

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, SEPTEMBER 21, 2020
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: Jeff Pfannerstill, James Schneeberger, Tim Hallquist, Ann Wallschlager. And Jeff Bierman. David de Courcy-Bower and Dino Xykis attended via Zoom.
Others Present: Administrator Rhode, Ryan Amtmann, Attorney De La Mora, Building Inspector Hussinger and Deputy Clerk Bushey.
Call to Order- 7:00 pm

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of August 17, 2020.

Motion (Wallschlager/Schneeberger) to approve the minutes for the meeting on August 17, 2020, with correction of Jeff Pfannerstill not being present, motion to appoint Hallquist as Chairman for the meeting along with corrections on carried votes amount.
Carried (7-0).

2. Architectural Board review and consideration of an application for a pavilion on the Neuens property, 668 Greenway Terrace.

Mr. Neuens said the accessory structure will be used for entertainment and it will have a non-vented fireplace. He said he asked his neighbors and they are ok with it, so he is here requesting a building permit. Schneeberger asked where it vents if it is non-vented, and Neuens said it vents out the front.

Motion (Hallquist/Schneeberger) to approve the application for a pavilion on the Neuens property at 668 Greenway Terrace. Carried (7-0).

3. Architectural Board and Plan Commission review and consideration of plans for sign replacement for Superior Storage, 470 E. Industrial Drive.

A representative from Appleton Sign Co. was present and said they are proposing to replace the sign. Hussinger asked if the existing signs is illuminated and he said no it is not. Schneeberger asked if the new one will be illuminated, and he said yes. deCourcy-Bower said it looks consistent with the others in the area.

Motion (Hallquist/Schneeberger) to approve the request for a sign replacement for Superior Storage, 470 E. Industrial Drive. Carried (7-0).

4. Architectural Board review and consideration of plans for the installation of an overhead door for MSI General, 651 Industrial Court-

Ken Krahe from MSI General was present and said they have a tenant that would like to store a larger item and thus the need for the overhead door. Pfannerstill said this type of thing doesn't usually come to the Architectural Board for approval and Hussinger said no, but he brought it here since the overhead door will be forward facing.

Motion (Hallquist/Schneeberger) to approve the application for the installation of an overhead door for MSI General, 651 Industrial Court. Carried (7-0).

5. Architectural Board review and consideration of plans for an exterior renovation for Dr. Richard Bailey, 557 Cottonwood Ave-

The petitioner removed this item from the agenda.

6. Items related to the proposed Planned Unit Development for Hartland East Apartments located on Campus Drive east of Lake Country Lutheran.

- a. **Plan Commission review and consideration of the general development plan.**
- b. **Plan Commission review and consideration of petition for rezoning the property.**

Jessica Timmer from Rinka, Kyle Hanson from Lake Country Lutheran and Ryan Mattison from Catalyst were present to present the redesign. They stated they had increased the parking count and addressed the screening concern. They also said they had worked with Administrator Rhode and Ryan Amtmann on the issues brought up at last month's meeting. Administrator Rhode said Ryan Amtmann had produced a several page memo and had shared it with Rinka.

Amtmann went over his memo with the primary concerns being future development of southerly lot 3, traffic study, parking, scenic road cul-de-sac, multi-family intersection, campus drive cross walk, landscaping, trail materials and additional plan comments.

Regarding future development in the southerly lot 3, if the multi-family is approved with the traffic assumptions of 15,000 sq. ft general office commercial approval should be made with understanding they are limiting potential for higher density development without additional traffic study and additional road/intersection expansion costs. He also said staff would like input from Lake Country Lutheran if there will ever be a convenience store considered on this lot.

Regarding parking, the proposed parking is 18 spaces short and staff asked them to show where the missing 18 could be, because they are proposing 319 and the code requires 337. The applicant is asking for 2.13 stalls and is asking things to be relaxed on the 18 missing stalls. Wallschlagger asked if they already it why not put it in the plan now. It was stated they will address questions after Amtmann finishing going over his memo.

Amtmann said regarding the cul-de-sac they reviewed alternatives to promote directional travel, there is a desire for raised medium and there will not be landscaping due to snowplowing need. It was stated a crosswalk should be provide and the most feasible place is on the north side of the multi-family development.

The landscape plan meets the goal to screen headlights, southerly condo unit near cul-de-sac will need landscape screening due to headlight position.

With regards to Trail materials, to be consistent with Paradise Trails, it should be natural tall grass for the public path, public path is to be asphalt for the westerly section near the multi-family entrance to Campus Drive and winter snow clearing is required only on the paved portions.

