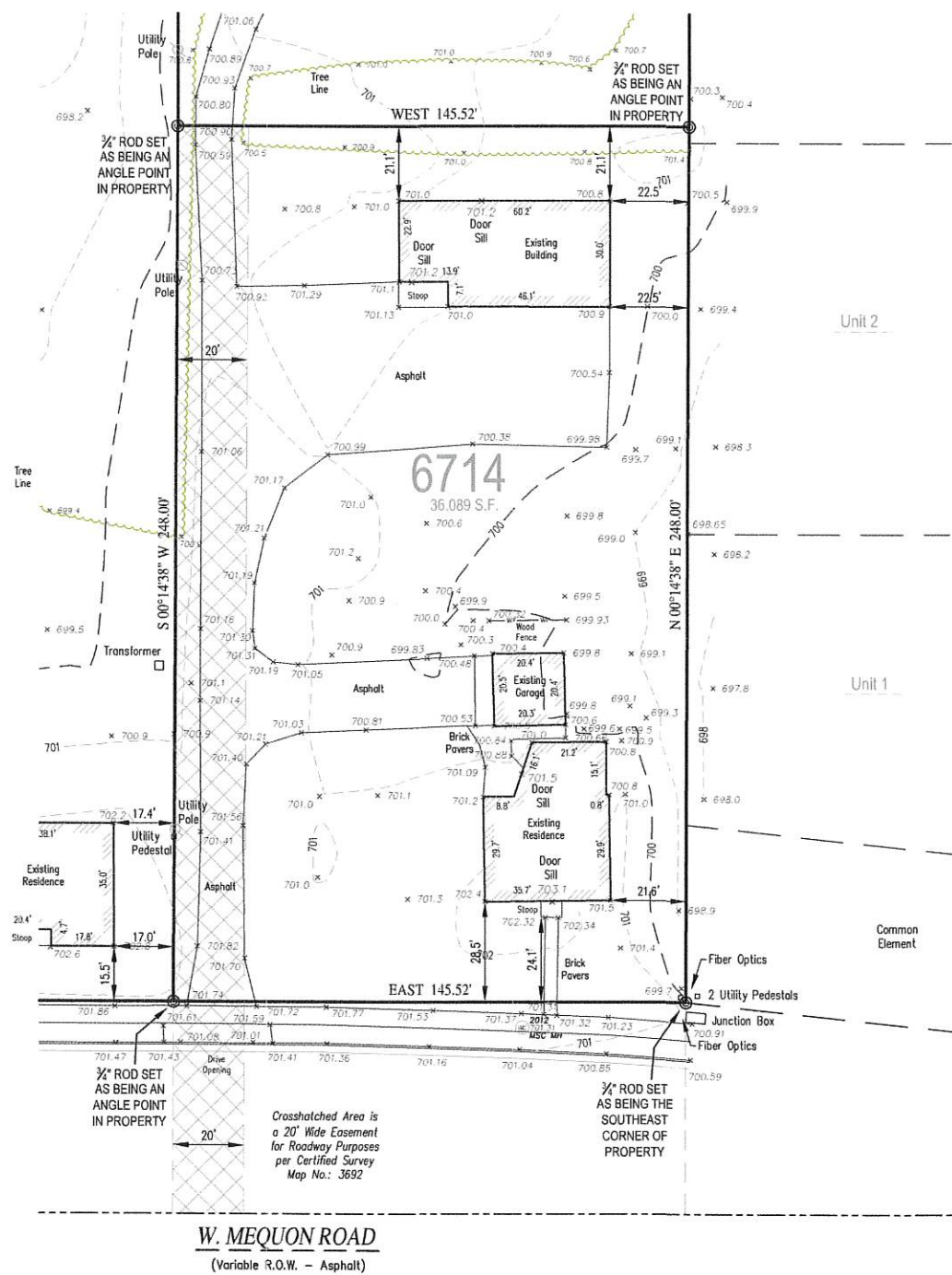
[illegible]

Rick R. Hillmann S-3005

Dated this 11th day of March 2022

Sheet 1 of 4

PLAT OF SURVEY

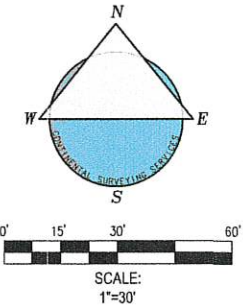


PROPERTY DESCRIPTION:
6714 W. Mequon Road (Per Document No.: 1108674)
That part of Lot 2 of Block 1 in Assessor's Plat of the City of Mequon, in the Southeast Quarter of Section 22, Township 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, described as follows, viz:

Commencing at the southwest corner of said 1/4 section; thence East along the south line of said 1/4 section, 100 feet to the point of beginning of the land to be described; thence East along the south line of said 1/4 section, 145.52 feet; thence North 0° 14' East along a line parallel with the west line of said 1/4 section, 308.00 feet; thence West along a line parallel with the south line of said 1/4 section, 145.52 feet; thence South 0° 14' West along a line parallel with the West line of said 1/4 section, 308.00 feet to the place of beginning.

Subject to an easement for roadway purposes, over and across the West 20 feet of the above described property. Excepting therefrom: That part of the SW 1/4 of the SE 1/4 of Section 22, Township 9 North, Range 21 East, described as follows:

Begin at a point in the south line of said Section 22 which is 100.00 feet North 88° 38' 19" East of the southwest corner of the southeast quarter of said section; then North 88° 38' 19" East 145.52 feet along the south section line; then North 01° 06' 50" West 60.00 feet along the east property line of the owner; then South 88° 38' 19" West 145.52 feet; then South 01° 06' 50" East along the west property line of the owner to the point of beginning.



Conversion Table	
Decimal to Inches	Inches to Decimal
0.1" = 1 1/8"	1" = 0.0833'
0.2" = 2 1/4"	2" = 0.1667'
0.3" = 3 1/2"	3" = 0.2500'
0.4" = 4 1/4"	4" = 0.3333'
0.5" = 5"	5" = 0.4167'
0.6" = 6 1/4"	6" = 0.5000'
0.7" = 7 1/4"	7" = 0.5833'
0.8" = 8 1/4"	8" = 0.6667'
0.9" = 9 1/4"	9" = 0.7500'
1.0" = 12"	10" = 0.8333'
	11" = 0.9167'
	12" = 1.0000'

This map was drafted by: RRH

CONTINENTAL SURVEYING SERVICES LLC

Main Office:
3070 Helsen Drive, Suite "J"
Richfield, WI. 53076

Phone: (262) 389-9200
Website: www.csssurveys.com
Email: survey@csssurveys.com

CLIENT:
Forward Contractors

PROPERTY ADDRESS:
6714 W. Mequon Road
Mequon,
Wisconsin 53092

PARCEL INFO:
TAX KEY NUMBER: 14-050-01-02-002
PROJECT NO.: 20220209_MTG0002
SERVICE PERFORMED: NTG

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For questions regarding underground utilities please contact:
DIGGERS HOTLINE
PHONE: Wisconsin 1 Call center 1 (800) 242-8511

NOTE: Guarantees and Title Policy
No Title Policy has been provided AND unless an ALTA/NSPS Survey has been ordered this Note shall remain on the face of this map. Without performing an ALTA/NSPS Survey this Plat of Survey does not guarantee the existence, size and location of any easements, encumbrances, restrictions or other facts that could otherwise be disclosed in an ALTA/NSPS Survey.

