

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES - AMENDED
MONDAY FEBRUARY 16, 2025
6:30 PM, BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

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

Excused: Tim Hallquist,

Others Present: Ryan Bailey, Tonia Smith, Tom Jenson, Scott Hussinger, Ryan Amtmann and Robert Talbot.

Public Comments:

No Public Comments.

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of December 15, 2025

Motion (DeCourcy-Bower/Schneeberger) to approve the minutes of the December 15, 2026, meeting. Carried (6-0).

2. Architectural Board review and consideration of an application for addition of an attached garage at 216 Merton Avenue

Robert Couden, property owner at 216 Merton Avenue, was present and explained the attached garage addition. He explained that there is currently no garage and that the proposed structure will include attic storage to compensate for the lack of storage in the existing small, old house.

Commissioner Wallschlager inquired about the unusual property configuration, noting that there are two homes on the lot and questioning the driveway access to the back house. Couden clarified that while the survey may not clearly show it, there is a gravel driveway that extends to a stone sidewalk leading to the rear house, approximately 40 feet from the parking area. He mentioned plans to pave the driveway with asphalt next year and install a concrete sidewalk to the back house.

Regarding materials, Couden confirmed that the garage siding will match the existing home's siding. The roof will use identical shingles to those installed in 2022, ensuring consistency with the existing structure.

Building inspector Hussinger confirmed that the proposed garage meets all village setback requirements. The question of permissibility for the walkway configuration was raised, with confirmation that the village does not regulate sidewalks or driveways, making the current setup acceptable given the unique nature of the property.

Motion: (DeCourcy-Bower/Schneeberger) moved to approve the addition of the attached garage at 216 Merton Avenue. Carried (6-0).

3. Architectural Board review and consideration of an application for signage for 122 E. Capitol Drive -

Scott Baisie from Bower Sign and Lighting was present via zoom and explained the application on behalf of Palmer Steakhouse. The project involves replacing the existing deteriorating blade sign with a new, more durable version constructed of HDU (high-density urethane) panels that will be painted to look like wood but offer superior weather resistance.

The new sign will feature top-down lighting and include a neon "open and immediate seating" sign below, replacing a larger non-functioning sign currently in place. The design will maintain the restaurant's branding while providing improved durability and functionality.

Motion: (DeCourcy-Bower/Schneeberger) moved the application for signage at 122 E. Capitol Dr. Carried (6-0).

4. Plan Commission review and consideration of an Extraterritorial Certified Survey Map for the Braden property at N30 W29315 Hillcrest Drive -

Village Manager Bailey explained that this property is within the village's extraterritorial boundary but not in an area planned for future expansion. It was confirmed that the village is required to approve certified survey maps in extraterritorial areas, even when no new construction is involved.

Motion: (DeCourcy-Bower/Schneeberger) to approve the Extraterritorial Certified Survey Map for the Braden property at N30 W29315 Hillcrest Dr. Carried (6-0).

5. Discussion and consideration to erect a bulk water filling station at 570 Progress Drive, The Village's Number 3 Wellhouse Site -

DPW Director Tom presented the proposal to install a prefabricated bulk water filling station to replace the current honor-system arrangement using a fire hydrant. The existing system requires customers to fill out forms indicating water usage, which creates accountability issues and potential revenue loss.

Jenson explained that the new 4 x 6.5-foot prefabricated building will include a backflow preventer, pressure relief system, and customer interface allowing payment via PIN pad or credit card, similar to a gas station. The system will provide exact quantity measurements and immediate payment processing, eliminating the need for year-end billing reconciliation.

The new location offers operational advantages, including easier access for large trucks and the elimination of the need for vehicles to turn around in the dead-end area where the current hydrant has been struck multiple times. Jenson noted that other municipalities using similar systems have seen doubled water usage quantities, suggesting significant unreported usage under the current system.

The facility will use the village's blue, white, and black color scheme and will be positioned on a concrete slab with proper drainage. Fire department access will be maintained through PIN code access. A question was asked about other potential revenue loss areas, which Jenson confirmed this addresses the only bulk water sales location.

Motion: (Wallschlager/Schneeberger) to approve a bulk water filling station at 570 Progress Drive. Carried (6-0).

6. Plan Commission review and consideration of Landscape Plans for Sandhill single-family condominiums

Jim Siepman presented the landscape plan as a continuation of the existing Sandhill development aesthetic. The proposal includes extending the black equestrian-style fencing along Winkelman Road and creating a fence line to demarcate the boundary between the existing multifamily and new single-family sections.

The plan features matching monument signs at the Terry Lane entrance, similar to those on Homestead Road, though with different naming to distinguish the single-family section. A stone wall using matching split-face fieldstone will separate the two phases along Sandhill Boulevard, with appropriate signage for each section.

Landscaping will maintain consistency with the existing development, including a colonnade of trees at the Terry Lane entrance and planting beds around monuments. Common areas will remain as meadow grass or prairie restoration. The walking path will extend around the perimeter and into the northern woods, with interior paved paths remaining private to residents.

Siepman clarified the HOA structure, explaining there will be two individual HOAs plus one overarching HOA for common elements like roads and fences. Snow removal and landscaping for

single-family units will be managed separately from the existing multifamily units, though street maintenance will remain unified for efficiency.

Siepmann was asked about winter path maintenance and he explained that paths are not currently plowed due to cost considerations and variability of weather conditions.

Motion: (Wallschläger/Schneeberger) to the landscape plans for Sandhill single-family condominiums. Carried (6-0).

