



ADMINISTRATION  
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JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA  
MONDAY, MARCH 16, 2015  
7:00 PM  
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Roll Call

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission Minutes of February 16, 2015
2. Architectural Board consideration of an application for the construction of a 24' x 30' detached garage at 518 E. Capitol Drive.

Applicant: Jane Schutte, 518 E. Capitol Drive, Hartland, WI 53029  
Contractor: J. D. Griffiths, 8401 W. Calumet Road, Milwaukee, WI 53223

3. Architectural Board consideration of an application for placement of a mural by Marlene Millevolte, Lake Country Fine Arts at 112 W. Capitol Drive

Owner: Behrend Property, LLC., 220 E Capitol Dr., Hartland, WI 53029

4. Architectural Board and Plan Commission consideration of proposed façade modifications, CSM and plan of operation including outdoor dining for a proposed restaurant at 122 Cottonwood Ave.
  - a. Review and consideration of proposed Plan of Operation including outdoor dining and parking.
  - b. Review and consideration of Certified Survey Map to divide the properties.
  - c. Review and consideration of the proposed façade improvements.

Applicant/Owner: Cottonwood Investments, d/b/a Beer Snobs, Inc., 724 Winston Way, Hartland, WI 53029

Contractor: Michael Thomas Development, 154 Granville Rd., Cedarburg, WI 53012

5. Architectural Board and Plan Commission concept review and consideration of an application for site and building plans and Conditional Use Permit for construction of a car wash expansion/addition for the property located at 400 E. Industrial Drive.

Applicant: Hartland Service, 400 E. Industrial Dr.

Property Owner: Michael & Debra Kusch, N65W30981 Beaver Lake Rd., Hartland, WI 53029

Architect: MSI General, P O Box 7, Oconomowoc, WI 53066

6. Architectural Board and Plan Commission review and consideration of a plan for construction of a 32-bed Memory Care CBRF and related Land Use Plan Amendment, Zoning, Conditional Use and Certified Survey Map for the properties located at 430, 438 and 444 Merton Ave.
  - a. Consideration of Site and Building Plans and CSM
  - b. Consideration of proposed Conditional Use Permit
  - c. Motion to set a Public Hearing to consider the proposed Conditional Use Permit for April 20, 2015

Applicant: JPS Limited, LLC, 126 E. Prospect Ave., Hartford, WI 53027  
Architect: Trio Engineering, 12660 W. North Ave., Brookfield, WI 53005

7. Items related to proposed development of the Four Winds West Subdivision:
  - a. Consideration of a preliminary plat for Four Winds West
  - b. Consideration of a request to rezone the property to RS-1 Single-Family Residential.


Applicant: Jim Sileno, SCI Real Estate, 5429 N 118<sup>th</sup> Court, Milwaukee, WI 53225  
Property Owner: Clark/Joy Vilter, N56W30020 Highway K, Hartland, WI 53029

8. Plan Commission review and consideration of an extraterritorial Certified Survey Map for properties owned by Force Properties, LLC located in the Town of Delafield at W293 N3080 Poplar Dr.
9. Discussion of conceptual TIF #4 adjustments and potential creation of TIF #6 including review of projected time line.
10. Adjourn

David E. Cox, Village Administrator

Notice: 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 Darlene Igl, WCPC/CMC, Village Clerk, at 262/367-2714. The Municipal Building is handicap accessible.

## MEMORANDUM

**TO:** Architectural Board and Plan Commission  
**FROM:** David E. Cox, Village Administrator   
**DATE:** March 13, 2015  
**SUBJECT:** Agenda Information – March 16, 2015

The following information relates to the upcoming Architectural Board and Plan Commission meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

### Item 3 Related to a mural at Lake Country Fine Arts

**Background:** The owner of LC Fine Arts currently has a mural on the building at this location. The proposed mural, which is partially underwritten by the Hartland Business Improvement District, is intended to highlight the Village's ice age history and its connection to the Ice Age Trail. The Hartland BID is leading an effort supported by the Village to get the Village named as a Trail Community by the Ice Age Trail Alliance. If named, Hartland would likely be the second such community in the State. The designation will improve the partnership between the Village and the Alliance and lead to cross marketing of events and activities. The Hartland BID has reviewed and approved the current design with the condition that the proper Trail Community logo be placed adjacent to the mural.

