

**NOTICE OF MEETING
VILLAGE OF FOX POINT
JOINT PLAN COMMISSION AND BUILDING BOARD**

SCHWEMER HALL - MUNICIPAL BLDG.
7200 N. SANTA MONICA BLVD
FOX POINT, WI 53217

MONDAY
MAY 1, 2023
5:45 P.M.

NOTE: THE PLAN COMMISSION AND VILLAGE BOARD WILL BE MEETING IN PERSON AT VILLAGE HALL, WITH A REMOTE ATTENDANCE OPTION, PER THE HYBRID MEETING PROCEDURES FURTHER DESCRIBED IN SECTION 19-32 D. OF THE VILLAGE CODE. THIS MEETING IS OPEN TO ALL CITIZENS IN PERSON AT VILLAGE HALL, OR THROUGH THE ZOOM PARTICIPANT INFORMATION SHOWN BELOW, SUBJECT TO THE FOLLOWING: NO ASSURANCE IS PROVIDED TO THOSE PLAN COMMISSION AND VILLAGE BOARD MEMBERS AND CITIZENS INTENDING TO ATTEND REMOTELY THAT THE TECHNOLOGY WILL PERFORM SUFFICIENTLY TO ALLOW FOR THEIR PARTICIPATION AND THE MEETING WILL PROCEED REGARDLESS. PUBLIC OFFICIALS AND CITIZENS WISHING TO ENSURE THEY CAN PARTICIPATE ARE ENCOURAGED TO ATTEND IN PERSON. CITIZENS ARE ENCOURAGED TO SUBMIT ANY COMMENTS IN WRITING IN ADVANCE OF THE MEETING TO THE VILLAGE

MANAGER AT sbotcher@villageoffoxpoint.com

Zoom Participant Information
<https://us02web.zoom.us/j/89083322477>

Dial: (312) 626-6799
Meeting ID: 890 8332 2477

AGENDA

- 1. Roll Call.**
- 2. Approval of the minutes of the April 3, 2023 Plan Commission-Building Board meeting.**
- 3. Consideration by Plan Commission and Building Board RE: Fox Point-Bayside School District - Stormonth Elementary School, 7301 N Longacre Road**

The Plan Commission and Building Board will discuss the replacement of exterior windows for Stormonth Elementary School, 7301 N Longacre Road and may refer to the Village Board.

- 4. Review and Recommendation Re: Conditional Use Permit for 8687 N Port Washington Road – Unit 11 – Carmen M., LLC dba Fully Promoted**

The Plan Commission will discuss and make a recommendation to the Village Board regarding the conditional use permit for Carmen M., LLC dba Fully Promoted to provide embroidery and screen printing for advertising, promotional, and specialty products.

5. ADJOURNMENT

NEXT PLAN COMMISSION MEETING:

MONDAY, June 5, 2023

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request these services, contact the Village Clerk at 351-8900. It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

VILLAGE OF FOX POINT
PLAN COMMISSION MEETING MINUTES
April 3, 2023

A joint meeting of the Fox Point Plan Commission and Building Board was held by a combination of in-person and virtual attendance via telephonic and video conferencing on Monday, April 3, 2023. President Frazer called the meeting to order at 5:45 PM and noted there was a quorum of Plan Commission and Building Board members present.

The Plan Commission roll call was taken by Village Assistant Manager Kevin Ausman:

Plan Commission:	President Douglas H. Frazer, Chairman
	Eric Fonstad, Commissioner (via Zoom)
	Robert Smith, Commissioner (via Zoom)
	John Crichton, Commissioner
	Russ Yale, Commissioner (via Zoom)
	Jay Craig, Commissioner
	William Langhoff, Commissioner

Building Board:	Justin Racinowski, Chairman (via Zoom)
	Sharon Celek-Kevil, Member (via Zoom)
	William Feldman, Member (via Zoom)
	Jeff Weber, Member (via Zoom)
	Lucille Sells, Member (via Zoom)

Staff present included Village Assistant Manager Kevin Ausman and Village Attorney Eric Larson (via Zoom).

Notice of the meeting was provided to the North Shore Now as necessary, and to all others as required by State open meetings laws and posted on the official bulletin board at 7200 N Santa Monica Boulevard, as well as the village website at www.villageoffoxpoint.com, as per 2015 Wisconsin Act 79 and as described in Village Ordinance Chapter 116-2, 116-2(C).

Approval of the Minutes of the March 6, 2023 Plan Commission Meeting

Commissioner Langhoff arrived at 5:49 PM.

Motion by Chairman Frazer, seconded by Commissioner Crichton, and carried by roll call vote 5-0, Frazer and Fonstad abstaining, the Commission approved the minutes of the March 6, 2023 Plan Commission meeting.

Consideration of Request from 1840 Brewing for a Temporary Beer Garden located at Longacre Park on Two Specified Dates

Sandra Hurley, 7334 N Longacre Rd, spoke in opposition.
Marty LeMense, 1840 Brewing, 342 E Ward St, Milwaukee, presented the project.

Motion by Commissioner Fonstad, seconded by Chairman Frazer, and carried unanimously by roll call vote, the Commission recommended the Village Board approve the temporary beer garden subject to the applicant taking reasonable steps to mitigate the effect of the music on neighboring residences.

**VILLAGE OF FOX POINT
PLAN COMMISSION MEETING MINUTES
April 3, 2023**

Adjourn

On motion of Chairman Frazer, seconded by Commissioner Crichton and carried unanimously by roll call vote, the Plan Commission meeting adjourned at 6:23 PM.

Respectfully Submitted,

Kevin Ausman
Assistant Village Manager



VILLAGE OF FOX POINT
F INSTITUTIONAL DISTRICT APPLICATION

Name of Property Owner or Institution: Fox Point - Bayside School District

Address: 7301 N Longacre Rd, Fox Point, WI

Contact Person: Kathleen Wiesner

Telephone Number: 414-247-4163

Email Address: kwiesner@foxbay.org

- Attach a typed letter describing the project and explaining how the project meets the standards required in 745-20B(2). The standards to be applied are:
 - a. Appropriate in the location proposed
 - b. Compatible with the neighborhood
 - c. Not detrimental to the property values of surrounding property
 - d. In keeping with the residential character and quality of the Village
- Attach building plans, sketches, renderings, and site plans as reasonably necessary for the Village Board to form an opinion.

