

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA
MONDAY, APRIL 18, 2022
7:00 PM
BOARD ROOM, MUNICIPAL BUILDING, 210 COTTONWOOD

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 March 21, 2022 meeting.
2. Plan Commission review and consideration of a request for a Conditional Use for the operation of a pre-school and childcare facility for Busy Beez Preschool and Childcare, LLC, 123 Lawn Street.
 - a. **PUBLIC HEARING** for consideration of a Conditional Use request.
 - b. Consideration of a motion to recommend approval of a Conditional Use Permit.
3. Architectural Board and Plan Commission review and consideration of a concept Planned Unit Development amendment and review of site and building plans for construction of a large garage at Summit Lakes Apartments, 292 Lakeview Drive.
4. 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.
5. 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.

Joint Architectural Board/Plan Commission Agenda

Monday, April 18, 2022

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To participate in the Village of Hartland “Zoom” meeting with video,

<https://us02web.zoom.us/j/84819827495?pwd=VDZkSGw0Z1psNXBoZlIMcE1rbE9hQT09>

To participate in the Village of Hartland “Zoom” meeting (audio only), please dial 1(312)626-6799.

The Meeting ID is 848 1982 7495 and the passcode is 283603.

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, MARCH 21, 2022
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: James Schneeberger, Jeff Bierman, Jeff Pfannerstill, Ann Wallschlager, Dino Xykis and David deCourcy-Bower.

Others Present: Scott Hussinger, Dan Stetler, Dan Beyer, Greg Johnson and Deputy Clerk Bushey.

Excused: Hallquist, Interim-Administrator Bailey and Amtmann

Call to Order- 7:11 pm

Roll Call taken.

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.

No comments.

1. Consideration of a motion to approve the Architectural Board/Plan Commission minutes from January 17, 2022, and February 21, 2022.

Motion (deCourcy-Bower/Schneeberger) to approve the minutes for the Carried (6-0).

2. Architectural Board review and consideration of a request for an addition on the Wamsley residence, 1801 E. Juniper Way.

Gene Eggert from Architectural Design was present and explained the request for an addition. He said it is roughly a 28x28 addition to the rear corner of the house. He said it is replacing a deck that was adjacent to the pool and they are looking for more of a 3-season room that will open up in the summer, there will be a fireplace in there that will be used all year long. He said the siding will match the existing house. Hussinger commented that it meets the zoning requirements, and the Bristlecone Pines HOA has approved it.

Motion (deCourcy-Bower/Wallschlager) to approve the addition on the Wamsley residence, 1801 W. Juniper Way. Carried (6-0).

3. Plan Commission review and consideration of a request for a Conditional Use for the operation of a pre-school and childcare facility for Busy Beez Preschool and Childcare, LLC, 123 Lawn Street-

a. Preliminary consideration of plans for the proposed Conditional Use-

Meghan Kier and Kim Ptak, the co-owners were present to explain what they are proposing.

Meghan said they are looking to remodel the building for the daycare, fence in part of the yard

and change the structure of the parking. She said for signage they are looking to put a sign on the building. Hussinger said the detailed site plan review will be next month after the public hearing. He also said parking and traffic flow is a real concern since little children are being dropped off. He said the key site plan change is they are adding a fence. Wallschlager asked if Hussinger has discussed the regulation of the fence with the co-owners yet, and Hussinger said not yet. Ms. Ptak said the fencing needs to be per State regulation, which is 4 ft tall and permanent, so safety regulations would need to be met. Hussinger asked if they would consider a chain link fence and they said yes.

b. Motion to set a Public Hearing to be held during the regular Plan Commission meeting on April 18, 2022.

Motion (deCourcy-Bower/Schneeberger) to set the Public Hearing during the regular Plan Commission meeting on April 18, 2022. Carried (6-0).

4. Plan Commission review of conceptual review of a proposal for the events venue at 415 W. Capitol Drive-

Dan Stettler and his architect Dan Beyer were present to explain the proposed events venue. He said his wife was at the Village Board meeting last week to give a preliminary review, they are looking to do a historic version of the church and great an upscale venue for weddings, graduations etc. Hussinger commented that he thinks they will have to amend the comp plan to take this property from Institutional to Business. Hussinger commented that he thought they want to recombine the 2 properties, and if that is a true statement and Mr. Stettler said no that is not, he said it is already separated out. Hussinger said it was, but he was told they were combining them again, and Mr. Stettler said no, they intend to keep them separated. Wallschlager asked how many employees they intended to have, and he said to staff events 5-10 as needed. Wallschlager said they will not be fulltime, He said they will have 1-2 full time people. He said the outdoor courtyard, would be for appetizers, and cocktails. He said the reception would be indoors. He said if permitted they would like to have some limited outdoor music during nice weather months, harps and strings instruments but no amps. Hussinger said that would need to be on a site plan somewhere. Pfannerstill commented on the property with the house if they planned to sell it down the road and Mr. Stettler said no. deCourcy-Bower commented on the preliminary plans, and he said the driveway access from Zion St appears to come in just where the property lines are marked, and it appears that the parking and driveway overlaps a portion of the other property. He said from a logistical view if you are keeping them separate and at some point, in the future if you wanted to sell that property it would be real tough to figure that out, and we would need an easement on that property and the other things in place to make sure that access is going to be provided. He said either that or you could change the property line or change the access so that it comes in south of that property line. Hussinger said the code says does require screening for headlights adjacent to residential properties. deCourcy-Bower just wants to make sure the layout could enable a property transfer at some point. Pfannerstill commented on the headlight screening, he asked if the

residential property is used as an accommodation to the venue, would the screening not be as necessary. Hussinger said as a stand-alone property there will need to be substantial screening. deCourcy-Bower said he thinks the reuse of the historic church is a good idea. Pfannerstill commented with that just being a review there is no action that needs to be taken, they just continue in the process. Hussinger said that is correct, he said we will have to work them to fully understand what they want to do with the properties and get them started on the proper path with the comp plan amendment, rezone, and the site & building plan review.

(Audio inaudible)

Hussinger said eventually we will need to see a detailed site plan with dimensions, lighting, parking analysis and landscape plan. He said if he did it all in one submittal it would be help. Dan Beyer commented on the rezone process and a public hearing and asked does not the Plan Commission have to refer this to a Public Hearing. Hussinger said they have to set a Public Hearing for a rezone, but they do not do that right out of a conceptual review. Beyer said there are a few approvals we need, rezoning and site plan review. He asked if the rezoning is reliant on the site plan or the development of the site plan. Hussinger said if you want to formally request a rezone you can do that. Beyer asked what the best way is to do that and Hussinger said you need to request a rezone. Pfannerstill commented that they are looking at a 6–8-week process in the rezoning process. deCourcy-Bower commented that a rezone will also require a comp plan amendment because it is Institutional in the comp plan right now. He said the comp plan and zoning have to align. He said we have done int the past comp plan amendments and rezone changes at the same time.

He said we will not be able to approve anything until the comp plan is changed and the rezone is changed. Hussinger said the request tonight is just a concept review. He said next month we will be doing a comp plan amendment for three other properties, so this will be part of that. Beyer asked what the next step is and Hussinger said we can map out a plan and submit an application. Hussinger said the comp plan review is at least 60 days and the rezone can be up to 60 days, so he does not think the petitioner lost out on any time. Hussinger said he would not recommend to the plan commission or the Village board to rezone a property unless they know what is going in. Mr. Beyer asked about the process and Hussinger said they need to submit an application. There as discussion on the process of rezoning. Mr. Beyer commented that when they met with Hussinger and Bailey on February 23 that is when we aligned all those dates, he believes Pfannerstill was talking about so his impression was it was already approved, and that they were here to get plan commission approval and to get a referral for public hearing. He said he may have misunderstood. Hussinger said that we as a staff did not come here tonight and ask to set a public hearing. deCourcy-Bower said he is not following a different process than we follow with every other application that comes before us. He said sorry for the confusion, but the way it works is the concept plan goes before the Village Board, then concept comes before the Plan Commission, we give the thumbs up which gives you the confidence to put in the time and money. Pfannerstill said they can get with staff tomorrow to get the process started.

5. Items related to Tax Incremental District No. 6 Amendment:

Greg Johnson was present and said he would give an overview before the public hearing, and he gave a brief history. He said the Tax Incremental District No. 6 was created back in 2015 and it was

created to facilitate the development of the Riverwalk Development. He said the original project plan for TID No. 6 it identified several types of costs that the developer was going to incur for that project that the TID No. 6 would reimburse the developer for those expenses per terms of development agreement. As part of that development agreement, the village agreed to provide a land write down for land that the village had previously purchased and acquired which was 140 Oak St and 205 Lawn St for about \$428,000. He said those costs up until this point had been charged to TIF No. 4, but through this amendment those costs can now be assigned to TIF No. 6. He said they are an eligible expense of TIF 6 already but the reason those costs can't be moved, is because when the district was created the joint review board which consists of the County, the school district, the Village, Technical College and a public member, one of the stipulations they put in the original project plan was that the total cost incurred in the district could not exceed a certain dollar amount which was \$1.9 million plus an additional 10% overage. He said if those land acquisition costs for 205 Lawn St and 140 Oak St that had already been incurred by the village had been charged to TID No. 4 were added to TID No. 6 as part of the Riverwalk Development, it would have put it over the expenditure cap. He said all this amendment does is it increases the allowable expenses that could be undertaken in TID No. 6, to specifically include the village costs for 140 Oak and 205 Lawn St. so that can now be a TID No. 6 expense which can then reimburse TID No. 4. He said that accomplishes two things, first, it improves the financial position of TID No. 4 which will likely allow it to close earlier. And then it moves the project costs to TID No. 6 which can support those costs and now you will have a higher expenditure cap through this plan amendment. He said in summary, there were some existing costs that were incurred by the Riverwalk development, there was a cap on the amount of expenses that could be incurred on TID No. 6 and if we add those costs into the total the village would be over the cap that was in the original project plan. Mr. Ehlers said so this amendment increases the amount of expenses that could be undertaken in TID No. 6 which allows the costs to be moved from TID No. 4 to TID No. 6 and that is the purpose of the amendment.

He then pointed out that on page 19 of the project plan there is a listing of the original costs that were identified in the project file - developer costs that were funded and reimbursed back to the developer, there were some land acquisitions, some utility relocation, TID grants, utility improvements, pedestrian bridge, other development incentives and some relocation costs. He said all those costs were incurred as part of the development agreement for Riverwalk Development and are being reimbursed to the development and that is where the \$1.9 million cap originated from.

He said on page 20 you will see how they are updating those costs to increase the eligible expense and include the wipe down of Lawn Street and Oak Street that the village has incurred thru TID No. 4. He went on to say that all the highlighted number in yellow has been updated to reflect what actually has been expended in the district. He pointed out and explained on page 24 the cash flow projection. He said by 2035 the district is projected to generate enough tax increment revenue to recover all these costs.

He said to summarize the intent of the amendment is to increase the total expenses that are allowed under the project plan to account what you have already expended and what you've projected to expend on the remaining life of the district and most notably add in the land wipe

down expenses that the Village has and already occurred, been charged to TID No. 4 and this will allow them to be moved to TID NO. 6 so those costs can be an eligible expense.

Pfannerstill asked if the TID cap was voted on by the TID Board, and Mr. Johnson said yes. He then asked if the TID would have been over that cap because that is what that board had voted the cap should be, the TID would never be able to move forward. Johnson said the TID could move forward, but not include those land acquisitions that we are bringing over from TID No. 4. So the TID could remain in place and continue to pay for the costs that had already incurred but not allow those costs to move from TID NO. 4 to TID NO. 6, because it is important to note that thru fiscal year 2021 the district is not over the cap as of yet but it would be if we added in the costs that were transferred from TID NO. 4 to TID NO. 6. He said it is a proactive step to avoid exceeding that cap before it is met.

Pfannerstill explained that TID No. 4 which was a huge TID bought property and the property was bought all in one swoop. He said they took a vote and that vote created TID NO. 6 which is the area that it is now and TID No. 4 was shrunk. He said TID No. 4 took all of the money with it, but the developer that was building the TID No. 6 property got to take the quick claim deeds of those properties for no funds but the people that were going to pay for them were the residents and the Village of Hartland. He said because TID No. 4 now was in a situation where it would close \$350,000 in the hole, in which not the school district or the County but the Village that is asking for the TID would have to pay those funds. He asked Mr. Johnson if that was accurate, and Mr. Johnson said it was accurate.

