



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2904
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, October 27, 2025
6:00 PM
Christine Nuernberg Hall

Agenda

1) Call to Order, Roll Call

- a) Approval of Minutes from September 29, 2025.

2) Consent Agenda

- 1) Joe Bassindale. The applicant is seeking minor request approval for approximately 3,000 C.Y. of fill to allow for a new single-family home on the property located at 10950 W. Donges Bay.
- 2) Trees for Less, LLC. The applicant is seeking minor request approval for a temporary use for a roadside stand for the properties located at 11550 & 11560 N. Wasaukee Road.
- 3) Minihan Children LLC. The applicant is seeking certified survey map approval for a 4-lot land division for the properties located at 5700 W. Bonniwell and 13817 N. Green Bay Road.

3) Public Hearing

- a) John Beglan for Beglan Academy of Dance. The applicant is seeking conditional use grant approval for a dance studio for the property located at 10520 N. Baehr Road.
- b) Suzanne Van Cleave for Sunny's Dog Boarding & Daycare. The applicant is seeking conditional use grant and building and site plan amendment approval for a pet daycare and kennels for the property located at 6020 W. Donges Bay Road.

4) Regular Business

- a) Sign Effectz Inc for Ryan, LLC. The applicant is seeking minor request approval for a sign waiver to allow for a height higher than allowed per the sign code for the property located at 11223 N. Port Washington Road.
- b) Koz-i.tec.ture for Hold Holdings. The applicant is seeking building and site plan amendment approval for a 520 sq. ft. deck and painting of the building for the property located at 10500-10520 N. Port Washington Road.

- c) P2 Development. The applicant is seeking rezoning recommendation and concept plan approval for a zoning change TC (Town Center) to TC/PUD (Town Center/Planned Development Unit) to allow for 58 residential units and a 3-story mixed-use building for the five (5) properties located at 11030, 11020, and 10950 N. Buntrock Avenue and 11027 N. Weston Drive and the property immediately to the south.
- d) Ware Design Build. The applicant is seeking text amendment approval for a new conditional use grant within the Neighborhood Commercial zoning district to allow for two-family residential dwellings as cluster developments.

5) **Announcements**

The next meeting is Monday, December 1, 2025 at 6:00 p.m..

6) **Adjourn**

Dated: October 23, 2025

/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, September 29, 2025
6:00 PM
American Legion Post #457
6050 W. Mequon Road

Minutes

1) Call to Order, Roll Call

Present:

Chair Andrew Nerbun
 Alderman Robert Strzelczyk
 Commissioner Bruce Barnes
 Commissioner Martin Choren
 Commissioner Stephanie Hawley
 Commissioner Rebecca Schaefer
 Commissioner Nancy Urbani
 Alt. Commissioner Oliver Ellsworth
 Commissioner John Stoker - **Absent**

Mayor Nerbun called the meeting to order at 6:05 p.m.

a) Approval of Minutes from July 28, 2025.

Action

Ald. Strzelczyk made a motion to approve July 28, 2025, meeting minutes.
 Commissioner Urbani seconded the motion.
A voice vote was taken; vote passed (8-0)

Attachment: PC_09.29.25_DRAFT (10724 : Minutes)

RESULT: **APPROVED [8 TO 0]**
MOVER: Robert Strzelczyk, Alderman
SECONDER: Nancy Urbani, Commissioner
AYES: Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT: Stoker

2) Consent Agenda / Regular Business

- a) Craig Pfister & Edith Lepgold. The applicant is seeking certified survey map approval for a 2-lot land division for the property located at 10490 N. Pine Tree Circle.
- b) Mequon I LLC for The Enclave at Mequon Preserve Phs IX. The applicant is seeking development agreement and minor request approval for fill of approximately 25,000 C.Y. to allow for 19-lots in Phase IX of The Enclave at Mequon Preserve subdivision located west and east of 10622 N. Tree Sparrow Road.

Action

Commissioner Hawley made a motion to approve the Consent Agenda (2 items).

Ald. Strzelczyk seconded the motion.

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

RESULT: **APPROVED [8 TO 0]**
MOVER: Stephanie Hawley, Commissioner
SECONDER: Robert Strzelczyk, Alderman
AYES: Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT: Stoker

3) Consent Agenda / Public Hearing

- a) FT 1, LLC. The applicant is seeking conditional use grant approval for a nightclub for the property located at 11120 N. Weston Drive.
- b) FT 1, LLC. The applicant is seeking conditional use grant approval for a distillery for the property located at 11090 N. Weston Drive.

Action

Commissioner Hawley made a motion to open a public hearing.

Ald. Strzelczyk seconded the motion.

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

No Public Comment

Action

Commissioner Schaefer made a motion to close the public hearing.

Commissioner Urbani seconded the motion.

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

Action

Commissioner Hawley made a motion to approve the Consent/Public Hearing Agenda (2 items).

Ald. Strzelczyk seconded the motion

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

RESULT:	APPROVED [8 TO 0]
MOVER:	Stephanie Hawley, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

4) Regular Business / Public Hearing

- a) MSI General for Charter Manufacturing. The applicant is seeking conditional use grant and building and site plan amendment approval for three (3) separate single-story building additions and site modifications for the property located at 12121 N. Corporate Parkway.

Action

Commissioner Hawley made a motion to open a public hearing.

Ald. Strzelczyk seconded the motion.

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

No public comment

Action

Ald. Strzelczyk made a motion to open a public hearing.

Commissioner Schaefer seconded the motion.

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

Planner Natalie Redding stated that this request is for three (3) separate single-story additions. A conditional use grant is required because the proposed additions increase the building footprint exceeding 40,000 sq. ft. The site plan includes additional parking, the relocation of a generator and the relocation of the dumpster.

The three additions will total approximately 6,600 sq. ft. and are necessary due to a growing employee base and to allow the business to grow their business operations. The B-4 zoning

requirements regarding set back, off set and open space are all met.

The site modifications include the relocation of the generator from the location where the northeast addition will be to the northwest side of the property where other electrical equipment is housed. The dumpster is also proposed to be relocated to the northwest portion of the parking lot. Staff recommend the dumpster be located to the southwest corner of the parking lot as it will be better screened from Port Washington Road by the evergreens in the area as well as less impactful to the parking lot. The number of parking stalls will be increased from 215 to 227.

The applicant will remove 15 trees through the site due to the building and parking lot additions and they will be replaced with a mixture of trees (Exhibit A in the packet). Staff recommend that a wider variety of species be included in the replacement of the removed trees. Additionally, staff recommend an additional parking lot island be added in the northwest portion where the expanded 10 parking stalls are proposed.

There are 2 new lights proposed, and staff require cut sheets be submitted as a condition of approval.

The applicant stated the proposed location of the dumpster lines up with access to the site and that the trash collection trucks would have easy access to the dumpster within causing issues maneuvering in the parking lot. Additionally, there is a large training room proposed adjacent to the dumpster site and the safety of the employees taking the trash to the parking lot was considered in selecting the relocated dumpster location.

Feedback from the Commission is that the dumpster should be well screened in addition to maximizing safety for the employees taking out the trash into the parking lot area.

Action

Commissioner Choren made a motion to approve the item with the dumpster relocated as proposed.

Ald. Strzelczyk seconded the motion.

Ald. Strzelczyk made a friendly amendment that staff and the applicant discuss a more agreeable location for the dumpster.

The friendly amendment was accepted.

A roll call vote was taken; vote passed (8-0)

RESULT:	APPROVED WITH CONDITIONS [8 TO 0]
MOVER:	Martin Choren, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

5) Regular Business

- 1) Signarama for East Mequon Corporate Center III. The applicant is seeking master sign plan approval for the property located at 12308 N. Port Washington Road.

Planner Redding stated this request is for a master sign plan approval for a multi-tenant building in the B-4 zoning district. The code specifies that one (1) wall sign per building is allowed. Currently there is no signage on site that distinguish individual tenant locations. The applicant is proposing that each tenant be allowed to install an illuminated wall sign above their individual entrances. The proposed sign plan allows for a maximum of 60 sq. ft. per tenant sign, a maximum of 30 inches for lettering and designates a specified location for the signs. There are currently four (4) existing businesses occupying 4 of the 5 tenant suites.

Staff are supportive of wall signs for the five (5) existing tenant suites but do not support the proposed additional two (2) potential sign locations. This could be revisited if there are changes to the site floorplan in the future.

Staff recommend the wall signs be located over the entrance doors to the individual suites to promote consistency and clarity of tenant location. Staff are concerned that 60 sq. ft. per sign is too large considering the height of the building. Staff requested renderings with signs at 30 sq. ft. but did not receive requested renderings in time for the board packet, but these renderings were shown during the meeting. It is recommended that the wall signs be a maximum of 30 sq. ft. with 15" lettering.

The applicant stated they request the wall signs be allowed to be larger in size as they are used for wayfinding and there is space on the building to accommodate the larger size signs.

The Commission stated the way finding is only used inside the parking lot and not from a street vantage point and the smaller signs seem more appropriate for the size of the building and the use of the signs.

Action

Ald. Strzelczyk made a motion to approve the master sign plan with a maximum of 30 sq. ft. per sign per staff recommendations.

Commissioner Barnes seconded to motion.

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

RESULT:	APPROVED [8 TO 0]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	Bruce Barnes, Commissioner
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

- 2) Keller, Inc. for BE Golf, LLC. The applicant is seeking building and site plan amendment approval for an approximately 10,200 sq. ft. addition and remodel of the existing building for the property located at 12950 N. Port Washington Road (Missing Links).

Planner Redding stated the request is for construction for a new addition and a remodel of the existing building. The proposed plan meets all the requirements of the Ulao Creek design standards. The addition will provide space for golf simulators and office space while the existing remodeled building will allow for more dining space and updated restrooms for the patrons to the property. Additionally, there will be extended outdoor patio space. A condition is included that any damaged landscaping shall be replaced, i.e. any trees or plantings removed or damaged during construction. Staff request that one light on the roof of the building that is not compliant be removed as well as landscaping that needs to be replaced on the north side of the parking lot.

A question was raised by the Commission regarding whether there is adequate parking due to the proposed additions. The applicant believes parking is sufficient as the addition of the indoor simulators is most popular off season from the outdoor golfing peak traffic times and staff and the applicant do not believe there will be parking issues.

The Commission also asked about the proposed color of the buildings and whether the applicant is flexible on a possible color change. The applicant communicated that they are open to changing the proposed paint color.

Action

Commissioner Schaefer made a motion to approve the item with the recommendation that staff, the Commission architect, Marty Choren, and the applicant meet to discuss paint color.

Ald. Strzelczyk seconded to motion.

A roll call vote was taken; vote passed (8-0)

RESULT:	APPROVED WITH CONDITIONS [8 TO 0]
MOVER:	Rebecca Schaefer, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

- 3) Bonnilake Real Estate, LLC. The applicant is seeking subdivision minor request approval for 20,000 C.Y. of fill, berms exceeding 4.5 feet, and concept plan approval for a 12-lot single-family rural conservation for the property located at the southwest corner of Riverland Road and Pioneer Road.

Public Comment

Randy & Pati Pillen - 4149 W. Pioneer - opposed and believe that the homes will be too large for this area.

Miriam Colton & Holly Rehberg - 14350 N. Riverland Road - opposed and requests that the access be relocated as the lights will be directed directly into their living room windows. They are concerned about light pollution from an entrance sign as it will affect nature and native species in the area. They believe the berms should be lower and the buffer filled with plants and trees.

Jim Freck - 14048 N. Riverland Road -opposed and he has questions and concerns regarding the topography, the proposed 12-lots and the effects the new lots will have on the drainage. He suggests additional access from Riverland Road.

Terry Wilkinson - 13800 N. Riverland Road - Believes extensive landscape should be required to buffer the proposed new homes and that open space be preserved. He requests that no septic tanks face Riverland Road, no septic easements and that all septic tanks be located on individual properties. He also requested that the 300-foot setback from Riverland Road be maintained.

Mary Kaye Ernest - 3318 W. River Drive - is opposed and believes the proposed subdivision will destroy the habitat of the animals, she has concerns about the water table, the traffic and possible congestion and believes the entrance should be on Pioneer Road.

Michael Kemp - 14133 N. Riverland Road - is opposed and has many concerns including the topography not supporting the proposed 12 new homes, he believes the berms will be unsightly and that green space is preferred, the infrastructure and lights are unnecessary and he is concerned about the construction traffic in the area.

Dan Kemp - 14133 N. Riverland Road - opposed as he lives next to the proposed development and he is concerned about the water table and septic problems in the area.

Toni Stockinger - 4123 W. Pioneer Road - opposed and she is concerned about the water table and the septic tank situation in this area.

A resident stated that this is farm area and there are smells and sounds associated and wants the developer and future home owners to be aware.

Assistant Director, Jac Zader, stated that this is a request for a conservation subdivision which is allowed as permitted use per the change of the code in 2021. The yield is 11 lots, but an additional lot is allowed for this type of subdivision (1 additional lot per every 40 acres). He explained that the code requires 60% open space and a 300-foot setback from both Riverland Road and Pioneer Road. The applicant is requesting a 245-foot buffer waiver along Riverland Road. He commented that the applicant is required to submit a stewardship plan at the time of preliminary plat submittal.

The access is off Riverland Road and not Pioneer Road, as it is a county road. The code requires connectivity to surrounding property, which the plan does show to the south. He explained the septic systems can be located in the open space area.

City code requires a light at the entrance of the subdivision.

Assistant City Engineer, Cole McCraw, stated that the berms are proposed at 5-feet from the “post-grading” ground and not the existing ground. He stated that the condition in the staff report states the berms should not exceed 4.5 feet in height. He stated that a streetlight at the entrance is required per code.

The applicant, Fred Bersch, stated he was requested to provide berms to provide a screening buffer. He explained that he worked to follow all the requirements outlined for a conservancy subdivision. Based on feedback, he is willing to accommodate relocating the entrance to the south.

Many Commissioners spoke and shared their opinions regarding the many issues raised and the feedback from the Commission includes:

- One (1) access to the development is appropriate.
- Berms should not be higher than 4.5 feet.
- Support to move the entrance south due to neighbor across the street.
- Entrance light is for safety and is required by code.

Action

Ald. Strzelczyk made a motion to approve the item requiring the 300 foot buffer setback (condition #2), the entrance to be relocated to the south (line up adjacent to property lines), entrance streetlight shall meet code requirement and be down lit, no interior street lighting (#11), the septic and/or mound setback shall be 75-feet, 4.5 feet berms from existing grading. Commissioner Barnes seconded the motion.

Commissioner Schaefer made a friendly amendment to ensure the berms are limited to no greater in height than 4.5 feet street elevation.

The friendly amendment was accepted and seconded.

A roll call vote was taken; vote passed (8-0)

6) Announcements

The Commissioners were provided a flyer with an upcoming Planning Commission training class.

The next meeting is Monday, October 27, 2025, at 6:00 p.m.

7) Adjourn

Action

Commissioner Schaefer made a motion to adjourn the meeting.

Commissioner Hawley seconded to motion.

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

The meeting adjourned at 8:29 p.m.

Respectfully Submitted,

Jac Zader

Attachment: PC_09.29.25_DRAFT (10724 : Minutes)



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

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Department of Community Development

TO: Planning Commission
FROM: COLE MCCRAW, ASSISTANT CITY ENGINEER
DATE: October 27, 2025
SUBJECT: Joe Bassindale. The applicant is seeking minor request approval for approximately 3,000 C.Y. of fill to allow for a new single-family home on the property located at 10950 W. Donges Bay.

Applicant:	Joe Bassindale
Status of Applicant:	Property Owner
Requested:	Minor Request for fill exceeding 1,000 C.Y.
Existing Use:	Vacant
Existing Zoning:	R-1 (Rural Residential) OA (Agricultural Overlay)
Lot size:	5.01 acres
Location:	10950 W. Donges Bay Road
Tax Key Number:	#14-030-16-007.00
District:	#3

Background:

The subject property is a 5-acre lot located at 10950 West Donges Bay Road. The property was created as part of a 2022 CSM and is currently vacant. The applicant is applying for a minor request for fill exceeding 1,000 cubic yards (CY) as part of a fill permit application submitted to the Engineering Division. The 3,000 CY of fill is requested for single-family home construction.

The applicant is requesting approval to elevate the house to mitigate issues associated with high groundwater levels, as identified in the attached report. The report notes that groundwater was encountered at approximately 16 inches below existing grade. Due to the high groundwater and the presence of some permeable soils, it also recommends setting the home elevation to allow the footing drains to discharge by gravity.

The proposed grading plan is attached to this report. As proposed, the front yard grade is 759.8 and the rear yard grade is 751.8. The existing grade near the home ranges from approximately 750 to 752, resulting in a proposed fill of roughly 1 to 9 feet across the site. The front yard grade is approximately 10 feet higher than the street elevation. The home is set back 280 feet from the street, resulting in an approximately 3.6% slope from the street to the home.

As part of every new single-family home construction, the applicant must submit a lot grading plan for review as part of the building permit application. Staff reviews the lot grading plan to ensure that the proposed grading maintains the natural drainage pattern and does not obstruct upstream drainage. Staff also requires that lot grading plans conform to the subdivision's master grading plan, which establishes home elevations and overall grading for each lot at the time of

subdivision. In this case, the property is not part of a formal subdivision, and therefore no master grading plan exists.

Engineering Report:

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

The property will be accessed through a proposed driveway to Donges Bay Road.

There is no indication of wetlands on the site. A delineation was performed in 2022 for the CSM, and there were no wetlands on the subject property.

The site is not located within the City's sewer service area and is therefore not required to connect to public sewer or water. The site will be served by a private onsite wastewater treatment system.

The proposed improvements will add more than 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. The applicant has submitted the green infrastructure plan for review.

A fill permit application was submitted with the Planning Commission application. The applicant must also submit a haul route and a hauling escrow.

Construction of single-family homes will be permitted through the Inspections Division. The Inspections Division will also permit erosion control measures through the building permit.

Staff Recommendation:

Staff recommends approval of the fill exceeding 1,000 CY, subject to the following conditions:

1. 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.
2. Due to the green infrastructure plan, the applicant shall execute a Stormwater Maintenance and Easement Agreement, which shall be approved by the city and a drainage financial guarantee. Both require city approval prior to issuance of the building permit.
3. In accordance with Sec. 58-678, the green infrastructure measures shall be installed, inspected, and certified prior to the issuance of the occupancy permit.
4. As part of the fill permit application, the applicant shall submit a haul route and a hauling escrow. The fill permit must be issued prior to building permit issuance.
5. Final technical review and approval of the lot grading plan is required prior to building permit issuance.

Attachments:

Packet Docs_Bassindale (PDF)

BASSINDALE FILL

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

2.1.a

R-1/OA

R-2B

R-1B

R-1B

R-1/OA

R-1/OA

R-1B

R-2

Attachment: Packet Docs_Bassindale (10735 : Joe Bassindale)

Statement of Intent

Date: 09/29/25

Bassindale Proposed New Residential Build

Parcel ID: 14-030-16-007

Parcel Description: 5 Acre lot

Location: NW corner of W Donges Bay and Granville Rd.

The existing lot today is an old Christmas tree farm that is a flat, mostly wooded pine tree parcel. The water table is high with water found a couple feet below the surface. We plan on building our house with the basement starting at grade with minimal excavation. The final building is a traditional painted shake full cape cod style home. We will be bringing in fill to cover the front and west side of the home for garage access and front door access. The basement will be a walkout basement. The home will sit in the middle of the property to keep the preservation of as many trees as possible.

Joe Bassindale

414-949-2397

Attachment: Packet Docs_Bassindale (10735 : Joe Bassindale)



DATE: February 06, 2024

Soil Report Lot # 2 CSM 4180 - 10950W Donges Bay Road Mequon, WI. 53097

George Kashou,

At your request undersigned visited 10950W Donges Bay Road Mequon, WI. 53097 to conduct an unconfined bearing capacity strength test on the existing soils in the area of a proposed single-family residence. Upon arrival to the site it was apparent that the property slopes or drains off the Southeast and Donges Bay Road at about 1 to 1.5 percent. Two test pits were dug by a backhoe provided by the owner. See sketch provided for approximate locations. The boring locations were chosen by George Kashou as these locations are believed to be in the approximate location of the proposed residence.

In boring # 1 organic topsoil was found to extend from the surface to 12" below. From 12" to 25" a dark brown soft silty loam was observed. Below that at 25" to 36" a dark red brown silt loam was exposed again this material was soft not of bearing quality. Next from 36" to 62" brown silty clay was found this material was tested with calibrated hand penetrometer, these soils were found to have an unconfined bearing capacity of 2.0 tons per square foot or about 4,000 lbs. per square foot. This is well above the required norm of about 3,000 lbs. per square foot. Water was noted at 16" below the surface after the test.

Boring # 2 was then dug in this the soils differed slightly, again the top 12" was found to be a dark brown organic silt loam topsoil. Then red brown silty clay with sand and gravel was found from 12" to 22". Below that from 22" to 29" brown silty clay with some sand and gravel was found. Next from 29" to 34" red brown silty sand and gravel was exposed the high percentage of silt in this material prevented it from being bearing quality. After that from 34" to 40" brown clean sand and gravel was seen. From 40" to 72" the brown stiff silty clay was again observed as in the first pit, this material is bearing quality with an unconfined bearing capacity of 1.75 tons per square foot. The digging was stopped at 72". Water was noted at 17" below grade.

Bearing quality soils were found in both locations at 36" below the surface in boring # 1 and at 40" below grade in boring # 2. It is strongly recommended that the excavation be extended down to expose the brown stiff silty clay throughout the entire excavation and that a woven geotextile like US 2400 or similar line the bottom of the excavation and the sides of the excavation up to the top of the proposed footings. The area inside should be filled with ¾ to 3" washed stone up to the bottom of the footings. The stone is recommended as it goes in at 100% compaction with no additional work required. It is recommended that the stiff silty clay be exposed and covered back up quickly with no interruptions in construction as these types of soils can soften up if left exposed with no overburden.

Attachment: Packet Docs_Bassindale (10735 : Joe Bassindale)



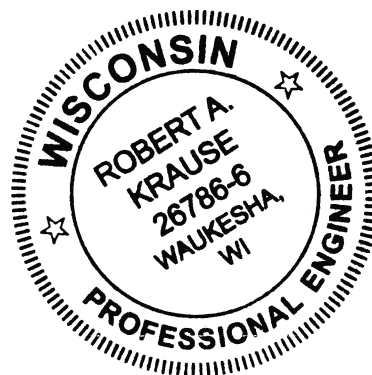
Then construction of a concrete foundation to support the proposed single-family residence can proceed as normal with extra care being given to waterproofing the exterior of the new foundation. It is recommended that the stone be provided with gravity drainage to Donges Bay Road. Due to the presents of water in the building area and the granular nature of some of the soils, this should be accomplished with two 4" diameter PVC SDR 26 pipes to the road ditch. The bottom of the proposed footings should be held up high enough to provide gravity drainage to and elevation below the bottom of the footings. After a quick review of Ozaukee County GIS maps, it appears that the building proposed location is approximately 5 feet above the Southeast corner of the property, 12" to 16" of stone will be required under the footing.

It is also recommended that sill-seal be installed at the top of the foundation and directly below the sill plat as this will provide a more weather tight sill and prevent moisture from migrating up the foundation and into the residence.

With the implementation of the noted recommendations it is the opinion of undersigned that the soils observed at the time of site visit are capable of structurally supporting a concrete foundation intended for the support of a single-family residence. The Local building department shall review and concur with the above noted recommendations prior to implantation. If you have any questions or require more information, please contact me.

Sincerely,

Robert A Krause
Project Manager
Jahnke & Jahnke Associates LLC
524 Bluemound Road
Waukesha WI. 53188
(262) 720-7938



Attachment: Packet Docs_Bassindale (10735 : Joe Bassindale)



JAHNKE & JAHNKE
ASSOCIATES, LLC
 ENGINEERS • PLANNERS • SURVEYORS
 ENGINEERING SOLUTIONS SINCE 1964

Project: Lot 2 of CSM # 4180 10950 Donges Bay Rd

Date: 5/30/2024 24-9948

Sheet # 3 of 4

Calc By: RK Check By: RK

LOT 2 BORING LOG

B-1

0-12" DARK BROWN SILT LOAM TOPSOIL

12"-25" DARK BROWN SILTY LOAM

25"-36" DARK RED BROWN SILT LOAM W/ SAND & GRAVEL

36"-62" BROWN SILTY CLAY STIFF 2.0 TSF

WATER @ 16" AFTER BORING

B-2

0-12" DARK BROWN SILT LOAM TOP SOIL

12"-22" RED BROWN SILTY CLAY W/ SAND & GRAVEL SO

22"-29" BROWN SILTY CLAY W/ SAND & GRAVEL SO

29"-34" RED BROWN SILTY SAND & GRAVEL SOFT

34"-40" BROWN SAND & GRAVEL

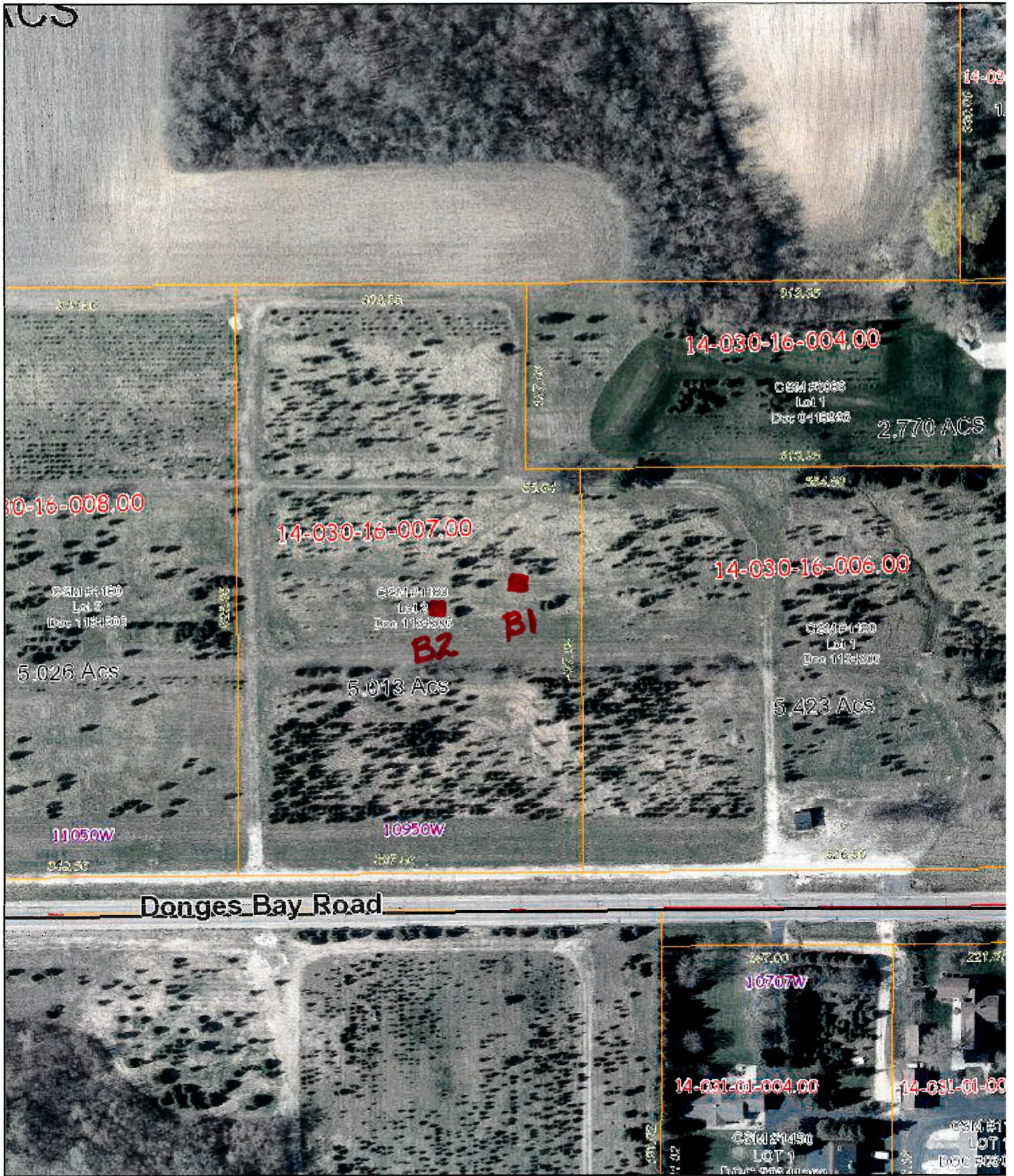
40"-72" BROWN SILTY CLAY STIFF 1.75 TSF

WATER AT 17" AFTER BORING

Attachment: Packet Docs_Bassindale (10735 : Joe Bassindale)

Parcel Information

LOT #2 CSMA # 4180



Attachment: Packet Docs_Bassindale (10735 : Joe Bassindale)

Legend

	Tax Parcel		CSM		US Highway		Town/Public Road
	Gap		Cemetery Plot		State Highway		Railroad Centerline
	Overlap		Condominium Plot		County Road		Ramp
	Historical Parcel Lines		Subdivision Plot		Private Road		
	Assessors Plat		Plat of Survey				

Product of the LAND INFORMATION OFFICE

5/30/2024, 11:54:01 AM

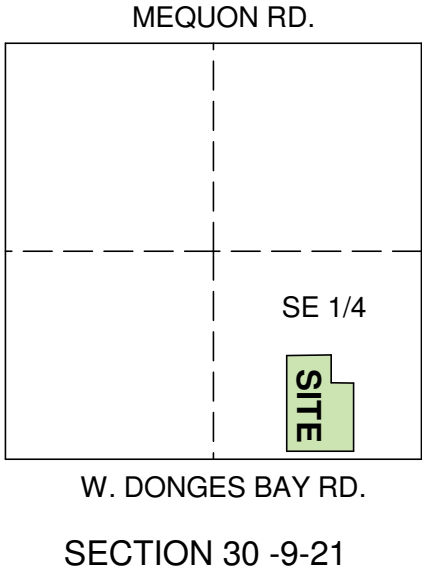
5/30/2024, 11:54:01 AM

0 0.0075 0.015 0.03 0.045 0.06
feet

DISCLAIMER: This map is not a substitute for an actual field survey or onsite. The accuracy of this map is limited to the quality of the records from which it was assembled.

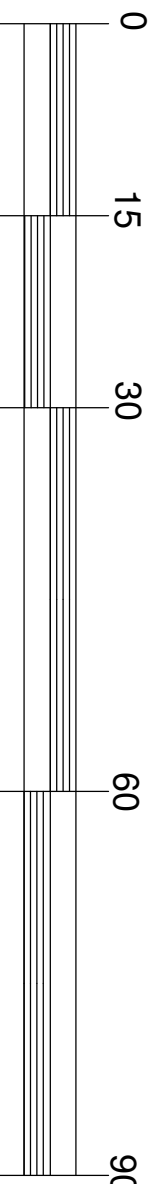


LOCATION MAP



LEGEND

- FFE. = FIRST FLOOR ELEVATION
- = IRON PIPE PLACED
- = IRON PIPE FOUND
- Ø = UTILITY POLE
- R.W. = PROP. RETAINING WALL
- () = DENOTES ALSO RECORDED AS DIRECTION OR DISTANCE
- EXISTING 1' CONTOUR
- PROPOSED 1' CONTOUR
- [75.8] = PROPOSED SPOT ELEVATION



GRAPHIC SCALE: 1" = 30'

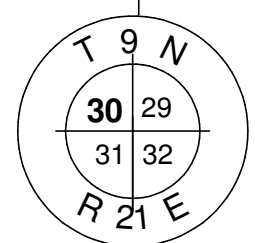
SITE ADDRESS: 10950 W. DONGES BAY ROAD

MEQUON, WI 53097

LOT 2 OF CERTIFIED SURVEY MAP NO. 4180 BEING PART OF THE
SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 30, T.9 N., R. 21 E.,
CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN

TAX KEY NO. 14-030-16-077.00

ALL BEARINGS ARE REFERENCED
TO THE RECORDED CERTIFIED
SURVEY MAP NO. 4180



PROP. ELEVATION SCHEDULE	
FIRST FLOOR ELEVATION	761.84
TOP OF FOUNDATION WALL	760.67
CONCRETE PLANK LEDGER	760.00
UPPER GARAGE FLR @ 0'H. DR.	761.00
UPPER FIN. YARD GRADE ELEVATION	760.8
LOWER GARAGE FLR @ 0'H. DR.	752.00
LOWER FIN. YARD GRADE ELEVATION	751.80
BASMENT FLOOR ELEV.	752.0
TOP OF FOOTING ELEV.	751.67
BOTTOM OF FOOTING ELEV.	751.00

NOTE: SEE CONSTRUCTION FOUNDATION PLANS
FOR FROST FOOTING LOCATION & ELEV.

IMPERVIOUS AREA CALCS.	
ITEM	AREA
HOUSE	2500 S.F.
FRONT STOOP	60 S.F.
GARAGE	675 S.F.
GARAGE WALK	42 S.F.
ENTRY WALK	224 S.F.
PATIO	548 S.F.
DRIVEWAY	8154 S.F.
TOTAL IMPERV.	12,203 SF
LAND AREA	218,371 SF
IMPERV. PERCENTAGE	5.59%

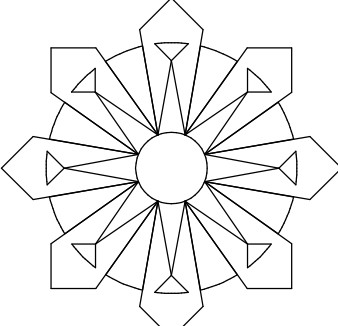
TOTAL DISTURBED AREA = 1.58 ACRES

OWNERS:

Joseph Bassindale &
Ceci Bassindale
1631 N. Pine Street
Grafton, WI 53024

DATE: 9-24-25

Robert Fox Professional Land Surveyor
20711 WATERTOWN ROAD
SUITE A
WAUKESHA, WISCONSIN 53186
PHONE: (262) 798-0880
EMAIL: rg.fox@lycos.com



DRAWN BY: CHECKED:
R. FOX

DATE:

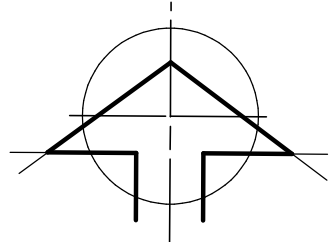
SCALE: 1" = 30'

JOB NO.:

SHEET

OF 1 SHEETS

NORTH



PRELIMINARY NOT FIELD STAKED

DIGGERS HOTLINE
Dial 811 or (800) 242-8511
www.DiggersHotline.com



www.ci.mequon.wi.us

Permit No. _____
 Date Filed _____
 Exp. Date _____
 Fees Paid _____
 Permit Closed _____

PUBLIC WORKS/ENGINEERING

Permit Application for Filling, Excavating and Berms

Engineering Division

PLEASE PRINT CLEARLY

Agent / Contact Name: _____ Phone #: _____

Property Owner Name: JOE BASSINDALE Phone #: 414-949-2397Agent Or Owner Contact Address: 1631 N Pine St. Grafton, WI 53024Email Address: jj-BASSINDALE@gmail.comLocation Or Address Of Work Site: 10950 W DAVES BAY RD.

Or: Description _____ 1/4 Section _____ T9N, R _____ E

Tax Key No. 14-030-16-007

Subdivision _____ Lot _____ Block _____

Estimated Date Of Completion: 1/2027

Reason For Fill/Removal/Excavation _____

Building home @ grade.Name Of Contact Other Than Applicant: Rich Price Phone #: 414-861-7151**FEE COMPUTATION****\$60.00** – 0 – 250 C.Y.**\$120.00** – 251 C.Y. – 1,000 C.Y.**PLAN COMMISSION REVIEW FEE** . – > 1,000 C.Y. Total Fee \$ 350

Total Cubic Yards To Be Deposited/Removed/Excavated _____ C.Y.*

* Over 1000 cubic yards and Berms greater than 4 1/2- feet in height requires Planning Commission approval. Separate application to the next available Planning Commission meeting is necessary and review fees will be required upon submittal.

Per Section 58-674 Erosion and Stormwater Runoff Control ordinance, any land disturbance greater than 4,000 s.f. will require an Erosion Control Permit.

SIGNED: [Signature] DATE: 9/29/25**Note: This is NOT a permit for work. Permit will be mailed to the applicant upon approval.**

---- For Office Use Only ----

Haul Route Map Required ☐ YES ☐ NO ☐ ATTACHEDErosion Control Permit Required ☐ YES ☒ NO

Department of Community Development Approval _____

Date _____

Engineering Division Approval _____

Date _____



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: JAC ZADER, ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT
DATE: October 27, 2025
SUBJECT: Trees for Less, LLC. The applicant is seeking minor request approval for a temporary use for a roadside stand for the properties located at 11550 & 11560 N. Wasaukee Road.

Applicant:	Trees for Less, LLC
Status of Applicant:	Owner
Requested:	Minor Request - Temporary roadside stands for display and sale of agricultural products grown or produced on the premises
Existing Zoning:	R-1 (Rural Residential) OA (Agricultural Overlay)
Lot size:	19.11 acres
Location:	11550 N Wasaukee Road 11560 N Wasaukee Road
Tax Key Number:	#14-019-09-018.00 & #14-019-09-017.00
District:	#3

Background: The applicant is requesting approval for a temporary roadside stand to sell products made from produce grown on site. Specifically, the sale of flowers and maple syrup. The location currently includes an existing landscape contracting operation and provides seasonal Christmas Tree sales.

Section 58-265 (c) (1) of the zoning code states that temporary roadside stands for display and sale of agricultural products grown or produced on the premises shall be subject to planning commission approval and the following requirements:

- a. Off-street parking for a minimum of four vehicles shall be provided.*
- b. No stand shall be permitted in a location where it would create a traffic hazard or nuisance. Driveways shall be located to minimize possible interference with normal flow of highway traffic.*
- c. No such stand shall be closer than 50 feet to the existing street line or closer than 20 feet to any other lot line.*
- d. One sign, not exceeding 20 square feet in area, shall be set back at least ten feet from the road right-of-way.*

Temporary Use:

The sale of flowers will occur from late August to October and will include a cut your own flower experience and hayrides in the flower fields. The Maple Syrup operation will occur during the months of March through May and include demonstrations of the tree tapping process

and hayrides out to the maple trees. The applicant has provided a site plan showing the location of the activities on site. The operation will be open seven days a week from 8:00 a.m. to 4:30 p.m. Staff believes the stand is consistent and compatible with other approved road side stands including Roots and Stems and Bartelt's apple cider sales.

Planning Staff Recommendation:

Planning Staff recommends **approval** of the temporary roadside stand subject to the following conditions:

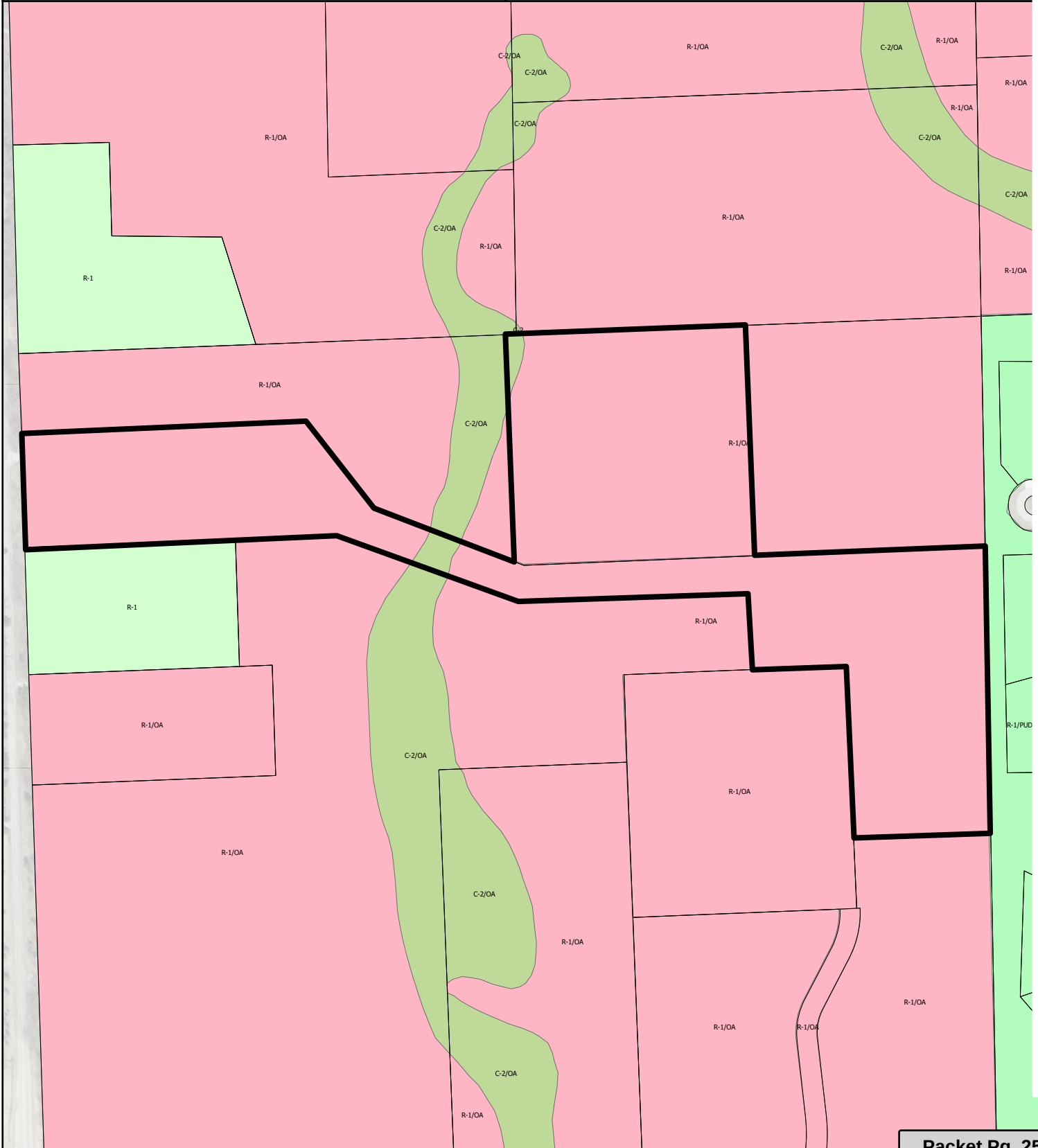
1. The hours of operation for the temporary use shall be 8:00 AM to 4:30 PM daily.
2. The roadside stand shall only see products that have been grown and produced on site.
3. Off-street parking for a minimum of four vehicles shall be provided.
4. No stand shall be permitted in a location where it would create a traffic hazard or nuisance. Driveways shall be located to minimize possible interference with normal flow of highway traffic.
5. No such stand shall be closer than 50 feet to the existing street line or closer than 20 feet to any other lot line.
6. One sign, not exceeding 20 square feet in area, shall be set back at least ten feet from the road right-of-way.

