

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY OCTOBER 21, 2024
6:30 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: Tim Hallquist, Jeff Bierman, Chip Schneeberger (via zoom), Jeff Pfannerstill, David DeCourcy-Bower, and Ann Wallschlager.

Others Present: Ryan Bailey, Scott Hussinger, Ryan Amtmann, Hannah Scherbarth, John Ford, and Deputy Clerk Bushey.

Call to Order- 6:30 pm

Roll Call taken. All present with one vacancy.

Public Comments: Please be advised the Joint Architectural Board/Plan Commission will receive comments from the public related to any item(s) on the agenda for a three-minute time period per person, with time extensions per the Chairman's discretion.

- No Comments

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of September 16, 2024.

Motion (Wallschlager/Hallquist/) to approve the Jt. Architectural Board/Plan Commission minutes of September 16, 2024. Carried. (6-0).

2. Architectural Board review and consideration of an application for signage for Empower Movement, 123 Lawn St. -

It was stated that the proposed sign will be on the front of the building. Building inspector Hussinger said he has no issues with the signage.

Motion (deCourcy-Bower/Hallquist) to approve the signage for Empower Movement, 123 Lawn St. (6-0).

3. Architectural Board review and consideration of an application for signage for New Heights Physical Therapy, 1100 Cottonwood Ave -

It was stated panels will be added to the monument sign and the sign on Bailey Dental will be moved to the new building. It will not be internally lite but will have a flood light on it.

Motion (DeCourcy-Bower/Hallquist) to approve the signage for New Heights Physical Therapy, 1100 Cottonwood Ave. Carried. (6-0).

4. Architectural Board review and consideration of an application for signage for Mellow Mutts Spa, 230 Pawling Ave-

Building Inspector Hussinger said the proposed sign will be non-illuminated and is pretty straight forward. Wallschlager asked if there will be any upgrading on the landscaping. Hussinger said he did not

know, and the tenant is proposing the sign, the landscaping would be done the responsibility of the owner.

Motion (DeCourcy-Bower/Hallquist) to approve the signage for Mellow Mutts Spa, 230 Pawling Ave Carried. (6-0).

5. Architectural Board review and consideration of site and building plan for new residential construction at 308 North Ave. -

Brian Gilmore from Gilmore Builders explained the site and building plan. Pfannerstill asked about the decision on the sheds and Hussinger said it was fine; it will be part of the CSM. Hussinger said the building plans before us tonight meet all the Village zoning requirements. Bailey asked about the water and sewer and Hussinger said it is all good. DeCourcy-Bower said he thinks it will fit nicely. Bierman asked about an egress window in the basement, Hussinger said we can address that later.

Motion (DeCourcy-Bower/Hallquist) to approve the site and building plans for new residential construction at 308 North Ave. Carried. (6-0).

6. Architectural Board review and consideration of an application for signage for The Inn, 110 Cottonwood Ave.-

The representative from Green Hills Metal Works was present via zoom and explained it will be in the same place as the previous sign, and the plans explained the height and size. He said the owner and electrical contractor will be doing the lighting and it will be external like the previous lighting. He said it is his understanding that there will be 2 flood lights on each side where the old ones were located. Hussinger asked Maddie Armistead of The Inn if the lights would be turned off at a certain time and she said they are setting up the restaurant with a program that will have everything programmed and the lights will go off at an appropriate time. Discussion on time restaurant will be open and how late lights in downtown area are on.

Motion (DeCourcy-Bower/Schneeberger) to approve the application for signage for The Inn, 110 Cottonwood Ave. Carried. (6-0).

7. Plan Commission review and consideration of a site plan for dumpster enclosure for The Inn, 110 Cottonwood Avenue.

Maddie Armistead said the main objective is to cover the dumpster, it will be 4 metal poles, and the rest will be wood with 2 latched doors. Hallquist asked Hussinger if he had any location issues, and he said there is a meter socket on the adjacent building so it cannot encumber that. Hussinger asked if it will be painted, and she said it will be stained.

Motion (deCourcy-Bower/Hallquist) to approve the site plan for the dumpster enclosure for The Inn, 110 Cottonwood Ave. Carried. (6-0).