NOTE: Underground Utilities
Location of Underground utilities are not part of the agreement made between the Surveyor AND Client named on this map, therefore none are shown.

Statement of Potential Encroachments:
At the time this survey was performed the surveyor visually inspected the subject property and of his discretion has measured and has now shown on the face of this map certain features that appear to be on, near, or along a property line and is shown in reference to a property line. Surveyor has not identified the ownership of said feature or features. Surveyor has identified its location and is shown hereon to the nearest 0.1 of a foot, and does not, nor will not guarantee an accuracy greater than 0.1 of a foot in regards to the location of said feature or features. These measurements may vary from future measurements due to equipment placement, backsight/fore-sight setup, the specific location of the shot, and the physical condition of respective feature. Therefore, it is possible that certain measurements may exceed tolerances greater than 0.1 of a foot for reasons mentioned. This includes any statements regarding distances for the location of any feature shown on this map.
PLEASE CALL WITH ANY CONCERNS REGARDING THIS STATEMENT.



I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND IN MY PROFESSIONAL OPINION THIS MAP IS A TRUE REPRESENTATION THEREOF AND IS MADE IN ACCORDANCE WITH THE RECORDS OF THE REGISTER OF DEEDS AS NEARLY AS PRACTICAL. THIS SURVEY COMPLETES WITH WISCONSIN ADMINISTRATIVE CODE AE-7 EXCEPT FOR THOSE ITEMS WAIVED, IF ANY, AND IS BOUND BY WISCONSIN STATE STATUTE 693.37 THAT DEFINES STATUTE OF LIMITATIONS IN REGARDS TO SURVEYS.

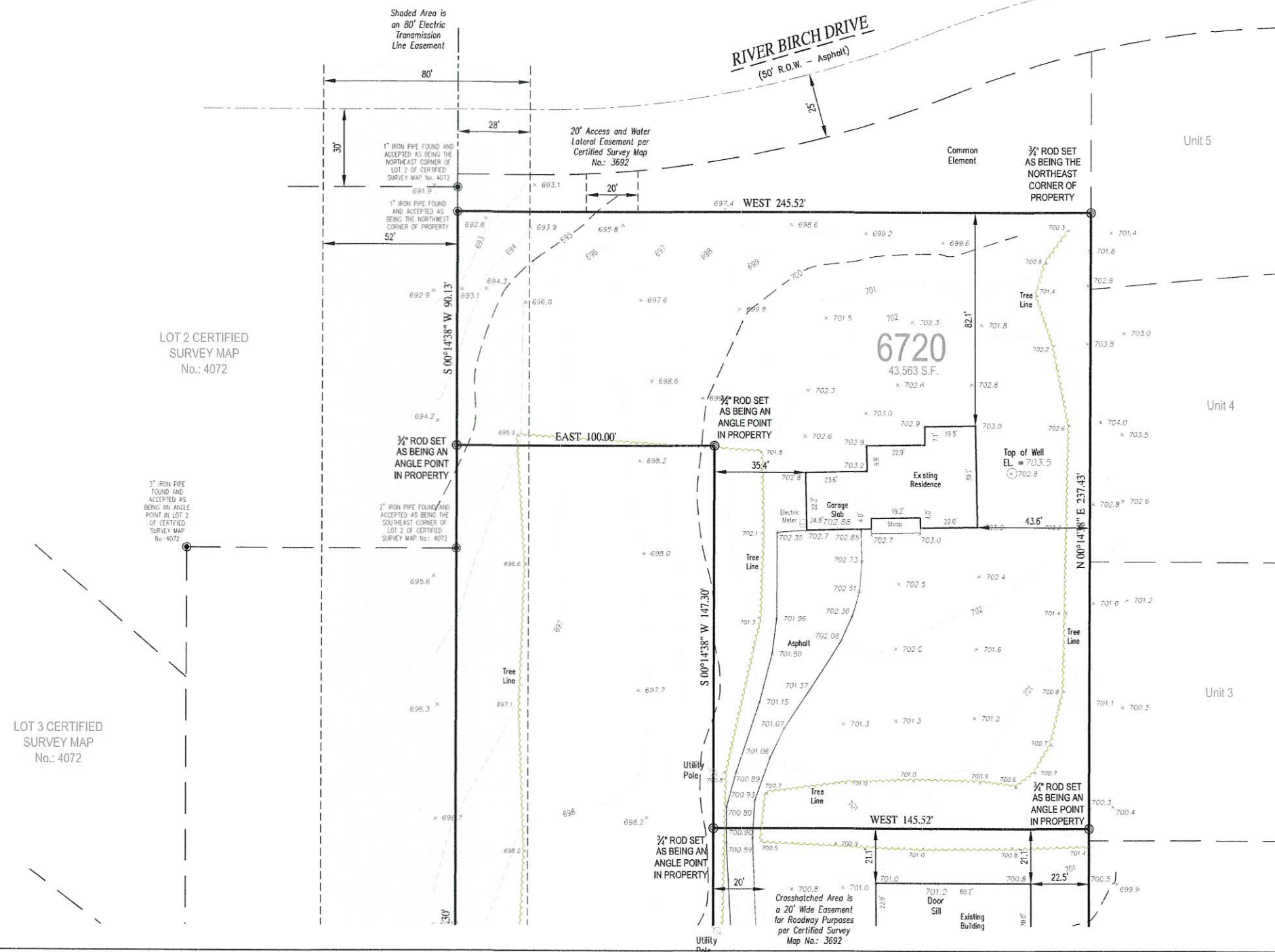
Rick R. Hillmann S-3005
Dated this 16th Day of MARCH, 2022.



PROPERTY DESCRIPTION:

6720 W. Mequon Road (Per Document No.: 1018256)
THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF OZAUKEE, STATE OF WISCONSIN, AND IS DESCRIBED AS FOLLOWS:

LOT 1 OF CERTIFIED SURVEY MAP NO. 3992 RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS FOR OZAUKEE COUNTY, WISCONSIN, ON OCTOBER 24, 2007, AS DOCUMENT NO. 872271, A REDIVISION OF PARCELS 1 AND 2 OF CERTIFIED SURVEY MAP NO. 946 AND LANDS IN THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.