Attachments:

Packet Docs_Trees (PDF)

TREES FOR LESS

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



9/20/25
11550 N. Wasaukee Rd
Mequon, WI 53097

Roadside Stand & Seasonal Events Proposal

We would like to establish a seasonal roadside stand that features items grown and produced on our farm for over 10+ years. In addition, we hope to host a small number of seasonal events each year. These events would serve as expanded versions of our roadside stand and would align with our conditional use grant, which allows us to operate between 8:00 a.m. and 4:30 p.m. Specifically, we propose hosting **Maple Fest** and **Flower Fest**. Our goal is to create experiences that reflect our family's passions, showcase what we grow on-site, and provide family-friendly activities.

Maple Fest

- Educational demonstrations on tree tapping and the syrup-making process
- Syrup tasting opportunities
- Hayride out to the maple trees

Flower Fest

- Cut-your-own flower experience
- Hayride out to the flower field
- Educational opportunities on flower growing and floral design

Through these events, we aim to highlight the environmental and community value of our farm while fostering meaningful connections with visitors.

Mequon Road



Christmas Tree Area

Barn

Entrance

Farm Stand

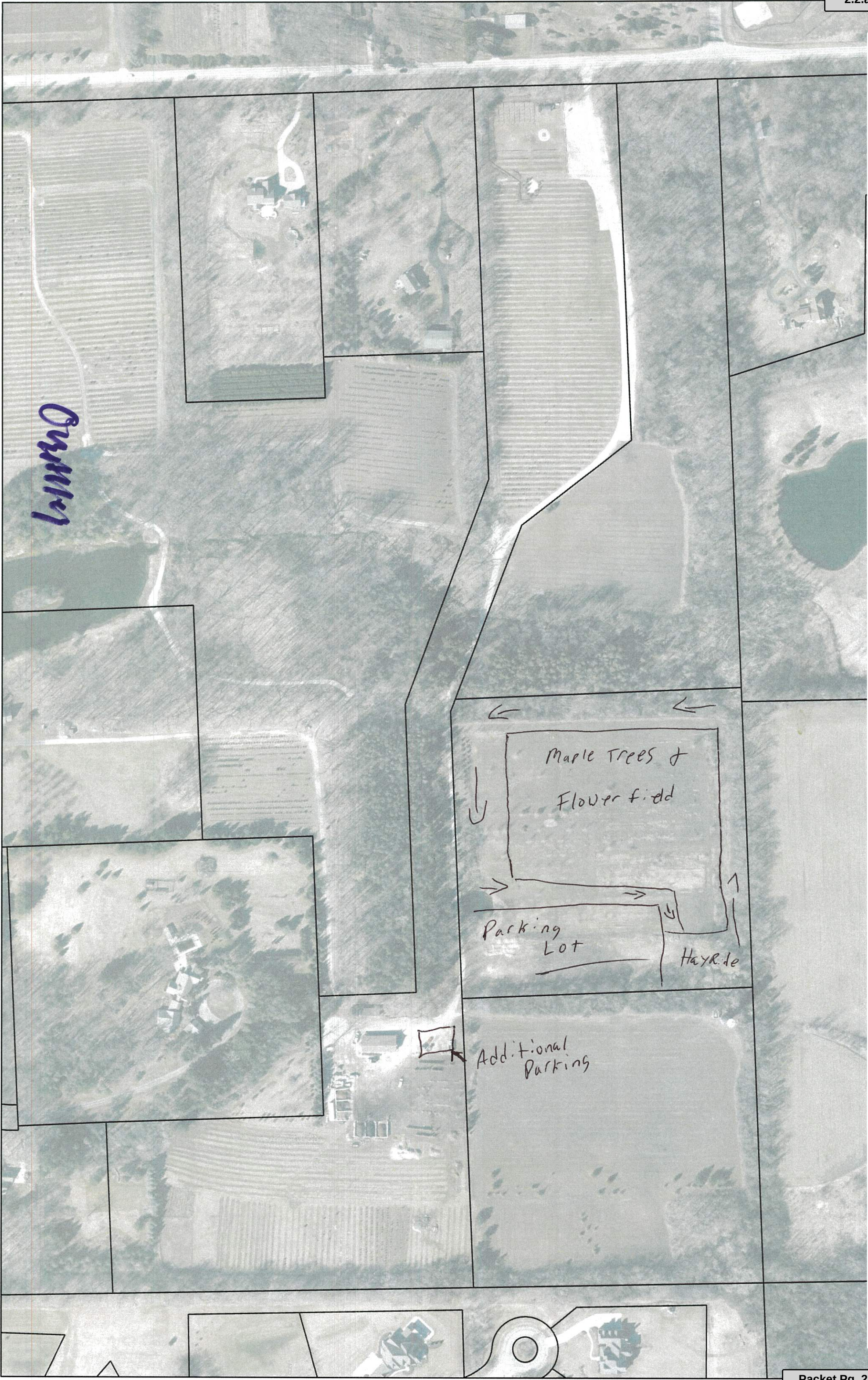
Hayride Path

Parking

Flowers & Maple Trees

Parking

Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)



Document Number

Certified Survey Map
4297
Document Title

1170674

JENNIFER J. LAURIN
OZAUKEE COUNTY
REGISTER OF DEEDSRECORDED ON
05/20/2025 11:30 AM

REC FEE: 30.00

TRANS FEE:

PAGES: 9

EXEMPT #:

Recording Area

Name and Return Address

MEQUON CITY OF
11333 N CEDARBURG RD 60W
MEQUON WI 53092-1930

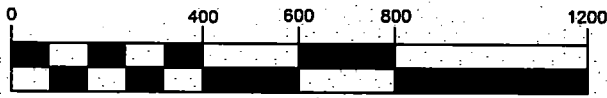
Parcel Identification Number (PIN)

9

This information must be completed by the submitter: document title, name & return address, and PIN (if required). Other information such as the granting clauses, legal description, etc. may be placed on this first page of the document or may be placed on additional pages of the document.

CERTIFIED SURVEY MAP NO. 4297

A DIVISION OF LOT 1 OF CERTIFIED SURVEY MAP 3852, BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 19, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.



SCALE 1" = 400'

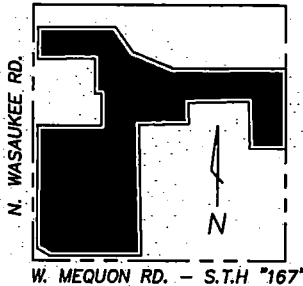
THE **SIGMA** GROUP
Single Source. Sound Solutions.

www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

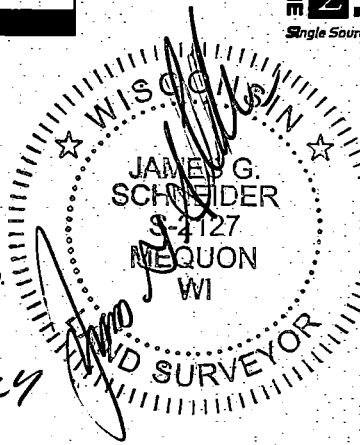
LEGEND

- - DENOTES 1.315"X18" STEEL PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT (SET)
- - DENOTES 1.3" STEEL PIPE (FOUND)
- ⊙ - REBAR (FOUND)

ALL BEARINGS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (SOUTH LINE OF THE SW. 1/4 OF SECTION 19-9-21 WHICH BEARS S87°41'22"W)



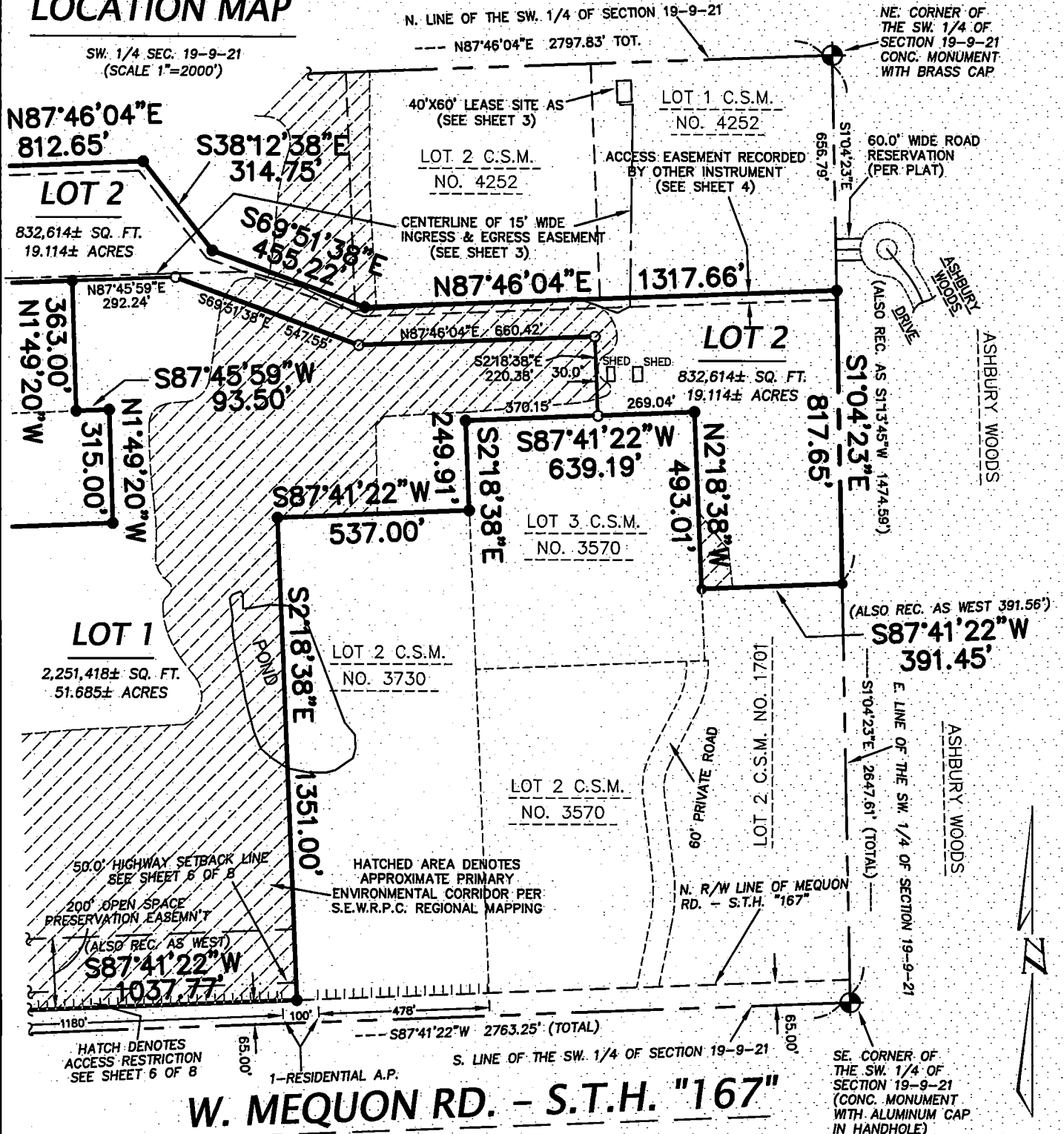
OWNER:
RICHARD S. O'MALLEY
REVOCABLE TRUST
11550 N. WASAUKEE RD.
MEQUON, WI. 53092



11-6-2024

LOCATION MAP

SW. 1/4 SEC. 19-9-21
(SCALE 1"=2000')



Packet Pg. 31

Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)

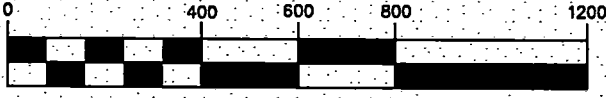
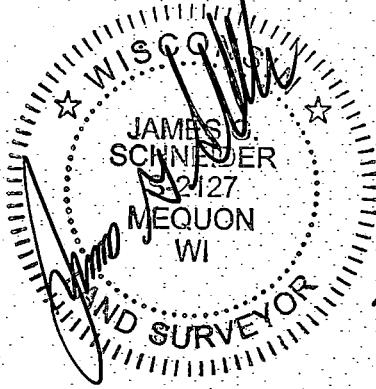
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VERIZON EASEMENT EXHIBIT

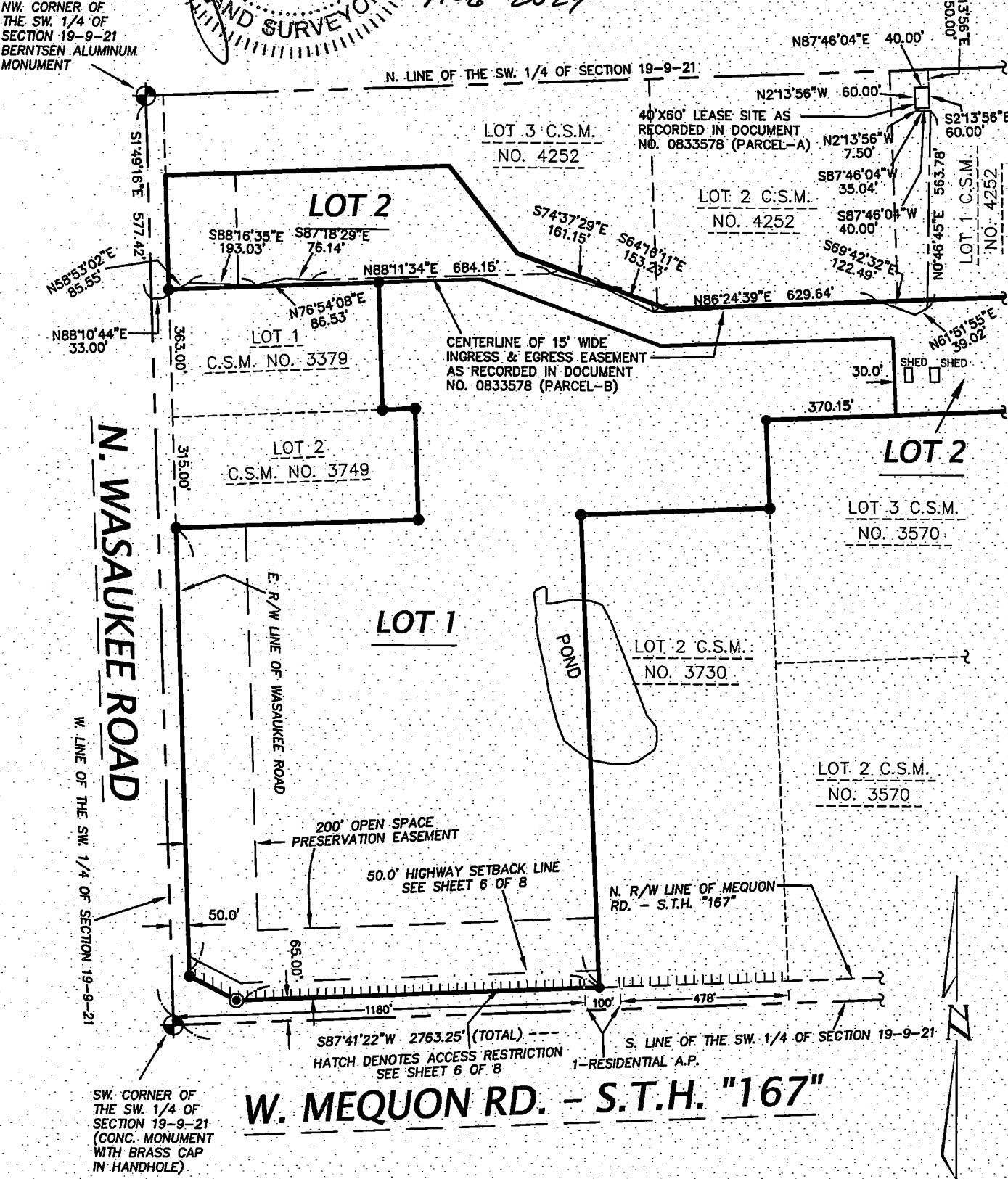


www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



SCALE 1" = 400'

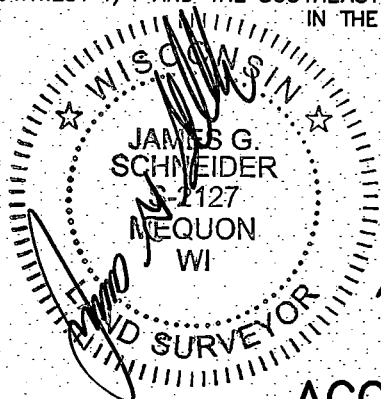
11-6-2024



Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)

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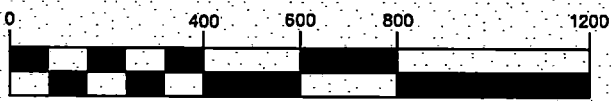
A DIVISION OF LOT 1 OF CERTIFIED SURVEY MAP 3852, BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 19, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.



11-6-2024

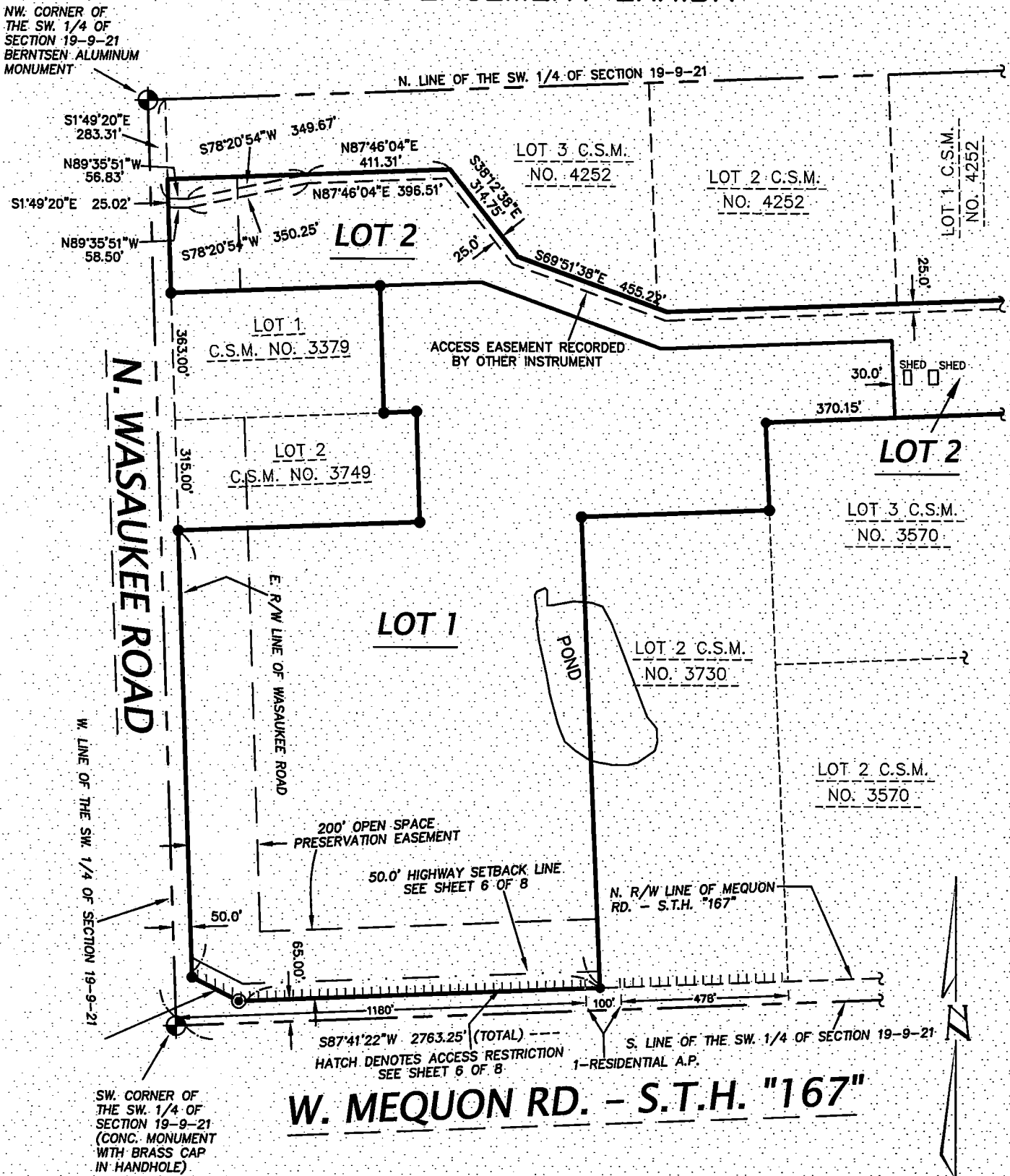


www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



SCALE 1" = 400'

ACCESS EASEMENT EXHIBIT



Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)

CERTIFIED SURVEY MAP NO. 4297

A DIVISION OF LOT 1 OF CERTIFIED SURVEY MAP 3852, BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 19, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, James G. Schneider, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped the following parcel of land:

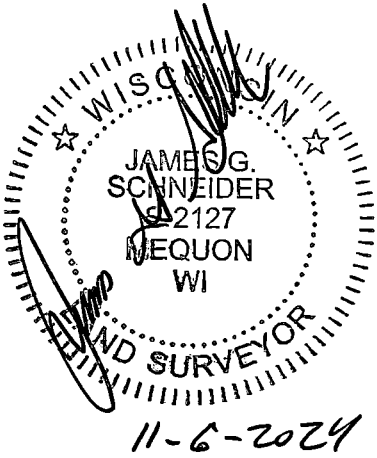
A division of Lot 1 of Certified Survey Map 3852, being a part of the Northwest 1/4, Northeast 1/4, Southwest 1/4 and Southeast 1/4 of the Southwest 1/4 of Section 19, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, bounded and described as follows:

Commencing at the Northeast corner of said Southwest 1/4 Section; thence S1°04'23"E along the East line of said 1/4 Section, 656.79 feet to the point of beginning of lands to be described; thence continuing S1°04'23"E along the East line of said 1/4 Section, 817.65 feet to the Northeast corner of Lot 2 of Certified Survey Map No. 1701; thence S87°41'22"W along the North line of said Lot 2, 391.45 feet to the Northwest corner of said Lot 2, said point also being on the East line of Lot 3 of Certified Survey Map No. 3570; thence N2°18'38"W along the East line of said Lot 3, 493.01 feet to the Northeast corner of said Lot 3; thence S87°41'22"W along the North line of said Lot 3, 639.19 feet to the Northwest corner of said Lot 3; thence S2°18'38"E along the West line of Lot 3 of Certified Survey Map No. 3570, 249.91 feet to the Northeast corner of Lot 2 of Certified Survey Map No. 3730; thence S87°41'22"W along the North line of Lot 2 of Certified Survey Map No. 3730, 537.00 feet to the Northwest corner of Lot 2 of Certified Survey Map No. 3730, thence S2°18'38"E along the West line of Lot 2 of Certified Survey Map No. 3730, 1351.00 feet to a point in the North right-of-way line of W. Mequon Road (S.T.H. "167"), said point also being the Southwest corner of said Lot 2 of Certified Survey Map No. 3730; thence S87°41'22"W along said North right-of-way line, 1037.77 feet; thence N62°40'25"W along said North right-of-way line, 151.84 feet to a point in the East right of way line of Wasaukee Road; thence N1°49'20"W along said East right-of-way line, 1279.47 feet to the Southwest corner of Lot 2 of Certified Survey Map No. 3749; thence N87°45'59"E along the South line of Lot 2 of Certified Survey Map No. 3749, 695.00 feet to the Southeast corner of Lot 2 of Certified Survey Map No. 3749; thence N1°49'20"W along the East line of Lot 2 of Certified Survey Map No. 3749, 315.00 feet to the Northeast corner of Lot 2 of Certified Survey Map No. 3749; thence S87°45'59"W along the North line of Lot 2 of Certified Survey Map No. 3749, 93.50 feet to the Southeast corner of Lot 1 of Certified Survey Map No. 3379; thence N1°49'20"W along the East line of said Lot 1 of Certified Survey Map No. 3379, 363.00 feet to the Northeast corner of Lot 1 of Certified Survey Map No. 3379; thence S87°45'59"W along the North line of said Lot 1 of Certified Survey Map No. 3379, 601.50 feet to a point in the East right of way line of Wasaukee Road, said point also being the Northwest corner of Lot 1 of Certified Survey Map No. 3379; thence N1°49'20"W along said East right-of-way line, 324.60 feet to the Southwest corner of Lot 3 of Certified Survey Map No. 4252; thence N87°46'04"E along the South line of said Lot 3, 812.65 feet; thence S38°12'38"E along the South line of said Lot 3, 314.75 feet; thence S69°51'38"E along the South line of said Lot 3, 455.22 feet; thence N87°46'04"E along the South line of Lot 2 and Lot 1 of Certified Survey Map No. 4252, 1317.66 feet to the point of beginning.

Said parcel containing 70.80 acres of land, more or less.

(Surveyor's Certificate continues on next sheet)

This instrument drafted by James G. Schneider



Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)

CERTIFIED SURVEY MAP NO. 4297

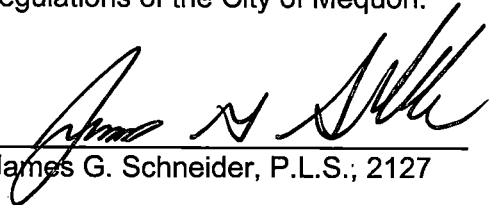
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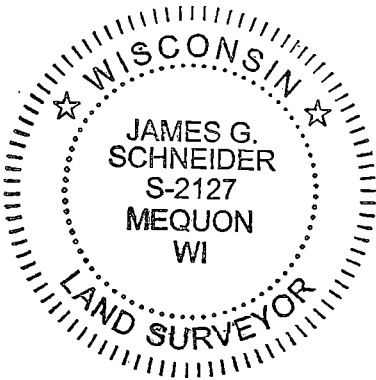
SURVEYOR'S CERTIFICATE (Continued)

THAT I have made such survey, land division and plat at the direction of Richard S. O'Malley Revocable Trust, OWNER of said lands.

THAT such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

THAT I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the regulations of the City of Mequon.

 11-6-2024
James G. Schneider, P.L.S., 2127



HIGHWAY SETBACK RESTRICTION:

"No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department."

ACCESS RESTRICTION:

"All lots and blocks are hereby restricted so that no owner, possessor, user licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. "167"; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable."

This instrument drafted by James G. Schneider

Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)

CERTIFIED SURVEY MAP NO. 4297

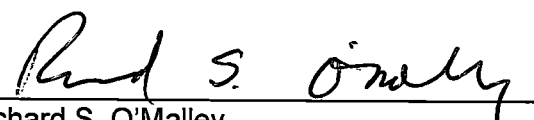
A DIVISION OF LOT 1 OF CERTIFIED SURVEY MAP 3852, BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 19, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

I, Richard S. O'Malley, as Trustee of the Richard S. O'Malley Revocable Trust, OWNER, do hereby certify: THAT I have caused the lands described in the foregoing certificate of James G. Schneider, Surveyor, to be surveyed, divided and mapped.



Witness



Richard S. O'Malley

WITNESS the hand and seal of said OWNER on this 9 day of MAY 2025

STATE OF WISCONSIN)
OZAUKEE COUNTY)^{ss}

PERSONALLY came before me on this 9 day of MAY, 2025
Richard S. O'Malley, to me known to be the persons who executed the foregoing certificate and acknowledged the same.

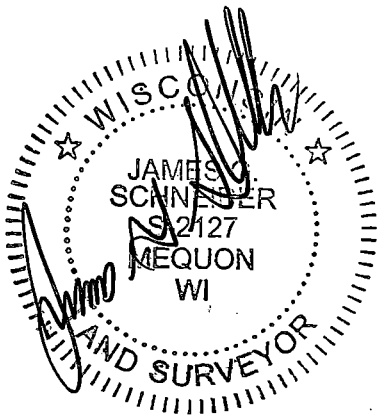


Notary Public

My Commission expires 7/7/2028

JANET MEYER
Notary Public
State of Wisconsin

This instrument drafted by James G. Schneider



11-6-2024

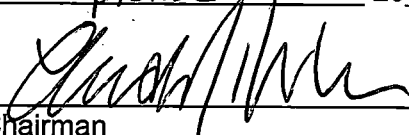
Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)

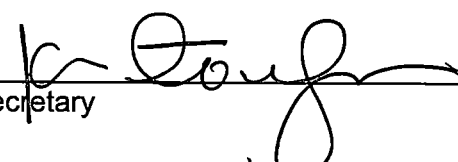
CERTIFIED SURVEY MAP NO. 4297

A DIVISION OF LOT 1 OF CERTIFIED SURVEY MAP 3852, BEING A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 19, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

CITY OF MEQUON PLAN COMMISSION APPROVAL

APPROVED by the City of Mequon Plan Commission on this 23rd day of September 2024.


Chairman


Secretary

COMMON COUNCIL CERTIFICATE OF APPROVAL

Be it resolved by the Common Council of the City of Mequon, Wisconsin, that this Certified Survey Map of a parcel of land in the Southwest 1/4 of Section 19, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin and the same is hereby adopted and approved.

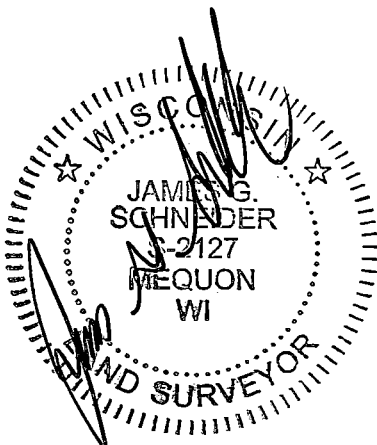
Approved: _____

Adopted: _____

Andrew Nerbun, Mayor

City Clerk

N/A



This instrument was drafted by James G. Schneider

11-6-2024

Attachment: Packet Docs_Trees (10734 : Trees for Less, LLC.)



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: JAC ZADER, ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT
DATE: October 10, 2013
SUBJECT: Minihan Children LLC. The applicant is seeking certified survey map approval for a 4-lot land division for the properties located at 5700 W. Bonniwell and 13817 N. Green Bay Road.

Applicant:	Minihan Children LLC
Status of Applicant:	Owner
Requested:	Final Land Division Approval
Existing Use:	Single Family Dwelling and Agricultural Building
Existing Zoning:	R-1 (Rural Residential 5 Acres) OA (Agricultural Overlay)
Lot size:	42 acres
Location:	5700 W. Bonniwell 13817 N. Green Bay Road
Tax Key Number:	#14-002-11-000.00 #14-002-09-003.00
District:	#1

Background: The applicant is requesting approval for a four-lot certified survey map for the parcels located at 5700 W Bonniwell Road and 13817 N Green Bay Road. The land division would create four lots ranging in size from 7.3 to 7.7 acres in size. There is an existing dwelling on the newly created Lot 4. The CSM will result in a remnant parcel that is approximately 10 acres in size and includes an agricultural building.

Zoning District Standards and Site Conditions:

The four lots meet the criteria for parcels in the R-1 zoning district in that they are at least five acres in size and have an average lot width and length of 300 feet. Three of the lots (Lots 1,3,4) have direct frontage on a public street and Lot 2 is provided access via an existing driveway with an easement through Lot 1 and the remnant parcel. Since the lots are not 10 acres in size, commercial farming and other uses in the OA zoning district are not allowed.

Engineering Report:

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

Access is provided through an existing driveway on Bonniwell Road and Green Bay Road. No access modifications are proposed in association with the project. The applicant shall provide the easement declaration document for the access easement benefitting Lot 1 and 2. Lot 1 shall

access Bonniwell Road utilizing the existing driveway access point within the access easement. If modifications to the easement and the declaration are needed, the updated documents shall be approved by the City prior to CSM recording.

There is no indication of wetlands on the site, other than the open water areas of the manmade ponds. The site was screened for mapped wetlands using WDNR Surface Water Data Viewer.

The site is located outside the City's sewer service area. A soil evaluation report for the usage of septic or mound systems is required, which was provided with the application. Per Ordinance 58-632 (d) No parcel of land may be divided where public sanitary sewer is unavailable or where soil conditions preclude the installation of approved septic or mound systems unless the divided parcel(s) are deed restricted to uses which do not require a sewage disposal facility.

The land division itself does not propose an increase in impervious surface. However, future improvements may trigger the MMSD requirement for green infrastructure. The owner will be required to provide green infrastructure conforming to MMSD Ch. 13 Rules prior to the issuance of a building permit if adding 5,000 square feet or more of impervious area. If green infrastructure is required, the building permit is also conditioned upon receipt of a stormwater maintenance and easement agreement and a drainage financial guarantee.

The land division application does not propose any land disturbance. Construction of single-family homes is permitted through the Inspections Division.

Other Technical Corrections:

Engineering will provide a full technical review of the CSM upon Planning Commission approval.

Staff Recommendation:

Planning staff recommends approval of the land division subject to the following conditions:

1. The applicant shall make any technical corrections to the final CSM.
2. Compliance with the Tree Preservation Ordinance.
3. No certified survey map shall be offered for recording or recorded after 180 days from the date of approval by the Planning Commission.
4. Common Council approval of the dedication of right-of-way along Green Bay Road and Bonniwell Road
5. Submittal of a shared driveway easement for review and approval to the City Attorney prior to recording of the CSM.
6. The applicant shall provide all used ingress and egress easements benefitting lots included in the CSM. All easement documents are subject to review by the City Attorney prior to recording of the CSM.
8. Lot 1 shall access Bonniwell Road utilizing the existing driveway access point within the access easement. If modifications to the easement and the declaration are needed, the updated documents shall be approved by the City prior to CSM recording.
9. For home/driveway construction that exceeds 5,000 square feet of impervious area, each individual lot will be required to provide a green infrastructure plan meeting MMSD requirements. Alternatively, the developer could plan for a regional stormwater facility that meets City ordinances and MMSD Chapter 13. The green infrastructure improvements also require a Stormwater Maintenance and Easement Agreement, subject to City Attorney review and approval, and a drainage financial guarantee.
10. The applicant shall submit an electronic file for the proposed certified survey map in a

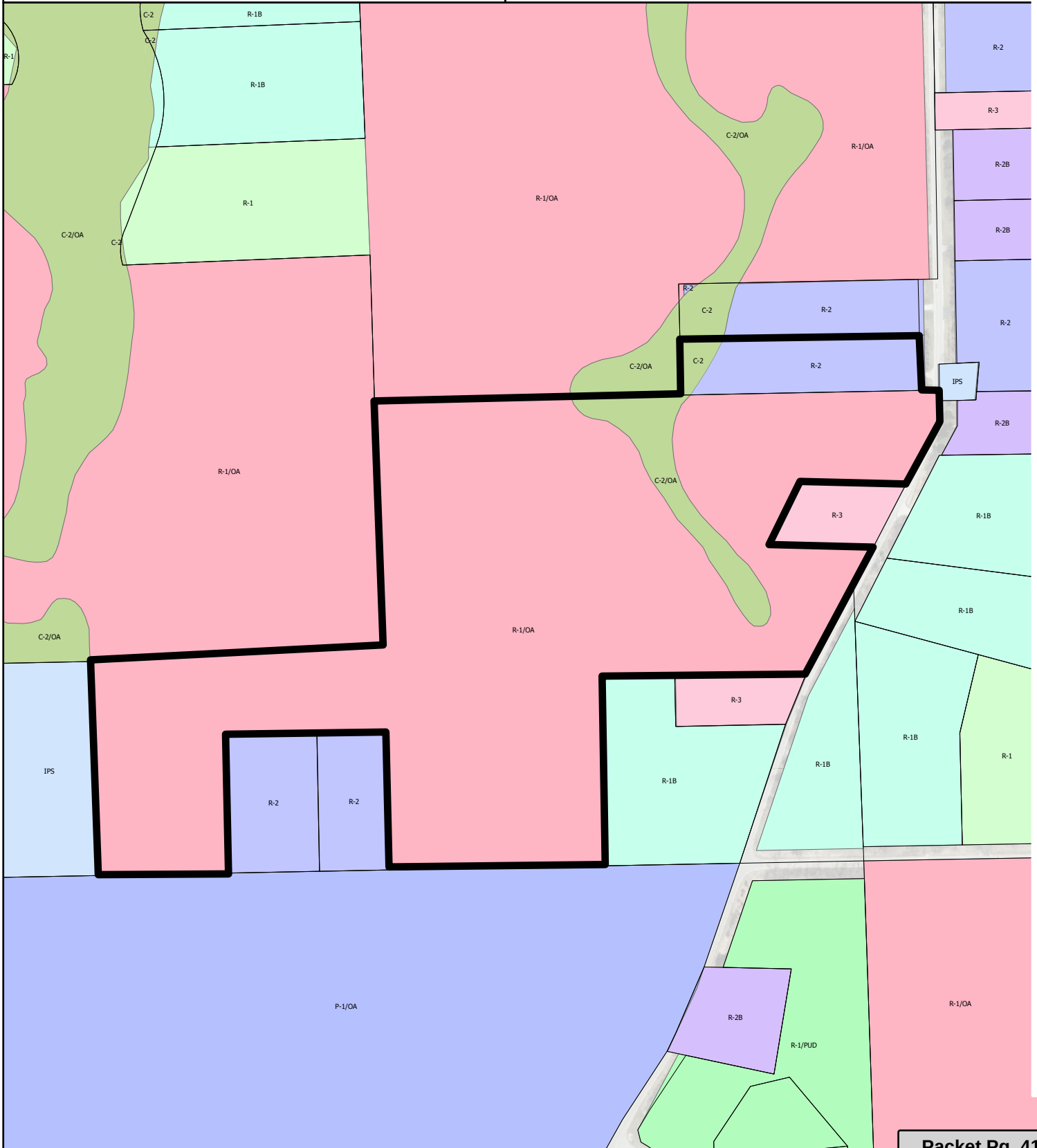
format compatible with AutoCAD dwg or dxf in Wisconsin State Plane Coordinate system South Zone (NAD 83).

Attachments:

Packet Docs_Minihan (PDF)

MINIHAN CHILDREN
LLC

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

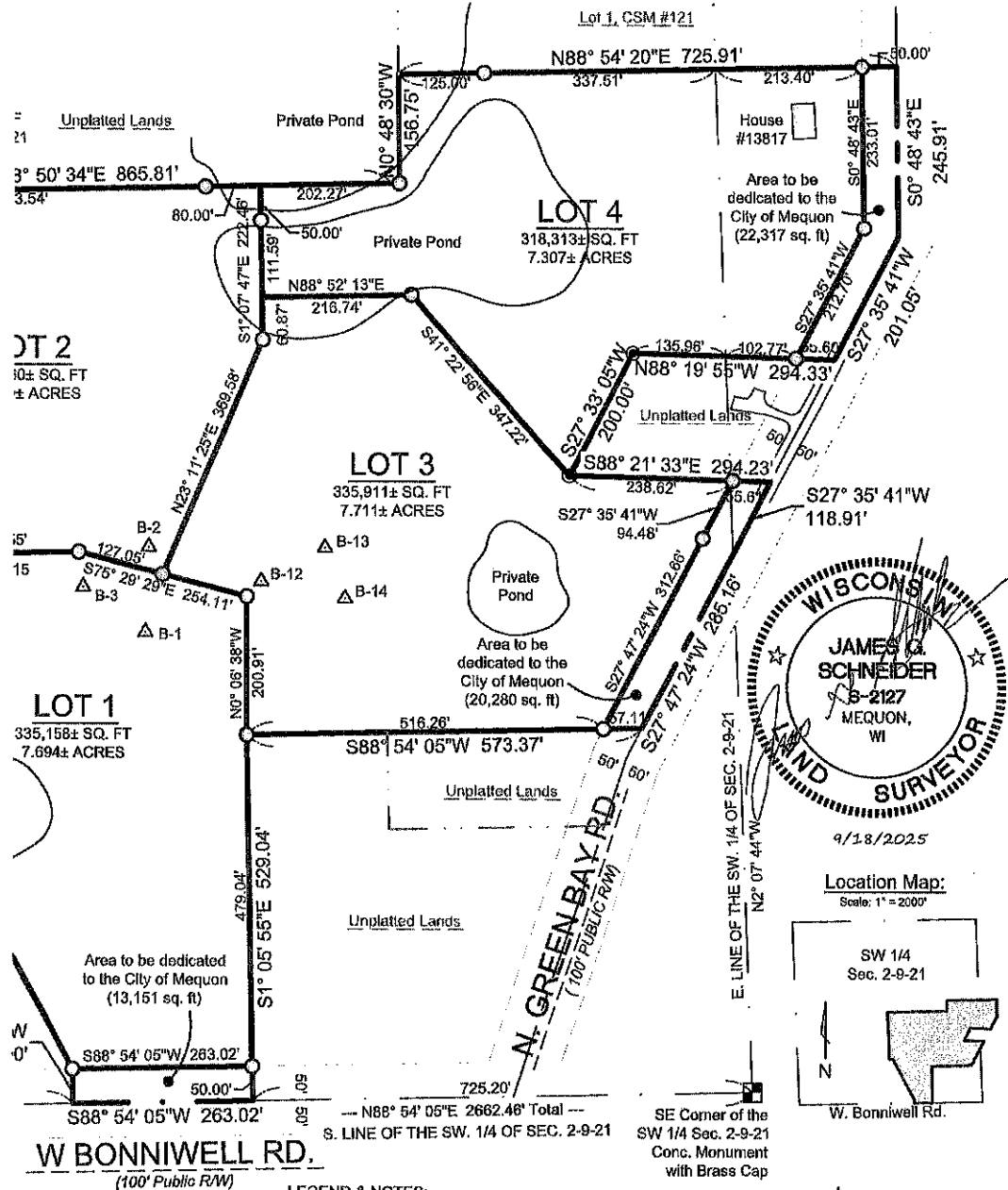


CITY OF MEQUON
MINAHAN CHILDREN LLC CSM APPLICATION
PROJECT DESCRIPTION

The purpose of this land division is to divide a family-owned, thirty-acre parcel into four smaller and equal-sized parcels, with the intent to transfer one parcel to each of the four family members of the LLC owner, who are the children and grandchildren of the original family owners. It is essentially an estate and a family plan to preserve ownership of the land in the family for future generations.

