



HIGHLANDS

BUSINESS PARK

CORPORATE DEVELOPMENT AT ONE OF SOUTHEASTERN WISCONSIN'S FASTEST GROWING INDUSTRIAL PARKS

Intent & Vision

The Highlands Business Park Association serves as a collaborative body representing property owners and tenants within the business park. Its role is to coordinate shared services such as landscaping and signage, and support long-term property value through collective maintenance and governance efforts. The developer of the business park, the Corporation, upholds the development standards and has approval rights over any proposed construction and improvement of a parcel.

The goal of the Business Park is (i) to ensure that all Buildings or Structures within the Park are constructed with a focus on energy efficiency, appearance, quality and design; (ii) to provide adequate off-street parking and loading facilities, sign controls, landscaping, surface drainage, and property maintenance on individual Building Sites; and (iii) to provide for development and maintenance that will preserve and enhance the value of the Premises, and generally benefit the Tenants, Owners and Village of Sussex.

Owners are defined as any entity holding record

title to the fee simple interest of one or more Parcels within the Park. As development approaches completion, Owners will be notified and appointed to the Association Board, where they will serve until successors are elected in accordance with the adopted governance procedures.

The primary purpose of the Corporation is to enforce the Covenants, while the Association maintains exclusive management and oversight of the Common Elements and Preservation Lands. An annual budget will be prepared to cover the costs associated with maintaining and operating the Common Elements and Preservation Lands and establishing necessary reserve funds.

Common Elements may include, but are not limited to: private sanitary sewer mains and laterals, private water mains and laterals, street lights, structures, maintenance equipment, drainage systems and drainage facilities, outlots, wetlands, isolated natural resource areas, open spaces and greenways, sidewalks, walking and bike paths, trails, common entry points and access ways and other Improvements constructed or maintained for the shared benefit of all Owners.

Once a new building is complete, each tenant must obtain an approved Plan of Operation before opening for business. This plan does not address the construction itself but instead outlines how the tenant will use the space, including the type of business, hours of operation, number of employees, parking and traffic impacts, waste handling, signage, and any outdoor uses. The application must be submitted to the Planning & Development Department by the last business day of the month in order to be considered at the next Plan Commission meeting. More information and application materials can be found on the Village of Sussex website: [Start a Business – Village of Sussex](#).

Progress in Partnership

Right of Repurchase

The Owner of a Site shall have eighteen (18) months from the closing date to commence development, unless an extension is granted by the Seller. Once development has begun, it must proceed without interruption and reach completion within eighteen (18) months, unless otherwise approved by the Seller. Failure to comply may result in the Seller electing, but not being obligated, to repurchase the Site at 85% of the original purchase price. In such a case, the Owner shall be responsible for all costs incurred by either party in connection with the repurchase.

Right of First Refusal

The Seller shall retain a right of first refusal on any proposed sale of a partially completed Building, Site or other Parcel by an Owner. The Owner must present to the Seller the terms of the offer it intends to accept, and the Seller shall have thirty (30) days to exercise its right to purchase the property under the same terms. This right terminates upon the final completion of the Building and all related improvements.

Zoned for Growth

The Business Park is zoned as BP-1. The BP-1 Business Park District is intended to provide for the orderly and attractive grouping of diverse office, retail, and customer service uses, mixed with industrial uses of limited intensity where the appearance of such mixed uses is enhanced by pleasing building architecture and generously landscaped sites.

Development Limits

No more than 75% of any Building Site may be covered with Buildings or other Improvements impervious to surface water absorption (drives, parking lots, concrete loading areas). No more than 50% of any Building Site may be covered with Buildings.

Setbacks & Property Lines

- Front or street yard: not less than 40 ft from right-of-way of all highways, streets or roads
- Shore yard: not less than 50 ft from the ordinary high water mark of any navigable water
- Side yard: not less than 25 ft from any other lot line
- Rear yard: not less than 25 ft from any other lot line
- Parking areas: not less than 30 ft from right-of-ways and all highways, with appropriate screening in accordance with local zoning ordinance.



Use of Excavated Materials

Seller has a right at free use to any soil, sand, gravel, rock or other material excavated from any Site or Parcel if not used. No excavated material shall leave the site without prior written consent of the Seller.

Blueprints for Success

No Building may be constructed without prior written approval from the Corporation or its designated representative. Likewise, no Building may be remodeled or altered without obtaining written approval. Approval by the Corporation is required in addition to any permits or approvals mandated by applicable laws, ordinances, or regulatory conditions of the Village of Sussex.

Building plans shall have the following minimum requirements:

- Plans prepared by Architect or Engineer at minimum of 1" = 100'
- Plans show Building location within the Building Site
- Floor plans and building elevations shall show all features and information required by the Village of Sussex and the State of WI
- Plans shall show all public and/or private utility connections and storm water drainage systems
- Plans shall identify all proposed materials, samples and/or color charts if requested by the Corporation

Buildings shall comply with the Village of Sussex's design standards, ordinances, and other applicable laws and regulatory approval conditions with the following minimum standards:

- Designed by an Architect or Engineer. No side, elevation or facade of a building or structure is exempt from public view and all sides, elevation or facade shall be visually pleasing and architecturally and aesthetically compatible with the surrounding environment.
- All buildings shall be unique in character and design and exterior appearance shall not be identical to other Buildings to avoid monotony in the Park.
- Each Building shall be designed to provide relief through dimension variation, material type or color(s) to help reduce Building scale.