Kathleen Wiesner
Signature of Property Owner or Authorized Institutional Representative

Kathleen Wiesner
Printed Name of Property Owner or Authorized Institutional Representative

3/16/23
Date

For Office Use Only

Date Received: 3/20/2023 Receipt No. 1.058698



milwaukee : 333 E Chicago St	414.271.0000
madison : 309 W Johnson St, Ste 202	608.442.0000
green bay : 124 N Broadway	920.336.7727
denver : 1899 Wyikoupe St, Ste 100	303.598.4000
atlanta : 1401 Peachtree St NE, Ste 100	404.596.0000

eua.com

March 15, 2023

Fox Point Village Board

Stormonth Elementary School

This project's purpose is to replace all the exterior windows and doors of Stormonth Elementary School. The existing windows on the school are over 30 years old and are starting to reach the end of their lifespan. In some locations, windows have started to fail and fall out causing serious safety concerns.

The replacement project is intended to maintain the existing look and character of the building while improving safety and security. The new windows remain in the existing masonry openings and are designed with similar profiles, patterns, and color to match the existing frames, and maintain a visually consistent aesthetic around the building.



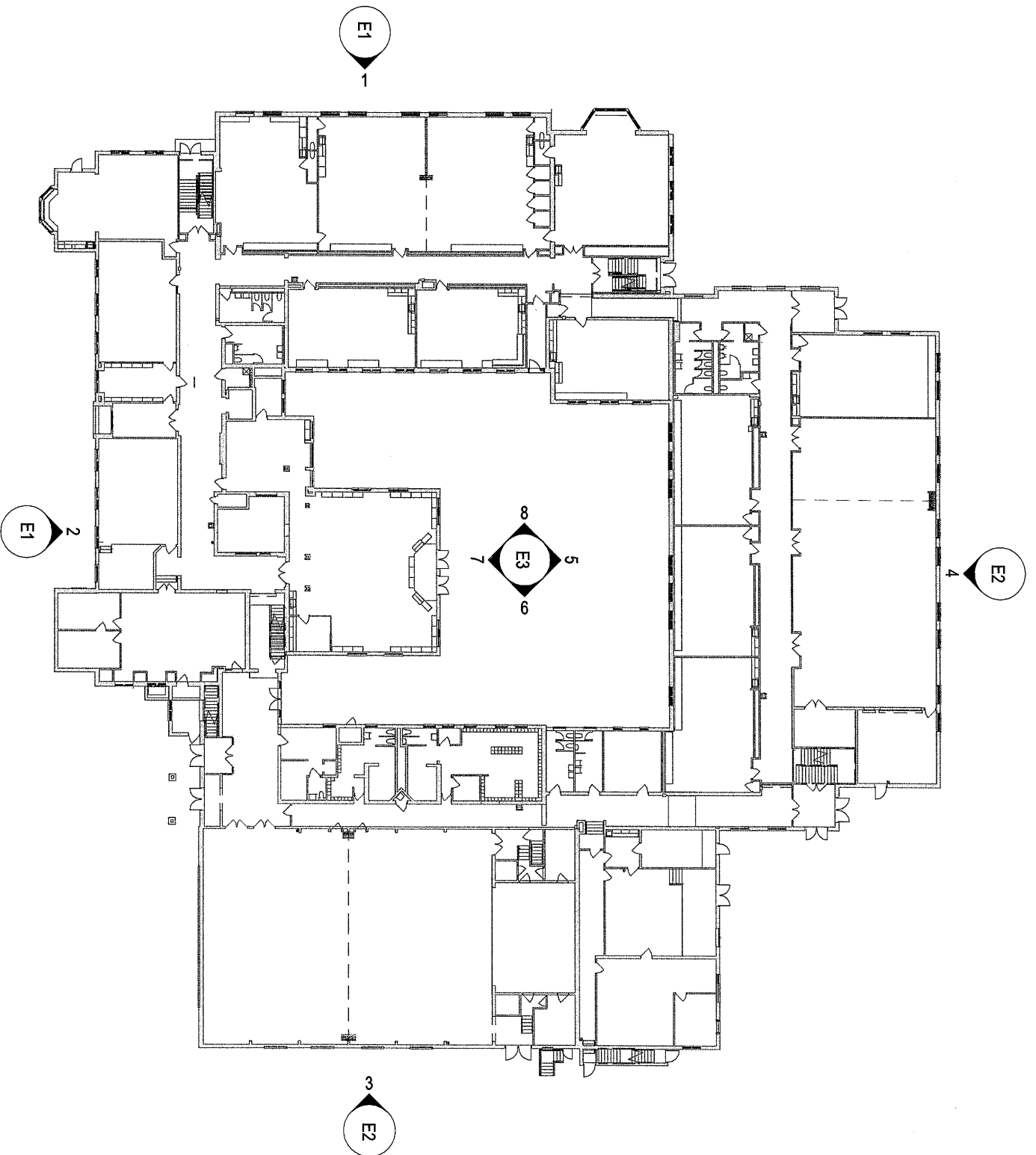
FIRST FLOOR PLAN

1" = 40'-0"