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.



Prepared for:
Minihan Children, LLC
c/o Daniel Minihan
1538 E. Goodrich Lane
Fox Point, WI 53217

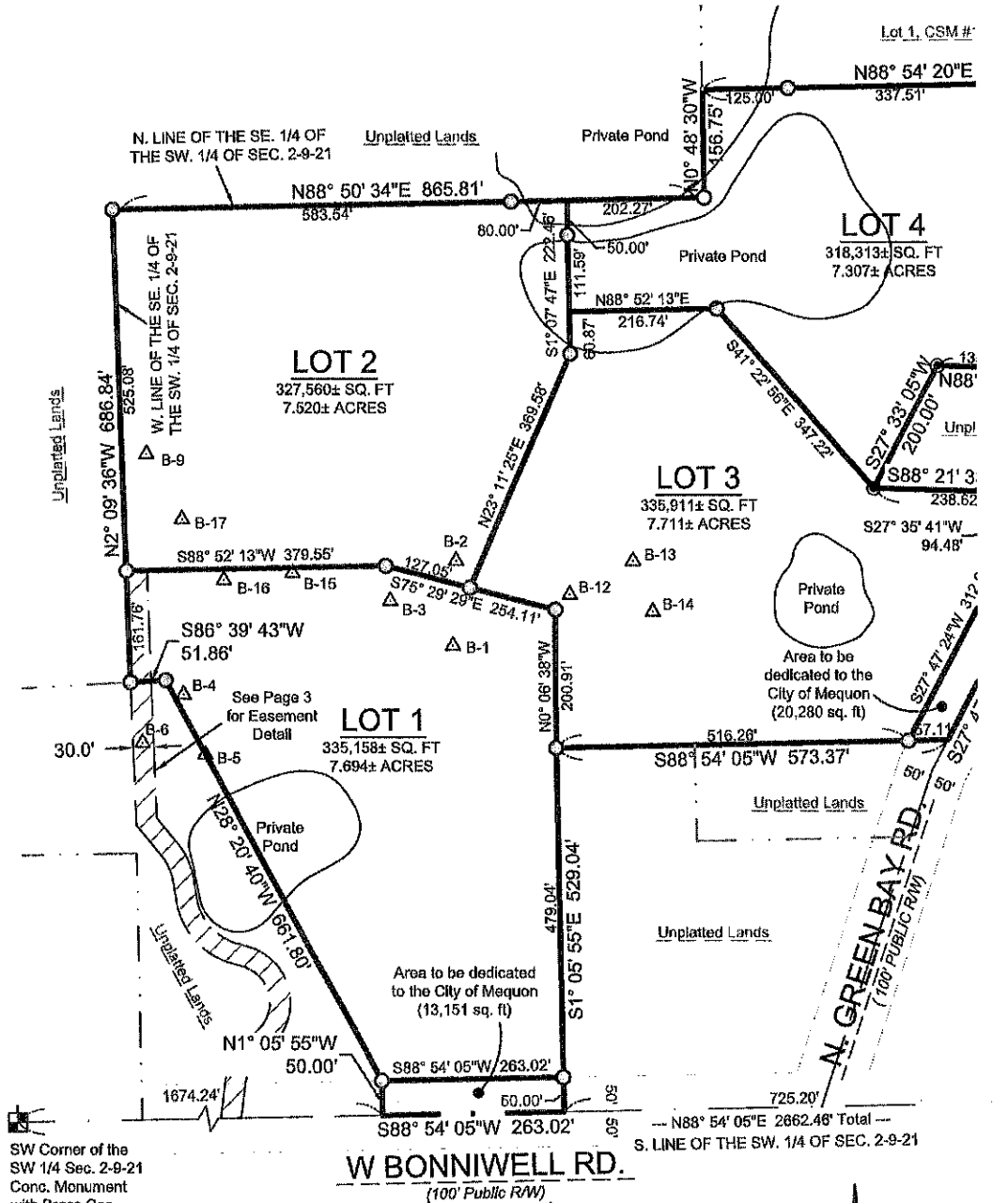
THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

PROJECT NUMBER 22819 - DRAFTED BY JRS

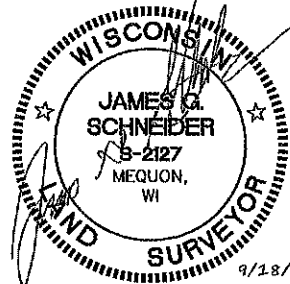
Sheet 1 of 5

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.



THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
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Fax: 414-643-4210



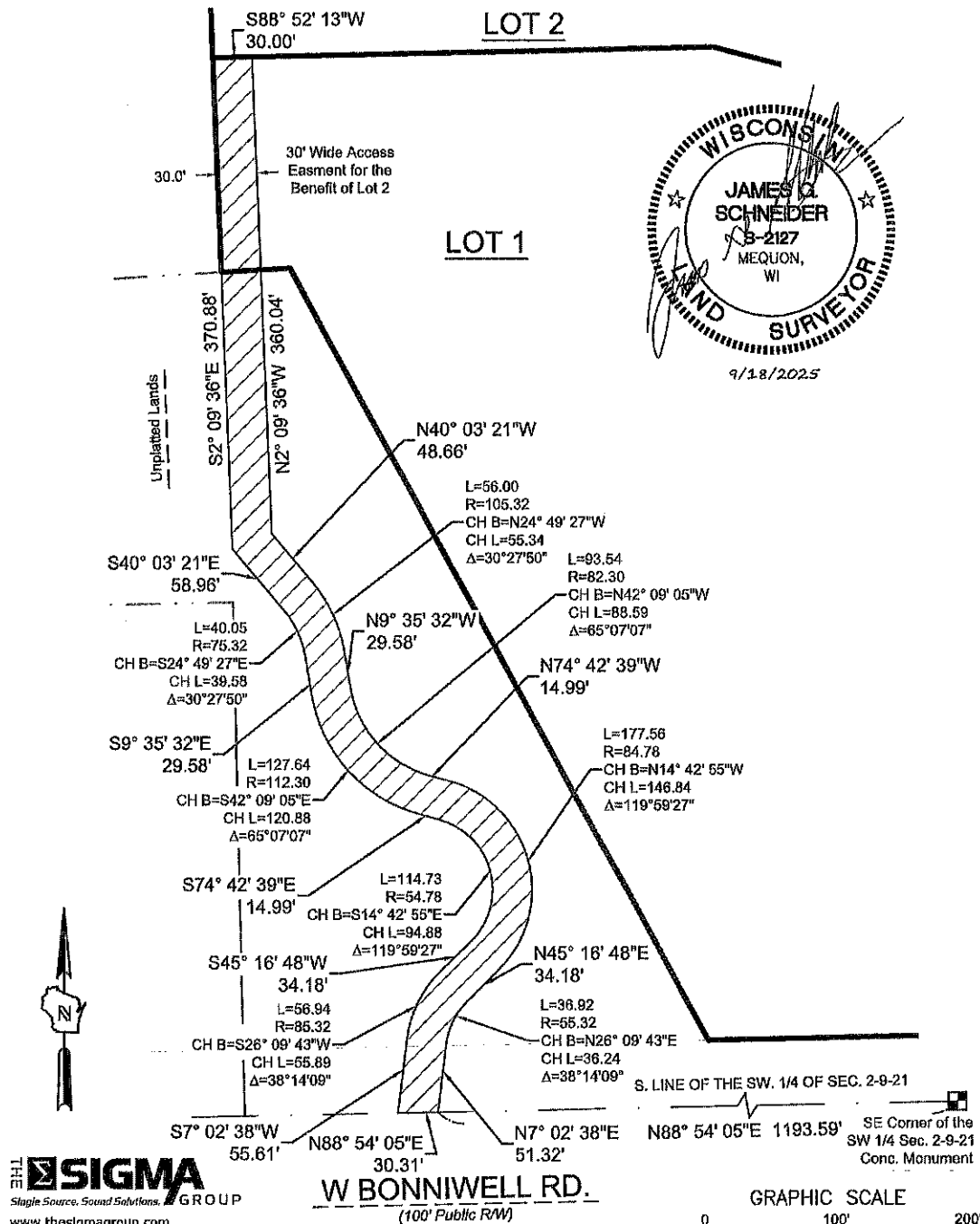
PROJECT NUMBER 22819 - DRAFTED BY JRS

Sheet 2 of 5

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.

ACCESS EASEMENT EXHIBIT



THE SIGMA GROUP
Stable Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

PROJECT NUMBER 22819 - DRAFTED BY JRS

Sheet 3 of 5

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, James G. Schneider, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped the following parcel of land:

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, bounded and described as follows:

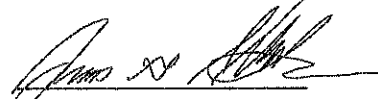
Commencing at the Southeast corner of the Southwest 1/4 of said Section 2; thence S88°54'05"W along the South line of said Southwest 1/4 and the centerline of West Bonniwell Road, 725.20 feet to the point of beginning; thence continuing S88°54'05"W along said South line, 283.02 feet; thence N1°05'55"W, 50.00 feet to a point in the North right of way line of said West Bonniwell Road; thence N28°20'40"W, 661.80 feet; thence S86°39'43"W, 51.86 feet to a point in the West line of the Southeast 1/4 of Southwest 1/4 of said Section 2; thence N2°09'36"W along said West line, 686.84 feet to a point in the North line of the Southeast 1/4 of Southwest 1/4 of said Section 2; thence N88°50'34"E along said North line, 865.81 feet to the Southwest corner of Lot 2 of Certified Survey Map (CSM) No. 121; thence N0°48'30"W along the West line of said Lot 2, 156.75 feet to the Northwest corner of said Lot 2; thence N88°54'20"E along the North line of said Lot 2, 725.91 feet to a point in the centerline of North Green Bay Road; thence S0°48'43"E along said centerline, 245.91 feet; thence S27°35'41"W along said centerline, 201.05 feet; thence N88°19'55"W, 294.33 feet; thence S27°33'05"W, 200.00 feet; thence S88°21'33"E, 294.23 feet to a point in said centerline of North Green Bay Road; thence S27°35'41"W along said centerline, 118.91 feet; thence S27°47'24"W along said centerline, 285.16 feet; thence S88°54'05"W, 573.37 feet; thence S1°05'55"E, 529.04 feet to a point in the centerline of West Bonniwell Road and the point of beginning.

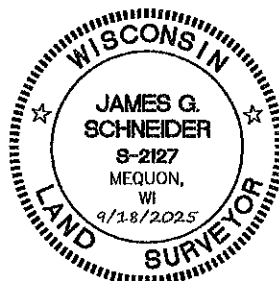
Said lands containing 1,372,690 sq. ft. / 31.513 acres of land, more or less.

That I have made such survey, land division, and plat at the direction of Minahan Children, LLC, OWNER of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have complied with, Chapter 236.34 of the Wisconsin Statutes and the requirements of the City of Mequon in surveying and mapping the same.


James G. Schneider S-2127



THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

PROJECT NUMBER 22819 DRAFTED BY JRS

Sheet 4 of 5

Packet Pg. 46

Attachment: Packet Docs_Minihan (10737 : Minihan Children LLC)

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.

OWNER'S CERTIFICATE

I, Daniel J. Minahan, Managing Member of Minahan Children, LLC, OWNER, do hereby certify: THAT I have caused the lands described in the foregoing certificate of James G. Schneider, Surveyor, to be surveyed, divided mapped and dedicated.

Witness

Daniel J. Minahan, Managing Member

WITNESS the hand and seal of said OWNER on this ____ day of _____, 20__.

STATE OF WISCONSIN)
OZAUKEE COUNTY)ss

PERSONALLY came before me on this ____ day of _____, 20__ Daniel J. Minahan, Managing Member to me known to be the person who executed the foregoing certificate and acknowledged the same.

My Commission expires _____

Notary Public

CITY OF MEQUON PLAN COMMISSION APPROVAL

APPROVED by the City of Mequon Plan Commission on this ____ day of _____, 20__.

Chairman

Secretary

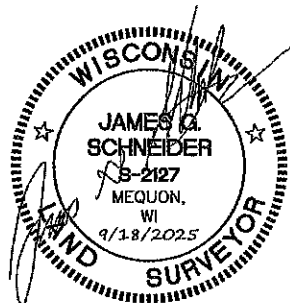
COMMON COUNCIL CERTIFICATE OF APPROVAL

I certify that this Certified Survey Map was approved under Resolution File No. _____ adopted by the Common Council of Mequon on _____.

City Clerk

Andrew Nerbun, Mayor

THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



SOIL EVALUATION REPORT

#1193

Page 1 of 10

in accordance with SPS 385, Wis. Adm. Code

Donald O. Klug, Inc.

Attach complete site plan on paper not less than 8½ x 11 inches in size. Plan must include, but not limited to: vertical and horizontal reference point (BM), direction and percent slope, scale or dimensions, north arrow, and location and distance to nearest road.

Please print all information.

Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04 (1) (m)).

Property Owner Minahan Children				Property Location Govt. Lot 1/4, SW1/2, S2, T9N, R21E			
Property Owner's Mailing Address 1536 E Goodrich Lane				Lot #	Block #	Subd. Name or CSM# 39.66 Acre Parcel	
City Fox Point	State WI	Zip Code 53217	Phone Number	☒ City	☐ Village	☐ Town	Nearest Road Mequon N. Green Bay Road
☒ New Construction Use: ☒ Residential / Number of bedrooms 5 Code derived design flow rate 750 GPD ☐ Replacement ☐ Public or commercial - Describe:							
Parent material Loess over Glacial Till				Flood plain elevation, if applicable n/a ft.			
General comments and recommendations: Sites are suitable for A+4 mound systems. See P.O.W.T.S. Component Manual for correct design criteria.							

1		Boring # ☐ Boring ☒ Pit		Ground surface elev. 769.17 ft.		Depth to limiting factor 23 in.		Soil Application Rate		
Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft² *Eff#1 *Eff#2	
1	0-10	10YR3/2	-	sil	2fsbk	mfr	aw	1f	0.6	0.8
2	10-23	7.5YR3/4	-	sic	2fabk	mfr	cw	-	0.2	0.3
3	23-37	7.5YR4/4	f1f10YR5/8	sicl	1mabk	mfr	-	-	0.2	0.3

2		Boring # ☐ Boring ☒ Pit		Ground surface elev. 769.61 ft.		Depth to limiting factor 23 in.		Soil Application Rate		
Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft² *Eff#1 *Eff#2	
1	0-11	10YR3/2	-	sil	2fsbk	mfr	aw	1f	0.6	0.8
2	11-23	7.5YR3/4	-	sic	2fabk	mfr	cw	-	0.2	0.3
3	23-36	7.5YR4/4	f1f10YR5/8	sicl	1mabk	mfr	-	-	0.2	0.3

* Effluent #1 = BOD₅ > 30 ≤ 220 mg/L and TSS > 30 ≤ 150 mg/L* Effluent #2 = BOD₅ ≤ 30 mg/L and TSS ≤ 30 mg/L

GST Name (Please Print) Dave Klug	Signature: 	GST Number 221236
Address Donald O. Klug, Inc. 4419 Country Aire Dr. Cedarburg, WI 53012	Date Evaluation Conducted 1/9/2025	Telephone Number 262-377-3838

SBD-8330 (R.04/15)

Attachment: Packet Docs_Minihan (10737 : Minihan Children LLC)

Property Owner Minahan ChildrenParcel ID # 14-002-11-000.00Page 2 of 10**3**Boring # ☐ Boring
☒ PitGround surface elev. 765.69 ft. Depth to limiting factor 21 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-10	10YR3/2	-	sil	2fsbk	mfr	aw	1f	0.6	0.8
2	10-21	7.5YR3/4	-	sil	2fabk	mfr	cw	-	0.6	0.8
3	21-37	7.5YR4/4	f1f10YR5/8	sicl	1mabk	mfr	-	-	0.2	0.3

4Boring # ☐ Boring
☒ PitGround surface elev. 761.45 ft. Depth to limiting factor 25 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-14	10YR3/2	-	sil	2fsbk	mfr	aw	1f	0.6	0.8
2	14-25	7.5YR3/4	-	cl	2fabk	mfr	cw	-	0.4	0.6
3	25-38	7.5YR4/4	c2d10YR5/8	sicl	2fabk	mfr	-	-	0.4	0.6

5Boring # ☐ Boring
☒ PitGround surface elev. 761.31 ft. Depth to limiting factor 21 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-12	10YR3/2	-	sil	2fsbk	mfr	aw	2fm	0.6	0.8
2	12-21	7.5YR4/4	-	sicl	2fpr	mfr	cw	1f	0.4	0.6
3	21-38	7.5YR5/4	f1f10YR5/8	sil	1fabk	mfr	-	-	0.4	0.6

* Effluent #1 = BOD₅ > 30 ≤ 220 mg/L and TSS > 30 < 150 mg/L* Effluent #2 = BOD₅ ≤ 30 mg/L and TSS ≤ 30 mg/L

Property Owner Minihan ChildrenParcel ID # 14-002-11-000.00Page 3 of 10**6**Boring # ☐ Boring
☒ PitGround surface elev. 758.71 ft. Depth to limiting factor 25 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-11	10YR3/2	-	sil	2fsbk	mfr	aw	2fm	0.6	0.8
2	11-25	10YR4/4	-	sicl	2fsbk	mfr	cw	1fm	0.4	0.6
3	25-38	7.5YR6/4	f1f10YR5/8	sll	1fabk	mfr	-	1f	0.4	0.6
				10% gr						

7Boring # ☐ Boring
☒ PitGround surface elev. 758.59 ft. Depth to limiting factor 10 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-10	10YR3/3	-	sil	2fabk	mfr	aw	1fm	0.6	0.8
2	10-15	7.5YR6/4	f1f10YR5/8	sl	1fsbk	mfr	cw	1f	0.4	0.7
3	15-36	7.5YR5/4	c2d10YR5/8	sicl	1fabk	mfr	-	-	0.2	0.3
Horizon 2 is unconsolidated fill.										

8Boring # ☐ Boring
☒ PitGround surface elev. 759.89 ft. Depth to limiting factor 8 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-8	10YR3/3	-	sil	2fabk	mfr	aw	2fm	0.6	0.8
2	8-16	7.5YR6/4	-	sicl	0mbk	mfr	cw	1f	0.0	0.0
3	16-36	10/YR3/3	f1f10YR5/8	sil	0mbk	mfr	-	-	0.0	0.2
Horizon 2 is unconsolidated fill. Horizon 3 is a buried topsoil layer.										

* Effluent #1 = BOD₅ > 30 ≤ 220 mg/L and TSS > 30 ≤ 150 mg/L* Effluent #2 = BOD₅ ≤ 30 mg/L and TSS ≤ 30 mg/L

Property Owner Minihan ChildrenParcel ID # 14-002-11-000.00Page 4 of 10**9**

Boring #

☐ Boring
☒ PitGround surface elev. 763.93 ft. Depth to limiting factor 20 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-10	10YR3/3	-	sil	2fsbk	mfr	aw	2fm	0.6	0.8
2	10-20	7.5YR4/4	-	slc	2fabk	mfr	cw	1f	0.2	0.3
3	20-38	7.5YR5/4	c2d10YR5/8	sicl	0mbk	mfr	-	-	0.0	0.0

10

Boring #

☐ Boring
☒ Pit

Ground surface elev. _____ ft. Depth to limiting factor _____ in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2

11

Boring #

☐ Boring
☐ Pit

Ground surface elev. _____ ft. Depth to limiting factor _____ in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2

* Effluent #1 = $BOD_5 > 30 \leq 220$ mg/L and $TSS > 30 < 150$ mg/L* Effluent #2 = $BOD_5 \leq 30$ mg/L and $TSS \leq 30$ mg/L

Property Owner Minahan ChildrenParcel ID # 14-002-11-000.00Page 5 of 10**12**Boring # ☐ Boring
☒ PitGround surface elev. 767.44 ft. Depth to limiting factor 17 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-11	10YR3/3	-	sil	2fsbk	mfr	aw	2f	0.6	0.8
2	11-17	7.5YR4/4	-	cl	2fabk	mfr	cw	1f	0.4	0.6
3	17-34	7.5YR5/4	c2d10YR5/8	sil	1fabk	mfr	cw	-	0.4	0.6
4	34-39	7.5YR6/4	m3p10YR5/8	sicl	0mbk	mfr	-	-	0.0	0.0

13Boring # ☐ Boring
☒ PitGround surface elev. 766.20 ft. Depth to limiting factor 21 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-12	10YR3/3	-	sil	2fsbk	mfr	aw	1fm	0.6	0.8
2	12-21	7.5YR4/4	-	cl	2fabk	mfr	cw	-	0.4	0.6
3	21-40	7.5YR6/4	m3p10YR5/8	sicl	1fabk	mfr	-	-	0.2	0.3

14Boring # ☐ Boring
☒ PitGround surface elev. 768.46 ft. Depth to limiting factor 17 in.

Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-10	10YR3/3	-	sil	2fsbk	mfr	aw	1fm	0.6	0.8
2	10-17	7.5YR4/4	-	sic	2fabk	mfr	cw	-	0.2	0.3
3	17-36	7.5YR6/4	c2d10YR5/8	sicl	1fabk	mfr	-	-	0.2	0.3

* Effluent #1 = BOD₅ > 30 ≤ 220 mg/L and TSS > 30 ≤ 150 mg/L* Effluent #2 = BOD₅ ≤ 30 mg/L and TSS ≤ 30 mg/L

Property Owner Minihan ChildrenParcel ID # 14-002-11-000.00Page 6 of 10

15 Boring # ☐ Boring ☒ Pit Ground surface elev. 766.57 ft. Depth to limiting factor 19 in. Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-10	10YR3/3	-	sl	2fsbk	mfr	aw	1fm	0.6	0.8
2	10-19	7.5YR4/4	-	sic	2fsbk	mfr	cw	-	0.2	0.3
3	19-36	7.5YR6/4	c2d10YR5/8	sicd	1fabk	mfr	-	-	0.2	0.3

16 Boring # ☐ Boring ☒ Pit Ground surface elev. 762.95 ft. Depth to limiting factor 19 in. Soil Application Rate

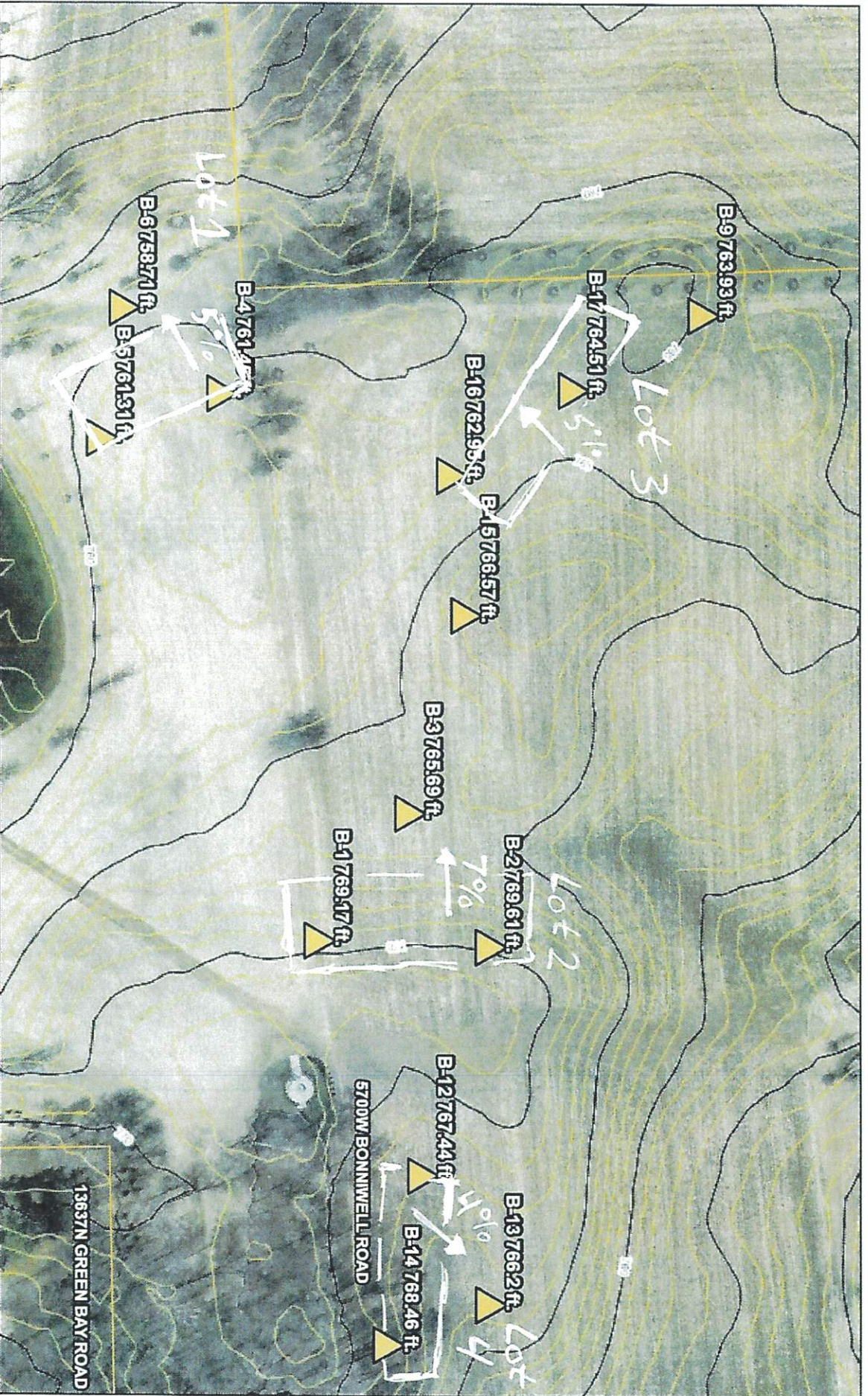
Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-10	10YR3/3	-	sl	2fabk	mfr	aw	1f	0.6	0.8
2	10-19	7.5YR4/4	-	cl	2fsbk	mfr	cw	-	0.4	0.6
3	19-39	7.5YR5/4	c2d10YR5/8	sicd	1fabk	mfr	-	-	0.2	0.3

17 Boring # ☐ Boring ☒ Pit Ground surface elev. 764.51 ft. Depth to limiting factor 18 in. Soil Application Rate

Horizon	Depth in.	Dominant Color Munsell	Redox Description Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft ²	
									*Eff#1	*Eff#2
1	0-11	10YR3/3	-	sl	2fabk	mfr	aw	1f	0.6	0.8
2	11-18	7.5YR4/4	-	cl	2fsbk	mfr	cw	-	0.4	0.6
3	18-36	7.5YR5/4	c2d10YR5/8	sicd	1fabk	mfr	-	-	0.2	0.3

* Effluent #1 = BOD₅ > 30 ≤ 220 mg/L and TSS > 30 ≤ 150 mg/L* Effluent #2 = BOD₅ ≤ 30 mg/L and TSS ≤ 30 mg/L

Ozaukee County Maps



1/21/2025, 3:41:33 PM

2015 Contour Lines

Index

Intermediate Parcels

Tax Parcel



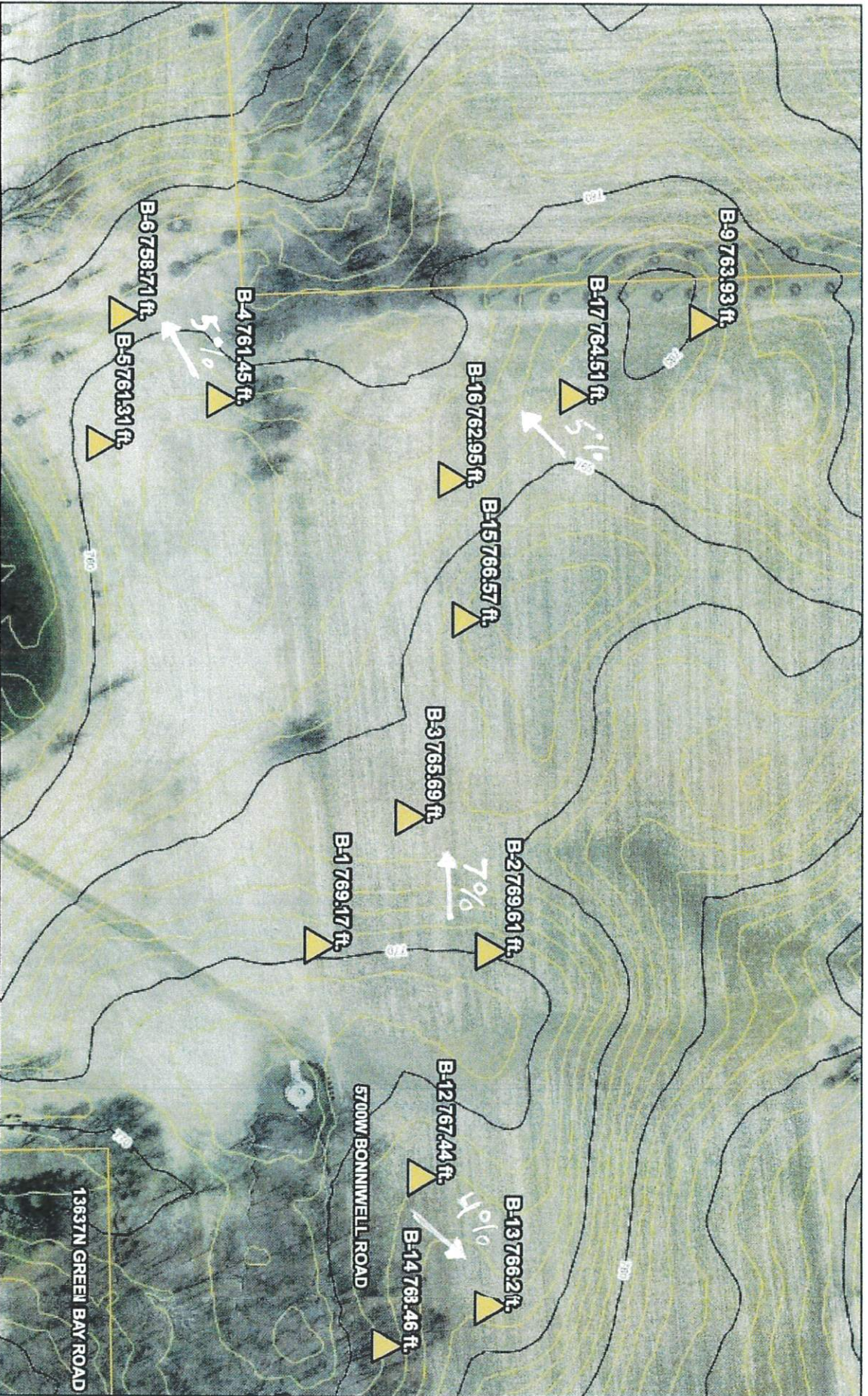
Soil Borings



0 55 110 220 ft
0 15 30 60 m

Pg 7

Ozaukee County Maps



1/21/2025, 3:41:33 PM

2015 Contour Lines

Index

Intermediate
Parcels

Tax Parcel

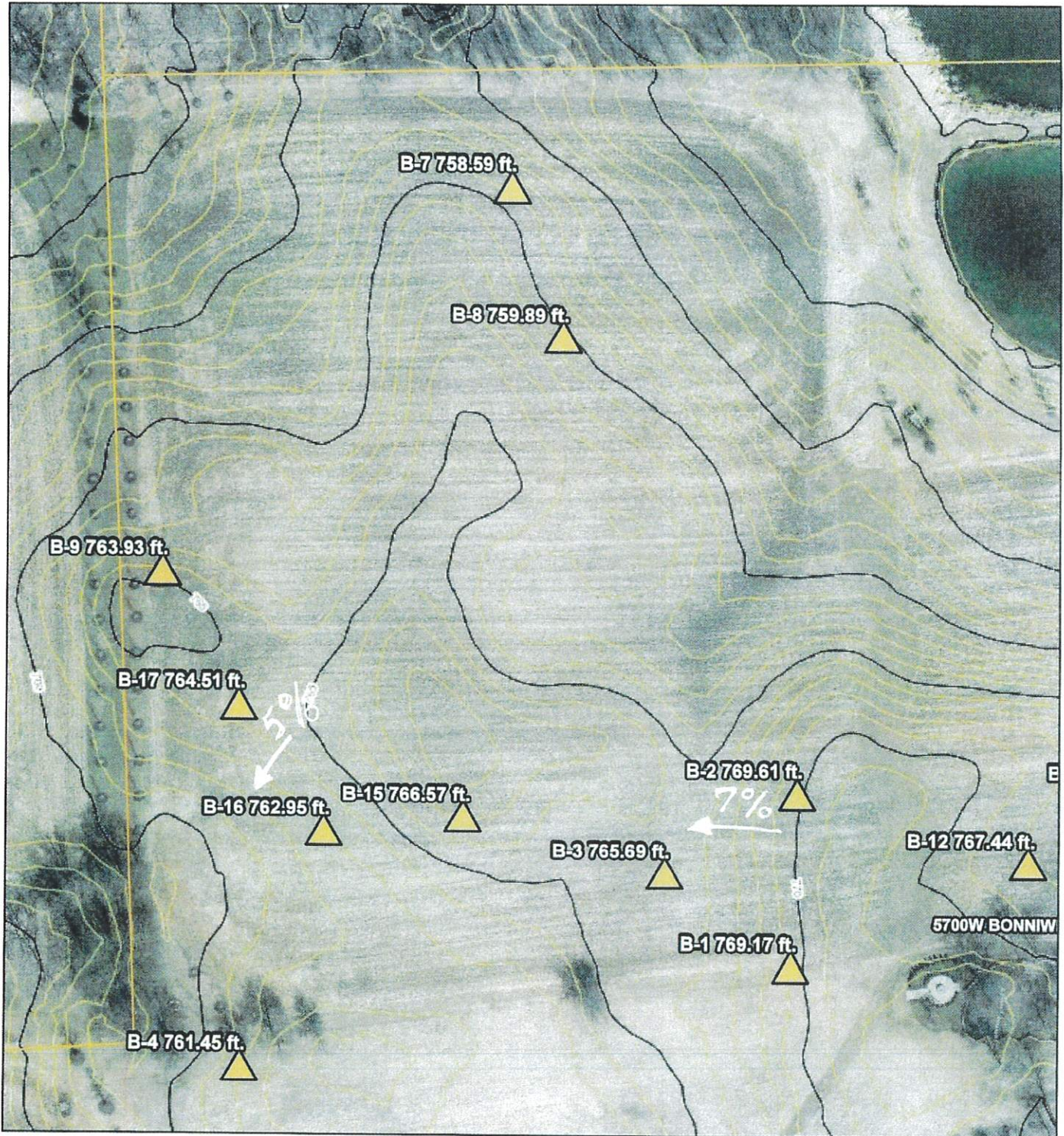


Soil Borings



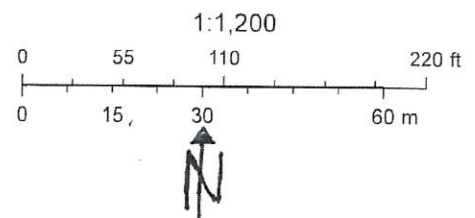
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0 55 110 220 ft
0 15 30 60 m

Ozaukee County Maps



1/21/2025, 3:39:55 PM

2015 Contour Lines  Soil Borings
 — Index  Parcels
 Intermediate  Tax Parcel



Pg 8

Packet Pg. 57



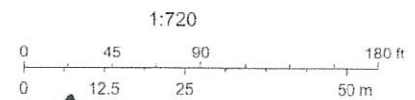
Ozaukee County Maps



1/21/2025, 3:43:42 PM

2015 Contour Lines

- Index
- Intermediate
- ▲ Soil Borings
- Parcels
- Tax Parcel



Pg 10



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: NATALIE REDDING, CITY PLANNER
DATE: October 27, 2025
SUBJECT: John Beglan for Beglan Academy of Dance. The applicant is seeking conditional use grant approval for a dance studio for the property located at 10520 N. Baehr Road.

Applicant:	John Beglan
Status of Applicant:	Agent
Requested:	Conditional Use Grant
Existing Zoning:	B-5 (Light Industrial District)
Land Use Plan:	Business Park
Lot size:	6.95 acres
Location:	10520 N. Baehr Road
Tax Key Number:	#14-026-10-005.00
District:	#4

Background: The applicant is requesting conditional use grant (CUG) approval to allow for a dance studio for the property located at 10520 N Baehr Road. The building is multi-tenant, and Beglan Dance Academy plans to occupy suite A, roughly 3,565 square feet total.

Beglan Academy was founded in 2007 and teaches Irish dance to children and adults. The Academy first held classes at the former Logemann community center in Mequon and later moved to Glendale in 2008 upon finding a permanent studio space. Owners John and Jillian Beglan - Mequon residents since 2018 - now wish to move their business back to their local community here in Mequon.

Site Plan:

No changes will occur to the site plan, nor are there any interior changes proposed.

Site Compliance:

Staff conducted a site visit and confirmed compliance.

Conditional Use Grant Findings:

According to Section 3.05(1)(b) of the Zoning Code, the following findings shall be considered when analyzing a conditional use grant application:

- 1. The proposed use should not endanger the public health, safety or general welfare of the city and the immediate neighborhood.**
All activities and interactions of the business will take place within the building and will be monitored by the staff onsite. The proposed use should not endanger the surrounding area.

2. The proposed use should not injure the value of adjoining or abutting property.

The Land Use Plan designates the site as Business Park. All adjacent properties are similarly zoned B-5. Other uses within the building include office uses, lab space, a medical equipment supplier and a beauty salon. The use will be confined to Suite A and should not injure the value of the adjoining or abutting properties.

3. The proposed use shall be harmonious or compatible with the area in which it is located.

The proposed activities of the use fit the character of the surrounding area. The hours of operation will be weekdays 3:00 PM to 9:00 PM and weekends 9:00 AM to 6:00 PM. Staff is supportive of the proposed hours, which align with the neighboring industrial uses.

The applicant indicated that classes range from approximately 10-20 students and are primarily instructed by the two owners, with three additional part-time teachers on staff. Since the zoning code does not have a parking requirement that relates to this specific use, an industry standard of one parking spot per three students and one per staff member during business hours was used to calculate the parking requirements. The 94 available parking stalls on site at the multi-tenant facility will be sufficient to meet the industry standard requirement. Staff believes the proposed use and activities should be harmonious with the surrounding uses.

Staff Recommendation:

Staff recommends approval of the conditional use based on the following conditions:

1. Staff review and approval of final plans prior to 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. The hours of operations shall be Monday through Friday, 3:00 PM to 9:00 PM and Saturday and Sunday 9:00 AM to 6:00 PM.
3. Recording of the conditional grant at Ozaukee County Register of Deeds.

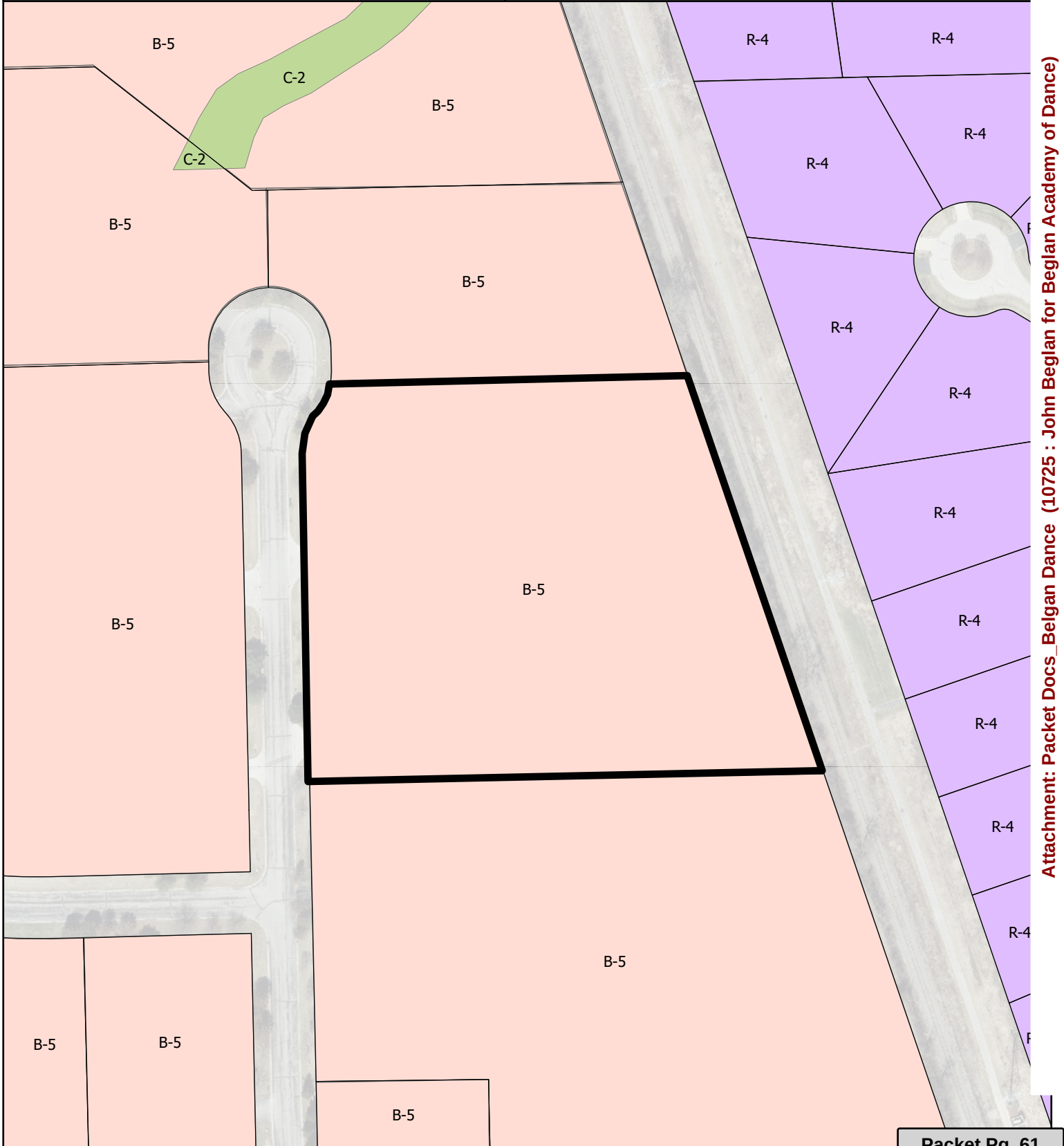
Attachments:

Packet Docs_Belgan Dance (PDF)

BEGLAN DANCE

AC Arrival Corridor
 A-1 Agricultural Preserve
 A-2 General Agricultural
 B-1 Neighborhood Business
 B-2 Community Business
 B-3 Office & Service Business
 B-4 Business Park
 B-5 Light Industrial
 B-6 Rural Industrial
 B-7 Rural Business
 C-1 Shoreland/Wetland Conservancy
 C-2 General Conservancy
 CGO Central Growth Overlay
 FFO Flood Fringe Overlay
 FW Floodway
 IPS Institutional & Public Service

IPS Institutional & Public Service
 NC Neighborhood Commercial
 OA Agricultural Overlay
 PUD Planned Unit Development Overlay
 P-1 Park & Recreation
 R-1 Single-Family Residential (5 Ac. Min.)
 R-1B Single-Family Residential (2.5 Ac. Min.)
 R-2 Single-Family Residential (2 Ac. Min.)
 R-2B Single-Family Residential (1.5 Ac. Min.)
 R-3 Single-Family Residential (1 Ac. Min.)
 R-4 Single-Family Residential (3/4 Ac. Min.)
 R-5 Single-Family Residential (1/2 Ac. Min.)
 R-6 Single-Family Residential (4 DU/Ac.)
 RM Multi-Family Residential
 TC Town Center
 TDR Transfer of Development Rights





LEGAL DESCRIPTION:

1872/803 PART W 1/2 SW 8.95 ACS COMM 980 FT N OF
SW COR BEING #3056 CSM LOT 1 VOL 21/349 SECTION 26,
TOWNSHIP 9 NORTH, RANGE 21 EAST.

