



Village of Hartland

210 Cottonwood Avenue

Hartland WI 53029

PH: 262-367-2714

FAX: 262-367-2430

www.villageofhartland.wi.gov

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA MONDAY, DECEMBER 15, 2025 ▪ 6:30 PM BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

Roll Call

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.

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of November 17, 2025
2. Architectural Board review and consideration of an application for signage and awning for 141 Cottonwood Avenue
3. Announcements: The following individuals will be given an opportunity to make announcements at the meeting regarding (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
4. Adjourn

Ryan Bailey, Village Manager

A complete packet of meeting materials is normally available by 5:00 pm on the Friday before the meeting on the Village website: www.villageofhartland.wi.gov (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 Sandee Policello, Village Clerk, at 262-367-2714. The Municipal Building is handicap accessible. To participate in the Village of Hartland "Zoom" meeting with video <https://us02web.zoom.us/j/82578727373?pwd=lbxQKqyhFdD8l5l5bEIJPSaEaP8p2lC.1> The Meeting ID is 825 7872 7373, Passcode is 041287. To participate in the Village of Hartland "Zoom" meeting (audio only), please dial 1(312)626-6799.

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY NOVEMBER 17, 2025
6:30 PM, BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

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

Excused: Wallschlager

Others Present: Ryan Bailey, Deputy Clerk Bushey, Ryan Amtmann, Jim Siepman, Mike Moen, and Luke Kapp.

Call to Order- 6:30 pm

Roll Call taken.

Chairman Pfannerstill introduced Mike Demet who was recently appointed to the Plan Commission after being approved at the last Village Board meeting. He said Mike is a long-time resident who previously ran for trustee and shares a vision of preserving Hartland's history while progressing into the future. Mr. Demet's term will run through April as he fills a vacant position.

Public Comments -

The chairperson opened the floor for public comments. After checking both in-person attendees and Zoom participants, no one came forward to speak during the public comment period.

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of October 20, 2025 –

Motion (Hallquist/Schneeberger) to approve the Jt. Architectural Board/Plan Commission minutes of October 20, 2025. Carried (4-0) with 2 abstentions, Wallschlager and Demet.

2. Architectural Board review and consideration of an application for signage for 505 E. Industrial Drive -

Luke Kapp, representing KD Assets, presented the application. He explained that KD Assets is an IT remarketing firm that recently relocated from Waukesha to 505 Industrial Drive. They are seeking to replace the panels on an existing monument sign to reflect that KDS now occupies the building instead of the previous graphics printing company. The proposed sign would be the white option with a blue flag, with no new construction required - just replacement panels on the existing monument.

Pfannerstill noted that while landscaping is typically required for signs in the village, he was not inclined to require it since this is just a panel replacement on an existing sign with nice grass around it. Kapp confirmed the sign would not be illuminated internally, though there appeared to be spotlights in the background of the submitted images.

Wallschlager pointed out that the village has been requiring landscaping around signs and monuments to bring properties current with ordinances when changes are made. She suggested adding some low bushes or mulch around the sign to enhance its appearance without covering it. Mr. Kapp indicated they have a professional landscaping service, and he would be willing to handle the landscaping himself if needed.

Motion (DeCourcy-Bower/Schneeberger) to approve the sign.

Motion to amend by Wallschlager to include landscaping (mulch or mulch with greenery/small bushes) to be approved by Scott Hussinger. Second by Schneeberger. Amendment carried.

Main motion (DeCourcy-Bower/Schneeberger) amended to accept the sign with some type of bushes, daylilies, mulch, or other landscaping at the base of the sign contingent on Scott Hussinger's approval. Carried (7-0).

Mr. Kapp was instructed to proceed with sign production and coordinate with Scott Hussinger regarding the landscaping design.

3. Plan Commission review of the Planned Unit Development amendment for the Sandhill Development and consideration of referral to the Village Board -

Ryan Bailey explained that the village attorney and the developer's attorney are working on the PUD amendment. The goal for the evening was to move the item to the village board for a reading, public hearing which would be January 12th, and potential approval at the second reading on January 26th.

