

R&R Investments of WI
13416 Watertown Plank Rd, Suite 255
Elm Grove, WI 53122

Associated Bank
433 Main Street
Green Bay, WI 54301

04/04/2019

6917

PAY _____ **TWENTY FIVE** _____ **DOLLARS** **NET AMOUNT**
\$25.00

TO THE ORDER OF

Village of Elm Grove
13600 W. Juneau Blvd.
Elm Grove, WI 53122

Signature


Cash Promptly, Not Valid After 120 Days

Application Fee

⑈006917⑈ ⑆075900575⑆2173 563 871⑈

Real Estate Network		Date: 04/04/2019	Amount: \$25.00	No: 6917
LOCATION	REF NO.	DATE	MEMO	AMOUNT
R+R_INVSTMNT/200-DIST.CTR		04/04/2019	Fees & Permits/Change in Use/Amendment to Existing Operation	\$25.00
Payee Name: Village of Elm Grove		Account: R&R Investments of WI		

VILLAGE OF ELM GROVE
Application for Plan of Operation and
Change in Use/Amendment to Existing Operation

****This document is a matter of public record and may be reviewed upon request****

\$25.00 Application Fee Due at Time of Submission

Business Contact Information

Property Information	Business/Tenant Information
Property Tax Key #: EGV 1106 997	Business Name: Reinders Storage
Property Address: 13400/13420 Watertown Plank Rd.	Business Owner: R&R Investments of WI, LLC
Property Owner and Mailing Address (City/State/ZIP): 13416 Watertown Plank Rd. Suite #255	Business Owner Mailing Address (City/State/ZIP): Elm Grove, WI 53122
Property Owner Business Phone and Fax #: 262-649-9695	Business Owner Business Phone and Fax #: 262-649-9695
Property Owner Cell Phone #: 414-313-3777	Business Owner Cell Phone #: 414-313-3777
Property Owner E-mail Address: MSR@NetworkREG.com	Business Owner E-mail Address: MSR@NetworkREG.com
After Hours Emergency Contact Name and Phone #: Mark Reinders 414-313-3777	After Hours Emergency Contact Name and Phone #: Mark Reinders 414-313-3777

Business Use Information (attach additional sheets if required)

1. Explanation of Proposed Business (e.g. use of building/property):			
See attached.			
2. Total Number of Employees/Number of Employees on Largest Work Shift:			
Total Number of Employees: <u>2</u> (both full and part time)			
Total Number of Employees on Largest Work Shift: <u>2</u>			
3. Hours of Operation (for each day of the week):			
Monday:	<u>6AM-10PM</u>	Tuesday:	<u>6AM-10PM</u>
Wednesday:	<u>6AM-10PM</u>	Thursday:	<u>6AM-10PM</u>

Attachment to Village of Elm Grove Application for Plan of Operation and Change in Use/Amendment to Existing Operation

THIS APPLICATION IS SUBMITTED TO AMEND THE EXISTING PLAN OF OPERATION APPROVED BY THE VILLAGE OF ELM GROVE

Description of Business (i.e., use of building/property):

Current and Past Use:

Presently, and for many decades, the subject property has been used for warehousing and storage (both indoor and outdoor) of equipment, inventory, supplies, and other business-related materials. The primary tenant in the property has been Reinders, Inc. whose business operations at the property have included, among others, the following:

- Warehousing and storage to facilitate the wholesale distribution of lawn and garden, golf course, and landscaping machinery, equipment and supplies.
- Offices to facilitate Reinders, Inc.'s warehousing and storage operations.
- Set-up of warehoused products for shipment and delivery to customers.
- Customers coming onto the property to take delivery of products and drop off equipment for service and/or winter storage.

The property owner now amends its Description of Business to describe the following storage and warehouse use of the property, in addition to the current usage by Reinders, Inc.:

Providing indoor warehouse and storage space to the general public on a monthly rental basis for short or long-term warehousing and storage of personal property and business inventory including, but not limited to, household or business items of all types, paper documents/records, retail merchandise, supplies/equipment, vehicles, trailers, and recreational items.

Reinders, Inc. will remain in a portion of the renovated building and use various parts of the property as it has in the past. Additionally, the fenced outside area will be used for required parking.

To accommodate this use, the existing warehouse building on the property will be renovated and partitioned while adding additional structures on the property per the site layout and building plans.

Located in the Elm Building along Watertown Plank Rd., the business will have a retail showroom consisting of a service counter with security camera monitors, and store displays featuring a variety of retail products for sale such as; boxes, packing material, tape, locks, etc.

The building will typically be staffed with one or two employees during the hours of; Monday-Saturday 9AM-6PM and Sunday 12PM-4PM. The public will have access to the property through a gated entry using a keypad seven days per week from 6AM-10PM.