FOX POINT - BAYSIDE SCHOOL DISTRICT - STORMMONT ELEMENTARY

319314
03/15/23

PLANS





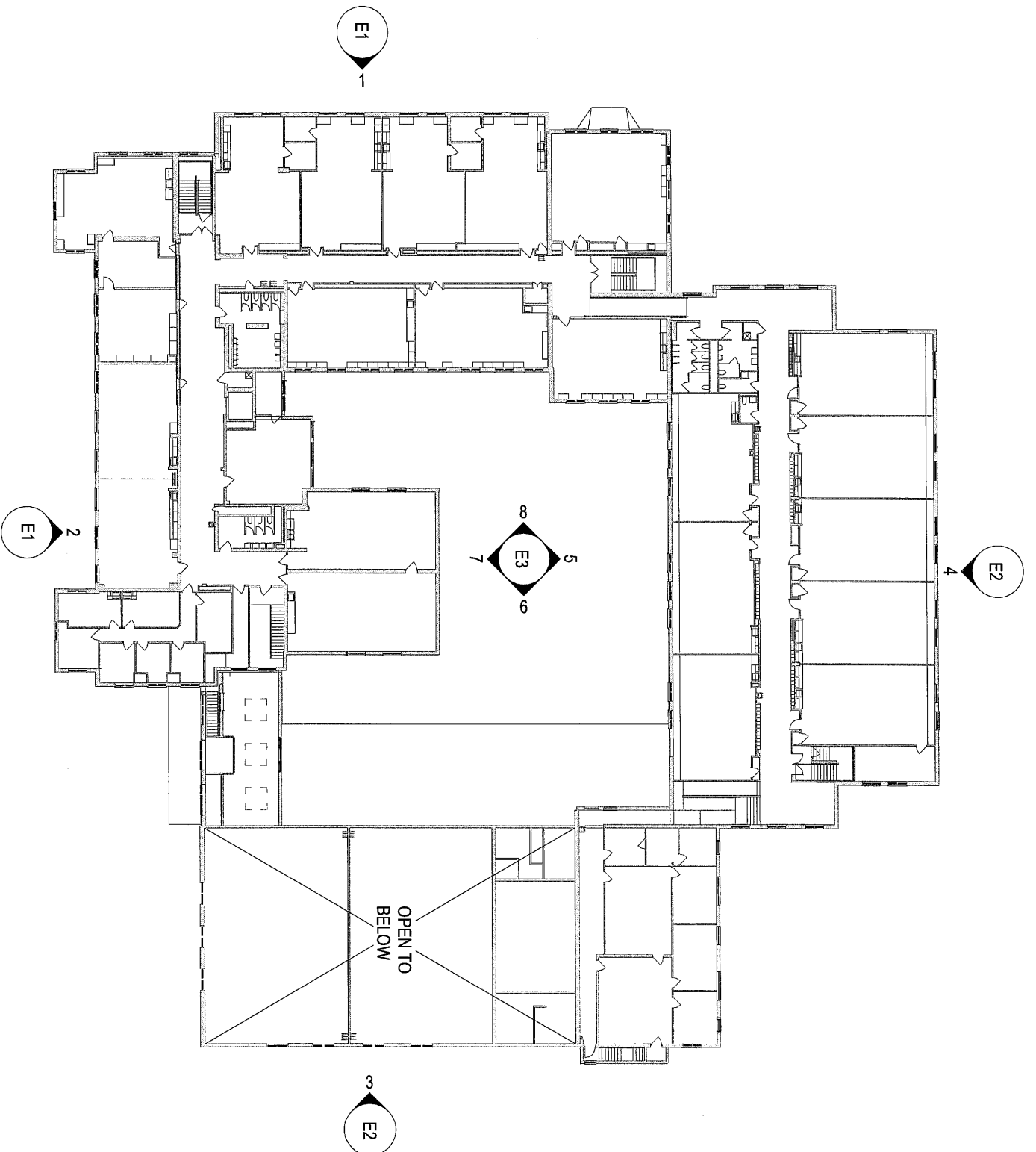
1" = 40'-0"

SECOND FLOOR PLAN

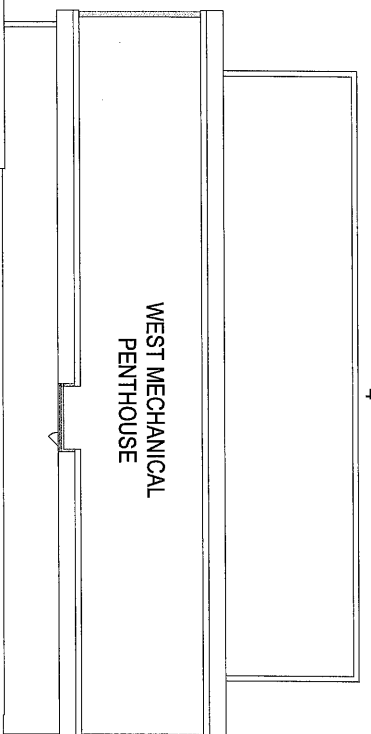
FOX POINT - BAYSIDE SCHOOL DISTRICT - STORMMONT ELEMENTARY