Decimal to Inches	Inches to Decimal
$0.1" = 1/16"$	$1" = 0.016"$
$0.2" = 2/16"$	$2" = 0.032"$
$0.3" = 3/16"$	$3" = 0.048"$
$0.4" = 4/16"$	$4" = 0.064"$
$0.5" = 6"$	$5" = 0.080"$
$0.6" = 7/16"$	$6" = 0.096"$
$0.7" = 8/16"$	$7" = 0.112"$
$0.8" = 9/16"$	$8" = 0.128"$
$0.9" = 10/16"$	$9" = 0.144"$
$1.0" = 12"$	$10" = 0.160"$
	$11" = 0.176"$
	$12" = 0.192"$

This map was drafted by: RRH

**CONTINENTAL
SURVEYING
SERVICES LLC**



Main Office:
3070 Helson Drive, Suite "J"
Richfield Wl. 53076

Phone: (262) 389-9200
Website: www.csssurveys.com
Email: survey@csssurveys.com

CLIENT:
Forward Contractors

PROPERTY ADDRESS:
6720 W. Mequon Road
Mequon,
Wisconsin 53092

PARCEL INFO:
TAX KEY NUMBER: 14-050-01-02-007
PROJECT NO.: 20220209_MTG0002
SERVICE PERFORMED: MTG

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PLEASE CALL WITH ANY CONCERNS REGARDING THIS STATEMENT.



I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND IN MY PROFESSIONAL OPINION THIS MAP IS A TRUE REPRESENTATION THEREOF AND IS MADE IN ACCORDANCE WITH THE RECORDS OF THE REGISTER OF DEEDS AS NEARLY AS PRACTICAL. THIS SURVEY COMPLIES WITH WISCONSIN ADMINISTRATIVE CODE AE-7 EXCEPT FOR THOSE ITEMS WAIVED, IF ANY, AND IS BOUND BY WISCONSIN STATE STATUTE 893.37 THAT DEFINES STATUTE OF LIMITATIONS IN REGARDS TO SURVEYS.

Rick R. Hillmann S-3005

Dated this 16th Day of MARCH, 2022.

View From River Birch Dr (North)



Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)



11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Phone: (262) 236-2924
Fax: (262) 242-9819

www.ci.mequon.wi.us

INSPECTION DIVISION

February 14, 2024

Ms. Tracy LaLonde
P.O. Box 396
Grafton, WI 53024

STOP WORK ORDER

Dear Tracy,

This is a follow-up letter to the February 8, 2024, email discussion with the Inspections Department about work being done at 6714 W. Mequon Road. All work must stop at once until proper permits, which includes building and mechanicals, are submitted to the City after the Planning Commission approves your plans. Any permits that we have received thus far have been placed on hold.

When your plans are approved by the City, you then must submit them to E-Plan Exam or the State (DSPS) for review before submitting them to the City of Mequon. Once our review is completed, we will then issue the permit. See the City of Mequon's website for contact information.

If work continues at this property, municipal citations may be issued.

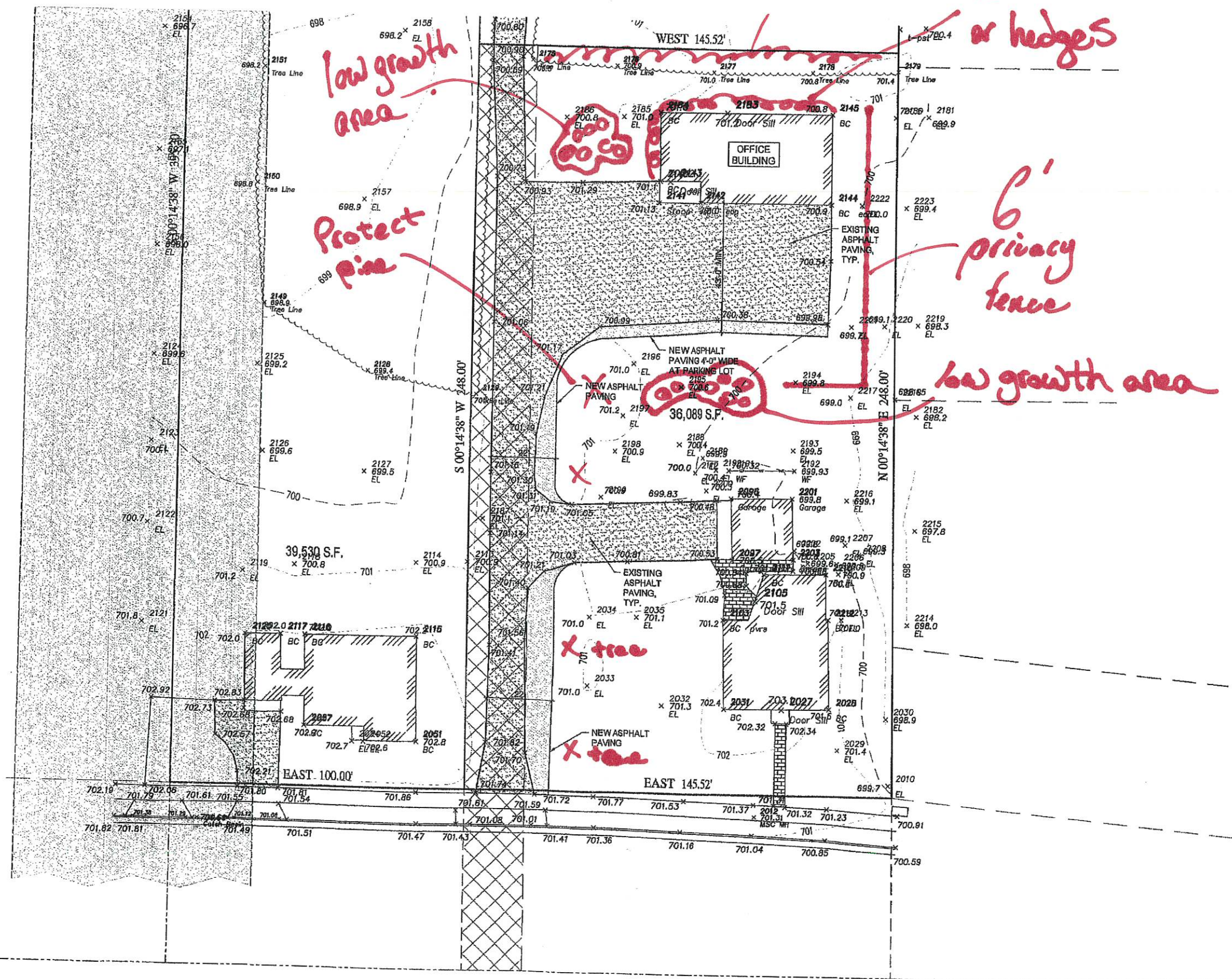
If you should have any questions, please contact me during normal office hours.