OWNER INFORMATION:

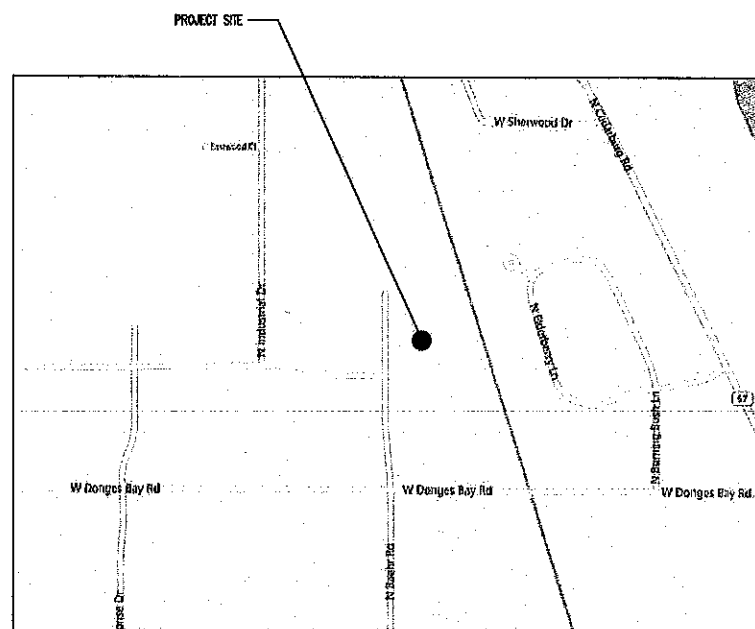
MEQUON II, LLC
2560 LORD BALTIMORE DR.
BALTIMORE, MD 21244
262-524-0100
GEAY@SIPL.COM

APPLICANT INFORMATION:

JOHN BEGLAN
10003 N. CEDARBURG RD.
MEQUON, WI 53092
414-243-3515
BELGANIRISHDANCERS@GMAIL.COM

ARCHITECT INFORMATION:

ST. JOHN PROPERTIES, INC.
JON GNORSKI
2000 PEWAUKEE RD. STE A
WAUKESHA, WI 53188
262-337-6022
JGNORSKI@SJPI.COM



LOCATION MAP

BEGLAN ACADEMY

MEQUON RESEARCH CENTER II
10520 N. BAEHR RD. STE A-B(R)
MEQUON, WI 53092

CODE DATA - TENANT BUILDOUT*

WISCONSIN COMMERCIAL BUILDING CODE (IBC 2015)

CODE DATA	PROPOSED	CODE REFERENCE
USE AND OCCUPANCY*	DANCE INSTRUCTION	S-302
ACTUAL AREA	3585 SF	MEASURED
OCCUPANCY RATE	OFFICE: 100 SF/OCC GYM: 50 SF/OCC	T-1004.1,2
OCCUPANCY LOAD	OFFICE: 1081 SF = 11 OCC GYM: 2484 SF = 50 OCC	CALCULATED
CONSTRUCTION TYPE	2-B	T-601
PLUMBING FACILITIES (WC)	OFFICE (F): $\frac{9}{32}=0.24$, GYM (F): $\frac{25}{160}=0.38$ TOTAL (F): $0.24+0.38=0.62$, THEREFORE 1 OK OFFICE (M): $\frac{9}{32}=0.24$, GYM (M): $\frac{25}{128}=0.20$ TOTAL (M): $0.24+0.20=0.44$, THEREFORE 1 OK	T-2802.1
PLUMBING FACILITIES (LAV)	OFFICE (F): $\frac{9}{32}=0.16$, GYM (F): $\frac{25}{200}=0.13$ TOTAL (F): $0.16+0.13=0.28$, THEREFORE 1 OK OFFICE (M): $\frac{9}{32}=0.16$, GYM (M): $\frac{25}{200}=0.13$ TOTAL (M): $0.16+0.13=0.28$, THEREFORE 1 OK	T-2802.1
USE SEPARATIONS	NON-SEPARATED	S-508.3
PROJECT VOLUME	3585 SF x 18'-8" = 66,547 CU FT	SPS 361,30

* SEE C1.1 FOR CODE DATA FOR BUILDING SHELL AND OCCUPANCY DESIGNATION

DRAWING INDEX

SHEET NUMBER	SHEET TITLE
T1.1	TITLE SHEET
C1.1	SITE PLAN
A1.1	FLOOR PLAN

ST. JOHN
PROPERTIES

2000 PEWAUKEE RD. SUITE A
WAUKESHA, WI 53188
• 262.524.0100

BEGIAN ACADEMY
MEQUON RESEARCH CENTER II
10520 N. BAEHR RD. STE A-B(R)
MEQUON, WI 53092

TITLE SHEET

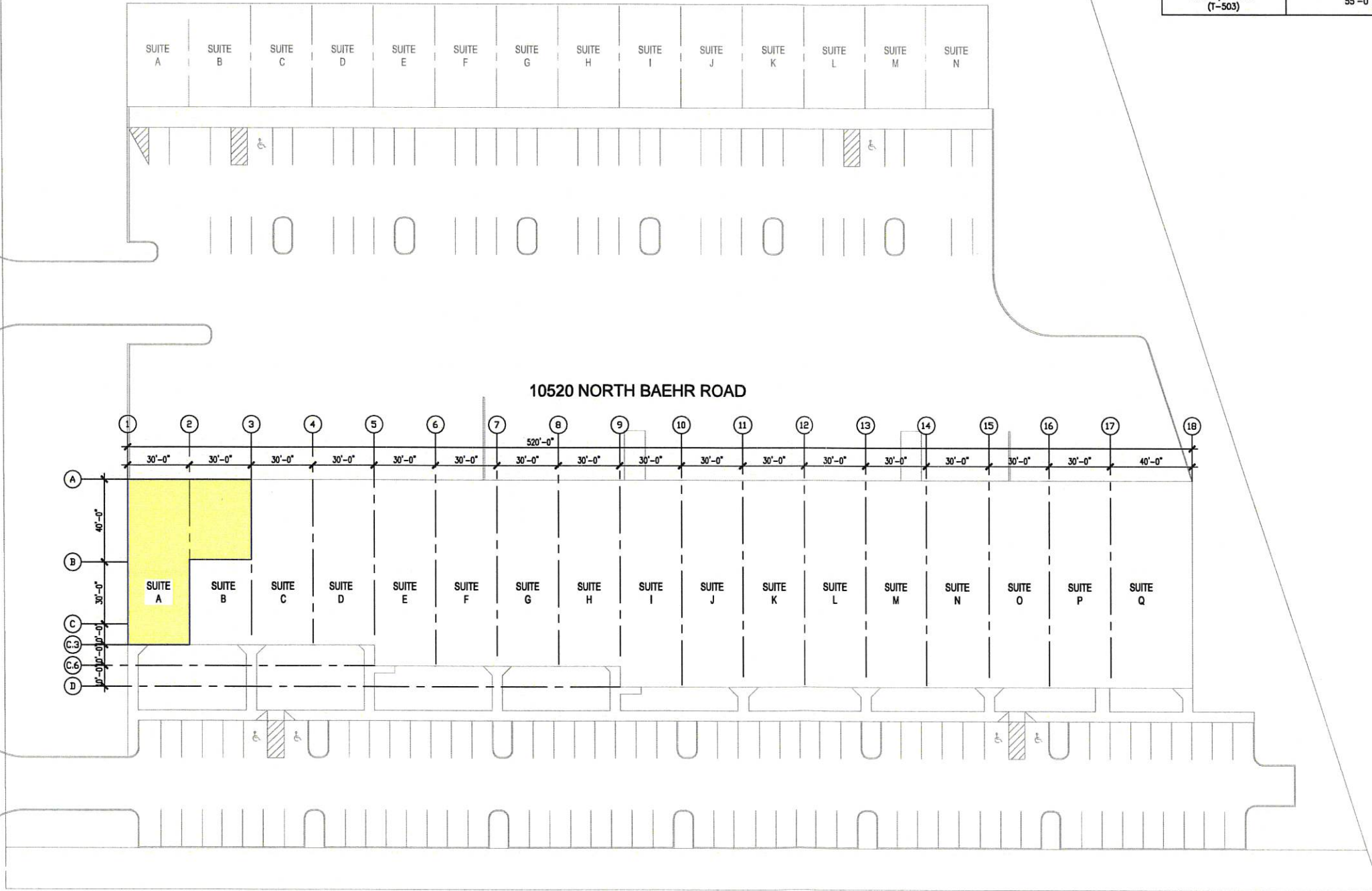
25-064

9.4.25

T1.1

DISCLAIMER: THIS SPACE PLAN IS SUBJECT TO EXISTING FIELD CONDITIONS. THIS DRAWING IS PROPRIETARY AND THE EXCLUSIVE PROPERTY OF ST. JOHN PROPERTIES, INC. ANY DUPLICATIONS, DISTRIBUTION OR OTHER UNAUTHORIZED USE IS STRICTLY PROHIBITED. ALL FURNITURE AND APPLIANCES SHOWN ON PLAN ARE FOR VISUAL INFORMATION PURPOSES ONLY AND SHALL BE PROVIDED BY TENANT.
Copyright ©2024 St. John Properties, Inc. | C:\Users\jgromal\OneDrive - St John Properties, Inc\Documents\Architecture\01 Projects\2025\25-064_10520 North Baehr A-B(R) (Proposed).dwg Last Modified: 8/1/25 Plotted On: 8/1/25 12:27 PM By: jgromal

NORTH BAEHR ROAD



1 SITE PLAN
1" = 30'

0 15' 30' 60'
SCALE: 1" = 30'

N
N

CODE DATA - OVERALL BUILDING		
WISCONSIN ENROLLED COMMERCIAL CODE 2002		
CODE DATA	ALLOWABLE PER CODE	PROPOSED
USE AND OCCUPANCY (S-302)	B, S1, S2, F1, F2	B, S1, S2, F1, F2
CONSTRUCTION TYPE (T-601)	IIB	IIB
FIRE SUPPRESSION (CH. 9)	CHAPTER 9: NOT REQUIRED LOCAL REGULATIONS: REQUIRED	SPRINKLERED
ALLOWABLE AREA W/ INCREASE FOR FRONTAGE AND SPRINKLER (S-506)	F-1 OCCUPANCY MOST RESTRICTIVE 73,625 SF WITH FRONTAGE AND SPRINKLER INCREASE	48,400 SF
HEIGHT/STORIES (T-503)	55'-0"/2 STORIES	18'-8"/1 STORY

SITE PLAN

25-064 9.4.25

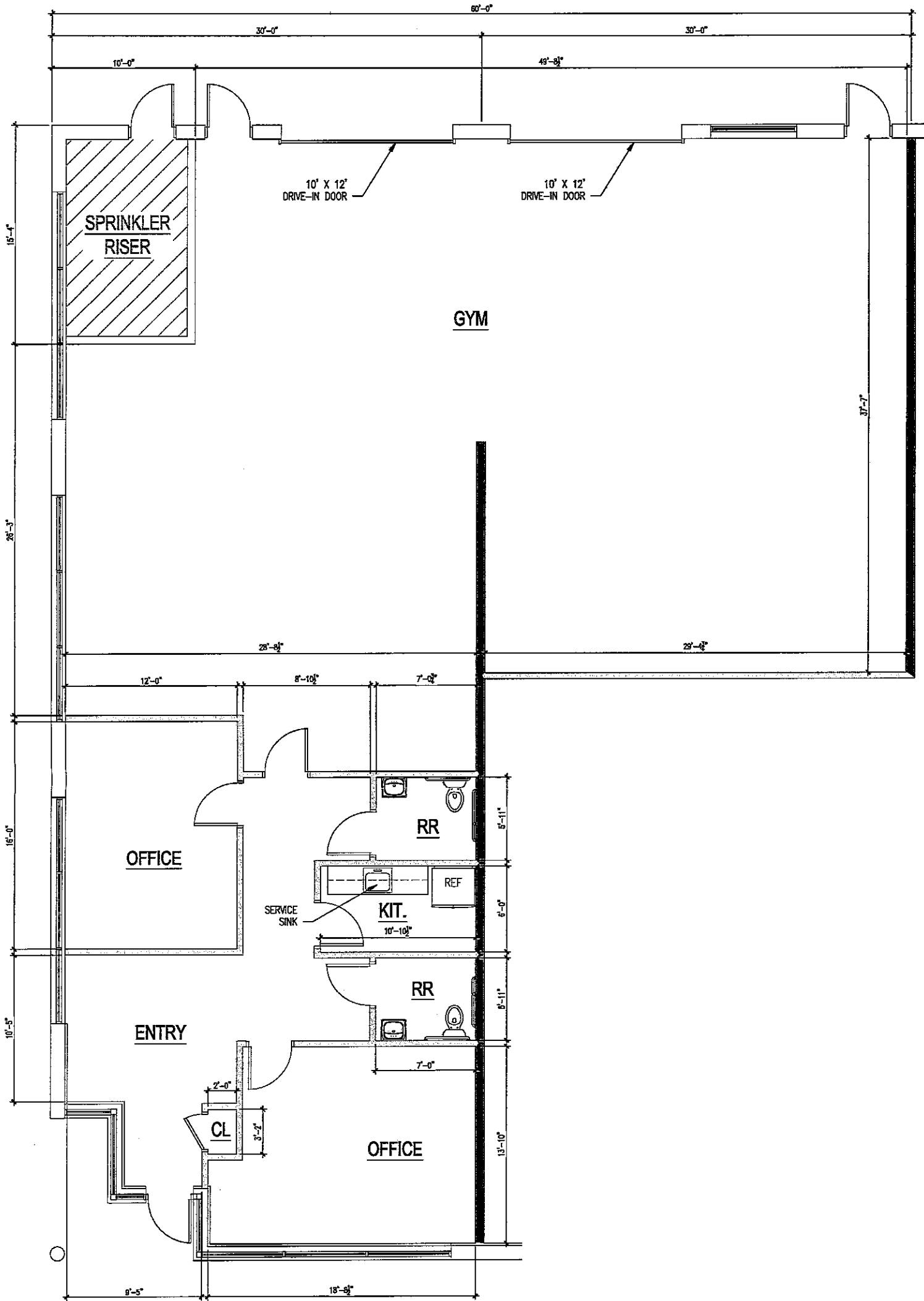
C1.1

BEGAN ACADEMY
MEQUON RESEARCH CENTER II
10520 N. BAEHR RD. STE A-B(R)
MEQUON, WI 53092

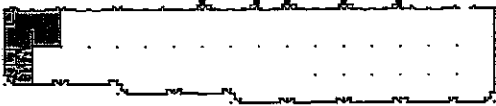
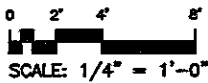
ST. JOHN
PROPERTIES

2000 PEWAUKEE RD. SUITE A
WALKEISHA, WI 53188
262.524.0100

DISCLAIMER:
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Copyright ©2024 St. John Properties, Inc. | C:\Users\jgorski\OneDrive - St John Properties, Inc\Documents\Architecture\Of Projects\2025\25-064_10520 Baehr A-B(r) (Prospect)\02_50\25-064_10520 Baehr A-B(r) (Prospect).dwg Last Modified: 2.15.25 Plotted On: 2.15.25 10:48 AM By: jn gorski



1 FLOOR PLAN
1/4" = 1'-0"



KEYPLAN

LEGEND:

- EXISTING FULL HEIGHT SEPARATION WALL
- EXISTING PARTITION WALL

OFFICE: 1,081 SF
GYM: 2,484 SF
TOTAL: 3,565 SF

 ST. JOHN PROPERTIES 2000 PEWAUKEE RD. SUITE A WAUKESHA, WI 53188 262.524.0100	BEGLAN ACADEMY MEQUON RESEARCH CENTER II 10520 N. BAEHR RD. STE A-B(R) MEQUON, WI 53092			FLOOR PLAN	25-064	9.4.25
					A1.1	
		ISSUED FOR	DATE			

CONDITIONAL USE GRANT

Articles of Agreement made and entered into this 27th day of October, 2025 by and between _____ owner of the property located at 10520 N Baehr Road and the City of Mequon Planning Commission.

Before the Planning Commission of the City of Mequon, Ozaukee County, Wisconsin, in regard to the premise located in Section 26, Range 21 East, in Township 9 North, Ozaukee County, State of Wisconsin, further described as follows:

LEGAL DESCRIPTION

Exhibit A-1

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statues, provide that the premises may not be used of right for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use Grant in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the Planning Commission of the City of Mequon having determined that by reason of the particular nature, character, and circumstances of the proposed use, grant of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, **IT IS GRANTED**, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of a dance studio.

GRANTED by action of the Planning Commission of the City of Mequon this 27th day of October, 2025.

Andrew Nerbun, Mayor, Planning Commission Chairperson

Acknowledgment:

STATE OF WISCONSIN)
)SS
OZAUCKEE COUNTY)

Personally came before me, this ____ day of _____, 2025, the above named Mayor, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) _____

Planning Commission Secretary

Acknowledgment:

STATE OF WISCONSIN)
)SS
OZAUCKEE COUNTY)

Personally came before me, this ____ day of _____, 2025, the above named _____, Planning Commission Secretary, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) _____

RETURN TO:

City of Mequon
11333 North Cedarburg Road 60W
Mequon, WI 53092

PARCEL NO.:
14-026-10-005.00

Attachment: Packet Docs_Belgan Dance (10725 : John Beglan for Beglan Academy of Dance)

The **CONDITIONS** of this Grant are:

- 1. This grant shall become effective upon the execution and recording by the owners and operators of the Premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
- 2. This grant shall expire and become void unless, pursuant to the building and zoning codes of the City, the approved use is commenced or the building permit is obtained within twelve (12) months of the date of Planning Commission approval noted above, or actual construction is commenced within twelve (12) months of the date on which the building permit was issued.
- 3. This grant shall be void unless, pursuant to the building and Zoning Codes of the City, the approved use is commenced or the building permit is obtained within twelve (12) months of the date of Planning Commission approval noted above.
- 4. Construction and operation of the use granted shall be in strict conformity to the approved site, building, and operations plans filed in connection with the Petition for this Grant, and annexed hereto.
- 5. Any of the conditions of this Grant which would normally be the responsibility of tenants of the Premises shall be made a part of their lease by the Owner, which lease shall contain provisions for posting of the pertinent conditions to notify employees thereof.
- 6. This grant shall automatically be null and void if this use is discontinued for a period of twelve (12) months.
- 7. The City of Mequon shall be held harmless from any claims or losses to the City or its residents including reasonable attorney fees arising from or related to use of the facilities.
- 8. Any change to the approved use or change to the building or site plan will require an amendment to the Conditional Use. Minor changes to the building and site plan shall be approved by the Department of Community Development.

Conditions on the Operations:

- a. Hours of operation: Monday-Friday 3:00PM-9:00PM, Saturday and Sunday: 9:00AM–6:00PM
- b. Performance standards relating to parking, noise, vibration, odor, smoke, dust, and light: As per City ordinance and as further designated under letter (e.) below.
- c. Water supply requirements:
Public
- d. Provisions for sewage disposal:
Public sewer
- e. Other:

- If the conditional use shall become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or if material problems shall arise with respect to noise, traffic circulation, ingress and egress, parking, unenclosed storage, lighting, maintenance, or any other condition which shall materially threaten health or safety or to become a nuisance condition, the Grantee shall correct or improve such condition, and toward that end, the Planning Commission, after public hearing, may alter, amend or add reasonable additional Conditional User Grant conditions in order to ameliorate such effects, or in the case of violation of the Conditional Use Permit, may revoke the Conditional Use Grant.
- If, despite efforts to prescribe conditions which render the conditional use harmonious in the surrounding neighborhood, problems shall arise with respect to noise, traffic circulation, ingress and egress, parking, unenclosed storage, lighting, maintenance, or any other condition which shall materially threaten the peace and enjoyment of neighboring properties, or shall become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or shall threaten health or safety, the Grantee shall correct or improve such condition, and toward that end, the Planning Commission, after public hearing, may alter, amend or add reasonable additional Conditional User Grant conditions in order to ameliorate such effects, and in the case of violation of the Conditional Use Permit, may revoke the Conditional Use Grant.

9. Conditions of the structure:

- a. Site Plan: As per attached Exhibit A
- b. Landscaping Plan: As on file with Community Development Department, City of Mequon
- c. Elevations: As on file with Community Development Department, City of Mequon
- d. Floor Plan: As per attached Exhibit B
- e. Exterior lighting of the building: N/A
- f. Fence / Wall / Dumpster plan details: N/A

Conditional Use Grant

- g. Sign: N/A
- h. The building shall comply with the building code.
- i. Other:
 - 1. Staff review and approval of final floor plans prior to 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. The hours of operations shall be Monday through Friday, 3:00 PM to 9:00 PM and Saturday and Sunay 9:00 AM to 6:00 PM.
 - 3. Recording of the conditional grant at Ozaukee County Register of Deeds.

OWNER(S):

By:_____

Acknowledgment

STATE OF WISCONSIN)
)SS
_____COUNTY)

Personally came before me, this ____ day of _____, 2025, the above named, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public

My Commission (expires) _____

This document drafted by:
The City of Mequon.
Kim Tollefson
11333 N Cedarburg Road
Mequon, WI 53092

Attachment: Packet Docs_Belgan Dance (10725 : John Beglan for Beglan Academy of Dance)



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: NATALIE REDDING, CITY PLANNER
DATE: October 27, 2025
SUBJECT: Suzanne Van Cleave for Sunny's Dog Boarding & Daycare. The applicant is seeking conditional use grant and building and site plan amendment approval for a pet daycare and kennels for the property located at 6020 W. Donges Bay Road.

Applicant:	Suzanne Van Cleave
Status of Applicant:	Agent
Requested:	Conditional Use Grant Building and Site Plan Amendment
Existing Zoning:	B-5 (Light Industrial District)
Land Use Plan:	Business Park
Lot size:	1.51 acres
Location:	6020 W. Donges Bay Road
Tax Key Number:	#14-027-16-008.00
District:	#4

Background:

The applicant is requesting conditional use grant and building and site plan amendment approval to allow for a pet daycare and kennels for the property located at 6020 W Donges Bay Road. Sunny's Dog Boarding and Daycare will be a professionally operated pet care facility offering full-day and half-day daycare services, overnight boarding, and basic grooming such as baths and nail trims. The facility will feature separate kennel rooms for large and small dogs, an office and reception area for client communication, and securely fenced outdoor play yards attached to the building for daily exercise and enrichment.

Site Plan Amendment:

The applicant is proposing several site plan changes, including the installation of a fence, the removal of an existing shed, and an additional 9 parking stalls, including a handicap stall per ADA guidelines. Staff is supportive of the shed removal and additional parking. Pursuant to Section 58-565, fences on non-residential properties require Planning Commission approval. The applicant is proposing a 6-foot wooden fence starting from the northern edge of the building and extending towards the northern and western edge of the property line in a rectangular shape. The fenced area is intended to allow for supervised outdoor exercise and play time for the dogs.

Due to the high visibility of the fence both from the public view as well as from adjacent sites, staff is recommending that the applicant employ a combination of wood and decorative metal fencing materials to enhance the streetscape and reduce the visual impact of the proposed 6-foot wood fencing. Staff recommends that wood fencing be used along the rear and side areas of the

site for privacy and noise buffering (north and west property lines), and that ornamental iron or aluminum fencing be utilized along public-facing frontages to offer some visibility and a more open feel (south and east property lines - see Exhibit A for examples). The fence, as currently shown on the site plan submitted, does not meet the setback and offset requirements of the B-5 zoning district. As such, an updated site plan reflecting a compliant location of the fence which meets the 60-foot setback requirements from the east and south property lines as well as the 20-foot offset requirements from the north and west property lines is required.

The dumpsters are currently proposed at the southeastern corner of the fenced area, within the fence line. Based on staff's fencing recommendation, staff will also require the dumpsters to be relocated to the area where the existing shed - planned for removal - is currently located. This will allow for better screening of the dumpster away from the public fence line and via the existing landscaping near this portion of the site.

Landscaping Plan:

The proposed landscaping additions can be seen highlighted in green (see Exhibit B). Staff is supportive of the additional landscaping set forth, which will provide added visual interest along the edge of the property, particularly the two public streets that the site faces. Per section 58-564 of the City of Mequon code of ordinances, "off street parking lots with more than ten stalls shall have at least ten percent of the interior parking area landscaped." As such, the applicant shall submit an updated landscaping plan that meets the parking lot landscaping requirement.

Staff recommends landscaping be extended along the eastern and northern property lines to soften the fence line from public view and integrate the facility into the neighborhood context. Staff recommends that the landscaping buffer feature a mix of native and hardy species and include a range of low to medium height shrubs, grasses and perennials as well as small-scale ornamental trees or evergreens to break up long fence runs. Given that this site serves as a gateway to the business park and is adjacent to the city's prominently landscaped median along Baehr Road, careful consideration must be given to the site's overall design and layout. The proposed fencing modifications and enhanced landscaping will improve site aesthetics and enhance cohesivity across the business park entrance, while still helping to maintain privacy and security for the dogs and facility.

Site Compliance:

Staff conducted a site visit to confirm compliance. There is a light on the northern wall of the building as well as a light within the sign monument area that are not compliant with the City of Mequon lighting code. These two lights shall be removed prior to issuance of final occupancy. Staff also noted several cracks and general issues with the current parking lot conditions. The parking lot shall be seal coated, and the 9 additional stalls proposed shall be striped in accordance with city standards prior to issuance of final occupancy.

Conditional Use Grant Findings:

According to Section 3.05(1)(b) of the Zoning Code, the following findings shall be considered when analyzing a conditional use grant application:

- 1. The proposed use should not endanger the public health, safety or general welfare of the city and the immediate neighborhood.**

The proposed use should not endanger the surrounding area; activities will take place within the building and enclosed outdoor play area and will be monitored by staff.

2. The proposed use should not injure the value of adjoining or abutting property.

The Land Use Plan designates the site as Business Park. Surrounding properties are similarly zoned B-5. The applicant noted that with daycare and boarding combined, the site can accommodate a maximum of 72 dogs. The site will thus feature 72 kennels, 14 for larger dogs and 58 for medium/small dogs. The applicant plans for sound-reduced kennels to further minimize the impact of noise on any adjoining properties.

In accordance with Sec. 58-532, the following conditions apply to kennels:

- . *A kennel may not be located adjacent to any existing restaurant or grocery within the same building.*
- . *Kennels shall be operated in accordance with the following requirements:*
 - a) *All animals shall be maintained in a healthy condition or, if ill, shall be given appropriate treatment immediately.*
 - b) *The quarters in which animals are kept shall be maintained in accordance with section 58-519*
 - c) *Food supplies shall be stored in rodent-proof containers, and food and water containers shall be kept clean.*
 - d) *Litter or bedding material shall be changed as often as necessary to prevent an odor nuisance.*
 - e) *Feces shall be removed from yards, pens and enclosures daily and stored in tightly covered metal containers until final disposal.*
 - f) *Yards, pens, premises and animals shall be kept free of insect infestations.*
 - g) *No odor nuisance shall be permitted.*
 - h) *All animal pens or enclosures shall be sufficiently large to permit confined animals freedom of movement.*
- . *All dogs over five months of age kept at a kennel must be licensed by the city or, if a dog is kept commercially at the kennel, by the municipality in which the owner of the dog resides.*
- . *Whenever a kennel creates a nuisance or has a substantial adverse effect upon the reasonable enjoyment of surrounding properties, the planning commission may, after holding a public hearing, rescind its original approval and require the owner to reduce the number of dogs on the property or discontinue the kennel operation.*

Per the conditions listed above, the Planning Commission may rescind its original approval and require the owner to reduce the number of dogs on the property or discontinue the kennel operation if the kennel creates a nuisance or adverse effect on the enjoyment of surrounding properties. With this in mind, staff does not find a need to limit the number of dogs allowed for daycare and boarding at this time. Staff does not believe the proposed use will injure the value of adjoining or abutting properties.

3. The proposed use shall be harmonious or compatible with the area in which it is located.

A pet daycare and kennel facility can be considered compatible with the Land Use Plan designation and expected uses in the area. The applicant has indicated that hours of operations will be Monday through Friday, 7:00 AM to 6:00 PM, and Saturday and Sunday 8:00 AM to 12:00 PM and 6:00 PM to 8:00 PM. For overnight boarding, the business provides 24/7 on-site care and monitoring to ensure that dogs are supervised at all times and that a safe, calm environment is maintained throughout the night.

The floor plan for the 4,548 square foot space shows an indoor play area,

office/conference space, kennel rooms, storage, and a reception area in the front of the building. The applicant currently anticipates a total of 5 employees, with plans to hire an additional 6-10 team members as the business grows, so as to maintain an industry standard staff-to-dog ratio of 1:15.

Since the zoning code does not have a parking requirement that relates to the specific use, staff used the requirement for a children's day care of one spot per 6 students at the highest-class attendance, plus one space per employee during the shift with the largest number of employees. Per the parking requirements, the proposed use is required to have a total of 17 parking spaces. The applicant has indicated that drop-off and pickup times will be staggered to prevent congestion, and customers will notify staff of their arrival and vehicle details through a CRM system, allowing staff to retrieve dogs quickly while minimizing parking demand. The site plan shows 23 parking spaces available and can thus be deemed sufficient for the uses on site. Staff believes that the proposed use shall be harmonious or compatible with the area in which it is located.

Staff Recommendation:

Staff recommends **approval** of the conditional use based on the following conditions:

1. Staff review and approval of final plans prior to 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. The hours of operations shall be Monday through Friday, 7:00 AM to 6:00 PM and Saturday and Sunday 8:00 AM to 12:00 PM and 6:00 PM to 8:00 PM.
3. The applicant shall keep the area outside of the premises and the parking lot in the vicinity of the premises free from pet solid waste.
4. The applicant shall comply with requirements of Section 58-532 and all other applicable provisions of city and state law.
5. Parking lot to be seal coated and striped in accordance with city standards.
6. Removal of the two noncompliant lights on site prior to final occupancy.
7. Relocation of the dumpsters to the area where the existing shed - planned for removal - is located.
8. The fence shall include a combination of wood and aluminum/decorative fencing. Wood fencing shall be allowed along the west and north property lines and aluminum/decorative fencing shall be required along the east and south property lines facing the local road. Final staff review and approval of selected fence and fencing plan.
9. Final staff review and approval of updated landscaping plan showing additional screening along northern and eastern property lines, as well as compliance with section 58-564 of the code of ordinances.
10. A landscaping escrow equal to 125% of the improvement costs for installation of landscaping by a licensed contractor and an escrow equal to 25% of the landscape contract cost to insure that landscaping that dies within three (3) years of installation will be replaced by the applicant.
11. Recording of the conditional grant at Ozaukee County Register of Deeds.

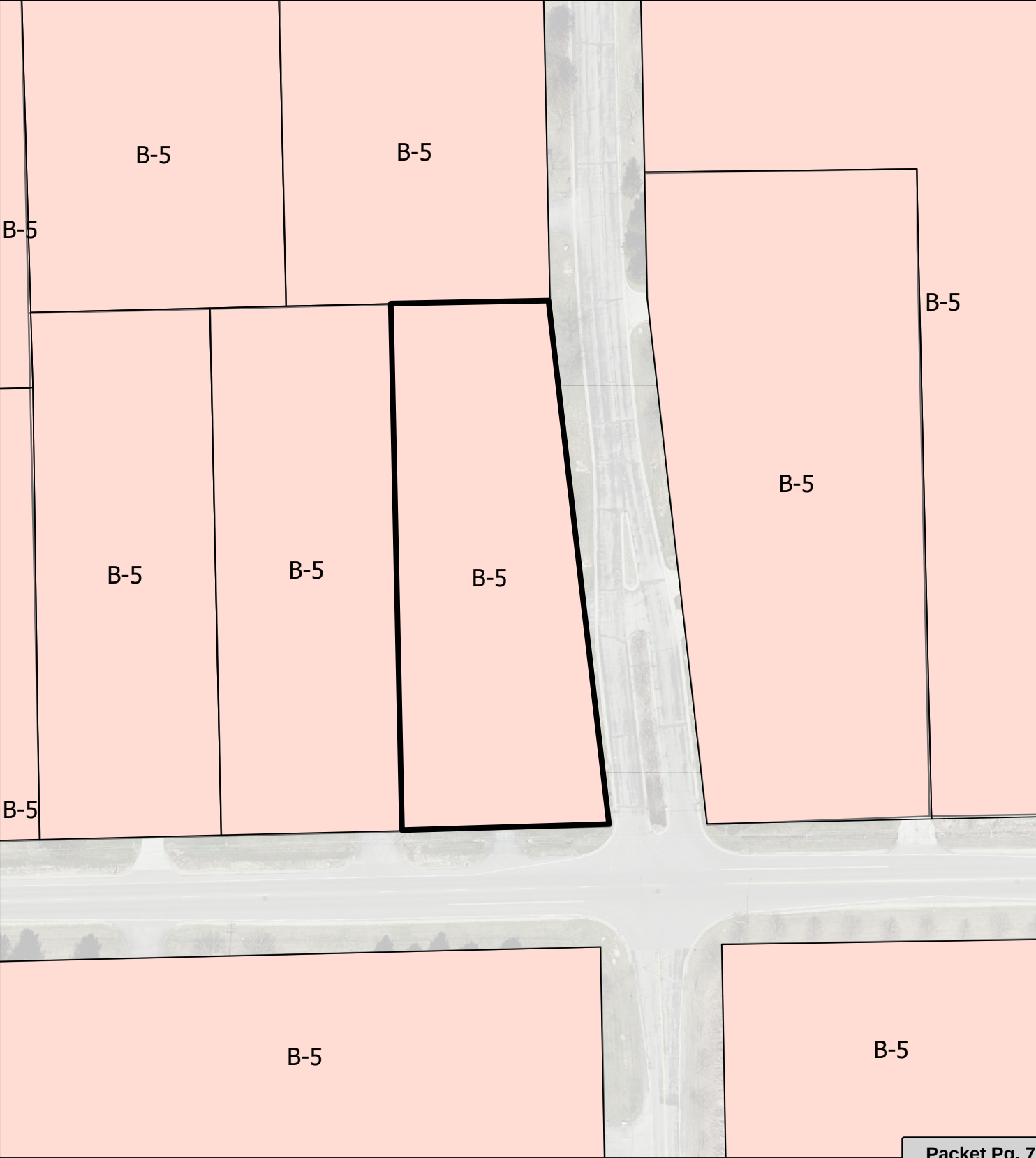
Attachments:

Packet Docs_Sunnys (PDF)

SUNNY'S DOG
BOARDING

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

3.b.a



Attachment: Packet Docs_Sunnys (10726 : Suzanne Van Cleave for Sunny's Dog Boarding & Daycare)

Business Operation Plan

Sunny's Dog Boarding & Daycare
6020 W Donges Bay Rd, Mequon, WI

1. Business Overview

Sunny's will be a professionally operated pet care facility located in a light industrial warehouse with attached office space. The business will provide full-day and half-day daycare services, overnight boarding, and basic grooming such as baths and nail trims.

Our goal is to offer a safe, secure, clean, and enriching environment where dogs receive exceptional care while their owners are at work or traveling. The facility will feature separate kennel rooms for large and small dogs, an office and reception area for client communication, and securely fenced outdoor play yards attached to the building for daily exercise and enrichment.

2. Mission Statement

Our mission is to provide a safe, enriching, and professional environment where every dog can thrive — and every owner feels confident in the quality of care provided.

3. Business Identity

Official Business Name: Sunny's Dog Boarding & Daycare

Business Structure: Operated by SunMax, Inc. (S-Corp). The facility will be rented from T&S Holdings, LLC, which holds the lease with the property owner.

Principals: Sunny Sims and Terry Maxwell (owners/operators of SunMax, Inc.).

Building Ownership: M Six International Properties, LLC, through T&S Holdings, LLC.

4. Ownership & Management

Sunny Sims – Owner / Operator

Terry Maxwell – Owner / Operator

M Six International Properties, LLC – Property Owner

5. Hours of Operation

Customer Hours:

- Monday–Friday: 7:00 AM – 6:00 PM
- Saturday & Sunday: 8:00 AM – 12:00 PM, 6:00 PM – 8:00 PM

Holiday Closures for Pick-Up/Drop-Off: Christmas, Thanksgiving, New Year's Day, Independence Day, Labor Day, Memorial Day.

Note: Staff will still be on-site to provide full care for boarding dogs during these holidays.

Early/Late Pick-Ups: Permitted only in emergencies.

6. Business Activities & Services

Services at Launch: Boarding, Daycare, Baths, and Dog Transportation.

Future Services: Grooming, Training, and Retail.

Outdoor Activities: Multiple secured play yards will be provided for supervised exercise and enrichment. Dogs will rotate between play yards, rest areas, and kennels throughout the day for a structured, low-stress experience.

7. Staffing

At Launch: The facility will be staffed by Sunny Sims, Terry Maxwell, and Janiece Maxwell, with plans to hire 1–2 additional employees.

Growth Plan: As the business grows, staffing will increase to approximately 6–10 team members, maintaining a 1:15 staff-to-dog ratio, which meets or exceeds industry standards.

Overnight Care: The facility will provide 24/7 on-site care and monitoring, ensuring that dogs are supervised at all times, including overnight hours. Staff will remain on-site to perform scheduled checks, respond to needs, and maintain a safe, calm environment during all hours of the day and night.

8. Site Usage & Facilities

Spaces Include:

- Large dog kennel room
- Small dog kennel room
- Reception/office with half-wall separation
- Outdoor fenced play yards (6 ft. fencing)
- 23-space parking lot

Special Features:

- Sound-reduced kennels
- Double kennels for families or larger dogs
- Two-door rule at all entry and exit points, requiring passage through two controlled doors before dogs reach outdoor or public areas — preventing accidental escapes and ensuring secure handling during drop-off, pick-up, and transitions.

9. Dog Capacity & Group Management

The facility will include 72 total kennels (14 large and 58 medium/small) and will accommodate a maximum of 72 dogs on-site (boarding and daycare combined).

Dogs will be separated by size and temperament:

- Small dogs will be boarded in the front section with a dedicated outdoor yard.
- Large dogs will be boarded in the back section with their own yard.

Groups will remain separated during playtime and potty breaks. All play sessions will be structured and supervised by trained staff to ensure safety and minimize stress.

10. Kenneling & Outdoor Play Schedule

- Dogs will be housed indoors in climate-controlled, individual kennels.
 - Potty breaks and play sessions will occur in securely fenced outdoor areas under staff supervision.
 - Play sessions will last 30–60 minutes and be rotated throughout the day to allow dogs time for rest and enrichment.
 - The final group play session will end by 6:30 PM, followed by final individual potty breaks before 8:00 PM.
 - Dogs will never be left outside unattended.
-

11. Deliveries

Deliveries will consist of standard shipments (Amazon, USPS, UPS, FedEx) of dog food, cleaning supplies, and office materials. Deliveries will occur during normal business hours and will be minimal in frequency and volume.

12. Waste Management & Odor Control

- All dog waste will be picked up immediately and disposed of in sealed outdoor bins.
 - A licensed waste disposal service will empty bins weekly.
 - Veterinary-grade disinfectants and commercial air filtration will maintain sanitation.
 - Waste systems and containers will be selected to prevent odor, leakage, and pests.
-

13. Noise & Environmental Considerations

- Kennel areas will incorporate sound-reducing materials.
- Commercial-grade air purifiers will manage odor and air quality.

