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**AGENDA**  
**COMMUNITY DEVELOPMENT AUTHORITY MEETING**  
**VILLAGE OF SUSSEX**  
**5:30 PM TUESDAY, May 21, 2024**  
**SUSSEX CIVIC CENTER – BOARD ROOM 2<sup>ND</sup> FLOOR**  
**N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Sussex CDA, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if there is a quorum of the Village Board: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow the same.)

1. Call to order.
2. Roll Call.
3. Consideration and possible action on the minutes of the CDA meeting held on March 19, 2024.
4. Discussion and possible action on an Economic Growth Grant for Cabana Cortez location at N63W23580 Silver Spring Ave.
5. Adjournment.

Chairperson  
Community Development Authority

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Jeremy Smith  
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

**VILLAGE OF SUSSEX  
COMMUNITY DEVELOPMENT AUTHORITY  
5:30 PM TUESDAY, MARCH 19, 2024  
SUSSEX CIVIC CENTER – BOARD ROOM, 2<sup>ND</sup> FLOOR  
N64W23760 MAIN STREET**

**MINUTES**

Meeting was called to order by President LeDonne at 5:35 p.m.

**2. Roll Call**

Members Present: President LeDonne, Trustee Adkins, Member Bell

Members Excused: Members Wells, Stone, and Badalamente.

**3. Consideration and action on minutes from the September 19, 2023 meeting.**

Motion by President LeDonne seconded by Bell to approve the September 19, 2023 minutes.

All ayes. Motion carried.

**4. Discussion on the vacant land owned by the CDA located at N63W23929 Main St.**

The CDA discussed possible uses with the vacant land and to wait on listing the land for sale to the general public.

**5. Adjournment**

Motion by LeDonne, seconded by Adkins to adjourn at 6:15 p.m.

All ayes. Motion carried.

Respectfully Submitted,  
Gabe Gilbertson  
Community Development Director

## **Sussex CDA Economic Growth Grant (EGG)**

The Economic Growth Grant program is intended to support existing Sussex businesses with expansion into additional existing vacant facilities within the community, especially when such expansion is being limited by impacts created from Federal and State rules, regulations, and practices. The programs focused where a small grant of money can enable the solving of long standing problems that are preventing economic development from occurring.

### **ELIGIBLE APPLICANTS:**

Eligible applicants include Sussex for-profit businesses in one of the following industrial or commercial categories: Administrative Services, Arts, Automation, Agriculture/Food Products, Biotechnology, Educational, Energy, Entertainment, Finance, Food Services, General Services, Government Services, Health Services, Information Services, Information Technology, Manufacturing, Medical Devices, Pet services, Printing, Retail Trade, Transportation and Warehousing, Vehicle Services. For non-industrial applicants the location for grant use must be located within the Downtown Focus Zone, attached as Exhibit A.

### **ELIGIBLE PROJECT COSTS:**

Land/Building acquisition, Building renovations; interior or exterior, Capital Improvements, Engineering and Planning Costs, New Employee Training Costs, Relocation Expenses, Signage for the expansion or opening of a Sussex Business into additional existing vacant facilities within Sussex.

### **MATCH REQUIREMENT:**

Applicants must be investing in Sussex for land/building acquisition costs and or new capital improvements and or new employees for at least as much as the grant amount. Higher priority to grant applications will be given to those creating more new jobs and or having a higher value of new capital investment in Sussex.

### **FUNDING AVAILABILITY AND TIMELINE:**

The maximum funding available for each grant is \$5,000. It is anticipated that there will be a greater demand for the funds than there are funds available. The CDA is under no requirement to award a grant in any cycle and the program is subject to annual appropriations by the CDA and or Village Board. Grant payment will come in the form of a check after the necessary investments/project has been completed with all legal requirements met.

### **UNDERWRITING CRITERIA:**

In determining whether to fund the application and the amount of the award, the Sussex CDA will consider all of the following, in addition to any other information it considers relevant:

Does the proposed business fall within one of the industrial categories defined in the Eligible Applicants section?

How large of an investment is being made in Sussex and will it result in fewer vacant properties or square footage in Sussex? How long has that vacant property been vacant?

How many new jobs will be brought into the community from the project?

