

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA
MONDAY, JUNE 21, 2021
7:00 PM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Roll Call

Public Comments: Please be advised the Joint Architectural Board/Plan Commission will receive comments from the public related to any item(s) on the agenda for a three minute time period per person, with time extensions per the Chairman's discretion.

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of the May 17, 2021 meeting.
2. Discuss existing and proposed standards for internally illuminated signage.
3. Announcements: The following individuals will be given an opportunity to make announcements at the meeting in regards to (1) activities taken since the previous meeting on behalf of the community, (2) future municipal activities, and (3) communications received from citizens. It is not contemplated that these matters will be discussed or acted upon. The following individuals may provide announcements: Village President or individual Village Board members or Village Administrator or other Village Staff members.
4. Adjourn.

Ryan Bailey, Interim Village Administrator

A complete packet of meeting materials is normally available by 5:00pm on the Friday before the meeting on the Village website: www.villageofhartland.com (Government/Agendas and Minutes). Notice: Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Darlene Igl, WCPC/CMC, Village Clerk, at 262/367-2714. The Municipal Building is handicap accessible.

Individuals attending public meetings in person will be required to **maintain appropriate social distancing**, (i.e., maintain a 6-foot distance) and be **free of symptoms** related to COVID-19.

To participate in the Village of Hartland "Zoom" meeting with video,
<https://us02web.zoom.us/j/81223643171?pwd=OTNRWjZKdmx0RGthWVVueHlqUm84Zz09>

To participate in the Village of Hartland "Zoom" meeting (audio only), please dial 1(312)626-6799. The Meeting ID is 812 2364 3171 and the passcode is 460156.

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, MAY 17, 2021
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: Jeff Pfannerstill, James Schneeberger, Tim Hallquist, Jeff Bierman & Ann Wallschlager and Dino Xykis attended via Zoom.

Excused: David deCourcy-Bower.

Others Present: Administrator Rhode, Ryan Amtmann, Scott Hussinger, Ben Nelson, Chris Miller, Dr. Bailey, Aaron Jahn, Jim Cairns and Deputy Clerk Bushey. Attending via Zoom: Paul Radermacher.

Call to Order- 7:02 pm

Public Comments: Please be advised the Joint Architectural Board/Plan Commission will receive comments from the public related to any item(s) on the agenda for a three-minute time period per person, with time extensions per the Chairman's discretion.

1. Consideration of a motion to approve the Architectural Board/Plan Commission minutes from April 19, 2021.

Motion (Hallquist/Schneeberger) to approve the minutes for the Architectural Board/Plan Commission meeting on April 19, 2021 with the amendment to add de Courcy-Bower language. Carried (6-0).

2. Architectural Board review and consideration of an application for signage and exterior renovations for Dr. Bailey, 557 Cottonwood Ave.

Pfannerstill pointed out to the commissioners that the sign needs BID approval, and the BID meeting is coming up.

Julie Mitchell and Dr. Bailey was present to explain signage and renovations. They are upgrading the façade, entrance and updating the columns. They will also be updating the landscaping as well as removing the railroad ties and replacing with a stone retaining wall. Dr. Bailey said they will be upgrading the sign; it will be internally lit, and the colors will match existing colors. Hallquist asked if landscaping will be going around the sign, Dr. Bailey said yes, and that the arborvitae will be removed. Wallschlager asked if the sign will be illuminated 24/7, and it was stated it will be on a timer. There was discussion on the time of illumination. Hussinger stated that since the property is in a B-2 district that it must be externally lite. Dr. Bailey asked if the sign were externally lit would that meet the code, and Hussinger said yes. Bierman commented that since the amount of illumes can be controlled that maybe the code should be looked at to allow internally illuminated signs in the future. Pfannerstill asked that be put on the next Plan Commission agenda. Julie Mitchell asked how long it would take to look at and possibly change the code, and Rhode said an ordinance change takes several months. There was discussion on if Dr. Bailey could externally light the new sign now and if the code changes down the road, have it internally lite.

Motion (Wallschlager/Hallquist) to approve the façade renovation as shown, with the sign being illuminated externally with the option to wait to install the new sign if the ordinance changes. Carried (6-0).

3. Architectural Board review and consideration of an application for signage and exterior renovations for Bravo Company, 340 Maple Ave.

Jim Cairn from Bukacek Construction was present and explained the signage and exterior renovations. He said the wood siding needs to be replaced and they would like to install exterior block and have it painted. He said the windows will stay in place.

Motion (Hallquist/Wallschlager) to approve the application for signage and exterior renovations for Bravo Company, 340 Maple Ave. Carried (6-0).

4. Architectural Board review and consideration for installation of a second oxidizer and two storage tanks for CL & D Digital at 535 Norton Drive-

Rhode reminded everyone the applicant was at last months meeting. He said they are proposing 2 tanks on one end of the property and an oxidizer going to the other oxidizer on the other end of the property. Tony Warren and Aaron Yahn were present for CL & D Digital. Warren explained the oxidizer will have a fence for security & aesthetics, it will have less noise & will be on a concrete block. He said it will be painted tan and both oxidizers will be the same height. It was stated that the security fence will be 6 ft. tall. Hussinger asked if it will be illuminated, and Warren said it will have a light that will only be turned on for maintenance. Warren said the storage tanks will be 10 ft high and a 10 ft fence will cover the entire tank. He said the tanks will only be seen when the fence is opened plus, they will be putting in a couple more trees. Hussinger pointed out the tanks are essential to their operation and cannot be put by the oxidizer because of code and well site. Schneeberger asked if the pipe going to the building will be grounded and Warren said it will be underground. Bierman brought up that noise was brought up last time. Warren said they are dropping 2 so there will be less noise. Xykis asked if the noise meets the code limit and Hussinger said yes. Yahn explained the decibels and said the compressor being removed was at 90-95 and the new one is 80-85 decibels. Pfannerstill pointed out this property is not near a residential area. Hussinger said it backs up to the industrial park.

