

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES - AMENDED  
MONDAY, OCTOBER 21, 2019  
7:00 PM  
BOARD ROOM  
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

Present: Jeff Pfannerstill, James Schneeberger, Tim Hallquist, Tim Fenner, Ann Wallschlager, David deCourcy-Bower (arrived at 6:55pm) and Jeff Bierman (arrived at 7pm).  
Others Present: Interim Administrator Bailey, Building Inspector Hussinger, Ryan Amtmann and Deputy Clerk Bushey.

Call to Order-

**1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission Minutes of September 16, 2019.**

Motion (Hallquist/Schneeberger) to approve the Jt. Architectural Board/Plan Commission minutes for September 16, 2019. Carried (4-0). Wallschlager abstained.

**2. Architectural Board review and consideration of a sign for Creole Café, 365 Cottonwood Avenue.**

Building Inspector Hussinger said the sign was approved by the BID. The sign is already up and it is not illuminated. Hussinger said it does match the size of the other signs on the property and this sign is a replacement sign.

Motion (Hallquist/Wallschlager) to approve the sign for Creole Café. Carried (5-0).

**3. Architectural Board and review and consideration of a sign for Medline Industries, Inc., 700 W. North Shore Drive.**

Hussinger said this is also a replacement sign. Fenner said he felt the new sign is more distinctive than the other one. Hussinger asked that landscaping be included in the motion.

Motion (Fenner/Hallquist) to approve the sign for Medline Industries, Inc., subject to any landscaping to the standards of the Building Inspector. Carried (5-0).

**4. Architectural review and consideration of plans for a sign for Modern Woodmen, 155 E. Capitol Drive.**

Hussinger said it is a replacement sign and the BID approved it. The sign is not the same size as the others and there was discussion on the size. Fenner commented that it would be nice if there was a multi-tenant sign out in the front of the building. There was more discussion on the size.

Fenner made a motion to deny the sign with the applicant having a conversation with the building inspector, however there was no second so the motion died.

Motion (Hallquist/Fenner) to approve the sign with the dimensions not being bigger than the Edward Jones sign and the building owner coming up with a plan for a multi-tenant sign. Carried (5-0).

**5. Architectural Board review and consideration of a sign Cottonwood Plaza, 505 Cottonwood Avenue.**

Hussinger handed out a correct site plan document to the Plan Commission. He said they are proposing a multi-tenant ground sign. The sign is illuminated and he said illumination is not allowed in this area but the Plan Commission could decide if they want to allow it. There was discussion on the multi-tenant ground sign. Pfannerstill commented that he liked the sign and feels it lets the residents know what businesses are there. Wallschlager said she feels the #509 should go on the top versus the bottom as it will hard to see when landscaping is added.

Motion (Fenner/Hallquist) to approve the sign for 505 Cottonwood Avenue as presented subject to the existing white sign being removed, the address being moved to the top and the landscaping being completed. Carried (7-0).

**6. Architectural Board review and consideration of an application for façade improvement for GD Holding, LLC, 107 E. Capitol Drive.**

Lars Nielson from GD Holding, LLC was present and explained that he removed the French doors from the plan. He is just replacing the windows and repainting the façade with similar colors.

Motion (deCourcy-Bower/Hallquist) to approve the façade improvements with the colors as presented and windows of same size being replaced. Carried (7-0).

**7. Architectural Board and Plan Commission review and consideration of conceptual plans for construction of a new church facility for St. Charles Church, 313 Circle Drive.**

Pfannerstill said no one was present for St. Charles and since it is such a big project it should be tabled. He commented that the drainage is going to coincide with things the Village will be doing. He also commented that the size of the church is higher than the code allows however it is within the code because they are not adding additional floors etc., it is only for a bell tower.

Motion (Pfannerstill/Fenner) to table to the next meeting. Carried (7-0).

**8. Plan Commission review and consideration of an Extraterritorial Certified Survey Map in the Town of Merton.**

Hussinger said this is north of Swallow School and Four Winds west. Pfannerstill said he feels it doesn't hurt or hinder the Village.

Motion (Fenner/Schneeberger) to approve the Extraterritorial Certified Survey Map in the Town of Merton. Carried. (7-0).

**9. Review and consideration of the Comprehensive Plan and the Comprehensive Outdoor Plan.**

Interim Administrator Bailey said he received a document from Neumann Development stating that they are no longer doing a gas station/convenience store in the development they are working on for Lake Country Lutheran. He said Lake Country Lutheran just wants to keep that property for now. deCourcy-Bower said the existing trail map looks better. He also would like to eliminate all the named owners on page 43 and just list the addresses.

**\*\*multiple conversations going on between the Plan Commissioners\*\***

There was discussion on the corner of the property that Lake Country Lutheran owns that is currently institutional, deCourcy-Bower said he feels the corner should be commercial in the Comprehensive Plan. He also commented that since the Public Hearing the Comprehensive Plan had changed and wants to make sure there is transparency. Hussinger said he thinks it should stay institutional in the comp plan and that if someone wants to change it they will have to come back for a rezone. There was discussion on keeping it as institutional or changing it to commercial in the Comp plan.

Motion (deCourcy-Bower/Fenner) to approve the Comprehensive Plan with the following changes:

1. Removing the names on pages 42 and 43.
2. Fix figure 22
3. Fix figure 22, On KE be changed to low density.
4. Changing the Department of Public Works public land to blue or Public.
5. Property across from Lake Country Lutheran north of Hwy 16 east of Hwy 83 be refined to reflect ownership, retained as commercial.

A roll call was asked to be taken:

1. Wallschlager – yea
2. Hallquist – yea
3. Schneeberger – yea
4. Pfannerstill – yea
5. Bierman – yea
6. Fenner – yea

7. deCourcy-Bower - yea

Carried. (7-0).

The Plan Commission reviewed the Outdoor Recreation Plan next. Wallschlager feels Nixon Park needs to have a basketball court. Hallquist stated that there used to be one there but due to problems between the older kids and younger kids the Police Chief at the time had it removed. Bailey said on page 27 a basketball court needs to be added to Penbrook because there is a basketball court at Penbrook Park and it is not listed. There was brief discussion on a basketball court.

Motion (Fenner/Hallquist) to approve the Comprehensive Outdoor plan subject to the amendment of the number of basketball courts at Penbrook Park. Carried. (7-0).

**10. Announcements-**

Pfannerstill said the board met with the 3 candidates over the weekend and the meet & greet that was held on Friday had a nice turnout.

**11. Adjourn-**

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

Meeting adjourned at 7:55 pm.

Respectfully submitted by  
Recording Secretary,

Deidre Bush y, Deputy Clerk