Respectfully,

Greg Golden
Building Supervisor
262-236-2921
ggolden@ci.mequon.wi.us

GG / kh

Cc: Holton Electric
Aliance Heating & Air Conditioning
City of Mequon Community Development Department



SITE PLAN
SCALE: 1/16"=1'-0"

LL SUITES
6714A MEQUON ROAD
MEQUON, WI 53092

SITE PLAN

PROJECT:	2023103
DATE:	AS SHOWN
DATE:	1/16/24
DESIGNED BY:	MML
CHECKED BY:	

February 12, 2024
City of Mequon Planning Commission
11333 N Cedarburg Rd
Mequon, WI 53092

Dear City of Mequon Planning Commission:

I am writing to express my deep concern regarding the proposal to add a business use adjacent to two neighborhoods with homes valued at \$750,000 or more. As a resident of one of these neighborhoods, I am extremely worried that this development will have a significant negative impact on our community.

To begin with, the proposed office building that would back up to River Birch Dr and several homes, including mine at 6871 W River Birch Drive, is a major point of contention. I cannot emphasize enough that the lot proposed for development is currently zoned for single-family suburban residential use. A commercial development in this area would be a significant departure from the existing zoning regulations. This could lead to a decline in the property values of the surrounding homes, which would be detrimental to the residents who have invested their life savings into their homes.

Furthermore, the potential increase in traffic and noise that this development could bring is a major concern. The addition of a driveway onto River Birch Dr would undoubtedly increase the traffic in the area and noise pollution from the office building could be a major issue for the nearby residents. The increased traffic would also be dangerous for the children who play in the neighborhood. Imagine the chaos and disruption this would cause in our peaceful neighborhood.

Finally, I must raise the issue of the lack of shielding that currently exists between the proposed development and the nearby homes (especially my home), which now has a considerable amount of reduced vegetation shielding. The shielding trees and vegetation that once provided privacy and protection for the residents were removed in 2022. In addition, these trees were also burned, which caused an uncomfortable amount of smoke throughout the neighborhood. Being at home with a newborn, this was very concerning as we had to exit our home/neighbor because of the smoke intensity during the burn. It is essential that these be replaced to ensure the privacy and well-being of the residents. The lack of shielding would expose the residents (especially my home) to unwanted noise and lack of privacy from the office building.

In conclusion, I urge the City Council to take our concerns seriously and consider the impacts of this development on our community. The well-being of the residents should be the top priority, and any decision should be made in favor of preserving our peaceful and comfortable way of life. I hope that you will carefully evaluate the potential impacts of this development on our community and take steps to protect the well-being of the residents. It is vital that you consider the existing zoning regulations and ensure that any development in this area is consistent with the surrounding neighborhoods.

Thank you for your attention to this urgent matter.

Sincerely,



Alan Neva & Rachel Ansay
6871 W. River Birch Dr. Mequon WI 53092

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

David and Suzy Boerke
6720 River Birch Drive
Mequon, WI 53092

Ms. Kim Tollefson
Director of Community Development
City of Mequon
11333 N Cedarburg Road
Mequon, WI 53092

Re: River Birch Place/ Lalonde Property

Dear Ms. Tollefson,

As residents of River Birch Place, my wife Suzy and I greatly appreciate your letting us know that Mr. Lalonde has now come forward with specific requests to the city. As we have discussed numerous times previously, Lalonde's actions have become quite worrisome in our community.

There are numerous issues and concerns being expressed by RBP residents. We ask that before the city accommodates any request relating to development of the contiguous property, that Lalonde agree in writing to pay for the full restoration of all of the screening that was destroyed by him.

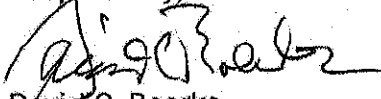
It is important to point out that the evergreen tree line along River Birch Dr., is on RBP property and was without notice or permission dramatically trimmed from the bottom up by Lalonde. This action removed most or all of the screening protecting our property.

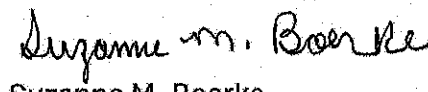
It will take mature plantings to be installed south of the damaged trees (and on Lalonde's property), to avoid the existing shade to the north and provide enough south light for them to survive. This in turn may require an access agreement or easement in favor of RBP to ensure that the new plantings can be maintained.

We believe it would be reasonable for the city to require Lalonde to resolve this ongoing dispute before the it supports any further development of their property.

We greatly appreciate your valuable assistance in this matter.

Respectfully,


David C. Boerke


Suzanne M. Boerke

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

Kim Tollefson
Director of Community Development
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

February 10, 2024

Dear Kim,

In response to the recent proposal to add office and parking spaces to the Lalonde property, directly to the west of River Birch Condominiums, we are requesting that the planning commission require a screening fence be built by Lalonde on his eastern property adjacent to condo units 1 and 2 (11201 and 11203 River Birch Drive). These units will be directly affected by this proposed project and our requested fencing will provide privacy and a barrier from car lights, traffic noise, business lighting, parking lot noise/lighting, and trash.

We request a solid lock board, engineered wood 8-10 ft privacy fence running the continuous length of the eastside of Lalonde's property from 11201's southwest back lot corner marker, just north of large pine tree, to 11203's northwest lot line corner marker. This request is in line with the current B3 limited zoning requiring business to be compatible with surrounding area.

Please let us know what further information you might need to ensure that this request is granted.

Thank-you,

David and Sue Dicks
Owners at 11203 N. River Birch Drive

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)



David Dicks <daviddicks1958@gmail.com>

Lalonde Proposal for new Buisness

Sylvia Fishman <sylfishman@gmail.com>

Sun, Feb 11, 2024 at 10:21 AM

To: David Dicks <daviddicks1958@gmail.com>

A letter to be presented from Joel and Sylvia Fishman. 11267 N River Birch Drive. My concerns regarding the plan brought forward to the west of us called the LaLonde proposal. We have spent the last two years watching our beautiful backyard views disappear. We have watched trees disappear from our property line we watched the arrival of a chipper that left logs and chips all over our once beautiful view. When we bought our condo we were told that the trees on the tree line behind us were part of The Conservancy. This turns out to be not true. These aren't concerns:

1. Lights from traffic on Mequon Rd will be shining into my neighbors home The traffic is constant.
2. I am fearful that our property values will be affected by the unsightly view of a parking lot to the west of us.
3. A kitchen is in the LaLonde proposal. What will be its use? I would like the proposal to include a landscape or fence proposal to make the LaLonde plan more acceptable. The present plan is not acceptable to us.