- Outdoor time will be supervised and scheduled to minimize noise.
 - Employees will receive specialized training on how to properly manage and control playgroups to prevent excessive barking, arousal, and disruptive behavior during outdoor activities.
 - All staff will be trained in canine handling methods focused on arousal reduction, de-escalation, and structured interaction — reducing excessive vocalization and creating a calm environment both indoors and outdoors.
-

14. Parking & Traffic Flow

- The facility will provide 23 on-site parking stalls, sufficient for staff and customers.
 - Drop-off and pick-up times will be staggered to prevent congestion.
 - Customers can notify staff of their arrival and vehicle details through our CRM system, allowing staff to retrieve dogs quickly and minimize parking demand.
 - Pre-payment and online check-in options will further reduce time spent on-site.
-

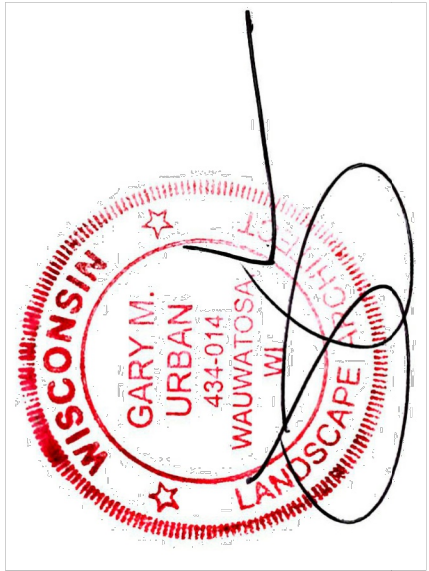
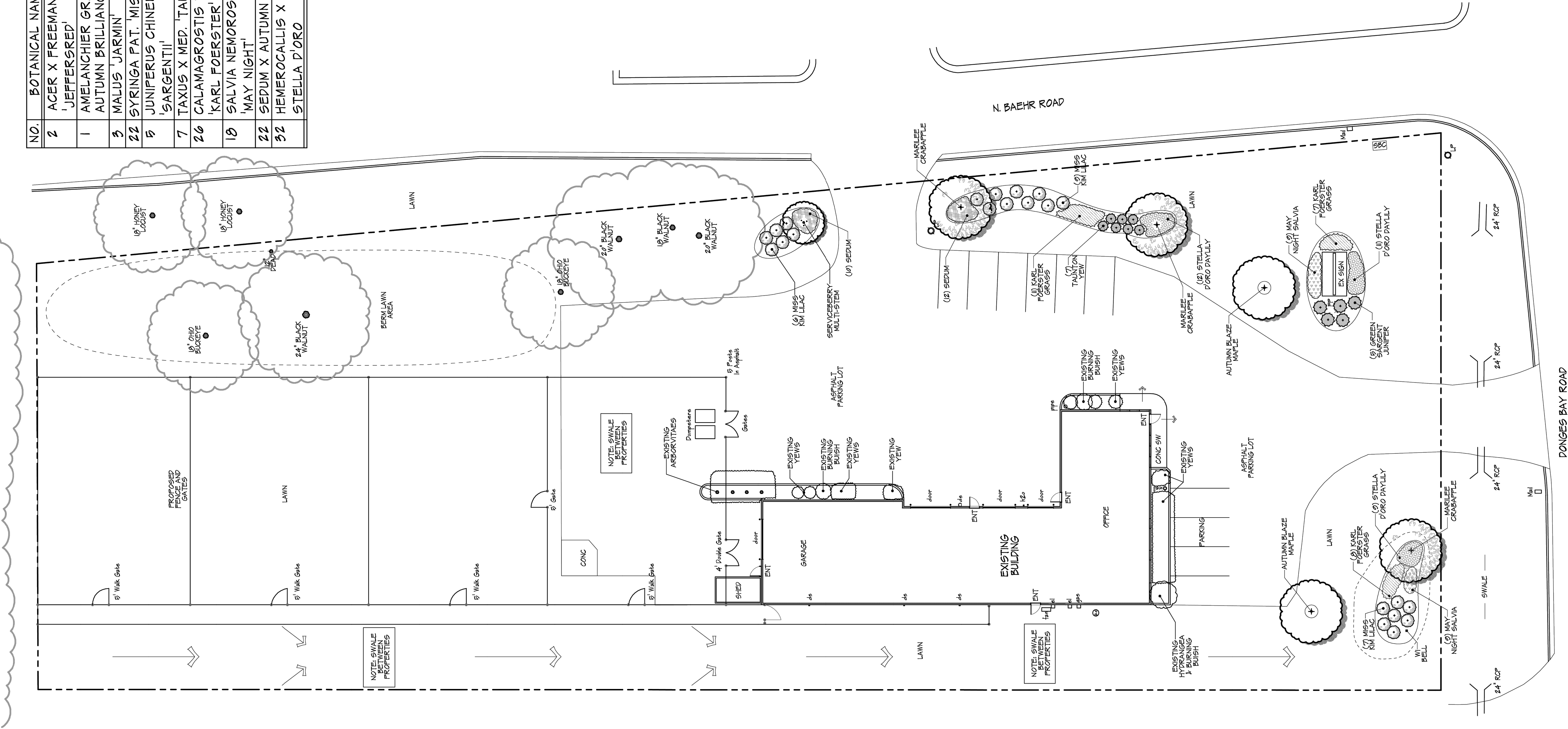
15. Community & Compliance

Sunny's Dog Boarding & Daycare will operate responsibly, professionally, and in full compliance with all zoning, health, and safety regulations. The facility will prioritize pet safety, client satisfaction, and community standards, serving as a respectful and beneficial addition to the Mequon business community.

EXISTING VEGETATION

ADJACENT EXISTING BUILDING

NO.	BOTANICAL NAME	COMMON NAME	SIZE	SPECS
2	ACER X FREEMANII 'JEFFERSRED'	AUTUMN BLAZE MAPLE	2"	BB
1	AMELANCHIER GRANDIFL. AUTUMN BRILLIANCE	AUTUMN BRILLIANCE SERVICEBERRY	6'	BB
3	MALUS 'JARMIN'	MARILEE CRABAPPLE	2"	BB
22	SYRINGA FAT. 'MISS KIM'	MISS KIM LILAC	7 Gal	CG
5	JUNIFERUS CHINENSIS 'SARGENTI'	GREEN SARGENT JUNIPER	5 Gal	CG
7	TAXUS X MED. 'TAUNTONII'	TAUNTON YEW	7 Gal	CG
26	CALAMAGROSTIS X ACUL. 'KARL FOERSTER'	KARL FOERSTER GRASS	1 Gal	CG
18	SALVIA NEMOROSA 'MAY NIGHT'	MAY NIGHT SALVIA	1 Gal	CG
22	SEDUM X AUTUMN JOY	AUTUMN JOY SEDUM	1 Gal	CG
32	HEMEROCALLIS X STELLA D'ORO	STELLA D'ORO DAYLILY	1 Gal	CG





LANDSCAPE ARCHITECTURE
DESIGN & CONSTRUCTION
LANDSCAPE MAINTENANCE



12217 W. Watertown Plank Rd.
Wauwatosa, WI 53226
Phone: 414-258-5525
Fax: 414-258-9739
hawkslandscape.com
info@hawkslandscape.com

T&S Maxwell Holdings

6020 W. DONGES BAY RD - MEQUON, WI

GARY URBAN Designed By	Date	Scale
8/01/25	1/16" = 1'	

Revisions:	Date:	By:	Description:
	8/20/25	LNDSC	
Sheet #:	1	of	1
Project:	T&S MAX.HOLD		



VIEW FROM DONGES BAY - RENDITIONS OF SITE IMPROVEMENTS

NTS



VIEW FROM N BAEHR ROAD - RENDITIONS OF SITE IMPROVEMENTS

NTS



VIEW FROM N BAEHR ROAD - RENDITIONS OF SITE IMPROVEMENTS

NTS



VIEW FROM 6100 W DONGES BAY RD - RENDITIONS OF SITE IMPROVEMENTS

NTS

Exhibit A: Combination fencing ideas

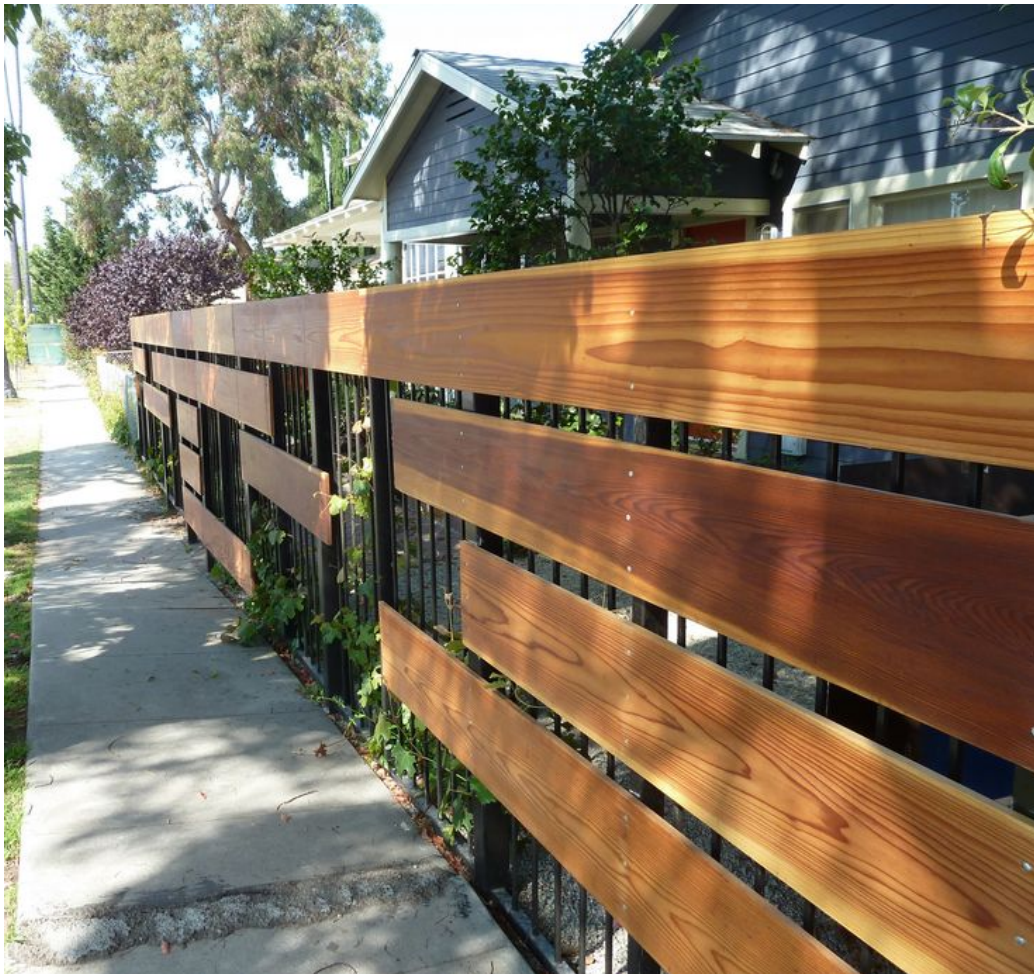
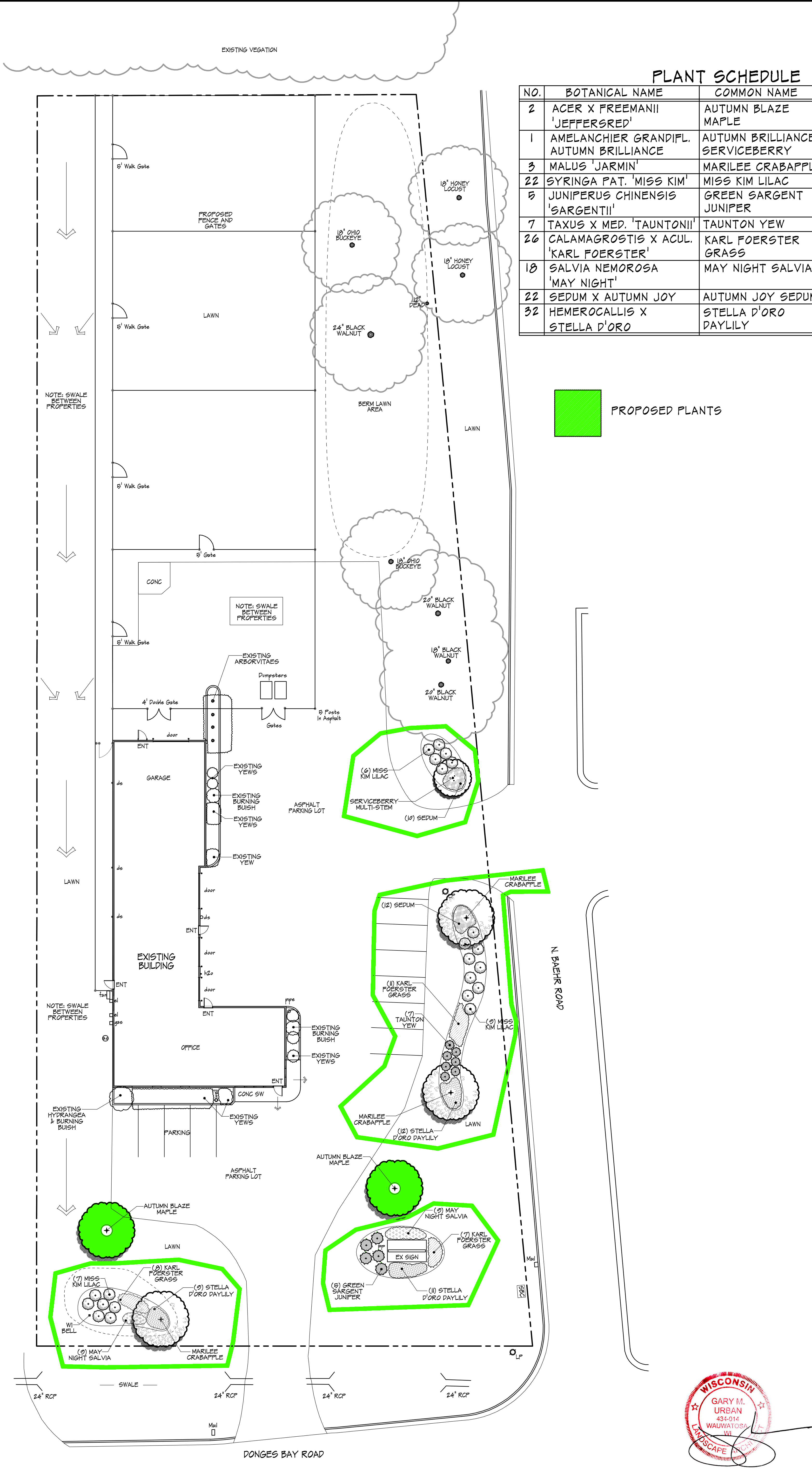


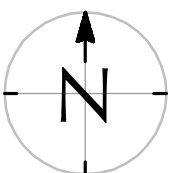
Exhibit A: Combination fencing ideas





ADJACENT EXISTING BUILDING

PROPOSED PLANTS



• LANDSCAPE ARCHITECTURE
• DESIGN & CONSTRUCTION
• LANDSCAPE MAINTENANCE



12217 W. Watertown Plank Rd.
Wauwatosa, WI 53226
Phone: 414-258-5525
Fax: 414-258-9739
hawkslandscape.com
info@hawkslandscape.com

T&S Maxwell Holdings
6020 W. DONGES BAY RD - MEQUON, WI

This plan is the property of Hawks Landscape and cannot be used without written permission.

GARY URBAN
Designed By
8/01/25
Date
1/16" = 1'
Scale

Revisions:
Date: By: Description:
9/09/25 SHED
9/20/25 MISC.
10/17/25 PROP PLNTS
Sheet #: 1 of 1
Project: T&S MAX.HOLD

CONDITIONAL USE GRANT

Articles of Agreement made and entered into this 27th day of October, 2025 by and between _____ owner of the property located at 6020 W Donges Bay Road and the City of Mequon Planning Commission.

Before the Planning Commission of the City of Mequon, Ozaukee County, Wisconsin, in regard to the premise located in Section 27, Range 21 East, in Township 9 North, Ozaukee County, State of Wisconsin, further described as follows:

LEGAL DESCRIPTION

Exhibit A-1

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statues, provide that the premises may not be used of right for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use Grant in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the Planning Commission of the City of Mequon having determined that by reason of the particular nature, character, and circumstances of the proposed use, grant of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, **IT IS GRANTED**, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of a pet daycare and kennels.

GRANTED by action of the Planning Commission of the City of Mequon this 27th day of October, 2025.

Andrew Nerbun, Mayor, Planning Commission Chairperson

Acknowledgment:

STATE OF WISCONSIN)
)SS
OZAUKEE COUNTY)

Personally came before me, this ____ day of _____, 2025, the above named Mayor, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) _____

Planning Commission Secretary

Acknowledgment:

STATE OF WISCONSIN)
)SS
OZAUKEE COUNTY)

Personally came before me, this ____ day of _____, 2025, the above named _____, Planning Commission Secretary, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) _____

RETURN TO:

City of Mequon
11333 North Cedarburg Road 60W
Mequon, WI 53092

PARCEL NO.:
14-027-16-008.00

Attachment: Packet Docs_Sunnys (10726 : Suzanne Van Cleave for Sunny's Dog Boarding & Daycare)

Conditional Use Grant

The **CONDITIONS** of this Grant are:

1. This grant shall become effective upon the execution and recording by the owners and operators of the Premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. This grant shall expire and become void unless, pursuant to the building and zoning codes of the City, the approved use is commenced or the building permit is obtained within twelve (12) months of the date of Planning Commission approval noted above, or actual construction is commenced within twelve (12) months of the date on which the building permit was issued.
3. This grant shall be void unless, pursuant to the building and Zoning Codes of the City, the approved use is commenced or the building permit is obtained within twelve (12) months of the date of Planning Commission approval noted above.
4. Construction and operation of the use granted shall be in strict conformity to the approved site, building, and operations plans filed in connection with the Petition for this Grant, and annexed hereto.
5. Any of the conditions of this Grant which would normally be the responsibility of tenants of the Premises shall be made a part of their lease by the Owner, which lease shall contain provisions for posting of the pertinent conditions to notify employees thereof.
6. This grant shall automatically be null and void if this use is discontinued for a period of twelve (12) months.
7. The City of Mequon shall be held harmless from any claims or losses to the City or its residents including reasonable attorney fees arising from or related to use of the facilities.
8. Any change to the approved use or change to the building or site plan will require an amendment to the Conditional Use. Minor changes to the building and site plan shall be approved by the Department of Community Development.

Conditions on the Operations:

- a. Hours of operation: Monday-Friday 7:00AM-6:00PM, Saturday and Sunday: 8:00AM–12:00PM, 6:00PM–8:00PM
- b. Performance standards relating to parking, noise, vibration, odor, smoke, dust, and light: As per City ordinance and as further designated under letter (e.) below.
- c. Water supply requirements:
Public
- d. Provisions for sewage disposal:
Public sewer
- e. Other:
 - If the conditional use shall become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or if material problems shall arise with respect to noise, traffic circulation, ingress and egress, parking, unenclosed storage, lighting, maintenance, or any other condition which shall materially threaten health or safety or to become a nuisance condition, the Grantee shall correct or improve such condition, and toward that end, the Planning Commission, after public hearing, may alter, amend or add reasonable additional Conditional User Grant conditions in order to ameliorate such effects, or in the case of violation of the Conditional Use Permit, may revoke the Conditional Use Grant.
 - If, despite efforts to prescribe conditions which render the conditional use harmonious in the surrounding neighborhood, problems shall arise with respect to noise, traffic circulation, ingress and egress, parking, unenclosed storage, lighting, maintenance, or any other condition which shall materially threaten the peace and enjoyment of neighboring properties, or shall become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or shall threaten health or safety, the Grantee shall correct or improve such condition, and toward that end, the Planning Commission, after public hearing, may alter, amend or add reasonable additional Conditional User Grant conditions in order to ameliorate such effects, and in the case of violation of the Conditional Use Permit, may revoke the Conditional Use Grant.
9. **Conditions of the structure:**
 - a. Site Plan: As per attached Exhibit A
 - b. Landscaping Plan: As per attached Exhibit B
 - c. Elevations: As per attached Exhibit C
 - d. Floor Plan: As per attached Exhibit C
 - e. Exterior lighting of the building: N/A
 - f. Fence / Wall / Dumpster plan details: As per attached exhibit D

Attachment: Packet Docs_Sunnys (10726 : Suzanne Van Cleave for Sunny's Dog Boarding & Daycare)

Conditional Use Grant

- g. Sign: N/A
- h. The building shall comply with the building code.
- i. Other:
 - 1. Staff review and approval of final floor plans prior to 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. Recording of the conditional grant at Ozaukee County Register of Deeds.

OWNER(S):

By: _____

Acknowledgment

STATE OF WISCONSIN)
)SS
_____COUNTY)

Personally came before me, this ____ day of _____, 2025, the above named, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public

My Commission (expires) _____

This document drafted by:
The City of Mequon
Kim Tollefson
11333 N. Cedarburg Road
Mequon, WI 53092

Attachment: Packet Docs_Sunnys (10726 : Suzanne Van Cleave for Sunny's Dog Boarding & Daycare)



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: NATALIE REDDING, CITY PLANNER
DATE: October 27, 2025
SUBJECT: Sign Effectz Inc for Ryan, LLC. The applicant is seeking minor request approval for a sign waiver to allow for a height higher than allowed per the sign code for the property located at 11223 N. Port Washington Road.

Applicant:	Sign Effectz
Status of Applicant:	Agent
Requested:	Minor Request – Sign Waiver
Existing Zoning:	B-2 (Community Business District)
Land Use Plan:	Community Commercial
Lot size:	0.91 acres
Location:	11223 N. Port Washington Road
Tax Key Number:	#15-019-16-014.00
District:	#5

Background: The applicant is requesting a sign waiver for the property located at 11223 N Port Washington Road. Ryan, LLC is proposing a wall sign on the south elevation of the building currently occupied in part by Associated Bank. The building is zoned B-2, and per Section 62-11(a)(5) of the City of Mequon sign code, each tenant of a multi-tenant building in the B-2 district is permitted one wall sign not exceeding 30 square feet in area. Ryan’s proposed sign meets the allowable area at 30 square feet but proposes placement at a height which exceeds the maximum allowed per City of Mequon sign code, thus requiring a waiver.

Analysis:

The Ryan, LLC wall sign is proposed on the existing Associated Bank building. Currently, Associated Bank has a wall sign on the east elevation of the building, facing Port Washington Road, at a total of 26.7 square feet. The Ryan wall sign is proposed on the south elevation of the building at a total of 30 square feet and at a height of 30 feet. Section 62-11(a)(2)(d) of the sign code states that wall signs “shall not exceed 20 feet in height from the base of the building wall to which the sign is affixed.” The applicant is requesting to exceed this standard by 10 feet.

The applicant has stated that the sign cannot be installed at the code-compliant height due to the presence of windows beginning at the 20-foot elevation. Staff requested that the applicant consider alternative sign placements, specifically brick areas on the south and east elevations that would allow for a sign at a compliant height (see Exhibit A). The applicant responded that Ryan’s lease space does not include these areas and that signage there is not permitted by the primary tenant, Associated Bank.

While these limitations are acknowledged, they are private lease and tenant arrangements, not

conditions resulting from a site-specific physical hardship that the City recognizes for the purposes of a sign waiver. The request is primarily based on these internal leasing agreements and tenant preferences rather than demonstrable hardships tied to the unique characteristics of the site or building.

In addition to dimensional compliance, Section 62-11(a)(5)(c) requires that all wall signs “relate to the architectural features of the exterior building and create an overall harmonious aesthetic.” As it stands, the sign proposed does not relate to the architectural design, materials, or color scheme of the building. This was conveyed to the applicant, by which the applicant responded that they cannot differ from Ryan’s trademark colors. Ultimately, the city's review must remain focused on Sign Code, Zoning code compliance and documented public objectives related to city regulations. The proposal exceeds the allowable height by a significant margin, does not demonstrate a site-specific physical hardship, and does not integrate with the architectural features of the building as required by ordinance. Staff therefore recommends denial of the waiver.

Staff Recommendation:

Planning staff recommends **denial** of the wall sign waiver based on the following:

1. Lack of site-specific hardship or unique physical condition of the site.
2. Sign proposed does not relate to the architectural design, materials, or color scheme of the existing building.

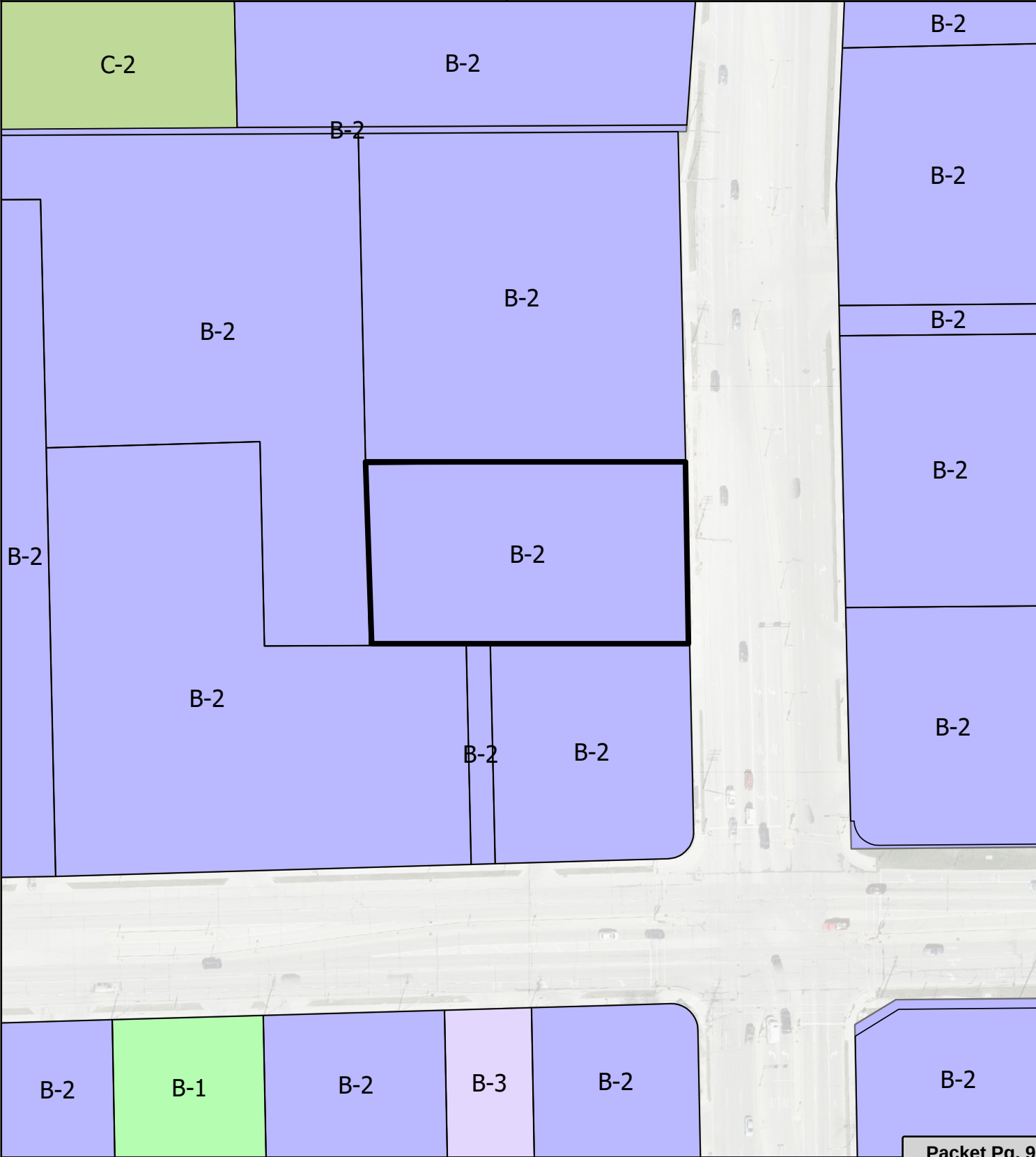
Attachments:

Packet Docs_Ryan (PDF)

RYAN, LLC

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

4.a.a



Attachment: Packet Docs_Ryan (10731 : Sign Effectz Inc for Ryan, LLC)



DESIGN PROPOSAL

PROJECT ID:	0428394Ar4
CLIENT:	RYAN
ADDRESS:	11223 NORTH PORT WASHINGTON ROAD MEQUON, WISCONSIN 53092
DATE:	1/16/2025
CONTACT:	WLF/JMR
DESIGNER:	MAB

Pattison



1.866.635.1110
pattisonid.com



A PROPOSED FACE-LIT CHANNEL LETTERS
MANUFACTURE & INSTALL ONE [1] SET

NOTE: EXACT SITE SURVEY REQUIRED PRIOR TO MANUFACTURE

4.a.a

Project ID
0428394Ar4

RYAN

11223 N. PORT WASHINGTON I
MEQUON, WI 53092

Date: 1/15/25

Contact: WLF/JMR

Designer: MAB

Sign Item

A: PROPOSED

Scale: N/A

Revision Notes

r1-MAB-1/16/25: Increase Sign C/L's & add option

R2 JMC 1/22/25: REMOVED OPTION 1 OF SIGN A

R3 SDM 9/18/25 put letters on raceway

R4 BR 10/20/25: updt to 30 Sq

Information Require for Production

FIELD SURVEY REQ'D FOR WALL DIMENSIONS & ACCESS

Customer Approval

Signature

MM/DD/YYYY

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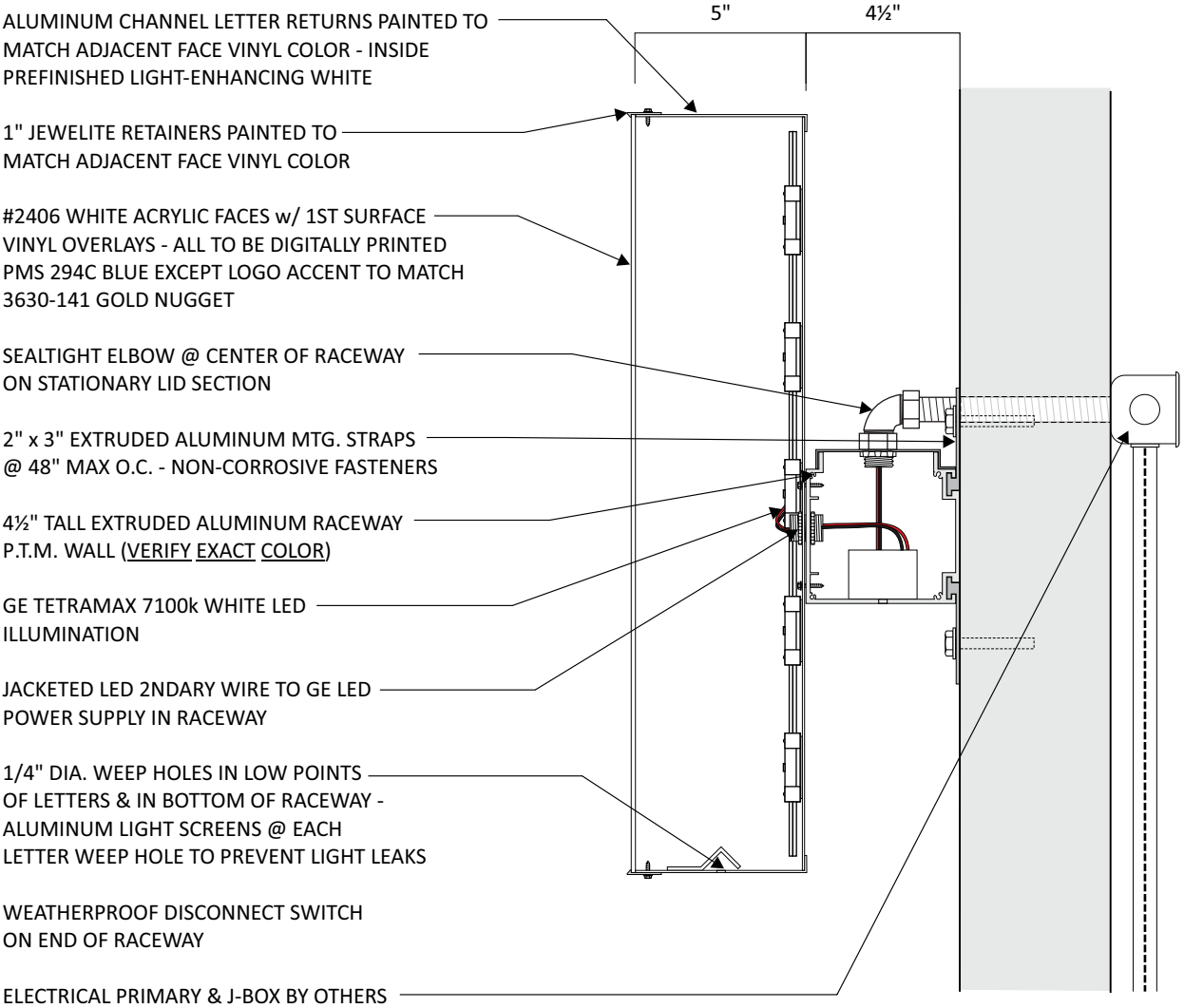
It is the Customer's responsibility to ensure that the sign installation location is suitable to accept and support the installation of signs being ordered. Notify Pattison ID immediately if further details are required.

Attachment: Packet Docs_Ryan (10731 : Sign Effectz Inc for Ryan, LLC)



A FACE-LIT CHANNEL LETTERS ON RACEWAY
ONE [1] SET REQUIRED - MANUFACTURE & INSTALL

SCALE: 3/4" = 1'-0"
30 Sq.Ft.



FACE-LIT CHANNEL LETTER SECTION
RACEWAY-MOUNTED (12" TALL LETTERS)

3/16" = 1"

NOTE: EXACT SITE SURVEY REQUIRED PRIOR TO MANUFACTURE

4.a.a

Project ID
0428394Ar4

RYAN
11223 N. PORT WASHINGTON I
MEQUON, WI 53092

Date: 1/15/25
Contact: WLF/JMR
Designer: MAB

Sign Item

A: FACE-LIT C/L's

Scale: 3/4" = 1'-0"

Revision Notes

r1-MAB-1/16/25: Increase Sign C/L's & add option
R2 JMC 1/22/25: REMOVED OPTION 1 OF SIGN A
R3 SDM 9/18/25 put letters on raceway
R4 BR 10/20/25: updt to 30 Sq

**Information Require
for Production**

FIELD SURVEY REQ'D FOR WALL
DIMENSIONS & ACCESS

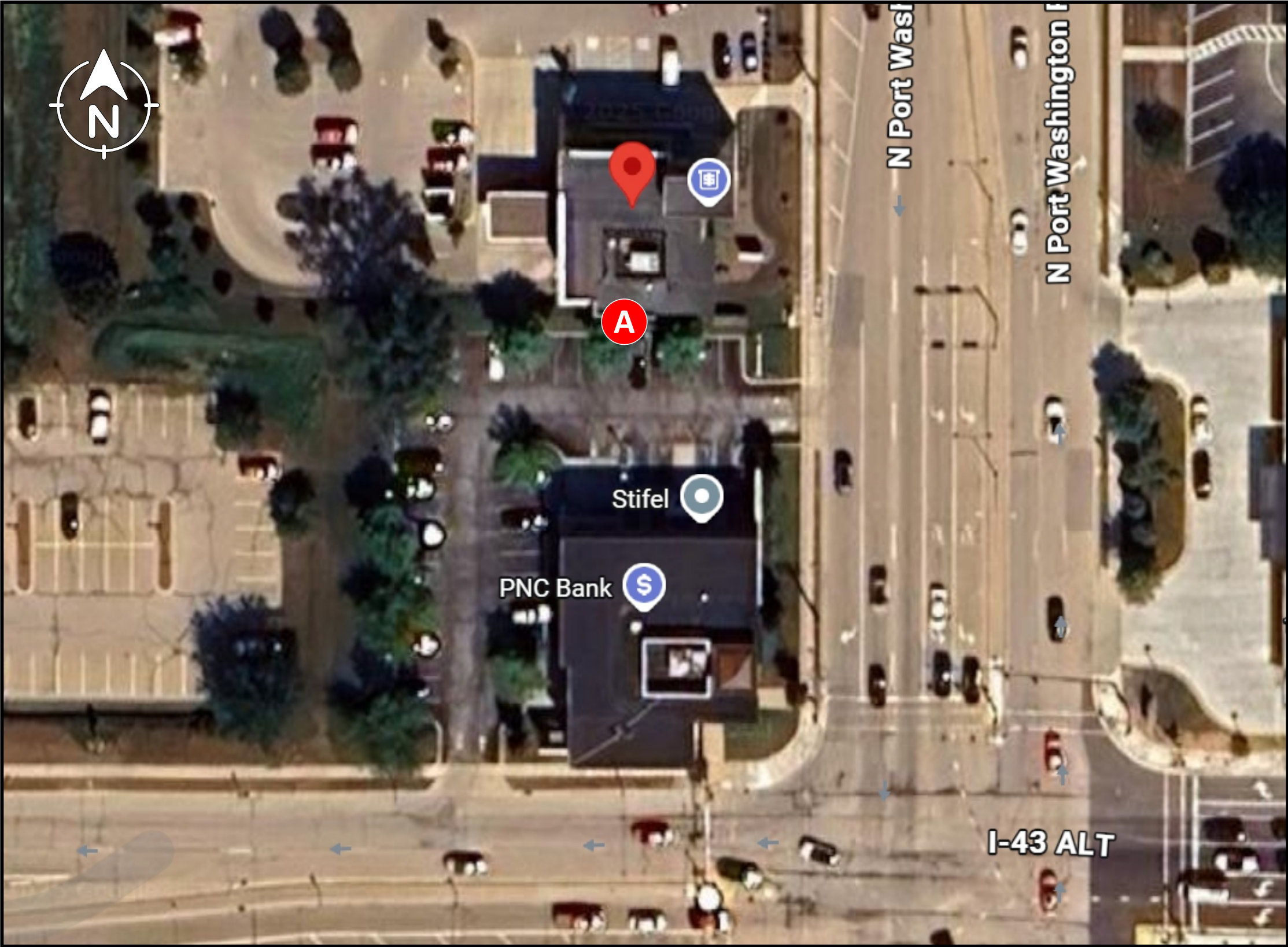
Customer Approval

Signature

MM/DD/YYYY

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AERIAL VIEW

Project ID
0428394Ar4

RYAN
11223 N. PORT WASHINGTON I
MEQUON, WI 53092

Date: 1/15/25
Contact: WLF/JMR
Designer: MAB

Sign Item

AERIAL VIEW

Scale: N/A

Revision Notes

- r1-MAB-1/16/25: Increase Sign C/L's & add option
- R2 JMC 1/22/25: REMOVED OPTION 1 OF SIGN A
- R3 SDM 9/18/25 put letters on raceway
- R4 BR 10/20/25: updt to 30 Sq

Information Require
for Production

FIELD SURVEY REQ'D FOR WAL
DIMENSIONS & ACCESS

Customer Approval

Signature

MM/DD/YYYY

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that the sign installation location is su
to accept and support the installation
signs being ordered. Notify Pattison ID
immediately if further details are req

Pattison



1.866.635.11
pattisonid.com





11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: JAC ZADER, ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT
DATE: October 27, 2025
SUBJECT: Koz-i.tec.ture for Hold Holdings. The applicant is seeking building and site plan amendment approval for a 520 sq. ft. deck and painting of the building for the property located at 10500-10520 N. Port Washington Road.

Applicant:	Koz-i.tec.ture
Status of Applicant:	Agent
Requested:	Building and Site Plan Amendment
Existing Zoning:	B-2 (Community Business)
Land Use Plan:	Community Commercial
Lot size:	1.91 acres
Location:	10500 and 10520 N. Port Washington Road
Tax Key Number:	#15-029-11-010.00
District:	#8

Background: The applicant is requesting building and site plan amendment for the properties located at 10500 and 10520 N Port Washington Road. The building will house offices for a cyber security tenant and a real estate business. The following is a summary of the parcel history with the minutes for each applicable meeting included in the packet for reference.

Parcel History:

The parcel has a long history associated with it. It was originally two separate buildings on two separate parcels which made redevelopment challenging. The current owner purchased the properties in 2018 and combined them into one building on one parcel in 2020. The previous owner had the parcels rezoned from B-3 (office) to B-2 (commercial) in 2013. On July 25, 2016, building and site plan approval was granted for improvements to the building which were never completed. On June 11, 2018, a new building and site plan application was approved for exterior changes and again on November 12, 2018, for an elevator modification. Building permits were issued in 2019 and some of the work was completed on the project including the replacement of windows on the south portion of the building and the elevator shaft. The permits expired in 2021, and no additional work has been completed. Other required conditions of approval were not complied with which resulted in the initiation of corrective orders by the city. The list included the following:

- Replacement of portions of the parking lot that are in poor condition
- All existing non-complaint and damaged light fixtures shall be removed or replaced.
- Maintenance or removal of overgrown landscaping
- Existing rooftop mechanicals shall be painted
- New glass shall match color and tint of existing glass

- Paint existing panels to match new spandrel panels
- Landscaping shall be added around the foundation of the building, along the front of the parking lot and within the strip along the south property line.

Since the majority of the work was not completed, citations were issued in 2022 for failure to comply and there is a trial date scheduled for December 9, 2025. In January of 2023, the Common Council approved a text amendment requested by the owner of the parcel to allow for catering and banquet facilities in the B-2 as a conditional use.

Building Design:

The proposed building plan is an after the fact approval of the painting of the existing brick and a new deck that is located on the north elevation. The existing brick on the building was painted a dark grey (see attached pictures) without approval as part of efforts to clean up the site in preparation for the upcoming court date. While staff does not typically support the painting of brick, the fact that it has already been completed and pretty much irreversible, the focus should be on the compatibility of the color of the brick to the rest of the materials on the building and the overall appearance of the building in the context of the neighborhood. Staff is supportive of the color choice as it compatible with the metal wall panels and the newly installed windows. The color is also similar to the recently constructed Medi-Spa on the corner of Donges Bay Road and Port Washington Road.

The proposed 520 square foot deck located on the north elevation is shown to be constructed of composite boards and skirt, posts wrapped in brick veneer and brick veneer inset panels with a cable railing system. The deck is being constructed in anticipation of a catering or banquet user in the north portion of the building. As stated above, the Common Council approved a text amendment requested by the owner of the parcel to allow for catering and banquet facilities in the B-2 as a conditional use. At this point, staff has not approved or has accepted an application for a new catering or banquet facility and does not recommend approval of the deck until such use is presented for Planning Commission review and action.

The plan also calls for a new dumpster enclosure located in the parking lot constructed of wood pickets and 6 x 6 wood posts. Staff recommends that the walls of the enclosure are constructed of brick veneer and painted to match the existing building.

Site Plan:

The proposed site plan shows 121 parking stalls which exceeds the demand of 108 stalls based on the office use in the south portion of the building and assembly usage in the north portion of the building. Since there is not an application for catering or banquet facilities at this time, the parking demand for such use will be evaluated at the time of such application. The current parking lot is in bad condition. Staff recommends portions of the existing lot be reconstructed prior to restriping and resealing as a condition of approval. The site plan also shows the removal of a walkway and driveway connection to the north that was installed by the previous owner who owned both parcels. No cross-access easement exists between the two parcels.

