



City of Berlin, WI

Zoning Administration Services Proposal





7044 S Ballpark Dr, Suite 200
Franklin, WI 53132
(414) 336-7900
www.foth.com

Jessi Balcom
City Administrator
City of Berlin
108 N Capron Street
Berlin, WI, 54923

Re: Zoning Administration Services

Dear Ms. Balcom,

Foth is pleased to respond to the City of Berlin's Request for Proposals for Zoning Administration Services. Our experience providing planning, zoning, development review, and municipal support to Wisconsin communities positions us to efficiently administer the City's zoning ordinance and comprehensive plan, while delivering responsive service to staff, officials, applicants, residents, and property owners.

Foth proposes a coordinated team based from our Franklin, Wisconsin office. Mark Lyons will serve as zoning administrator and will be responsible for regular communications with the City. Mark is local to the Berlin area, and will be traveling to and from the City of Berlin from his home. He will be supported by Orrin Sumwalt, AICP, Shaun Mularkey, AICP, Aidan Burling, and Jeff Muenkel AICP, CeCD, EdFP, providing the City with dependable access to a broader planning and technical team.

Our team brings more than 90 years of combined public and private sector planning experience. We regularly assist municipalities with zoning administration, comprehensive planning, annexation, platting, ordinance development, development coordination, economic development, grants, and public meetings. For Berlin, we are prepared to staff and support the Plan Commission, Zoning Board of Appeals, Travel and Tourism Commission, Common Council and other committees as needed. We will prepare clear, concise reports and meeting materials, maintain accurate records and accessible application resources, provide regular City Hall office hours, aid in grant acquisition, and coordinate zoning enforcement and nuisance abatement with City staff, legal counsel, and the Police Department.

Foth will be fully invested in Berlin's planning and development needs and in the City's transition to a contracted zoning administrator structure. We believe our personalized, client centered approach, practical municipal experience, and access to planning, GIS, and engineering resources will provide consistent service and sound guidance. Should you have questions or need additional information, please contact Mark Lyons at (920)496-6778.

Sincerely,

Mark Lyons

Project Planner
Foth Infrastructure & Environment, LLC
(920)496-6778
Mark.Lyons@foth.com

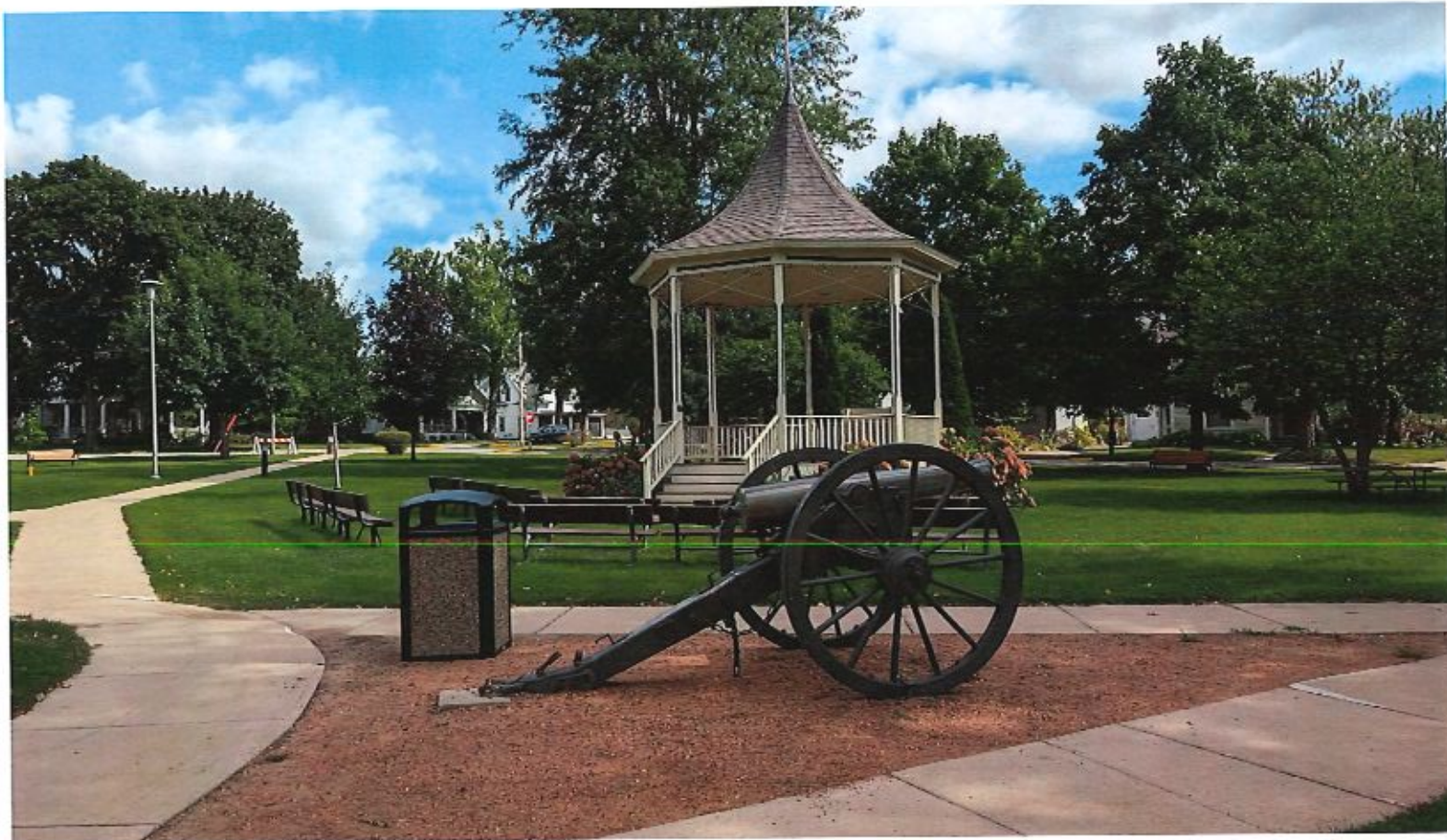


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YOUR PROJECT TEAM

The Foth Team has a wealth of planning experience in the municipal realm. Our team has worked on the public and private sides of municipal government with over eighty years of planning experience collectively. The project will be led by Mark Lyons with aid from our team of professional planners throughout the process.



Common Council
City Administrator | Jessi Balcom
Plan Commission



Orrin Sumwalt, AICP

Planning Support
Public Engagement
Development Review



Mark Lyons

Zoning Administrator
Staff/Board Liaison
Public Engagement
Development Review



Jeff Muenkel, AICP, CEM, EDPP

Economic Development
Research & Analysis
Public Engagement



Shaun Mularkey, AICP

Planning Support
GIS/Graphics
Public Engagement



Aidan Burling

Planning Support
GIS/Graphics
Public Engagement



Mark Lyons
Zoning Administrator

Mark has 20 years community planning and project management experience in local government, most recently serving as the Planning Services manager for the City of Oshkosh, WI. Mark has a historical background on ordinance updates with his past large community experience. Mark also has exceptional public facing communication skills leading community engagement efforts and guiding elected officials through planning and economic development initiatives.

Related Project Experience

Village Planner, Pewaukee, WI
Town Planner, Geneseo, WI
Planning Services Manager, Oshkosh, WI
Zoning Code Rewrite, City of Pewaukee, WI (Current)
Zoning Code Rewrite, Portage Co., WI (Current)

Education

B.S., Geography | University of Wisconsin-Stevens Point



Jeff Muenkel, AICP, CeCD, EDFP
Economic Development

Jeff has 25 years of experience in a wide range of community planning initiatives in the public and private sectors. He has served in the past as a municipal Community Development Director for 15 years and has managed aspects of administration, economic development, zoning, forestry, conservation, engineering, building inspection, parks, and geographic information systems. Jeff has personally authored numerous redevelopment downtown plans and has experience serving as the executive director for numerous municipal Boards and Commissions allowing an exceptional ability to run meetings while ensuring engaging stakeholder involvement. A specialty of Jeff's is in economic development initiatives including economic and business development planning/retention.

Related Project Experience

Town Planner, Towns of Brighton and Paris, WI
Comprehensive Plan, City of Reedsburg, WI
I-94 Comprehensive Corridor Study, Caledonia, WI
Sandhills Neighborhood Plan, Richland Co., SC

Certifications

American Institute of Certified Planners (AICP)
Certified Economic Developer (CECD)
Economic Development Finance Professional (EDFP)

Education

B.A., Urban Planning | University of Wisconsin-Green Bay



Shaun Mularkey, AICP
Planning Support

Shaun has 27 years community planning experience with a proven history of comprehensive plan development for Midwestern Cities, Villages, and Towns, and is Foth's national planning lead. Shaun provides ongoing planning efforts to a variety of communities including ordinance creation/revision, design guidelines, neighborhood revitalization/corridor plans, urban design (2D/3D), streetscaping, site development, public participation, and geographical information systems (GIS) analysis and mapping.

Related Project Experience

Village Planner, Villages of Raymond/Waukesha/Windsor/Raymond/Walworth, WI
Comprehensive Plan Rewrite, Village of Windsor, WI (2025)
Zoning Ordinance Update, Village of Windsor, WI (Current)
Comprehensive Plan Rewrite, Village of Vernon, WI (Current)

Certifications

American Institute of Certified Planners (AICP)

Education

Masters of Urban Planning | University of Wisconsin-Milwaukee
B.S., Architectural Studies | University of Wisconsin-Milwaukee



Orrin Sumwalt, AICP
Planning Support

Orrin has 18 years of experience serving municipal governments as a planner in both the public and private realms. Orrin has overseen the many facets of a planning department's daily operations and has executed long-range planning efforts over his career, delivering updated ordinances and new zoning codes in order to guide local community development visions. Orrin is skilled in outdoor recreation planning, zoning administration, development review, comprehensive plan development, and public engagement.

Related Project Experience

Planning and Zoning Administrator, Village of East Troy, WI, and the Village of Lisbon, WI
Zoning Code Rewrite, Village of Pewaukee, WI (Current)
Zoning Code Rewrite, Portage Co., WI (Current)
Zoning Code Rewrite, City of South Beloit, IL
Zoning Code Rewrite, Village of Raymond, WI
Streetscaping & Wayfinding Master Plan, Mukwonago, WI

Certifications

American Institute of Certified Planners (AICP)

Education

B.S., Land Use Planning | University of Wisconsin-Stevens Point



Aidan Burling
Planning Support

Aidan has 3 years of experience serving municipal governments as a planner and project manager in the public, private, and academic realms. He has a passion for land use reform, and has led design and planning teams to create a Climate Action Plan for the Village of Broadview. Aidan provides ongoing planning services to several communities including comprehensive plans, zoning administration, ordinance creation/revision, and development review.

Related Project Experience

Village Planner, Village of Merton, WI and Village of Dousman, WI
Zoning Code Rewrite, City of Pewaukee, WI (Current)
Zoning Code Rewrite, Portage Co., WI (Current)
Village of Lake Bluff Comprehensive Plan, Lake Bluff, IL
Climate Action Plan, Broadview, IL

Certifications

Geospatial Analysis and Visualization Certificate | University of Illinois - Chicago

Education

Master of Urban Planning and Policy | UI - Chicago
B.A., Political Science | University of Wisconsin - Milwaukee

Ongoing Clients

The Village of RAYMOND

Contact

Douglas White, Village President
(president@raymondwi.com, 773-458-5121)



Contact

Dan Green, Village Administrator
(dgreen@lisbonwi.gov, 262-346-6100
ext. 1003)



Contact

Eileen Suhm, Village Administrator
(esuhm@eastroywi.gov, 262-684-5482)

Village of Raymond - Planning/Engineering

Racine County

Foth provides the Village of Raymond with community planning, zoning administration, and engineering staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, scheduled office hours, and other meetings as requested
- Road program administration
- TID planning
- Sewer and water facility planning

Village of Lisbon - Planning

Waukesha County

Foth provides the Village of Lisbon with community planner staff services including development review, intergovernmental cooperation, and long-range planning. Further, Foth aided the community during their process of incorporation as a Village. Foth's involvement includes:

- Ongoing planning services
- Economic development
- Staff review of development applications (Rezoning, CUPs, Plats, CSMs, Variances, and Site Plans.)
- Attendance at Plan Commission, Zoning Board of Appeals, scheduled office hours, and other meetings as requested
- Zoning Ordinance updates
- Comprehensive Master Plan updates
- Incorporation activities

Village of East Troy - Planning

Walworth County

Foth provides the Village of East Troy with community planner staff services including development review, intergovernmental cooperation, and long-range planning. Foth's involvement includes:

- Ongoing planning services
- Staff review of development applications (Rezoning, CUPs, Plats, CSMs, Variances, and Site Plans.)
- Attendance at Plan Commission, Zoning Board of Appeals, scheduled office hours, and other meetings as requested.

Ongoing Clients



Contact

John Holloway, Town Chairman
(john.holloway@townofparis.org,
262-914-5407)



Contact

Chad Niles, Village President (cniles@
villageofwaukesha.gov, 262-542-5030)



Contact

Louise Czaja, Village President
(lczaja@vi.walworth.wi.gov,
262-275-9881)

Town of Paris - Planning/Engineering

Kenosha County

Foth provides the Town of Paris with community planner staff services including development review, long-range planning, ordinance development, and serving as the Plan Commission and Board liaison. Foth's involvement includes:

- Planning and engineering development services
- Engineering infrastructure projects
- Staff review of development applications (Rezoning, CUPs, Plats, CSMs, and Site Plans)
- Attendance at Plan Commission, Town Board, Work Session Meetings, Pre-Application Meetings, and others as requested
- Preparation of the I-94 Corridor Neighborhood Plan including coordination with Kenosha County and the Town/Village of Somers
- Assistance with preparation of unique Agricultural Planned Unit Development Ordinance.

Village of Waukesha - Planning

Waukesha County

Foth provides the Village of Waukesha with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, scheduled office hours, and other meetings as requested
- Village incorporation leadership

Village of Walworth - Planning

Walworth County

Foth provides the Village of Walworth with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications (Rezoning, CUPs, Plats, CSMs, Site Plans & Plans of Operation)
- Comprehensive Plan and Park and Open Space Plan updates
- Attendance at Plan Commission, Village Board and other meetings as requested

Ongoing Clients

Town of Brighton - Planning/Engineering

Kenosha County

Foth provides the Town of Brighton with community planner staff services including development review, long-range planning, ordinance development, and serving as the Plan Commission and Board liaison. Foth's involvement includes:

- Planning and engineering development services
- Engineering infrastructure projects
- Staff Review of development applications (Rezoning, CUPs, Plats, CSMS, and Site Plans)
- Attendance at Plan Commission, Town Board, Work Session Meetings, Pre-Application Meetings, and others as requested
- Preparation of the I-94 Corridor Neighborhood Plan including coordination with Kenosha County and the Town/Village of Somers
- Assistance with preparation of unique Agricultural Planned Unit Development Ordinance.