Building Materials

The majority of exterior and visibly opaque surfaces shall be constructed using the following primary materials:

- Brick
- Architectural precast concrete panels with painted finish and/or exposed aggregate finish
- Decorative concrete block for no more than 90% of the exterior building wall area, except for office buildings in which case it shall not exceed 50% of the exterior wall area
- Stone - simulated, cut or full depth
- Exterior insulation and finish systems (EIFS) is acceptable for retail buildings only but only if installed at 4'0" above grade and not to exceed 30% of the exterior wall area
- Wood (as an accent or trim material but in no event to exceed 30% of the building's exterior area)
- Prefinished architectural metal panels, profile panels or composite metal panels. Steel panel systems used in metal buildings are not allowed.
- Other similar buildings materials recommended by an Architect retained by the Corporation
- Other building materials being developed, to be developed, by the construction industry. Use of such materials will be reviewed on a case-by-case basis.

Metal buildings are not permitted within the Park, except where metal elements are incorporated as part of the building's architectural design and aesthetic character.

Enhancing Environments & Creating Sustainability

Each landscaping plan must be approved in writing by the Corporation. Landscaping plans to include:

- Plant location
- Common and botanical names of plant material
- Planting size
- Root condition
- Quantity of all plant material
- Show all ground cover and mulch areas
- Landscape and construction materials & details

Landscaping Methods:

- Grading
- Earth berms
- Seeding
- Sodding
- Raised planters
- Architectural decorative walls or fencing
- Trees and shrubs
- Ground cover;
- And other landscape materials including permanent sprinkling systems, foundations, storm run-off retention ponds, reflective ponds, and landscaping lighting

Ancillary Structures will be approved by the Corporation only if such Structures are necessary to the principal use of the Building Site, are in architectural and aesthetic conformance with other Building(s) on the Site, are properly screened, meet all requirements of these Covenants and are otherwise satisfactory.

Plant Material: to be chosen from a variety of deer resistant shade trees, evergreen trees and shrubs, ornamental trees and shrubs and ground covers. Must consider: disease and insect resistance, hardiness to area, ability to provide seasonal interest & future maintenance considerations.

Owner shall maintain the site including:

- Watering
- Mowing
- Trimming
- Pruning
- Spraying
- Fertilizing
- Repairing
- Planting
- Transplanting
- Dusting
- Treating;
- And other common landscape maintenance activities

All landscaping must be completed within 90 days following Occupancy, or as soon as weather will allow if such period occurs within winter months. A landscaping bond or letter of credit approved by the Corporation shall guarantee enforcement of this section.

Sites shall be free of weeds, grass clippings, leaves, branches, and other natural debris as well as paper, cans, empty storage drums, crates, pallets, boxes, tires, and other trash.

Landscape materials used for the purpose of screening storage, loading or parking area shall be of sufficient size to immediately screen a minimum of 50% of such area and be of a plant type that will provide screening within 3 years of planting.

Signs, Lines & Design - Let's Get it Right

PARKING & LOADING



Loading areas must be physically separated from all parking areas designated for site occupants and visitors. Parking in front or street yards is permitted only if it is adequately screened. On-street parking of trailers is strictly prohibited on any street, driveway, or access easement.

SETBACKS



No perimeter curbing or hard-surfaced areas may be installed within 30 feet of any front or street property lines, or within 20 feet of any side or rear property line, except as necessary to provide permanent access to the building site, shared parking facilities, or connections to Common Elements such as sidewalks, walking paths, bike paths or trails between sites or adjacent parcels.

SIGNAGE



All sign requests for any site or parcel within the Park must be submitted to the Corporation for approval. Submissions must include detailed information on size, location, materials, colors, lighting, and a full-color rendering.

Long-term storage of trailers or vehicles is not permitted on any site unless it is essential to the business operation, properly screened, and receives conditional approval from the .

Sign Standards:

- Signage may only advertise the names of building occupants, the site owner, and the products manufactured or sold on-site
- Each site is permitted one monument sign at the entry, unless additional signage is approved by both the Corporation and the Village of Sussex.
- All signs must be permanently affixed to the building facade or ground. Flashing, pulsating, rotating signs, or signs with moving parts are prohibited. Rooftop signs are not allowed.

LIGHTING



All lighting must comply with applicable codes and ordinances and meet the following standards:

- Design & Placement: Exterior lighting must be energy efficient, limited to the site, and not impact adjacent properties or traffic. Rooftop lighting is prohibited. Building-mounted fixtures must aim downward at no more than a 45 degree angle.
- Prohibited Fixtures: Flashing, pulsating, overly bright lights and outdated types (sodium vapor, incandescent, mercury vapor, metal halide) are not allowed. Only LED or modern equivalents are permitted.
- Lighting plans require Corporation approval. Illumination must not exceed 0.5 foot-candles at property lines adjacent to more restrictive zones.