

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES

MONDAY JUNE 16, 2025

6:30 PM

BOARD ROOM

MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

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

Others Present: Village Manager Bailey, Deputy Clerk Bushey, Hussinger (via zoom)

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 for June 16, 2025

Motion (Wallschlager/Hallquist) to approve the Joint Architectural Board/Plan Commission minutes for June 16, 2025. Motion carried (6-0).

2. Architectural Board review and consideration of an application for signage for Adonis Roofing, 675 Industrial Ct., Suite G

Mike Sparks, owner of Adonis Roofing, explained that they had recently moved their business from Delafield to Hartland and were seeking approval for signage. He noted the sign would be internally illuminated with LED lighting, which had not been allowed at their previous location.

Wallschlager asked for clarification about the type of illumination, which Mr. Sparks confirmed would be internal LED lighting. Hallquist asked if the sign would be on a timer, to which Mr. Sparks responded that they would comply with any village requirements regarding timers.

Motion (DeCourcy-Bower/ Wallschlager) to approve the sign for Adonis Roofing. Motion carried (6-0).

3. Architectural Board review and consideration for residential addition for 1156 Four Winds Way

Rick Winter from ECO Alternative Builders presented the proposed residential addition, explaining it would be approximately 18' x 17' on the rear of the home. He confirmed all colors, paint, and trim would match the existing house, and they would be putting on an entirely new roof and landscaping.

Bierman inquired about the unusual backset line on the property, noting it was 21 feet toward the street on one corner of the home and 20 feet in the back. The Building Inspector said it met all Village of Hartland zoning requirements.

DeCourcy-Bower asked if HOA approval was required and if it had been obtained. It was confirmed that HOA approval had already been secured.

Motion (Hallquist/Bierman) to approve the residential addition at 1156 Four Winds Way. Motion carried (6-0).

4. Architectural Board review and consideration of an application for signage for Adava Care, 300 E. North Shore Drive

Bailey noted that this application involved new ownership of the property and would also require a conditional use permit, which would be addressed in the next agenda item.

Kurosh Dejgoshia of Adava Care explained that in May of the previous year, they had purchased the Matthews Senior Living portfolio, which included 12 properties across Wisconsin, including Matthews of Hartland. He clarified that they were not making any changes to the existing signs beyond replacing the display with their new name, and the conditional use permit would continue the same use as before.

The applicant explained that the signage would involve two signs - a main sign with a brick base and an entrance sign. Wallschlager said that the brick base of the main sign appeared to need repair in the photographs and asked if this would be addressed. The applicant stated they would inspect and repair any damage, noting that many of the buildings in the portfolio had been neglected and they were in the process of making improvements.

Wallschlager also inquired about landscaping around the base of the sign. Hussinger confirmed that village standards require landscaping at the base of all ground signs. The applicant agreed to work with their landscaping company to add appropriate plantings.

Motion (Hallquist/Schneeberger) to approve the application for signage at Adava Care, 300 E. North Shore Drive, including landscaping as discussed at the meeting. Motion carried (6-0).

5. Plan Commission review and consideration of a conditional use permit for Boros Real Estate, LLC, dba Adava Care, 300 E. North Shore Drive

- a. Consideration of a motion to set a public hearing for August 18, 2025

Motion (Hallquist/Schneeberger) set the public hearing for Boros Real Estate, LLC dba Adava Care at 300 E. North Shore Drive for August 18, 2025. Motion carried (6-0).

6. Plan Commission review and consideration of an Extraterritorial Certified Survey Map for the Ruklic property, W292N5672 Dorn Road, Town of Merton

Village President Pfannerstill explained that the Village of Hartland has jurisdiction for extraterritorial review of projects within a mile and a half of its borders. He noted that while some properties reviewed would never be annexed into Hartland, this particular property could potentially become part of the village in the future as it backs up to The Tradition subdivision.

Wallschlager recused herself from this item as she was born and raised on this property and had sold it to the current owners.

Hailey Ruklic, the property owner, noted that they had received conditional approval from the Town of Merton and were seeking the Village's extraterritorial approval as part of their final approval process.

Motion (DeCourcy-Bower/Hallquist) to approve the extraterritorial certified survey map for the Ruklic property at W292N5672 Dorn Road, Town of Merton. Motion carried (6-0).

Village President Pfannerstill noted that this item would go to the Village Board the following Monday, July 28, 2025.

