

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