He commented that the cap was there and the money had to stay in TID No. 4, because if we had done it the way it should have been done, by taking and allowing TID No. 6 to take all of the expenses, the county and the school board said it was too much so they didn't want to do it. He said to the best of his knowledge, other than that cap there was nothing that prohibited the Village from allowing TID No. 6 from having all of its expenses.

Mr. Johnson said that is correct, he said because the development agreement that was signed for the Riverwalk develop is what provided that incentive for the property that had already been acquired by the village. And the original project plan identified a land wipe down as an eligible TID expense which is what the develop agreement did for Riverwalk, so it was already a TID No. 6 eligible expense, the issue was the cap. He said if there were other costs that came in under TID No. 6 up until this date, but if the original costs identified in the plan did not move forward for whatever reason and you had some expenditure authority left under that cap the TID No. 6 wipe down would have been an eligible expense. He said that was the avenue they looked at first to see if they needed to do an amendment, but the issue was because of the cap.

Pfannerstill said what he is hearing is the cap. He said we need to be transparent and do things properly and the Village Taxpayer would have been on the hook based on the numbers laid out that we would have been \$350,000 short and TID No. 4 when it ended it would have put the Village in major jeopardy. He said the TID wasn't the problem, it was looking into things and making sure we do them properly, that was the problem. Johnson said by accomplishing the amendment it puts TID No. 4 in a much stronger position to close within its maximum time. Pfannerstill said he wanted Mr. Johnson to bring this presentation to the Village Board meeting next week.

Mr. Johnson said a TID amendment requires Plan Commission approval and Village Board approval. He said if it was not approved by the Plan Commission it would not go before the Village Board. Wallschlager asked about the Oak St and Lawn St properties and if they were where the Riverwalk development is now, and it was stated yes. She asked why they were not originally in TID NO. 6. Pfannerstill said TID No. 4 took up that area. He said like when we do a rezone, we do a public hearing and then immediately after we take a vote. He said they took one vote that did three things, shrunk TID No. 4 to an area that no longer included those properties. He said those properties were purchased in 2009 so those costs were already incurred into TID NO. 4, so TID NO. 4 was holding the receipt. TID No. 4 did not sell those properties to TID 6 or change those costs with that receipt because it would have put them over the \$1.9 million. Wallschlager commented that it is their land that the building is on. Pfannerstill said some of the people that were in the know hid that fact that money was going to TID No. 4, because they knew people would not figure it out until after TID 6 was created because they wanted to go over the limit to get the TID across the line. He said that is why the newspaper said \$1.75 million and not \$2.6.

Xykis asked Pfannerstill to put the meeting in order. He said this is against every rule and regulation for Planning Commission and Architectural board meetings. He said put it in order and let the board decide what we are going to vote on. Pfannerstill said he would take it in consideration, and he felt it was important to mention what was done to the taxpayers.

deCourcy-bower said he had a couple of suggestions. He said from his perspective he was on the Plan Commission when the decisions were made, and he does not have the awareness of the intricacies of the financial side of things coming in and going out. He said he thinks it would be helpful that when this gets presented to the Village Board, to have an original outline of TID No. 4 including how it was originally made which did include these properties as well as a number of others throughout village. He said he cannot remember off the top of his head which ones were pulled out, he said he did remember TID No. 4 was shrunk significantly, for example, that the Sanctuary of Hartland was originally in TID No. 4. He said he thinks the problem was that TID No. 4 was designed with a TIF district to encourage the development of village center. He said that was the goal of it, and this was a piece of the goal to redo the frontage of the Village of Hartland, revitalize the downtown and make it a better place for residents. He said that was the original intent of the TIF district, but it included a number of properties on the perimeter like the Sanctuary of Hartland that was intended to be developed, and an increment from those developments was going to be included in TID No. 4, he said that is how TID No. 4 was originally designed to be funded. He said when the properties were originally purchased with TID No. 4, the intent was supposed to be a part of something bigger and that vision was going to pay for these properties. He said he thinks where things got really confused and messed up was when they started shrinking TID No. 4. He said in his opinion TID NO. 6 probably should have never been created, it should have been stuck with TID No. 4. He said he did not know the ins and outs of why those decisions were made to shrink it, then build it, make it bigger then move things around. He said he is trying to take a step back here in terms of two things. He said first he agrees that the true costs of the Riverwalk development should have been transparent. He said we should have known up front that these property values were incorporated into the cost of the actual costs of the project. His understanding of TIF is you have 30 years to pay it off, maybe 25. Mr. Johnson said it depends on the district but it usually 20 or 27 and TID No. 6 is 20 years. deCourcy- Bower said to him the intent

any time you use a TIF district is to encourage redevelopment of a property that is under utilized and that needs some assistance and support for that development to happen, that is the goal. He said then after 20 years or less the benefit is that you have an improvement and a properly developed land development that is now going to add tax revenue to the Village after that TIF district closes. He said because if you do not put the money up front nothing gets developed and you are stuck with properties that are underdeveloped and undervalued.

He said if you keep that context in mind, you have a nice development and the Riverwalk Development which has brought additional people downtown, supported downtown businesses, and we have a nice trail network with bridge that connects downtown to Village parking. He said he thinks a lot of the goals for TID NO. 6, and the development were achieved. He said he thinks it is a good development and good for the Village. He said he does agree that this needs to get done, so we correctly account for things and certainly so we do not end up with TID No. 4 being in the negative in the end. Mr. Johnson said he wanted to emphasis one-point deCourcy-Bower made, and that was when TID No. 4 was created and the land acquisition costs were originally incurred, it was an eligible and appropriate expense for TID No. 4. He said when the development agreement for Riverwalk in TID No. 6 was signed it provided an incentive to the developer that took into account that land acquisition and it could have also been an eligible expense for TID No. 6 as well. He said he did not want to give the impression that it being originally part of TID No. 4 and paying for TID No. 4 was a problem because it is not. He said because financially it works, you can assign it to TID No. 6 because of the way the developer agreement was structured whether there is more revenue to pay for it. He said the way it was originally done was not wrong. He said as time kept up, we are adjusting it through this amendment to recognize where those costs ultimately were incurred and benefitted from.

deCourcy-Bower said his final question was with a TIF amendment and whether this has to go to the County and the school districts and all the others. Mr. Johnson said it does. He said there are two times that group reviews it; at the beginning of the process and with any TIF amendment a meeting of the Joint review board is required. He said the review board met a couple of weeks ago and they took no action as they were not required to take action. He said they did not express any objection. He said now we are going through the rest of the statutory process, the Plan Commission, the Village Board next week. He said if approved by both of those bodies, then it will go back to the Joint review board as they have the final vote. deCourcy-Bower asked for clarification that as the TID ultimately is going from \$1.9 to \$2.6 whether this will be reviewed by all the entities who originally reviewed it, and Mr. Johnson said yes that is correct. deCourcy-Bower said he just wanted to make sure the increase in the cost was being reviewed by everyone that originally reviewed it, and Mr. Johnson said that is correct.

a. Public Hearing regarding the proposed amendment of Project plan for Tax Incremental District No. 6 (see the Public Hearing Notice which was published on March 12, 2022).

Pfannerstill opened the Public Hearing at 7:55 pm for comments.

Xykis said he reviewed the material but would like to look at this in great detail before he can express an opinion with something that has so much history and only having a couple of hours to review it.

Pfannerstill said he would be willing to meet with him to go over everything.

Pfannerstill closed the Public Hearing at 7:56 pm.

b. Consideration and possible action on “Resolution Approving a Project Plan Amendment for Tax Incremental District No. 6, Village of Hartland, Wisconsin.

Motion (deCourcy-Bower/Schneeberger) to approve the “Resolution approving a Project Plan Amendment for Tax Incremental District No. 6. Carried. (6-0).

6. Announcements-

None.

7. Adjourn

Motion (Schneeberger/Wallschlager) to adjourn. Carried (6-0)

Adjourned at 7:59 pm.

Respectfully submitted by

Recording Secretary,

Deidre Bush y, Deputy Clerk

Document Number	<u>CONDITIONAL USE PERMIT</u> [Busy Beez Preschool and Childcare % Megham Kier and Kim Ptak 123 Lawn Street.] Document Title
<p>THIS CONDITIONAL USE PERMIT is hereby granted this _____ day of _____, 2022 by the Village of Hartland (hereinafter Village) to Meghan Kier and Kim Ptak (hereinafter “Grantee”) for the operation of Busy Beez Preschool and Childcare at the property located at 123 Lawn Street, Hartland, WI, 53029. .</p> <p style="text-align: center;"><u>RECITALS</u></p> <p>WHEREAS, Grantee has applied for a conditional use permit (the “CUP”) pursuant to Article IV of the Village of Hartland Code of Ordinances for the operation of a day care center, 123 Lawn Street, Hartland, Wisconsin, (the “Property”) more specifically described as:</p> <p>Tax Key No. HAV 0424951 Owners: Meghan Kier and Kim Ptak 516 Hartridge Drive Hartland WI 53029</p>	
<p style="text-align: right;"><u>Recording Area</u></p> <p>Name and Return Address Village of Hartland 210 Cottonwood Ave. Hartland, WI 53029 Draft by: Ryan Bailey Interim Village Administrator</p>	
<p style="text-align: right;"><u>Parcel Identification Number</u></p> <p>HAV 0424951</p>	

WHEREAS, the Property is located in the B-3 Zoning District; and

WHEREAS, Article IV of the Village of Hartland Code of Ordinances provides that Commercial Day Care Centers licensed and/or regulated by the State are a Conditional Use in the B-3 District; and

WHEREAS, Applicant has submitted all information as required under Article IV of the Village of Hartland Code of Ordinances and a Plan of Operation which is attached hereto and incorporated herein; and

WHEREAS, the Village Plan Commission reviewed the subject CUP application and Plan of Operation and held a Public Hearing on _____ pursuant to Article IV of the

Village of Hartland Code of Ordinances and recommended the following conditions of approval necessary to fulfill the purpose and intent of the Village Code of Ordinances:

WHEREAS, the Village Board of Trustees has considered the Plan Commission's recommendations and has determined that the proposed conditional use and structure(s) are in accordance with the purpose and intent of Article IV of the Village Code of Ordinances and is found to be not hazardous, harmful, offensive or otherwise adverse to the environment or the value of the neighborhood or the community.

NOW THEREFORE, the Village Board of Trustees hereby approves the issuance of this conditional use permit to Meghan Kier and Kim Ptak, 123 Lawn Street for the operation of commercial day care facility, at the Property, which conditional use permit shall be subject to the following conditions:

1. The conditional use permit granted hereunder is for the sole benefit of Meghan Kier and Kim Ptak.
2. The business activities permitted hereunder are limited to commercial day care to be known as Busy Beez Preschool and Childcare.
3. All business activities conducted on the Property shall conform to this CUP and the approved Plan of Operation and the Village of Hartland Code of Ordinances. The approved Plan of Operation is attached hereto and incorporated herein.
4. The 100 year floodplain encroaches into the property. No outdoor uses, equipment, toys, etc. allowed in floodway.
5. Outdoor playground equipment and "rubber type" play surface must be securely fastened to the ground such that they will not become buoyant and detach in the event the site floods.
6. Toys, rides, slides and accessories must not be stored outdoors anywhere on this property.
7. No outdoor storage of any kind is allowed on this property including lawn and garden maintenance equipment, snowblowers, tables, chairs, umbrellas, etc.
8. Garbage receptacles must be kept inside dumpster enclosure as noted on site plan
9. Approved fence must be
 - a. Not more than 4 feet above grade
 - b. Chain link type without screening material
 - c. Securely fastened to ground such that it won't detach in the event the site floods
 - d. Must not be installed in floodway

10. Changes subsequent to the initial issuance of this CUP shall require an amendment to this CUP.

11. This CUP shall terminate upon the occurrence of any of the following:

- a. Upon Grantee failing to conduct business at the Property in substantial conformity with this CUP or the approved Plan of Operation; or
- b. Upon the cessation of the operations permitted under this CUP.

This conditional use permit is hereby issued this ____ day of _____, ____ subject to the conditions provided herein.