**Recommendation:** Approve the proposed mural.

### Item 4 Related to the proposed improvements and outdoor dining at Beer Snobs.

**Background:** The owner of the property and the proposed purchaser of 122 Cottonwood (SE corner of Cottonwood and Haight have proposed a CSM to divide the property, which is currently in condominium ownership with the building to the south, and exterior improvements related to developing a restaurant at this location. The application includes a discussion of parking in the area as well as a proposal for a significant outdoor dining area. The Plan Commission is encouraged to pay particular attention to the parking and outdoor dining. According to the Village Code, the official parking need for this use appears to be 12 spaces consisting of 8 for patrons and 4 for employees. Of this amount, 7 spaces are available in the off-street parking spaces east of the building. The balance would be on-street or public off-street parking, the availability of which is described in the packet. However, it should be noted that the area north of the building, which consists of the sidewalk and parking area, are part of the property and not public right of way. There are an additional three to five parking spaces in that area as well. As you will note from the application packet, considerable public parking is available in the area, which is not heavily used during the restaurant's anticipated hours. An additional consideration is the use of a portion of the privately held area adjacent to Haight Street that is currently used for parallel parking. The restaurant owners are proposing to install a raised concrete patio in the area currently occupied by the two western most parking spaces for outdoor dining. Based on the desire to encourage a lively downtown atmosphere and, as part of that, outdoor dining, staff does not object to the patio concept, but would encourage some conditions on allowing it. Staff would allow the property to remain private rather than request a right of way dedication. Additionally, staff would suggest that an easement to the Village for the benefit of the public be required to allow public access to a six foot wide side walk adjacent to the

building, which the restaurant could not block and would be required to keep clear during the winter. Further, staff would suggest that when the area concrete is reconstructed, that the patio area be a distinctive color separate from the sidewalk and the curb area so that the area of the outdoor dining and the side walk is clearly defined. Further, we suggest that some sort of appropriate fencing, railing or other protection be placed around, at minimum, the street side of the outdoor dining area.

Recommendation: Recommend approval of the CSM as presented, approval of the operations plan including patio and outdoor dining with conditions as noted, approval of a waiver to the parking requirements for the two spaces they are deficient and approval of the exterior appearance.

Item 5 Related to a revised concept plan for a carwash expansion at Hartland Service.

Background: Based on the Plan Commission's comments from the February meeting, the owner has returned a new concept plan that does not include a second building for a retail use. The new concept proposal includes an expansion of the carwash similar to the original proposal except that the wash bays are oriented east/west instead of north/south. Generally, staff finds the concept acceptable but would be concerned with a number of details including, specifically, the exit of the wash on the east side and how headlight and noise impacts will be reduced for properties on Cottonwood. Additionally, traffic flow will be of concern especially as it relates to the existing entrance off of Cottonwood and traffic congestion on the south side of the existing building where the emissions testing occurs. As part of this review and approval process, staff will still recommend the issuance of a Conditional Use Permit for the carwash as required by the Zoning Code.

Recommendation: Recommend acceptance of the concept plan with comments related to the items indicated above.

Item 6 Related to the Merton Ave Memory Care CBRF.

Background: The Plan Commission gave concept review to this proposed 32 unit memory care community based residential facility (CBRF) for the southeast corner of Merton Avenue and Sunny Slope Drive and gave favorable consideration. The Commission is asked to give initial review to the increased details for the proposal including the amendment to the Land Use Plan, the Zoning change, the CSM, site plans and Conditional Use permit. Currently, the Land Use Plan for the Village identifies the properties as part of the Retail Sales and Services – Community Shopping Center sector associated with Hartbrook Drive. The requested change is to designate the properties to High Density/Senior Housing. The proposed zoning would be RM-1 Multiple Family Residential District in which a licensed CBRF serving 16 or more persons is a Conditional Use. Upon initial review, the Commission is asked to set the public hearing date for review of the Conditional Use for Monday, April 20 as part of that Commission meeting. Based on initial review of the plans to date, staff will recommend that any outside mechanical units be placed away from residential properties and properly screened. Additionally, we suggest a review of operational activities to ensure that parking and deliveries are accommodated, that refuse storage is properly located and screened from adjacent properties and that snow removal

and similar issues are addressed. It should be noted that staff was contacted by the owners of the commercial area to the south with a concern about the potential location of the refuse enclosure adjacent to his north property line at his entrance.

Recommendation: Review the proposal to date and set the public hearing for April 20.

Item 7 Related to Four Winds West.

Background: The Commission is giving second review to the proposed Four Winds West subdivision and Preliminary Plat. The project includes development of 48 single-family lots on approximately 52 acres (after netting out the CTH E Right of Way to be dedicated). The average size of lots on the proposed Preliminary Plat is 27,457 sq. ft. with a range of 22,082 sq. ft. to 50,314 sq. ft. The parcel was annexed from the Town of Merton and the Land Use Designation has been changed to Low Density Cluster Development. At issue for the Plan Commission at this meeting is Review of the Preliminary Plat and preliminary engineering and review of the proposed zoning designation as RS-1 Single-Family zoning, which is consistent with the proposed development and is the same zoning designation as the original Four Winds subdivision.

Recommendation: Review the Preliminary Plat and recommend conditional approval for both the Plat and the zoning.

Item 8 Related to and Extraterritorial CSM.

Background: The owners of a site in the Town of Delafield are requesting approval of a Certified Survey Map being used to combine three properties into one parcel. It is noted that the existing Town road seems to encroach onto the property and that the driveway for the property seems to be encroaching on the neighbor's land. This latter situation was likely created when the Town vacated a platted but undeveloped road in which the driveway was located. Both of these are matters for the Town but are worth noting.

Recommendation: Review and approve the requested CSM.

DC:PC Agenda Info 3-16

cc: Ryan Amtmann, Village Engineer  
Mike Einweck, Public Works Director  
Scott Hussinger, Building and Zoning Official