

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES**  
**MONDAY DECEMBER 15, 2025**  
**6:30 PM, BOARD ROOM**  
**MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

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

Others Present: Ryan Bailey (via zoom), Deputy Clerk Bushey, and Rick Conner.

**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 November 17, 2025**

Chairman Pfannerstill called for consideration of the previous meeting minutes.

Motion (Wallschlager/Schneeberger) to approve the Joint Architectural Board and Planning Commission minutes of November 17, 2025. Carried (7-0).

**2. Architectural Board review and consideration of an application for signage and awning for 141 Cottonwood Avenue**

Rick Conner presented the application for Enterprise News at 141 Cottonwood Avenue. He explained that they would be swapping out existing signage, including:

Replacing two burgundy awnings on the south side of the building with a green awning

Replacing the front shaped shingle awning with a black metal awning (changed from the originally planned green to match the neighboring Mosaic business at the landlord's request)

Installing a metal sign on the corner of the building for pedestrian visibility

The commissioners discussed the corner sign's height and projection from the building. A commissioner noted that there had been previous discussions about a similar sign for the other side of the building, where Scott had established the proper height according to village ordinances. The commissioners agreed that maintaining the same size and height as the previously approved sign would be appropriate and would satisfy ordinance requirements.

There was additional discussion regarding the existing lighting under the awning. Mr. Conner clarified that there are existing lights that are rarely used, but they primarily illuminate the sidewalk and landscaping rather than the signage itself. These lights would typically be off when the business is closed.

Motion (DeCourcy-Bower/Schneeberger) to approve the application for signage at 141 Cottonwood Ave. Carried (7-0).

### **3. Announcements**

A commissioner proposed beginning future meetings with the Pledge of Allegiance, similar to the practice at Village Board and Police and Fire Commission meetings. Jeffrey Pfannerstill indicated this would be implemented unless there was significant opposition, and asked members to contact Ann or himself with any concerns.

The same commissioner also requested a \$10 increase in the per-meeting pay scale for commissioners, noting there had not been an increase "in forever." Ryan Bailey, Village Manager (attending via Zoom), acknowledged the request and indicated he would forward this to Sandee for consideration by the Village Board. Ryan estimated the financial impact would be approximately \$4,000-5,000 total.

Jeffrey Pfannerstill expressed holiday wishes and thanked the commissioners for their service to the village throughout the year. He provided updates on two community members:

- Former Village President David Lamerand (who served for 26 years) was reported to be in the hospital.
- Tony, Jerry and Maria's Arena's son is in the ICU on a ventilator, with limited treatment options remaining in his battle with cancer.

Pfannerstill also praised the recent Hartland Lights event and holiday train despite cold temperatures, noting increased shopping activity in the village the following day.

### **4. Adjourn -**

Motion (deCourcy-Bower/Schneeberger) to adjourn. Carried (5-0).  
Meeting adjourned at 8:51 pm.

Respectfully submitted by

Recording Secretary,  
Deidre Bush y, Deputy Clerk