

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA**  
**MONDAY, JULY 16, 2018**  
**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 June 18, 2018.
2. Architectural Board review and consideration of a sign for First Baptist Church, 780 Tenny Ave.
3. Architectural Board review and consideration of revised plans for construction of a detached garage on the Ed Lentz property at 327 Lawn Street.
4. Architectural Board reconsideration of plans for a new entry canopy for Capital Equipment and Handling, Inc., 1100 Cottonwood Avenue.
5. Architectural Board and Plan Commission review and consideration of a request for a Conditional Use for concrete crushing and other operations for Lafarge Aggregates/Meyer Material Co., 700 W. Capitol Drive.
  - a. **Public Hearing** to hear comments on the request for a Conditional Use
  - b. Consideration of a motion to approve the Conditional Use for Lafarge Aggregates/Meyer Material Co.
6. Plan Commission consideration of an Extraterritorial CSM for the combining of parcels west of Oakwood Grove Road in the Town of Delafield.
7. Plan Commission review and consideration of a CSM (lot line adjustment/easements) for two properties on Cardinal Lane at Norton Drive.
8. Plan Commission review and consideration of the location for a temporary cellular tower to be located on the Coventry Water Tower site during upcoming tower painting scheduled for fall 2018.
9. Adjourn

David E. Cox, Village Administrator

A complete packet of meeting materials is normally available by 5:00pm on the Friday before the meeting on the Village website: [www.villageofhartland.com](http://www.villageofhartland.com) (Government/Agendas and Minutes).

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:** July 11, 2018  
**SUBJECT:** Agenda Information – July 16, 2018



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 2 Related to a proposed replacement sign for First Baptist Church.

Background: The church is proposing replacement of its existing sign (shown in the screen capture included with the packet) with one that is very similar and at the same location. The proposed sign meets the Sign Code requirements. Staff notes that the current sign is oriented parallel to the street as is shown in the hand-drawn landscaping plan in the church's submission. The site survey shows the sign oriented perpendicular to the street. This item should be clarified during the meeting.

Recommendation: Approve the proposed replacement sign.

Item 3 Related to revised garage plans at 327 Lawn Street.

Background: In April, the Architectural Board considered and approved a version of this proposed garage. The owner has since revised both the building plans and the location of the proposed structure. The Architectural Board is asked to consider the revised proposal.

Recommendation: Consider and approve the revised garage plans.

Item 4 Related to an entry canopy at Capital Equipment.

Background: In June 2017, the Architectural Board considered and approved this proposed entry canopy at Capital Equipment in the southern commercial park at 1100 Cottonwood Avenue. Approvals by the Architectural Board expire in one year and the work has not been completed. The company wishes to pursue the project and requests reconsideration and a new approval. They have submitted identical plans.

Recommendation: Consider and approve the canopy plans.

Item 5 Related to crushing and other operations at 700 W Capitol.

Background: The owner is seeking a temporary Conditional Use Permit to crush existing remnant concrete on the site and to ship that material off site for use in construction. Also, the proposed Conditional Use Permit would authorize the other existing operations that are ongoing at the property including a ready mix concrete plant and vehicle storage and office operations related to the ready mix operation and a separate utility contractor. All uses in the Q-1 Quarrying/Extractive District are Conditional Uses. Based on review of the existing and proposed uses on the site, a draft Conditional Use Permit (CUP) has been written showing the terms under which the existing uses and proposed crushing use will be allowed. As a reminder, the Commission considered the matter preliminarily at its June 2018 meeting and will hold a public hearing at this meeting to receive comment. After the hearing, the Commission is asked to consider recommending approval of the CUP including the conditions outlined therein as being those of the Commission. Should the commission want any of those changed, it may do so at the meeting.

Recommendation: Recommend approval of the CUP.

Item 6 Related to an extraterritorial CSM in the Town of Delafield.

Background: Under its authority to approve land divisions and other similar actions within the extraterritorial zone around the Village (up to 1.5 miles from out limits) the Village is asked to consider this CSM, which combines four small properties into one parcel. The use of the property is not changing and there is no increase in the number of developable parcels.

Recommendation: Recommend approval of the CSM to the Village Board.

Item 7 Related to a CSM for the two properties on Cardinal Lane.

Background: The owner of the two properties in question intends, as staff understands it, to sell the western of the two properties and is attempting to clarify existing easements and other matters prior to marketing the parcel. While there is no change to the number of parcels as a result of the CSM, it does partially eliminate the need for an easement that was required by the Village when the original CSM was approved in 1993. At that time, the Village required an ingress and egress easement on the property to accommodate the fact that the existing driveway from the western parcel to Cardinal Drive encroached onto the eastern parcel. At staff's suggestion, the new CSM moves the lot line in the front to allow the driveway to exist entirely on the western parcel. However, it should be noted that the access to the rear part of the

structure on the western parcel would no longer have the blanket access it had in the past. The owner of the parcels intends to extinguish the blanket easement granted under the 1993 CSM, which granted access for each parcel over the paved areas of the other parcel. The blanket easement would be replaced with a specific easement area in the rear of the lot that would outline the terms of the easement including maintenance and other obligations. That is intended to be handled separately as a private matter. The easement related to sanitary sewer on the property is shown on the new CSM in addition to WE Energies easements.

Recommendation: Recommend approval of the CSM to the Village Board.

Item 8 Related to a temporary tower for cellular facilities at the Coventry Water Tower site.

Background: As the Commission may recall, the Village has issued two Conditional Use Permits that allow the operation of two cellular carriers on the water tower at Coventry Lane. As part of the Permits and the leases for the use of the Village water tower, the carriers are required to temporarily remove and relocate their facilities off the tower if we deem it necessary. This fall, the Village will be removing the paint from the water tower and repainting it. This process, which requires installation of a shroud over the tower, requires the removal and relocation of the antennas. The temporary installation of facilities to hold the antennas while they are off the tower is considered by staff to be related to the previously issued CUP and therefore, does not require issuance of a separate CUP. The two carriers are working together to install a temporary monopole tower on the site to hold their antennas and equipment while being served by the existing ground facilities on the site. It is anticipated that the temporary monopole tower will be up for about four months including the time to install the monopole tower, move the equipment, strip and paint the water tower (a several week process), reinstall the cellular equipment back on the water tower and remove the temporary monopole. The Plan Commission, and ultimately the Village Board, is asked to affirm the staff determination and approve the general location of the temporary tower subject to final siting by the staff in coordination with the water tower maintenance company.

Recommendation: Recommend approval of the tower location to the Village Board.

DC:PC Agenda Info 7-16

cc: Ryan Amtmann, Village Engineer  
Scott Hussinger, Building and Zoning Official