Contact

Sue Crane, Town Chairman
(chairperson@brightonwi.org,
414-333-8843)

Village of Vernon - Planning/Engineering

Waukesha County

Foth provides the Village of Vernon with community planning, zoning administration, and engineering staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications and ordinance updates
- Attendance at Developer/Resident Meetings, Plan Commission, Village Board, Board of Appeals, scheduled office hours
- Road Program administration
- Bridge inspections
- Design of all infrastructure projects and bidding as necessary



Contact

Karen Schuh, Village Administrator
(administrator-clerk@villageofvernonwi.org,
262-662-2039)

Village of Merton – Planning

Waukesha County

Foth provides the Village of Merton with community planning services including development review, long-range planning, and ordinance development. Foth's involvement includes:

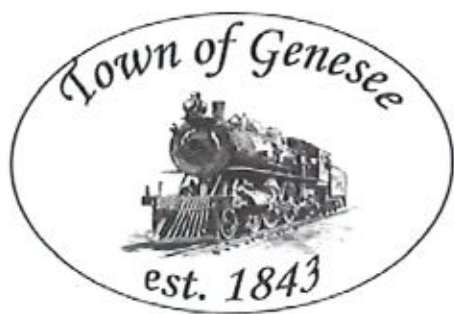
- Staff review of development applications (rezonings, CUPs, Plats, CSMS, and accessory buildings)
- Attendance at Plan Commission, Village Board, Board of Appeals, and other meetings as requested.
- Update of Village's Zoning Ordinance



Contact

Ron Reinowski, Village President
(reinowski@villageofmerton.gov,
262-638-0820)

Ongoing Clients



Contact

Jeffrey C. Herrmann, Town Administrator
(jeffh@townofgenesee.wi.gov, 262-968-3656)

Town of Genesee - Planning

Waukesha County

Foth provides the Town of Genesee with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Town Board, Board of Appeals, scheduled office hours, and other meetings as requested



Contact

Matt Heiser, Village Administrator
(villageadmin@villageofpewaukee.gov, 262-691-5660 ext. 222)

Village of Pewaukee - Planning

Waukesha County

Foth provides the Village of Pewaukee with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, scheduled office hours, and other meetings as requested



Contact

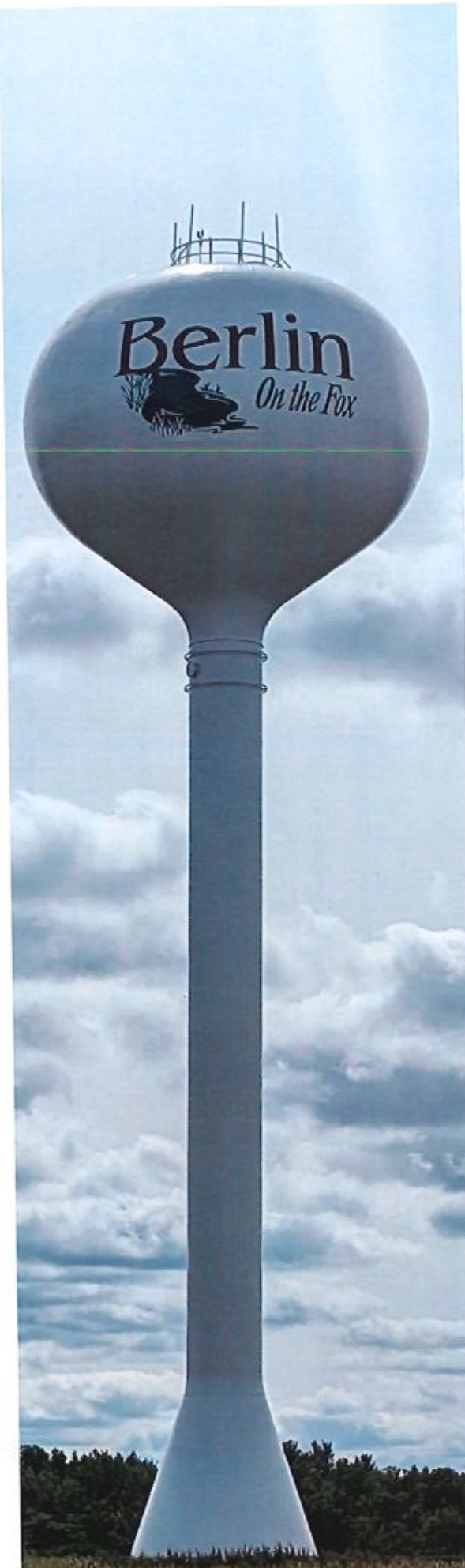
John Roth, Village Administrator (john.roth@villageofdousman.gov, 262-965-3792)

Village of Dousman - Planning

Waukesha County

Foth provides the Village of Dousman with community planner staff services including development review, long-range planning, and ordinance development. Foth's involvement includes:

- Staff Review of development applications and ordinance updates (Rezoning, CUPs, Plats, CSMs, Variances, Special Exceptions, Accessory Buildings, and Zoning Permits)
- Attendance at Plan Commission, Village Board, Board of Appeals, and other meetings as requested.
- Comprehensive Planning
- Boundary agreement facilitation



Foth as your Zoning Administrator

Foth provides municipal planning services throughout Wisconsin and approaches each assignment as an extension of local staff. For the City of Berlin, our focus will be responsive zoning administration, clear and defensible recommendations, consistent communication, accurate records, and respectful service to applicants, residents, appointed officials, and elected officials.

Our planning professionals bring credentials in planning and economic development with practical experience in day-to-day zoning administration, ordinance interpretation and development, public meetings, development review, zoning enforcement, long range planning, grant assistance, urban design, and geographic information systems (GIS). This combination allows Foth to address immediate land use decisions while remaining attentive to community character and the City's long term goals.

Land Development

Development review

Foth will guide rezonings, comprehensive plan amendments, land divisions, conditional use requests, variances, site plan reviews, and other land development matters through an orderly and understandable process. Our team will review each petition against applicable ordinance and plan standards, coordinate with City staff and applicants, and prepare concise materials that allow the Plan Commission, Zoning Board of Appeals, and Common Council to make informed decisions.

Application quality

We will work to make applications understandable and submittal requirements clear. Early guidance to applicants can reduce incomplete submissions, avoid unnecessary delays, and focus public meetings on the standards that govern the request. Foth has developed submittal checklists and concise application procedures for our existing client communities. Foth will provide a professional recommendation on each petition and clearly identify findings, conditions, and follow up items.

Meeting support

Foth will prepare meeting materials, attend required meetings, present staff analysis, answer technical questions, and support the preparation of complete records. We will also advise the Plan Commission and Zoning Board of Appeals as they consider bylaws and rules of procedure for consistent operations.



Zoning Ordinances

Practical administration

Foth assists communities in developing and updating zoning and subdivision ordinances that are practical, understandable, and responsive to local objectives. Our team has completed recent full zoning and subdivision code updates for the Village of Caledonia, Wisconsin, City of Reedsburg, Wisconsin, and the City of South Beloit, Illinois.

Berlin application

As zoning administrator, Foth will administer the City's municipal code and identify provisions that may benefit from clarification or modernization. Any ordinance update requested by the City will be scoped and coordinated separately when appropriate, while daily administration will remain consistent and uninterrupted.

Zoning Enforcement

Compliance first

Foth understands that ordinance interpretation and enforcement can involve difficult conversations with residents, contractors, and property owners. Our preferred approach begins with early notification, education, documentation, and a reasonable opportunity to correct a violation. Building a working relationship with the property owner often produces a prompt and durable compliance outcome.

Coordinated escalation

When voluntary compliance is not achieved, Foth can advance enforcement through the appropriate process in coordination with the Berlin Police Department and legal counsel. This approach supports nuisance abatement and code compliance while maintaining an accurate record of contacts, deadlines, inspections, and decisions.

Foth as your Zoning Administrator



Zoning Review and Permitting

Integrated review

Foth will coordinate zoning review with the City's other licensing, permitting, and development processes so that zoning requirements, board approvals, and conditions are not overlooked. Each application will be evaluated for completeness and consistency with applicable standards before a decision or recommendation is issued.

Reliable records

Our team will establish and maintain organized records for applications, communications, staff analyses, approvals, conditions, and land use decisions. Clear records improve customer service, strengthen institutional knowledge, and support consistent administration over time.

Resident, Developer, and Contractor Liaison

Accessible service

Responsive public service is central to successful zoning administration. Foth will provide clear, respectful, and consistent information to residents, applicants, developers, and contractors through telephone, email, and in person office hours. Communications will focus on what the ordinance requires, what information is needed, and what steps remain in the review process.

Extension of City staff

Foth will represent the City professionally and work as an extension of municipal staff. Our purpose is to help people understand the process, identify workable paths to compliance, and build trust in the fairness and consistency of the City's land use procedures.

Foth as your Zoning Administrator

Economic Development

Planning with an economic development perspective

Foth's planning team includes expertise in economic development and economic development finance. This perspective helps our planners consider business needs, redevelopment opportunities, implementation tools, and the long term fiscal and physical effects of land use decisions.

Business and redevelopment support

Foth can serve as a liaison to property owners and businesses, assist with downtown and neighborhood reinvestment initiatives, support tax incremental financing planning, and help coordinate development opportunities with the City's planning and regulatory processes.

Funding Assistance

Grant strategy and delivery

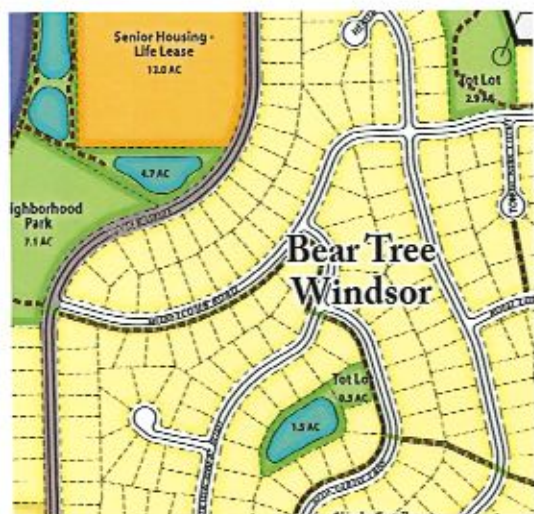
Foth provides assistance with grant strategy, application writing, grant administration, and special appropriation requests. When requested, our team can identify programs aligned with City priorities and prepare competitive materials that connect project need, community benefit, readiness, and implementation capacity.

Proactive coordination

Potential funding opportunities will be communicated to the City in a timely manner so that the Common Council and City Administrator can determine whether an application supports Berlin's goals and available resources.



Foth as your Zoning Administrator



Other Plans and Studies

Broad planning capacity

In addition to day-to-day planning services, Foth prepares long range and special area plans. Our experience includes recreation and conservation plans, corridor studies, neighborhood plans, downtown redevelopment plans, and related implementation work.

Relevant examples

Recent work by Foth includes the Village of Mukwonago Downtown Streetscape and Wayfinding Master Plan, the Village of Caledonia I-94 Corridor Plan, the Village of Union Grove Gorman Development Plan, the Town of Paris I-94 Corridor Neighborhood Plan, the Village of Windsor Comprehensive Outdoor Recreation Plan, the City of Muskego Parks and Conservation Plan, and the Village of Somers I-94 Corridor Plan.

Support as requested

This range of experience allows the City to access additional planning capacity through a team already familiar with Berlin's objectives, procedures, and ongoing development matters.

Foth as your Zoning Administrator

Public Engagement

Tailored methods

Effective engagement is not a one size fits all exercise. Foth begins by identifying the audience, the decision to be informed, and the desired outcome. We then select methods that are accessible, proportionate to the issue, and useful to decision makers.

Available tools

Foth's recent engagement activities have included charrettes, surveys, stakeholder interviews, project websites, social media, drone imagery, 360 degree video, augmented reality, and virtual reality. For Berlin, the engagement approach will be tailored to the assignment and coordinated with the City.

Board Liaison

Professional meeting service

Foth planners have experience on both the public and private sides of municipal review and have represented clients at hundreds of public meetings. We understand the importance of complete staff reports, accurate findings, clear presentations, respectful public communication, and recommendations grounded in adopted standards.

Consistent operations

Foth will support the Plan Commission, Zoning Board of Appeals, Travel and Tourism Commission, and Common Council with timely materials and reliable technical advice. We can also help establish annual work planning and prepare the annual Plan Commission report requested by the City.

Integrated planning and engineering support

As an engineering based firm, Foth has led infrastructure design and construction projects that required property acquisition and temporary easements. Our planners can assist as a liaison and help coordinate acquisition related planning matters with applicable statutory requirements and the City's legal and engineering resources.



Foth as your Zoning Administrator

Expert Witness

Technical support

Foth has experience providing expert witness services in planning and zoning matters. This capacity can support the City when a land use issue requires clear documentation, professional interpretation, and testimony grounded in planning practice and adopted standards.

Capital Planning

Connecting land use and investment

Foth can help the City connect development decisions and long range planning priorities with capital needs. Our team prepares cost analysis and capital planning materials to help elected officials understand options and make informed decisions.

Long range programs

When requested, Foth can assist with five year or ten year capital plans for roads, sewer, water, public spaces, and general planning initiatives. This work can help Berlin coordinate growth, infrastructure, funding, and implementation in a deliberate manner.

A Responsive Partner for Berlin

Foth's objective is to provide the City of Berlin with dependable daily administration and access to a broader planning, economic development, mapping, design, engineering, and funding team when specialized needs arise. We will focus on clear procedures, timely communication, accurate records, practical problem solving, and professional recommendations that support fair and consistent land use decisions.



Transition and Implementation Plan

Foth will provide a structured transition to contracted zoning administration services centered on continuity, responsiveness, accurate records, and clear communication. Work will begin promptly following authorization to proceed and will support the City's anticipated November 1, 2026 service start. Mark Lyons will serve as zoning administrator and primary point of contact, with support from Foth's planning, GIS, economic development, and engineering resources.

Phase 1: Mobilization and Knowledge Transfer

Before service begins, members of the planning team will meet with the City Administrator and appropriate staff to confirm priorities, responsibilities, communication procedures, office hours, and near term deadlines. The team will collect and review active applications, pending zoning actions, enforcement matters, upcoming agendas, recurring reports, application materials, fee schedules, land use records, the zoning ordinance, applicable floodplain requirements, and the comprehensive plan. The team will also confirm procedures for public inquiries, document routing, legal coordination, Police Department coordination, and escalation of time sensitive matters.

Phase 2: Service Launch and Continuity

At service launch, Mark will assume routine zoning administration responsibilities and establish a dependable City Hall presence consistent with the RFP. Foth will publish office hours and contact information, remain available throughout the week by telephone and email, and address messages within 48 business hours. Mark will establish consistent tracking for applications, communications, reviews, approvals, conditions, and enforcement records. Active applications will be evaluated for completeness, applicable standards, decision schedules, public notice requirements, and outstanding information. Mark will also prepare clear meeting materials and staff reports for the Plan Commission and Zoning Board of Appeals.

Phase 3: Process Confirmation and Refinement

During the first 30 days, Foth will review application forms, checklists, public guidance, internal procedures, report formats, and meeting preparation schedules. Foth will establish a documented enforcement approach that emphasizes notification, education, and voluntary compliance before coordinated escalation. The team will also identify practical opportunities to improve ordinance clarity, record keeping, customer service, and administrative consistency without disrupting ongoing work.

Ongoing Coordination and Outcome

Foth will coordinate routinely with City staff regarding applications, meetings, enforcement, public inquiries, development issues, grants, and other assignments. This approach will provide a clear transfer of responsibilities, uninterrupted zoning services, organized records, responsive communication, and a practical foundation for consistent long term administration.