Sylvia and Joel Fishman

Sent from my iPhone

On Feb 10, 2024, at 7:46 PM, David Dicks <daviddicks1958@gmail.com> wrote:

[Quoted text hidden]

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

Evan Hoier

From: lorar@twc.com
Sent: Sunday, February 11, 2024 9:38 PM
To: Kimberly Tollefson; Evan Hoier
Cc: rkremer2@wi.rr.com; daverx1@aol.com; preinholz@twc.com
Subject: Planning Commission - LaLonde Development

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Director Tollefson,

I am writing as the President of River Birch Place Condominium Owner's Association (RBP) which owns land directly east of the proposed development by Mike LaLonde along West Mequon Road.

Mr. LaLonde is requesting the addition of offices inside an existing building on the property and, as a result, will have a larger surface parking lot.

As you know, we have had a contentious relationship with Mr. LaLonde as he trespassed onto RBP property and damaged the landscaping. Mr. Johnathan Woodward, the Attorney for the City of Mequon, is currently working with Mr. LaLonde's attorney so we can get restitution, repair the damage, and have closure.

As the Planning Commission is considering the approval of LaLonde's proposal, we are requesting that adequate screening from Mequon Road to the north corner of the property being developed be installed to provide privacy as well as a barrier from car lights, traffic noise, business lighting, parking lot noise/lighting, and trash for our residents along our western border. In fact, residents at 11201 and 11203 N. River Birch Drive are specifically requesting a tall, solid fence be installed behind their properties. Since we anticipate that the fence will be used for many years, we would like assurance that it be properly maintained without having Mr. LaLonde or any contractors requiring access to RBP property.

We are also seeking assurance that any exterior lighting (e.g., parking lot, lighting on the building) be shielded from RBP properties.

In addition, because of the proximity to the homes, we request that working hours at the site be limited to regular business hours with access beginning no earlier than 7AM and ending no later than 7PM.

Finally, we request the opportunity to review plans and speak before the Planning Commission regarding the development before the Planning Commission votes on this matter.

Please let us know what additional information we can provide regarding these requests.

Regards,

Lora Reinholz
 President, River Birch Place Condominium Owners Association

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

Evan Hoier

From: rkremer2@wi.rr.com
Sent: Sunday, February 11, 2024 7:45 PM
To: Kimberly Tollefson; Evan Hoier
Cc: 'lorar@twc.com'; 'happiness@wi.rr.com'
Subject: Planning Commission Request - LaLonde Proposal

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Ms. Tollefson and Mr. Hoier:

In response to the recent proposal to add office and parking spaces to the Lalonde property, directly to the west of River Birch Place Condominium Association (RBP), we are requesting that the planning commission require a screening fence be built by Lalonde on his eastern property adjacent to RBP Units 1 and 2 at 11201 and 11203 N. River Birch Drive. These Association units will be directly affected by this proposed project and our requested fencing will provide privacy and a barrier from car lights, traffic noise, business lighting, parking lot noise, and loose trash.

We request a lock board, solid wood, 8-10 ft privacy fence running the continuous length of the eastside of Lalonde's property from 11201's southwest back lot corner to 11203's northwest back lot corner. This request is in line with the current B3 limited zoning requiring businesses to be compatible with the surrounding area.

Please let us know if additional information is required to ensure that this request is granted.

Thank you,

Richard Kremer (414)426-8108

Elizabeth Staehler

11201 N. River Birch Drive

Cc: Lora Reinholz, President - River Birch Place Condominium Association

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

The Otto family · 6850 W River Birch Drive · 336-608-9184 · pagedickson@gmail.com

February 12, 2024

City of Mequon Planning Commission
11333 N Cedarburg Rd
Mequon, WI 53092

Dear City of Mequon Planning Commission,

My family and I recently built our forever home on River Birch Drive in Mequon. We have six children who attend local schools, and I am a teacher at Homestead High School.

We are very concerned about the possibility of a business development being constructed across the street from our home. Our oldest two children ride their bikes to and from school and sports practices daily. If the proposed driveway is added with access from River Birch Drive, the road would not be safe enough for my kids to travel on their bikes. I also often take my youngest two children out for walks or to learn to ride their bikes in front of our home, and the safe space to do that would be destroyed.

We believe that single family residential lots would be a much better use of the property on River Birch Drive. This would maintain the quiet, safe environment for the Mequon families that already live on this street.

We have already felt the effects of less privacy and more noise from the unfortunate unapproved clearing of trees and vegetation in 2022, and we hope to retain the tranquility and safety that we do have in the neighborhood.

Thank you for your attention to this important matter, and thank you for taking care of our city!

With gratitude,

Page & Richard Otto

Page and Richard Otto
Carson, Everett, Faye, Isla, Vera and Weston Otto

Everett Otto
Carson Otto
Faye Otto *VI* *R-A*

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

JEFFREY AND SUSAN SCHOUTEN

6942 W River Birch Dr | 414-975-6016 | jeff.schouten@gmail.com

February 10, 2024

City of Mequon Planning Commission
11333 N Cedarburg Rd
Mequon, WI 53092

Dear City of Mequon Planning Commission:

We are writing in opposition to a zoning and business proposal to be considered at the Planning commission meeting on February 19. The property is at 6720 West Mequon Road, but the property abuts quiet, residential River Birch Drive, and is just a few yards from homes in 3 directions. This proposal entails a zoning change from R-3 (SF Residential) to business use, with the construction of an office building and parking lot across the street from our homes.

Here are our main concerns:

- Immediately adjacent to this property are two residential neighborhoods with homes valued at \$750,000+. How might a business affect our property values? This adjacency is not apparent from the site plan. Take a drive to visit you'll see how close it is to two neighborhoods.
- A new driveway is being proposed to the north to access River Birch Drive. We are concerned about the added traffic and noise, the safety of the many children living in 2 homes immediately adjacent to this driveway, and of the many, many grandchildren that frequently visit the neighborhood. Isn't access only from Mequon Road sufficient?
- In 2022, the developer cleared out all of the new and old-growth trees and vegetation to the west, north and east, exposing the property to the adjacent homes. It's been an eyesore since. This clearing was not reviewed or approved by the city (I confirmed this with the city). Will this be replaced with mature trees and vegetation to shield the new business property from the neighborhoods? It should be at least as dense as prior to removal, which could take many years.
- What's next for the larger property at 6714 and 6726 W. Mequon Road? More business development and more traffic and noise? I would hope that the committee would consider the full plan for these lots before approving any development.
- A far more compatible use of the property would be to keep single family residential zoning and to move the proposed office building to the south, onto Mequon Rd where it belongs.