VILLAGE OF HARTLAND

Jeffrey Pfannerstill, Village President

Darlene Igl, MMC/WCPC, Village Clerk

[VILLAGE SEAL]

Feb 2-28-22
rept # 285345



PETITION FOR CONDITIONAL USE
 \$150 REVIEW FEE DUE AT TIME OF APPLICATION
PLUS \$300 PROFESSIONAL FEE DEPOSIT

Property Owner	
Business Name <u>Busy Beez Preschool and childcare LLC</u>	
Business Owner <u>Meghan Kier and Kim Ptak</u>	
Address <u>123 Lawn St, Hartland WI, 53029</u>	
Contact Person <u>Meghan Kier</u>	Phone <u>(262) 719-2751</u>
Key No. HAV	Email <u>busybeezpreschool@1@gmail.com</u>

The Plan Commission meets on the third Monday of the month at 6:30 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

State present use of property and basic information on the intended use:

<u>Building is currently vacant, prior to that it was owned and operated by Prader-Willi Homes as an assisted living home.</u>
<u>We intend to use the building as a daycare center for children between the ages of 6 weeks and 12 years.</u>

Additional documents and materials must be submitted addressing the requirements described in Article IV of the Hartland Zoning Code regarding Conditional Uses.

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Petitioner Signature <u>Meghan Kier</u>	
Print Name <u>Meghan Kier</u>	Date <u>2/25/22</u>

OFFICE USE ONLY:

Date Applied: <u>2-28-22</u>	Date of Meeting:	Return Comments by:
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pl 2-28-22
recpt 235345



**APPLICATION FOR
PLAN COMMISSION**

\$300 REVIEW FEE DUE AT TIME OF APPLICATION

Project Description Remodel			
Proposed Use Daycare center		No. of Employees 8-10	
Project Location 123 Lawn St. Hartland WI, 53029			
Project Name Busy Beez Preschool and childcare			
Owner Meghan Kier and ^{Kim} Prak		Phone (262) 719-2751	
Address 516 Hartbridge Dr.		City Hartland	State WI Zip 53029
Engineer/Architect Jim Mella		Phone (262) 548-9797	FAX
Address		City	State Zip
Contact Person Meghan Kier	Phone (262) 719-2751	FAX	E-mail busybeezpreschool21@gmail.com

The Plan Commission meets on the third Monday of the Month at 7:00 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

Four (4) sets of bound application materials and one (1) electronic copy of all materials must be submitted.

Applications that include site plans must depict the following existing and proposed information:

- Complete dimensions (lot, building, setbacks, parking, drives, etc.)
- Scale and north arrow
- All structures (include building elevations and height)
- Drainage and grades (include design calculations for drainage)
- Storm Water Management Plan
- Utilities and easements (sewer, water, storm etc.)
- Calculation of lot coverage
- Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
- Grading and erosion control
- Landscaping, including a Tree Protection Plan
- Exterior lighting details
- Exterior HVAC equipment location
- Dumpster location (screening required)
- Street right-of-way
- Miscellaneous, 100 year floodplain, wetland boundary, environmental corridor

Additional information may be requested by the Plan Commission or Staff.

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Date Applied 2-28-22	Date of Meeting:	Return Comments by:
-----------------------------	------------------	---------------------

CONFIDENTIAL

Busy Beez Preschool and Childcare

BUSINESS PLAN

Prepared February 2022

Contact Information

Meghan Kier

busybeepreschool21@gmail.com

(262)719-2751

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Executive Summary

Opportunity

Problem

Quality childcare is the single most important thing to parents and key to their success in their own careers. Covid-19 has forced many small businesses to shut down and childcare is no exception to that, making it hard for parents to find quality care for their children.

Solution

We strive to make each family and every staff member a part of our family. We believe this will create an atmosphere where children and staff members form strong loving relationships. To us, this is the definition of quality childcare.

Market

Our target market is working families with young children in Hartland and the surrounding areas such as Delafield, Pewaukee, and Oconomowoc. We will be working primarily with the Hartland Lakeside School district, providing before and after school care for those children.

Competition

There are a few small daycares right in Hartland and some larger centers in surrounding cities. All of these centers are full, with a waitlist or near full. We will have plenty of space to welcome new families and loving staff members ready.

Why Us?

When we started Busy Beez at the end of the summer in 2021 we started with a small group of families that we knew very well, as we worked with them and their children every day. We have learned a lot over the last few months that we know has made us grow as individuals, a team, and most importantly as business owners. We

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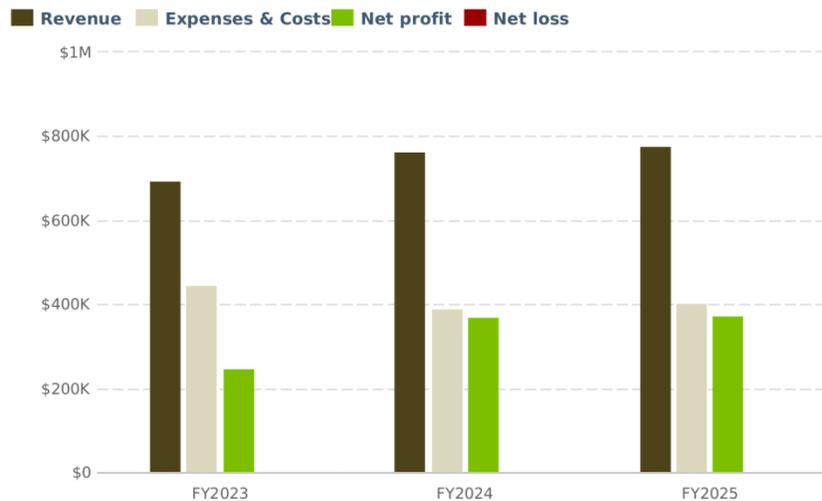
have also met some wonderful people along the way that have been guiding us and helping us find connections so that we can be as successful as we dream to be. We have built the foundation of this business on our mutual love of children and our desire to help local families every way we can. We are so excited to see what this new opportunity has in store for us, and we are ready to welcome so many new families and staff members.

Expectations

Forecast

Once we move into our new location, we will be able to take as many children as we are licensed for, which we are hoping is around fifty-five to sixty based on square footage. We are hoping to be ready to open by the middle of June. Once we start construction and have a better idea of our opening day, we will be able to start marketing and getting families enrolled. We are projecting that we will add children slowly and hoping to be at full capacity by the beginning of our second year. We hope to be profitable going into our second year.

Financial Highlights by Year



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Financing Needed

We are going to need a loan to purchase the building in order to grow our business. We are going to get an SBA loan for the purchase price of the building, \$500K, and \$120K for renovations. We have \$60k of our own investment to put down so we are looking at financing \$540K.

Opportunity

Problem & Solution

Problem Worth Solving

Quality childcare is the single most important thing to parents who are in need of childcare. Knowing your child is in a safe and loving environment while you are away is crucial to your success in your career. Covid-19 has forced many small business' to close down, and childcare is no exception to that, wiping out small family run centers and leaving big corporate centers to be the majority of childcare centers left standing. Corporate run centers are by the book and void of close relationships between staff and families. Many centers have long waitlists especially for the youngest children between 6 weeks and 2 years of age. Corporate centers have a higher turn over rate of employees and directors, leaving children in the care of many different caregivers who don't have a solid relationship built with your child.

Our solution

We are a small center, founded and run by two moms, who strive to make each family we serve a part of our families. Every child will be in the care of qualified loving staff members handpicked by us with the mindset that they will be caring for our own children. We believe in treating our employees like members of our family and creating a close-knit family among our employees. This will help build relationships with families and keep staff members around for longer periods of time, reducing the turnover rate of employees.

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Product & Services

Services Breakdown

<u>Services</u>	<u>Cost</u>
6 weeks to 23 months tuition	\$62 full day
2-3 years	\$58 full day
3-4 Years	\$55 full day
4K	\$45
Before AND after school care	\$20
Before OR after school care	\$15
Full day school age	\$40

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Revenue Forecast Table

	FY2023	FY2024	FY2025
Revenue			
6 weeks - 23 months	\$224,800	\$241,920	\$245,760
2-3 years	\$175,400	\$201,600	\$204,960
3-4 years	\$122,000	\$136,800	\$139,200
4k	\$41,000	\$42,300	\$43,200
Before AND after school care	\$45,981	\$49,192	\$51,428
Before OR after school care	\$5,354	\$5,848	\$6,192
Full day school age	\$82,127	\$85,680	\$87,720
Total Revenue	\$696,662	\$763,340	\$778,460
Direct Cost			
Direct Labor			
Total direct costs			
Gross margin	\$696,662	\$763,340	\$778,460
Gross margin %	100%	100%	100%

Target Market

Our customers are working families with young children ages 6 weeks to 12 years. We will work primarily with families in the Hartland Lakeside School district. We will offer before and after school care for children between kindergarten and fifth grade.

Competition

Current alternatives

Corporate Centers

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*pros- security that they will be around through hard financial times, like covid-19, due to having more of a reserve.

*cons- higher turnover rate of employees and directors

- less intimate

Centers near Hartland

- KinderCare (Pewaukee and Delafield)
- Cadence Academy Hartland
- Wee-Know School Hartland

Small Centers

*pros - more intimate relationships with staff and directors

- directors are very unlikely to change since the director is usually the owner of the business

*cons - more risky in hard financial times since they don't have the reserve that corporate centers have available to them

- Grandmas House Hartland
- Lakeside Academy Hartland
- Lake Country Childcare Pewaukee

Our advantages

We take pride in our staff and work really hard to find the best of the best to care for our children. Once we find the best we work with them to make sure they continue to grow with us and continue to be the best fit for us and us for them. Our employees are our family and we treat them as such. Building that relationship with them is key to them loving what they do and being loyal employees. It takes a village to raise children and we plan to build the best village out there.

We offer free childcare to our staff members which is a huge incentive that many other centers in the area do not offer.

We get to know each of our families and we are available to each member to ensure all of their needs are met, not just the child's needs.

Execution

Marketing & Sales

Marketing Plan

Our best marketing tool is word of mouth. We also will set up a webpage with the help of one of our clients who is a web designer. We have a Facebook page that is currently private but once we move into the building it will become public and we will use that to keep current families informed of things we are doing within the center, and we will also use it to attract clients by showing them what we are doing with our current children. We eventually will participate in activities like Hartland kids days by setting up a booth and getting our name out there.

Sales Plan

Once we have a family reach out to us showing interest in our center, we will bring them to the building to show them our classrooms and common spaces. We will walk them through to meet staff members and other kids. This will give them the opportunity to ask any questions they may have and to get a feel for if we are the right fit for them and will also give us the chance to learn more about them.

Operations

Locations & Facilities

We are currently operating out of Meghan's home in Hartland Wisconsin. Our space is limited to eight children. It is going very well, but we are ready to grow and in order to do that we need to move into an outside location.

We are working to purchase a commercial building and renovate it to fit our needs. The building we are looking at is 123 Lawn St. Hartland WI, 53029

Technology

We use the program Brightwheel. With this program all of our billing, scheduling, child sign in, and parent communication is in one location. It eliminates a lot of paper work for us and for the parents. The parents get updates throughout the day of how their child's day is going, pictures of their child, and updates on anything they may need. We can share documents with the families, such as lunch menus and any activities we are doing that month. Parents can update their child's information right on the app, doctors information, allergies, medications, immunization records, family information, and emergency contact information. Tuition can also be paid directly on the app.

Equipment & Tools

We will need equipment to set up 6 classrooms, we currently have enough for one classroom. The preschool, two-year-old, and the toddler classrooms will need tables and chairs, shelves and bins to hold toys, and toys. The infant room will need cribs, highchairs, swings, bouncers, shelves, bins, and toys. The school age classroom will need tables and chairs, shelves, bins, toys, games, and we would like to include an air hockey table and foosball table. We also will need picnic style tables for the cafeteria, and an oven, fridge, freezer, microwave and dishwasher for the kitchen.

Milestones & Metrics

Milestones Table

Milestone	Due Date
Send everything to the bank	February 18, 2022
Send everything to the village	February 21, 2022
Village board meeting	March 21, 2022
Closing Day!	April 12, 2022
Set up Website	May 01, 2022
Opening day	June 13, 2022

Key metrics

Once we open our focus will be on our enrollment numbers and hiring and maintaining employees. In the first year we plan to be at 75% capacity and in our second year we plan to be near 100% capacity. In the first year we plan to have eight employees and we will keep adding as we need.

Company

Overview

Ownership & Structure

Busy Beez Preschool and Childcare LLC is registered as a limited liability company. Our two founders, Meghan Kier and Kim Ptak, are co-owners with equal shares. No outside investors are involved at this point in time.