Jim Siepman presented the Sandhill condominium development update. The project was originally approved for 110 units with two-family and four-family buildings. About two years ago, they amended the plan to change the first two phases from some four-family buildings to two-family buildings. They are nearly complete with the first two phases, with seven buildings (14 units) remaining, all two-family units. The density in the first two phases is actually decreasing from 60 to 56 units for better spacing and feel.

For phases 3 and 4, market conditions have driven them to propose single-family condominiums instead of the 25 approved two-family buildings (50 units). The new proposal would be 36 single-family condominium units.

Speaker 5 asked about maintenance responsibilities for the single-family units, given that different homeowners might have different sized houses. Speaker 4 clarified that there would be a master condominium association for all four phases, with a smaller HOA for phases 3 and 4. Homeowners would maintain their own structures since they will be different sizes, but lawn care and snow removal would be handled by the master association.

Bailey confirmed that once the PUD amendment is approved, they would return with design standards for the single-family units for architectural review.

Motion (decourcy-Bower/Wallschlagler) to approve the plan unit development amendment for Sand Hill development and consideration of referral to the village board. Carried (7-0).

4. Plan Commission review and consideration of installation of a parking lot at 163 E. Capitol Dr -

Pfannerstill began by acknowledging that the last meeting on this item had become heated and emphasized that everyone would treat each other with respect and take turns talking. He shared that he had walked the property since the last meeting and found that adjacent properties have full parking lots in the back. He noted that the applicant, Mr. Moen, is against the wall timing-wise if he wants to complete asphalt work this year. Pfannerstill said he appreciated that Mr. Moen had agreed to forgo making the driveway cut larger and had foregone putting parking spaces on the side of the building, agreeing to only place them in back.

Mr. Moen, who had hired Land Tech to complete scaled drawings reflecting code-compliant parking, presented his revised plan. The proposal now includes only parking in the back and essentially replaces the existing driveway. He explained that the stoop on the side would remain, but the area where a large maple tree was removed (which had been causing water infiltration in the basement) would be paved. Standing water of 3-4 inches accumulates where the white car is shown in the photos during heavy rain, which was the initial catalyst for the project.

Mr. Moen detailed that the driveway entry would maintain its original size, only slightly wider at the sidewalk to match the existing sidewalk cut and approach. He explained his intention to potentially connect his parking lot to the neighboring property managed by Mark Walters. The neighbor's dumpsters currently sit in their parking lot with only 3 feet of green space between properties. By connecting the lots, the dumpsters could be pushed directly over the lot lines, freeing up the neighbor's handicapped parking space and last parking spot that is currently impacted. In exchange, the neighbor would allow Mr. Moen to share the dumpsters. Additionally, this connection would allow snow removal contractors to push snow through to green space on the other side of Mr. Moen's lot at night when cars are not present.

Mr. Moen proposed dwarf evergreen screening between the buildings to hide the dumpsters from the sidewalk view, which would also screen the air conditioners along his neighbor's building.

Hallquist inquired about lighting. Pfannerstill suggested downward-facing lighting on the south side and back of the building to avoid impacting residential properties. Bailey added that any lighting would need to be contingent on Scott Hussinger's approval, referencing issues with apartments across the street that had created light disturbances when changing to bright LED lights. Hussinger is still working with them on that.

Pfannerstill expressed support for allowing staff to oversee the project, noting the rock wall improvements, and building facade work already completed. He appreciated Mr. Moen's concessions and suggested the village board should consider parking restrictions near the driveway for safety, possibly with painted lines indicating no parking zones.

Wallschlagler asked about the existing ramp on the backside (confirmed as existing) and questioned whether the handicapped parking spot would meet state guidelines. Mr. Moen indicated it would be approximately 15 by 18 feet. Amtmann clarified that the open area beside the handicapped spot should be striped with yellow crosshatching.