Zoning Administration Services Budget

Each community for which we provide ongoing planning services has unique needs, requiring varying levels of staff support, on site presence, and project involvement. To develop the following estimates, we reviewed a number of municipalities for which Foth currently provides day to day planning services and compared their service demands to those anticipated for the City of Berlin. Based on that analysis, we believe the following service scenario and associated costs are reasonable starting assumptions. We look forward to refining the scope, level of effort, and service expectations as we build a successful partnership with the City.

Hourly Rate

All planning staff: \$160 per hour

Anticipated Service Level

Foth understands that the RFP outlines two days per week in the office; however, based on the anticipated workload, Foth believes one day per week could be sufficient. If needed, Foth will accommodate the two-day-per-week requirement, and the specific hours can be adjusted to meet the City of Berlin's needs. Foth will be available throughout the week to respond to planning and zoning related phone calls and emails, with a response time of within forty eight (48) hours.

Developer Cost Recovery Program

A developer reimbursement program will be utilized whenever applicable. Hours associated with planning and zoning applications will be tracked and billed to the applicant. The City will receive separate monthly invoices for:

- General planning services
- Permit fees
- Developer reimbursable services

Permit fees may be updated to reflect the direct cost incurred by the City for zoning permits.

Time spent reviewing development applications, attending meetings related to specific development projects, and associated travel time will be allocated to the applicant when eligible under the City's cost recovery procedures.

Typical Annual Cost Range

General Planning Services	\$50,000 too \$65,000 annually
Developer Reimbursible Services	\$15,000 to 30,000 annually

Foth certifies that they have no known competing financial interests, personal relationships, or professional affiliations that could appear to influence or bias their ability to conduct the proposed zoning administration services for the City of Berlin.



CERTIFICATE OF LIABILITY INSURANCE

DATE:MM/DD/YYYY
06/29/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Central, Inc. Green Bay WI Office 7175 Lombardi Avenue Suite 350 Green Bay WI 54304 USA	CONTACT NAME: PHONE (AC. No. Ext): (920) 417-7123 FAX (AC. No.): (920) 431-6145 E-MAIL ADDRESS:
INSURED Foth Infrastructure & Environment, LLC P.O. BOX 5095 OF PRSF WI 54115-5095 USA	INSURER(S) AFFORDING COVERAGE INSURER A: The Charter Oak Life Insurance Company 75615 INSURER B: The Travelers Indemnity Co of CI 75682 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 570120116429

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS MADE ☐ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER: POLICY ☐ PROJECT ☐ LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) MH EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS COMPOUND AGG
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON OWNED AUTOS ONLY			810-C8616985-76-43-G Business Auto	06/01/2026	06/01/2027	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS MADE DED RETENTION						EACH OCCURRENCE AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC86310242643E workers' Compensation	06/01/2026	06/01/2027	X PER STATUTE F.L. FACI/ACCIDENT \$1,000,000 F.L. DISASH-FA EMPLOYEE \$1,000,000 F.L. DISEAS-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

FOR INFORMATIONAL PURPOSES ONLY WI - USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Central, Inc.</i>
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Holder Identifier :

Certificate No : 570120116429

TO: Village of Pewaukee Plan Commission
CC: Matt Heiser – Village Administrator, Mackenzie Quigley - Clerk
FROM: Mark Lyons, Village Planning Consultant
RPT DATE: June 4, 2026
MTG DATE: June 11, 2026
RE: 5b – BPPD Johnson Financial Group

BACKGROUND:

1. Petitioner: Johnson Financial Group
2. Property Owner: Johnson Financial Group
3. Location/Address: 1194 Capitol Drive
4. Tax Key Number: PWV 0903099
5. Area: 1.59 AC
6. Existing Zoning: B-1 Community Business
7. Proposed Zoning: N/A
8. Future Land Use: Community Commercial
9. Proposed Future Land Use: N/A

OVERVIEW:

The Petitioners are requesting approval of a business site plan for constructing a 3,116 square foot financial institution and ancillary uses on an existing 1.59-acre lot, currently zoned as B-1, Community Business District. The site contains existing buildings and improvements which would be removed as part of the redevelopment. The building was previously used as a gas station / convenience store.

SUBMITTAL:

The enclosed submittal includes the Applications, Site Plan, (and associated landscaping, lighting, stormwater, infrastructure plans).

PLANNER COMMENTS:

1. **Site Plan.** The site plan shows a 3,116 gross single story financial institution building in the center of the property, with the associated parking lot on the site and drive-thru facilities on the western side of the building. The application indicates up to eight (8) employees. With hours of operation Monday – Friday 8:30am-5:00pm.
2. **Zoning Requirements:** The proposed financial institution use is a permitted use in the B-1 District per section 40.248(4) of the village code.
 - a. The proposed lot size of just over 1.5 acre is within the code requirements.
 - b. There is a 65% maximum impervious area requirement, and this proposal comes in at 65.2%. The applicant will have to make minor modification to meet the ordinance requirements.
 - c. There is a building height maximum of 4 stories or 55 feet in height and the proposed building is one story and 22 feet & 4 inches to the top of roof.

- d. There is a building setback minimum of 50 feet from the right of way in the B-1 district. The subject parcel has right of way setbacks requirements on the south, east and north sides. The primary structure satisfies the setback requirements. Code additionally requires a side and rear offset of 20' for primary structure and 10' for accessory structures. The proposed drive thru canopy is classified as an accessory structure and meets the code required offset.
- e. There are 22 onsite parking spaces proposed, with two ADA accessible parking spaces shown, with one on each side of the building. Code requires one (1) space per 300 gross sq. ft. of area and one (1) per employee for a total of 19 required stalls.

3. Site Improvements:

- a. **Uses and activities:** The improvements will include a new building and associated access drive, parking lot, drive-thru canopy and landscaping plantings.
- b. **Site:** The proposed changes include development of an approximately 3,116 sq. ft. building in the center, associated parking lot and access drive on the north and south sides, and drive-thru facility on the west side.
- c. **Design Requirements:** There are no extra general design requirements for uses/structures as B-1 District has a set of "General Requirements" for uses/structures in the B-1 zoning codes. Section 40.447 pertains to other architectural requirements.

Section 40.447 states:

(2) Building rooflines and roof shapes. The visual continuity of roofs and their contributing elements (parapet walls, gables, coping, cornices, etc.) shall be maintained in building development or redevelopment. Heating, ventilation, air conditioning and other rooftop mechanical equipment must be appropriately screened from view.

(3) Materials. New retail and office building construction shall consist of quality materials such as brick, wood, stone and glass.

The proposed building will be of primarily brick, stone, glass and faux wood. Grey brick makes up the majority of the architecture with additions of stone, glass and other accent materials. The structure includes a flat roof.

Staff finds these items meet the criteria and standards of the Village of Pewaukee, subject to the review and recommendation of the Planning Commission.

- d. **Traffic, Circulation and Access:** Access to the site will be on the east side of the lot from Forest Grove Drive. A single access drive is proposed as a 24' wide two-way traffic access drive.
- e. **Landscaping:**

Planting of trees for new development is proposed. Section 40.445 requires: *(a) Street trees. The developer shall provide for the planting or retention of street trees on both sides of all new roadways and, where deemed appropriate by the plan commission for aesthetic purposes, along existing roadways adjacent to the development. Such trees shall have an average trunk dimension of 2.5 inches at a point one foot above the grade. To ensure proper planting and growth, the trees shall be balled, burlapped and staked. Such trees shall be provided at a rate of not less than one tree every 40 feet of new roadway frontage and located within the road right-of-way at a point ten feet from the right-of-way line unless otherwise required by the plan commission. The species of trees shall be subject to plan commission approval.*

The applicant plan set does not include the required street planting along Capitol Drive. They will need to be added to meet the ordinance requirements.

Landscaping of the interior parking lot and property is proposed. Section 40.445 requires: (b) *Parking lot landscaping. Off-street parking lots with more than ten stalls shall have at least ten percent of the interior parking area landscaped. The species of landscape plantings are subject to plan commission approval.*

The proposed landscaping plan does not appear to include any landscaping islands or areas that would meet this section of the ordinance. The landscaping plan will need to be modified to meet this requirements.

Screening of the parking surface area is proposed. Section 40.445 requires: (2) *A compact landscaping hedgerow or landscaped undulating berm shall be located between parking areas and public roads. Hedges shall be planted at an initial height of two feet and shall be maintained so as to form a continuous, unbroken, solid, visual screen within a maximum of one year after time of planting. This landscaping buffer is intended to screen the view of parked cars and asphalt from pedestrian and motorist view.*

Again, no hedgerow parking row landscaping is included and therefore the landscaping plan will need to be updated to meet the ordinance requirements.

- f. **Exterior Lighting:** New lighting is proposed by the applicant to be downward facing, both servicing the parking lot area and along the building exterior. Section 40.448 governs the lighting standards. Of the standards, no lighting fixture pole shall exceed 25 feet in height.

The applicant has supplied plans that show poles utilized in the parking lot. The poles indicate a mounting height of 23' which complies with the ordinance's 25' maximum height. The applicant has also supplied a photometric plan noting the foot candles measured on adjoining roadways, and minimal lighting going onto adjacent properties and complies with the ordinance requirements.

Hours of operations for the lighting notes that: *Hours of operation. All outdoor light fixtures presently or hereafter installed and maintained upon private property within commercial, institutional, industrial or multifamily zones shall be turned off from close of business to sunrise with the following exceptions:*

- a. *Commercial, industrial and institutional uses which remain open and operational after 11:00 p.m. shall be allowed to keep their approved outdoor lighting on for the period of time they remain open and up to one-half hour after closing.*
- b. *Approved security lighting shall be allowed after 11:00 p.m.*

No information was supplied by the applicant on hours of operation of lighting, and staff will note the Planning Commission will need to weigh in on how they'd like to see lighting standards handled on this property, and to be of similar decisions as made for adjacent properties in the area of this proposal.

- g. **Signage:** The applicant has included a full sign package as part of the request.

Free standing – (1) 10' tall monument sign, 40 sq. ft. in size. Meets ordinance requirements.

Wall Signs- (2) wall signs. One at 29 sq. ft. and one at 25 sq. ft. The ordinance only allows 1 wall sign per building unless a secondary customer entrance is provided. The applicant will need to revise the wall sign plans to meet the ordinance requirements.

- h. **Engineering Plans (Storm/Grading/Utilities):** Engineering plans were supplied and reviewed by the Village Engineer. That report is attached as part of this report.

Department of Public Works Comments:

Village Department of public works has also reviewed the proposed plans, and comments have been included below.

1. Provide post construction televising video showing Sanitary sewer lateral from building to the main. The lateral needs to be reviewed for structural integrity and potential infiltration. The Village staff or designated representative will review the sewer lateral video and check if the lateral condition is adequate or needs rehabilitation. If the work cannot be completed prior to issuance of permit or occupancy, then posting a \$5,000 financial guarantee is acceptable to allow applicant to proceed. This includes costs for televising and potential work on sewer lateral. The phone number for the Sewer Dept. is 262-200-7506.
2. If reusing existing water service, schedule and conduct appointment with the Water Utility Department staff to identify the water service pipe material prior to issuance of permit. If service material is lead, the Applicant will be required to replace the water service from building to the curb stop. The phone number for the Water Utility is 262-200-7506.
3. Install public concrete sidewalk along Forest Grove Drive from Capitol Drive existing sidewalk to Quail Ct and along Quail Ct. from Forest Grove Dr. to west lot line. Show on site and grading plan.
4. Add sample tap to use for water sampling in utility room.
5. Obtain erosion control permit and install erosion controls prior to demoing building.
6. On Landscape Plan, one tree proposed to be removed is located on adjoining parcel. Please confirm with adjacent owner if ok to remove.
7. A drive approach is shown to be removed along Quail Ct. and Forest Grove Dr. A note on Forest Grove Dr. states a portion of existing curb and gutter to remain. Depending on condition of curb and gutter, the curb and gutter may or may not be able to be reused. Add note: Village Inspector to mark removal limits for curb and gutter removal and replacement. Follow Village specifications and obtain right of way permit and driveway permit.
8. Prepare ALTA Survey for property.
9. The existing monument sign is shown to be removed. Prepare document to release the existing agreement for monument sign with Village to be submitted for review, approval, and recording prior to issuance of building permit.
10. A financial guarantee should be submitted for work in public right of way.
12. New water service should connect from Quinlan Ct.
13. Old water service should be abandoned at main. Add note: Abandon water service at main per Village specifications. Use abandonment sleeve.
14. For sanitary sewer lateral, add note to provide water tight connection to manhole.
15. Utilize Village template for storm water maintenance agreement. Template can be emailed to Engineer. Agreement to be submitted, reviewed, approved and recorded prior to approval of building permit.

STAFF RECOMMENDATION:

Depending on confirmation by the Village of Pewaukee Plan Commission of the above described comments, the Village of Pewaukee Plan Commission may take the following actions listed below.

SITE PLAN AND PLAN OF OPERATIONS

The Village of Pewaukee Plan Commission **Approves** the Site Plan for a new financial institution, associated parking lot, accessory structures, landscaping and access drive for the property located at PWV 0903099, subject to the following conditions:

1. That all conditions made by the Plan Commission at their meeting of June 11, 2026 pertaining to architecture, site design, landscaping, lighting, grading, parking, or other, are met.
2. Hours of operation shall be Monday-Friday 8:30am-5:00pm.
3. Applicant shall reduce the total impervious area on site to meet the 65% maximum allowed.
4. Landscaping and sign plans shall be updated to meet all code requirements and resubmitted to the Village Planner for final review and approval.
5. Landscaping is required to be replaced upon any plants not surviving.
6. This Site Plan/Plan of Operation approval is subject to the Petitioner complying at all times with the plans and documents presented to the Village of Pewaukee Plan Commission. The existing site plan/plan of operation shall remain in effect, except as further restricted or modified herein.
7. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of Pewaukee Plan Commission and Board, Village Engineer and Village Planner for the site plan, and other documentation.
8. Building Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village Building Inspector (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village Building Inspector, if granted, shall be solely for the benefit of the Village of Pewaukee, and shall not be relied upon by the petitioner or others as proof of structural integrity or safety of any structure on the property, or as proof of compliance with any particular construction standard that would apply to new construction. The petitioner shall independently determine the suitability of all structures on the property for the petitioner's intended uses.
9. Fire Inspection. The Petitioner and/or Property Owner shall comply with any and all recommendations by the Village of Pewaukee Fire Department Chief (or designee) prior to the issuance of an occupancy & use permit for the subject property. Approval by the Village of Pewaukee Fire Department Chief (or designee), if granted, shall be solely for the benefit of the Village of Pewaukee, and shall not be relied upon by the petitioner or others as proof of fire safety of any structure on the property, or as proof of compliance with any particular fire safety standard that would apply to new construction. The petitioner shall independently determine the fire safety and suitability of all structures on the property for the petitioner's intended uses. Fire department approval following review to ensure any additional fire access requirements for the parking lot as proposed is required prior to building occupancy.
10. This approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Business Site Plan approval with all the zoning procedures at the time being followed. The allowed uses of the property must at no time be hazardous, harmful, obnoxious, offensive, or a nuisance by reasons of appearance, noise, dust, smoke, odor, or other similar factors. Any use not specifically listed, as permitted, shall be considered to be prohibited, except as may be otherwise specified herein.
11. The Property Owner shall keep the exterior condition of the premises in a neat and orderly condition at all times so the premises will not detract from neighboring premises. There shall be no outside storage

of junk, debris, construction material, or other refuse materials within the property and all such materials shall be disposed of promptly and properly.