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Company history

We started Busy Beez at the end of summer 2021, after the daycare center we were both employed at shut down due to the owner selling the building and dissolving the business. The building needed a lot of work, and we were not in the financial position to purchase the building and repair it at that time, so the building was sold to a company that turned the building into a warehouse.

We turned one room in Meghan's house into a classroom, fenced in the backyard, and purchased a large play system for the backyard. We currently have seventeen children enrolled and a waitlist with five children on it. All of the families that we have right now were families that were customers of our old employer and they decided to come with us.

We are working to purchase a building at 123 Lawn St. Hartland WI. We are planning to officially open in that building in June of 2022. Once we open, we can have between fifty-five to sixty children enrolled and will need approximately eight to ten staff members to get started. We have five staff members ready to start working as soon as we open and will expand to meet demand.

Team

Russ Roberts - Manager of WCTC small business Center

Elizabeth Hafeman- accountant with Accounting Systems INC

Tracy Miklas - Former administrator for Hartland Preschool

Lexi Niedfeldt - Former director of Hartland Preschool

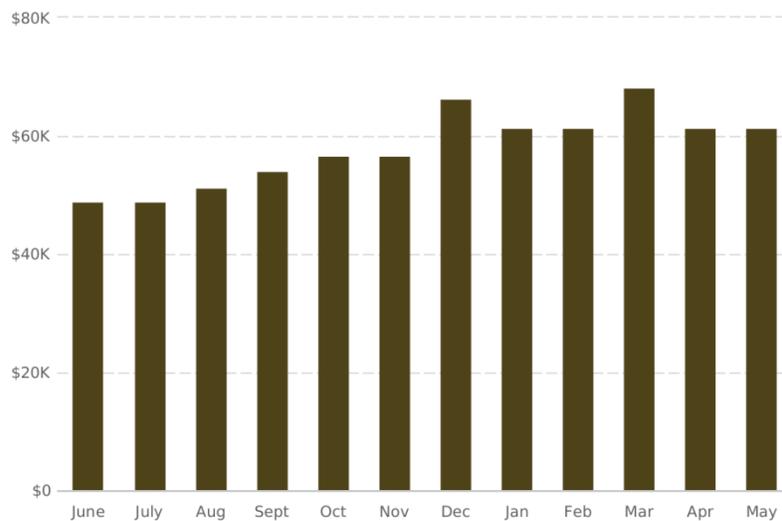
Financial Plan

Forecast

Key assumptions

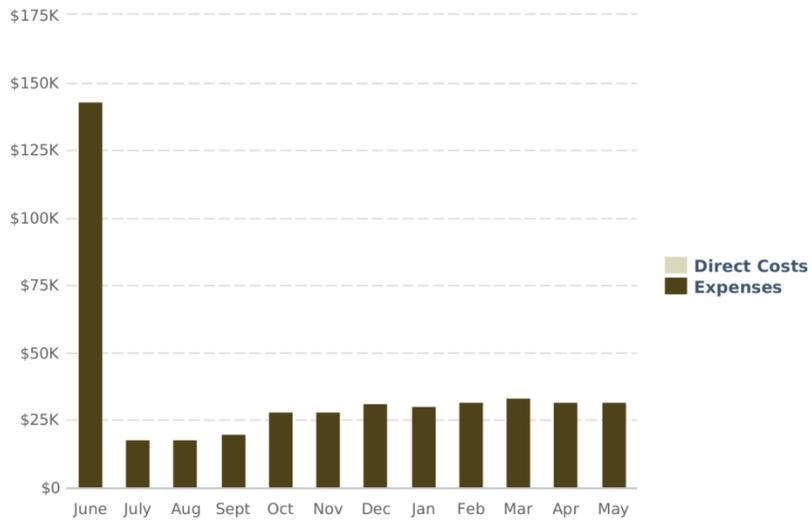
We plan to be licensed for 55-60 children once we move into our building. Our goal is to be operating in the building by the beginning to the middle of June. We project we will add 25 children by opening day putting us at around 40 children when we open. We project that we will care for around 50 children at the start of year two. We will be adding 4 full-time and 2 part-time staff members starting in June

Revenue by Month

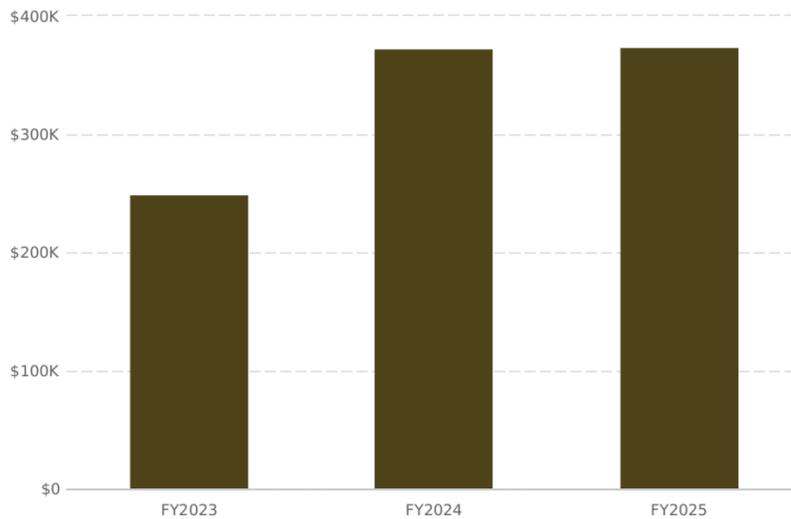


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Expenses by Month



Net Profit (or Loss) by Year



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Financing

Sources of Funds

We have \$60K of our own funds. We will be taking out an SBA loan to purchase the building and to cover the costs of renovations.

Use of Funds

\$60k of our personal investment will be used as a down payment on the building

\$540K SBA Loan for the purchase and renovations of the building

Statements

Projected Profit and Loss

	FY2023	FY2024	FY2025
Revenue	\$696,662	\$763,340	\$778,460
Direct Costs			
Gross Margin	\$696,662	\$763,340	\$778,460
Gross Margin %	100%	100%	100%
Operating Expenses			
Salaries & Wages	\$149,520	\$181,860	\$193,818
Employee Related Expenses	\$29,904	\$36,372	\$38,764
Brightwheel	\$600	\$600	\$600
Office Supplies	\$1,950	\$1,500	\$1,500
Printer	\$500		
Books	\$400	\$400	\$400
Paper products	\$481	\$475	\$475
Art Supplies	\$900	\$750	\$750
Insurance	\$7,200	\$7,200	\$7,200
Utilities	\$4,200	\$4,200	\$4,200
Phone / internet	\$3,600	\$3,600	\$3,600
Accountant	\$600	\$600	\$600
Outside Maintenance	\$2,400	\$2,400	\$2,400
Computer	\$1,000		
Swing Set	\$5,000		
Building Improvements	\$120,000		
Total Operating Expenses	\$328,255	\$239,957	\$254,307
Operating Income	\$368,407	\$523,383	\$524,153
Interest Incurred	\$24,445	\$25,879	\$25,014
Depreciation and Amortization	\$31,867	\$31,866	\$31,867
Gain or Loss from Sale of Assets			

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Income Taxes	\$62,419	\$93,128	\$93,454
Total Expenses	\$446,986	\$390,830	\$404,642
Net Profit	\$249,676	\$372,510	\$373,818
Net Profit / Sales	36%	49%	48%

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Projected Balance Sheet

	FY2023	FY2024	FY2025
Cash	\$206,492	\$524,367	\$842,780
Accounts Receivable	\$0	\$0	\$0
Inventory			
Other Current Assets			
Total Current Assets	\$206,492	\$524,367	\$842,780
Long-Term Assets	\$614,000	\$614,000	\$614,000
Accumulated Depreciation	(\$31,867)	(\$63,733)	(\$95,600)
Total Long-Term Assets	\$582,133	\$550,267	\$518,400
Total Assets	\$788,625	\$1,074,634	\$1,361,180
Accounts Payable	\$0	\$0	\$0
Income Taxes Payable	\$23,308	\$23,296	\$23,378
Sales Taxes Payable			
Short-Term Debt	\$16,890	\$17,754	\$18,662
Prepaid Revenue			
Total Current Liabilities	\$40,198	\$41,050	\$42,040
Long-Term Debt	\$508,352	\$490,598	\$471,936
Long-Term Liabilities	\$508,352	\$490,598	\$471,936
Total Liabilities	\$548,549	\$531,648	\$513,976
Paid-In Capital	\$60,000	\$60,000	\$60,000
Retained Earnings	(\$69,600)	\$110,476	\$413,386
Earnings	\$249,676	\$372,510	\$373,818
Total Owner's Equity	\$240,076	\$542,986	\$847,204
Total Liabilities & Equity	\$788,625	\$1,074,634	\$1,361,180

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Projected Cash Flow Statement

	FY2023	FY2024	FY2025
Net Cash Flow from Operations			
Net Profit	\$249,676	\$372,510	\$373,818
Depreciation & Amortization	\$31,867	\$31,867	\$31,867
Change in Accounts Receivable	\$0	\$0	\$0
Change in Inventory			
Change in Accounts Payable	\$0	\$0	\$0
Change in Income Tax Payable	\$23,308	(\$12)	\$82
Change in Sales Tax Payable			
Change in Prepaid Revenue			
Net Cash Flow from Operations	\$304,851	\$404,365	\$405,767
Investing & Financing			
Assets Purchased or Sold	(\$614,000)		
Net Cash from Investing	(\$614,000)		
Investments Received	\$60,000		
Dividends & Distributions	(\$69,600)	(\$69,600)	(\$69,600)
Change in Short-Term Debt	\$16,890	\$864	\$908
Change in Long-Term Debt	\$508,352	(\$17,754)	(\$18,662)
Net Cash from Financing	\$515,641	(\$86,490)	(\$87,354)
Cash at Beginning of Period	\$0	\$206,492	\$524,367
Net Change in Cash	\$206,492	\$317,875	\$318,413
Cash at End of Period	\$206,492	\$524,367	\$842,780

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Appendix

Profit and Loss Statement (With monthly detail)

FY2023	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Revenue												
6 weeks - 23 months	\$14,880	\$14,880	\$17,360	\$17,360	\$19,840	\$19,840	\$19,840	\$20,160	\$20,160	\$20,160	\$20,160	\$20,160
Unit Sales	240	240	280	280	320	320	320	320	320	320	320	320
Unit Prices	\$62	\$62	\$62	\$62	\$62	\$62	\$62	\$63	\$63	\$63	\$63	\$63
2-3 years	\$11,600	\$11,600	\$11,600	\$13,920	\$13,920	\$13,920	\$16,240	\$16,520	\$16,520	\$16,520	\$16,520	\$16,520
Unit Sales	200	200	200	240	240	240	280	280	280	280	280	280
Unit Prices	\$58	\$58	\$58	\$58	\$58	\$58	\$58	\$59	\$59	\$59	\$59	\$59
3-4 years	\$8,800	\$8,800	\$8,800	\$9,900	\$9,900	\$9,900	\$9,900	\$11,200	\$11,200	\$11,200	\$11,200	\$11,200
Unit Sales	160	160	160	180	180	180	180	200	200	200	200	200
Unit Prices	\$55	\$55	\$55	\$55	\$55	\$55	\$55	\$56	\$56	\$56	\$56	\$56
4k	\$0	\$0	\$0	\$4,500	\$4,500	\$4,500	\$4,500	\$4,600	\$4,600	\$4,600	\$4,600	\$4,600
Unit Sales	0	0	0	100	100	100	100	100	100	100	100	100
Unit Prices	\$45	\$45	\$45	\$45	\$45	\$45	\$45	\$46	\$46	\$46	\$46	\$46
Before AND after school care	\$0	\$0	\$0	\$5,200	\$5,200	\$5,200	\$3,900	\$5,460	\$5,460	\$4,641	\$5,460	\$5,460
Unit Sales	0	0	0	260	260	260	195	260	260	221	260	260
Unit Prices	\$0	\$0	\$0	\$20	\$20	\$20	\$20	\$21	\$21	\$21	\$21	\$21
Before OR after school care	\$0	\$0	\$0	\$600	\$600	\$600	\$450	\$640	\$640	\$544	\$640	\$640
Unit Sales	0	0	0	40	40	40	30	40	40	34	40	40