The property will be completely fenced in with electronic gates and heavy use of security cameras both inside and outside.

Customer traffic is exceptionally low, 20-25 vehicles per day at full occupancy and usually only one or two at any given time. Perhaps a few more on weekends in the busier months of April-June. Typical vehicle is a car or pick up truck, sometimes pulling a small enclosed or open trailer. Few larger trucks such as residential movers or occasional business semi-trailer.

Other Notes:

- Floor plans and site information are included as part of the submittal.
- Parking as required by Village ordinance has been provided and reflected in the site plan drawings.
- Restrictions will be implemented to prohibit the storage of flammable and hazardous materials.
- Signage and illumination of building exterior are shown on the plans as submitted.

Friday: <u>6AM-10PM</u>	Saturday: <u>6AM-10PM</u>	Sunday: <u>6AM-10PM</u>
4. Customer Load:		
Daily Average: <u>20-25</u>	*Customer load counts are based on 100,000 SF complex and provided by Life Storage, a fully integrated, self administered and self-managed real estate investment trust (REIT) that acquires and manages self-storage properties throughout the United States.	
Daily Peak: <u>40</u>	Headquartered in Buffalo, New York, the company employs over 1,600 people and operates 750 self-storage facilities encompassing over 45 million S.F. See attached email statement from Michelle Tomasello of Life Storage as further documentation.	
5. Will you be submitting for signage? If yes, your proposal must meet Building Board specifications – see Zoning Administrator.		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
6. If a dumpster is located on the property, is it screened from the street and all neighboring properties? Dumpsters must be screened per Village Ordinance – see Zoning Administrator.		
<input type="radio"/> Yes <input checked="" type="radio"/> No No Dumpster		
7. Expected Date of Occupancy:		
February 1, 2020		

Site Plan Information (Provide representation of the following: ingress; egress; parking arrangement; landscaping; loading docks/stalls; refuse/recycling receptacle storage; equipment/materials storage; accessory structures.
If a site plan has been previously filed with the Village, please indicate below and reference the date of submittal.)

Floor Plan Information (Provide identification of offices, conference rooms, display areas and storage areas).
 List all other occupants within the building, their business and parking requirements (may be provided by building owner).

Approval of the Plan of Operation and Site Plan Review will NOT be granted without receipt of this completed form at least 20 business days prior to a regularly scheduled Plan Commission meeting (first Monday of each month).

Applicant's Signature: Mark J. Rendora Date: 4/4/19

Signature of Property Owner or Registered Agent: Mark J. Rendora, Agent Date: 4/4/19

Signature of this document denotes review of and agreement to the content of this form and the requirements of Section 335-85 – Plans of Operation.

Conditions of Approval:

Copies provided to:

- Building Inspector
- Police Department
- Fire Department
- Fire Inspector
- Assessor
- Village Clerk

From: Michelle Tomasello
Sent: Tuesday, May 08, 2018 4:50 PM
To: 'Reinders Mark' <MSR@NetworkREG.com>
Subject: RE: Life Storage Follow up

Hi Mark-

As far as your first two questions, our office hours are Monday - Saturday 9am – 6pm (Typically closed for lunch 1pm-2pm) and then Sundays 12pm – 4pm. Our access hours are typically 6am – 10pm, 7 days a week.

I've reached out to Liza, our District Manager for that area, to see what she could help with regarding your other questions.

I will keep you posted!

Thanks!

Michelle Tomasello
LSS Coordinator | **Life Storage**
6467 Main Street | Williamsville, NY 14221
Phone: (716) 276-1557
mtomasello@lifestorage.com | LifeStorage.com



From: Michelle Tomasello <mtomasello@lifestorage.com>
Subject: RE: Life Storage Follow up
Date: May 11, 2018 at 4:01:24 PM CDT
To: 'Reinders Mark' <MSR@NetworkREG.com>

Hi Mark-

I just got some comments from Liza on your questions. Please see below:

On average we see around 130 customers come and go during the weekend. That is Friday through Sunday. During the weekdays we see approximately 20 to 25 daily.

The visual appearance of our Life Storage sites is maintained daily and one of the most important parts of the field role. We complete two inspections daily and follow up on anything that may be found. We will have maintenance agreement in place to ensure our Landscape is kept in line.

If you need any additional information, feel free to reach out.

Thanks!

Michelle Tomasello
LSS Coordinator | **Life Storage**
6467 Main Street | Williamsville, NY 14221
Phone: (716) 276-1557
mtomasello@lifestorage.com | LifeStorage.com



**Village of Elm Grove
Plan of Operation Addendum and
Notice of Responsibilities**

In order for the Village to maintain continuity of business operations and have contact information for emergency services, a plan of operation must be approved by the Plan Commission and on file at the Village Hall prior to initiating business operation. The plan of operation is designed to ensure that important Village regulations (such as parking requirements) are consistently enforced. Businesses are not allowed to operate until the plan of operation has been reviewed and approved by the Plan Commission. A plan of operation is the joint responsibility of the business operator and the property owner and/or registered agent.

