

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES**  
**MONDAY SEPTEMBER 15, 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: Ryan Bailey, Scott Hussinger, Deputy Clerk Bushey, Ryan Amtmann, John Ford, Kelvin Klink, Kevin Servi, Mike Moen, Jane Maas, Olivia Moore, and Village Attorney Hector de la Mora.

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.

\* Jane Maas commented on an ambulance bill from April. She also commented on her frustration regarding people coming on her property asking if she plans on selling.

**1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes for August 18, 2025.**

Chairman Pfannerstill noted that all members were present with one vacancy.

Wallschlager made a motion to approve the minutes from the 8-18-25 meeting, Hallquist seconded it.

During discussion of the minutes, a board member pointed out that the minutes did not properly reflect that Wallschlager was appointed pro tem for the August 18, 2025, meeting. Initial motions were withdrawn.

Motion by Hallquist to table the minutes until the next Architectural board and Plan commission meeting. Second by Schneeberger. Motion carried unanimously.

**2. Architectural Board review and consideration of an Extraterritorial Certified Survey Map for tax keys DELT0767024 and DELT0767005004 on West Lakeside Drive, Town of Delafield.**

Chairman Pfannerstill explained that the village has extraterritorial rights for everything within 1.5 miles from the border of Hartland when it relates to a town deciding something. The parcel in question appears to be southeast of North Shore Middle School.

Jordan Carrick, representing the applicant, was present for questions. A board member confirmed that there was no chance this property would ever come into the village and that there were no issues with the map.

Motion by de Courcy-Bower to approve the extraterritorial certified survey map for tax keys DELT0767024 and DELT0767005004 on West Lakeside Drive, Town of Delafield. Second by Hallquist. Motion carried unanimously.

**3. Architectural Board review and consideration of residential addition 201 Granary Circle.**

Olivia Moore with Elegant Builders presented the residential addition plans, noting that the homeowners Andy and Rebecca were also present. She explained that the existing home has white cream vinyl siding, and the proposed addition would feature a coordinating cream James Hardie

fiber cement board. The roof would be asphalt shingles to replace the existing asphalt roof with a red, brown, neutral color.

Building Inspector Hussinger confirmed there were no zoning issues and that the project met all village setback requirements. Bierman questioned an item on the building permit that referred to "occupational property," which Moore indicated was likely an error filled out by her office manager. The applicant confirmed the property was purely residential with no businesses operating from it and agreed to correct the form.

Motion by de Courcy-Bower to approve the residential addition at 201 Granary Circle. Second by Schneeberger. Motion carried unanimously.

#### **4. Architectural Board review and consideration of residential addition/sunroom for 634 Cardiff Drive.**

The applicant presented plans for a residential addition and sunroom, showing pictures of similar finished products. They explained that the siding, which would be minimal due to the primarily window construction, would match the rest of the house. They would be buying siding and painting it to match since the current color is discontinued. Shingles would be slate gray to tie in with the same shingles for the house, with white gutters and matching overhangs. Scott Spencer confirmed there were no issues with the plan.

Motion by de Courcy-Bower to approve the addition at 634 Cardiff Drive. Second by Schneeberger. Motion carried unanimously.

#### **5. Plan Commission review and consideration of site plan change to increase parking at Westrock residences, 700 W. Capitol Drive.**

John Ford of 3 Leaf Partners provided an update on the WestRock Residence project, noting that the three townhomes along with the clubhouse and initial stacked flat unit have been delivered. The next stacked flat building would be delivered at the end of the month, with additional buildings being delivered at a rate of one per month until completion in spring of next year.

Mr. Ford explained that they were requesting a revision to the overall site plan regarding unassigned visitor surface parking stalls. After working with their property management company, they wanted to provide additional visitors and guest unassigned parking spaces. He emphasized that this would not impact the previously approved structured parking within the building or the additional garages. The changes would not affect the stormwater system, snow removal, turning radiuses, or circulation for emergency vehicles. The green space impervious ratio would increase slightly by 0.4 percent to 26.3 percent overall.

Amtmann confirmed that he had reviewed the revisions submitted earlier that day and was satisfied with the adjustments made to address his earlier comments regarding configurations of some stalls and proximity to sidewalks.

Motion by Wallschlager to approve the site plan change to increase parking at WestRock residences. Second by de Courcy-Bower. Motion carried unanimously.

#### **6. Plan Commission review and consideration of Eagle Pass Development**

##### **a. Preliminary Plat**

Kalvin Klink explained that the preliminary plat had been submitted to the state for review, and state comments had not yet been received. In response to questions about responsibility for common areas, it was confirmed that all outlots would be owned by the seven lot owners, with each having a one-seventh ownership stake in those areas.

##### **b. Developer Agreement and Deed Restrictions**

Village Attorney Hector de la Mora said that he had exchanged drafts with the developer's attorney. The primary change needed involved responsibility and ownership for the outlots. His draft initially had them being transferred to the village, but they would instead remain under the ownership of all seven lot owners.