7. Architectural Board review and consideration of architectural standards for Sandhill single-family dwellings to allow developer review of individual plans -

Siepmann said the proposal establishes architectural standards that mirror those used in Windrush, with some modifications for the site's constraints. Key requirements include natural exterior materials, matching shingle roofs consistent with the existing Sandhill development, and traditional roof lines rather than low-pitch or prairie styles. Three-and-a-half car garages represent the maximum allowed to preserve lot space utilization.

Village Administrator Bailey explained that this system allows staff to review individual home plans rather than requiring each home to come before the planning commission, streamlining the approval process while maintaining design standards. Scott will review each home's architectural plans and grading plans individually, similar to the successful Windrush process.

de Courcy-Bower asked about setback requirements between homes in this condominium development versus typical single-family standards. The minimum side setback was confirmed at 20 feet between homes, which provides adequate access for maintenance while avoiding the challenges of tighter setbacks seen in some communities.

Bierman inquired about parking adequacy given the road width and parking restrictions. The development will follow the existing Sandhill model with parking allowed on only one side of the streets to maintain emergency vehicle access. Front setbacks of approximately 30 feet will provide adequate driveway parking for multiple vehicles.

Motion: (deCourcy-Bower/Schneeberger) to the architectural standards for Sandhill single-family dwellings to allow developer review of individual plans. Carried (6-0).

8. Architectural Board and Plan Commission review and consideration of resubmittal of approved addition for T-Lon at 1110 Richards Road -

Daniel from Oliver Construction presented the revised proposal for Thiel-on products, explaining that after receiving initial approval, the property owner decided to proceed with a smaller scope. The revised addition reduces the footprint by 2,700 square feet while maintaining the same overall height and main facade fenestration as previously approved.

Changes include eliminating overhead door access on the south side, which will now be a solid brick wall, and reducing the scope on the east side to use split-face block instead of brick accents, consistent with the existing building's rear facade. The interior program remains the same open warehouse space, and all materials will match the existing building to maintain visual consistency. Scott confirmed that the curb appeal and street view will remain effectively the same as the previously approved proposal, ensuring the reduction in scope does not negatively impact the building's appearance from public areas.

Motion: (deCourcy-Bower/Schneeberger) to approve the resubmittal of approved addition for T-Lon at 1110 Richards Road. Carried (6-0).

9. Plan Commission review of conceptual plan for Haight Drive

Village Manager Bailey introduced this conceptual proposal that had been presented to the village board the previous week. The project involves permanently closing the dangerous intersection at

Haight Drive to create a community space, with funding being sought through a Vibrant Spaces Grant worth \$50,000.

Village Engineer Amtmann presented two conceptual alternatives for transforming the roadway into a shared space that could serve both businesses (Beer Snobs and the Inn) and provide public amenities. The closure would eliminate the problematic two-way stop that has created safety hazards, including nearby misses with vehicles almost driving into Beer Snobs.

The concept envisions tables, igloos, and other amenities that could create a vibrant downtown space during warmer months. The area would feature different zones, potentially including private seating for the restaurants and public areas such as a holiday tree location and general sitting areas near the library.

Several design considerations were discussed, including the use of decorative concrete rather than grass due to maintenance challenges, the installation of bollards to prevent vehicle access, and the approximately six-foot elevation change across the site. The businesses would maintain the space under a potential lease arrangement, removing the burden from taxpayers while providing them with operational benefits.

Schneeberger raised concerns about pedestrian circulation, suggesting that a central walkway might better serve foot traffic than requiring people to navigate around restaurant seating areas. This led to broader discussion about improving connectivity between this space and other village amenities like the park to the east.

DeCourcy-Bower emphasized the need to consider the broader pedestrian network, noting that removing stop signs on Cottonwood would affect crossing patterns and that the space should connect well with surrounding areas. He suggested examining the entire intersection redesign and considering improvements to pedestrian access along Haight Drive, including the bridge crossing where sidewalks currently disappear.

The conversation expanded to consider the relationship with potential future development, particularly regarding the former gas station property and planned Cottonwood Avenue improvements. Bailey noted that major Cottonwood reconstruction, including buried power lines, is planned but delayed pending area redevelopment to avoid road damage from construction traffic. Practical concerns were addressed, including parking impacts (removal of nine spaces), the need for agreements with property owners regarding liquor license boundaries, and winter maintenance considerations. The engineering timeline includes initial meetings with adjacent property owners before returning to the commission with refined concepts.

Bailey emphasized that multiple iterations would return to the board and encouraged ongoing communication with staff.

It was suggested public input opportunities, such as displaying concepts at the library to gauge community interest and gather feedback on this significant change to the village center.

The project timeline is driven by grant requirements, with applications already submitted for 2026 funding and potential 2027 alternatives available. Work could be completed in 2027 even with 2026 grant approval. Total project cost is estimated at \$250,000, budgeted from cash reserves without borrowing.

Motion: (Schneeberger/Demet) to approve the conceptual plan for Haight Drive. Carried (6-0).

10. Announcements -

- Pfannerstill announced the upcoming election primary for Swallow School District, with voting available at Village Hall for Village of Hartland residents.
- The recent "Sleep Out for Veterans" fundraising event was highlighted as a tremendous community success. Commissioner Neff described exceptional attendance despite favorable weather conditions, with activities both inside and outside the venue. Commissioner Bower noted record-breaking donations with 131 baskets available for auction, demonstrating

strong community support for homeless veterans. The event traditionally occurs around Valentine's Day weekend.

11. Adjourn -

Motion: (deCourcy-Bower/Schneeberger) to adjourn. Carried (6-0).

Meeting adjourned at 8:51 pm.

Respectfully submitted by
Recording Secretary,
Deidre Bush y, Deputy Clerk