Sincerely,



Jeffrey and Susan Schouten

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

Kim Tollefson
Director of Community Development
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

February 10, 2024

Dear Kim and Commission Members,

In response to the recent proposal to add office and parking spaces to the Lalonde property, directly to the west of River Birch Condominiums, we are requesting that the planning commission require a screening fence be built by Lalonde on his eastern property adjacent to condo units 1, 2, 3, and 4 (11201, 11203, 11237, and 11267 River Birch Drive). These units will be will directly affected by this proposed project and our requested fencing will provide privacy and a barrier from car lights, traffic noise, business lighting, parking lot noise/lighting, and trash.

We request a solid lock board, engineered wood 8-10 ft privacy fence running the continuous length of the eastside of Lalonde's property from 11201's southwest back lot corner marker, just north of large pine tree, to 11267's northwest lot line corner marker. This request is in line with the current B3 limited zoning requiring business to be compatible with surrounding area.

The previous business owner lived in the house on Mequon road and worked in the building proposed for renovation. It was his small workshop business. He had 3-4 cars a day max come to his shop. Kim's typical work day was 9 to 4 or so. We had a good relationship with Kim as he was a good neighbor.

Once taking possession of the property, there was a 3-week period when Lalonde had a crew of men cut down hundreds of trees, some of which were not even on his property. Our view of his business was blocked by trees on his property which have since been cut down. The 2 windows on the east side of the building now have a clear view into our house.

We now have any truck or cars headlights shine directly into our house from the existing parking lot, which is only going to get larger according to his plan.

We see the high-tension wires which previously weren't visible.

We have headlights from east bound traffic on Mequon road flash into the house since all the trees were cut down.

We spent well over \$1000 on blinds for our west facing windows because the heat from the afternoon sun is so intense it raises the house temperature. Prior to the trees being cut down, we had shade.

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

He has been unresponsive to letters and emails from our Condominium President. He was verbally abusive to our neighbors Rich and Liz.

We are concerned about the business type, hours, number of occupants, noise and light pollution. The B3/Ltd business is supposed to fit into the surrounding residential community. The previous business did.

Lalonde wants to put 6 offices, a bathroom, and kitchen into a building that was previously a wood shop. He is creating 11 parking spaces for the building. This is a zoned B3/Ltd lot.

Please let us know what further information you might need to ensure that this request for fencing is granted.

Thank-you,

David and Sue Dicks
Owners at 11203 N. River Birch Drive

Attachment: Packet Docs_LaLonde (9140 : Tracy & Michael LaLonde)

February 11, 2024

City of Mequon Planning Commission

11133 N Cedarberg Rd

Mequon, WI 53092

Dear City Official

My name is Richard Brock and reside at 6926 W River Birch Dr. I currently serve as president of Pine Reserve HOA consisting of ten townhomes on said street. Purpose of this letter is to express our opposition to what I understand is a proposed office building at 6714 at Mequon road by lalonde Group.

My thoughts:

1. The woods on the property were removed 3-4 years ago and my understanding is Lalonde did not receive the proper authority from the city to do so.
2. Then the timber remained stacked on the lot for months as an eye sore for all of us who live there.
3. Zoning should not be changed. In this area on the north side of Mequon Road are all high end homes and townhouses. This is not an appropriate place for offices, which in our opinion will have a significant negative impact on our home's values.
4. With the way Lalonde has behaved in the past, my concern is that this is the first step before coming back and wanting to develop more offices. Before making any changes at all, they should be required to submit their long-term development plans for the property.

5. We have great concern with granting access off River Birch Dr. We now have young families living next to our townhouses who have several young kids, frequently playing in the street. The increased traffic would present a hazard to all of us who live there, and we do not see it as an advantage to Lalonde.

My recommendation and the other owners in Pine Reserve HOA is the developer needs to present a comprehensive long term plan for the entire property before and changes should even be considered.

I can be reached on my cell phone at 850-687-4974 or my email at rabrock@brockreport.com.

Thank you,



Richard Brock

President Pine Reserve HOA

Stephen A. Schaefer
6944 W River Birch Dr.
Mequon, WI 53092

February 11, 2024

City of Mequon
 11333 N Cedarburg Rd.
 Mequon, WI 53092

Re: 6714A Office Building and Zoning

Dear City Official,

It is my understanding the City is considering allowing an office building to be developed and/or occupied at 6714a Mequon Road, with possible access from River Birch Dr. We have lived at 6944 W River Birch Drive since 2008, when the surrounding area was in early stages of development. Part of our due diligence process was to consider the neighboring buildings, plans, developers, and zoning.

Since 2008, the area has developed into a cohesive neighborhood, thanks to City efforts, to blend single family and side-by-side condos. We enjoy the proximity to the Mequon-Thiensville Town Center project and appreciate the City's efforts to develop this commercial area, it is what first attracted us to this part of Milwaukee.

Based on the facts presented to me, I am having difficulty comprehending why a developer would be interested in constructing a small office building in the middle of a neighborhood, sandwiched between two houses. Further, I believe this office building is not consistent with the current property zoning, which has been in place since at least 2008.

I also understand the property owner may not have acted in good faith with the City and the directly impacted property owners, when clearing the property a few years ago, and thus future representations should be treated as suspect.

The City of Mequon has done a great job avoiding many of the issues Brookfield faces with Bluemond Road, when overseeing the development of Port road, and the Town Center project is coming along very nicely to foster a better sense of community. The addition of this proposed building would not be in keeping with the City's stewardship of Mequon Road and our neighborhood.

I would like to officially go on record as opposing this proposed development and/or building occupancy for the reasons:

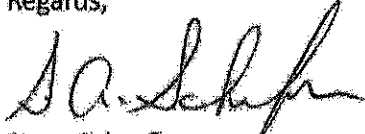
- 1. Building and occupancy not consistent with neighboring area***
- 2. Zoning is not appropriate, and should not be changed to accommodate this building, due to the above rationale***

3. *Additional traffic on River Birch Dr may create safety concerns for the current neighborhood*
4. *Building/occupancy may adversely impact our property values and hence the City's tax revenue*
5. *Noise and light pollution would detract from the environmental attractiveness of the immediate area*
6. *There appears to significant unoccupied office space in the Town Center Project and in neighboring Thiensville, as well as along Port road, and additional office space may serve to harm current building owners.*

My recommendation, for the City's consideration, is for the developer to present a complete plan for the subject property and work with the surrounding property owners and the City, prior to advancing new plans, which results in undue frustrations on all parties.