8. Architectural Board review and consideration of an application for roof replacement and exterior modification at 544 E. Capitol Drive.

No one was present for this agenda item.

Motion (Wallschlager/deCourcy-Bower) to postpone until the next Plan Commission/Architectural Board meeting in November. (6-0).

- - see discussion and motion made later in the meeting on this item.

9. Plan Commission and Architectural Board review and consideration of plans for the addition of an exterior patio and pergola with revisions to the existing structure's adjacent windows and doors at The Legend at Bristlecone, 1500 Arlene Drive.

John Rodell from The Rodell Group was present to explain the patio addition and revisions. They are proposing an extension to the existing patio west of the club. It will be precast high-quality materials, replacing all the perimeter handrails, putting in new exit stairs, and covering this would be a free-standing pergola not connected to the existing building plus make it more user friendly to the guests. There will be an outdoor service bar for patrons during business hours and also on the existing building open up the west facing wall and they will replace the fixed windows with accordion type doors. They are hoping to have it ready by May or June of next year. DeCourcy-Bower asked about the pitch of the roof on the existing building. Mr. Rodell said the pergola will have its own internal gutter system. Hussinger said he has no issues with the plans.

Motion (deCourcy-Bower/Wallschlager) to approve plans for an addition of an exterior patio and pergola with revisions to the existing structures adjacent windows and doors at The Legend at Bristlecone, 1500 Arlene Drive Carried. (6-0).

10. Plan Commission and Architectural Board review of plans for a warehouse and office structure for Lang Technik-USA, 1025 Walnut Ridge Drive.

Daniel Ayala from Oliver Construction presented the proposed plans. They are looking to build a 23,000 sq ft warehouse and inside sales space. Bailey said they spoke with them and the parking meets the needs of their business. Wallschlager said she looked at the parking space amounts, and she said she comes up with 20 employees and it was stated there are 10. She asked about visitors, and it was stated that they have an open house, and they may have 20 people if that during open house. Discussion on parking. Hallquist asked Hussinger if he had any issues, and he said as staff we are comfortable with it. Bierman asked about the stormwater in the front of the building and where does the overflow go. Amtmann said it will go into the storm sewer in the street. He said one minor thing he noticed was the sq. footage of the parking space and each individual stall needs to be a little bit bigger. Discussion on having to come back for the signage.

Motion (deCourcy-Bower/Hallquist) to approve plans for a warehouse and office structure for Lang Technik-USA with the additional footage for parking stalls. 1025 Walnut Ridge Drive. Carried. (6-0).

Mike Moen for agenda item #8 joined zoom, and per Attorney de la Mora an appropriate action would be to reconsider that action on that agenda item.

Motion (Wallschlager/ Hallquist) to do a reconsideration the motion for the property at 544 Capitol Dr that was postponed until next month and bring it back to this meeting. Carried (6-0).

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8 - Architectural Board review and consideration of an application for roof replacement and exterior modification at 544 E. Capitol Drive.

Mike Moen said they want to go to a standing seam metal roof rather than standard shingles and he feels it fits the historical home. He said on the front of the house he thinks it used to have a small head roof, and they would like to add it back on and put standing seam on that as well. He had included information on where standing seams were used on homes during that era of the home.

deCourcy-Bower said the Wisconsin Historical Society has guidelines on homes and that is who you would go through and would access if you were applying for a grant to maintain the character. He said in that guidance there is discussion on roofing material. He said this house predates asphalt shingles, it was likely cedar shingles, and it states the roof is 1 of a few places that substitute material is appropriate. He said it talks about weather proofing houses and making sure the roofs are in good condition. He said what we have now is a roof that was probably originally cedar shingles and now has asphalt shingles. And the question is a metal roof acceptable by all the guidelines he has read, and he said yes.

Mr. Moen said he is excited about bringing it back to its historical look.

Discussion on exterior and railing.

Motion (Wallschlager/ Hallquist) to approve the standing seam metal roof and exterior awning over main window and matching brackets and with the color being dark bronze/ brown or black. Carried (6-0).