319314
03/15/23

PLANS



E2
4



WEST MECHANICAL
PENTHOUSE

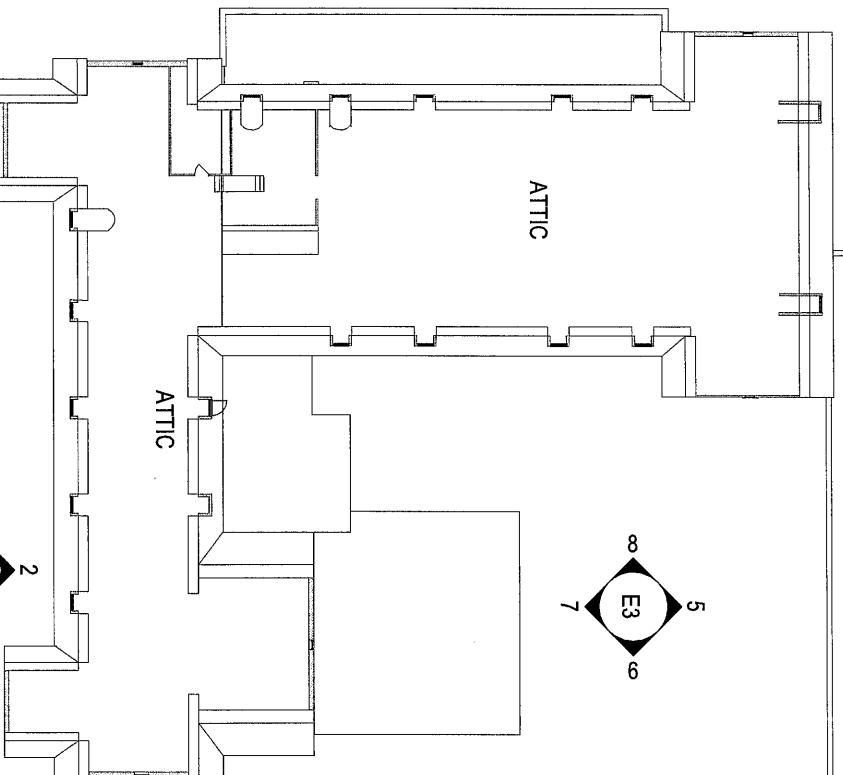
5
E3
8
7

ATTIC

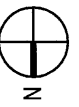
E1
1

ATTIC

2
E1



PLANS



ATTIC PLAN

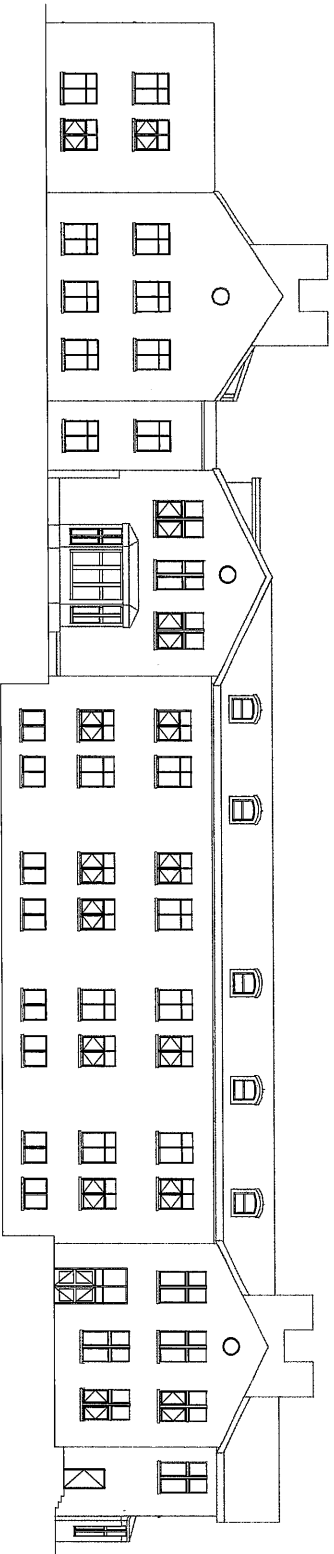
1" = 40'-0"

FOX POINT - BAYSIDE SCHOOL DISTRICT - STORMMONT ELEMENTARY

319314
03/15/23

euja

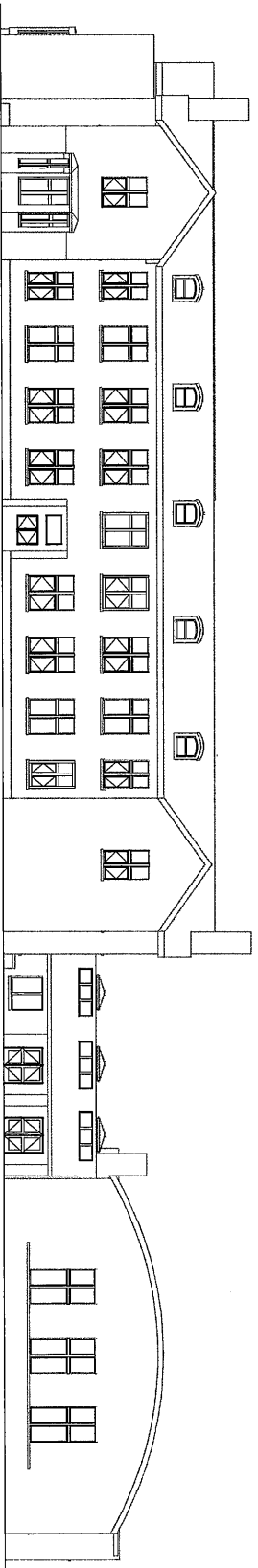
© 2023 Epstein Uhen Architects, Inc.



1

SOUTH ELEVATION

1/32" = 1'-0"

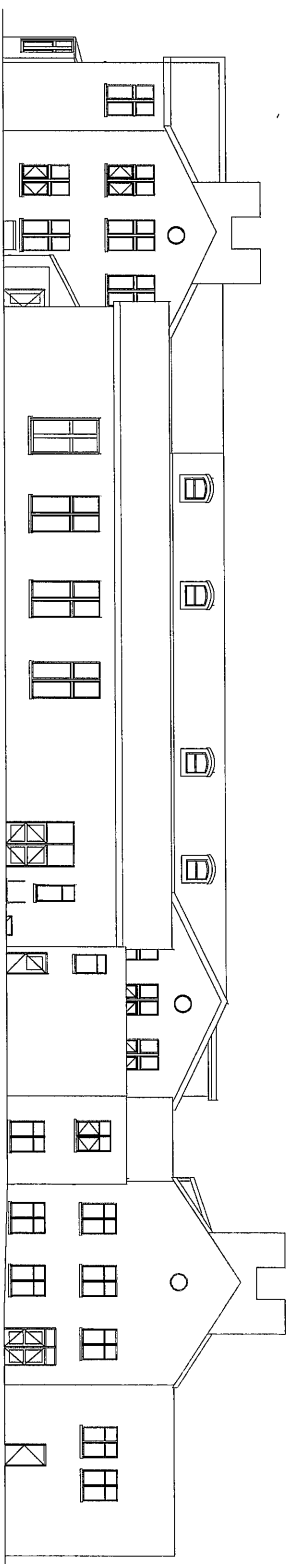


2

EAST ELEVATION

1/32" = 1'-0"

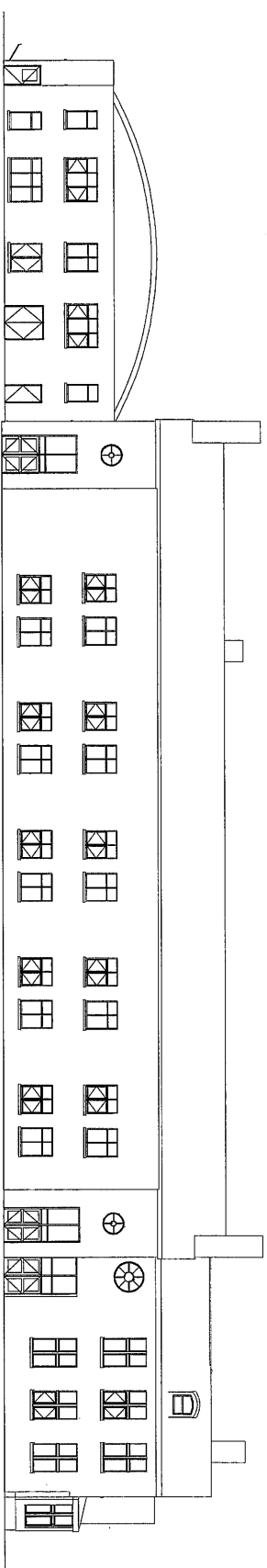
ELEVATIONS



3

NORTH ELEVATION

1/32" = 1'-0"

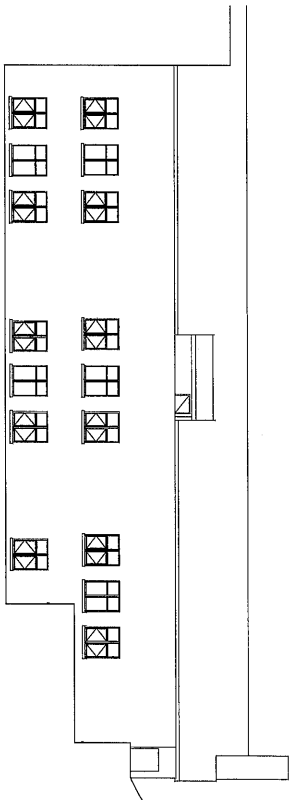


4

WEST ELEVATION

1/32" = 1'-0"