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Unit Prices	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$16	\$16	\$16	\$16	\$16
Full day school age	\$13,600	\$13,600	\$13,600	\$2,720	\$2,720	\$2,720	\$11,560	\$2,788	\$2,788	\$10,455	\$2,788	\$2,788
Unit Sales	340	340	340	68	68	68	289	68	68	255	68	68
Unit Prices	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$41	\$41	\$41	\$41	\$41
Total Revenue	\$48,880	\$48,880	\$51,360	\$54,200	\$56,680	\$56,680	\$66,390	\$61,368	\$61,368	\$68,120	\$61,368	\$61,368
Total Direct Costs												
Gross Margin	\$48,880	\$48,880	\$51,360	\$54,200	\$56,680	\$56,680	\$66,390	\$61,368	\$61,368	\$68,120	\$61,368	\$61,368
Gross Margin %	100%											
Operating Expenses												
Salaries and Wages												
Full Time (5.67)	\$7,680	\$7,680	\$7,680	\$7,680	\$9,600	\$9,600	\$9,600	\$9,600	\$11,520	\$11,520	\$11,520	\$11,520
Part Time (4.08)	\$1,760	\$1,760	\$1,760	\$2,640	\$2,640	\$2,640	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520	\$3,520
Total Salaries & Wages	\$9,440	\$9,440	\$9,440	\$10,320	\$12,240	\$12,240	\$13,120	\$13,120	\$15,040	\$15,040	\$15,040	\$15,040
Employee Related Expenses												
Brightwheel	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Office Supplies	\$500	\$100	\$100	\$150	\$200	\$100	\$100	\$100	\$100	\$150	\$200	\$150
Printer	\$500											
Books	\$100			\$100			\$100			\$100		
Paper products	\$91	\$25	\$30	\$30	\$40	\$30	\$35	\$40	\$30	\$30	\$40	\$60
Art Supplies	\$200	\$50	\$75	\$50	\$100	\$50	\$50	\$50	\$50	\$75	\$75	\$75
Insurance	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600

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Utilities	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Phone / internet	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300
Accountant	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Outside Maintenance	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Computer	\$1,000											
Swing Set	\$5,000											
Building Improvements	\$120,000											
Total Operating Expenses	\$140,269	\$13,053	\$13,083	\$14,264	\$16,578	\$16,418	\$17,579	\$17,484	\$19,778	\$19,953	\$19,913	\$19,883
Operating Income	(\$91,389)	\$35,827	\$38,277	\$39,936	\$40,102	\$40,262	\$48,811	\$43,884	\$41,590	\$48,167	\$41,455	\$41,485
Interest Incurred		\$2,250	\$2,245	\$2,239	\$2,233	\$2,228	\$2,222	\$2,217	\$2,211	\$2,206	\$2,200	\$2,194
Depreciation and Amortization	\$2,656	\$2,655	\$2,656	\$2,655	\$2,656	\$2,655	\$2,656	\$2,655	\$2,656	\$2,656	\$2,655	\$2,656
Gain or Loss from Sale of Assets												
Income Taxes	\$0	\$0	\$0	\$1,059	\$7,043	\$7,075	\$8,787	\$7,802	\$7,345	\$8,661	\$7,320	\$7,327
Total Expenses	\$142,925	\$17,958	\$17,983	\$20,218	\$28,510	\$28,376	\$31,244	\$30,159	\$31,989	\$33,476	\$32,088	\$32,060
Net Profit	(\$94,045)	\$30,922	\$33,377	\$33,982	\$28,170	\$28,304	\$35,146	\$31,209	\$29,379	\$34,644	\$29,280	\$29,308
Net Profit / Sales	(192%)	63%	65%	63%	50%	50%	53%	51%	48%	51%	48%	48%

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	FY2023	FY2024	FY2025
Revenue			
6 weeks - 23 months	\$224,800	\$241,920	\$245,760
Unit Sales	3,600	3,840	3,840
Unit Prices	\$62.44	\$63	\$64
2-3 years	\$175,400	\$201,600	\$204,960
Unit Sales	3,000	3,360	3,360
Unit Prices	\$58.47	\$60	\$61
3-4 years	\$122,000	\$136,800	\$139,200
Unit Sales	2,200	2,400	2,400
Unit Prices	\$55.45	\$57	\$58
4k	\$41,000	\$42,300	\$43,200
Unit Sales	900	900	900
Unit Prices	\$45.56	\$47	\$48
Before AND after school care	\$45,981	\$49,192	\$51,428
Unit Sales	2,236	2,236	2,236
Unit Prices	\$20.56	\$22	\$23
Before OR after school care	\$5,354	\$5,848	\$6,192
Unit Sales	344	344	344
Unit Prices	\$15.56	\$17	\$18
Full day school age	\$82,127	\$85,680	\$87,720
Unit Sales	2,040	2,040	2,040
Unit Prices	\$40.26	\$42	\$43
Total Revenue	\$696,662	\$763,340	\$778,460
Total Direct Costs			
Gross Margin	\$696,662	\$763,340	\$778,460
Gross Margin %	100%	100%	100%

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Operating Expenses

Salaries and Wages			
Full Time (5.67)	\$115,200	\$139,620	\$141,018
Part Time (4.08)	\$34,320	\$42,240	\$52,800
Total Salaries & Wages	\$149,520	\$181,860	\$193,818
Employee Related Expenses	\$29,904	\$36,372	\$38,764
Brightwheel	\$600	\$600	\$600
Office Supplies	\$1,950	\$1,500	\$1,500
Printer	\$500		
Books	\$400	\$400	\$400
Paper products	\$481	\$475	\$475
Art Supplies	\$900	\$750	\$750
Insurance	\$7,200	\$7,200	\$7,200
Utilities	\$4,200	\$4,200	\$4,200
Phone / internet	\$3,600	\$3,600	\$3,600
Accountant	\$600	\$600	\$600
Outside Maintenance	\$2,400	\$2,400	\$2,400
Computer	\$1,000		
Swing Set	\$5,000		
Building Improvements	\$120,000		
Total Operating Expenses	\$328,255	\$239,957	\$254,307
Operating Income	\$368,407	\$523,383	\$524,153
Interest Incurred	\$24,445	\$25,879	\$25,014
Depreciation and Amortization	\$31,867	\$31,866	\$31,867
Gain or Loss from Sale of Assets			
Income Taxes	\$62,419	\$93,128	\$93,454
Total Expenses	\$446,986	\$390,830	\$404,642

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Net Profit	\$249,676	\$372,510	\$373,818
Net Profit / Sales	36%	49%	48%

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Balance Sheet (With Monthly Detail)

FY2023	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Cash	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371	\$206,492
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inventory												
Other Current Assets												
Total Current Assets	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371	\$206,492
Long-Term Assets	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000	\$614,000
Accumulated Depreciation	(\$2,656)	(\$5,311)	(\$7,967)	(\$10,622)	(\$13,278)	(\$15,933)	(\$18,589)	(\$21,244)	(\$23,900)	(\$26,556)	(\$29,211)	(\$31,867)
Total Long-Term Assets	\$611,344	\$608,689	\$606,033	\$603,378	\$600,722	\$598,067	\$595,411	\$592,756	\$590,100	\$587,444	\$584,789	\$582,133
Total Assets	\$500,155	\$523,963	\$550,220	\$578,137	\$606,219	\$634,462	\$656,076	\$687,941	\$717,511	\$729,724	\$759,160	\$788,625
Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Income Taxes Payable	\$0	\$0	\$0	\$1,059	\$8,102	\$15,177	\$8,787	\$16,589	\$23,934	\$8,661	\$15,981	\$23,308
Sales Taxes Payable												
Short-Term Debt	\$16,134	\$16,202	\$16,269	\$16,337	\$16,405	\$16,473	\$16,542	\$16,611	\$16,680	\$16,750	\$16,819	\$16,890
Prepaid Revenue												
Total Current Liabilities	\$16,134	\$16,202	\$16,269	\$17,396	\$24,507	\$31,650	\$25,329	\$33,200	\$40,614	\$25,411	\$32,800	\$40,198
Long-Term Debt	\$523,866	\$522,484	\$521,097	\$519,705	\$518,306	\$516,902	\$515,491	\$514,075	\$512,653	\$511,225	\$509,791	\$508,352

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Long-Term Liabilities	\$523,866	\$522,484	\$521,097	\$519,705	\$518,306	\$516,902	\$515,491	\$514,075	\$512,653	\$511,225	\$509,791	\$508,352
Total Liabilities	\$540,000	\$538,686	\$537,367	\$537,101	\$542,813	\$548,552	\$540,820	\$547,275	\$553,267	\$536,636	\$542,592	\$548,549
Paid-In Capital	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Retained Earnings	(\$5,800)	(\$11,600)	(\$17,400)	(\$23,200)	(\$29,000)	(\$34,800)	(\$40,600)	(\$46,400)	(\$52,200)	(\$58,000)	(\$63,800)	(\$69,600)
Earnings	(\$94,045)	(\$63,123)	(\$29,746)	\$4,236	\$32,406	\$60,710	\$95,856	\$127,065	\$156,444	\$191,088	\$220,368	\$249,676
Total Owner's Equity	(\$39,845)	(\$14,723)	\$12,854	\$41,036	\$63,406	\$85,910	\$115,256	\$140,665	\$164,244	\$193,088	\$216,568	\$240,076
Total Liabilities & Equity	\$500,155	\$523,963	\$550,220	\$578,137	\$606,219	\$634,462	\$656,076	\$687,941	\$717,511	\$729,724	\$759,160	\$788,625

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	FY2023	FY2024	FY2025
Cash	\$206,492	\$524,367	\$842,780
Accounts Receivable	\$0	\$0	\$0
Inventory			
Other Current Assets			
Total Current Assets	\$206,492	\$524,367	\$842,780
Long-Term Assets	\$614,000	\$614,000	\$614,000
Accumulated Depreciation	(\$31,867)	(\$63,733)	(\$95,600)
Total Long-Term Assets	\$582,133	\$550,267	\$518,400
Total Assets	\$788,625	\$1,074,634	\$1,361,180
Accounts Payable	\$0	\$0	\$0
Income Taxes Payable	\$23,308	\$23,296	\$23,378
Sales Taxes Payable			
Short-Term Debt	\$16,890	\$17,754	\$18,662
Prepaid Revenue			
Total Current Liabilities	\$40,198	\$41,050	\$42,040
Long-Term Debt	\$508,352	\$490,598	\$471,936
Long-Term Liabilities	\$508,352	\$490,598	\$471,936
Total Liabilities	\$548,549	\$531,648	\$513,976
Paid-In Capital	\$60,000	\$60,000	\$60,000
Retained Earnings	(\$69,600)	\$110,476	\$413,386
Earnings	\$249,676	\$372,510	\$373,818
Total Owner's Equity	\$240,076	\$542,986	\$847,204
Total Liabilities & Equity	\$788,625	\$1,074,634	\$1,361,180

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Cash Flow Statement (With Monthly Detail)

FY2023	June '22	July '22	Aug '22	Sept '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23	May '23
Net Cash Flow from Operations												
Net Profit	(\$94,045)	\$30,922	\$33,377	\$33,982	\$28,170	\$28,304	\$35,146	\$31,209	\$29,379	\$34,644	\$29,280	\$29,308
Depreciation & Amortization	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656	\$2,656
Change in Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Inventory												
Change in Accounts Payable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Change in Income Tax Payable	\$0	\$0	\$0	\$1,059	\$7,043	\$7,075	(\$6,390)	\$7,802	\$7,345	(\$15,273)	\$7,320	\$7,327
Change in Sales Tax Payable												
Change in Prepaid Revenue												
Net Cash Flow from Operations	(\$91,389)	\$33,577	\$36,032	\$37,697	\$37,868	\$38,034	\$31,412	\$41,667	\$39,379	\$22,027	\$39,255	\$39,291
Investing & Financing												
Assets Purchased or Sold	(\$614,000)											

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Net Cash from Investing	(\$614,000)											
Investments Received	\$60,000											
Dividends & Distributions	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)	(\$5,800)
Change in Short-Term Debt	\$16,134	\$67	\$68	\$68	\$68	\$68	\$69	\$69	\$69	\$70	\$70	\$70
Change in Long-Term Debt	\$523,866	(\$1,381)	(\$1,387)	(\$1,393)	(\$1,399)	(\$1,404)	(\$1,410)	(\$1,416)	(\$1,422)	(\$1,428)	(\$1,434)	(\$1,440)
Net Cash from Financing	\$594,200	(\$7,114)	(\$7,119)	(\$7,125)	(\$7,130)	(\$7,136)	(\$7,142)	(\$7,147)	(\$7,153)	(\$7,158)	(\$7,164)	(\$7,170)
Cash at Beginning of Period	\$0	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371
Net Change in Cash	(\$111,189)	\$26,463	\$28,913	\$30,572	\$30,738	\$30,898	\$24,270	\$34,520	\$32,226	\$14,869	\$32,091	\$32,121
Cash at End of Period	(\$111,189)	(\$84,726)	(\$55,813)	(\$25,241)	\$5,497	\$36,395	\$60,665	\$95,185	\$127,411	\$142,280	\$174,371	\$206,492