If you have any questions, please feel free to call me at (262) 643-4455

Regards,



Steve Schaefer



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Community Development

TO: Planning Commission
FROM: Jac Zader, Assistant Director Community Development
DATE: February 19, 2024
SUBJECT: Design Guidelines for Commercial Structures

Background:

As part of the ongoing efforts to revitalize Port Washington Road, staff is focused on four initiatives in 2024, including the following:

- Port Washington Road Market Analysis
- Port Washington Road Streetscape Plan and Bidding
- Port Washington Road Revised Zoning Districts and Land Use Plan
- Commercial Structure Design Guidelines

Staff was tasked with creating design guidelines for the corridor which spans from County Line Road to Glen Oaks. Currently, Section 58-566 of the zoning code (see attached) regulates architectural requirements for all commercial, industrial, institutional, and multi-family development. These current guidelines are rather general and do not distinguish between different types of uses. The city has established design guidelines for specific areas/districts that include Ulao Creek, Rural Business, and Town Center. These guidelines are adopted within the Zoning Code or by administrative policy.

If design guidelines are created specifically for the Port Washington Road corridor, there would be only a handful of areas left that are not covered by one of the specific areas including:

- Donges Bay/Cedarburg Roads
- Cedarburg Road south of Pioneer Road
- Friestadt/Granville Roads

Based on this, staff is recommending that the new guidelines apply to all nonresidential areas that are not covered under area specific design guidelines. This would in effect repeal and recreate 58-566 of the zoning code.

Analysis:

Staff is presenting a rough draft (see attached) for Planning Commission review and is requesting feedback on several items prior to moving forward.

Applicability: Staff believes that having specific guidelines solely for the Port Washington Road commercial corridor is not the best approach because of the wide variety of land uses and zoning districts along the corridor. In addition, if the goal is certain type of architecture or design that is in keeping with the desires of the community, then incorporating the guidelines applicability to other commercial areas of the city seems appropriate. Does the Planning Commission agree?

The current standards, as well as the proposed changes, don't really address design criteria for industrial or multi-family residential structures. Does the Planning Commission believe additional requirements should be established for these types of structures, if so to what extent? The proposed language exempts industrial uses from many of the requirements.

Design Standards: The proposed language includes several prescriptive requirements as part of the design guidelines. Staff is looking for feedback from the Planning Commission on these as well as the following related to the specific design standards:

- Are the types of primary and secondary materials acceptable?
- Are the roof types and roofing materials acceptable?
- Is there support for the requirement of a two-story building on corner lots?
- Is a 60% primary/20% secondary material requirement acceptable?
- Should the city require drive through facilities to be integrated into the building design?
- Any other issues that the guidelines should address?

Based on feedback from the Planning Commission, staff will further refine the guidelines and present the changes at a future meeting. In addition, staff had previously invited various city board and commission members to an architectural gallery. These results will drive some of the proposed guidelines and possible changes to procedures for approval. At the future meeting, staff will provide an overview of the results from the gallery review.

Attachments:

Draft Guidleines (PDF)

Sec._58_566.____Architectural_requirements_and_standards. (DOCX)

Proposed Draft

DIVISION 2.

COMMERCIAL, INDUSTRIAL, PARK, INSTITUTIONAL AND MULTI-FAMILY RESIDENTIAL DEVELOPMENT

Sec. 58-566. Architectural requirements and standards.

(a) Criteria and processing requirements. To implement the purposes set forth in section 58-562 and in accordance with the findings represented in this section, the following architectural review criteria and processing requirements are established. The following guidelines do not apply to areas that have existing area specific guidelines including the Ulao Creek, Town Center and Rural Business areas.

- (1) General Architectural Principles. Buildings shall be designed to fit the specific characteristics of the site and the specific needs of the intended users. Buildings should be designed and detailed to human scale. Traditional forms are the primary influence and objective of local architecture. Contemporary architecture may be appropriate provided the architectural standards in section 58-566(a) (2-14) are met.

Building Placement and Orientation. The primary façade and principal entrance of all buildings shall face the public street. Direct access from the public street and sidewalk to the principal entrance is required.

- (a) Building placement on corner lots shall be located as close to the intersection as allowed by code. The primary façade design shall be continued along each street of the corner lot. No parking, drive aisles or service areas shall be located between the building and the street.
 - (b) The Planning Commission may exempt industrial buildings located in the B-5 zoning district from the requirements of 1 (a).
- (2) Massing/Scale. Buildings shall be designed to be compatible with the massing of adjacent sites. If a proposed structure is larger than the structures on adjoining sites, the building shall be divided into smaller identifiable sections to remain proportionate to the adjacent buildings. In addition, gradual transitions in height up to the maximum height allowed by code may be required when the proposed building is more than 15% above the height of the adjacent building. Building heights on corner lots shall be greater than one story to add mass and visual prominence to the street. One story buildings that are not compatible with the massing of buildings on adjacent sites may be permitted on substandard lots that do not comply with the minimum acreage requirement and which are not able to conform to other district standards (parking, FAR, etc.)

- (3) **Form/Proportion.** There shall be a clear division between the roof and walls. The base of the building shall be articulated with a horizontal line to create a distinct ground level to the building. The middle of the building shall be articulated by variation of depth through windows and elements to distinguish it from the building's top. The top portion of the building shall include architectural features that create additional, horizontal distinction. The length of the building should be longer than the height of principal façade. The Planning Commission may exempt industrial buildings located in the B-5 zoning district from this requirement.
- (4) **Fenestration/Entries.** Openings shall form a unified composition in proportion to the building elevation. Large, blank walls of more than 25 linear feet that are within public view are prohibited, except for buildings located in the B-5 district. Entries shall be emphasized and clearly visible from the public street, sidewalk and interior parking lot. There shall be a hierarchy of entries through scale, detail features and landscaping. If only one principal entrance is proposed for a building located on a corner lot, staff shall determine which public street the entrance shall face based on the hierarchy of streets unless there is a well-established existing street pattern in the area. Window treatments shall be of clear glass that allows view from the exterior of the building into the interior of the building. Shelving, equipment, storage or similar fixtures shall not block views into and out of the building between 4 and 7 feet above the adjacent grade. Interior service areas, such as bathrooms, utility rooms, shelving and storage are considered back-of-the-house operations and shall be located to the rear or internal side of the development. The back-of-the-house operations doesn't eliminate the requirement for window treatments. The treatment for these areas of the building wall shall use the following alternative window treatments: spandrel glass or a window film.
- (5) **Materials/Details.** Primary building materials shall be constructed from traditional, durable, high-quality materials including brick, wood, cedar shake, masonry panels or stone. Contemporary materials are acceptable if detailed. Secondary materials include cement board, metal, engineered stone, stucco and EIFS. The use of stucco, metal panels or EIFS is limited to no more than 20% of each exterior façade. Prohibited materials include highly reflective and processed materials such as plastic accents. Split face block, pre-cast concrete and decorative concrete block may be permitted in the B-5 district. A variety of textures is encouraged. Arbitrary changes in material or detail that is not in keeping with the building and the painting of masonry materials is prohibited.