Motion (Bierman/Schneeberger) to approve the application for new tanks and oxidizer at 535 Norton Drive. Carried (7-0).

5. Architectural Board consideration of an application for signage for Culver's, 701 Industrial Court-

Hussinger said they are replacing new signs over existing signs. Hallquist asked if the illumination would be the same and the petitioner said yes. Wallschlager asked if it was just for the building sign and the answer was yes.

Motion (Hallquist/Bierman) to approve the application for new signage for Culver's, 701 Industrial Court. Carried (7-0).

6. Architectural Board consideration of an application for signage for Waste Management, 559 Progress Drive-

It was stated this is simply a replacement sign of Waste Management over the Advanced Disposal sign. Paul Radermacher said Waste Management bought out Advanced Disposal and they just need to change out the old signs to say Waste Management. He stated there will be no illumination.

Motion (Hallquist/Xykis) to approve the application to replace the signage for Waste Management, 559 Progress Drive. Carried (7-0).

7. Plan Commission review and consideration of an Extraterritorial Certified Survey Map for the property located at W303 N2582 Maple Ave. in the Town of Delafield-

Rhode pointed out that this property is well outside of our reach. He said the property is located where the old restaurant that was previously there burned down. He said this property will never come to the Village. He said this will go to the Village Board for final approval.

Motion (Hallquist/Schneeberger) to approve the Extraterritorial Certified Survey Map for the property located at W303 N2582 Maple Ave. in the Town of Delafield. Carried (7-0).

- 8. Architectural Board/Plan Commission review and consideration of items related to a rezoning request and building improvements for 415 W. Capitol Drive for new event center project.**
- a. Plan Commission review and consideration of a request to consider a petition to rezone property located at 415 W. Capitol Drive from Institutional to the B-3 Central Business/Mixed-Use District.**
 - b. Plan Commission preliminary review of the site plan and building improvements.**
 - c. Architectural Board preliminary review of building improvements/materials.**

Hussinger said the rezone is a formality. He said if the Commissioners are comfortable with the proposed site, a Public Hearing will be needed. Chris Miller was present and said there were slight changes to the updated documents, and they clarified with parking spaces. He said they are requesting a landscape feature which would be a fence. To manage the light and sound they would like to go higher. He said the CSM is requested for future easement. He said they are requesting permission to do short term tent assembly and the maximum time would be 48 hours. Miller said they had a large storage area & put in a trash area and they did modifications on the wall. Amtmann said there are still some loose items and went through his memo.

Item #1 - Regarding a fence, 2 renderings were provided with 1 being a sectional and the other continuous. Hussinger said the Village does not allow high fences along a property line and said they could do a shorter fence on a berm. He said the zoning code does not support high fences along a road. The comment was made that the landscape feature is a gray area and panels incorporated with landscaping would be workable. Hallquist commented that the neighbors on both sides would appreciate less noise. Hussinger also said a high fence could be a safety issue. Miller commented that they could create some breaks in the fence. Hussinger said that would work with the code.

Xykis commented that there is a difference in a fence for sound. He said this fence violates the code and is a safety issue. Rhode said Amtmann can check the vision triangle for safety. Miller said they can come back with other landscaping features.

Wallschlager said she agreed with Xykis, they have to follow the ordinance. She said she did not like the look of the fence and the board cannot allow as proposed. Hussinger said another option could be vegetation. Xykis commented again this is violating the ordinance. Bierman said separating panels does not fix it. He said he would like to see a berm with a fence so kids cannot get thru it. There was discussion on a security fence. Bierman commented he would like consideration for safety.

Miller asked if it would be acceptable to come back with all landscaping. Rhode asked what about a security fence on the south end.

Motion (Xykis/Pfannerstill) to come back with proposed changes to the next meeting. Roll call vote was taken:

Xykis – yea

Pfannerstill - yea

Wallschlager – yea

Bierman – no

Hallquist – no

Schneeberger – no

Motion failed.

Amtmann continued going through his memo.

Item #2 – Tent. Hussinger said it is important that this item be incidental.

Item #3 – CSM - maintenance requirements as laid out on the easement, should be clearly indicated on the CSM document.

Item #5 – Drainage System, has been modified to include a rain garden on south side of westerly parking lot. Storm inlet appears to be removed. Amtmann thinks rain garden is good addition however there needs to be a storm inlet there to collect runoff water.

Item #6 – Sewer/water – Staff recommends the remaining sewer/water utilities be replaced. Village Engineer/DPW should discuss this more in the future. One option would be to have the 3 private sewer laterals serving the property televised to see their condition. With the investment in surface restoration, it would be costly to have to dig up and repair in the future.

Item #7 – Plan of Operation – Amtmann was expecting something more detailed. Would like to see an example of something similar from another community.

Hussinger commented that the outdoor uses need to be more specific like hours etc.

Wallschlagler commented on the house that she wants to make sure it does not turn into a rental type of property in the future.

Recess taken at 8:45 pm

Meeting resumed at 8:52 pm

Motion (Bierman/Schneeberger) to recommend moving the rezone to the Village Board to set Public Hearing. Petitioner will come back with fencing, outdoor events details (noise), house – will not be rented for residential use. Only for rezone. Carried (7-0).

9. Announcements- none

Pfannerstill thanked the Plan Commissioners that are able to attend the Public Hearing and Joint meeting with the Village Board.

10. Adjourn

Motion (Schneeberger/Bierman) to adjourn. Adjourned at 9:02 pm.

Respectfully submitted by

Recording Secretary,

Deidre Bushéy, Deputy Clerk