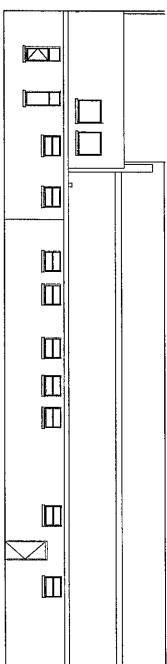
ELEVATIONS



5

COURTYARD WEST ELEVATION

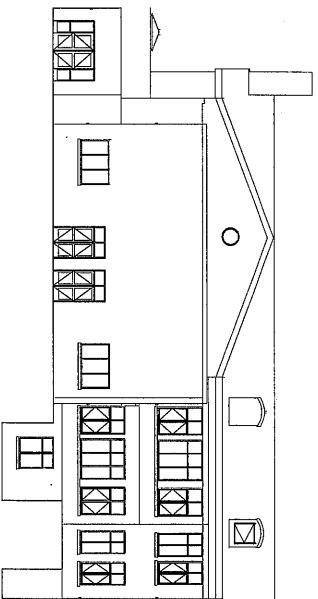
1/32" = 1'-0"



6

COURTYARD NORTH ELEVATION

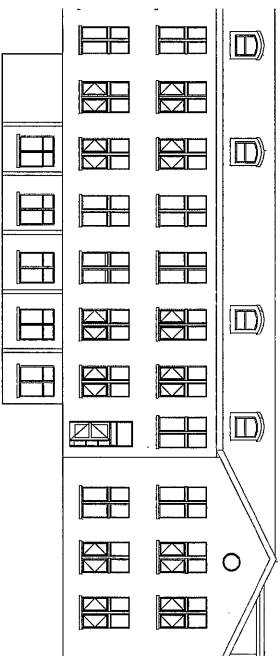
1/32" = 1'-0"



7

COURTYARD EAST ELEVATION

1/32" = 1'-0"



8

COURTYARD SOUTH ELEVATION

1/32" = 1'-0"

ELEVATIONS



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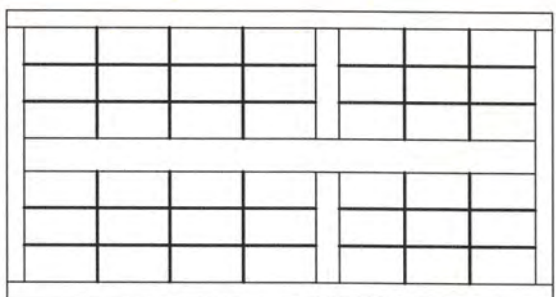
FOX POINT - BAYSIDE SCHOOL DISTRICT - STORMMONT ELEMENTARY

319314
03/15/23

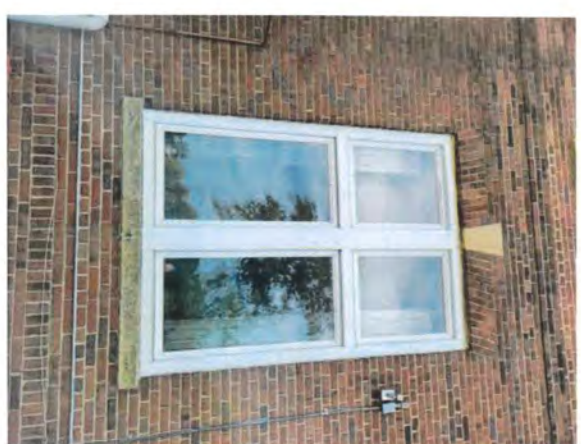


EXISTING: GYM

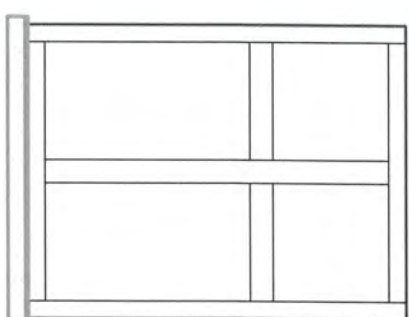
TYPICAL: EXISTING
BRICK AND CAST STONE
ELEMENTS TO REMAIN



NEW: MAINTAIN
PROFILES AND
MUNTIN PATTERNS



EXISTING: TYPICAL EAST
CLASSROOM WINDOW



NEW: MAINTAIN MULLION
LAYOUT AND PROFILE



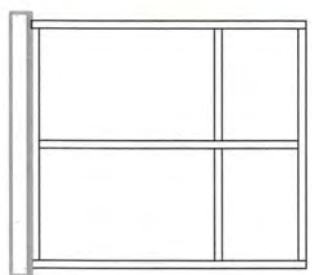
EXISTING



NEW: MAINTAIN
LOOK WITH APPLIED
MUNTINS



EXISTING: SOUTH & WEST
CLASSROOM WINDOWS



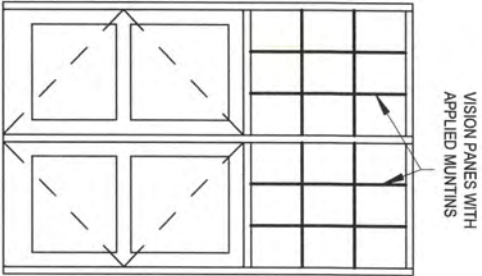
NEW: MAINTAIN PROFILE
AND ADD HORIZONTAL
MULLION TO MATCH REST
OF WINDOWS

WINDOWS

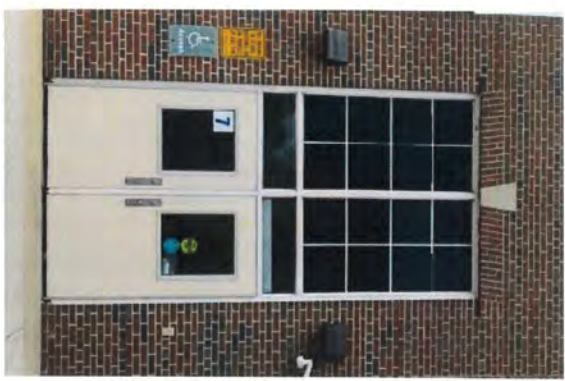
TYPICAL: EXISTING
BRICK AND CAST STONE
ELEMENTS TO REMAIN