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	FY2023	FY2024	FY2025
Net Cash Flow from Operations			
Net Profit	\$249,676	\$372,510	\$373,818
Depreciation & Amortization	\$31,867	\$31,867	\$31,867
Change in Accounts Receivable	\$0	\$0	\$0
Change in Inventory			
Change in Accounts Payable	\$0	\$0	\$0
Change in Income Tax Payable	\$23,308	(\$12)	\$82
Change in Sales Tax Payable			
Change in Prepaid Revenue			
Net Cash Flow from Operations	\$304,851	\$404,365	\$405,767
Investing & Financing			
Assets Purchased or Sold	(\$614,000)		
Net Cash from Investing	(\$614,000)		
Investments Received	\$60,000		
Dividends & Distributions	(\$69,600)	(\$69,600)	(\$69,600)
Change in Short-Term Debt	\$16,890	\$864	\$908
Change in Long-Term Debt	\$508,352	(\$17,754)	(\$18,662)
Net Cash from Financing	\$515,641	(\$86,490)	(\$87,354)
Cash at Beginning of Period	\$0	\$206,492	\$524,367
Net Change in Cash	\$206,492	\$317,875	\$318,413
Cash at End of Period	\$206,492	\$524,367	\$842,780

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Busy Beez Preschool and Childcare

Owner/Director

Meghan Kier (262) 719-2751

Owner

Kim Ptak (414) 659-2565

Hours of operation

Monday through Friday 7 a.m. – 5:30 p.m.

Maximum number of children and staff per age group

Infant (6 weeks-1 year) – 8 children and 2 staff members

Toddler (1 year – 2 years) – 8 children and 2 staff members

2 – 2 ½ years – 10 children and 2 staff members

2 ½ - 3 years – 8 children and 1 staff member

3 & 4 years – 10 children and 1 staff member

School age children ages 5 – 12 years – 15 children and 1 staff member

Total daily during the school year daily

Children 44 / 59 before & after school plus summer

9 staff member's max

Daily Schedule

7 a.m. Drop off begins

10 – 11 a.m. Outside play (weather permitting) or large motor play

11:30 a.m. Lunch

12:30 – 3:00 p.m. Rest time

3 p.m. Pick up begins

4-5 p.m. Outside play (weather permitting) or free play in classrooms

TITLE BLOCK

PROJECT: EXISTING BUILDING WITH FORMER USE AS SPECIAL NEEDS LIVING CENTER

PROPOSAL FOR A DAY CARE CENTER

LOCATION: 123 LAWN STREET

HARTLAND, WI 53029

OWNER FOR THE NEW DAY CARE CENTER:

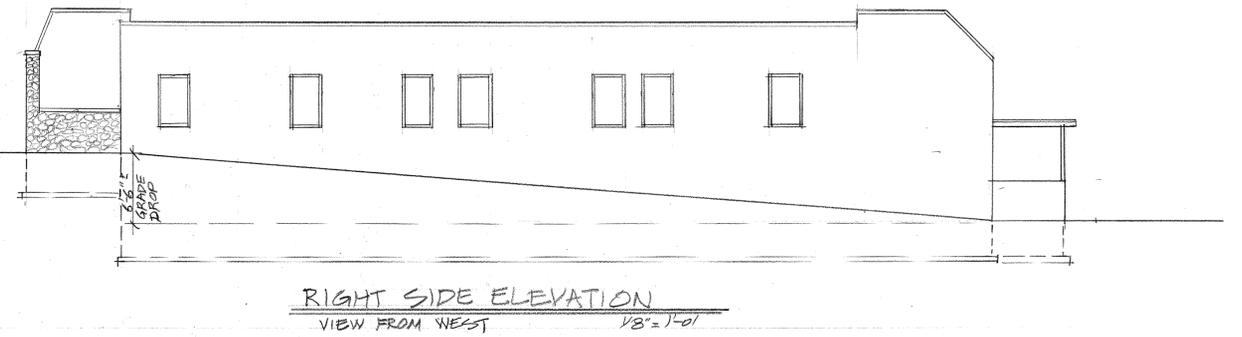
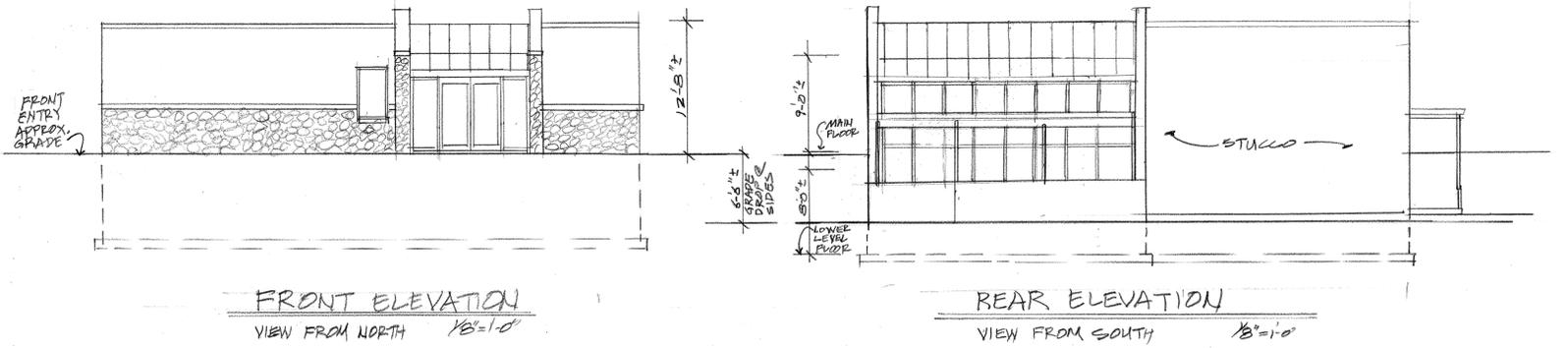
MEGHAN KIER

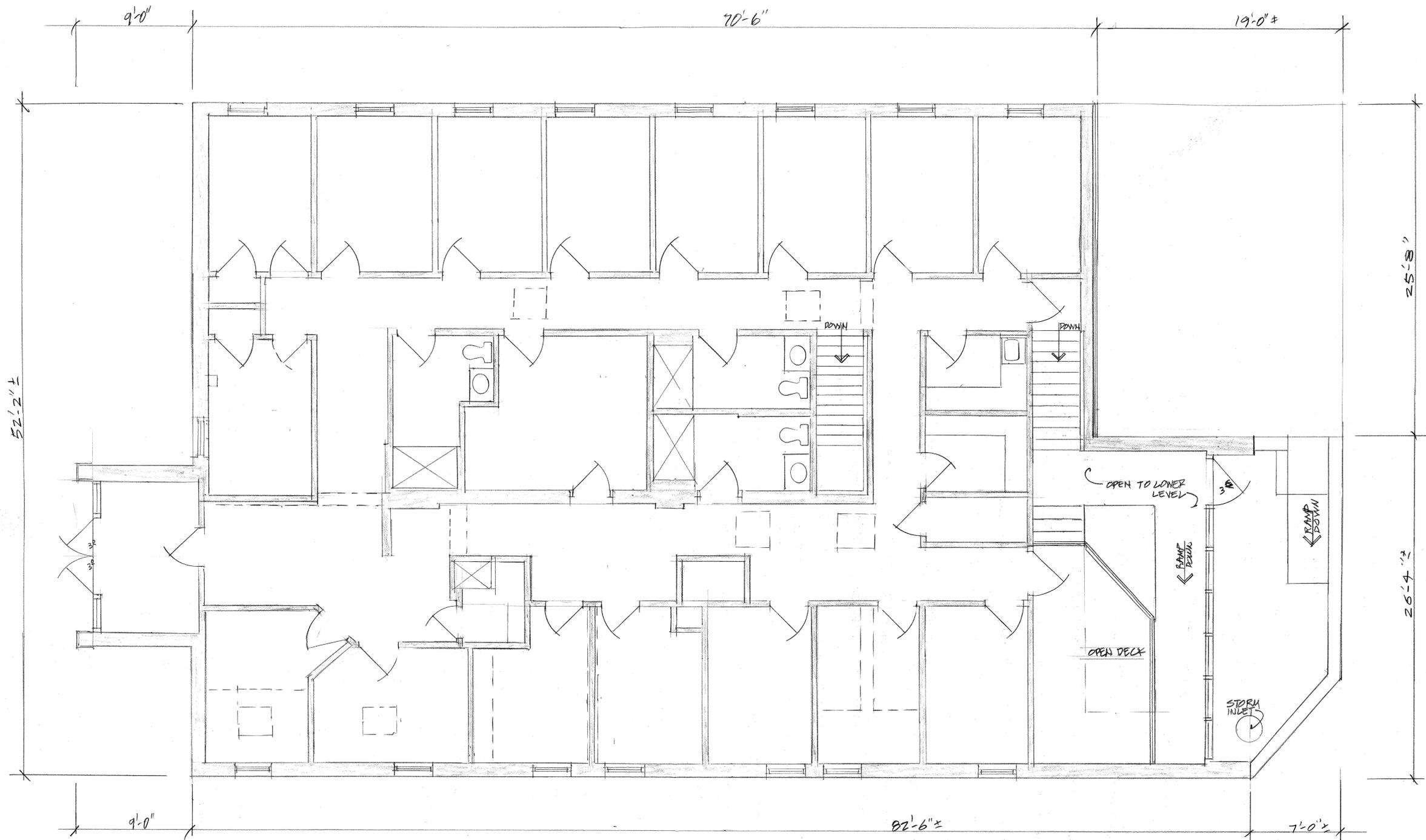
MEGHAN'S CELL: 262-719-2751

EMAIL: APHIGRACIE@GMAIL.COM

SHEET INDEX

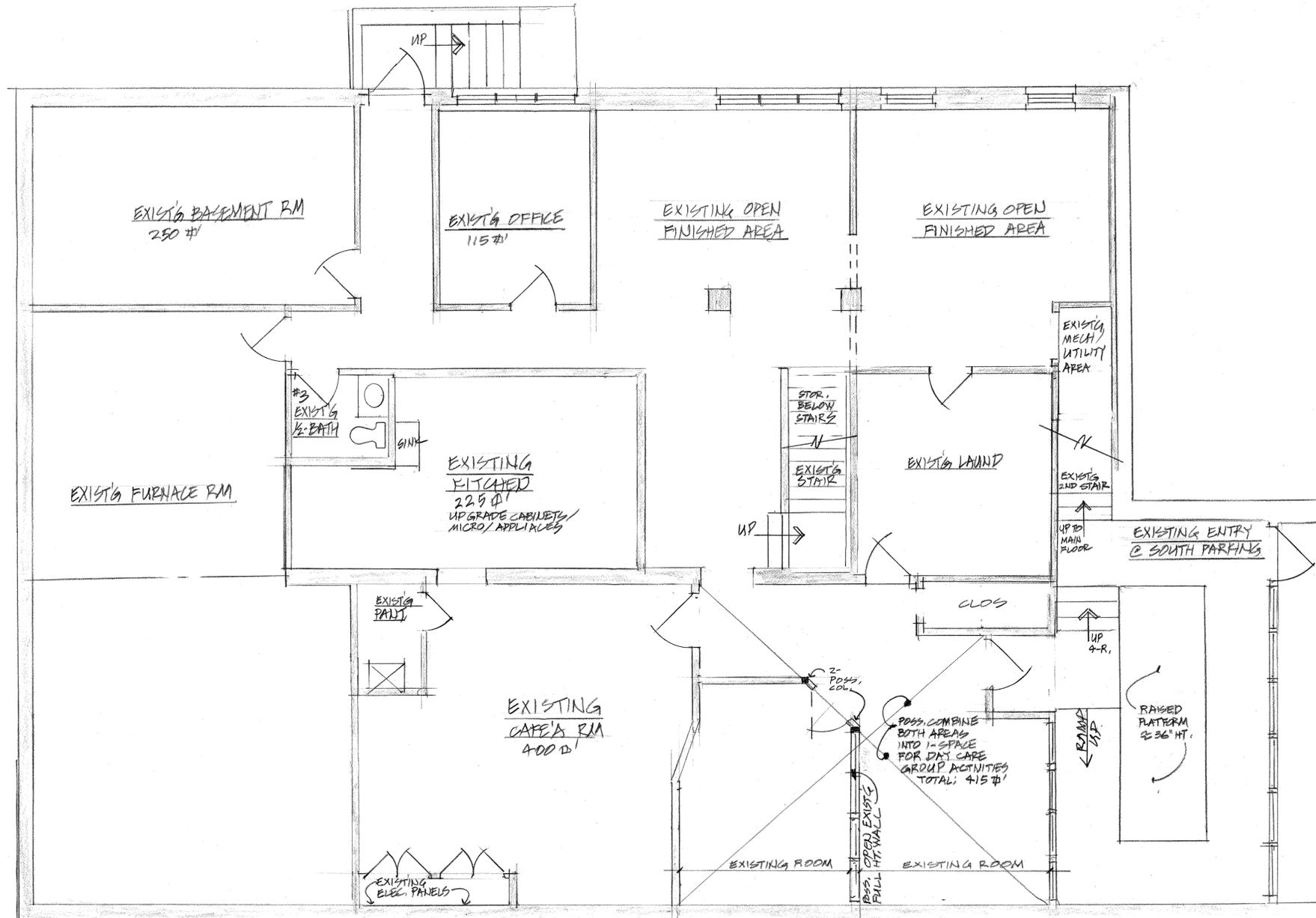
- SHEET 1: TITLE SHEET & BUILDING ELEVATIONS
- SHEET 2: MAIN FLOOR PLAN AS BUILT
- SHEET 3: PROPOSAL OF MAIN FLOOR PLAN FOR DAY CARE USE
- SHEET 4: LOWER LEVEL FLOOR PLAN WITH UPGRADES
- SHEET 5: SITE SURVEY WITH DROP-OFF CHANGES & FENCED-IN PLAY AREA