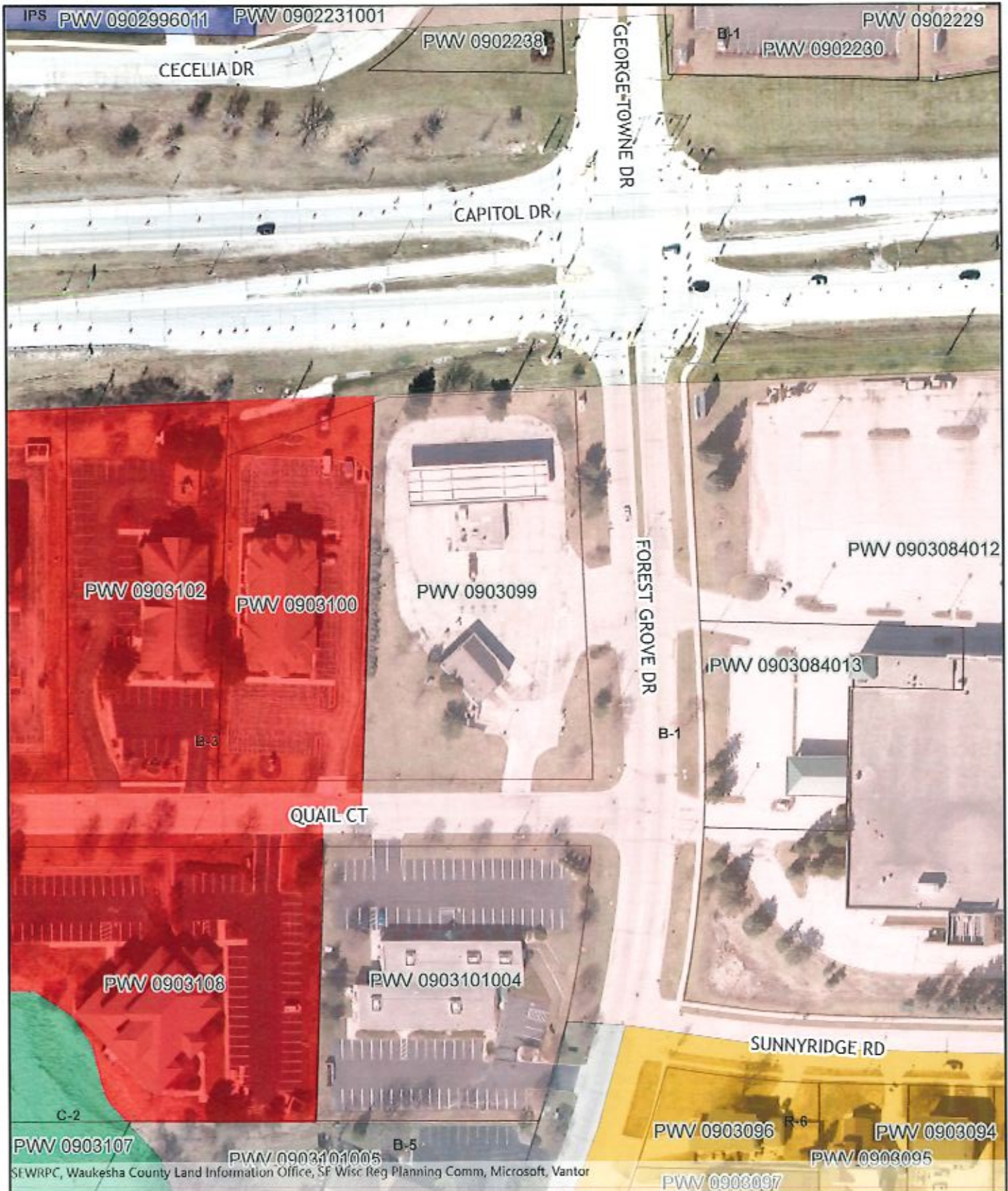
12. The Property Owner shall allow Village of Pewaukee representatives to inspect the premises following a 24-hour notice for the purposes of determining compliance with this approval.
13. The Petitioner and/or Property Owner shall obtain the appropriate permits from the Village of Pewaukee.
14. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of Pewaukee for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions.

EXHIBIT:

- A. Village Engineer report
- B. GIS Property Location Map
- C. Petitioner Application
- D. Proposed Plans



Zoning Map



0 0.0065 0.013 0.0195 0.025
mi



1" = 121'
1:1,452

Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072
262-691-5660

DISCLAIMER: The Village of Pewaukee does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

Notes
None



Business Plan of Operation Application

235 Hickory St, Pewaukee WI 53072 - villagehall@villageofpewaukee.wi.gov - 262-691-5660

Office use only:

Zoning Admin Approval: _____ Date _____

Planner Approval: _____ Date _____

BUSINESS & PROPERTY

Tax Key No. PWV FEIN#: 39-1141446
 Business Name: Johnson Financial Group Current Zoning: B-1
 Business Address: 1194 Capitol Drive, Pewaukee, WI 53072
 Mailing Address: 555 Main Street, Racine, WI 53403
 Email: [REDACTED] Phone: [REDACTED]

TENANT INFORMATION

Tenant Name: _____ FEIN#: _____
 Mailing Address: _____ Email: _____
 List any Special Equipment/Facilities/Requirements we need to know about:

BUSINESS INFORMATION

Description of Business: Retail branch office with a drive-through teller service for Johnson Financial Group.
 Type of business: ☒ Retail ☐ Office ☐ Warehouse/Storage ☐ Industrial ☐ Institutional ☐ Wholesale ☐ Other _____
 New Use? ☒ YES ☐ NO or Expanded Use? ☐ YES ☐ NO Operation Days and Hours: Mon- Fri 8:30 - 5:00
 Maximum Number of Employees: Full-time 8 Part-time _____
 Expected Customers per Day: 75 Delivery Trucks per day: 1-2 Vehicles per day: _____
 Available Parking Spaces: 21 Loading Spaces: 1 Overnight Parking: ☐ YES ☒ NO
 Outdoor Storage: ☐ YES ☒ NO - If yes, list type: _____
 Sewage Disposal: Public Sewer ☐ Septic Tank / Storm Water Retention/Detention? ☒ YES ☐ NO
 Water Supply by: ☒ Public Water ☐ Main ☐ Private Well ☐ Other _____
 Solid Waste ☒ (garbage) Disposal by: Waste Management
 List Where any Flammable Substances are stored: _____

Applicant and Property Owner Signature

Brent Hess Brent Hess & Edward F. McMahon Edward F. McMahon
 Applicant Signature & Print Name Owner Signature & Print Name Date 5.5.26

Commercial & Industrial businesses are required to fill out the below form. The discharge produced must comply with all conditions of the [City of Brookfield Municipal Code Chapter 13.20](#) at www.cityofbrookfield.com

Notice of Intent to Discharge Wastewater

Business Name: Johnson Financial Group
 Business Address: 1194 Capitol Drive, Pewaukee, WI 53072
 Mailing Address: [REDACTED]
 Company Representative: Brent Hess Title: SVP Director Facilities
 Phone: [REDACTED] Email: [REDACTED]

Description of business:

Financial Services

Number of Employees: Full-time 8 Part-time _____
 Operation Days and Hours: Mon- Fri 8:30 - 5:00 # of Shifts: 1
 SIC OR NAICS CODE: _____

Reason for filing survery:

- ☐ Change of occupancy
☒ Construction of a new facility
☐ Proposing to discharge from a facility where there is currently no discharge or adding a new sewer connection
☐ Significantly Altering the volume or characteristics of an existing discharge
☐ Applying fo reissuance of an existing discharge permit
☐ Per request by municipality—discharge ongoing with no expected changes
☐ Update previous information

Date when new or altered discharge is expected to begin April 2027

Estimated sanitary sewer discharge (report gallons/day):

	Current:	Proposed:
Process wastewater	<u>unknown</u>	<u>none</u>
Sanitary wastewater	<u>unknown</u>	<u>TBD</u>
Cooling water	<u>none</u>	<u>none</u>

- Note: A review of quarterly water usage bills may be helpful in assigning flow values. Total gal/day (for all uses) = qtr usage (in 1000 gallons) x 1000/# operating days in qtr. This daily total is then distributed into estimated gal/day of process, sanitary, and/or cooling. Process wastewater is any discharge other than sanitary, non-contact cooling or boiler blowdown water. Sanitary flow may be estimated as 20 gal/day/employee.

Use this space to describe the process that will result in the discharge of commercial/industrial process wastewater:

General restroom & break room discharge only.

List chemicals/pollutants expected to be present in your discharge:

none

Describe any wastewater pretreatment and/or facilities to be used:

none

List toxic organic compounds (solvents, flammable compounds etc):

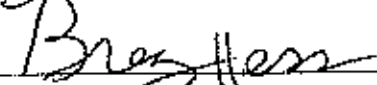
none

How are these toxic organic compounds disposed of:

none

Agreement to Abide

I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.


Authorized Representative Signature

5.5.26

Date

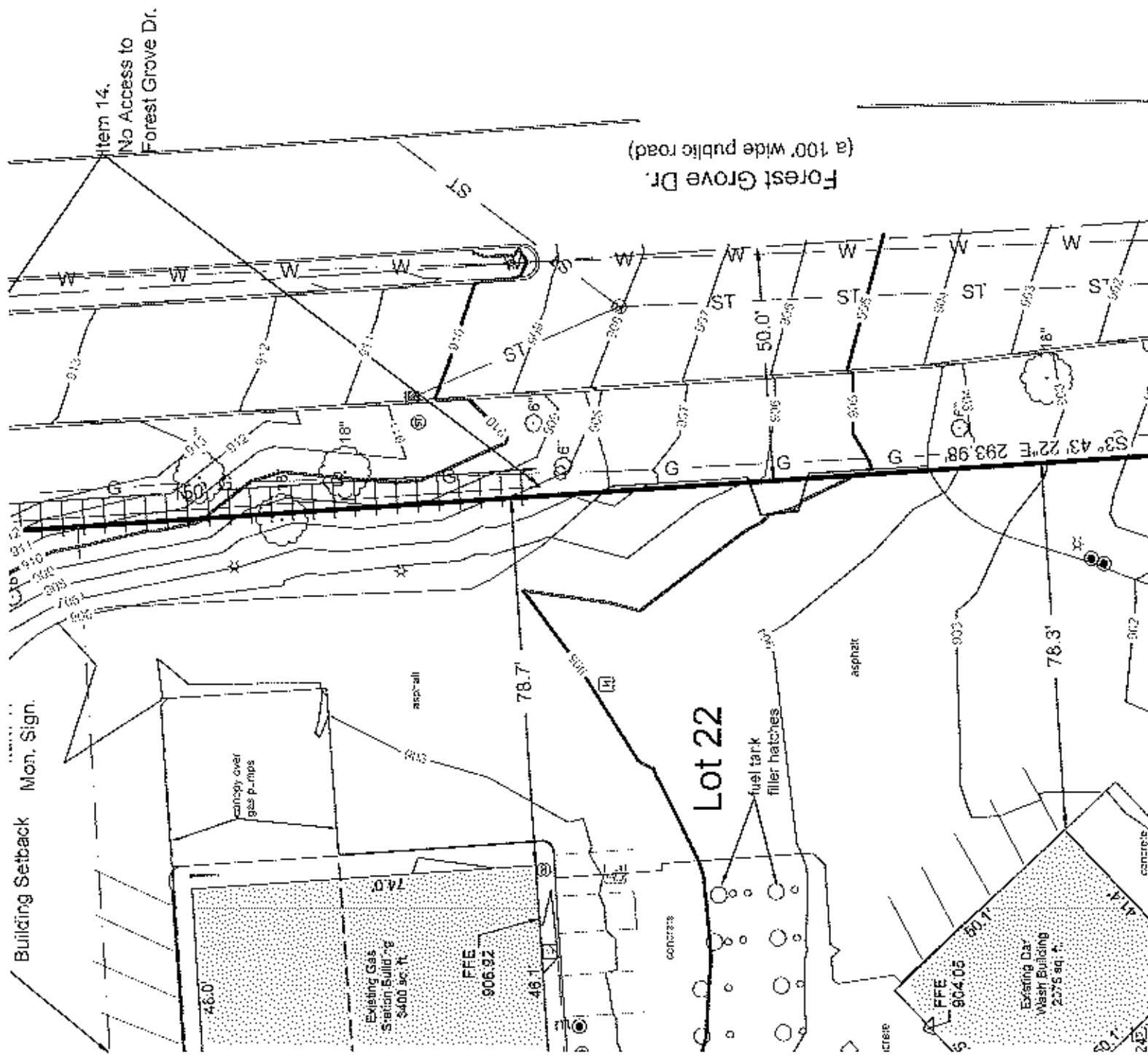
Brent Hess

Printed Name

Comments:

Staff comments:

Building Setback Mon. Sign.



Forest Grove Dr.
(a 100' wide public road)

Lot 22

FFFE
904.05

Existing Car Wash Building
27' x 5' sq. ft.

Existing Gas Station Building
140' x 48.0' sq. ft.