The primary façade material (60% minimum) and a limited number of compatible secondary materials (20% maximum) shall be applied consistently and uniformly on all facades of the building.

Roof materials shall be of high-quality asphalt shingles, non-reflective standing seam metal, slate or cedar. Composite slate or cedar may be permitted.

Detail features are intended to contribute to the visual interest and reduce the massing of a building. Visual interest and the reduction of massing shall be included by techniques such as the use of color changes, texture changes, wall offsets, reveals, projections, varying heights, two or more roof planes, dormers and architecturally treated parapet walls.

Awnings and canopies are encouraged over windows and doors to provide shelter, shade and scale to the façade. Colors of awning and canopies shall compliment the palette of colors for the building and throughout the site.

- (6) **Roofs.** Acceptable roof forms include hip roofs, gable roofs, shed roofs, and flat roofs. Flat roofs on non-industrial are subject to additional design standards including an undulating roofline, two or more roof planes, cornice elements or integrated and detailed parapets. Roof forms and pitch should be similar to surrounding sites. Large roof overhangs that dominate the building are discouraged. Roof forms should have a minimum of 8/12 or greater unless approved by Planning Commission. Layers of interconnected roofs are required for structures greater than 20,000 square feet. If a long roofline is proposed, then dormers, gables, other projections or variations to add interest and scale are required. Roof elements shall be integrated into the design and not appear to be floating or attached. If a parapet is proposed as part of the design it shall extend the entire of the building or be terminated at a point not visible from public view.
- (7) **Colors.** Façade colors shall have low reflectance. A limited palette of colors for use throughout the site should provide variety and unity. Black is prohibited as the primary color. Downspouts, utility boxes, grilles and other projections should be a complementary color or the same color as the building wall. Roof colors shall complement the palate of colors for the building and throughout the site. Roof colors darker than the façade and muted earth tones are recommended.
- (8) **Service/Utility Area.** Service and utility areas such as loading docks, storage, dumpsters, mechanical equipment, venting, fans, coolers and HVACs and transformers shall be located away from public view, street, sidewalk or adjacent residential use and shall be screened. Placement of such features in the middle of an open space area or parking lot is prohibited. Screening of service and utility areas shall be provided on all sides with building forms such as walls that coordinate with the building's

architecture, materials and color and provide year-round landscaping. Chain link fencing and vinyl slats are prohibited. Doors and gates may utilize a metal or wood material. Rooftop mechanical equipment is allowed when fully screened by the roof or other architectural treatment.

- (9) Repetition. The repetition of architectural details and forms shall be provided when integrating two or more buildings on one site and between stories when a building greater than one story is proposed. No building shall be permitted with a design or exterior appearance which is too similar or consistent with an adjacent site unless part of a cohesive planned development.
- (10) Design of National Franchises. The design of franchises shall reflect the local architecture in form, detail, materials, and massing.
- (11) Automobile Service and Drive-Through Facilities. Service stations, convenience stores and buildings with a drive-thru shall be sited to face the street. Pump islands, canopies and drive-thru facilities shall be located to the rear or interior side yard. Openings for car washes, service bays, drive-thru shall be integrated into the principal building design and not directly visible from a public street, sidewalk or adjacent residential use unless highly screened with vegetation. Drive-throughs shall be located at the rear of the site. If located on a corner, the drive-through shall be fully integrated into the design of the building.
- (12) Accessory Structures and Fences. Accessory structures such as dumpster enclosures, sheds, canopies for gas pumps, garages, cart corrals, utility buildings or ATMs shall meet the same design standards as the principal structure on the site by repeating the architectural forms, roofs, materials, colors and details. These structures shall appear subordinate to the principle building in size and location. Dumpster enclosures and fences constructed from chain link or barbed wire are prohibited.

Sec. 58-566. Architectural requirements and standards.

- (a) *Criteria and processing requirements.* To implement the purposes set forth in section 58-562 and in accordance with the findings represented in this section, the following architectural review criteria and processing requirements are established:
- (1) *Building scale and mass.* The relative proportion of a building to its neighboring existing buildings, to pedestrians or observers or to other existing buildings shall be maintained or enhanced when new buildings are built or when existing buildings are remodeled or altered.
 - (2) *Building roof lines and roof shapes.* The visual continuity of roofs and their contributing elements (parapet walls, coping, cornices, etc.) shall be maintained in building development or redevelopment. Heating, ventilation, air conditioning and other rooftop mechanical equipment must be appropriately screened from view.
 - (3) *Materials.* Material selection for architectural design shall be based upon the prevailing material already used on existing buildings in the area. No building shall be permitted when any exposed facade is constructed or faced with a finished material which is aesthetically incompatible with other building facades in the area and which presents an unattractive appearance to the public and surrounding properties.
 - (4) *Colors.* Since the selection of building colors has a significant aesthetic and visual impact upon the public and neighboring properties, colors shall be selected in general harmony with the existing neighborhood buildings.
 - (5) *Building location.* No commercial, industrial, institutional or multi-family residential building shall be permitted to be sited in a manner which would unnecessarily destroy or substantially damage the beauty of the area, particularly insofar as it would adversely affect values incident to ownership of land in the area or which would unnecessarily have an adverse effect on the beauty and general enjoyment of existing structures on adjoining properties.
 - (6) *Compatibility.* No building shall be permitted the design or exterior appearance which is of such unorthodox or abnormal character in relation to the surroundings as to be unsightly or offensive to generally accepted taste. Additionally, no building shall be permitted the design or exterior appearance which is so identical with those adjoining as to create excessive monotony and drabness.
 - (7) *Residential architectural review.* See section 58-40 of this chapter.
 - (8) *Commercial, industrial, institutional and multi-family residential architectural review.* The city planning commission shall be responsible and have authority to hear, review and act upon proposed commercial, industrial and multi-family residential architectural plans. Plans shall be submitted in accordance with section 58-109 and administered by the department of community development.
- (b) *City planning commission approval.* The city planning commission shall not approve any application unless it finds by a preponderance of evidence after viewing the site plans and/or building plans that the intent and purpose of this division has been complied with.

(Code 1957, § 3.14(5); Ord. No. 2001-1017, § XXVII, 5-8-2001; Ord. No. 2008-1238, § I, 4-8-2008)