EXISTING MAIN FLOOR PLAN
1/2" = 1'-0"

MEGHAN KIER
APHIGRACIE@GMAIL.COM

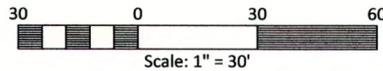


LOWER LEVEL & BASEMENT FLOOR PLAN
 1/4" = 1'-0"

Plat of Survey No. 3645

Description per Document No. 3704447:

Lot Twenty-three (23), in the Village of Hartland Assessor's Plat No. 1, being a part of the Southeast One-quarter (1/4) of Section Thirty-four (34), in the Township Eight (8) North, Range Nineteen (19) East, and part of the Northeast One-quarter (1/4) of Section Three (3), in Township Seven (7) North, Range Eighteen (18) East, in the Village of Hartland, Waukesha County, Wisconsin. Said Assessor's Plat No. 1, being prepared by John H. Mielke on September 25, 1980 and recorded at the Register of Deeds on October 17, 1980. Together with the use of premises described in the deed recorded in Volume 780 of Deeds, on Page 353 as Document No. 0482675 for Driveway purposes.



Legend:

- indicates 1" iron pipe found.
- ⊕ indicates PK nail set.
- indicates 1" x 18" iron pipe set, weighing 1.68 lbs./ft.

Prepared for:
 Brian and Megan Kier
 516 Hartridge Dr.
 Hartland, WI. 53029

Prepared by:
 Hilmer & Associates LLC
 Paul J. Hilmer, PLS
 W217 Vista Drive
 Oconomowoc, WI. 53066
 (262) 567-5893

NOTES:

- bearings are referred to the West line of Lot 23, Village of Hartland Assessor's Plat No. 1 as N 19°14'00" E, assumed.
- No environmental data is depicted on this map.
- Description overlaps occur with some properties to the west, which do not match a plat of survey prepared by LC Dancy dated June, 1947.

AREA TABLE

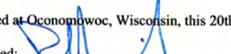
Concrete: 1853.2 sq.ft.
 Buildings: 3372.7 sq.ft.
 Asphalt: 10657.0 sq.ft.

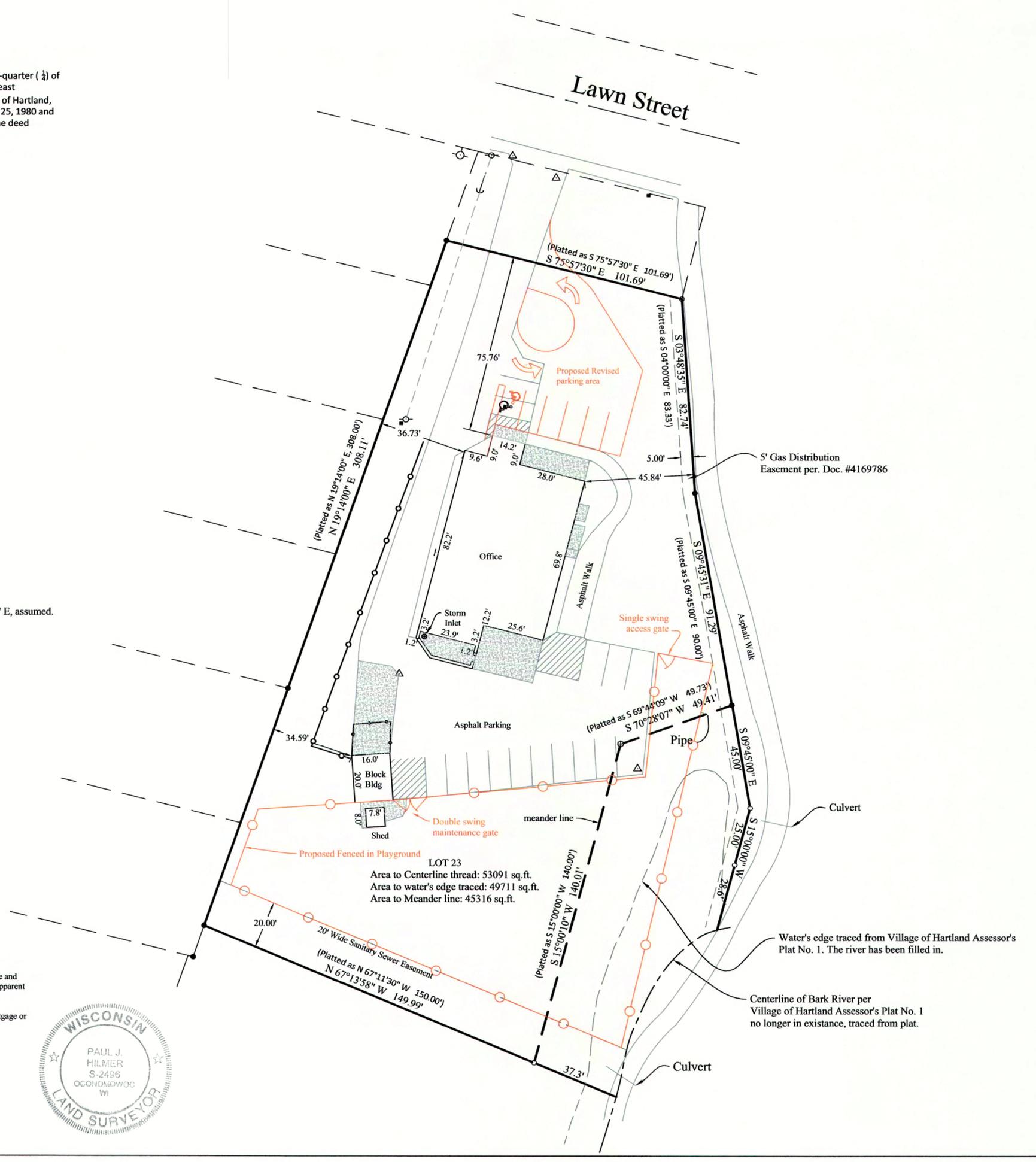
State of Wisconsin)
 County of Jefferson) SS

I have surveyed the above described property and the above map is a true representation thereof, and shows the size and location of the property, its exterior boundaries, the location and dimensions of all visible structures thereon, fences, apparent easements, roadways and visible encroachments, if any.

This survey is made for the exclusive use of the present owners of the property, and also those who purchase, mortgage or guarantee the title thereto within one (1) year from the date thereof.

Dated at Oconomowoc, Wisconsin, this 20th day of FEBRUARY, 2022.

Signed: 
 Registered Wisconsin Land Surveyor No. 2496



TIMOTHY FREY
240 NORTH AVE
HARTLAND, WI 53029

145 NORTH AVENUE LLC
145 NORTH AVE
HARTLAND WI 53029-1728

ALARCON TRUST
W341S9275 CORNER CT
EAGLE WI 53119-1661

ATHAN & SHERRY ECHOLS
217 NORTH AVE
HARTLAND WI 53029-1717

BERNHARDT-REID REVOCABLE TRUST
N31W28802 LAKEWOOD LN N
PEWAUKEE WI 53072-3353

CHARLENE M MARSALLI
209 NORTH AVE
HARTLAND WI 53029-1717

CHRISTINA LEDONNE
241 NORTH AVE
HARTLAND WI 53029

DR K W SCHUMANN & JAMES E
LIEBERT
N80W34680 PETERSEN RD
OCONOMOWOC WI 53066

HAROLD J AND KATHERINE KLEIFGEN
2020 LIVING TRUST
206 NORTH AVE
HARTLAND WI 53029-1718

HARTLAND RIVERWALK LLC
411 W MAIN ST #106
MADISON WI 53703-3105

HOOT HOMES LLC
N64W29096 CAPITOL DR
HARTLAND WI 53029

HOPKINS SAVINGS & LOAN
PO BOX 460169
HOUSTON TX 77056-8169

JAMES D HILLIGOSS JR AND JILL M
SCHWEDA-HILLIGOSS
159 NORTH AVE
HARTLAND WI 53029

JAMES LEAHY AND MARY LEAHY
214 NORTH AVE
HARTLAND WI 53029-1718

JAS COFFEE LLC
150 E CAPITOL DR
HARTLAND WI 53029-2104

JEFFREY B KUETHER AND PEGGY A
ZIEMANN KUETHER
229 NORTH AVE
HARTLAND WI 53029-1717

JOSEPH ERICK BARNES
224 NORTH AVE
HARTLAND WI 53029-1718

LAKE EFFECT INVESTMENTS LLC
1275 E WISCONSIN AVE STE 3
PEWAUKEE WI 53072-3701

LORETTA WERNER
N3645 OLD M ROAD
WEST SALEM WI 54669-9101

LOUIS D KAISER REVOCABLE TRUST
138 NORTH AVE
HARTLAND WI 53029

LYNN EGAN
207 NORTH AVE
HARTLAND WI 53029-1717

MARK PAPE
223 NORTH AVE
HARTLAND WI 53029

MICHAEL R THRUMAN AND DAWN M
THRUMAN
5971 LINDA CT
MAZOMANIE WI 53560-9782

ORP REAL ESTATE HOLDINGS LLC
PO BOX 278
DOUSMAN WI 53118

RAECHAL M LAIRD
214 LAWN ST
HARTLAND WI 53029-1706

RED CAP HOLDINGS LLC
W271N6155 MAPLE ST
SUSSEX WI 53089-4711

RICHARD NOWAKOWSKI AND PATRICIA
NOWAKOWSKI
220 LAWN ST
HARTLAND WI 53029-1706

ROBERT HARROUN AND MICHELLE
HARROUN
235 NORTH AVE
HARTLAND WI 53029

ROBERT JEWELL III AND JANET JEWELL
218 NORTH AVE
HARTLAND WI 53029

SCOTT LEE CROFT
210 NORTH AVE
HARTLAND WI 53029-1718



pd 3/7/22
recpt # 285429

**APPLICATION FOR
PLAN COMMISSION**

\$300 REVIEW FEE DUE AT TIME OF APPLICATION

Project Description New 26'x100' 4-stall detached garage for 8 vehicles			
Proposed Use Tenant Parking		No. of Employees	
Project Location Summit Lake Apartments, 292 Lakeview Dr.			
Project Name Summit Lake Garage			
Owner Summit Lake Apartments LLC		Phone 2622782074	
Address 3120 Gateway Rd		City Brookfield	State WI Zip 53045
Engineer/Architect Harris & Associates/NEW Architecture		Phone 9207336377/9208651719	FAX
Address		City	State Zip
Contact Person Nick Poulakos	Phone 2622782074	FAX	E-mail Nick@pre-3.com

The Plan Commission meets on the third Monday of the Month at 7:00 PM in the Village Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue, Hartland.