FFFE
906.92

fuel tank
filler hatches

asphalt

concrete

concrete

asphalt

slip

78.3'

78.7'

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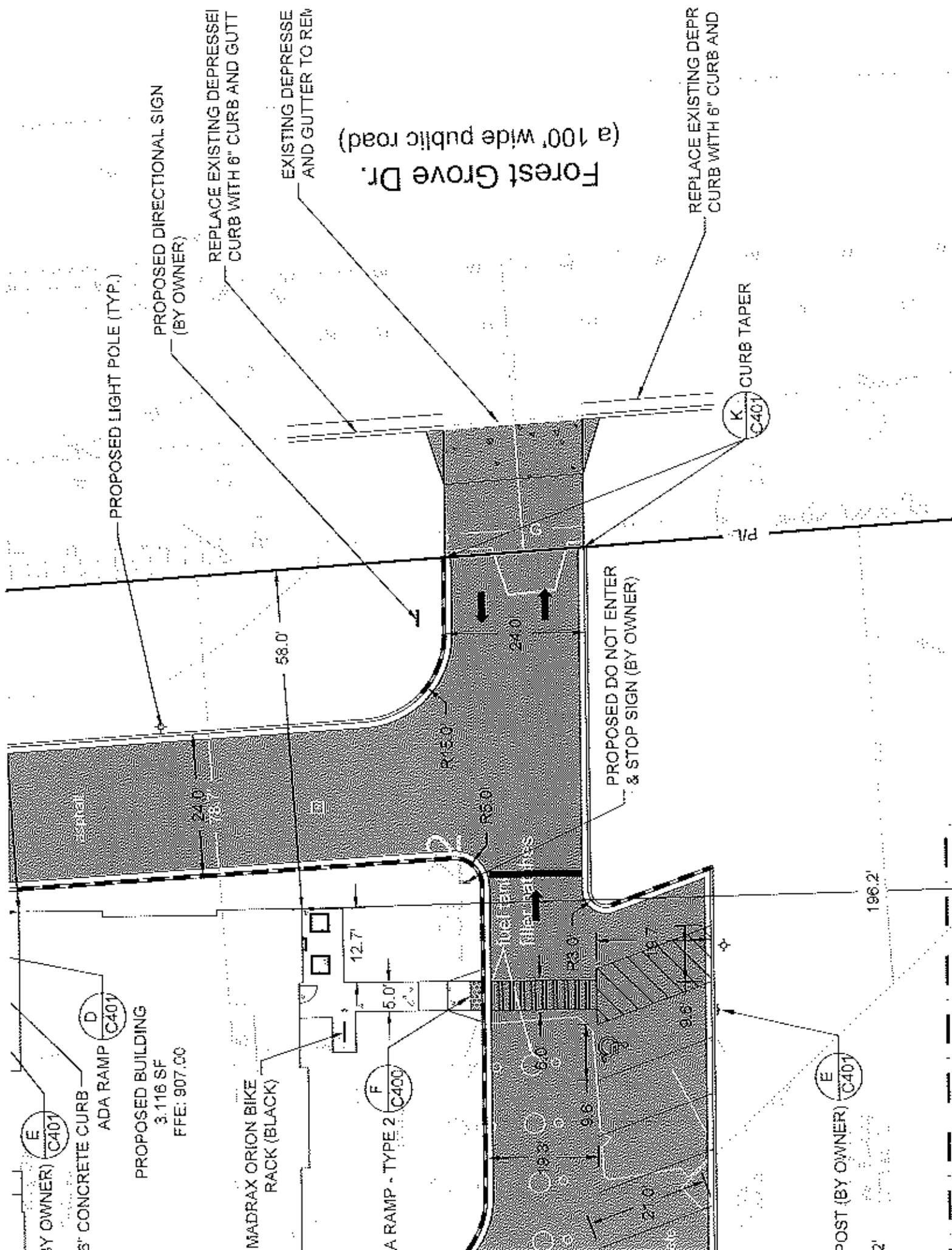
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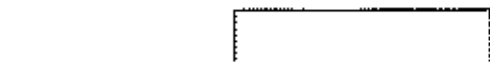
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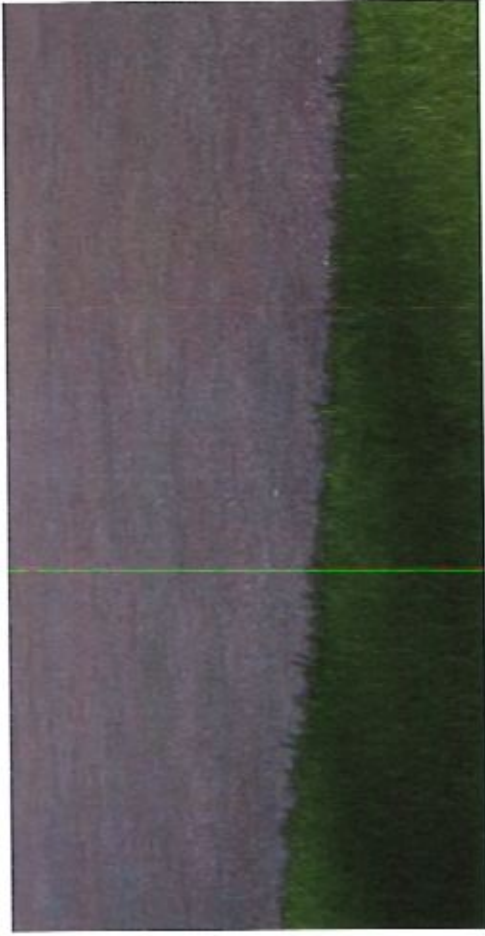
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90.2'



30	30	30	30	30	30	30	30	25	30	30	<u>25</u>
----	----	----	----	----	----	----	----	----	----	----	-----------





VIEW FROM NORTHWEST



Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

- CLERESTORY HEAD 120" - 8"**: Points to the top horizontal window element.
- ALUMINUM COMPOSITE METAL PANELS**: Points to the large, light-colored rectangular panels on the left side.
- FAUX WOOD ALUMINUM S**: Points to the vertical wood-grain textured panels in the center.
- CAST STONE**: Points to the stone-textured panels on the right side.
- BLENDED STC**: Points to the textured panels on the right side, adjacent to the cast stone.

The facade features a combination of materials including faux wood aluminum siding, cast stone, blended stucco, and aluminum composite metal panels. It also includes a clerestory head and several windows of varying sizes.

Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

- CLERESTORY HEAD** 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS**
- FAUX WOOD ALUMINUM S**
- CAST STONE**
- BLENDED STC**

Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

- CLERESTORY HEAD** 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS**
- FAUX WOOD ALUMINUM S**
- CAST STONE**
- BLENDED STC**

Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

- CLERESTORY HEAD** 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS**
- FAUX WOOD ALUMINUM S**
- CAST STONE**
- BLENDED STC**

Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

- CLERESTORY HEAD** 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS**
- FAUX WOOD ALUMINUM S**
- CAST STONE**
- BLENDED STC**

Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

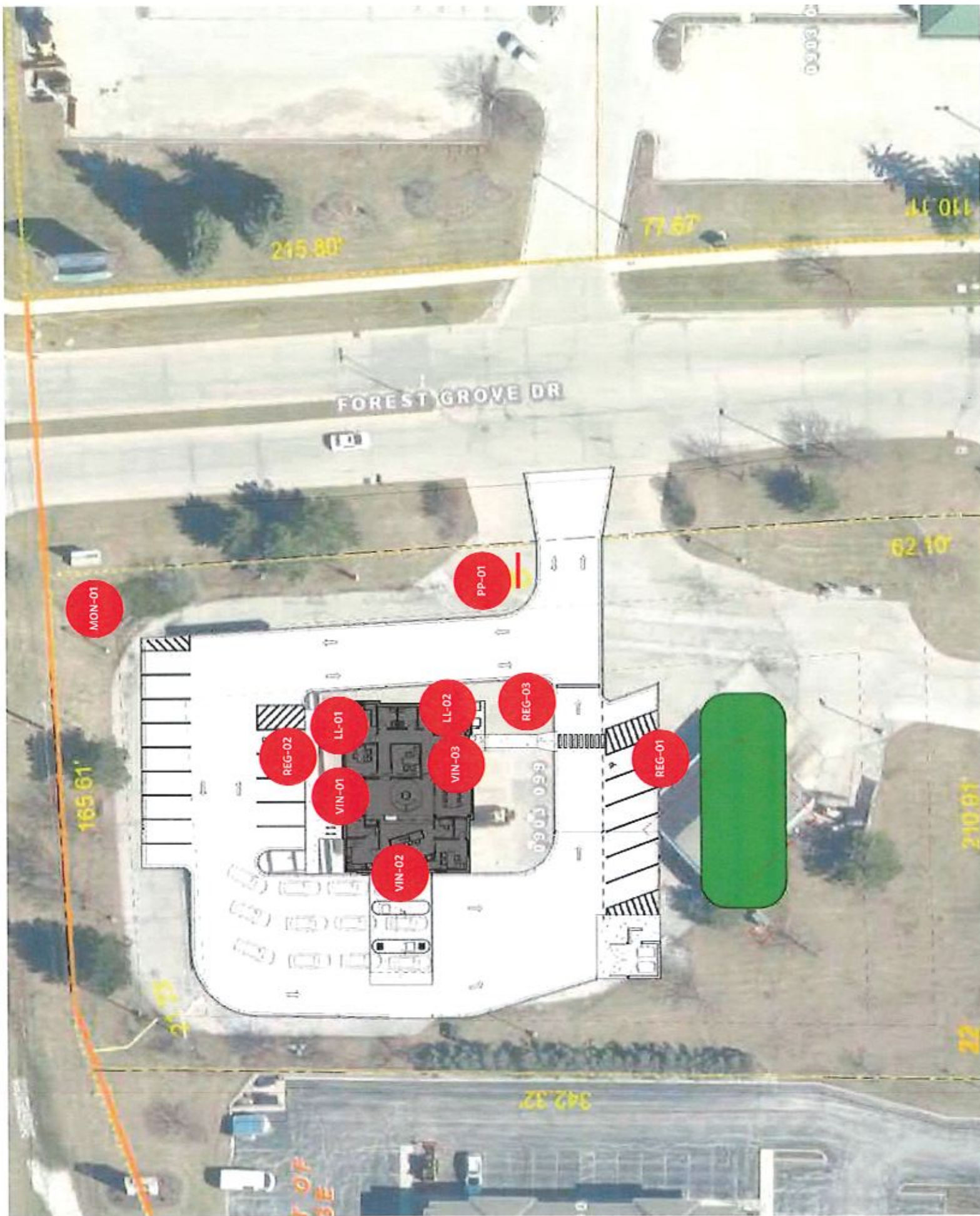
- CLERESTORY HEAD** 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS**
- FAUX WOOD ALUMINUM S**
- CAST STONE**
- BLENDED STC**

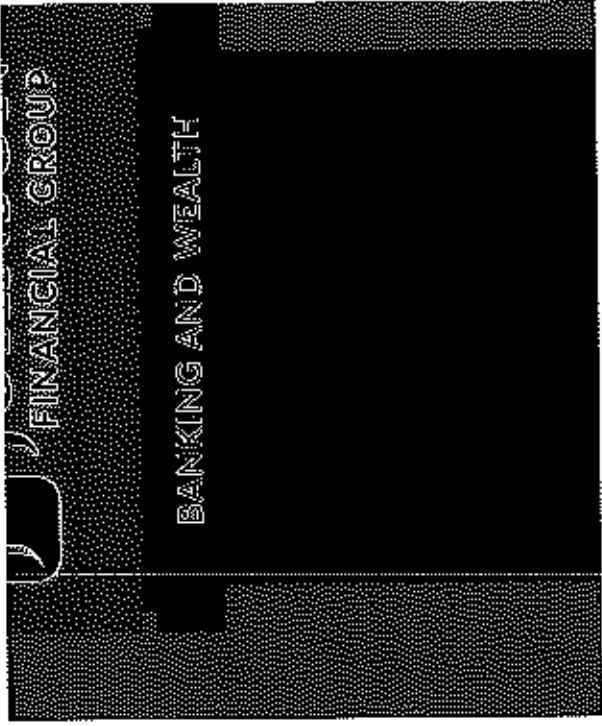
Architectural elevation drawing of a building facade. The drawing includes the following material callouts and features:

- CLERESTORY HEAD** 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS**
- FAUX WOOD ALUMINUM S**
- CAST STONE**
- BLENDED STC**

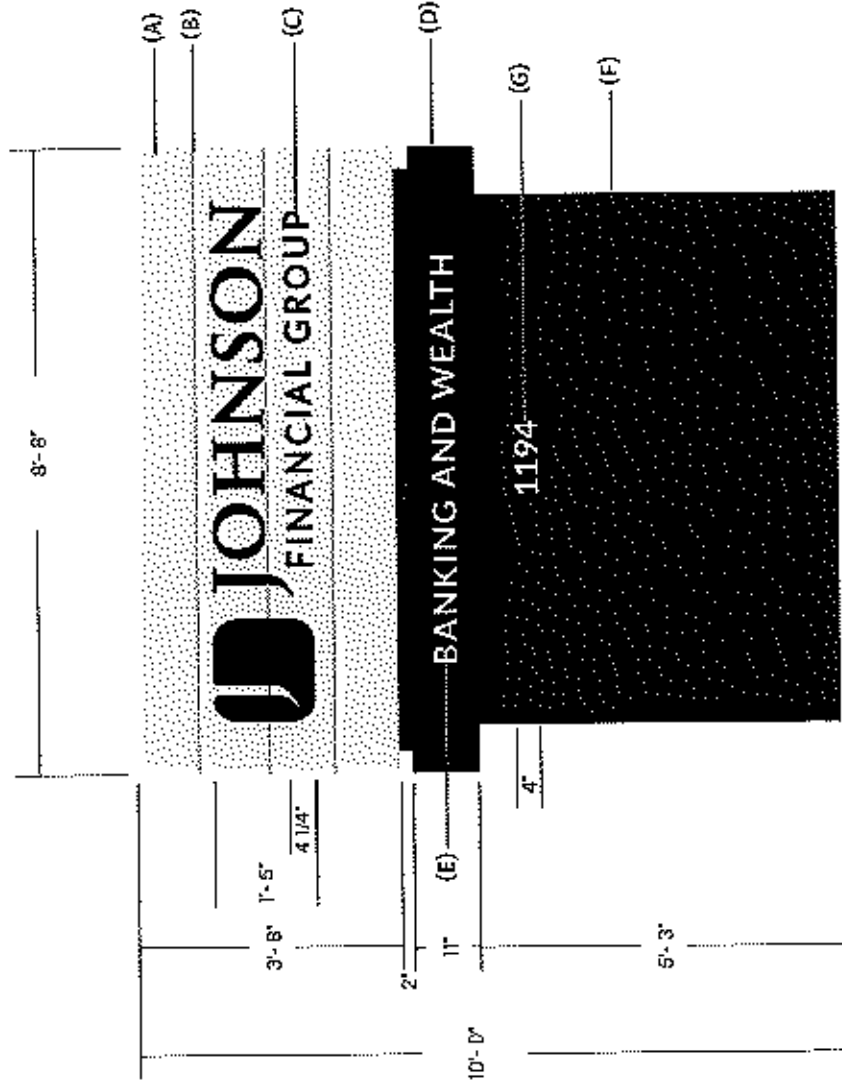
Architectural elevation drawing of a building facade. The drawing includes the following annotations:

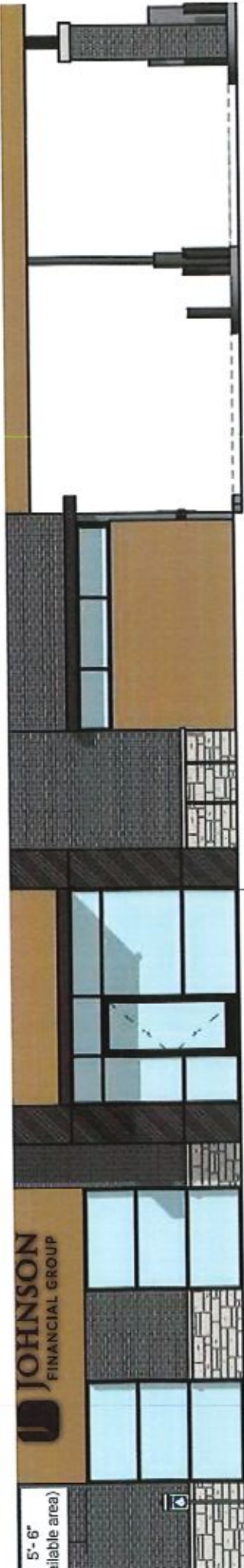
- CLERESTORY HEAD 120" - 8"
- ALUMINUM COMPOSITE METAL PANELS
- FAUX WOOD ALUMINUM S
- CAST STONE
- BLENDED STC
- PREFINISHED METAL GUTTER