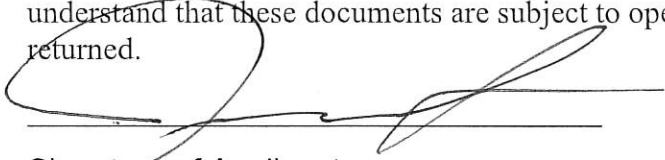
Does the project help overcome a long standing economic challenge or a challenge created by Federal and or State rules, regulations, and or practices?

What tangible result for the betterment of the community will result from the completion of the project and how does the grant aid in the accomplishment of the project.

Has the impacted property or business received a similar grant or loan in the last 10 years?

What commitment has the business shown to the Sussex community over the past 5 years?

I hereby and am legally authorized to submit this application for EGG funding from the CDA of the Village of Sussex. All the submitted materials are factually accurate and I understand that these documents are subject to open records requests and will not be returned.

  
\_\_\_\_\_  
Signature of Applicant

5/2/24  
\_\_\_\_\_  
Date

Does the applicant have an acceptable credit history (i.e. no outstanding property taxes, length of operations, tax liens, collections, etc.?)

How large of an investment is being made in Sussex and will it result in fewer vacant properties or square footage in Sussex? How long has that vacant property been vacant?

How many new jobs will be brought into the community from the project?

Does the project help overcome a long standing economic challenge or a challenge created by Federal and or State rules, regulations, and or practices?

What tangible result for the betterment of the community will result from the completion of the project and how does the grant aid in the accomplishment of the project.

Has the impacted property or business received a similar grant or loan in the last 10 years?

What commitment has the business shown to the Sussex community over the past 5 years?

#### THE APPLICATION PROCESS:

Applications for EGG funding must be submitted by January 15<sup>th</sup> or July 15<sup>th</sup> for consideration in that grant cycle. Before submitting an application please set up an appointment with the Development Department to discuss your business expansion and the grant. For more information or for technical assistance please call 262-246-5200.

### Sussex CDA Economic Growth Grant (EGG) Application

Business Legal Name CC JUNTOS LLC (DBA CABANA CORTEZ)  
Address of Business N63 W23580 SILVER SPRING AVE.  
Contact Name JESSE / GILBERT CORTEZ Phone 262-510-7313 JESSE  
E-mail LACABANACORTEZ@GMAIL.COM 414-331-5651 GIL

Grant Amount Requested \$ 5,000.

Attach the Plan of Operation or Conditional Use Application for the proposed Business Expansion. Then on separate sheets of paper (no more than 3 pages please) answer the following questions.

# **Economic Growth Grant Proposal**

**RE:**

**CC Juntos LLC (dba) Cabana Cortez  
N63 W23580 Silver Spring Dr  
Sussex Wi 53089**

Dear CDA Sussex Committee,

CC Juntos LLC is pleased to present our proposal for the Economic Growth Grant (EGG) of \$5,000.00 for your review. We look forward to joining the growth of the Sussex Business Community and providing unique retail experience to the local and surrounding residents. Our planned retail space will offer a variety of items with an international inspired touch. We plan to offer unique fresh fruit drinks, fruit-flavored ice cream bars, foods, snacks, candy and gifts within a bright welcoming atmosphere, where local families can stop and shop in a unique setting. Customers are welcome to enjoy our treats during their walks or rides along the Bug Line trail in close proximity to our business location, or while visiting our Cabana Cortez taco truck on site.

Previously housing ACE'S ROCK SHOP, vacant since 2021, the proposed \$ 5,000.00 Grant will assist CC Juntos LLC in revitalizing the interior with new and updated painting, flooring, plumbing, service equipment, warmers, coolers and more in accordance with Sussex and the Waukesha Health Department. Exterior paint, awnings, door, and signage will also be included in the remodel.

CC Juntos LLC plans to invest over \$50,000.00 in remodeling costs and an investment on the future growth of our business. Upon opening, there may be a potential for 3-5 full or part time positions available for employment for local residents as a result of the new retail business. The

retail establishment will provide new visibility and excitement to the building and area in close proximity to downtown Sussex.

Marketing via social media and local advertising shall be used to help promote our brand.

Cabana Cortez food truck has become a well-known local vendor for all/most of Sussex venues/schools events etc. for over 3 years, Cortez family has been Sussex resident/homeowners for 20 years in the Majestic Heights sub-division. CC Juntos LLC is committed in success and growth in the Sussex business and residential community for families to enjoy for many years to come.

Thank you for your serious consideration in providing EGG Grant to assist in our vision

Sincerely  
Jesse Cortez  
Gilbert Cortez  
CC Juntos LLC