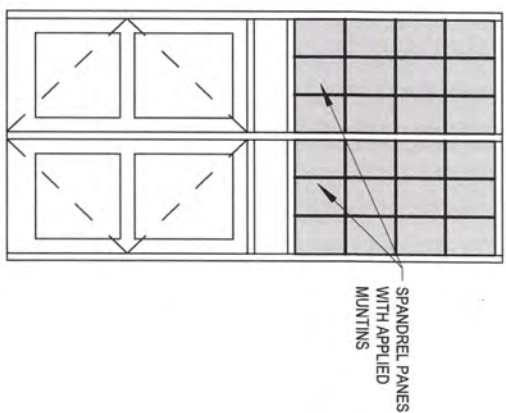
EXISTING DOOR



NEW: MAINTAIN BUILDING
PATTERN CONSISTENCY
WITH APPLIED MUNTINS



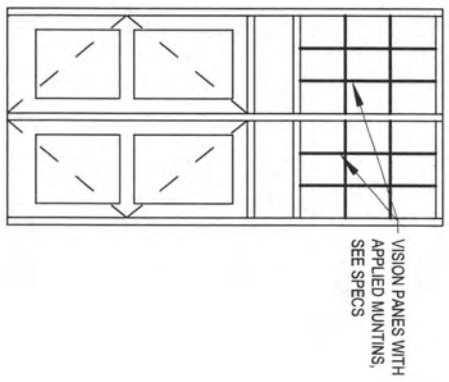
EXISTING DOOR



NEW: MAINTAIN BUILDING
PATTERN CONSISTENCY
WITH APPLIED MUNTINS



EXISTING DOOR



NEW: MAINTAIN BUILDING
PATTERN CONSISTENCY
WITH APPLIED MUNTINS

DOORS



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VILLAGE OF FOX POINT
7200 N. SANTA MONICA BLVD
FOX POINT WI 53217

414-351-8900

Receipt No: 1.058698

Mar 21, 2023

FPBS SD - Eppstein Uhen Arch., Inc.

Previous Balance: .00
LICENSES & PERMITS - OTHER PERMIT 300.00
10-44540 OTHER PERMIT

Total: 300.00

CHECK Check No: 87263 300.00

Payor: FPBS SD - Eppstein Uhen Arch., Inc.

Total Applied: 300.00

Change Tendered: .00

Duplicate Copy

03/21/2023 11:14 AM

EPPSTEIN UHEN ARCHITECTS, INC.

87263

Check Date: 3/14/2023

Invoice Number	Date	Voucher	Amount	Discounts	Previous Pay	Net Amount
20230033CHECKREQUEST	3/13/2023	000000102249	300.00			300.00
Village of Fox Point			TOTAL			
1-Main Operating Checking - 1			FOXPOI			
			300.00			300.00



VILLAGE OF FOX POINT APPLICATION FOR CONDITIONAL USE PERMIT

Section 1

Name of Business <i>Carmen M. LLC DBA Fully Promoted</i>	Phone # <i>(414) 397-6076</i>	Name of former tenant (if known) <i>Sally's</i>
Fox Point Business Address <i>8687 N. Port Washington Rd Unit 11 Fox Point, WI 53217</i>		
Email <i>Muddcarmen@sbglobal.net</i>	Contact Person <i>Carmen Mudd</i>	

If the business is a corporation, complete the following section. If not, skip to next section.

Section 2

Legal name of corporation <i>CarmenMLLC</i>	Corporate email <i>Muddcarmen@sbglobal.net</i>
Corporate headquarters address <i>6785 N. Melissa Court Glendale, WI</i>	Corporate phone # <i>(414) 397-6076</i>
Name and addresses of all corporate officers <i>N/A Carmen Mudd 6785 N Melissa Court, Glendale WI 53209</i>	
Name of corporate agent <i>Carmen Mudd</i>	Address of corporate agent <i>6785 N Melissa Court Glendale, WI 53209</i>

If applicant(s) is an individual or partnership, please complete the following section.

Section 3

List the name, home address, business address, and phone numbers of all applicants and owners.			
Name	Home address	Business address	Phone #
<i>Carmen Mudd</i>	<i>6785 N. Melissa Court Glendale, WI 53209</i>	<i>8017-8700 N. Port Washington Rd Fox Point, WI 53217</i>	<i>(414) 397-6076</i>

error
CM

All applicants must complete the following section.

Section 4

Applicant's specific interest in site . <i>Carmen Mudd will manage the day to day operation of Fully Promoted Franchise.</i>
Describe in detail the business activity that will take place on site including products & services. <i>Fully Promoted does provide quality embroidery, promotional products, screen printing and advertising specialties products.</i>

Describe all owned fixtures, furniture, and equipment to be used on site Reception desk, table & chairs, desk computers, heat press machine and embroidery machine.		
Describe all leased fixtures, furniture, and equipment to be used on site : Not sure		
Describe any alterations planned for the site and estimated cost of renovation : Flooring painting TO be completed by Landlord		
Person responsible for obtaining building permit (if required) Carmen Mudd		
Square footage of site 1350 square feet	# of employees 3	# of parking spaces to be used 3 employees
Days & hours of operation Monday - Saturday 9-6pm Saturday 9-1pm		Proposed date of occupancy June 1, 2023

Attach a site plan to this application (see Directions for Conditional Use Permit). Site plan must include a layout of the inside of the store.

This application must be fully completed to be considered by the Village.

Fee: \$300.00 (non-refundable)

<u>Carmen Mudd</u>	<u>Carmen Mudd</u>	<u>4-19-2023</u>
Business Owner Signature	Printed Name	Date

FOR OFFICE USE ONLY

Has sufficient site plan been submitted? (If not, what is needed?) _____

What is the category of proposed use? RETAIL ma 4-25-23

Does the parking meet code requirements? PART OF AN EXISTING

FACILITY WHERE PARKING & LIGHTING HAVE

Is there proper exterior lighting? BEEN PREVIOUSLY ADDRESSED &

APPROVED. SJB 04/24/23

Are there any existing code violations? NONE ma 4-25-23

Additional Comments? _____

Letter of Consent received from owner? Received 4-20-2023

Comments/Date

Date application/materials received: 4-20-2023

Fee Paid: \$300.00 PAID Receipt No. 1.058810

Midland Management, LLC

555 W. Brown Deer Road, Suite 220, Milwaukee, Wisconsin 53217

April 18, 2023

Village Plan Commission
Village of Fox Point
7200 N. Santa Monica Boulevard
Fox Point, WI 53217

Plan Commission Members:

The purpose of this correspondence is to support the Conditional Use Order application of Carmenm, LLC dba Fully Promoted, relative to their anticipated occupancy of space located at 8687 N Port Washington Road in the Riverpoint Village Shopping Center.