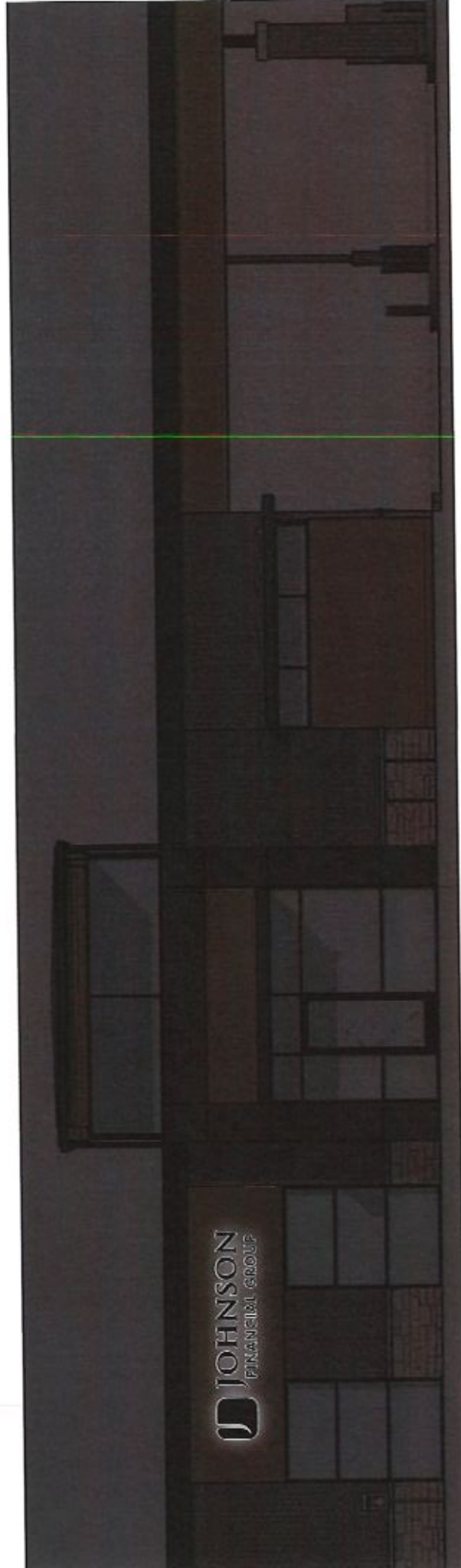


night layout





proposed layout - day view (north elevation)



proposed layout - night view (north elevation)

12'-3"



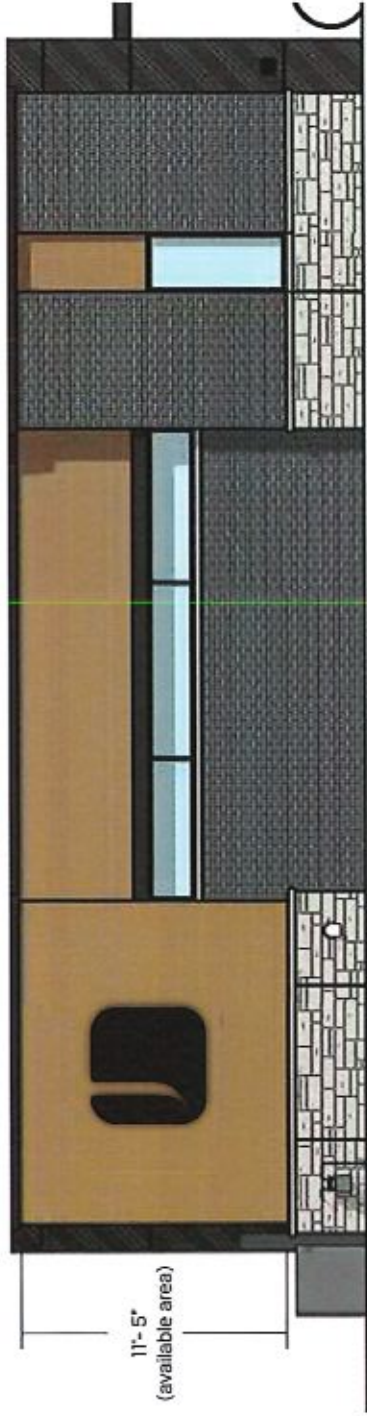
JOHNSON

FINANCIAL GROUP

1'-3" (N)

7 1/4" (N)

2'-5"

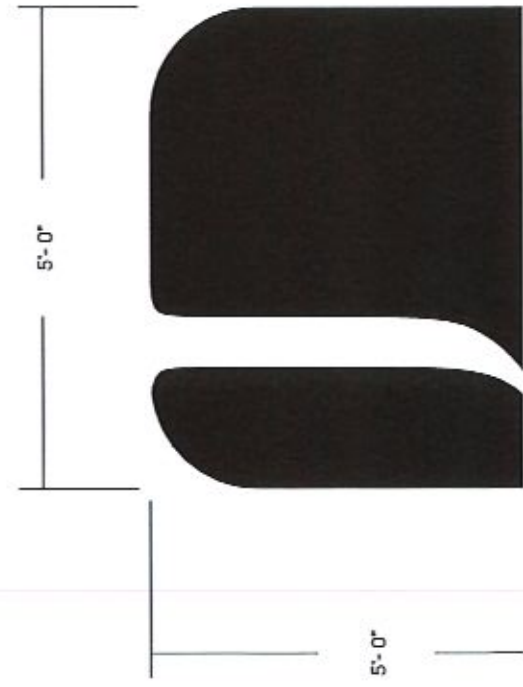


11'-5"
(available area)

proposed layout - day view (east elevation)



proposed layout - night view (east elevation)



5'-0"

5'-0"



CREATIVITY BEYOND ENGINEERING

DATE: June 1, 2026

TO: Village of Pewaukee Plan Commission

FR: Jake Scholbe, P.E. – Village Consulting Engineer

CC: Matt Heiser – Village Administrator
Mackenzie Quigley – Village Clerk
Mark Lyons – Village Planner
Matt Gralinski – Village Attorney
Dave Buechl – Director of Public Works/Engineer

RE: Johnson Financial Group Site Plan Review – 1194 Capitol Drive, Pewaukee, WI 53072

Report

The applicant has applied for a site plan and plan of operation approval for the development of a financial institution utilizing 1.7 Acres of tax parcel PWV 0903099 at the southwest corner of Capitol Drive and Forest Grove Drive. The proposed project will redevelop an existing gas station at this parcel. A full set of engineering plans were provided.

Site Plan: The site proposes a combination of bituminous (asphalt) and concrete pavement. Parking stall dimensions are met on site. Accessible parking stalls are provided as required by law and meet ADA requirements for dimension, quantity, grade, and signage.

Traffic Access: The site proposes one access point off of Forest Grove Drive. The access point will allow both ingress/egress into the site, meeting the Village code for the appropriate width. The aisle for the parking lot on the north side of the site does not meet the minimum width for two-way traffic with 90-degree parking stalls. The aisle for the parking lot along the east side of the site adjacent to the building is adequate and meets the Village code for appropriate width.

Site Grading and Drainage: All stormwater within the site will be captured within the site or through existing storm sewer along the private road. There will be not be any negative effects on adjacent properties.

The development site will have curb and gutter throughout the parking lot and access drives. Site stormwater will be collected in catch basins located in the parking areas. Building stormwater will be conveyed via downspouts, storm laterals, and storm sewer. All parking lot and roof drainage will be conveyed to the proposed bio-retention basin on site.

Stormwater Management: Stormwater management is required for the proposed site as it disturbs a land surface of greater than one acre. The proposed site will need to meet the peak discharge and total suspended solids technical standards described in the Village code. Since the existing site is a gas station and has known contaminants within the soils, Infiltration is prohibited by this development. A stormwater management plan was submitted by the applicant demonstrating compliance with the Village stormwater code.

Sanitary Sewer and Water: The site proposal includes one connection with the Village sanitary sewer system. A sanitary lateral on the east side of the proposed building connecting to the existing sanitary manhole at the

northwest corner of Forest Grove Drive and Quail Court. This lateral will convey all sanitary flows from the building. A water service connection to the existing water main along the south Capitol Drive terrace is proposed. Connection of sewer laterals and water services require a plumbing permit.

Erosion Control: Silt fence is provided along the west, south, and east perimeters of the site. Inlet protection will be provided for existing catch basins within the private road. Inlet protection shall be provided on all proposed catch basins within the project site once they are installed. Trackout control practices (stone tracking pads) are shown at the Forest Grove Drive site access point. There is a proposed swale along the north and west sides of the site what will require temporary ditch checks during construction.

Recommendation

I recommend approval of the site civil plans (C001-C501) subject to the following comments being addressed prior to final staff approval:

Civil Plans - General

1. Permits/approvals will need to be obtained by the developer for this development from WDNR, and DSPS. Copies of these permits shall be sent to the Village when received.
2. With this site being a known contaminated site per the WDNR Removal and Remediation (RR) database, the developer shall provide all documentation to the Village pursuant to WDNR approval for the proposed work.
3. Add a concrete driveway detail to the plans.

Sheet C001 – Site Survey

4. The existing water and sewer services are missing from the plan. Show on the site survey plan and all pertinent plan sheets.

Sheet C002 – Site Preparation and Erosion Control Plan

5. Revise the alignment of the perimeter silt fence to the slope intercept of the proposed grading to minimize the area where site sediment could accumulate.
6. Within the proposed swale along the north and east sides of the disturbance, add temporary ditch checks. A minimum one row on either side of the swale high point, set midway between the high point and discharge points, shall be incorporated.
7. Shift the site tracking pad east such that it abuts the east site limit.
8. Delineate the limits of the proposed ECRM for the proposed bio-filtration basin overflow spillway so that the extents are clearly understood.

Sheet C100 – Site Plan

9. Per ADA code part 208.3.1, the ADA stall shall be on the shortest accessible route to the building entrance. The ADA stall on the north side of the building shall be moved closer to the building entrance to this effect. The curb ramp shall also move accordingly.

10. At the south building entrance, verify whether the ADA minimum clear width of 3 feet is maintained at the proposed building door. Widen the entrance area if 3 feet of width between the door swing radius and edge of walk cannot be maintained.
11. Extend the curb & gutter replacement on Quail Court both east and west to the nearest joints. Additionally, the asphalt pavement in front of this curb & gutter replacement shall be patched a minimum of 18" wide due to its failed condition.

Sheet C200 – Grading Plan

12. The slope of the concrete between the north building door and the integral walk along the nearby parking row measures steeper than the ADA maximum 1:48. Revise to the ADA maximum sloping.
13. Revise the proposed contours south of the proposed site entrance within the Forest Grove Drive right-of-way. They do not appear to reflect the proposed grading design and appear to be drafting related.
14. Provide dimensions of the proposed bio-filtration basin spillway on the plan. Based on measuring the distance between contours, the spillway geometry does not appear to match the dimensions given in the details. Ensure plan information is consistent.

Sheet C300 – Utility Plan

15. The water service connection location shall be on Quail Court. Revise the design of the water service accordingly.
16. A cleanout and/or manhole is recommended the 45-degree bend east of the building sewer connection. Consider incorporating into the design.
17. At the proposed storm/sanitary crossing, we calculate an approximate top elevation of the sanitary lateral of 899.1+/- . Verify and revise as necessary.
18. Consider revising the invert elevations in SAN Sampling MH 2.0 such that there is a drop of 0.1' between ingoing and outgoing pipes.
19. At SAN EX MH 1.0, revise the proposed 6" invert elevation to either match crowns with the existing outgoing sanitary sewer elevation or 0.1' higher than the existing outgoing sanitary sewer elevation, whichever is higher. The invert of the proposed lateral shall not exceed 2 feet above the spring line of the existing outgoing sewer pipe.
20. At SAN EX MH 1.0, add additional notation stating that the Contractor shall modify the bench in the existing manhole to accommodate the proposed pipe connection.
21. Label the locations of the underdrain cleanout locations in the proposed bio-filtration basin.

Sheet C402 – Details

22. Stormwater Infiltration for this site is prohibited per Village Code Chapter 14.335 (d)(3)d.5: contaminants of concern are present within the soil through which infiltration will occur. Therefore, a liner shall be installed underneath the proposed bio-filtration basin. Liner shall meet the requirements of WDNR Technical Standard 1001. Add to the appropriate details.

23. If there will not be any vertical orifices for the proposed bio-filtration basin outfall structure, remove from the detail.
24. Specify the type of gravel to be used between the proposed bio-filtration basin underdrain and the engineered soil. Per DNR Technical Standard 1004, a maximum 4" layer of pea gravel shall be installed.
25. Clarify where the plan view is showing Sections A-A and B-B that the detail depicts.
26. Section A-A notes a 2-foot sump in the outlet control structure, but the detail specific to the Outlet Control Structure shows a 3-foot sump. Clarify.
27. Specify the opening size at the top of the outlet control structure.
28. Specify the breadth (dimension parallel to flow) of the overflow spillway.

Sheet C500 – Specifications

29. Revise the water service requirements to include the following:

2.07 WATER SERVICES

- A. All water service connections shall be constructed with the following:
 1. Corporation stops A. Y. McDonald 74701BQ or approved equal.
 2. Curb stops shall be A. Y. McDonald 76104Q or approved equal.
 3. Curb stop boxes shall be A. Y. McDonald 5660 or approved equal.
- B. For water services installed on PVC pipe water mains, all corporations, regardless of size, require the use of a tapping saddle.
- C. Saddles shall be all stainless steel construction with nitrile pad gasket Smith-Blair model 372 saddle or approved equal.
- D. The entire run of the service, regardless of size, from the main in the street to the meter in the dwelling, shall be a high density polyethylene (HDPE) tubing copper tube size (CTS) conforming to AWWA C-901 and ASTM D2737 SDR 9.0 NSF-14, class 200 (250 psi working pressure).
 1. Stainless steel stiffeners to be used on HDPE tubing connection.

Stormwater Management Plan

30. Note that this development is in the Village of Pewaukee, not the City. The applicable Municipal code references shall be revised accordingly.
31. As stated above, Stormwater Infiltration for this site is prohibited per Village Code Chapter 14.335 (d)(3)d.5: contaminants of concern are present within the soil through which infiltration will occur. Remove all infiltration calculations for clarity.
32. Revise peak discharge calculations utilizing the rainfall depth values per Village code chapter 14.336.

33. Use consistent units of measurement for modeling areas. In the existing peak discharge model, Subcatchment B is listed in acres, yet the other subcatchments are listed in square feet.
34. In the TSS modeling, all non-paved areas shall be routed through 100% cleaning devices so as to depict how the parking areas perform as accurately as possible.
35. In the TSS modeling, add the driveway pavement between the parcel line and curb line to area B.
36. Ensure consistency between modeling and plans for the overflow weir dimensions. The dimensions in the TSS model do not match the information given in the other models and plans.
37. Revise the stand pipe elevation above datum in the TSS modeling to be consistent with the plan.
38. Existing Conditions Map – The watershed tables denote the areas as "Proposed". Please clarify.
39. Existing Conditions Map – Provide a time of concentration flow path and calculations justifying the use of 6 minutes in the existing condition.
40. Existing and Proposed Conditions Map – The areas and curve numbers do not match the modeling. Revise.
41. Existing and Proposed Conditions Map – There is additional disturbance area outside the areas delineated within the site access points on Forest Grove Drive and Quail Court. Add to the exhibit and incorporate into appropriate modeling calculations.

General Comments

42. A response memorandum addressing each of the above comments listed must be included in the next submittal. Note, that these comments are not all encompassing and that further comments may arise during future submittals.