Lighting Plan:

The lighting plan shows parking lot lights, wall packs and flood lights. The dispersion plan shows that the parking lot complies with the two footcandle average per the code. The plan does not include cut sheets for the proposed fixtures. As a condition of approval staff will require documentation for all fixtures to verify compliance with the full cutoff requirement. In addition, the applicant shall comply with the code requirement that the maximum illumination of any vertical building surface or facade shall not exceed ten footcandles.

Landscaping Plan:

The applicant has provided a landscape plan that addresses the compliance issue listed above. The plan includes foundation plantings, parking lot screening along Port Washington Road and landscaping in the south parking lot island. As a condition of approval, staff will require that all proposed trees shall be a minimum of 2.5 inches in diameter.

Staff Recommendation:

Planning staff recommends approval of the building and site plan amendment based on the following condition(s):

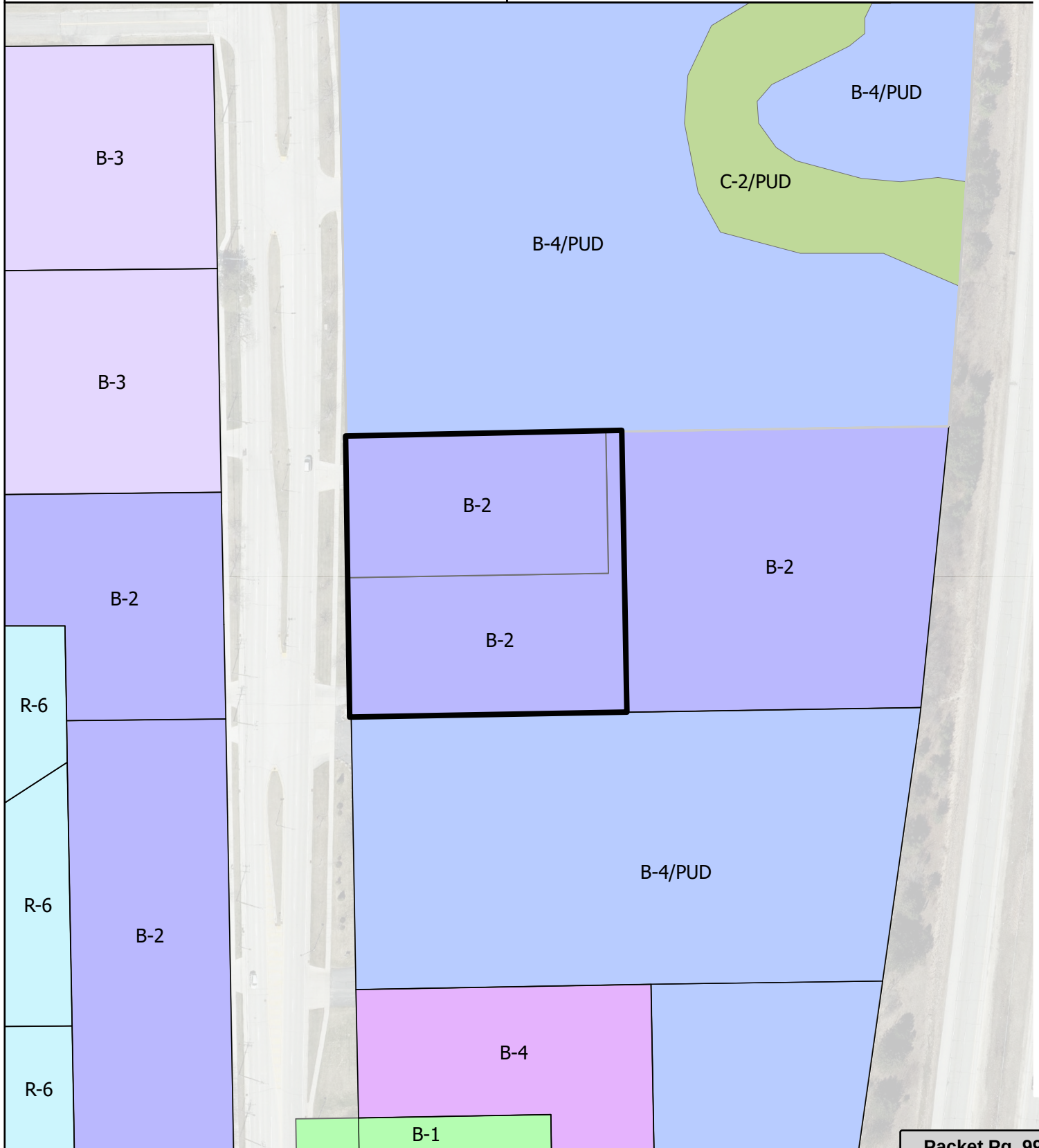
1. Staff review and approval of final plans prior to issuance of permits. The applicant shall submit such plan within 180 days of Planning Commission action, or the required plan(s) shall be submitted to Planning Commission for additional review and action and subject to all necessary fees.
2. A landscaping escrow equal to 125% of the improvement costs for installation of landscaping by a licensed contractor and an escrow equal to 25% of the landscape contract cost to insure that landscaping that dies within three (3) years of installation will be replaced by the applicant.
3. All ground mounted and roof top mechanicals shall be screened from public view.
4. All trees shall be a minimum of 2.5" in diameter.
5. All lighting fixtures shall comply with the full cutoff requirement and the illumination of the building façade shall not exceed ten footcandles.
6. The walls of the dumpster enclosure shall be constructed of brick veneer and painted to match the existing building.
7. The proposed deck shall be removed from the plan and addressed at the time of an application for a proposed use for the north section of the building.
8. Conformance with the remaining approval conditions from the June 11, 2018, Planning Commission Meeting as follows:
 - Monument signs shall not exceed 10' in height and 50 square feet in area.
 - All wall signs shall not exceed 30 square feet in area.
 - Directional signs shall not exceed 4' in height and 3 square feet in area.
 - Planning staff review and approval of final Master Sign Plan.

Attachments:

Packet Docs_Hold Holding (PDF)

HOLD HOLDINGS

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.)
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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.)
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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



BUILDING ALTERATIONS FOR:

Sheet Title
EXTERIOR
ELEVATIONS

Revisions

PLAN COMMISSION SET 09/30/2025

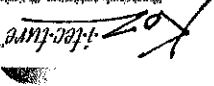
It's not simply Architecture, it's Architecture
White ALA
14000 Alford Avenue
Call: (414) 303-2469

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with ALA
1400 Bedford Avenue
Brooklyn, NY 11216
Call: (718) 303-8469
Koz@kozarch.com

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EXISTING BRICK TO BE PAINTED. COLOR SELECTIONS BY OWNER.

RTU SCREENING SHALL BE INSTALLED.
COORDINATE WITH HVAC CONTRACTOR.
OPTIONAL SCREENING OF INDIVIDUAL RTU'S
OR GROUPS WITH LARGER PERIMETER
SCREENING AS REQUIRED.



David J. Kozminski, AIA
12310 West Watford Avenue
Greenfield, Wisconsin 53228
Cell: (414) 302-4469
koz@kozminski.com

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BUILDING ALTERATIONS FOR:
10500 NORTH PORT WASHINGTON ROAD
MEQUON, WI 53092

Project

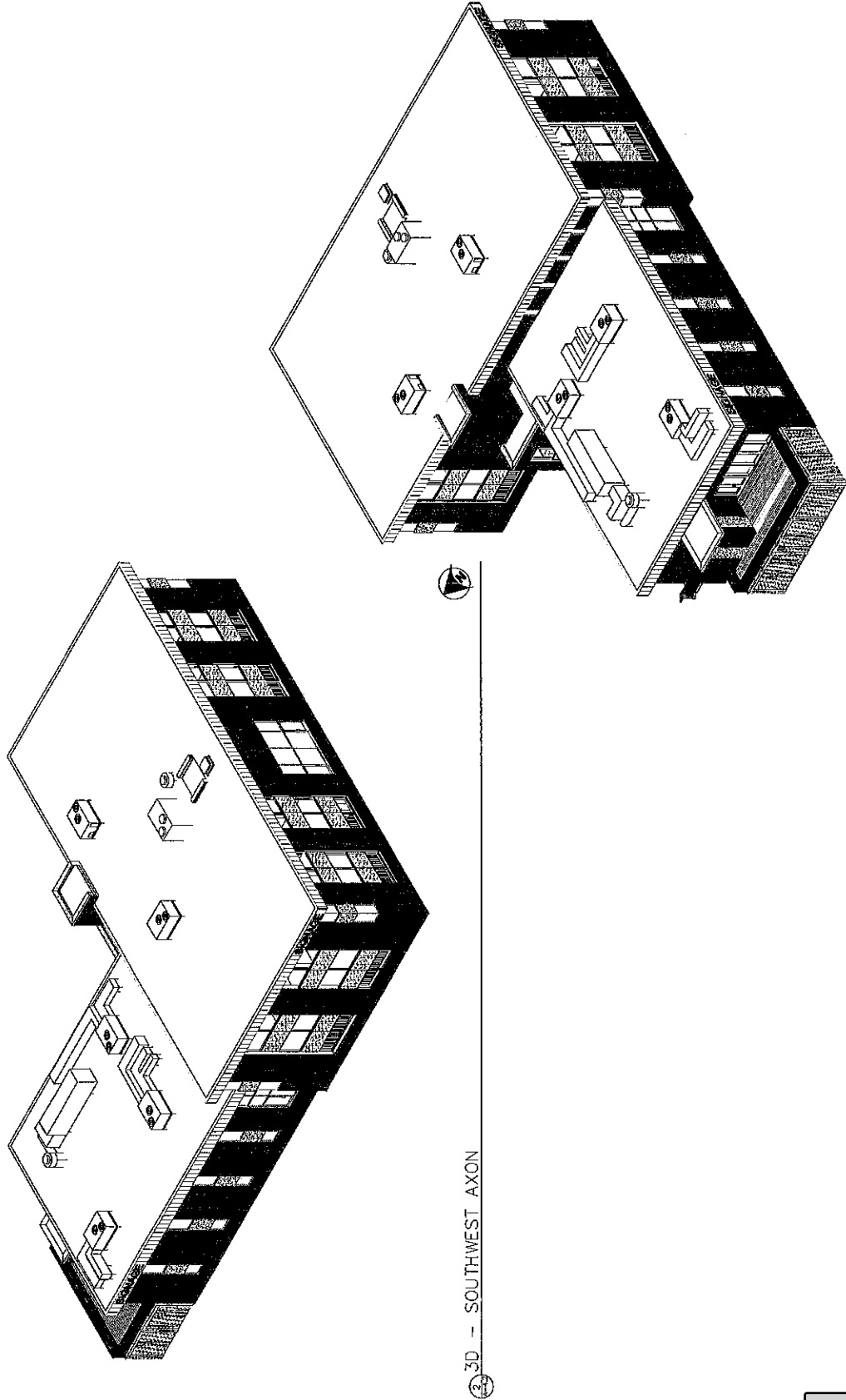
Sheet Title
EXTERIOR AXONS

Revisions

Date: 09/30/2025
Job No.: 75-125
Sheet No.

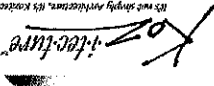
A-4.2

PLAN COMMISSION SET 09/30/2025

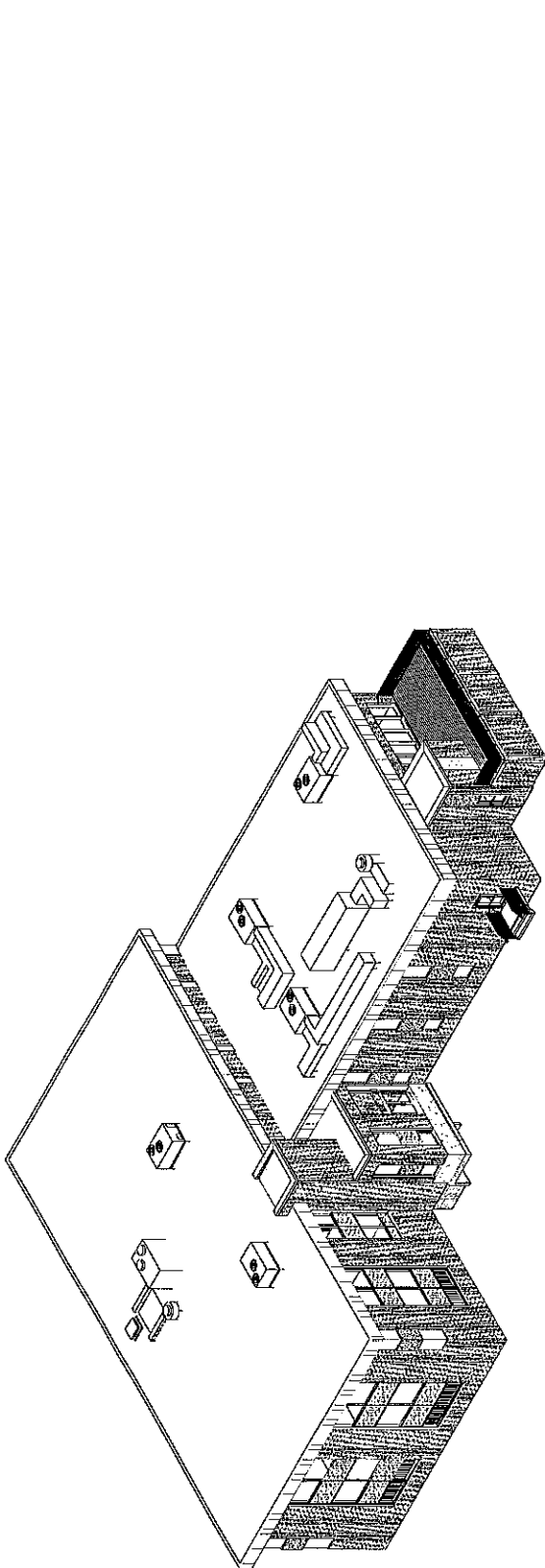


1 3D - NORTHWEST AXON

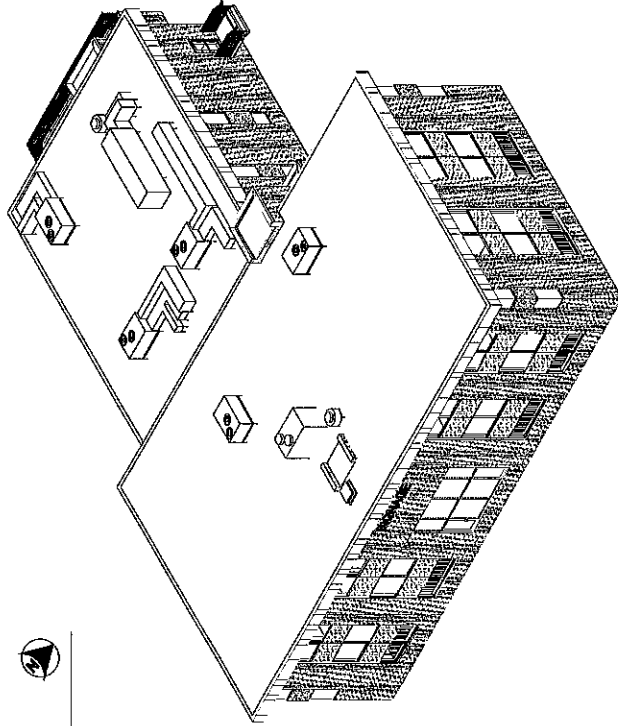
2 3D - SOUTHWEST AXON

 David J. Kozminski AIA 12310 West Watford Avenue Greenfield, Wisconsin 53228 Cell: (414) 303-4489 djk@kozintec.com	OWNERSHIP OF DOCUMENTS The architect, and the client and architect jointly and severally, shall retain ownership of all documents, including but not limited to, drawings, specifications, and all other documents, and shall retain the right to use the same in whole or in part for any project without the expressed written authorization of Koz-i-tec.ture.	Project BUILDING ALTERATIONS FOR: 10500 NORTH PORT WASHINGTON ROAD MEQUON, WI 53092	Sheet Title EXTERIOR AXONS	Revisions	Date: 09/30/2025
					Job NO.: 25-125
					Sheet No.
					A-4.3

PLAN COMMISSION SET 09/30/2025



3D - NORTHEAST AXON



3D - SOUTHEAST AXON

GENERAL SITE PLAN NOTES:

- [illegible]

[illegible][illegible]

NORTH PORT WASHINGTON ROAD

A-0.1

Date: 09/30/2025
Job NO.: 23-125
Sheet No.

Revisions

SHEET TITLE
SITE PLAN

BUILDING ALTERATIONS FOR:
10500 NORTH PORT WASHINGTON ROAD
MEQUON, WI 53092

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Koz-i-lect-ture
It's not simply a lecture, it's a structure
J. Koscielnik ALA
West Watford Avenue
Held, Wisconsin 53228
Cot (414) 303-0189
koz@kozlectture.com

PLAN COMMISSION SET 09/30/2025

STANDARD FLOOR PLAN NOTATION:

CONTRACTOR TO PROVIDE ALL NECESSARY PERMITS & FEES REQUIRED TO COMPLETE THE PROJECT.

ALL NEW WALLS SHALL BE CONSTRUCTED AS PER THE WALL TYPE & SHALL BE CARRIED TO THE STRUCTURE ABOVE, UNLESS OTHERWISE

NOTED. PREPARE ALL SURFACES FOR FINISHES INDICATED. CONTRACTOR TO PROVIDE BLOOMING FOR ALL WALL SUPPORTED CASING, TOILET ACCESSORIES, HANDRAILS, EQUIPMENT, DOOR STOP, SHELVE, ETC. AS REQUIRED. ANY PENETRATIONS IN DESIGNATED FIRE WALLS SHALL MAINTAIN THE REQUIRED FIRE SEPARATION BETWEEN AREAS. CONTRACTOR TO PROVIDE SLEEVES, FIRE RETARDANT INSULATION & FIRE CAULKING AS REQUIRED.

CONTRACTOR SHALL COORDINATE ALL WORK WITH EQUIPMENT MANUFACTURERS TO ENSURE APPROPRIATE REDUCE IN CLEARANCE FOR EQUIPMENT INSTALLATION & USE.

WHERE MOUNTING HEIGHTS ARE NOT INDICATED, MOUNT INDIVIDUAL PARTS OF WORK AT A.D.A. STANDARD MOUNTING HEIGHTS FOR THE PARTICULAR APPLICATION INDICATED. REFER QUESTIONABLE MOUNTING HEIGHT CHOICES TO THE ARCHITECT FOR A FINAL DECISION.

DO NOT SCALE THE DRAWINGS.

ALL DIMENSIONS AND INTERIOR WALL THICKNESSES ARE FROM THE FINISHED FACE OF WALL TO FINISHED FACE OF WALL, UNLESS NOTED OTHERWISE.

CONTRACTOR SHALL LAYOUT & MARK ALL WALLS & OPENINGS PRIOR TO CONSTRUCTION. ANY DISCREPANCY SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY FOR RESOLUTION.

ALL FURNITURE AND EQUIPMENT NOT SPECIFICALLY NOTED ON PLANS SHALL BE SUPPLIED AND INSTALLED BY OWNER. CONTRACTOR SHALL COORDINATE ALL ELECTRICAL & DATA OUTLETS, ETC W/ FINAL FURNITURE LAYOUT DRAWINGS.

ALL DOOR OFFSETS (HINKE SIDE) TO BE A MINIMUM OF 4", UNLESS NOTED OTHERWISE.

ALL EXP. EGGS SHALL RETURN TO ALL WINDOW/DOOR FRAMES AT JAMES & HEND. TYPICAL UNLESS NOTED OTHERWISE.

WALK & SEAL STREET
ITAL PLASTERING AS
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3 PLAN DETAIL @ COMPOS
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7"

2 PLAN DETAIL @ DECK PO
-1.7 1 1/2" = 1'-0"

10

* TESTS
 ALL
 LOS & THE
 1. INDICATES EXIT LIGHTS (USE LIFE-SAFETY PLAN SHEET REF. ALL PLANS AND ELECTRICAL PLANS FOR LOCATION)
 2. INDICATES SEMI-RECESSED FIRE EXTINGUISHER CABINET
 3. INDICATES WALL TYPES. REFER TO INT. WALL TYPES FOR INFORMATION

ATED.
SUPPORTED
MENT, DOOR
I. MAINTAIN THE
TO
BE CALKING AS

URGENT CLEARANCE

NOT INDIVIDUALS FOR THE

ARMED AND DANGEROUS

A FINAL

OPERATIONS PRIOR
TO THE
ACQUISITION
OF THE
PROPERTY

NOTED ON PLAIN
TRACTOR
121 1/2 IN.
OF
SIZING
OF 1/2 IN.

DR. FRANK AT

**THE CONCRETE GROUP AND
ITS COMMITMENT TO QUALITY**

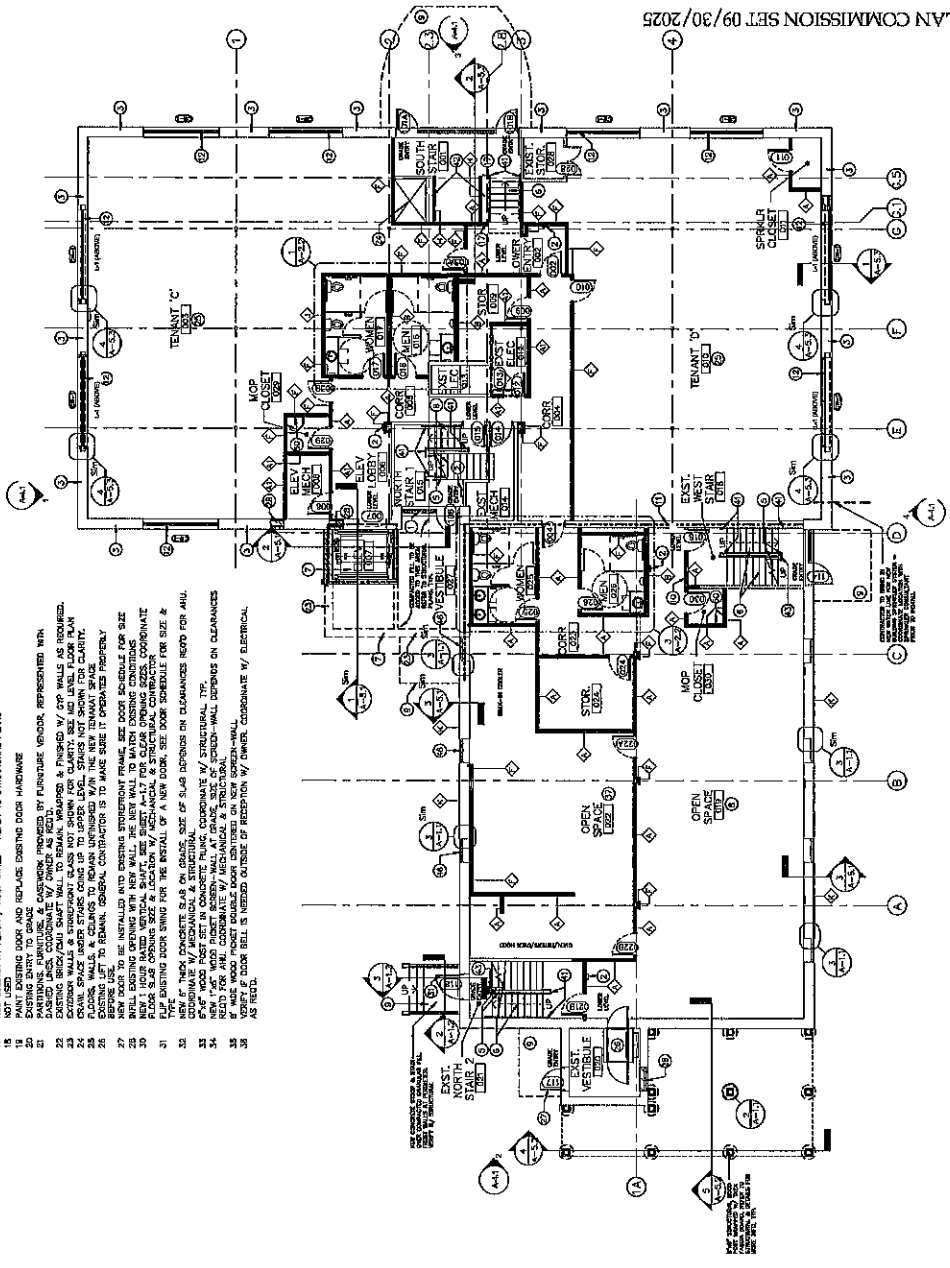
COMPOSITE PANEL JAMB

ALL WOOD SET IN CONCRETE
AND CONCRETE IN STRUCTURAL
FILL
3/4" THICK 1000 PSI
REDS TO ACTION 1000
PSI

[illegible]

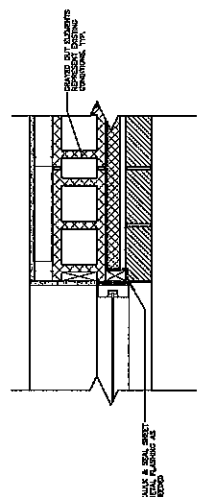
WEEK POST 1 LOWER LEVEL 1/2" = 1'-0"

Attachment: Packet



1 LOWER LEVEL FLOOR PLAN

3 PLAN DETAIL @ COMPOSITE PANEL JAMB



Technical drawing of a square tile. The tile is square with a side length of 11 1/2". The drawing shows a cross-section of the tile, indicating a thickness of 2 1/4". The tile is labeled as being made of "SANDWICH COMPOSITE" and "FIBER REINFORCED POLYESTER". The drawing also shows a "REINFORCING" layer and a "FIBER REINFORCED POLYESTER" layer. The tile is shown with a "FIBER REINFORCED POLYESTER" layer on the top and bottom surfaces, and a "SANDWICH COMPOSITE" core. The drawing is labeled with dimensions: 11 1/2" for the side length and 2 1/4" for the thickness. The drawing is also labeled with material specifications: "SANDWICH COMPOSITE" and "FIBER REINFORCED POLYESTER".

2 PLAN DETAIL @ DECK POST

[illegible]

- INDICATES EXIT LIGHTS (SEE LIFE-SAFETY PLAN SHEET, REF. C.G. PLANS AND ELECTRICAL PLANS FOR LOCATIONS)
- INDICATES SEMI-RECESSED FIRE EXTINGUISHER CABINET
- INDICATES WALL TYPES. REFER TO INT. WALL TYPES FOR INFORMATION.

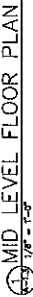
-  - INDICATES EXTINGUISHER LOCATIONS (SEE LIST-SAFETY PLAN SHEET, REF.)
 F.E.C. - INDICATES SEMI-RECESSED FIRE EXTINGUISHER CABINET
 - INDICATES WALL TYPES. REFER TO INT. WALL TYPES FOR INFORMATION.

- 1 DURING ALUMINUM STOREFRONT TO REMAIN
- 2 EXISTING WINDOW WALL TO REMAIN - PATCH ANY AREAS BETWEEN CONSTRUCTION
- 3 EXISTING EXTERIOR WALL TO REMAIN - PATCH ANY AREAS BETWEEN CONSTRUCTION
- 4 EXISTING EXTERIOR WALL TO REMAIN - REPAIR ALL EXTERIOR WINDOW FRAMES.
- 5 EXISTING EXTERIOR WALL TO REMAIN - REPAIR ALL EXTERIOR WINDOW FRAMES.
- 6 EXISTING EXTERIOR WALL TO REMAIN - REPAIR ALL EXTERIOR WINDOW FRAMES.
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- 14 EXISTING EXTERIOR WALL TO REMAIN - REPAIR ALL EXTERIOR WINDOW FRAMES.
- 15 EXISTING EXTERIOR WALL TO REMAIN - REPAIR ALL EXTERIOR WINDOW FRAMES.

- 1 DURING ALUMINUM STRETCHING TO FINISH
- 2 PRE-EXTENDER CABINET - REFER TO SITE SAFETY PLAN
- 3 EXTERIOR WALLS TO BE RECONSTRUCTED DURING CONSTRUCTION
- 4 EXTERIOR WINDOW TO BE RECONSTRUCTED DURING CONSTRUCTION
- 5 EXTERIOR WINDOW FRAME TO BE RECONSTRUCTED BY NEW CABLE GLASS FILLING TO
- 6 EXTERIOR WINDOW FRAME TO BE RECONSTRUCTED BY NEW CABLE GLASS FILLING TO
- 7 EXTERIOR WINDOW FRAME TO BE RECONSTRUCTED BY NEW CABLE GLASS FILLING TO
- 8 EXTERIOR WINDOW FRAME TO BE RECONSTRUCTED BY NEW CABLE GLASS FILLING TO
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- 30 EXTERIOR WINDOW FRAME TO BE RECONSTRUCTED BY NEW CABLE GLASS FILLING TO

[illegible]

37. CONCRETE WALLS TO REMAIN.
38. EXISTING BLOCK SPAN TO REMAIN. REPAIR AND PATCH CRACKS AS POSSIBLE. REINFORCE
39. THE EXISTING SPAN TO CEILING.
40. ALL EXISTING 12" X 12" 6" WALL OPENINGS TO EXISTING WALL TO BE REINFORCED CEILING JAMB FOR OPENING.
41. ALL EXISTING 12" X 12" 6" WALL OPENINGS TO EXISTING WALL TO BE REINFORCED CEILING JAMB FOR OPENING.
42. ALL EXISTING 12" X 12" 6" WALL OPENINGS TO EXISTING WALL TO BE REINFORCED CEILING JAMB FOR OPENING.
43. ALL EXISTING 12" X 12" 6" WALL OPENINGS TO EXISTING WALL TO BE REINFORCED CEILING JAMB FOR OPENING.
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45. ALL EXISTING 12" X 12" 6" WALL OPENINGS TO EXISTING WALL TO BE REINFORCED CEILING JAMB FOR OPENING.
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50. ALL EXISTING 12" X 12" 6" WALL OPENINGS TO EXISTING WALL TO BE REINFORCED CEILING JAMB FOR OPENING.



2 TYP. SECTION DETAIL @ STAIR TREAD

Project

Revisions

Date:	09/30/2025
Job NO.:	23-125
Sheet No.	

A-1.3

It's not simply architecture, it's architecture.

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PLAN COMMISSION SET 09/30/2025

A-1.5

Date: 09/30/2025
Job No.: 23-125
Sheet No.

Revisions

Sheet Title
FLOOR PLAN - UPPER
LEVEL

10500 NORTH PORT WASHINGTON ROAD
MEQUON, WI 53092

BUILDING ALTERATIONS FOR:

David J. Koszutek, AIA
1233 West Waterfront Avenue
Greenfield, Wisconsin 53238
Koz-i-tec.ture
Cell (414) 302-8439
koz@kozitectur.com

PLAN COMMISSION SET 09/30/2025



UPPER LEVEL FLOOR PLAN
1/8" = 1'-0"

KEYED PLAN NOTES

- 37 NOT USED
- 38 EXISTING DOOR TO BE REMAIN
- 39 EXISTING DOOR TO BE REMAIN
- 40 EXISTING DOOR TO BE REMAIN
- 41 EXISTING DOOR TO BE REMAIN
- 42 EXISTING DOOR TO BE REMAIN
- 43 EXISTING DOOR TO BE REMAIN
- 44 EXISTING DOOR TO BE REMAIN
- 45 EXISTING DOOR TO BE REMAIN
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- 48 EXISTING DOOR TO BE REMAIN
- 49 EXISTING DOOR TO BE REMAIN
- 50 EXISTING DOOR TO BE REMAIN

KEYED PLAN NOTES

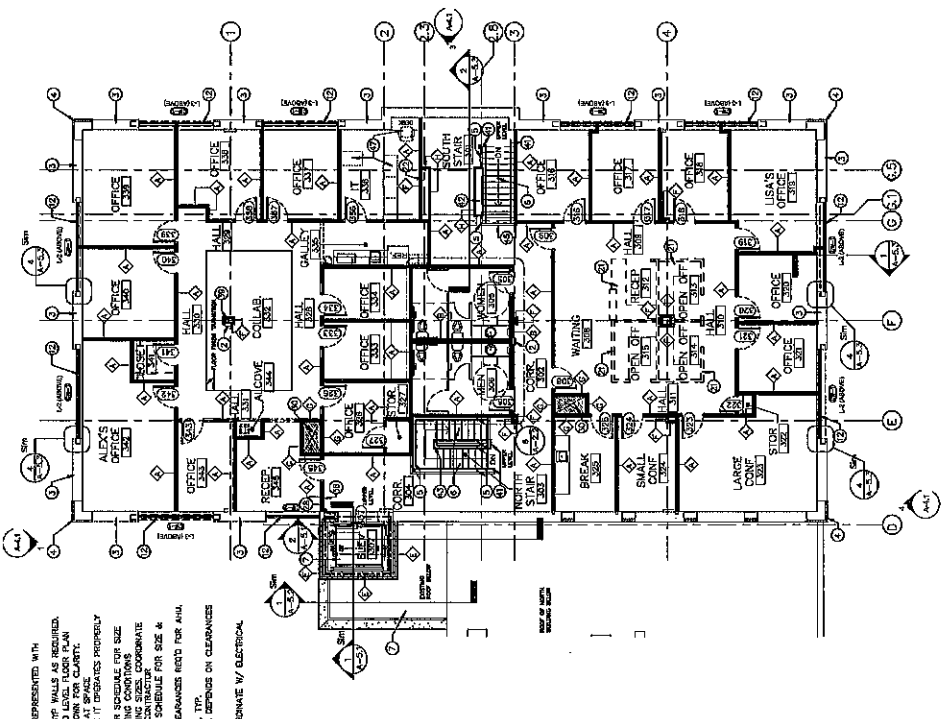
- 1 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 2 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 3 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 4 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 5 EXISTING ALUMINUM STAIRWELL TO REMAIN
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- 32 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 33 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 34 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 35 EXISTING ALUMINUM STAIRWELL TO REMAIN
- 36 EXISTING ALUMINUM STAIRWELL TO REMAIN

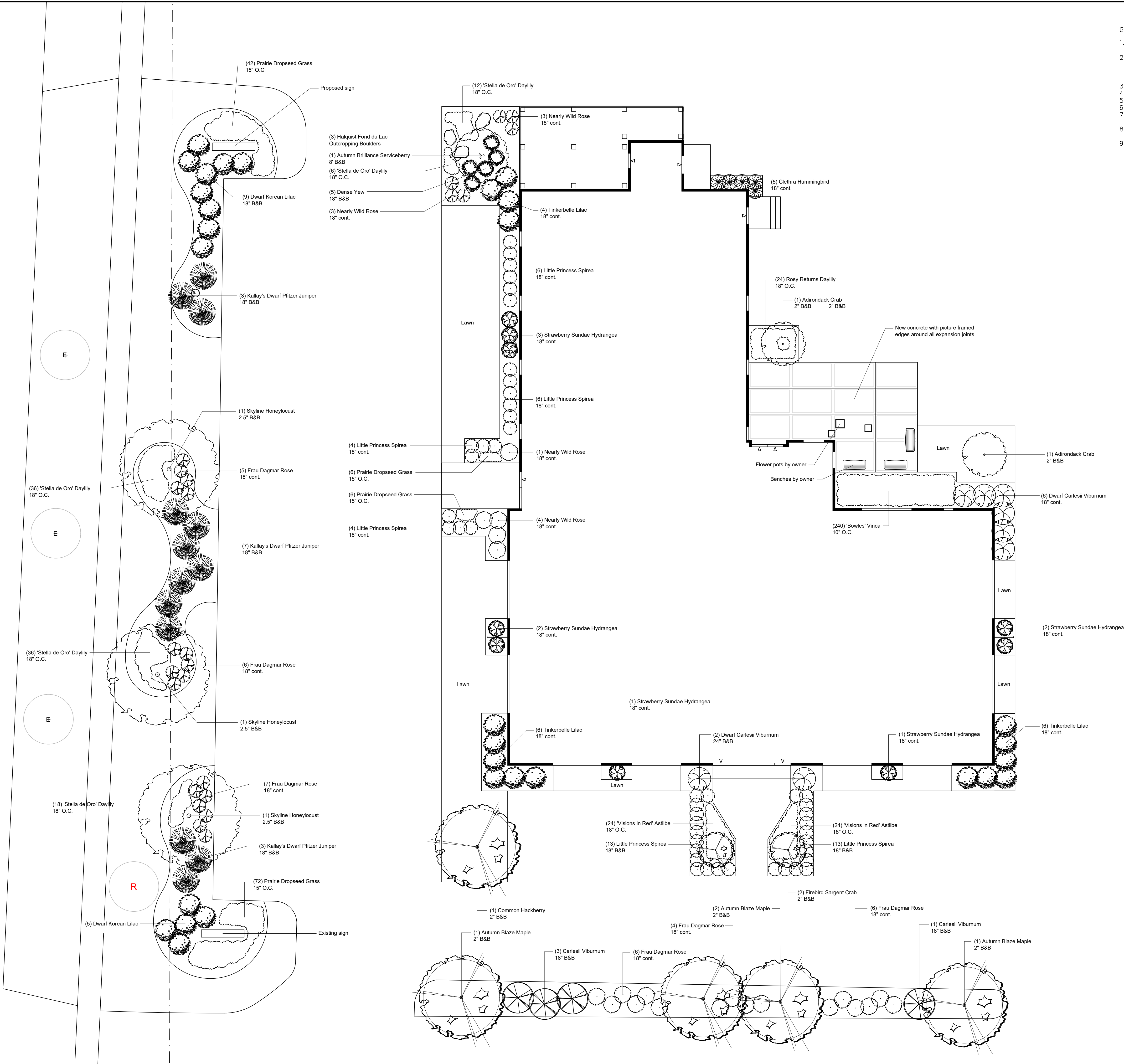
STANDARD FLOOR PLAN NOTATION:

- 1 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 2 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 3 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 4 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 5 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
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- 29 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 30 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 31 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 32 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 33 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 34 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 35 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)
- 36 - INDICATES EXISTING LIGHTS (SEE LIFE-SAFETY PLAN SHEET, INT. 1)

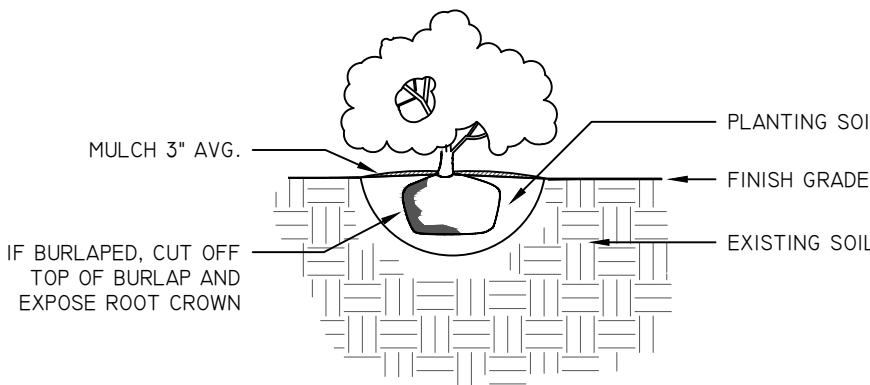
GENERAL FLOOR PLAN NOTES:

- 1. CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS & FEES
- 2. CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS & FEES
- 3. CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS & FEES
- 4. CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS & FEES
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- 35. CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS & FEES
- 36. CONTRACTOR SHALL PROVIDE ALL NECESSARY PERMITS & FEES

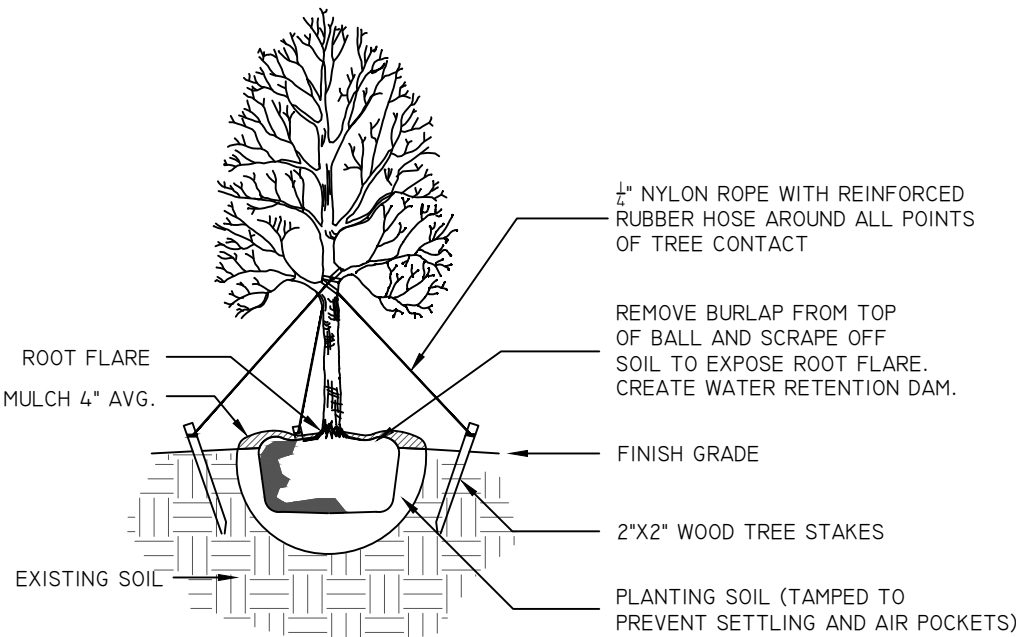




- GENERAL NOTES
1. Prepare beds by removing or spraying Roundup on existing sod/vegetation. Add 3 inches plant starter mix and rototill to a depth of 8".
 2. Mulch all plant beds with shredded hardwood bark. Spread 1 inch deep in flower and ground cover areas, and 3-4 inches in tree and shrub areas. Edge of plant bed will be cut several inches deep with a mechanical edging machine. Mulch must be maintained to proper depth over winter.
 3. Fertilize trees and shrubs with slow release fertilizer packets.
 4. Trees and shrubs to be guaranteed for one year from date of installation.
 5. Prior to any digging, Diggers Hotline must be called to locate underground utilities.
 6. Consult the Landscape Architect or Designer regarding any changes to the landscape plan.
 7. All landscape construction must conform with local building codes. Obtaining permits is the responsibility of the client.
 8. Landscape contractor to water all plants throughout implementation. At the completion of the project, watering responsibility is turned over to the client.
 9. If applicable, silt fence is to remain on the property until turf is established over 75% of the lot. Landscape contractor is responsible for removing silt fence at this time and removing excess buildup of runoff in ditches and culverts.