As businesses or institutions requiring a plan of operation *change the nature of business as defined in Section 335-32J*, submittal and approval of an amended plan of operation shall be required. Amended plans of operation are processed in the same manner as initial review and approval, which includes verification from the business operator and the property owner and/or registered agent as to the nature and scope of the proposed use and consultation with the Zoning and Planning Administrator.

At all times it shall be the responsibility of both the business operator and the property owner and/or registered agent to provide adequate parking facilities that are consistent with the requirements of Section 335-32 (Parking). Said responsibility includes, but is in no way limited to, the need to obtain adequate parking should any sort of joint or shared parking arrangement be terminated for any reason.

VILLAGE OF ELM GROVE POLICE DEPARTMENT
13600 JUNEAU BOULEVARD
ELM GROVE, WI 53122
(262) 786-4141

This form is confidential and is not subject to Open Records Requests or Public Access as outlined in Chapter 65 (Records) of the Village of Elm Grove Code of Ordinances and Wisconsin Statutes 19.35 (1) (am). Only the Village of Elm Grove Police Department will maintain this portion of the document in any file for public safety and dispatch purposes.

Public Dispatch Information	Business Key Holder Information**
Burglar Alarm System: Yes <input checked="" type="radio"/> No <input type="radio"/> (if yes, please indicate location of alarm panel) Inside the main walk door entrance on south end of building.	1 st Key Holder Name/Phone #/Cell#: Mark Reinders/414-313-3777
Interior Lights Left on When Closed: Yes <input checked="" type="radio"/> No <input type="radio"/> Security lighting will be illuminated 24 hours.	2 nd Key Holder Name/Phone #/Cell#:
Safe/Cash Box Present On Site: Yes <input type="radio"/> No <input checked="" type="radio"/> (if yes, please indicate location and whether or not it is visible from the outside)	3 rd Key Holder Name/Phone #/Cell#:

Fire Department Information
KNOX-BOX On Site: Yes <input checked="" type="radio"/> No <input type="radio"/> (if yes, please indicate location) Mounted on the building exterior to the left of the walk door entrance on south end of building.
Fire Alarm System On Site: Yes <input checked="" type="radio"/> No <input type="radio"/> (if yes, please indicate location) Panel located on inside wall to the right of the walk door entrance on south end of building.

Business Tax Registration Information (Optional)
Business Owner Social Security Number:
Business Federal Tax Identification Number:

****IF AN EXTERIOR DOOR IS FOUND UNLOCKED, IT WILL BE SECURED/LOCKED, IF POSSIBLE, BY THE POLICE DEPARTMENT. IF A DOOR CANNOT BE SECURED, AN EMERGENCY CONTACT NAME MAY BE CALLED.**

Business Owner/Registered Agent: Mark Reinders, Agent Date: 4/4/19

Authorized By: Mark Reinders / agent Date: 4/4/19

**VILLAGE OF ELM GROVE
SURVEY OF EMPLOYEE HOURS FOR
SANITARY SEWER NON-METERED BUSINESSES**

Please provide information regarding employee hours for sanitary sewer billing.
*If your business is located at any of the addresses listed below for metered buildings
you do not need to provide this information.*

Owner/Facility Name Reinders Storage

Business Location 13400 / 13420 Watertown Plank Rd. Elm Grove, WI 53122

Mailing Address (if different from above) 13416 Watertown Plank Rd. #255 Elm Grove, WI 53122

Instructions: Sanitary sewer charges for unmetered water users are based on the number of employee hours worked at the business location. Please report the total number of hours that each employee is estimated to be present at the above business location, including management, working owners, and part time employees.

Description of business operations: Warehousing / Storage

Estimated employee data

	<u>Number of employees</u>	<u>Hours/Year</u>
Full time employees	<u>2</u>	<u>4160</u>
Part time employees	<u> </u>	<u> </u>
Total	<u>2</u>	<u>4160</u>

Do you anticipate a significant change in employee hours during the next twelve months?

Yes No If yes, please explain: _____

Returned by:  Mark S. Reinders
Business Owner/Registered Agent

Agent 4/04/19

Title *Date*

Return to: *Mary S. Stredni*
Village of Elm Grove
13600 Juneau Blvd.
Elm Grove WI 53122

262-649-9695
Telephone Number

Addresses of Metered Buildings
If your business is located in any of the following addresses we do not need the information above.
Bluemound Rd: 12400, 12500, 12700, 12850-12950, 12970, 15280
Elm Grove Rd: 500, 890, 945
Watertown Plank Rd: 13100, 13150, 13500, 13545