

**VILLAGE OF HARTLAND
JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, AUGUST 17, 2015
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

Present: Ryan Amtmann, David deCourcy-Bower, Tim Hallquist, Dave Lamerand, Jim Schneeberger, Randy Swenson and Jack Wenstrom.

Others Present: Administrator Cox, Building Inspector/Zoning Administrator Hussinger and Deputy Clerk Meyer.

Roll Call

1. Motion (Hallquist/Swenson) to approve the Jt. Architectural Board/Plan Commission Minutes of July 20, 2015. Carried (7-0).
2. Consideration of an Architectural Board application for the construction of a single-family residence to be located on Lot 26, 453 Sanctuary Lane in the Sanctuary of Hartland Subdivision

Property Owner/Contractor: Sanctuary of Hartland, LLC/Miller Marriott, 301 Pawling Ave., Hartland, WI 53029

It was noted that the address for Lot 26 is 453 Park Court, not Sanctuary Lane.

This is the first house to be built in the Sanctuary Subdivision and it is being proposed by the developer. The proposed site plan meets zoning requirements.

There was concern that the mailbox plan from the developer's representative and the utility plans all point to having obstructions in the corner where they intend to put their driveway. The Village will make sure the builder knows about this and he will have to address it.

Motion (Swenson/Wenstrom) to approve the application for the construction of a single-family residence to be located on Lot 26, 453 Park Court in the Sanctuary of Hartland Subdivision, noting that the builder should be notified by staff about the mailbox and utility obstructions. Carried (7-0).

3. Architectural Board and Plan Commission review and consideration of an application for modifications to a car wash facility on the property located at 400 E. Industrial Drive and consideration of possible Conditional Use Permit revisions.

Applicant: Hartland Service, 400 E. Industrial Dr.

Property Owner: Michael & Debra Kusch, N65W30981 Beaver Lake Rd., Hartland, WI 53029

Architect: MSI General, P O Box 7, Oconomowoc, WI 53066

A Conditional Use Permit was approved for Hartland Service in April and revised in June to allow an expansion of the Automotive Service business and specifically, the car wash. The revised CUP indicated that both the automatic touch-less and soft cloth car washes could be operated 24 hours per day, seven days per week. Additionally, the April approval also included the Site Plan, which called for one large building expansion to house increased service bays and a new car wash and detailing facility. The existing out building on the lot would have been demolished. The owner has submitted plans to the Village showing a downsized addition to the main building and conversion of the existing out building to be used as a car wash facility. In this scenario, the total amount of impervious surface on the parcel is reduced and while the car wash bays are shorter, they orient north/south instead of east/west. During the wash cycle and upon exiting the wash bay, vehicles are oriented toward the north (railroad tracks) instead of toward the residential properties on Cottonwood Avenue. Despite this, no modifications to the landscaping along Cottonwood Avenue have been proposed, which plans include a berm and buffer plantings. The second building (existing out building), which will house the car wash, would be treated as an accessory structure. Amendments to the Conditional Use Permit have been proposed that would reflect the current (and final) proposal.

There will be five free vac stations. Tire storage will be in a new concrete storage area on the northwest side of the building. The dumpster enclosure will be on the west side of the property.

The color scheme on the main building will be a darker gray and the awning will be replaced with steel canopies over the two front doors. There will be a blue ribbon around most of the top perimeter of the building. All outdoor building lights will be LED.

The car wash building is blue and will have blue paneling across the top for the first two or three feet, along with a car wash sign on the south side. The vac stations will be blue. The signs will be modified, but they haven't been addressed yet.

The Commission reminded Mr. Kusch to apply for BID approval for the color scheme of the buildings, as well as the modified signs.

The photometrics were reviewed.

Mr. Kusch stated that the vacuums will be turned off at night – they will be on a timer, probably turning off around 10:00 PM.

Motion (Swenson/Hallquist) to recommend approval to the Village Board the application for modifications to a car wash facility on the property located at 400 E. Industrial Drive and approval of the Conditional Use Permit revisions. Carried (7-0).

4. Consideration of Zoning Code and general Code amendments to allow the Architectural Board to conditionally eliminate the requirement for review of single family residences in subdivisions with active homeowners associations.

Architectural Board review of a single family home construction and modification was implemented decades ago in response to perceived aesthetic problems with houses being constructed. At that time, the areas of the Village in question were not served by homeowners associations and the appearance of new construction was not being reviewed by anyone to determine its fit within Hartland. In the intervening years, new subdivisions have come on line that were approved with strong expectations as to the type of appearance of houses and with strong internal review processes for new construction and modifications. In fact, it is always part of the Architectural Board conversation when considering such improvements to determine whether the local homeowners group or architectural review committee has reviewed the proposal. As we have discussed at Architectural Board meetings in the past, perhaps Village review of the aesthetics is not necessary when the subdivision has already reviewed and approved. Based on that concept, staff is proposing some amendments to the Zoning Code and Village Code that would remove the requirement for Arch Board review and to allow the Arch Board to establish a policy of not reviewing certain work. It would then be the intent that the Arch Board would approve a policy that indicates review of improvements in subdivisions with properly and functioning architectural review committees or the like would not need Arch Board review prior to permitting unless the Building Inspector requests a review. Details of such a policy would be created through discussion with the Architectural Board and approved after the Code is amended.

Administrator Cox suggested that a Policy Statement could be brought to the Board.

Scott Hussinger mentioned that there are only about five vacant lots in the Village right now. As we move forward, the new policy really applies to the new developments.

Ultimately each home plan will go to Scott Hussinger for review for the permitting process. If he sees any problems, he will bring them to the Architectural Board.

The Village is not bound by a private entity, such as a homeowners association. If someone purposely by-passes their subdivision's architectural review board, Mr. Hussinger could submit the new construction to the Architectural Board and process a permit for the owner.

Also discussed was the scenario of the developer of a subdivision who is also acting as the architectural review board (for example The Sanctuary Subdivision). Mr. Hussinger would be alert to any deviations from the Villages expectations and could bring it to the Board, if necessary.

This amendment would not be codified – it could be revoked if the Village desires. The reason this amendment is suggested is to allow the Village to issue permits more quickly. We have approximately 150 home sites ready for construction.

It was suggested that Scott Hussinger give a general report each month regarding how many homes are being built and where. The Board would not need to see plans.

Building Inspector Hussinger is expecting approximately 30 new homes per year for the next few years.

The Board was in favor of going forward with this new amendment.

A written policy will be brought before the Board to adopt next month.

5. Adjourn

Motion (Wenstrom/Schneeberger) to adjourn. Carried (7-0). Meeting adjourned at 7:35 PM.

Respectfully submitted by
Recording Secretary,

Lynn Meyer
Deputy Clerk