SHRUB PLANTING DETAIL
NTS



TREE PLANTING DETAIL
NTS

Notes

A landscape plan for:

10500-10520 N. Port Washington Rd.
Mequon, WI 53092

Treetops Landscape Design, Inc.
2009 N. PORT WASHINGTON RD. GRAFTON, WI 53024
Phone: (262) 375-0050 Fax: (262) 375-8779
LANDSCAPE ARCHITECTS
CONTRACTORS
MANAGEMENT
WWW.TREETOPSLANDSCAPE.COM

Scale
1" = 10'-0"



Architect

Eric Poggemann
RLA

Member ASLA, WLCA

4/11/2022
Revised

Kleyman

Luminaire Schedule						
Symbol	Qty	Label	Arrangement	Total Lumens	LLF	Description
	10	KT-FLED35PS-R4A-UNV-8CSB-VDIM	Single	4598.8	0.900	Set at 35W R4 Flood Light
	7	KT-WPLED60-M2-840-VDIM	Single	7267.4	0.900	60W Full Cutoff Wallpack
	1	KT-ALED70-S2-OSA-NM-840-VDIM-	4 @ 90 Degrees	9781	0.900	70W Type 3 Area Light
	5	KT-ALED70-S2-OSA-NM-840-VDIM	2 @ 90 degrees	9781	0.900	70W Type 3 Area Light

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Workplane Height
Lot Area	Illuminance	Fc	2.19	20	0	N.A.	N.A.	0.25

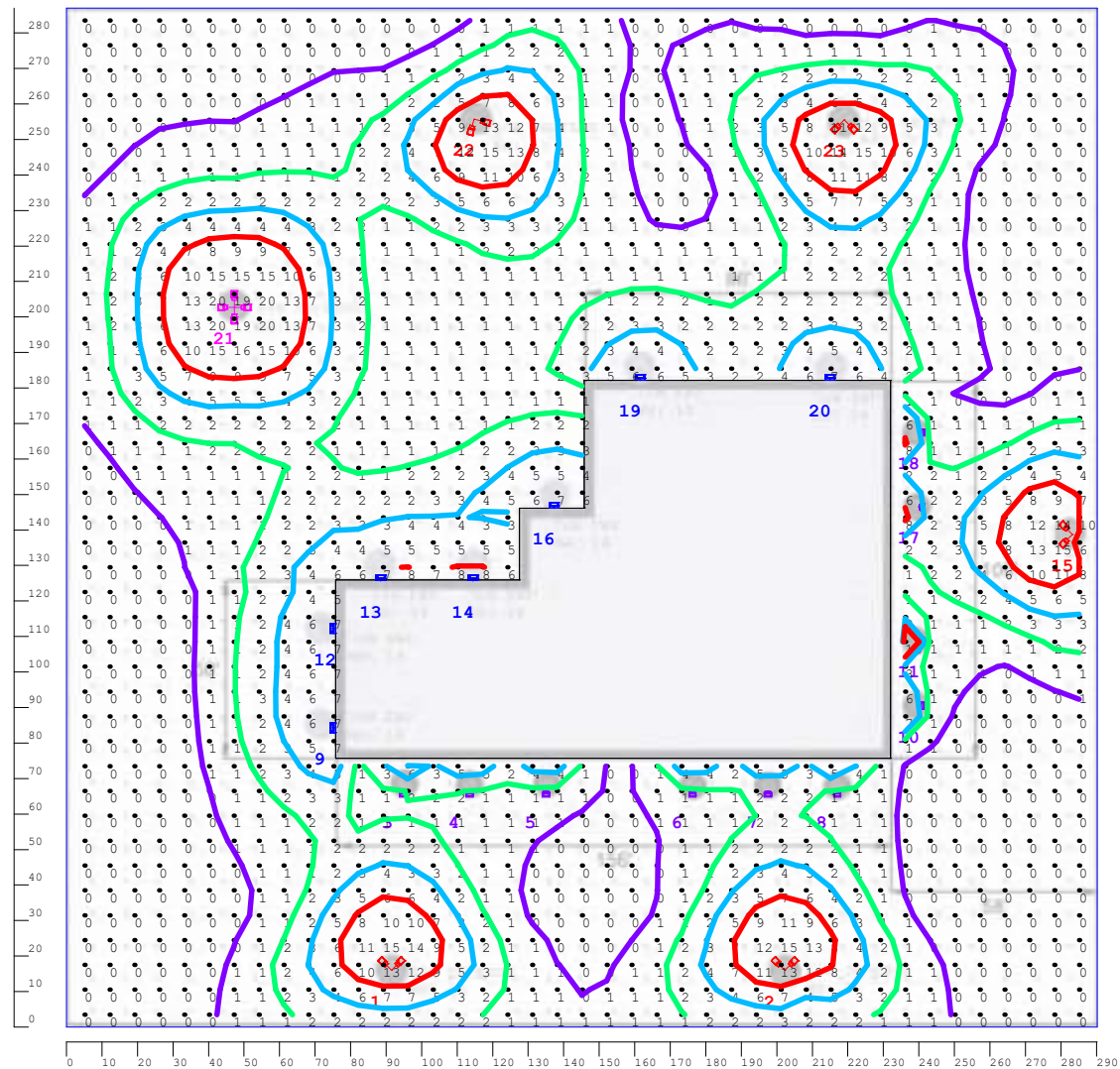
5 DOUBLE HEAD POLES with 2 Fixtures = 10 Fixtures
1 QUAD HEAD POLE with 4 Fixtures = 4 Fixtures
7 Fixtures Mounted on Wall = 7 Fixtures
10 Fixtures on Ground = 10 Fixtures
Total Fixtures = 31 Fixtures



Project : 10500 N. Port WA Rd

Keystone Technologies Lighting Layout
 2750 Morris Road
 Lansdale, PA 19446
 Phone 1-800-464-2680
 Email: LightingLayouts@keystonetech.com





View of point by point

Project : 10500 N. Port WA Rd RED = 8+FC, BLUE = 4FC GREEN = 2FC, VIOLET = 1FC	Keystone Technologies Lighting Layout 2750 Morris Road Lansdale, PA 19446 Phone 1-800-464-2680 Email: LightingLayouts@keystonetech.com
--	---



Luminaire Location Summary						
LumNo	Label	Insertion Point			Orient	Tilt
		X	Y	Mounting Height		
1	KT-ALED70-S2-OSA-NM-840-VDIM	91.5	16	15	90	0
2	KT-ALED70-S2-OSA-NM-840-VDIM	202.25	16	15	90	0
3	KT-FLED35PS-R4A-UNV-8CSB-VDIM	94.75	66.5	0.5	90	120
4	KT-FLED35PS-R4A-UNV-8CSB-VDIM	113.5	66.5	0.5	90	120
5	KT-FLED35PS-R4A-UNV-8CSB-VDIM	135	66.5	0.5	90	120
6	KT-FLED35PS-R4A-UNV-8CSB-VDIM	176.25	66.5	0.5	90	120
7	KT-FLED35PS-R4A-UNV-8CSB-VDIM	197.5	66.5	0.5	90	120
8	KT-FLED35PS-R4A-UNV-8CSB-VDIM	217	66.5	0.5	90	120
9	KT-WPLED60-M2-840-VDIM	75.75	84.25	18	180	0
10	KT-FLED35PS-R4A-UNV-8CSB-VDIM	240	90.5	0.5	180	120
11	KT-FLED35PS-R4A-UNV-8CSB-VDIM	240	108.75	0.5	180	120
12	KT-WPLED60-M2-840-VDIM	75.75	112.25	18	180	0
13	KT-WPLED60-M2-840-VDIM	88.5	125.75	18	90	0
14	KT-WPLED60-M2-840-VDIM	114.5	125.75	18	90	0
15	KT-ALED70-S2-OSA-NM-840-VDIM	283.25	138.75	15	180	0
16	KT-WPLED60-M2-840-VDIM	137.25	146.25	18	90	0
17	KT-FLED35PS-R4A-UNV-8CSB-VDIM	240	146.5	0.5	180	120
18	KT-FLED35PS-R4A-UNV-8CSB-VDIM	240	167.5	0.5	180	120
19	KT-WPLED60-M2-840-VDIM	161.5	182.25	18	90	0
20	KT-WPLED60-M2-840-VDIM	215	182.25	18	90	0
21	KT-ALED70-S2-OSA-NM-840-VDIM-	47.25	202.75	15	0	0
22	KT-ALED70-S2-OSA-NM-840-VDIM	114.75	255.75	15	300	0
23	KT-ALED70-S2-OSA-NM-840-VDIM	219	255.5	15	270	0

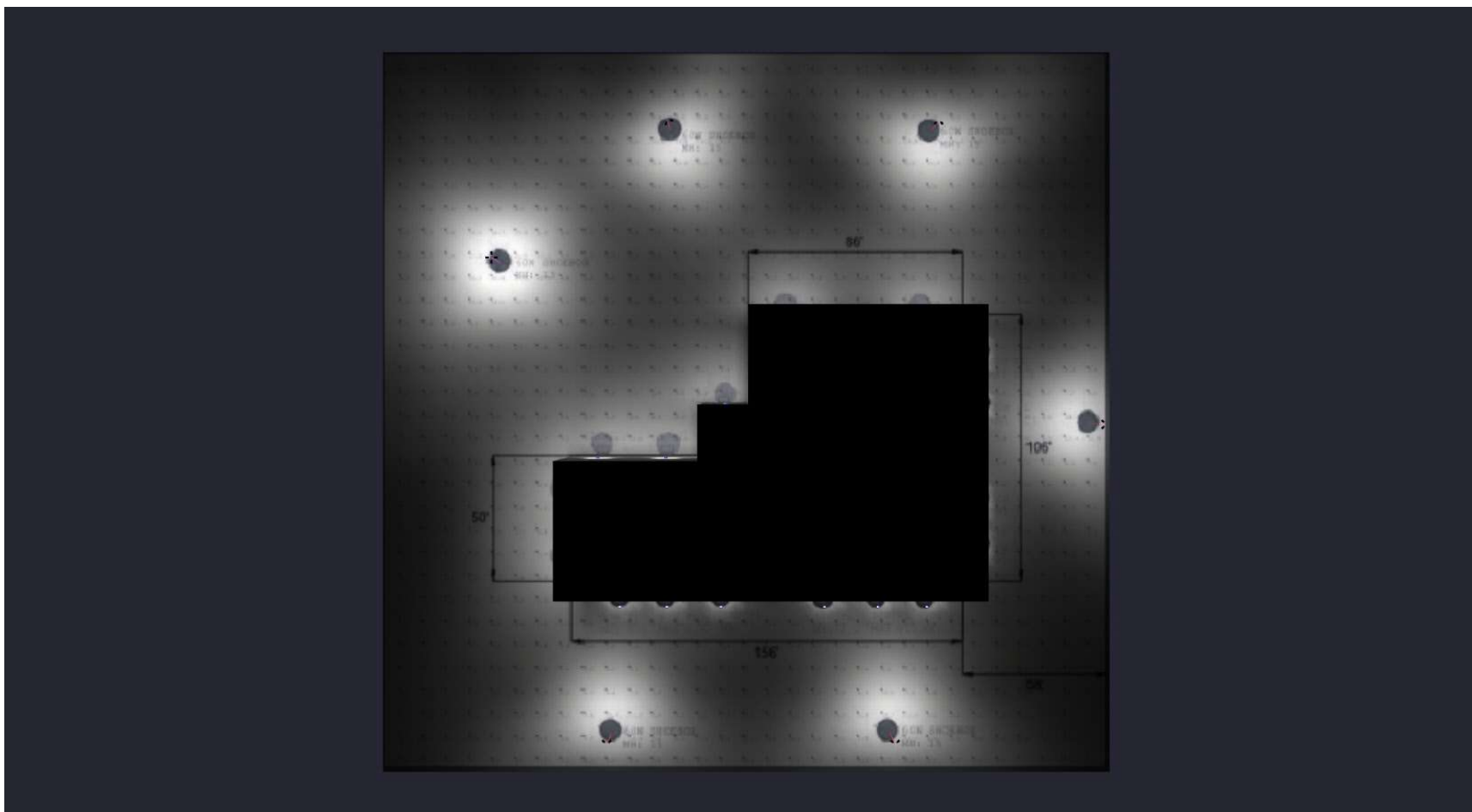


Project : 10500 N. Port WA Rd

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 Lansdale, PA 19446
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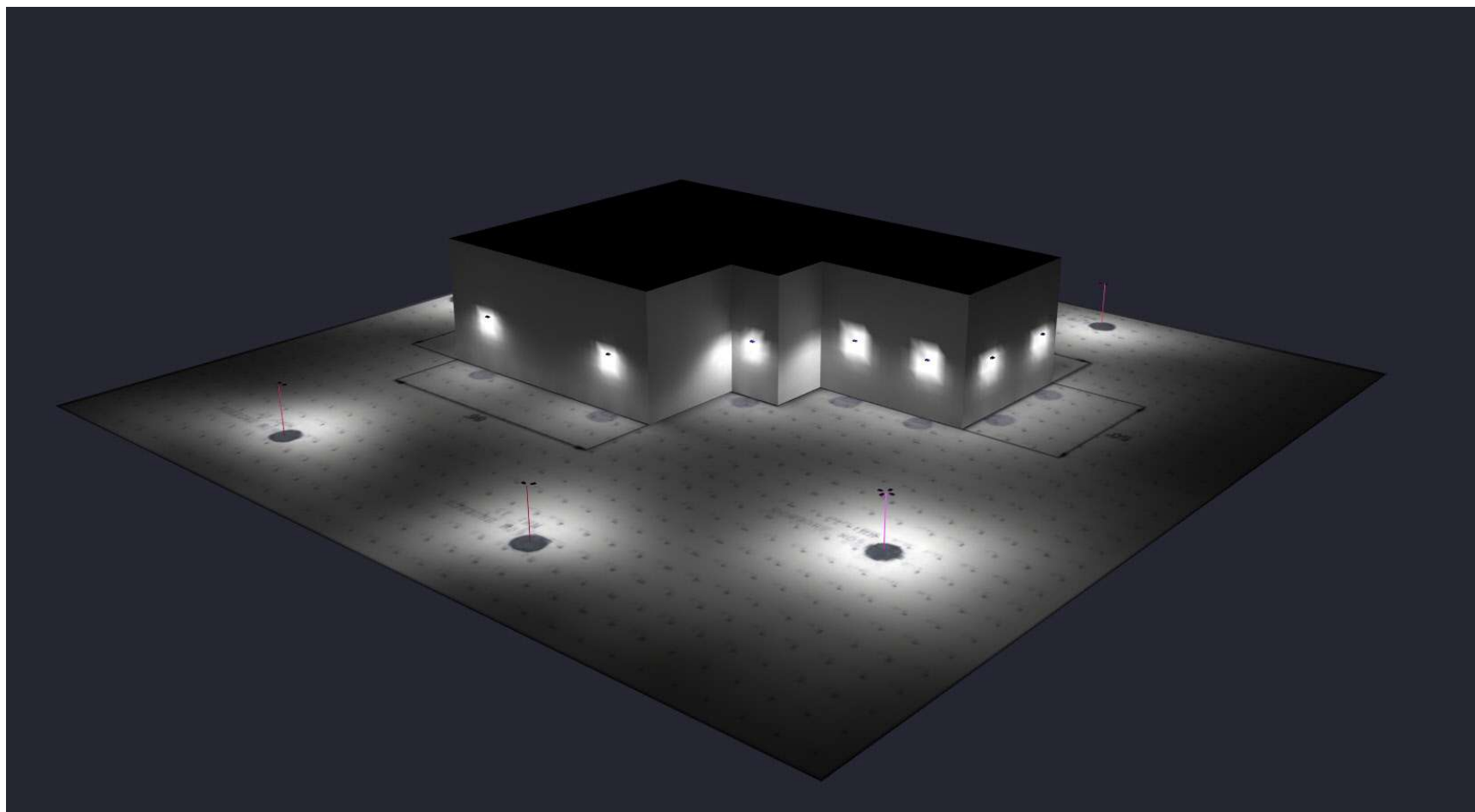
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Project : 10500 N. Port WA Rd

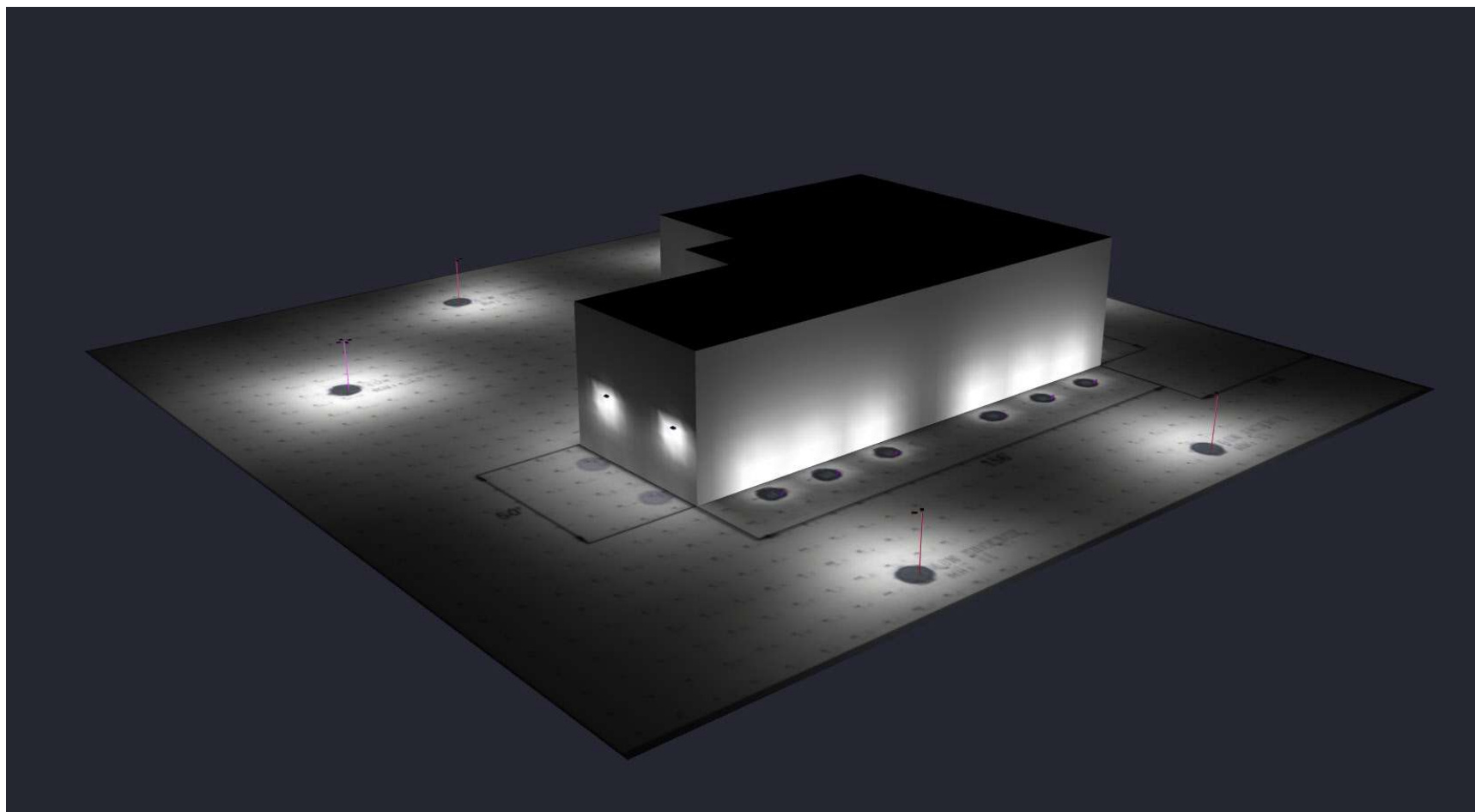
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Project : 10500 N. Port WA Rd

Keystone Technologies Lighting Layout

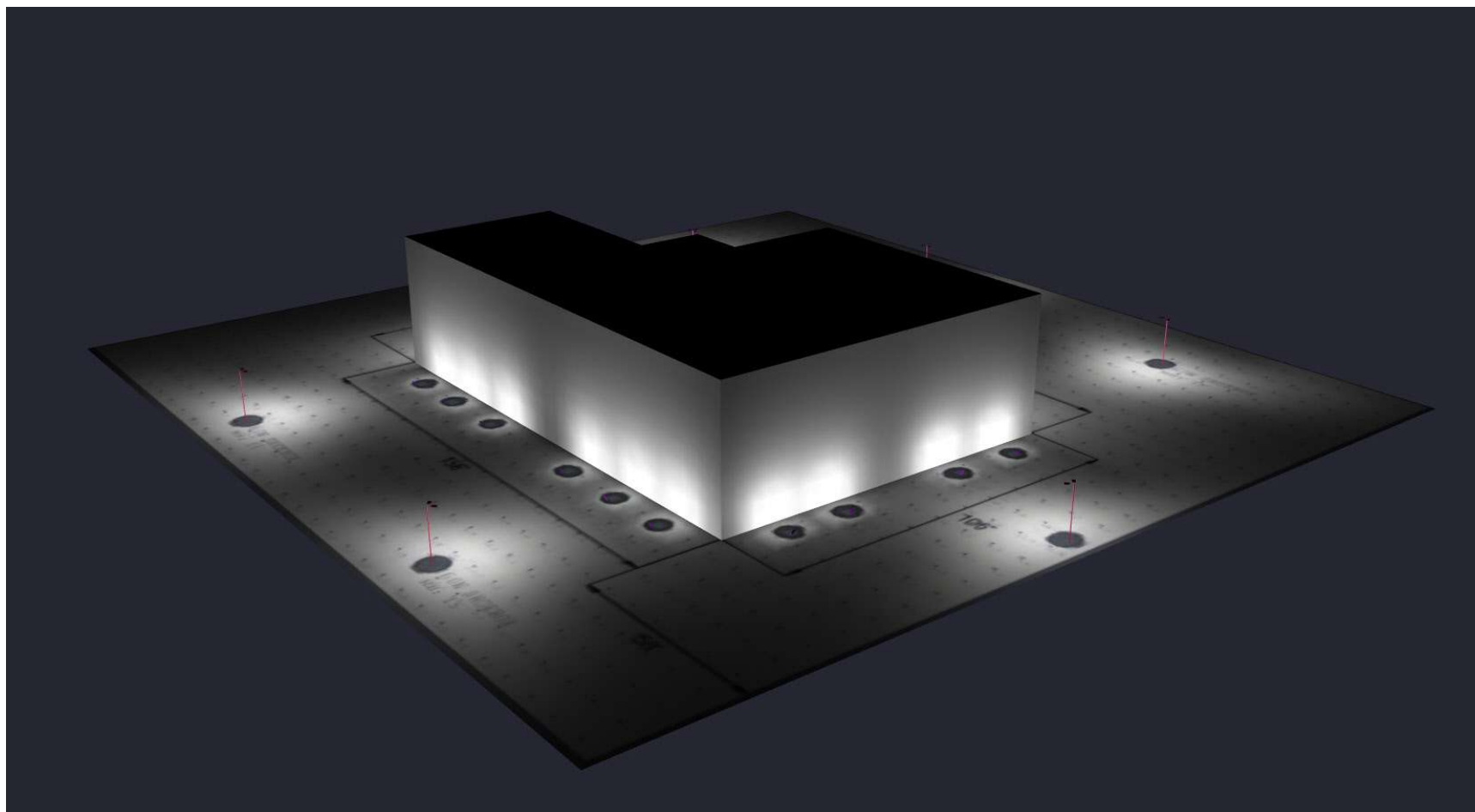
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Project : 10500 N. Port WA Rd

Keystone Technologies Lighting Layout

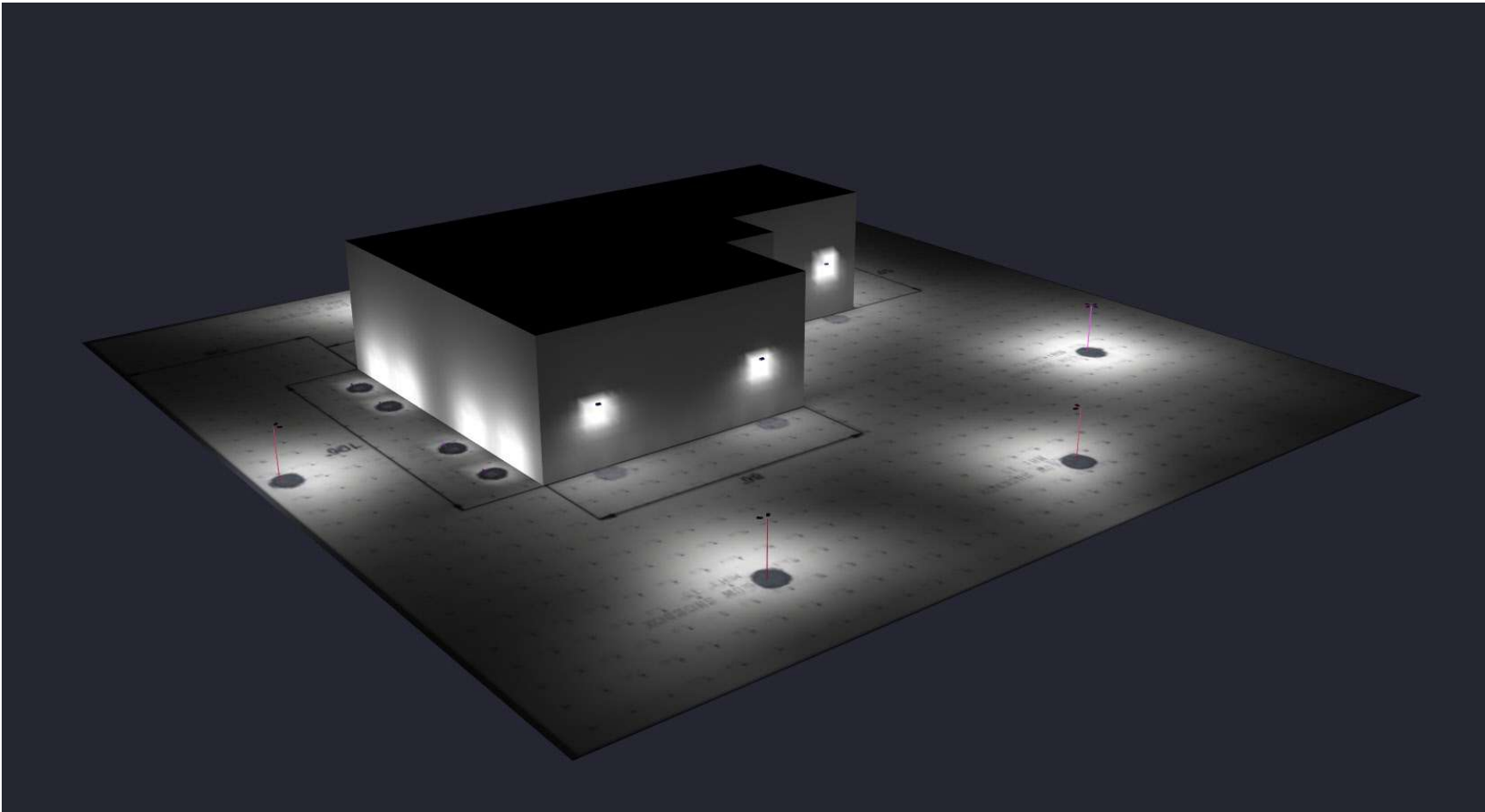
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Project : 10500 N. Port WA Rd

Keystone Technologies Lighting Layout
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Lansdale, PA 19446

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Email: LightingLayouts@keystonetech.com



Date:10/16/2025

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Packet Pg. 117

Thank you for allowing Keystone Technologies the opportunity to create and provide this Lighting Layout report.

Illumination results shown on this lighting design are based on project parametrics provided to Keystone used in conjunction with luminaire photometric testing conducted under laboratory conditions. Actual project conditions differing from these design parameters may affect field results, such as (but not limited to) windows, furnishings, floor/ceiling/wall surface texture reflectivity, site cleanliness, and lighting component tolerances. Illumination results shown have not been field verified by Keystone and therefore the actual measured results may vary from actual field conditions.

The customer is responsible for verifying dimensional accuracy along with compliance with any applicable electrical, lighting, or energy code. In no event will Keystone Technologies be held responsible for any loss resulting from any use of this lighting design.

Project : 10500 N. Port WA Rd

Keystone Technologies Lighting Layout

2750 Morris Road
Lansdale, PA 19446
Phone 1-800-464-2680
Email: LightingLayouts@keystonetech.com



RESULT:	APPROVED WITH CONDITIONS [UNANIMOUS]
MOVER:	John Stoker, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Abendroth, Strzelczyk, Choren, Stoker, J Schaefer, R. Schaefer, Lemke, Hawley
ABSENT:	Parrish

5) Regular Business

- a) **Concord Development Company for Hold Holdings, LLC.** The applicant is seeking building plan and master sign plan approval to allow for exterior improvements and additional signage to the adjoining buildings located at 10500 & 10520 N. Port Washington Road.

Planner Vang gave a summary from the staff report regarding the request for building and site plan amendment and the master sign plan approval. Staff does recommend approval of the requests subject to the conditions in the report.

The applicant, Andrew Petzold, stated they do not agree with conditions #3, #7, #9 & #10:

- #3 - Request for removal as this condition was not requested 2 years ago.
- #7 - Request for removal of this item as it creates a hardship due to the building being older (1960's) and would be very costly.
- #9 & #10 - Request that these conditions be replaced with the requirement that the new glass match the color and tint of the existing glass. The panels will be repaired and will match the existing colors.

The plan previously showed that only the south and west elevation improvements but this submittal also included the east elevations. They are requesting the ability to work with staff and receive staff level approval if the budget allows them to also make improvements to the north elevation.

The master sign plan was discussed and it was suggested that some specifics should be included and not just a general approval. The applicant should know what is allowed. The applicant will need to apply for a sign permit for each sign requested. It was advised that staff pay attention to the colors of the signs.

The screening of the rooftop mechanics were discussed and it was requested that because they are not going to be replaced that they are to be painted.

Action

Mayor Abendroth made a motion to approve the item with the removal of condition #3, the requirement to paint the rooftop mechanicals, conditions #9 & #10 be changed to specify that the glass and panels match the colors and existing materials, the north elevation will match and that all signage is to be reviewed and approved by staff.

Ald. Strzelczyk seconded the motion.

A voice vote was called, vote passed (8-0).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pam Adams, Alderman
SECONDER:	Rebecca Schaefer, Commissioner
AYES:	Abendroth, Adams, Mason, Parrish, Stoker, Schaefer, Schaefer, Lemke
ABSENT:	Choren
EXCUSED:	Strzelczyk, Bessler

d) Dermond Property Investment

Mayor Abendroth stated that the applicant is not requesting to add fill but rather to remove fill from the site.

Deputy Dir. of Engineering, James Keegan, stated that the excavation is for the underground parking and the pond; which is required for their storm water. 3,245 cubic yards will be leaving the site and staff is supportive of this request.

Action

Commissioner Parrish made a motion to approve per staff recommendations.

Commissioner Lemke seconded the motion.

Voice vote was called; all voted aye, vote passed 8-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brian Parrish, Commissioner
SECONDER:	Rick Lemke, Commissioner
AYES:	Abendroth, Adams, Mason, Parrish, Bessler, Schaefer, Schaefer, Lemke
ABSENT:	Choren
EXCUSED:	Strzelczyk, Stoker

e) **Concord Development Company**

Asst. Dir. Zader stated the request is to modify an existing building (he showed pictures). This is two separate buildings connected together on two separate parcels with a property line and a party wall running through them located on Port Washington Road. The applicant is requesting to modify them; with a nice glass entry tower and new larger windows throughout the development. Staff is accepting of the modifications and is supportive of the design. Staff did a compliance inspection (many pictures included) of the site and there are a list of repairs that need to be completed. These include patching, sealing and striping of the parking lot, replacement of all non-compliant and damaged lighting and some landscaping to be added to the foundation of the building and along the front of the parking lot and a stripe along the south property line. The applicant is willing to make all the improvements in the report with the exception of the sealing of the parking lot.

Colleen Jordan from Concord Development and Mark Helminiak represented the applicant. Ms. Jordan stated that the seal coating of the parking lot is not in the scope of their project at

this time. The asphalt has not been previously sealed and she does not feel that sealing it would make much of an impact on its appearance.

Commissioner Bessler asked if the applicant planned to replace the asphalt and what is its current condition.

Ms. Jordan answered that they are not planning to replace it at this point but maybe in the future and that it is not in great condition but it is acceptable in its service needs.

Asst. Dir. Zader showed a picture of the asphalt and stated that it is in rough condition and there has been previous patching done and weeds are growing through in some areas. Staff feels that some patch work needs to be done and that the seal coat and new striping on top of it would greatly improve its appearance.

Deputy Dir. Keegan stated that he did not make a field visit to the site but he has viewed the photos and he feels that the asphalt could use some more crack sealing. Some preventive maintenance can be done but the pavement is getting towards the end of its useful life. He feels that the crack sealing and seal coating would be an improvement and help prevent the streaking.

Ms. Jordan stated that they are willing to do the landscape screening in front and some landscaping to the south of the property in the green space island area. They are willing to do some patchwork, address the weed issue and to do the restriping. They feel that the seal coating will not be worth the aesthetic benefit based on the cost.

Commissioner Jim Schaefer stated that he feels the proposed modifications are a great improvement. He feels that the building has been in need of improvements. He does not feel that the seal coating is necessary.

Commissioner Mason asked staff if the applicant had not come forward would they be asked to do the sealing. He also asked about the signage that would be allowed.

Asst. Dir. Zader stated that a complaint would need to be filed to trigger enforcement. There are large holes that over time would need to be addressed. The applicant has not filed a sign waiver so it is assumed that their signage will meet the sign code compliance.

Commissioner Parrish stated that this is a prominent site in the middle of redevelopment and he appreciates the contemporary updates. He does not think that the asphalt looks very good but he feels that whatever tenant is going to move into the buildings will request that it be redone so he agrees that it is not a deal breaker at this time.

Action

Commissioner Mason made a motion to approve per staff recommendations #1 and #2, but not to request the seal coating.

Commissioner Parrish seconded the motion.

Voice vote was called; all voted aye, vote passed 8-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Mason, Commissioner
SECONDER:	Brian Parrish, Commissioner
AYES:	Abendroth, Adams, Mason, Parrish, Bessler, Schaefer, Schaefer, Lemke
ABSENT:	Choren
EXCUSED:	Strzelczyk, Stoker

f) Charter Manufacturing

Asst. Dir. Zader stated that this is the property that has been occupied by Denta Quest. Charter Manufacturing has purchased the building and will be moving some of their operations into the building. The change requested to the site is an extension to the front entryway. They are proposing to paint the existing brick a light gray, add a nice entryway atrium, add some bronze windows and a number of brick columns on all four sides to add character and some articulation. Staff is supportive of these improvements as it looks more modern and is in character of other buildings in Mequon. Other changes include up lighting around the columns to provide some accent lighting and some landscaping will be added around the foundation on the building. The only issue is the parking lot islands which are overgrown with weeds and whatever plantings were there are dying and the landscaping plan should include all new plantings in the parking lot islands.

Tim Knepprath from MSI General represented the applicant and stated that the staff did a great job and they are in agreement with all the recommendations in the staff report.

Commissioner Parrish is pleased that Charter has taken over that building. He suggested that the utilities that are visible from the road could maybe be included in the landscaping plan to help screen these.

Action

Commissioner Stoker made a motion to approve per staff recommendations.

Commissioner Mason seconded the motion.

Voice vote was called; all voted aye, vote passed 8-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Stoker, Alternate
SECONDER:	John Mason, Commissioner
AYES:	Abendroth, Adams, Mason, Parrish, Stoker, Schaefer, Schaefer, Lemke
ABSENT:	Choren
EXCUSED:	Strzelczyk, Bessler

g) Silver Spray Holdings, LLC

Withdrew from the agenda

Action

Commissioner Stoker made a motion to open a public hearing.

Commissioner R. Schaefer seconded the motion

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

Action

Commissioner Stoker made a motion to close the public hearing.

Commissioner R. Schaefer seconded the motion

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Stoker, Commissioner
SECONDER:	Martin Choren, Commissioner
AYES:	Baka, Choren, Hawley, Lemke, Parrish, R. Schaefer, Stoker, Strzelczyk
ABSENT:	Abendroth , J. Schaefer

3) Consent

- a) Mequon Nature Preserve. The applicant is seeking rezoning recommendation and land use plan amendment approval from R-1/OA to P-1/OA for the property located at 8200 W. County Line Road.

Action

Commissioner Stoker made a motion to approve the three consent agenda items.

Commissioner Choren seconded the motion

A roll call vote was taken; vote passed (8-0)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Stoker, Commissioner
SECONDER:	Martin Choren, Commissioner
AYES:	Baka, Choren, Hawley, Lemke, Parrish, R Schaefer, Stoker, Strzelczyk
ABSENT:	Schaefer

- b) Gries Architectural Group, Inc. for Hold Holdings, LLC. The applicant is seeking building and site plan amendment approval to allow for an addition for an elevator for the adjoining buildings located at 10500 & 10520 N. Port Washington Road.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Stoker, Commissioner
SECONDER:	Martin Choren, Commissioner
AYES:	Baka, Choren, Hawley, Lemke, Parrish, R. Schaefer, Stoker, Strzelczyk
ABSENT:	Schaefer

4) Public Hearing / Regular Business



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: NATALIE REDDING, CITY PLANNER
DATE: October 27, 2025
SUBJECT: Ware Design Build. The applicant is seeking text amendment approval for a new conditional use grant within the Neighborhood Commercial zoning district to allow for two-family residential dwellings as cluster developments.

Applicant: Tyler Foster, Ware Design Build
Status of Applicant: Agent
Requested: Text Amendment
Existing Zoning: NC (Neighborhood Commercial)
Land Use Plan: Neighborhood Commercial
Lot size: 5.93 acres
Location: Neighborhood Commercial Zoning District

Background: The applicant is requesting a text amendment to allow for a new conditional use within the Neighborhood Commercial (NC) zoning district. The proposed amendment would allow for two-family residential dwellings as cluster developments. Currently, per Section 58-293 of the Zoning code, the NC district allows for the following residential uses:

Residential:

- (1) Artist's live/work units (permitted)*
- (2) Bed and breakfast (conditional)*
- (3) Single-family residential cluster developments (conditional, per Sec. 58-333)*
- (4) Age restrictive housing for persons of 55 years of age or older (PUD)*

When Planning Commission previously reviewed the related Donges Cove project in June of this year, there was general support and interest in the redevelopment of the site, particularly given its extent of redevelopment at the corner of Donges Bay Road and Cedarburg Road. The parcels included in the project have experienced longstanding vacancies and a continuation of deteriorated conditions. Considering these factors and that this zoning district already intends for a mix of residential and commercial uses, the planning commission expressed support for the reinvestment and development of the sites subject to arriving at an appropriate density.

Analysis:

The NC district currently allows for single-family residential cluster developments as a conditional use. The proposed amendment to allow for two-family residential cluster developments as conditional thus represents a compatible extension of existing uses, and in staff's opinion, appropriate for a small commercial node. The amendment would allow for a slight increase in housing flexibility in the area while still maintaining appropriate oversight through the conditional use process.

Staff has reviewed the proposed amendment and does not anticipate any adverse impact on the NC district as a whole. Two-family cluster developments can be considered consistent with the existing development in this area and align with the overall intent of the NC zone; to provide a commercial environment of mixed-use services that serve immediate residential neighborhoods and allow for new residential development. Given that other residential uses already exist nearby, the amendment is not expected to disrupt the character or functionality of the district (please see Exhibit A for map of where this use would be allowed as conditional).

With regard to the technical standards of the code such as density, setback and offsets, staff recommends that the conditional use refer to the requirements of the R-6 zoning district. This mirrors the existing approach for single-family residential cluster developments, which refer to the central growth overlay (CGO) zoning district for such standards.

It should also be noted that this text amendment was recommended by staff earlier this year as a potential path forward for the Donges Cove development proposal. Incorporating this use into the zoning code would provide a clearer regulatory framework for considering proposals like Donges Cove, without compromising the NC district's intent or existing character. Staff supports the proposed text amendment to the Neighborhood Commercial zoning code allowing for two-family residential cluster developments as a conditional use (per Sec. 58-241 - as per attached Exhibit B).

Staff Recommendation:

Staff recommends **approval** of the text amendment subject to the following conditions:

1. The text amendment shall be listed as a conditional use in the NC zoning district.
2. The conditional use shall refer back to Section 58-241 of the city of Mequon code of ordinances.
3. Common Council approval of the text amendment.