It is North Shore Centers Partners' intent to lease space to Carmenm, LLC that has been dark since the previous tenant (Sally Beauty) closed its doors in December 2022.

The subject space consists of approximately 1,362 square feet.

Carmenm, LLC services will consist of general retail sale of promotional products, branded apparel, and marketing services.

If there should be any questions regarding this future tenant, please don't hesitate to contact our office at (414) 928-3974.

Thank you in advance for your consideration of and attention to this matter.

Sincerely,



Sheila S. Sanders
Midland Management, LLC
Managing Agent to North Shore Centers Partners

Conditional Use Order

WHEREAS, an application has been filed by **Carmen M., LLC** (hereinafter "Applicant"); and

WHEREAS, the Applicant is requesting that a conditional use permit be granted pursuant to the Zoning Ordinance of the Village of Fox Point for land described as **8687 N Port Washington Road, Unit 11, Fox Point, Wisconsin**, as further described on Exhibit A attached hereto and incorporated herein (hereinafter "Subject Property").

NOW, THEREFORE, the Village of Fox Point Village Board, upon consideration of thoughts expressed by all persons heard at the Village Board meeting in this matter, upon consideration of the recommendation from the Plan Commission, and following all necessary study and investigation, having given the matter due consideration, hereby ORDERS AS FOLLOWS: Commencing upon the date hereof, the Applicant is hereby granted a conditional use permit, subject to initial and continued compliance with each and every one of the following conditions, restrictions and limitations.

1. **Use Restricted.** Fully Promoted will provide quality embroidery, promotional products, screen products, screen printing and advertising specialty products, subject to the terms of this Conditional Use Permit. There will three employees. The hours of operation shall be limited to 9:00 a.m. until 6:00 p.m. Monday through Friday and 9:00 a.m. until 1:00 p.m. on Saturdays, unless additional hours are approved in writing by the Village Manager.
2. **Presentation Compliance.** All of the Applicant's plans, specifications, terms and representations as submitted with the application, or in support thereof, or as represented to the Village Board in the course of the approval process, are specifically incorporated herein and made a part hereof by reference, and the use of the subject property shall be in substantial conformance with the same except as further restricted or modified herein.
3. **Not Transferable.** This conditional use permit is granted to the Applicant and shall not be transferred or assigned without the Village Board's prior written consent, which may only be granted following the Village Board's receipt of a recommendation from the Plan Commission.
4. **Applicant and Owner Agreement.** As a condition precedent to the issuance of the conditional use permit, the owner of the Subject Property shall approve the issuance of this conditional use permit upon the terms and conditions described herein in writing, and the Applicant is required to accept the terms and conditions of the same in its entirety in writing.
5. **Other Uses Prohibited.** Any use not specifically listed as permitted shall be considered to be prohibited except as may be otherwise specifically provided herein. In case of a question as to whether a use is permitted, the question shall be submitted to the Plan Commission for recommendation to the Village Board, and then to the Village Board for determination.
6. **No Nuisances, and Compliance with Applicable Laws.** No use is hereby authorized unless the use is conducted in a lawful, orderly and peaceful manner. Nothing in this order shall be deemed to authorize any public or private nuisance or to constitute a waiver, exemption or exception to any law, ordinance, order or rule of either the municipal governing body, the County of Milwaukee, the State of Wisconsin, the United States of America or other duly constituted authority, except only to the extent that it authorizes the use of the subject property above described in any specific respects described herein. This order shall not be deemed to constitute a building permit, nor shall this order constitute any other license or permit required by Village ordinance or other law.
7. **Subject Property Only.** This conditional use hereby authorized shall be confined to the Subject Property described, without extension or expansion other than as noted herein.
8. **Abandonment.** Should the permitted conditional use be abandoned in any manner, or discontinued in use for twelve (12) months, or continued other than in strict conformity with the conditions of the original approval, or should the Applicant be delinquent in payment of any monies due and owing to the Village, or should a change in the character of the surrounding area or the use itself cause it to be no longer compatible with the surrounding area or for similar cause based upon consideration of public health, safety or welfare, the conditional use may be terminated by action of the Village Board following receipt of a recommendation from the Plan Commission and after the Village Board holds a public hearing in the matter.

9. Amendments. Any change, addition, modification, alteration and/or amendment of any aspect of this conditional use, including but not limited to an addition, modification, alteration, and/or amendment to the use, premises (including but not limited to any change to the boundary limits of the Subject Property), structures, lands or owners, other than as specifically authorized herein, shall require a new permit and all procedures in place at the time must be followed.
10. Plan Amendments. Unless this conditional use permit expressly states otherwise, plans that are specifically required by this conditional use order may be amended (a) without separate approval in the limited circumstances described in Section 14.19(11) of the Village Code; or (b) by the Village Board upon receipt of a recommendation from the Plan Commission if the Village Board finds the plan amendment to be minor and consistent with the conditional use permit. Any change in any plan that the Village Board, in its sole discretion, finds to be substantial shall require a new permit, and all procedures in place at the time must be followed.
11. Severability. Should any paragraph or phrase of this conditional use permit be determined by a Court to be unlawful, illegal or unconstitutional, said determination as to the particular phrase or paragraph shall not void the rest of the conditional use and the remainder shall continue in full force and effect.
12. Most Restrictive Applies. If any aspect of this conditional use permit or any aspect of any plan contemplated and approved under this conditional use is in conflict with any other aspect of the conditional use or any aspect of any plan of the conditional use, the more restrictive provision shall be controlling as determined by the Plan Commission.
13. Prior Conditional Use Permits Terminated. Unless stated otherwise herein or in the documents incorporated herein, all conditional use permits previously granted for the Subject Property, if any, shall be automatically terminated without further action of the Village Board immediately following full satisfaction of all condition's precedent to this conditional use order taking effect.
14. Payment of fees. Applicant shall, on demand, reimburse the Village for all costs and expenses of any type that the Village incurs in connection with this conditional use order including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional use order due to a violation of these conditions.
15. Payment of Taxes and Charges. Any unpaid bills owed to the Village by the Subject Property Owner or his or her tenants, operators or occupants, for reimbursement of professional fees; or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Village; shall be placed upon the tax roll for the Subject Property if not paid within thirty (30) days of billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional use order, that is subject to all remedies available to the Village, including possible cause for termination of the conditional use order.
16. Conditions Shown in Minutes Incorporated. All conditions of approval imposed by duly adopted motion of the Village Board in its consideration of the Applicant's application, as noted in the Minutes of the Village Board meeting at which approval was granted, are specifically incorporated herein by reference.
17. The Applicant is obligated to file with the Village Clerk a current mailing address and current phone number at which the Applicant can be reached, which must be continually updated by the Applicant if such contact information should change, for the duration of this conditional use. If the Applicant fails to maintain such current contact information the Applicant thereby automatically waives notice of any proceedings that may be commenced under this conditional approval, including proceedings to terminate this conditional use.