Schneeberger asked about screening for the dumpsters. Mr. Moen explained the dwarf evergreen screen would be placed on the northwest side of his building toward the front, as shown on the site plan. DeCourcy-Bower thanked Mr. Moen for preserving green space on the front of the building and making requested changes. He expressed concern about whether there was enough room for the northeast corner parking space without vehicles hitting either cars or the building corner. Mr. Moen acknowledged they were designed for the highest yield but understood that spot might need to be eliminated. Bailey mentioned that if approved, it would go to Monday's board meeting, though asphalt plants typically shut down around Thanksgiving due to weather. Pfannerstill indicated he did not foresee issues with the village board and would explore options for starting work sooner if possible. Bierman commented on the setbacks.

Motion (DeCourcy-Bower/Hallquist) to approve contingent upon staff review of the plan, lighting, setbacks, and striping. Carried (7-0).

Mr. Moen was instructed to work with Scott and Ryan on all aspects and stick to the submitted plan.

5. Announcements -

Pfannerstill announced that the Holiday Train is coming, noting it is on Wednesday this year rather than the usual night. Hartland Lights is scheduled for December 6th.

DeCourcy-Bower mentioned that Arrowhead High School football made state on Friday.

6. Adjourn

Motion (Schneeberger/ Wallschlager) to adjourn. Carried (7-0).

Meeting adjourned at 7:16 pm.

Respectfully submitted by

Recording Secretary,
Deidre Bush  y, Deputy Clerk



DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

RICK CONNER
RCK@VILLAGEHARTLAND.COM

Job Address 141 COTTONWOOD AVE			
Lot 66	Block	Subdivision	Key No. HAV 0729113
Owner Petcoff Enterprise		EMAIL marcelpetcoff.org	Phone 262-373-0250
Address 141 Cottonwood Ave		City Village Hartland	State WI Zip 53029
Contractor NAEGELE AWNING		Phone 414-517-4643 FAX	EMAIL WEDAWNINGS@SBCGLOBAL.NET
Address 2585 S 33		City MILWAUKEE	State WI Zip 53215

The Architectural Board meets on the THIRD MONDAY of the Month at 6:30 p.m. in the Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The DEADLINE for filing is FIFTEEN WORKING DAYS PRIOR TO THE MEETING DATE at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

All applications for consideration by the Architectural Board are subject to the policies described in this document.

Commercial/Industrial/Multifamily:

- One (1) bound set of plans and application material and one (1) electronic copy of all submittals.
- Elevations must show all sides of the structure and state the building materials and colors. Additions must be shown with the existing building.

Signs:

- One (1) color rendering of the requested sign(s) and one (1) electronic copy of all submittals. Include colors and material type. Renderings are to be dimensioned and must show placement on building and height.
- Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.
- One (1) site plan with dimensions. Not required for wall signs or other signs attached to the building.
- One (1) set of lighting details. Include type, location, number and photometric plan.
- Submit Sign Permit Application

NOTE: Approval by the Architectural Board is not permission to begin construction; a building permit must first be obtained.

Date Applied: 12/8/25 Date of Meeting: _____ Item No. _____
Commercial Page 1 of 2

**DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR SIGN PERMIT**

PERMIT # _____

JOB LOCATION 141 Cottonwood TAX KEY # 0729113
OWNER Petcoff Enterprise PHONE 262-373-0250
ADDRESS 141 Cottonwood CITY Village Hartland STATE WI ZIP 53029
CONTRACTOR NOR GOLF AWNING PHONE 414-517-7643
ADDRESS 2585-533 CITY MILWAUKEE STATE WI ZIP 53215

SIGN TYPE: WALL PROJECTING AWNING, CANOPY GROUND
 PORTABLE/TRAINING REAL ESTATE PERM. REAL ESTATE TEMP.