He clarified that the declarations for the development identified the outlots as common areas, with each lot having a one-seventh proportionate ownership and financial responsibility for maintenance.

#### c. Stormwater Management Plan

Ryan Amtmann explained that the stormwater plan directed all water on the site to drain into their stormwater facility on the south side of the lot. There was also a two-acre off-site area to the east that drains into this subdivision and would go through the pond. The pond is an infiltration basin that would infiltrate into the ground, with the first emergency overflow going into the storm sewer to the east in Lake Country Meadows and into their pond.

Amtmann noted that during the recent heavy rains (11 inches), he observed the pond and there was not much water in it, indicating it has tremendous capacity. He stated that the stormwater plan would enhance the drainage in the overall area, including areas to the south. The modeling shows that during a hundred-year event, water will remain in the pond, and if the ground is frozen, it will be directed to the east.

#### d. Site Plans and Specifications

Ryan Amtmann reported that the site plans had been updated through several iterations and were in very good shape. The developer had already addressed some remaining minor technical comments, and Hussinger was comfortable that the plans met the village's specifications and detailed drawings.

During discussion, a resident, Gary Strombeck from 305 Badger Drive, spoke about stormwater management and architectural standards. He expressed satisfaction with the stormwater management plan after meeting with Ryan Bailey four weeks ago. He asked whether the subdivision would adopt side-loading garages, which he noted was a feature in other RS-1 subdivisions in Hartland.

The developer explained that while some lots have sufficient width for side-loaded garages, not all would accommodate them due to lot configurations, especially the pie-shaped lots on cul-de-sacs. Building Inspector Hussinger confirmed that side-loaded garages would be difficult on some lots due to their pie shape and the grading challenges they present.

Hussinger suggested that the developer return to the Architectural Review Board with standards for the homes, or that each individual home plan comes before the board for review. de Courcy-Bower expressed his preference of that, given the sensitivity of this development to the adjacent subdivision and that it is only seven properties, each home should come before the Architectural Review Board for approval.

The board also discussed erosion control, with the developer seeking permission to begin staking for erosion control and tree removal. Ryan and others emphasized the need to follow proper sequencing and permit processes, with final approval possibly coming at next Monday's Village Board meeting.

Motion by de Courcy-Bower to approve the Eagle Pass Development preliminary plat, developer agreement and deed restrictions, stormwater management plan, and site plans and specifications, contingent upon staff approval, verification of all those documents and continued oversight. Second by Schneeberger. Motion carried unanimously.

\*\* Break taken at 7:24pm

\*\* Meeting resumed at 7:26pm

## **7. Plan Commission review and consideration of installation of parking lot at 163 E. Capitol Drive.**

Mike Moen, owner of the property at 163 E. Capitol Drive, presented his plans to remove the existing driveway and parking area behind his building and replace it with an expanded parking area. He explained that his property is under a third of an acre with a small lot, and he wanted to maximize parking. He also proposed widening the driveway entrance from approximately 11 feet to 20 feet, noting that visitors sometimes have difficulty entering and exiting due to street parking overlapping the driveway.

Mr. Moen described removing a small green space along the building and extending the driveway to the building itself. The plan included 13 parking spaces in the back measuring 10 feet by 18 feet, with a 24-foot clear space in the center. He provided details on water flow, noting it would flow directly to the road, as well as elevation information showing the natural drainage pattern.

Several board members expressed concerns about the proposal:

- de Courcy-Bower noted that the Village Center Revitalization Plan envisions cohesive parking across the backs of properties in this area, allowing businesses to share parking efficiently.
- There were questions about snow storage given the limited offsets from adjacent properties.
- Board members requested photometric plans for the lighting to assess potential impacts on residential properties to the south.
- There were concerns about widening the driveway entrance, which could be detrimental to the downtown street parking.
- Jeff Bierman raised questions about dumpster enclosures, noting that while the property currently uses individual garbage cans, commercial properties with multiple tenants typically require proper dumpster enclosures with screening.

Mr. Moen expressed frustration that his neighbors did not have to comply with some of these requirements and felt the board was overreaching. Scott Hussinger explained that municipal standards change over time, and when a property owner requests a major change like a parking lot expansion, the village considers the entire site plan including lighting, drainage, landscaping, and waste management facilities.

After considerable discussion, the board determined that the submittal lacked sufficient information for approval. Chairman Pfannerstill encouraged Mr. Moen to work with staff to develop a plan that would meet village requirements.

Motion by de Courcy-Bower to deny the request for installation of a parking lot at 163 E. Capitol Drive as submitted. Second by Wallschlager. Motion carried unanimously.

## **8. Announcements**

There were no announcements.

## **9. Adjourn**

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

Adjourned at 8:02 pm.

Respectfully submitted by

Recording Secretary,  
Deidre Bush y, Deputy Clerk