Let copies of this order be filed in the permanent records of the Village Board for the Village of Fox Point, and let copies be sent to the proper Village of Fox Point authorities and the Applicant and Owner.

Signed this _____ day of _____, 2023, *nunc pro tunc* the _____ day of _____, 2023.

BY THE FOX POINT VILLAGE BOARD:

Christine Symchych, Village President

Attest:

Kelly A. Meyer, CMC/WCMC, Village Clerk/Treasurer

APPROVAL

I hereby approve the issuance of this Conditional Use Permit to the Applicant on the terms and conditions described herein.

Dated this _____ day of _____, 2023.

SUBJECT PROPERTY OWNER

By: _____
Authorized Signatory

Title: _____

ACCEPTANCE

I hereby accept the terms and conditions of this Conditional Use in its entirety.

Dated this _____ day of _____, 2023.

APPLICANT:

By: _____
Authorized Signatory

Title: _____

NOTICE

PLEASE BE ADVISED: Chapter 67, Article III of the Village of Fox Point Village Code is attached hereto and incorporated herein. Pursuant to this Ordinance, the Village of Fox Point Village Board has determined that whenever the services of the Village Attorney, Village Engineer, Village Forester or any other of the Village's professional staff (internal or independently contracted) results in a charge to the Village for that professional's time and services and such service is not a service supplied to the Village as a whole, the Village Treasurer shall charge the property owner for the fees incurred by the Village. Also be advised that pursuant to the Village of Fox Point Municipal Code certain other fees, costs and charges are the responsibility of the property owner making application to the Village.

I, the undersigned, have been advised that, pursuant to the Village Fox Point Village Code, if the Village Attorney, Village Engineer, Village Forester or any other Village professional (internal or independently contracted) provides services to the Village as a result of my activities, whether at my request or at the request of the Village, I shall be responsible for the fees incurred by the Village. Also I have been advised that pursuant to the Village of Fox Point Village code certain other fees, costs and charges are my responsibility.

Dated this 20 day of April, 2022

Sheila S. Sanders Agent for owner
Signature of Property Owner

Sheila S. Sanders
Name of Property Owner - PRINTED

Mailing Address of Property Owner:

555 W Brown Deer Rd #220
Milwaukee WI 53217

Tax Key No. of Property:

053-8989-001

Address of Property:

8705 N Port Washington Rd

Fox Point, WI 53217

For Village Use Only:

- ☐ Original kept on file with Village Clerk.
- ☐ Copy provided to Property Owner.

Signature: _____



VILLAGE OF FOX POINT

MILWAUKEE COUNTY
WISCONSIN

VILLAGE HALL
7200 N. SANTA MONICA BLVD.
FOX POINT WI 53217-3505
414-351-8900
FAX 414-351-8909
www.villageoffoxpoint.com

APPLICATION FOR CONDITIONAL USE PERMIT DIRECTIONS

GENERAL INFORMATION:

All new businesses locating in an area zoned D-Business must apply for a Conditional Use Permit under Section 745-18D of the Village Code. Certain exceptions apply, see Section 745-18C of the Village Code ([located on the Village website](#)).

Changes in ownership, changes in use, changes in operations, changes in permitted conditions, alterations, and relocations within the Village to businesses with existing Conditional Use Permits may necessitate obtaining an amended Conditional Use Permit.

TO APPLY FOR A PERMIT:

1. Complete all the information on the attached application. Please type or print. Attach additional pages if necessary. **Applications with incomplete information will not be accepted.**
2. All materials must be submitted on 8.5" x 11" paper. If larger scale plans are necessary for clarity, please bring to the Plan Commission meeting. (**Note:** All documents submitted will be in copied in black and white.)
3. A \$300 non-refundable fee must accompany this application.
4. A letter of approval from the owner of the property must accompany this application, unless the applicant is the owner. The letter should be:
 - on the owner's letterhead including the owner's original signature,
 - addressed to the Village, and
 - reference the proposed address and name of the business.

The Village will not entertain any requests without the written consent of the owners.

5. A signed Charge Back Form as described in Chapter 67, Article III of the Village Code must accompany this application.
6. The application and one set of the site plans and all related materials must be submitted by **4:00 pm on the second Wednesday** prior to the Plan Commission meeting.
7. Completed applications will be submitted by staff to the Plan Commission for consideration. The Plan Commission meets on the first Monday of each month at 5:45 p.m. PLEASE NOTE: Applicants are required to attend the Plan Commission meeting to discuss their Application.
8. The Village Board will consider the Plan Commission's recommendation at the Board meeting on the second Tuesday of the month at 7:00 p.m. Applicants should also plan to attend the Village Board meeting.
9. The owner is responsible for obtaining other necessary permits and/or approvals, including but not limited to, the North Shore Fire Department's Plan Review and Submittal Requirements.

-APPLICATION FOR NEW BUILDING OR BUILDING ADDITION - SEE PAGE 2 OF DIRECTIONS-

NOTE: The following information must be submitted for Village approval when proposing a new building or building addition:

1. Description of the project
2. Landscape plan
3. Plat of survey
4. Parking plan (including parking computations) per Chapter 14 of the Fox Point Village Code
5. Drainage plan (including drainage computations)
6. Lighting plan (including photometrics)
7. Traffic plan
8. Proposed location and connection to the sanitary sewer and water mains
9. All elevations
10. Floor plans
11. Any additional information as determined by Village staff

VILLAGE OF FOX POINT
7200 N. SANTA MONICA BLVD
FOX POINT WI 53217

414-351-8900

Receipt No: 1.058810

Apr 20, 2023

8687 N Port Washington Road

Previous Balance:	.00
LICENSES & PERMITS - CONDITIONAL USE PERMIT	300.00
24-44550 CONDITIONAL USE PERMIT	
Total:	300.00
CREDIT CARD	300.00
Payor: Carmen Mudd	
Total Applied:	300.00
Change Tendered:	.00

Duplicate Copy

04/20/2023 9:32 AM