7. Plan Commission conceptual review of addition to 221 E. Capitol Drive, Lake Country Playhouse

Bailey said that this was a conceptual review that had been referred from the Village Board.

Misty Hintz with VJP Construction Services presented the concept for a 2,100 square foot addition to Lake Country Playhouse for a new black box theater. She explained that the existing black box theater would be renovated for different uses in a future phase. The project would also include a

new accessible ramp and leveling of the floor to make the facility fully accessible. The exterior of the addition would feature lapped siding to match the front of the building, with either a gable or hip roof to maintain consistency with the existing structure's hip roof.

Chad Munkwitz, a board member at Lake Country Playhouse, confirmed they would continue to use the front entrance on Capitol Drive, with possible renovation in the future to create a second entrance on the side where the existing brick is located.

DeCourcy-Bower raised concerns about the orientation of the accessible ramp, noting that it appeared to jut out toward the driveway with the entrance in the path of vehicles. Ms. Hintz acknowledged this issue and stated they were investigating turning the ramp to run parallel with the building instead, which would preserve parking spaces. The Commission expressed support for this change.

Motion (Hallquist/Schneeberger) moved to approve the conceptual review of the addition at 221 E. Capitol Drive, Lake Country Playhouse. The motion was seconded. Motion carried (6-0)

Bailey said that following this conceptual approval, when ready the applicant would need to prepare detailed drawings, meet with village staff, and return to the Planning Commission and Village Board for full approval.

8. Plan Commission review of updated plans for Eagle Pass development on Eagle Pass Court and Badger Court

Bailey explained that this agenda item was an update on the development plans, not a voting item. He noted that the developers had been communicating with the building inspector, engineer, and public works department regarding stormwater management.

Ken Servi, the developer, stated they were working with engineering on the project. Calvin Klimeck from Roth Professional Solutions provided details on the stormwater management aspects of the project, explaining they were reevaluating the plan to ensure water would not bypass into the subdivision to the east. He stated their stormwater management plan would be self-contained on the site, even in frozen conditions, with no discharge except in extraordinary circumstances.

Ken Servi said he would like to start cutting down trees there and asked if he needed a permit or road right of way so they could start surveying. He said they want to be able to cut the roads just for the pond. Hussinger said that is moving earth plus land disturbance and that normally does not happen prior to the final approval. Mr. Servi said he could wait. He also asked about a bond in lieu of a letter of credit. Bailey said it depends on the type of bond. He said we have done that, and we would just talk to our attorney about it. Bailey said we have to see because bonds are harder to give to take money from. He said we will talk to our legal and see what we can do.

Calvin Klimack said they are looking at and reevaluating some of the storm water management so that they are not bypassing water into the subdivision to the east. He said I think we have that pretty much under control in excess of the hundred-year storm. So, our storm water management plan should be, even in frozen conditions, be all self-contained on the site without any discharge or any discharge going over the emergency wear. He said they are tweaking those details. He said they are re-evaluating some storm sewers, trying to get some bio filter grass ways to go instead of some storm sewer pipe just to help with the filtration and water quality. Mr. Klimack asked Amtmann if he received a revised plan and Amtmann said late in the afternoon, but he did not have a chance to look at it.

Amtmann said in general; he has talked with their engineer on 1 or 2 occasions in the last couple of weeks and you can see those 2 large circular areas.

Amtmann described the large drainage basin planned for the south end of the development, approximately three-quarters of an acre in size, which would be fully utilized to manage stormwater on-site. He confirmed the design would meet village and DNR requirements, with storm water being

infiltrated in the basins rather than discharged to the primary storm sewer. He noted there would be an emergency connection to the 12-inch storm sewer at the west end of Eagle Pass for extreme situations.

Amtmann said he thinks their storm water plan is coming together. He said they are getting that submitted to him to take a final look at it. So, for confirmation of the owners in here, all storm water will stay on that property unless a hundred-year flood. There are 2 little swales along the property line. Amtmann said you are pointing to it right there. Those are shallow swales right along the property line that are intended to capture remaining storm water on this site and connect into a storm sewer to connect to that 12 inch. So, there will be a small amount of water in that area that will be directed to the storm pipe. That is so that the water would not run into the backyards of the neighbors. There are some low kettle areas back there, these shallow swales are being put in at those elevations so that that water in your backyards if that were to get if that was to back up there, it would be collected in a storm sewer and routed out of there. He said we have looked at 2 or 3 other plans over the last, I do not know, 5 or so years and I know the storm water was the biggest 1 of the biggest concerns in this area. He said None of the prior submittals had as extensive as a storm water system as this 1 is planning. He said, I think this is a step in the right direction as far as keeping it on the site.