11. Review, consideration and referral to Village Board of proposed PUD development ("Project") whose approval is being sought by Three Leaf Development on property tax key HAV 0423981056 located on Campus Drive. The Plan Commission will review and consider:

- a. Proposed preliminary site and building plans for senior living development (120 units);**
- b. Proposed preliminary certified survey map;**
- c. Proposed rezoning to RM-1 in conjunction with a PUD Agreement for the Project;**
- d. Proposed petition for a Planned Unit Development**
- e. Proposed land use amendment and Resolution**

Bailey said they are looking for approval to move this to the Village Board.

John Ford from Three Leaf Development was present and briefly explained the Senior Living Development. He said there will be 118 units; the facility will provide continuum of care for seniors, including independent living, assisted living and memory care. Ford shared a third-party market study that supports this type of development. They anticipate collaboration and enjoyment between seniors attending Lake Country Lutheran School events and students coming over to collaborate and engage with the seniors. Ford said they are working with an experienced senior living operator. They feel the project will be a tremendous benefit to the community. Staffing will be 36 – 40 employees with 20 to 24

on any one shift. They hope to break ground by the end of this year and expect 16 – 17 months of construction with completion in spring 2026.

Attorney de la Mora said all legal questions have been answered administratively. Hallquist said he thinks it is a great project. Pfannerstill asked Hussinger if he had anything to add and he said no, staff has seen this for several months.

Bailey said the Fire Chief has said he will be able to get the large apparatus around the building.

Amtmann said everything was submitted and that staff just needs to do a final read to make sure everything is in order, but he thinks overall the project is in good order with what has been submitted.

deCourcy-Bower commented on the stormwater and said the stormwater part of it is not on the same property and wants to make sure all of the agreements and easements that are needed are in place.

Bailey said it is in the PUD that states nothing can be built on that out lot.

deCourcy-Bower said in regard to future expansion into the second lot, are there access agreements and easements in place for that driveway. Bailey said he does not believe there is anything yet, deCourcy-

Bower said he wants to make sure that that driveway is an easement for educational uses. Ben Striker said we can clarify that in the declaration of easements, but LC Lutheran will continue to own out lot 2.

Bailey commented that it could be added as contingent on staff final approval of PUD.

Motion (deCourcy-Bower/Hallquist) to approve the plans contingent on staff final approval of the exhibits, and PUD's as well as an easement for out lot 2 to share the driveway. Carried (6-0).

12. Conceptual review of Cherry Faith Hartland development-

Bailey said Cherry Faith Developer went to the Village Board for the conceptual. Representative for Cherry Faith explained the conceptual project. He said it is 701 Capitol Drive, and the objective is to develop 26 units with 52 parking spots. Bailey said this is on the other side of the Quarry and utilities need to be brought up there. Bailey said it is a difficult parcel because of the utilities and the odd ownership. Wallschlager asked how many handicap parking spaces he will be putting in and he said 12 since there will be 12 of those units, so it will be a one-on-one ratio. Hallquist said he likes the idea and that the size and location are perfect. Hussinger said they sat down a week or 2 ago and had the ability to increase the density by 10%. Attorney de la Mora said he has not seen the materials the board has seen but as Bailey as indicated it is a challenging site with the different jurisdictions. de la Mora asked if the petitioner has reached out to the City of Delafield and petitioner said he just found out about it and has not yet. de la Mora said he could proceed with his plans for the conceptual as he wished, and it would be helpful to look at a PUD agreement and be cognizant of the neighbors. de la Mora said with developments the developer is responsible for the development and the utilities. Brief discussion on the length of the sidewalk. Discussion on a 1 story vs 2 story building and the petitioner said cost-wise a single-story is cheaper. Discussion on garages.

Bailey reminded everyone this is a concept, so no vote is taken.

13. Announcements –

None at this time.

14. Adjourn

Motion (deCourcy-Bower/Schneeberger) to adjourn. Carried (6-0).

Adjourned at 7:57 pm.

Respectfully submitted by

Recording Secretary,
Deidre Bush y, Deputy Clerk