WORDS AS THEY WILL APPEAR ON THE SIGN:

VITOPICARE

OVERALL DIMENSIONS OF SIGN _____ COLOR OF BACKGROUND FOREST GREEN

SIZE OF LETTERS IN INCHES AWNING - 7" x 5' x 2'
SIGN - 4" x 26" x 1' COLOR OF LETTERS WHITE

CONSTRUCTION MATERIALS OF SIGN BACKGROUND (i.e. WOOD, ALUM, ETC.)

ILLUMINATED? YES NO INTERNALLY EXTERNALLY

SIGN PLANS MUST BE APPROVED BY ARCHITECTURAL BOARD PRIOR TO PERMIT BEING APPROVED (SEE ARCHITECTURAL BOARD APPLICATION)

ESTIMATED COST OF ABOVE SIGN \$ 10,250

TO THE BUILDING INSPECTOR: THE UNDERSIGNED HEREBY APPLIES FOR A PERMIT TO DO WORK HEREIN DESCRIBED ACCORDING TO THE PLANS AND SPECIFICATIONS FILED HERewith AND LOCATED AS SHOWN ON THIS APPLICATION. THE UNDERSIGNED AGREES THAT SUCH WORK WILL BE DONE IN ACCORDANCE WITH THE SAID DESCRIPTION, PLANS AND SPECIFICATIONS AND IN COMPLIANCE WITH ZONING ORDINANCE AND ALL OTHER ORDINANCES OF THE VILLAGE OF HARTLAND AND WITH ALL THE LAWS AND ORDERS OF THE STATE OF WISCONSIN APPLICABLE TO SAID PREMISES.

APPLICANT PETCOFF ENTERPRISE DATE 12/8/25

PLANS APPROVED: ARCHITECTURAL BOARD _____

APPLICATION APPROVED: BUILDING INSPECTOR _____ DATE _____

NAEGELE AWNING COMPANY
2585 S. 33 RD ST
MILWAUKEE WI 53215

wedoawnings@sbcglobal.net
 office 414-645-2862
 text 414-517-4643

PURCHASER

¹⁴¹
~~139A~~ COTTONWOOD AVE
 HARTLAND WI 53092

Macarja

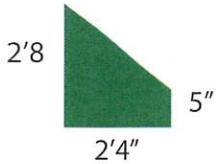
2 FOREST GREEN FABRIC AWNINGS WITH LOGO, 18" X 5 FT