Mr. Klimeck said they hope to get some additional revised drawings to him this afternoon so he can start looking at that together with the storm water management plan he received this afternoon. Bailey said just so everyone here is aware, tonight is not a vote. It was just to give you an update. Yes. The key aspect is the storm water, making sure that all stayed on, that, you know, the hundred-year flood, anywhere that happens in in the community would have to have some kind of emergency so the emergency would overflow into that storm, which would go into their pond. He said and then the piece behind lot 5 and lot 3 in in the road would go into the storm.

I know Ryan said he is comfortable with this plan but today is just the review and then it would come to the next to the August plan commission. He said that would be the next step if staff is comfortable with everything at that point.

Pfannerstill asked Amtmann if he is comfortable that the water will not be we are not going to run into a situation where it is like we misjudged it, there is a ton of water running into the backyards that are already existing.

Amtmann said based on the size of those 2 storm water basins that are there, they are designed to capture and contain the 100-year storm event even when those basins are frozen on the bottom or failed in a winter scenario. He said there will be a small area along the property line. It is in an outlot. That storm water will go directly into the storm sewer, but it is a relatively small area. And rather than just letting it run off into the backyards, he said he felt it was pretty important to catch that and direct it into the storm sewer. Mr. Klimeck said most of the water that drains into the northern end section does come from the subdivision itself, the existing subdivision itself. He said our contribution is very, very small in terms of acreage versus the existing lot.

Pfannerstill asked Mr. Klimeck and Mr. Servi about forming an HOA. Mr. Klimeck said he was not sure. Discussion on forming an HOA with 6 lots or joining the Country Meadows HOA.

Several residents from the adjacent Lake Country Meadows subdivision expressed concerns:

Gary Strombeck, a Lake Country Meadows HOA board member, asked about the formation of an HOA for the new development and raised concerns about shared costs for maintaining the entryway, common areas, insurance, and the water basin. He was particularly concerned about water flow from Badger Drive during spring thaws when storm sewers might be blocked with ice.

George, a resident at 1131 Eagle Pass adjacent to the planned retention ponds, expressed concerns about mosquitoes from the ponds and questioned responsibility for overflow maintenance in the event of extreme weather.

More discussion on an HOA

Jeff Ott, a resident at 265 Badger Drive, asked about tree removal plans and whether any buffer of trees would remain between existing homes and the new development. Mr. Klimeck acknowledged that approximately 90% of the trees would need to be removed, though they were trying to save as many as possible.

More discussion on an HOA

Discussion on 100-year flood.

Hallquist noted that the updated stormwater management plan represented an improvement over previous proposals for the site, confirming with Ryan Bailey that the development would reduce the amount of stormwater leaving the property compared to pre-development conditions. He also clarified that the primary emergency spillway would connect to the storm sewer in Eagle Pass rather than flowing over adjacent properties as shown in earlier plans.

The developer confirmed they would form an HOA to maintain the stormwater features and would install signage to differentiate the new development from Lake Country Meadows.

Bailey advised that the next steps would include the developer working with the village attorney on the developer agreement, with the project returning to the August 18 Planning Commission meeting if all technical issues were resolved by then.

9. Announcements

- Jeff Bierman informed the Commission that his mother had passed away the previous Thursday.

Village President Pfannerstill, on behalf of the entire Plan Commission, Village Board, and village staff, expressed deep condolences to Jeff Bierman and his family, acknowledging their deep roots in the community and noting that Jeff's father had served on village boards for approximately 25 years.

- President Pfannerstill mentioned that planning was already underway for next year's Hometown Celebration and commended Ryan Bailey for meeting with the owners of Palmer's regarding promised work on the Ice Age Trail. He also noted that Ben Askren continues to improve despite some setbacks, and that July 18 was Ben Askren Day.
- Other upcoming events mentioned included Hartland Night Out, Hartland Kids Day, and a street dance.

10. Adjourn -

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

Adjourned at 6:57 pm.

Respectfully submitted by

Recording Secretary,

Deidre Bushéy, Deputy Clerk