Amtmann finished going over the memo and it was asked if the Plan Commissioners had any questions. Wallschlager asked about the missing 18 stalls. Kyle said they feel 319 is enough and they want to maintain green space. Wallschlager asked how many handicap spots there were, and Kyle said at least what is required by the code. Wallschlager said so you are not adding the 18 stalls in now? And Kyle said correct, but they are willing to add the spaces in the future. Wallschlager said she thinks if there is room there now, it should be added. Wallschlager commented on the ordinance requirement.

Xykis asked what was Wallschlager meaning on asking for the spaces now and she replied because if it is there and the ordinance requires it, why not put it in now. deCourcy-Bower also commented on the parking.

Xykis made a motion to approve as proposed and if more spaces are needed in the future they be added. No one seconded the motion, so the motion failed.

deCourcy-Bower said the future development of lot 3 shows commercial, he said he liked the raised berm and he is fine with the parking spaces being 18 short and it possibly added later.

The question regarding the density of like a convenience store addressed and it was stated they are not interested in that all but they would consider a deed restriction.

deCourcy-Bower commented on the need for connectivity and would like to confirm to not connect to the north. There was also brief discussion on the path, Amtmann stated the path would go to the end of Paradise Trails.

Hallquist said he is fine with everything along with the parking in the PUD for future.

Bierman commented on the distance between garage doors and buildings, said that leaves 18 feet and a pickup is 19 feet. Ms. Timmer commented that some are deeper than others and garage is recessed and that trucks are the exception.

Bierman said he would like to see where the additional stalls will be and it should be in the PUD.

Schneeberger commented he would also like to see parking right now & what would trigger the future parking, Rhode commented they can find the trigger.

Schneeberger said they knew coming in the required parking and now they want it reduced.

Pfannerstill said he thinks the project looks good. He went on to say regarding the parking, the Village has had issues in the past. He said the parking spots should be done and would like to see the spots in the PUD.

Wallschlager asked what the depth of the garages are and it was stated 23 feet.

Rhode said the logistics need to be worked through. He said the goal tonight was to get the site plan conditionally approved except the parking seems to be the issue.

Bierman commented that the ordinance should be followed.

Rhode said they are trying to clear things of the table, and while the site plan and landscaping are ok, the parking is the big issue. Pfannerstill commented it seems like everyone is ok with the plan except for the parking.

Kyle said most of the tenants will have 1 vehicle, but they will support the decision of the Plan Commission. Wallschlager said she disagreed with him; she said a lot of 1-bedroom apartments have 2 cars because they are rented by couples.

Mr. Figurski from 652 Greenway Terrace asked if the road would be connecting to Willow Drive. Pfannerstill replied no, he said there will be a walking trail and emergency vehicle access. Mr. Figurski commented on the trail and asked where guests are supposed to park. He pointed out the petitioners are referencing other projects, but he said they are older ones in the Village and people did not need a lot of parking space back then.

Pfannerstill said the Plan Commission would like to see on paper where the parking will be vs just saying you will add it later. No action taken.

8:25 – Recess

8:29- Back in session

7. Presentation of request of Annexation of Arrowhead High School and adjacent farmland for Presentation only. No action to be taken by the Plan Commission at this meeting.

Bob Rosch President of the School Board and Laura Myrah the superintendent of Arrowhead was present and said they had already presented what they are proposing to the Village Board regarding annexing the property into Hartland. He gave a brief timeline of when the 3 properties were first purchased and developed. The original property was acquired in 1954, the 2nd property was purchased in 1966 which is the North Campus and in 2000 a 42-acre farm was purchased. They are asking to annex all the properties into Hartland. They feel the land would be better developed in Hartland.

He said when Four Winds was built and the water line was put in, Arrowhead and Hartland split the cost. He said Hartland has supplied sewer and water since 1956 and Arrowhead has a Hartland address and mailing address. He went on to say the goal is to complete annexation by the end of the year. He said Hartland would have control of what goes in the 42 acres and it would also be tax revenue. He said there is an agreement on Campus Drive to connect to K and split the cost. It would be a Hartland road, and the cost of repair would be split between Hartland and Arrowhead.

Pfannerstill pointed out that if annexation occurred that any development would need to come before the Plan Commission.

Xykis asked what the cost would be to the taxpayers stating he is in favor of it, but also looking to protect our best interest. Pfannerstill said his question is noted and that will be discussed at another time.

deCourcy-Bower said it makes good sense the connection to Campus Drive. He said on Campus Drive there is a trail and he highly recommends putting in something to get people from A to B.

8. Announcements-

There were none.

9. Adjournment-

Motion (Bierman/Wallschlager) to adjourn. Adjourned at 8:45 pm.

Respectfully submitted by
Recording Secretary,

Deidre Bush y, Deputy Clerk