TO: Village of East Troy Plan Commission
CC: Eileen Suhm, Jason Equitz, Tim Lynch
FROM: Orrin Sumwalt, Planning Consultant
RPT DATE: August 6, 2025
MTG DATE: August 11, 2025
FOTH FILE: 25E020.01/16
RE: East Troy Brewery –
Downtown Design - Renovation Request

BACKGROUND:

1. Petitioner: Lance Rosenmayer (East Troy Holdings, LLC)
2. Property Owner: East Troy Holdings, LLC
3. Location/Address: 2905 Main Street
4. Tax Key Number: ROP-00093
5. Area: 0.93 AC
6. Existing Zoning: CB Central Business District and Downtown Design Overlay District
7. Proposed Zoning: NA
8. Future Land Use: Downtown Core

OVERVIEW:

The Petitioner is requesting approval repaint a portion of the cornices and decorative brackets on all four elevations of the East Troy Brewery building located at 2905 Main Street. The cornices and decorative brackets are currently white. Mr. Rosenmayer is proposing to change the color to Sherwin Williams Iron Ore (7069) to match the color of the paint on the bricks, which is shown below.



The current exterior architecture of the East Troy Brewery was approved by the Plan Commission on September 10, 2018. The building elevation from the 9.10.18 Plan Commission packet is attached for your reference.

PLANNER COMMENTS:

1. **Comprehensive Plan.** Future Land Use is Downtown Core. Downtown Core is consistent with the existing zoning of CB Central Business District.
2. **Zoning District Requirements.** The subject property is zoned CB Central Business District in which the indoor commercial entertainment land use category is allowed as a conditional use.
3. **Design Review.** Applications involving only a change in the appearance of a property (such as painting, roofing, siding, architectural component substitution, fencing, paving, or signage with different colors, finishes, or materials) are subject to design review by the Zoning Administrator and the Plan Commission. The Zoning Administrator shall facilitate the thorough and expedient review of the application and shall ensure that the technical and procedural requirements of this chapter are met. The Plan Commission shall serve as the final discretionary review body and shall focus its review of the application on compliance with sound aesthetic, land use, site design, and economic revitalization practices. In part, this effort shall be guided by the Comprehensive Plan.
4. **Exterior Colors.** Section 510-77 (C) (9) of the zoning code addresses colors in the Downtown Design Overlay District.
 - (9) Exterior colors. Selected exterior colors for structures and appurtenances, including fixtures and signs, shall be compatible and harmonious with those of existing buildings in the immediate area which conform to the overall design theme. Specifically, throughout the district:
 - (a) Fluorescent, day glow and/or neon colors shall not be permitted. Where such colors constitute a component of a standardized corporate theme or identity, muted versions of such colors shall be used.
 - (b) High gloss paints, lacquers, varnishes or other shiny nonglazing surfaces shall not be used.
 - (c) Color combination schemes shall be limited to no more than four different colors for all the structures and appurtenances on a property. Varying shades, tints or intensities of a color shall count as a different color for this purpose.
 - (d) Color schemes shall be used consistently throughout the property, including on both the upper and lower portions of buildings, and on all facades of a building or structure.

I've attached Google Street View images of the East Troy Brewery elevations and the elevations of other existing buildings in the immediate area for reference.

STAFF RECOMMENDATION:

Depending on confirmation by the Village of East Troy Plan Commission of the above-described comments, the Village of East Troy Plan Commission may take the following action:

Downtown Design - Renovation

The Village of East Troy Plan Commission **Approves** the Downtown Design – Renovation Request for Lance Rosenmayer (East Troy Holdings, LLC) to change the color of the cornices and decorative brackets on all

four elevations of the East Troy Brewery building located at 2905 Main Street, subject to the following conditions:

1. The Petitioner shall satisfy all comments, conditions, and concerns of the Village of East Troy Plan Commission, Village Engineer and Village Planner for the color change, and other documentation.
2. The Petitioner and/or Property Owner shall, on demand, reimburse the Village of East Troy for all costs and expenses of any type incurred by the Village in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Village for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions. Additionally, any unpaid bills owed to the Village of East Troy by the Subject Property Owner and/or Agent, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees or forfeitures owed to the Village of East Troy must be paid on demand and prior to issuance of any permits and shall be placed upon the tax roll for the Subject Property if not paid within thirty (30) days of the billing by the Village of East Troy, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village of East Troy, including possible cause for termination of the conditional approval.

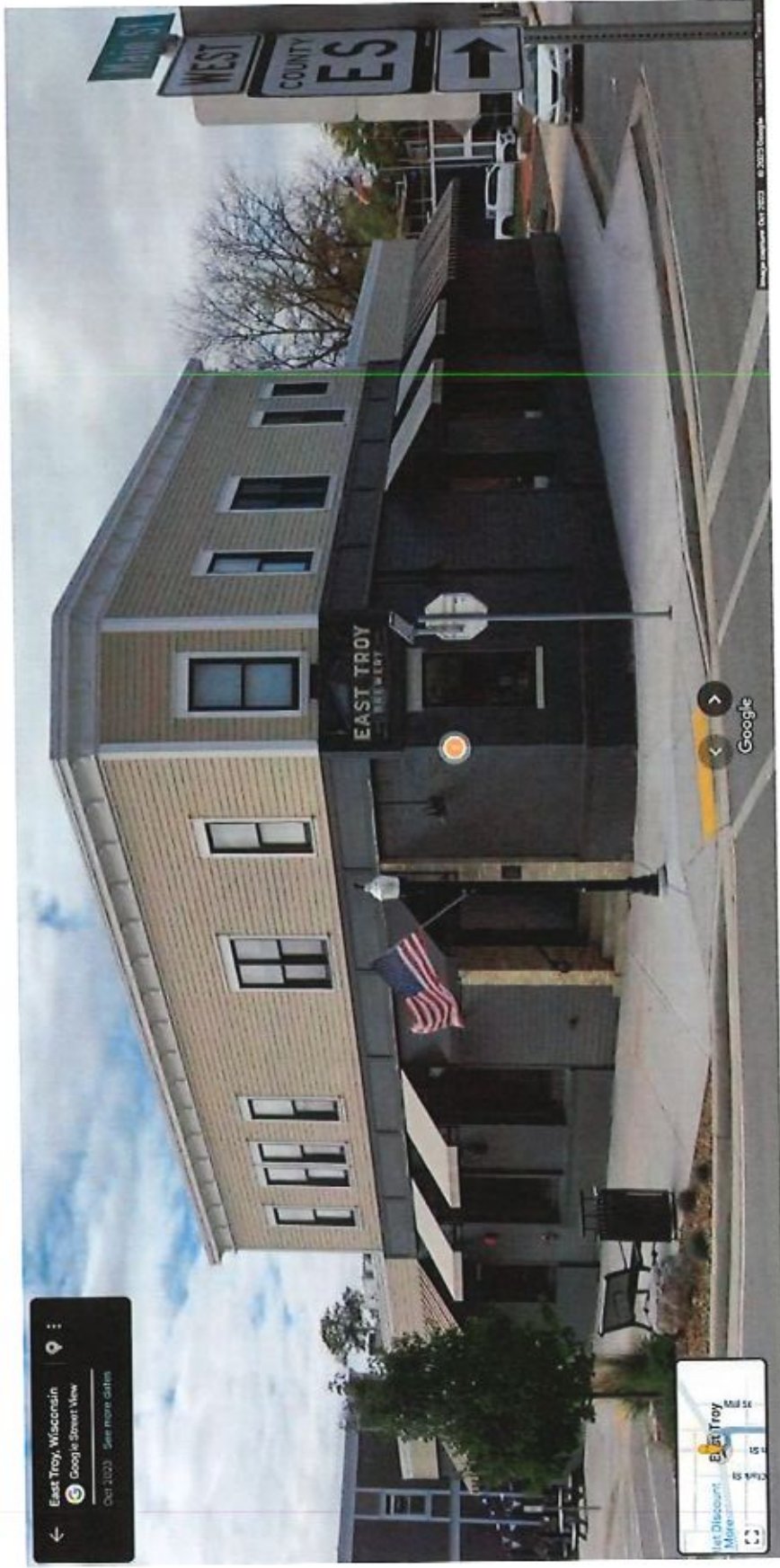
EXHIBIT:

- A. 2018 Approved Building Elevation
- B. Google Street View Document
- C. Petitioner Application

East Troy Brewery

September 6, 2018





View from Northeast - 2905 Main Street



View from Northwest – 2905 Main Street



View from Southeast – 2905 Main Street



2094-2096 Church Street



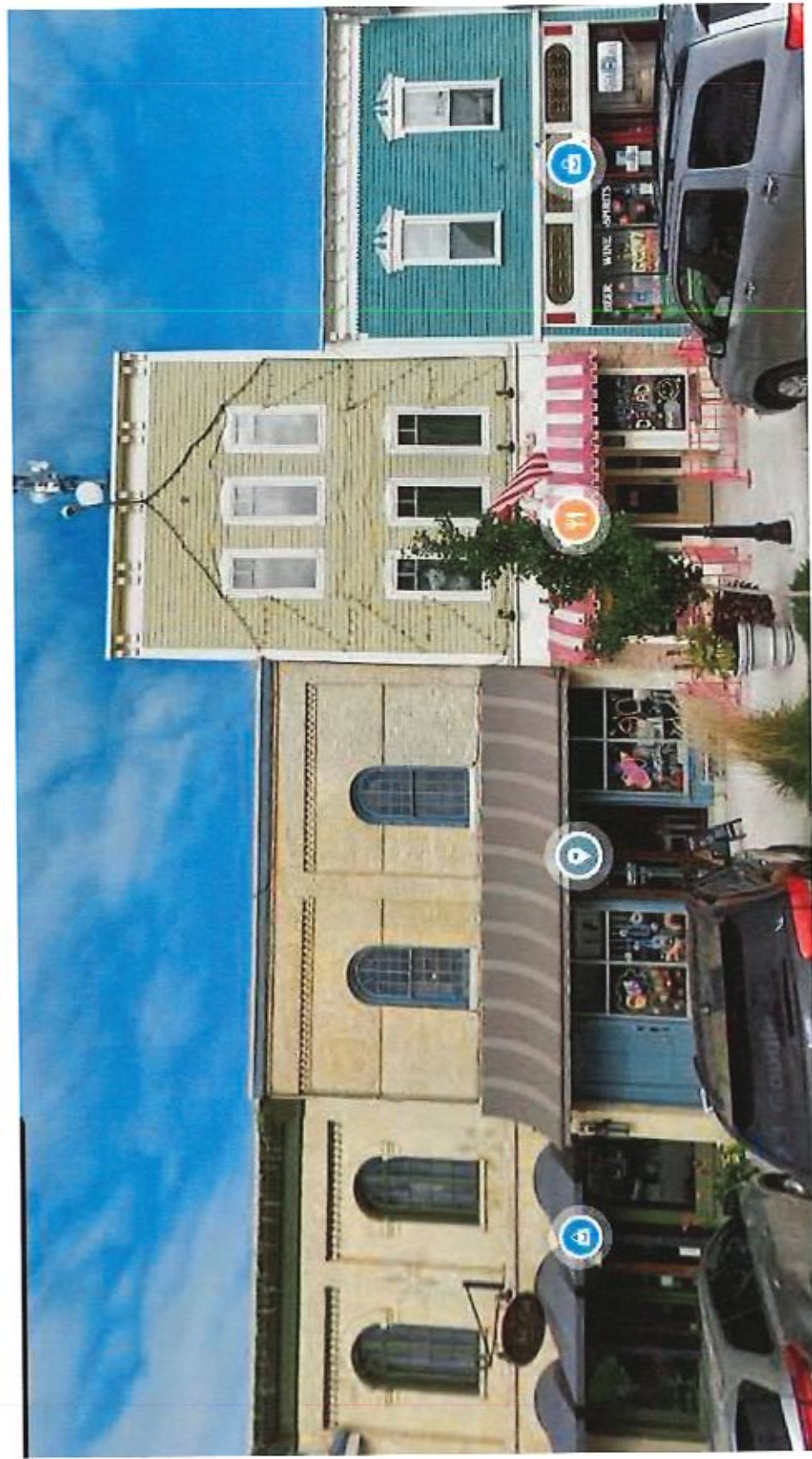
2887 Main Street



2880 and 2878 Main Street



2894 Main Street



2890, 2888, 2886 and 2884 Main Street



Site Plan
Village of East Troy,
Wisconsin Version: March 10, 2025

Village of East Troy
2015 Energy Drive
East Troy, WI 53120

Overview: The site plan review process ensures that proposed land uses and development activity complies with the requirements of the Village's zoning regulations. This review must occur before any building, occupancy, and building permits can be issued; except that development activity associated with an approved final plat of subdivision or certified survey map, and development activity associated with an approved final development plan of a planned development, is exempt from this requirement.

Governing regulations: The procedures and standards governing the review of this application are found in § 510-160 of the Village's zoning code.

General instructions: Complete this application and submit one copies to the Village Clerk at the mailing address shown above. Before you formally submit your application, you are encouraged to meet with the zoning administrator who can answer any questions you may have. If you have any questions, do not hesitate to contact the zoning administrator at (920) 728-2814 or via email at orin.sumwalt@foth.com. You may download this form at <https://data.zoninghub.com/viewfile.aspx?fileid=14859>.

When you fill out this application, you should think about how your business operation may expand or be different in the future. For example, if your business will have 5 employees to start and you hope to have 25, tell us. Also, if you foresee an expansion to a building or a parking lot, your site plan should show that. If you invest time to do this now, you will end up with a more thoughtful plan. Not only that, you will save time and the expense of having to submit a new site plan sometime in the future. So, think ahead.

Application fee: none

Application submittal deadline: Applications must be submitted by the second Monday of the month by 12:00 pm at the Village Hall.

1. Applicant and property owner information

	<u>Applicant</u>	<u>Property owner</u>
Name	Lance Rosenmayer	East Troy Holdings LLC
Street address	N9451 Island Dr.	N9451 Island Dr.
City, state, zip code	Mukwonago, WI 53149	Mukwonago, WI 53149
Daytime telephone number		
Email		

2. Agent contact information. Include the names of those agents, if any, that helped prepare this application including the supplemental information. Agents may include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Agent 1</u>	<u>Agent 2</u>
Name		
Company		
Street address		
City, state, zip code		
Daytime telephone number		
Email		

3. Type of application (select one)

- ☐ New site plan
☒ An amendment of a previously approved site plan (i.e., revision and/or expansion)

4. Business information

Current business name	East Troy Holdings LLC
Date business began	5/5/2025
Previous name, if any	

5. Subject property information

Physical address **2905 Main St. East Troy WI, 53120**

Tax key number(s) **ROP- 00093**

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the Village Clerk.