1" SQ WELDED ALUMINUM FRAMES
 3" LAGS TO WALL



5 FT AWNING X 2FT OUT

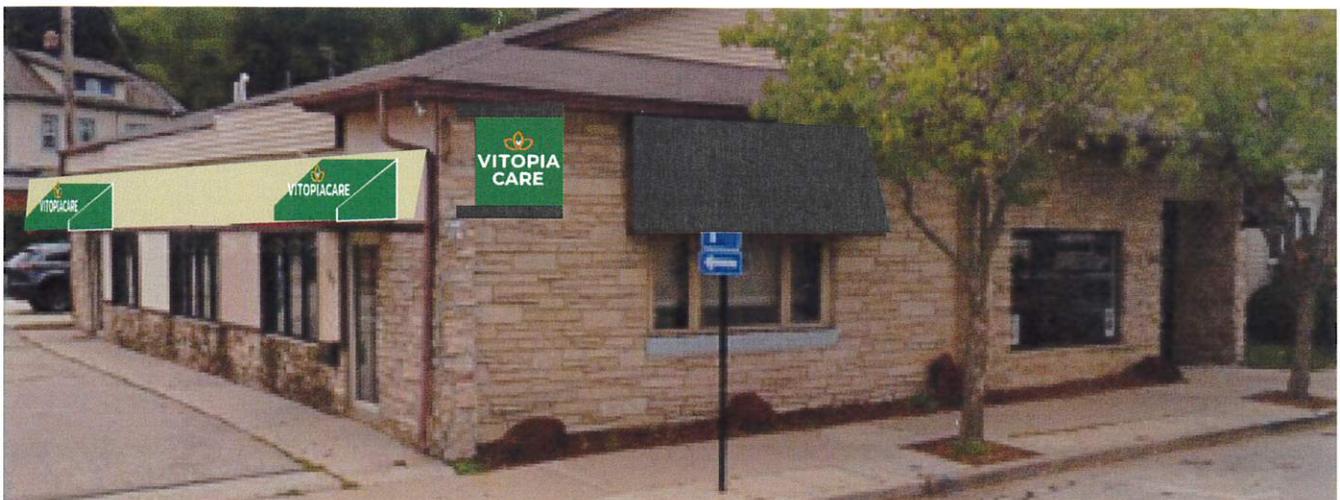
7 FT AWNING
 X 2 FT OUT



FOREST GREEN
 METAL SIGN
 WITH LETTERING
 DOUBLE SIDED
 NON ILLUMINATED
 3FT X 2FT 4 INCH

INSTALL SIGN 3" LAGS TO LAMONSTONE

BLACK STANDING SEAM METAL AWNING
 OVER WOOD STRUCTURE 8FT X 4 FT



NAEGELE AWNING COMPANY
2585 S. 33 RD ST
MILWAUKEE WI 53215

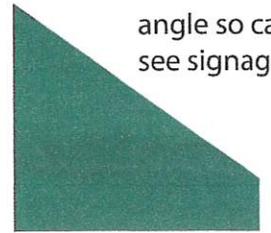
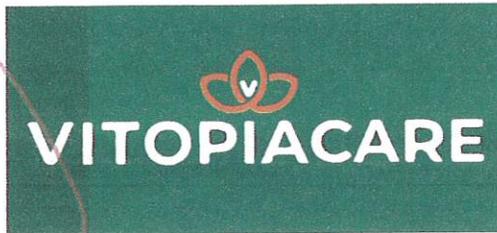
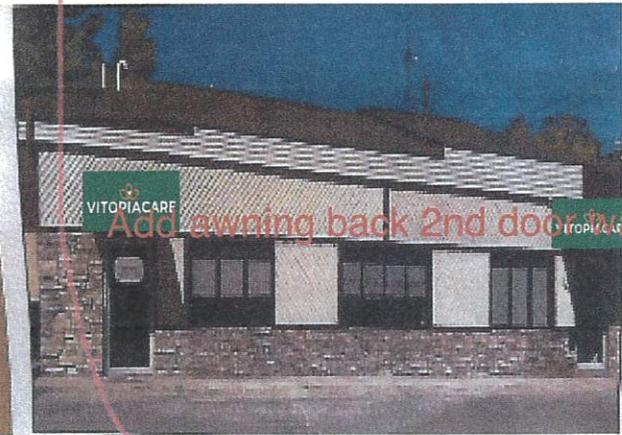
wedoawnings@sbcglobal.net
 office 414-645-2862
 text 414-517-4643

PURCHASER	PETCOFF ENTERPRISES	QUOTE	7366
	1471 139A COTTONWOOD AVE <i>Med</i>		
	HARTLAND WI 53092		dec 8, 2025

NEW AWNINGS, WELDED ALUMINUM FRAMES,
 MATERIAL- SUNBRELLA FOREST GREEN
 WITH LOGO

color fabric forest green sunbrella

2'4"



angle so can see signage

5"

awning proof

logo 18" x 5 ft

2'3"

A. 2 NEW AWNINGS OVER DOORS WITH VITOPACARE LOGO, 5'1", 7'0" WIDE
 3950.00

C. ONE SIGN MOUNTED WITH VITOPACARE LOGO TO MATCH OTHER SIGN 1900.00

D. FRONT CEDAR SHAKE OVERHANG, CHANGE TO STANDING SEAM METAL, WITH NEW SOFIT AND
 2 LED LIGHTS INSTALLED 4400.00

front of building

color Black metal front

STANDING SEAM METAL
 AWNING, NEW SOFIT black

awnings with logos,
 EXISTING CONDITION, PLUS SIGN

C. SIGN ALUMINUM
 DOUBLE SIDED



3ft

2'4"

2" sq posts with
 plates 6" to wall
 forest green metal background