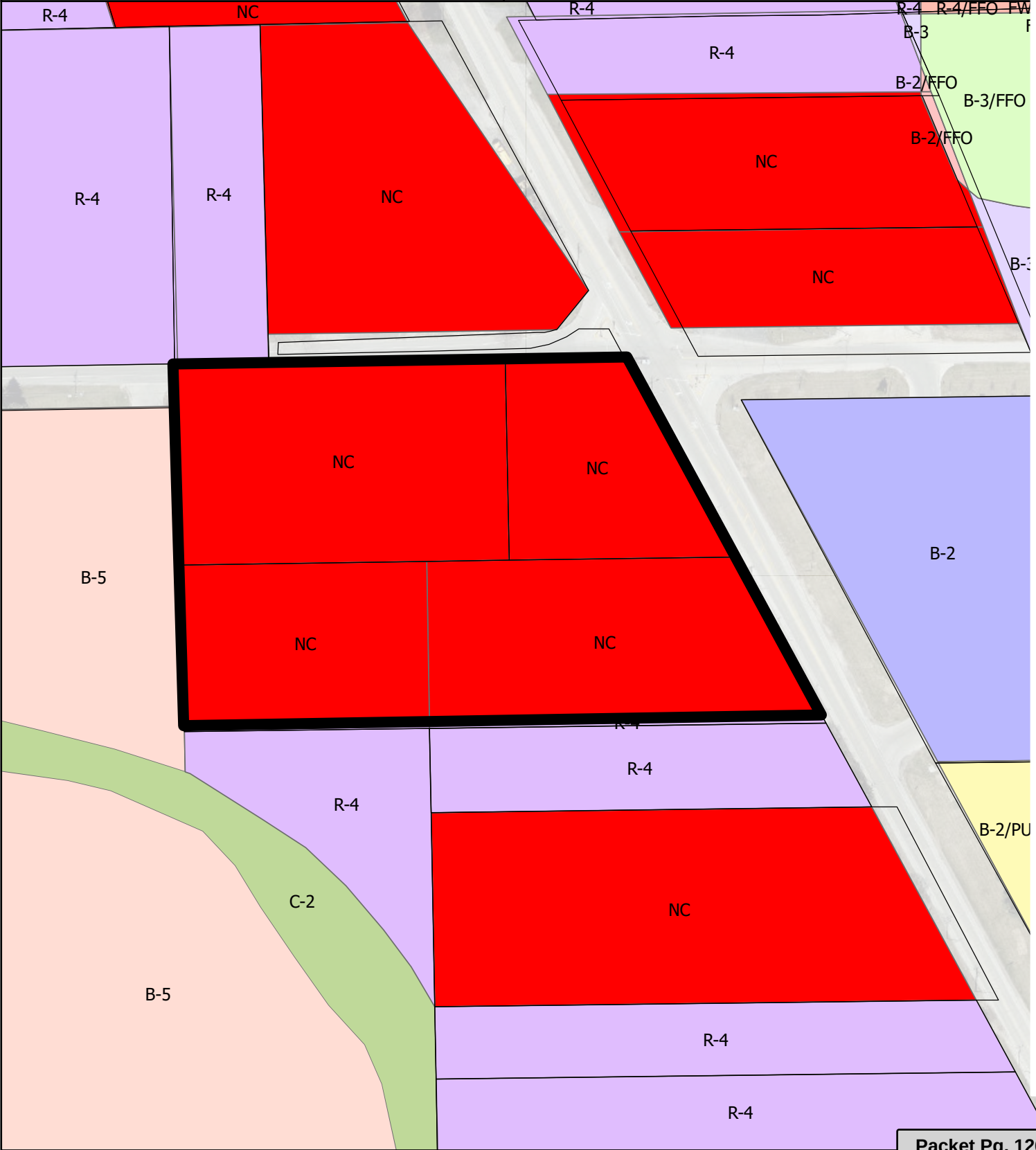
Attachments:

Packet Docs_Text (PDF)

DONGES COVE

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

4.c.a



Attachment: Packet Docs_Text (10742 : Ware Design Build)



DONGES COVE

GENERAL NOTES

- A. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE, AND NATIONAL CODES AND ORDINANCES AND ALL AUTHORITIES HAVING JURISDICTION.
- B. ALL WORK SHALL BE PERFORMED IN A WORKMANLIKE MANNER.
- C. EACH CONTRACTOR SHALL INCLUDE LABOR, MATERIALS, TOOLS, EQUIPMENT, ETC., FOR THE COMPLETE CONSTRUCTION OF THE WORK INDICATED AS SPECIFIED BY THE DRAWINGS AND SPECIFICATIONS, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE BETWEEN CONTRACTOR AND WARE DESIGN BUILD.
- D. MATERIALS AS SPECIFIED ON DRAWINGS SHALL BE USED. SUBSTITUTIONS OF MATERIALS WILL NOT BE ALLOWED WITHOUT THE WRITTEN CONSENT OF WARE DESIGN BUILD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DETAILING IN CONJUNCTION WITH (AND ALL OTHER TRADES AFFECTED) SAID SUBSTITUTIONS.
- E. WARE DESIGN BUILD SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES, OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK OR FOR THE ACTS OR OMISSIONS OF THE CONTRACTOR, SUB-CONTRACTORS, OR ANY OTHER PERSONS PERFORMING THE WORK OR FOR THE FAILURE OF ANY OF THEM TO CARRY OUT THE WORK IN ACCORDANCE WITH THE INTENT OF THE CONTRACT DOCUMENTS.
- F. ALL PLUMBING, MECHANICAL, AND ELECTRICAL WORK IS TO BE COORDINATED BETWEEN THE TRADES AS PART OF THEIR INSTALLATION LAYOUT.
- G. CONTRACTORS SHALL PROVIDE ADEQUATE BRACING AND/OR SHORING TO INSURE STRUCTURAL STABILITY OF THE BUILDING DURING CONSTRUCTION
- H. EACH CONTRACTOR SHALL AMEND AND MAKE GOOD AT THEIR OWN COST, ANY DEFECTS OR OTHER FAULTS IN HIS/HER WORKMANSHIP AND/OR MATERIAL.
- I. ALL MATERIAL FINISHES AND STYLES INCLUDING BUT NOT LIMITED TO EXTERIOR SIDING, ROOFING, WINDOWS, EXTERIOR TRIM, AND INTERIOR AND EXTERIOR MILLWORK, ETC. SHALL BE APPROVED BY WARE DESIGN BUILD.
- J. DO NOT SCALE THE DRAWINGS,WRITTEN DIMENSIONS ALWAYS TAKE PRECEDENCE OVER SCALED DIMENSIONS.
- K. CONTRACTORS SHALL VERIFY ALL DIMENSION AND/OR DISCREPANCIES IN THE PLAN AND REPORT ERROR(S) TO WARE DESIGN BUILD PRIOR TO COMMENCEMENT OF THE WORK, OR TO BE RESPONSIBLE FOR SAME.
- L. THESE PLANS, DETAILS, AND SPECIFICATIONS REMAIN THE PROPERTY OF WARE DESIGN BUILD AND MAY NOT BE ALTERED IN ANY WAY WITHOUT THE WRITTEN CONSENT OF WARE DESIGN BUILD.

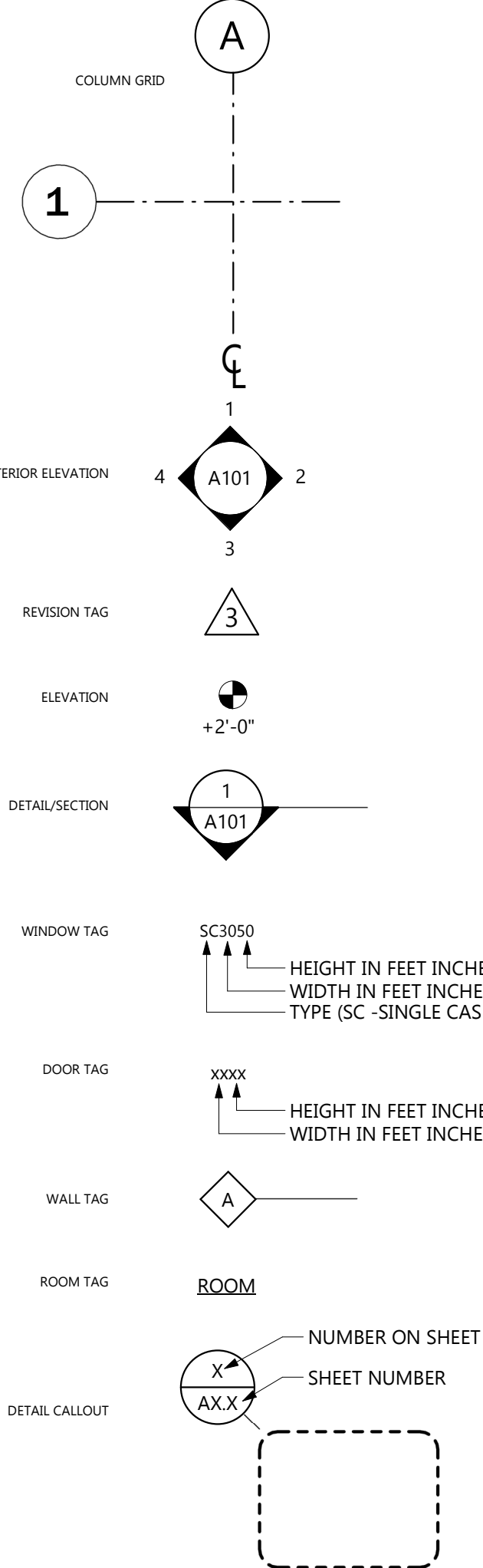
FABRICATION NOTES

TRUSS FABRICATION:
THE TRUSS MANUFACTURER IS RESPONSIBLE TO DESIGN AND DETAIL THE ROOF TRUSS SYSTEM. THE ROOF TRUSS SYSTEM SHALL INCLUDE, BUT IS NOT LIMITED TO, A COMPLETE ROOF PLAN INDICATING ALL TRUSS SIZES, LOCATIONS, CONNECTIONS, IMPOSED LOADS, AND BEARING REQUIREMENTS. THE TRUSS SYSTEM SHALL BE DESIGNED TO ACCOMMODATE ALL LIVE, DEAD, SNOW, WIND, AND UPLIFT LOADS AS REQUIRED BY ALL APPLICABLE MUNICIPAL CODES. TRUSS MANUFACTURER SHALL SUBMIT 2 SETS OF SEALED SHOP DRAWINGS TO WARE DESIGN BUILD FOR APPROVAL OF ROOF TRUSSES AND BEAMS PRIOR FABRICATION. IF MODIFICATIONS TO THESE CONSTRUCTION DOCUMENTS ARE REQUIRED, WARE DESIGN BUILD SHALL BE NOTIFIED IMMEDIATELY. REFER TO GENERAL NOTES FOR ADDITIONAL INSTRUCTION.

WALL PANEL FABRICATION (OR LOOSE LUMBER SUPPLIER):
THE WALL PANEL MANUFACTURER OR LOOSE LUMBER SUPPLIER IS RESPONSIBLE TO DESIGN AND DETAIL THE STRUCTURES WALL PANELS. THE WALL PANEL SYSTEM SHALL INCLUDE, BUT IS NOT LIMITED TO, A WALL PANEL PLAN INDICATING ALL STRUCTURAL HEADERS AND BEAM SIZING, LOCATIONS, CONNECTIONS, IMPOSED LOADS, AND BEARINGS REQUIREMENTS. THE WALL PANEL SYSTEM SHALL BE DESIGNED TO ACCOMMODATE ALL LIVE, DEAD, WIND, AND SEISMIC LOADS AS REQUIRED BY ALL APPLICABLE CODES. WALL PANEL MANUFACTURER SHALL SUBMIT 2 SETS OF SEALED SHOP DRAWINGS TO WARE DESIGN BUILD FOR APPROVAL OF ROOF TRUSSES AND BEAMS PRIOR FABRICATION. IF MODIFICATIONS TO THESE CONSTRUCTION DOCUMENTS ARE REQUIRED, WARE DESIGN BUILD SHALL BE NOTIFIED IMMEDIATELY. REFER TO GENERAL NOTES FOR ADDITIONAL INSTRUCTION.

FLOOR JOIST FABRICATION:
THE FLOOR JOIST MANUFACTURER/ SUPPLIER IS RESPONSIBLE TO DESIGN AND DETAIL THE STRUCTURES FLOOR SYSTEM. THE FLOOR SYSTEM SHALL INCLUDE, BUT IS NOT LIMITED TO, A COMPLETE FLOOR JOIST PLAN INDICATING ALL STRUCTURAL BEAM SIZING, BLOCKING LOCATIONS, CONNECTIONS, IMPOSED LOADS, AND BEARING REQUIREMENTS. THE FLOOR JOISTS SHALL BE DESIGNED TO ACCOMMODATE ALL LIVE & DEAD LOADS AS REQUIRED BY ALL APPLICABLE MUNICIPAL CODES. IN ADDITION, FLOOR JOIST MUST BE SIZED FOR A LIVE LOAD MAXIMUM DEFLECTION OF .4". FLOOR JOIST MANUFACTURER SHALL SUBMIT 2 SETS OF SEALED SHOP DRAWINGS TO WARE DESIGN BUILD FOR APPROVAL OF ROOF TRUSSES AND BEAMS PRIOR FABRICATION. IF MODIFICATIONS TO THESE CONSTRUCTION DOCUMENTS ARE REQUIRED, WARE DESIGN BUILD SHALL BE NOTIFIED IMMEDIATELY. REFER TO GENERAL NOTES FOR ADDITIONAL INSTRUCTION.

STANDARD SYMBOLS



CONDOMINIUMS

CONTACTS

ARCHITECTURAL DESIGNER:
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nikko@waredesignbuild.com

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Mobile: 815.258.5200
nikko@waredesignbuild.com

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9730 North Granville Road, Suite D
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Rjmueller67@gmail.com

CIVIL ENGINEER:
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Elm Grove, WI 53122
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mellena@eeceng.com

PROJECT MANAGER/ OWNER AGENT:
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Mobile: 414.708.1833
tyler@waredesignbuild.com

PROJECT SUPERINTENDENT:
--
Office: 262.303.4935
Mobile: --
--@waredesignbuild.com

SITE LOCATION

WEST DONGES BAY ROAD
MEQUON, WI 53092



SET INFORMATION

PLANNING & ZONING

Currently District **NC**
Must rezone to **R-6 Zoning District**

The R-6 District is intended to provide for high quality medium density (i.e., 4 units per acre) single family attached residential development within the City's sewer service area on land designated in the Land Use Plan map as "single family attached."

One-and two family residences - Permitted Use

Setbacks & Offsets

- Setback from center of road & offset from setback line or property line.

	Setback	Offset
Local Street -	50'	0'
Side Yard -	0'	20'
Rear Yard -	0'	35'

Height Restrictions (MAX)

Principal building - 42'
Accessory building - 15'

Building Living Area (MIN)

One Bedroom	- 1,000 sq ft
Two Bedroom	- 1,200 sq ft
Three Bedroom	- 1,400 sq ft

PROPOSED DEVELOPMENT DETAILS

Height

Buildings 1,6,7,8,9, & 11	- 23'
Buildings 2,3,4,5, & 10	- 21'

Building Living Area (SF)

Buildings 1,6,7,8,9, & 11 (ea.)	
Unit 1 - First Floor	- 1,544 SF
Unit 1 - Lower Level	- 1,215 SF
Unit 2 - First Floor	- 1,551 SF
Unit 2 - Lower Level	- 1,199 SF
UNIT 1 Total	- 2,759 SF
Unit 2 Total	- 2,750 SF
Total	- 5,509 SF

Buildings 2,3,4,5, & 10 (ea.)

Unit 1 - First Floor	- 1,683 SF
Unit 1 - Lower Level	- 1,316 SF
Unit 2 - First Floor	- 1,647 SF
Unit 2 - Lower Level	- 1,233 SF
UNIT 1 Total	- 2,999 SF
Unit 2 Total	- 2,880 SF
Total	- 5,879 SF

Impervious Surfaces

Road & Roundabouts	- 34,795 SF
Building Driveways (22)	- 12,955 SF
Building Footprints (11)	- 45,795 SF

Discipline
Designator
Sheet Type
Sequence
Number
AD107

C1.0

PRELIMINARY SET
NOT FOR CONSTRUCTION

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DONGES COVE
WEST DONGES BAY ROAD
MEQUON, WI 53092

DESCRIPTION	DATE

DATE: 10/6/2025
DRAWN BY: NAT
SHEET TITLE:

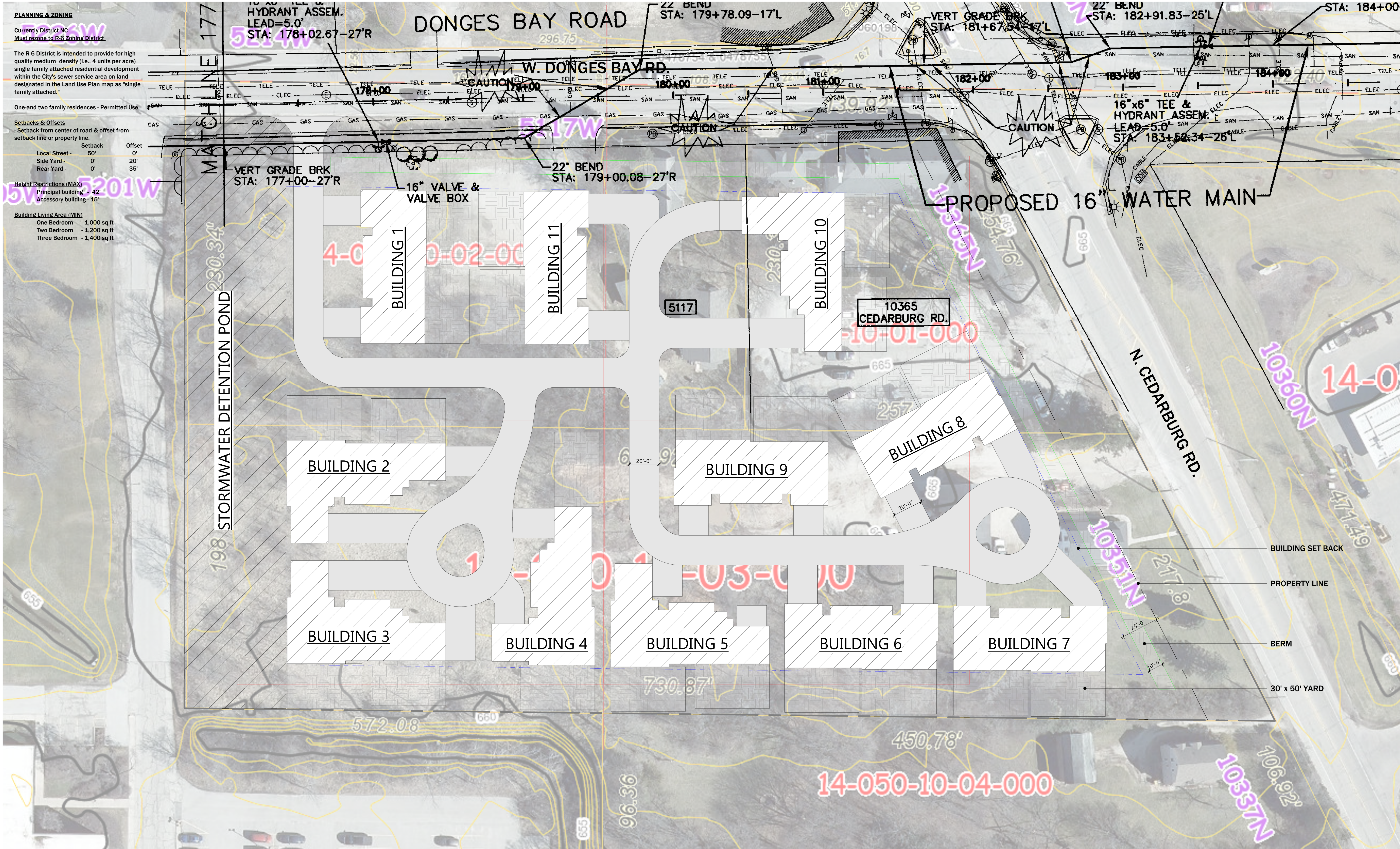
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DONGES COVE
WEST DONGES BAY ROAD
MEQUON, WI 53092

REVISION NUMBER	DATE
PROJECT #:	R1133
DATE:	10/6/2025
DRAWN BY:	NAT
SHEET SIZE:	24"x36"
SHEET TITLE:	CONCEPTUAL SITE PLAN



1 SITE PLAN
SCALE: 1" = 30'-0"



CP.10

Exhibit B:**Sec. 58-241. - R-6 two-family and three to four unit multiple-family suburban residential district.**

The R-6 district is intended to provide for high quality medium density residential development for two-family dwellings and multiple-family dwellings with no more than four units per structure within the areas designated on the land use plan map as "single-family attached." All uses are subject to planning commission approval of the building, site and operational plans.

(Ord. No. 2021-1591, § I(Exh. A), 6-8-2021)

Commissioner Hawley seconded the motion.

A roll call vote was taken; vote passed (7-1)(No: Mayor Nerbun)

RESULT:	APPROVED [7 TO 1]
MOVER:	John Stoker, Commissioner
SECONDER:	Stephanie Hawley, Commissioner
AYES:	Parrish, Barnes, Choren, Hawley, Schaefer, Stoker, Urbani
NAYS:	Nerbun

- 3) **Ware Design Build.** The applicant is seeking a consultation for 14 condominiums for the properties located at 5117 W. Donges Bay Road and 10351-10465 N. Cedarburg Road (Donges Cove)

Planner Redding stated the request is for a consultation for a proposed condominium development which will be comprised of three assembled parcels currently zoned Neighborhood Commercial (“NC”), totaling 5.93 acres. The request would require either a rezoning to R-6 zoning or a text amendment to modify the language in the NC zoning district.

She explained that the proposal is for 28 units in total (14 buildings) and meets the setback and offset requirements. There would be a single access point off Donges Bay Road. Per the City Forester, there are three specimen trees on site which staff would like to preserve, if possible, but they may need to be removed to accommodate the current proposed site plan.

Staff recommend the baseline density follow the R-6 standards, allowing no more than 4 units per acre. The current proposed plan is slightly over this standard at 4.7 per acre. In response, the applicant has communicated their flexibility regarding site layout and the number of total units. To comply with the R-6 standards, 5 units would need to be removed from the proposed plan (3 buildings, 6 units total). This would allow the density to be in compliance as well as allow for additional aesthetic and amenity benefits.

Staff recommends the applicant request a text amendment to add language to the existing NC zoning requirements to include two-family residential units as a conditional use. Planner Redding commented that although the proposed building design is more modern than most of the developments in the city, staff is supportive of the proposed design.

There was discussion among the Commissioners and the applicant. The applicant stated they want their development to stand out and to be different than the usual design found in the city. Alderman Parrish expressed his support for this use at the location and that he has received feedback supporting this type of use. Support for a new development at this blighted corner.

Mayor Nerbun commented that there is one TDR credit that could possibly be used for this site which would allow the development to get an extra building.

Overall there was positive support for the proposed development.



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development

TO: Planning Commission
FROM: JAC ZADER, ASSISTANT DIRECTOR COMMUNITY DEVELOPMENT
DATE: October 27, 2025
SUBJECT: P2 Development. The applicant is seeking rezoning recommendation and concept plan approval for a zoning change TC (Town Center) to TC/PUD (Town Center/Planned Development Unit) to allow for 58 residential units and a 3-story mixed-use building for the five (5) properties located at 11030, 11020, and 10950 N. Buntrock Avenue and 11027 N. Weston Drive and the property immediately to the south.

Applicant:	P2 Development
Status of Applicant:	Agent
Requested:	Rezoning Recommendation Concept Plan
Existing Zoning:	TC (Town Center)
Existing Land Use Plan:	Town Center
Proposed Zoning:	TC (Town Center) PUD (Planned Unit Development)
Lot size:	6.03 acres
Location:	11030, 11020 & 10950 N. Buntrock Avenue 11027 N. Weston and the property immediately to the south.
Tax Key Number:	#14-027-02-012.00, #14-027-02-006.00, #14-027-03-005.00 #14-027-01-005.00 & #14-027-04-007.00
District:	#4

Background:

The applicant is seeking rezoning recommendation and concept plan approval for 58 row house style dwellings located in seven buildings and a three-story mixed-use building with underground parking located in the Town Center neighborhood. The project will combine five existing parcels that currently contain an auto service facility, a single-family home, two vacant buildings and a vacant lot. The developer estimates a total value of 18 million which is an increase of 16 million when compared to the existing value. The project is located south of the recently built row houses located on Buntrock Avenue and the mix use building that includes Central Bark Dog daycare located on Weston Drive. The parcel is zoned TC (Town Center) which requires a PUD for all residential developments that include 16 units or more. A text amendment approved by the Common Council in 2017 eliminated the ability to have multi-story apartment buildings in the Town Center zoning district. The code was also changed to allow buildings with 16 units or less provided that all units have individual first floor access. This project complies with both of these amendments.

Concept Plan:

The concept plan shows eight total buildings as part of the project. Five of the buildings will include three-bedroom units, two of the buildings include two-bedroom units, and the mixed-use building will include commercial on the first floor, office on the second and extended stay suites on the third floor. Overall density is 9.6 units per acre which is less than the maximum density permitted in the TC zoning district which allows up to 32 units per acre.

The concept plan shows two residential buildings along Buntrock Ave and a mixed-use building and a residential building along Weston Drive. The remaining buildings are located interior of the site in a traditional block pattern. There is a large greenway that extends from the Steffen Drive intersection to Weston Drive and includes a pedestrian path and landscaping. Staff and the applicant had discussed the extension of Steffen Drive as the main driveway through the development. The applicant was concerned about vehicles using the connection as a cut through and driving at a high rate of speed. The location was also close to the intersection to the north which was not consistent with the established block pattern in Town Center and created multiple conflicts. The pedestrian-only connection at this location creates meaningful open space within the project and prioritizes its use for residents and for pedestrian-oriented traffic only, a public objective of the neighborhood.

Staff is concerned with the road connection adjacent to the Wilson School Entrance. Since the plan shows two connections into the development, staff is recommending that this road connection be removed unless the applicant provides a traffic impact analysis that shows no degradation of service along Buntrock Avenue. Staff understands that this may have a minor impact on the design of the concept plan and will work with the applicant on the final layout prior to Common Council approval. In addition, when considering future development within this block, additional road and pedestrian connections are contemplated and can be realized for implementation of a traditional neighborhood design.

Staff worked with the applicant on several other iterations of the concept plan design and is supportive of the plan in general. The following modifications and clarifications are recommended to the concept plan and will be incorporated into the zoning ordinance:

- The development shall include a maximum of 58 residential units each with at grade access. The three-story mixed-use building shall include commercial spaces on the first floor, offices on the second floor and extended stay suites on the third floor. All commercial uses facing the public street shall include entrance doors and windows that remain free and clear and floor plans shall be oriented with service activity to the rear.
- Eliminate the north sidewalk termination point for the path along Buntrock Avenue due to the fact there is not a pedestrian crossing or sidewalk on the west side of the road.
- There shall be one sidewalk termination point crossing at Weston Ave. The sidewalk adjacent to the street shall extend to the north property line.
- A conditional use grant will be required due to the proposed height of the mixed-use building. Should the conditional use grant not be approved, the height of the building shall be reduced.
- Planning Commission approval of all of the building designs which shall vary in design to the existing row houses on Buntrock Ave.
- The approved Town Center light fixture shall be used along Weston Drive and Buntrock Ave.
- The streetscaping plan including street trees, on-street parking, sidewalk, hardscapes and landscaping shall conform to the Town Center specifications.
- There is one specimen tree (Sugar Maple) located adjacent to the intersection of Buntrock

Ave and Staffen Drive that shall be protected during development.

- A cross-access easement shall be created between the subject parcel and the parcel to the north containing the existing row houses.
- A floating easement shall be created along the entire south property line for potential future pedestrian and/or road connections.
- The southern access point along Buntrock Avenue shall be eliminated.
- The PUD will go into effect when all existing uses are no longer in operation, and the lots are combined into one parcel or a CSM is approved by Planning Commission

Town Center (TC) District Standards and Design Guidelines

Technical Regulations:	TC:	Proposed Use:
Number of Units Allowed:	192	58
Minimum Lot Area:	1/2 acre	6 Acres
Minimum Street Frontage:	100 feet	475 feet
Minimum Gross Floor Area Apts:	1,000 sq ft	1574 sq ft
Minimum Gross Floor Area Comm:	1,200 sq ft	1440 sq ft
Minimum Width for Dwellings:	20 feet	20 feet
Open Space Ratio:	30%	31%
Maximum FAR:	100%	73.1%
Maximum Building Height:	42 feet	44 feet*
Maximum Front Yard Setback:	10 feet	10 feet
Building Side Yard Offset (N):	10 feet	15 feet
Building Side Yard Offset (S):	10 feet	10 feet
Building Street Frontage	70%	67%
Off-Street Parking:	180 stalls	261 stalls (40 garage)

* Will require a Conditional Use Grant

The concept plan complies with the Town Center Zoning and Design Standards except in the case of the percentage of building street frontage that is occupied by buildings which will require a waiver. Staff is supportive of the waiver based on the fact that the lack of compliance is primary due to the inclusion of the greenway and path. In order to maintain the street edge, staff recommends a decorative wall or other feature to accent the entrances at both Buntrock Avenue and Weston Drive into the pathway. These entry features shall be consistent with Town Center streetscape features.

Engineering Report:

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

A development agreement will be required to define terms for the installation of public and private improvements.

Access is provided through various driveway access points on the east side of the site. The north side of the site will have cross-access to the existing Foxtown Townhomes site. A cross-access easement will be required at this location. Staff assumes that the internal roadways will be private. The Town Center urban section will be maintained through the connections to the street, consistent with other connections within the Town Center.

Existing City streets and infrastructure will be impacted by the development. The developer's responsibility for repair or replacement of these impacts will be defined as part of the development agreement.

The sidewalk on Weston Drive shall extend to the north property line to provide for future connection.

There is no indication of wetlands on-site. DNR Surface Water Data Viewer was used to screen the site.

The site is located within the City's sewer service area and connections to the public sewer and water utility are required. Sanitary sewer is available for connection on Buntrock Avenue pending flow calculations and evaluation. Water main shall be extended along the entire developed property frontage in accordance with the Mequon Water Connection Policy.

The site proposes an increase in impervious surface in excess of one-half acre and site disturbance of greater than an acre therefore requires a stormwater management plan (SWMP). The proposed site will be required to provide additional stormwater management to meet the current City of Mequon, WDNR and MMSD criteria. Stormwater locations are shown conceptually on the plan.

A City erosion control permit will be required. Evidence of the WDNR required WRAPP permit shall also be provided for the site.

A Filling and Excavation permit is required. As plans are developed, if the total of filling and excavation exceeds 1,000 cubic yards, Planning Commission approval will be required. A haul route shall be provided for staff approval and haul route bond are required. The haul route and haul route bond are intended to protect City streets from the increase in the amount of hauled material.

Staff Recommendation: Planning staff recommends approval of the rezoning and concept plan subject to the following conditions:

1. Common Council approval of the rezoning.
2. A development agreement will be required to define terms for the installation of public and private improvements. Developer must submit a development agreement using the city template. The agreement must be approved by Planning Commission and Common Council.
3. The streetscaping plan including on-street parking, hardscape, street trees and other amenities (lighting, landscaping) in the front of the building shall comply with all Town Center specifications.
4. The development shall include a maximum of 58 residential units each with at grade access. The three-story mixed-use building shall include commercial spaces on the first floor, offices on the second floor and extended stay suites on the third floor. All commercial uses facing the public street shall include entrance doors and windows that remain free and clear and floor plans shall be oriented with service activity to the rear.
5. Eliminate the north sidewalk termination point for the path along Buntrock Avenue due to the fact there is not a pedestrian crossing or sidewalk on the west side of the road.
6. There shall be one sidewalk termination point crossing at Weston Ave. The sidewalks adjacent to the streets shall extend to the north and south property lines.

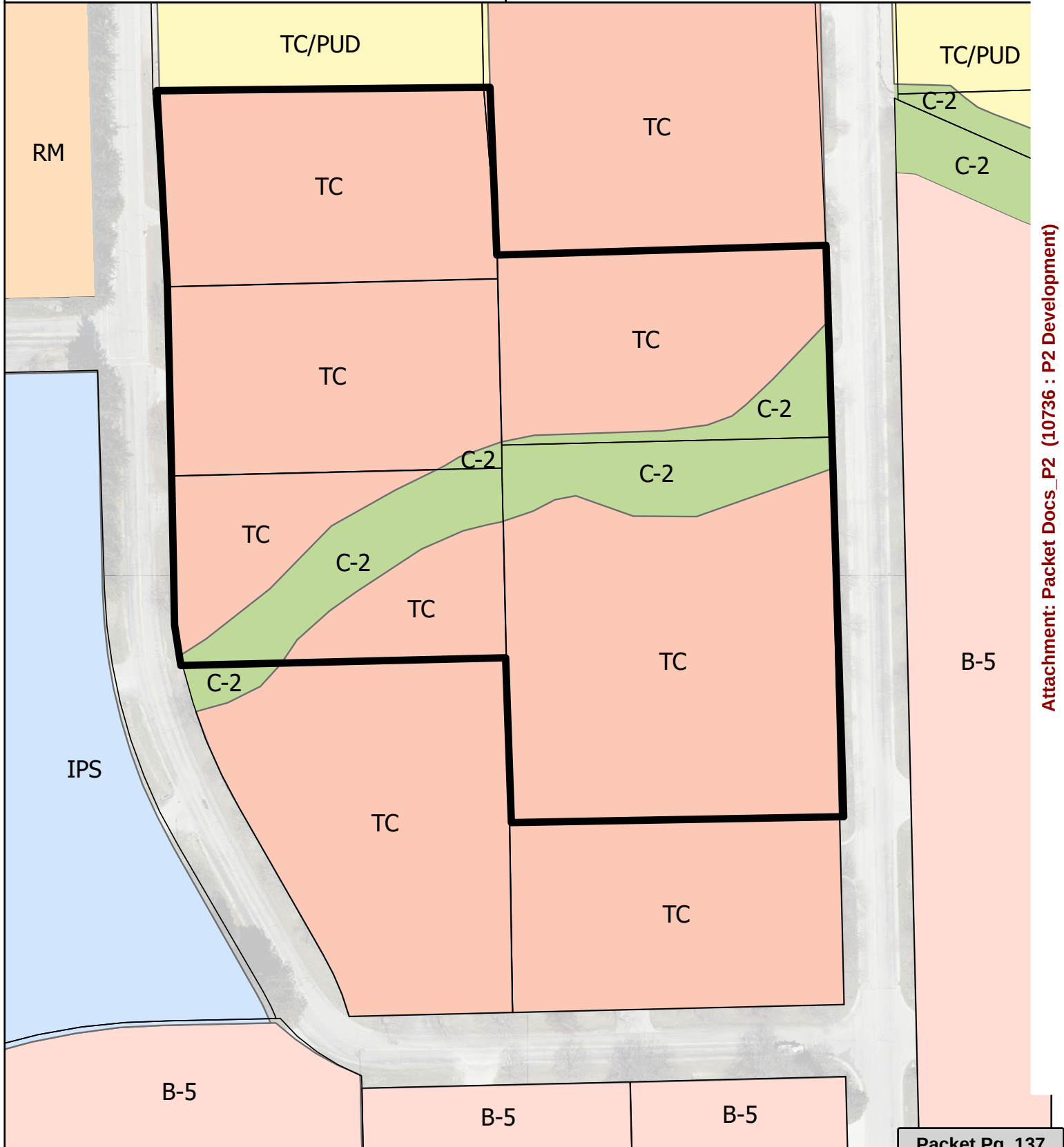
7. A conditional use grant will be required due to the height of the mixed-use building or reduced.
8. A decorative wall or other feature to accent the entrances at both Buntrock Avenue and Weston Drive into the pathway. These entry features shall be consistent with Town Center streetscape features. Planning Commission approval of all of the building designs which shall vary in design to the existing row houses on Buntrock Ave.
9. The approved Town Center light fixture shall be used along Weston Drive and Buntrock Ave.
10. There is one specimen tree (Sugar Maple) located adjacent to the intersection of Buntrock Ave and Steffen Drive that shall be protected during development.
11. A cross-access easement shall be created between the subject parcel and the parcel to the north containing the existing row houses.
12. A floating easement shall be created along the entire south property line for potential future road and/or pedestrian connections.
13. The southern access point along Buntrock Avenue shall be eliminated.
14. The PUD will go into effect when all existing uses are no longer in operation and the lots are combined into one parcel or a CSM is approved by Planning Commission
15. Engineering Department review and approval of grading, drainage, stormwater management, erosion control, and utility plans in conformance to City ordinances and the SSLD.
16. A cross-access easement with the Foxtown Townhomes property for the driveway connection.
17. Connection to public water and sanitary sewer. The applicant shall obtain the necessary approval and permits for the installation of the sanitary sewer and water main from the various regulatory agencies. This will require a public main extension. Water service shall develop in accordance with the Mequon Water Connection Policy.
18. Peak and average flow calculations shall be provided for the sanitary sewer connection prior to utility plan approval.
19. Approval of a storm water management plan for the site in conformance to City ordinances, WDNR, and MMSD Chapter 13, including execution of a Storm Water Facilities Maintenance and Easement Agreement.
20. As a condition of approval and issuance of the permit, the city engineer will require in accordance with City ordinance 58-677(b) that the applicant deposit an escrow or letter of credit to guarantee a good faith execution of the approved control plan and any permit conditions. The escrow / letter of credit shall be in an amount equal to 125% of the estimated cost of construction and maintenance of the storm water management practices and the City will release the portion of the Financial Guarantee less any costs incurred by the city to complete installation of practices, upon submission of a certification in accordance with 58-678(h).
21. Application for and approval of a City erosion control permit, subject to applicable fees and conditioned upon WDNR issuance of a WRAPP permit.
22. Application for and approval of a City Filling, Excavation, and Berms Permit. A haul route shall be provided for staff approval and haul route bond are required.

Attachments:

Packet Docs_P2 (PDF)

P₂ DEVELOPMENT

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



Foxtown Townhomes II Development — City of Mequon

To members of the council and city staff,

We're here today to present the Foxtown Townhomes II Development and a Foxtown multi-tenant building (E4), a thoughtfully designed expansion to the original and highly successful Foxtown community. This proposal includes seven new townhome buildings and a signature 3-story mixed-use building that will add vibrancy, housing, and economic opportunity to the City of Mequon.

A Proven Concept That Meets a Growing Demand

The existing Foxtown development has proven to be a tremendous success, with strong occupancy across all residential and commercial offerings:

- The original 42 townhome units remain consistently full, demonstrating an ongoing need for high-quality, multi-family housing.
- The West House at Foxtown, a 96-unit apartment building, is also fully leased, confirming market demand in this location.
- The extended stay residential units in the neighboring E2 building are fully occupied, underscoring the demand for flexible housing options that serve business travelers, families, and individuals in transition.

This strong leasing performance reflects a clear appetite for more residential and mixed-use space in Mequon—space that is modern, well-located, and integrated into a walkable, community-focused development.

The Proposed Development

Foxtown Townhomes II will consist of:

Townhomes

- 40 three-bedroom units, each with attached 2-car garages
 - (3) 6 unit buildings with 3 bedroom units
 - (1) 10 unit building with 3 bedroom units
 - (1) 12 unit building with 3 Bedrooms
- 18 two-bedroom units, also with attached 2-car garages

- (1) 6 unit building with 2 bedroom units
- (1) 12 unit buildings with 2 bedroom units
- 55 guest parking spaces to ensure accessibility for visitors
- Beautifully designed, spacious two-story units featuring gas fireplaces, tall ceilings on the first floor with transom windows, European style cabinetry, granite countertops, stainless steel appliances with gas range, wine refrigerator, private entrance/front door with an attached garage and private rear patio above garage.
- A pedestrian promenade on the north end of the site will include winding sidewalks, decorative lighting, a gazebo, community gathering area and a firepit, creating a welcoming gathering space for residents and visitors alike

Mixed-Use Building

- 3 story 14,000 SF footprint
- First-floor commercial space to support local businesses
- Second-floor office space, with potential expansion space for Reinhart Partners, who have expressed interest to grow within the Foxtown community
- Third-floor extended stay residential units, helping to meet the ongoing and unmet demand for short-term housing
- Parking:
 - 40 spaces in a lower-level garage
 - 50 surface parking spaces
 - 15 newly created parallel parking spaces on Westin Avenue in front of the building

Existing Buildings Show What's Possible

The demand and success of this expansion are rooted in the proven performance of our existing buildings:

E1 – 11020 N Weston Drive - Far North Building

- 1st Floor: Interurban Coffeehouse Bakery & Juicery and Foxtown Heritage Meats butcher, both successful and currently seeking expansion into remaining vacant space

- 2nd & 3rd Floors: Fromm Family Foods Corporate Offices

E2 – 11090 Weston Drive

- 1st Floor: Includes La Terre flower shop who are considering expansion into the remaining space next to their unit, Trailside Recreation Bike Shop, and a distillery is in the planning stages for the south end of the building.
- 2nd Floor: 50% Offices for Reinhart Partners and 50% a fitness center open to tenants and Fromm employees
- 3rd Floor: Extended stay residential units – fully leased

E3 – Construction starting late 2025

- 1st Floor: Negotiations underway with Fred Astaire Dance Studio
- 2nd Floor: Potential use for spa, culinary workshop and also used for photography for From Family Food advertising.

These buildings illustrate the kind of dynamic, multi-use environments we're fostering—where residents, businesses, and visitors come together in a vibrant community setting.

Why This Matters to Mequon

The Foxtown Townhomes II development is not just a real estate project—it's a community investment. It offers:

- New housing opportunities to meet the clear demand
- Mixed-use vibrancy, supporting local businesses and employment
- Walkable, human-scale design that aligns with Mequon's aesthetic and livability goals
- Economic development through increased commercial activity and property tax base
- A seamless extension of the successful Foxtown neighborhood

We believe this proposal reflects what's working in Mequon, and builds on it thoughtfully—with quality design, smart growth, and long-term community value.

Conclusion

We respectfully ask for your support and consideration as we continue to build on the success of Foxtown. The Foxtown Townhomes II and multi-tenant building project is a natural progression of a proven development, created with the needs of Mequon's residents, businesses, and future in mind.

Thank you for your time and your continued partnership in shaping a thriving Mequon.

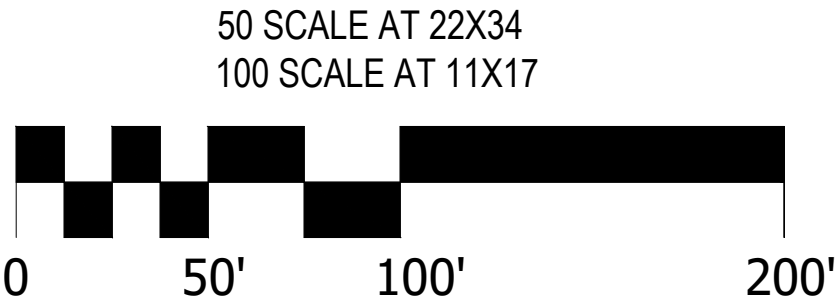


CONCEPTUAL SITE PLAN

FOX TOWN TOWNHOMES II
DEVELOPMENT

MEQUON, WISCONSIN

October 10th, 2025



P2 DEVELOPMENT &
PROPERTY MANAGEMENT