6. Zoning information (refer to the Village's current zoning map)

The subject property is located in the following base zoning district(s). (check all that apply)

- | | | |
|---|---|---|
| ☐ RH-35 Rural Holding | ☐ TR-8 Two-Family Residential | ☐ NB Neighborhood Business |
| ☐ SR-3 Estate Residential | ☐ AR-9 Attached Residential | ☐ HB Highway Business |
| ☐ SR-4 Suburban Residential | ☐ MR-10 Multi-Family Residential | ☐ CB Central Business |
| ☐ SR-5 Neighborhood Residential | ☐ MHR-6 Mobile Home Residential | ☐ BP Business Park |
| ☐ SR-6 Traditional-Front Residential | | ☐ LI Light Industrial |
| ☐ SR-7 Traditional-Rear Residential | | ☐ GI General Industrial |

The subject property is also located in the following overlay zoning district(s). (check all that apply)

- | | | |
|--|---|---|
| ☐ PD Planned Development | ☐ GP Groundwater Protection | ☐ FP 100-Year Floodplain |
| ☒ DD Downtown Design | ☐ NFC Natural Features Conservancy | ☐ FP 500-Year Floodplain |
| | | ☐ SW Shoreland-Wetland |

7. Adjoining land uses and zoning

	Zoning district(s)	Current uses
North		
South		
East		
West		

Note: If the subject property abuts a property located in a different zoning district, a bufferyard may be required. You will need to submit a Landscaping and Bufferyard Worksheet if a bufferyard is required.

8. Current use. Describe the current use of the subject property.

East Troy Brewery CO. is on the first floor and two apartments on the second floor.

9. Proposed use. Describe the proposed use or the proposed amendment.

Add paint to the top trim of the building that matches the paint on the bricks below to give the building more character.

10. Hours of operation. Describe when the proposed use will be open for business (i.e., hours and days).

11. Employees. Describe number by type, number on largest work shift, etc.

12. Customers / patrons of business. Describe the customers and patrons, including peak loads.

13. Miscellaneous

☐ Yes ☒ No Has the Village approved a variance for the subject property?

If yes, provide the year of issuance and a short description for each one.

☐ Yes ☒ No Is the subject property currently in violation of the Village's zoning code?

If yes, describe the nature of the violation and what is being done to bring the property into compliance.

☐ Yes ☒ No Are there any nonconforming buildings on the subject property? A nonconforming building does not meet the dimensional requirements for the zoning district in which it is located.

If yes, describe what building is nonconforming and the nature of the nonconformity.

☐ Yes ☒ No Will the proposed use create any detectable ground vibrations? (See § 510-99 of the zoning code.) If

yes, describe.

☐ Yes ☒ No Will the proposed use create any detectable noise beyond the property boundary lines? (See § 510-100 of the zoning code.)

If yes, describe.

☐ Yes ☒ No Will the proposed use create any air pollution? (See § 510-101 of the zoning code.)

If yes, describe.

☐ Yes ☒ No Will the proposed use create any detectable odor beyond the property boundary lines? (See § 510-102 of the zoning code.)

If yes, describe.

☐ Yes ☒ No Will the proposed use create any detectable glare or heat beyond the property boundary lines? (See § 510-104 of the zoning code.)

If yes, describe.

☐ Yes ☒ No Will the proposed use involve any materials which could detonate by any means? (See § 510-105 of the zoning code.)

If yes, describe.

☐ Yes ☒ No Will the proposed use involve any materials that are toxic or noxious or that are considered waste materials? (See § 510-106 of the zoning code.)

If yes, describe.

☐ Yes ☒ No Will the proposed use involve any outdoor storage of materials?

If yes, describe.

☐ Yes ☒ No If the proposed use involves processing or manufacturing of materials, will water be used in any of those processes?

If yes, describe the nature of the activity and anticipated water demand and sanitary loading.

☐ Yes ☒ No Is expansion of the proposed use or building anticipated?

If yes, describe the nature of the expansion and potential timeline for such expansion.

14. Utilities

Water ☒ Municipal ☐ Private well

If private well, when was the well installed and approved?

Sewer ☒ Municipal ☐ On-site septic system

If septic system, when was the system installed and approved?

15. Licenses and permits

Required

- ☐ Beer ☐ Have ☐ To Get
☐ Liquor ☐ Have ☐ To Get
☐ Cigarette ☐ Have ☐ To Get
☐ Food service ☐ Have ☐ To Get
☐ Amusement Device ☐ Have ☐ To Get
☐ Other: _____ ☐ Have ☐ To Get
☐ Other: _____ ☐ Have ☐ To Get
☐ Other: _____ ☐ Have ☐ To Get

16. Property access (refer to § 510-91 of the zoning code for details)

	Current	New
Local street		
County highway		
State highway		

17. On-site parking (refer to § 510-91.1 of the zoning code for details)

	<u>Current</u>	<u>Required {1}</u>	<u>New</u>
Standard spaces	_____	_____	_____
Accessible spaces	_____	_____	_____

Notes:

{1} On-site parking is not required in the Central Business (CB) zoning district

☐ Yes ☐ No Are you proposing shared parking pursuant to § 510-93(G) of the zoning code?

If yes, attach a draft shared parking agreement.

18. Calculations for maximum building coverage and impervious surface coverage

- | | | |
|--|---------|-------|
| a. Area of subject property as determined by site survey | acres | _____ |
| b. Land located within proposed rights-of-ways of roads and within proposed boundaries of public facilities that are designated within the Village's comprehensive plan and/or required for dedication per subdivision regulations | acres | _____ |
| c. Land which, although part of the same parcel, is not contiguous to or is not accessible from the proposed road network serving the project | acres | _____ |
| d. Land which is proposed for a different development option or a different zoning district | acres | _____ |
| e. Navigable waters (lakes & streams not within a designated floodplain) | acres | _____ |
| f. Designated floodplains | acres | _____ |
| g. Wetlands | acres | _____ |
| h. Lakeshores | acres | _____ |
| i. Woodlands | acres | _____ |
| j. Steep slopes (12 percent or greater) | acres | _____ |
| k. Total of "b" through "j" | acres | _____ |
| l. Net developable area (subtract "k" from "a") | acres | _____ |
| m. Building coverage ratio (see the standard for the appropriate zoning district) | percent | _____ |
| n. Impervious surface coverage ratio (see the standard for the appropriate zoning district) | percent | _____ |
| o. Maximum building coverage on property (multiply "l" by "m") | acres | _____ |
| p. Maximum impervious surface coverage on property (multiply "l" by "n") | acres | _____ |

	<u>Maximum (acres)</u>	<u>Proposed (acres)</u>
Building coverage (For Maximum, enter calculated value for "o" from above table)	_____	_____
Impervious surface (For Maximum, enter calculated value for "p" from above table)	_____	_____

19. Supplemental materials. Attach each of the following as appropriate. Upon written petition, the Village Administrator, Village Engineer, Village Planner, or the Zoning Administrator may waive specific site plan requirements.

Site plan with the following information:

1. Title block showing the name, address, and phone of the current property owner and/or agent(s) (i.e. developer, architect, engineer, or planner) for project.
2. The date of the original plan and the latest date of revision to the plan.
3. A north arrow and a graphic scale (at a minimum scale of 1" = 100').
4. A legal description of the subject property.
5. All property lines and existing and proposed right-of-way lines with bearings and dimensions clearly labeled.
6. All existing and proposed easement lines and dimensions with a key provided and explained on the margins of the plan as to ownership and purpose.
7. Ground contours when any slope exceeds 12 percent
8. All required building setback lines.

9. All existing and proposed buildings, structures, and paved areas, including building entrances, walks, drives, decks, patios, fences, utility poles, drainage facilities, and walls.
10. If the project is designed to be completed in phases or allow expansion of the building and other features, indicate those.
11. The location and dimension (cross-section and entry throat) of all access points onto public streets.
12. The location and dimension of all on-site parking (and off-site parking provisions if they are to be employed), including a summary of the number of parking stalls provided versus required by this Chapter.
13. The location and dimension of all loading and service areas on the subject property and labels indicating the dimension of such areas.
14. The location of all outdoor storage areas and the design of all screening devices.
15. Floodplains, wetlands, lakeshores, woodlands, steep slopes, and other environmentally sensitive lands.
16. The location, type, height, size, and lighting of all signage on the subject property.
17. The location and type of any permanently protected green space areas.
18. The location of existing and proposed drainage facilities.
19. Environmental and manmade development constraints and hazards including brownfields, contaminated sites, unstable soils, high groundwater, bedrock, and high-pressure natural gas lines.
20. In the legend, the following data for the subject property: lot area, building coverage, building coverage ratio, floor area ratio, impervious surface area, impervious surface ratio, and building height.
21. Any additional information as requested by the Plan Commission or Village Board.

Landscaping plan prepared at the same scale as the main plan showing the location of all required bufferyard and landscaping areas, and existing and proposed landscape point fencing and berm options for meeting said requirements. The landscaping plan shall demonstrate complete compliance with the requirements of Article XIV of Chapter 510 of the zoning code. Be sure to show the individual plant locations and species, fencing types and heights, and berm heights. In addition to the drawing, include the Worksheet for Landscaping and Bufferyards.

Grading and erosion control plan prepared at the same scale as the main plan, showing existing and proposed grades, including retention walls and related devices, and erosion control measures.

Outdoor lighting plan (photometric plan) prepared at the same scale as the main plan that shows all existing and proposed exterior light fixtures. Calculations for the photometric plan shall be rounded to the nearest 0.10 foot-candles. A legend must be included to show the following information for each type of fixture: (1) manufacturer name, (2) product number, (3) mounting height, and (4) any other pertinent information. Be sure that current and proposed lighting will not exceed the 0.50 foot-candles threshold at the property boundary line. See § 510-95 of the zoning code for more details.

Plat of survey prepared by a registered land surveyor if in the judgment of the Zoning Administrator such accuracy is needed to ensure compliance with all dimensional standards, including setback requirements. The survey shall depict property lines, easements, and other existing and proposed improvements, and other information as may be needed to establish compliance with zoning requirements.

Architectural review application for any new buildings or for remodeling of existing buildings. The application must include elevation drawings showing finished exterior treatment, with adequate labels to clearly depict exterior materials, texture, color, and overall appearance. Perspective renderings of the proposed project and/or photos of similar structures may be submitted, but not in lieu of adequate drawings showing the actual intended appearance of the buildings. (Refer to § 510-90 of the zoning code for additional details.)

20. **Attachments.** List any attachments included with your application.

1. Existing front of building. 2. Propose paint on front of building. 3. Existing rear of building. 4. Proposed rear of building. 5. Agreement of Reimbursable Services.

21. **Other Information.** You may provide any other information you feel is relevant to the review of your application.

Paint color will be the same as the brick on the first level. Sherwin- Williams 7069 IRON ORE

22. Applicant certification

- ♦ I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- ♦ I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with § 510-149 (D) of the Village's municipal code to pay for the services of independent consultants the Village elects to retain to help review this application. Depending on the nature of the proposed project, such independent consultants may include planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts. I further understand, the Village may delay acceptance of the application as complete, or may delay final approval of the proposal, until all outstanding fees have been paid. I further understand that such fees must be paid even if this application is withdrawn or denied. If the applicant or the property owner does not pay such fees upon request, such fees may be assigned to the property owner as a special assessment to the subject property.
- ♦ I understand that submission of this application authorizes Village officials and employees, Plan Commission members, Village Board members, and other designated agents, including those retained by the Village, to enter the property to conduct whatever site investigations are necessary.

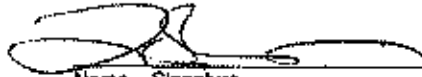
to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.

- ♦ I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of this application and related materials or view it online.
- ♦ I understand that the zoning administrator will review this application to determine if it contains all of the required information, if he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Property Owner:

Lance Rosenmayer

Name – print



Name – Signature

7/31/2025

Date

East Troy Holdings LLC

Name – print

Name – Signature

Date

Applicant (if different than Property Owner):

Name – print

Name – Signature

Date

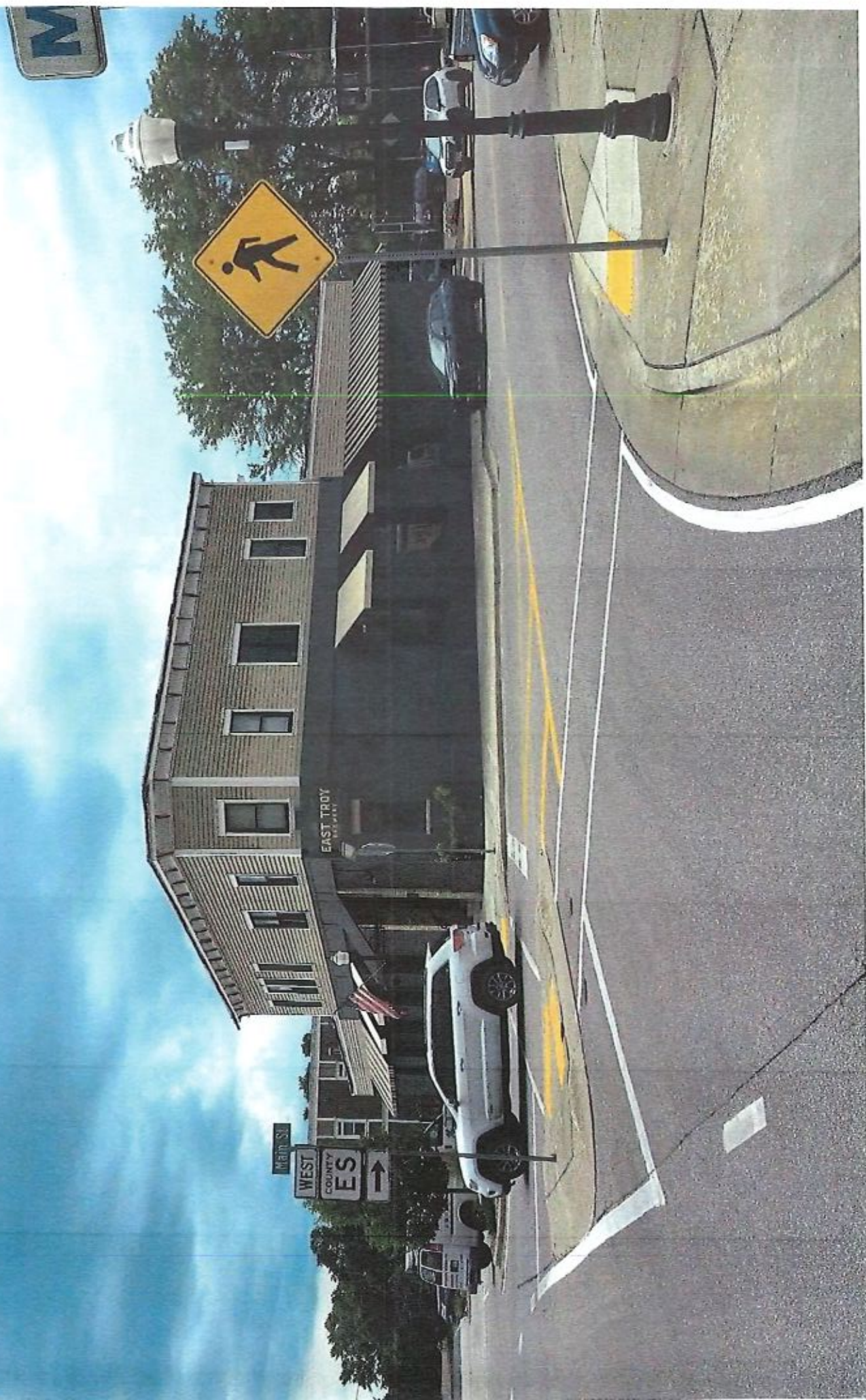
Name – print

Name – Signature

Date

①





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