The deadline for filing is a minimum of fifteen (15) working days before the meeting.

All of the requested information must be received prior to the deadline in order to be placed on the agenda. Village Plan Review Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.

Four (4) sets of bound application materials and one (1) electronic copy of all materials must be submitted.

Applications that include site plans must depict the following existing and proposed information:

- > Complete dimensions (lot, building, setbacks, parking, drives, etc.)
- > Scale and north arrow
- > All structures (include building elevations and height)
- > Drainage and grades (include design calculations for drainage)
- > Storm Water Management Plan
- > Utilities and easements (sewer, water, storm etc.)
- > Calculation of lot coverage
- > Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
- > Grading and erosion control
- > Landscaping, including a Tree Protection Plan
- > Exterior lighting details
- > Exterior HVAC equipment location
- > Dumpster location (screening required)
- > Street right-of-way
- > Miscellaneous, 100 year floodplain, wetland boundary, environmental corridor

Additional information may be requested by the Plan Commission or Staff.

All applications for consideration by the Plan Commission are subject to the policies described in this document.

Date Applied: 3/7/22	Date of Meeting:	Return Comments by:
-----------------------------	------------------	---------------------

**Hartland Plan Commission
Application Review Policies**

All applicants and applications are subject to the following policies in order to be considered by the Plan Commission.

1. The deadline for filing any application is a minimum of fifteen (15) working days before the meeting.
2. All applicants are encouraged to communicate with or meet with either the Building and Zoning Official or the Village Administrator prior to submission of an application.
3. All requested or required information, including the application and appropriate fees, must be received prior to the deadline in order to be placed on the agenda. Village Staff has been directed to delay placement on the Plan Commission Agenda based on incomplete submittals.
4. Four (4) sets of bound site plans or application materials and one (1) electronic copy (PDF) of all application materials must be submitted by the deadline.
5. Applications that include site plans must depict the following existing and proposed information plus other information as appropriate or as requested:
 - a. Complete dimensions (lot, building, setbacks, parking, drives, etc.)
 - b. Scale and north arrow
 - c. All structures (include building elevations and height)
 - d. Drainage and grades (include design calculations for drainage)
 - e. Storm Water Management Plan
 - f. Utilities and easements (sewer, water, storm etc.)
 - g. Calculation of lot coverage
 - h. Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
 - i. Grading and erosion control
 - j. Landscaping, including a Tree Protection Plan
 - k. Exterior lighting details
 - l. Exterior HVAC equipment location
 - m. Dumpster location (screening required)
 - n. Street right-of-way
 - o. Miscellaneous items including, but not limited to, 100 year floodplain, wetland boundary, environmental corridor
6. Additional information may be requested by the Plan Commission or Staff.
7. The Applicant must complete and submit the required Professional Services Reimbursement Form along with any required deposit at the time of application.
8. The Applicant or a representative of Applicant able to make representations on behalf of the Applicant shall attend the meeting at which the matter will be discussed. Failure to have representation will result in tabling of the request to the next meeting.



DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

Job Address <u>292 Lakeview Dr.</u>			
Lot <u>3</u>	Block	Subdivision <u>CSM10018</u>	Key No. <u>HAV0424996019</u>
Owner <u>Summit Lake Apartments LLC</u>		EMAIL <u>Nick@pre-3.com</u>	Phone <u>2622782074</u>
Address <u>3120 Gateway Rd.</u>		City <u>Brookfield</u>	State <u>WI</u> Zip <u>53045</u>
Contractor <u>Nick Poulakos c/o Pre/3</u>	Phone <u>2622782074</u>	FAX	EMAIL <u>Nick@pre-3.com</u>
Address <u>3120 Gateway Rd.</u>		City <u>Brookfield</u>	State <u>WI</u> Zip <u>53045</u>

The Architectural Board meets on the THIRD MONDAY of the Month at 7:00 p.m. in the Board Room of the Hartland Municipal Building located at 210 Cottonwood Avenue in the Village of Hartland.

The DEADLINE for filing is FIFTEEN WORKING DAYS PRIOR TO THE MEETING DATE at 4:30 p.m. All of the following information must be received prior to the deadline in order to be placed on the agenda.

All applications for consideration by the Architectural Board are subject to the policies described in this document.

Commercial/Industrial/Multifamily:

- Four (4) bound sets of plans and application material and one (1) electronic copy of all submittals.
- Elevations must show all sides of the structure and state the building materials and colors. Additions must be shown with the existing building.

Signs:

- Four (4) color renderings of the requested sign(s) and one (1) electronic copy of all submittals. Include colors and material type. Renderings are to be dimensioned and must show placement on building and height.
- Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.
- Four (4) site plans with dimensions. Not required for wall signs or other signs attached to the building.
- Four (4) sets of lighting details. Include type, location, number and photometric plan.
- Submit Sign Permit Application

NOTE: Approval by the Architectural Board is not permission to begin construction; a building permit must first be obtained.

Date Applied: _____ Date of Meeting: _____ Item No. _____

**Hartland Architectural Board
Application Review Policies**

All applicants and applications are subject to the following policies in order to be considered by the Architectural Board.

1. The deadline for filing any application is a minimum of fifteen (15) working days before the meeting.
2. All applicants for building renovations are encouraged to communicate with or meet with the Building and Zoning Official and the Village Administrator prior to submission of an application.
3. Applications for signs within the boundaries of the Hartland Downtown Business Improvement District (BID) must be reviewed by the BID prior to the meeting with the Architectural Board.
4. All requested or required information, including the application and appropriate fees, must be received prior to the deadline in order to be placed on the agenda. Village Staff has been directed to delay placement on the Architectural Board Agenda based on incomplete submittals.
5. Applications shall include professional-level drawings of all elevations impacted by the proposed project showing the proposed conditions including location and depiction of requested signage.
6. Applications for signage on existing buildings should include a scale depiction of the sign on a current photograph of the existing building.
7. Four (4) sets of application materials and one (1) electronic copy (PDF) of all application materials must be submitted by the deadline.
8. Applications that include site plans must depict the following existing and proposed information plus other information as appropriate or as requested:
 - a. Complete dimensions (lot, building, setbacks, parking, drives, etc.)
 - b. Scale and north arrow
 - c. All structures (include building elevations and height)
 - d. Drainage and grades (include design calculations for drainage)
 - e. Storm Water Management Plan
 - f. Utilities and easements (sewer, water, storm etc.)
 - g. Calculation of lot coverage
 - h. Parking stalls (stalls to be minimum 180 s.f., driving lanes minimum 24 ft. wide and 30 ft. maximum at street right-of-way, asphalt to be minimum 3 ft. from lot lines)
 - i. Grading and erosion control
 - j. Landscaping, including a Tree Protection Plan
 - k. Exterior lighting details
 - l. Exterior HVAC equipment location
 - m. Dumpster location (screening required)
 - n. Street right-of-way
 - o. Miscellaneous items including, but not limited to, 100 year floodplain, wetland boundary, environmental corridor
9. Additional information may be requested by the Architectural Board or Staff.
10. The Applicant must complete and submit the required Professional Services Reimbursement Form along with any required deposit at the time of application.
11. The Applicant or a representative of Applicant able to make representations on behalf of the Applicant shall attend the meeting at which the matter will be discussed. Failure to have representation will result in tabling of the request to the next meeting.

**Village of Hartland
Professional Services Reimbursement Form**

The Village of Hartland has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such services is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that the Village may pass on other certain fees, costs, and charges which will be the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to this Agreement between the Village and, The responsible party listed below, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of activities incurred by the responsible party, whether at our request or at the request of the Village, we shall be responsible for the fees and expenses incurred by the Village. In addition, we have been advised that certain other fees, costs, and charges will be our responsibility.

Project Name: Summit Lake Garage

Submit invoices to: Responsible Party Property Owner

Responsible Party:

<u>Nick Poulakos c/o Pre/3</u> Printed Name	 Signature	<u>3/7/22</u> Date
<u>3120 Gateway Rd.</u> Street Address	<u>Brookfield</u> <u>WI</u> City State	<u>53045</u> Zip
Phone <u>2622782074</u>	E-Mail <u>Nick@pre-3.com</u>	

Property Owner Name:

_____ Printed Name	_____ Signature	_____ Date
_____ Street Address	_____ City	_____ State
Phone _____	E-Mail _____	

INTERNAL USE ONLY

Amount Due: \$ _____ Check #: _____ Date Paid: ___/___/___ Rec'd By: _____



VILLAGE OF HARTLAND
PETITION FOR:



NEW PLANNED UNIT DEVELOPMENT OVERLAY PETITION
(REQUIRES 2 PLAN COMMISSION MEETINGS AND MAY INCLUDE UP TO 3 VILLAGE BOARD MEETINGS. DURING ONE OF THE VILLAGE BOARD MEETINGS A PUBLIC HEARING SHALL BE HELD)

OR

AMENDMENT TO EXISTING PLANNED UNIT DEVELOPMENT
(REQUIRES 2 PLAN COMMISSION MEETINGS AND MAY INCLUDE UP TO 3 VILLAGE BOARD MEETINGS. DURING ONE OF THE VILLAGE BOARD MEETINGS A PUBLIC HEARING SHALL BE HELD)

FEE: \$150.00 + \$1,000 Professional Fee Deposit

Date:	Fee Paid:
Date Filed:	Receipt No.

1. Name: Summit Lake Apartments LLC.
Address of Owner/Agent: 3120 Gateway Rd., Brookfield, WI 53045

Phone Number of Owner/Agent: 262 278 2074

FAX No. _____ E-mail Nick@pre-3.com

2. Give complete legal description of property to be considered. (Attach a separate sheet with description and label sheet "Exhibit A").

3. State present use of property and intended use.

Present use is parking stalls, intended use is covered parking stalls


Signature of Petitioner

3120 Gateway Rd., Brookfield, WI 53045
Address

262 278 2074
Phone

over 

NOTE:

- a. Upon receipt of the petition for a PUD Overlay or PUD Amendment, the Plan Commission shall consider the request after the second meeting and make a recommendation to the Village Board. If the Village Board, upon reviewing the Plan Commission's recommendation, determines the request to have merit, it may order publication for a public hearing. After the public hearing held by the Village Board, it will take any action deemed necessary.
- b. Petition, Approval of Location and Plan of Operation may be made to the Village Plan Commission by filing such petition with the Village Clerk, accompanied by an operation description and a site plan showing the property boundaries, proposed and existing structures, a sketch of the building exterior and floor plan, and indicating uses on abutting property within 25 feet. Plans for landscaping and indication of parking facilities should be attached. Be as detailed as possible in order to fully inform the Plan Commission of your exact purpose and intention.
- c. Include a Plat Map in triplicate, drawn to a scale of not less than 100 ft. to the inch, showing the land in question, its location, the length and direction of each boundary thereof, the location of existing buildings and uses of same on such lands. Also, show the proposed building and the plat plans and indicate setbacks and offsets from the lot line. Parking area should also be shown.
- d. Ask for a copy of the Village Ordinance relating to zoning changes or Planned Unit Development districts (PUD), as required.
- e. Include fee payable to **The Village of Hartland**

\$150 for PUD Petition + \$1,000 PROFESSIONAL FEE DEPOSIT
- f. Mail or deliver request, in triplicate, to:

**Village of Hartland
Village Clerk
210 Cottonwood Avenue
Hartland, WI 53029**

Exhibit A

Parcel 3 of Certified Survey Map No. 10018, being part of the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ and the SE $\frac{1}{4}$ of the SW $\frac{1}{4}$ of Section 34, T8N, R18E, Village of Hartland, Waukesha County, Wisconsin.

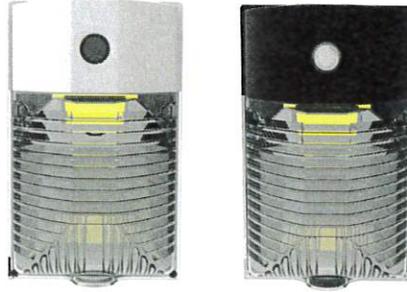
C-WM-B-WLHO Series

C-Lite LED Wall Mount
Replaces 100W PSMH

C-LITE
LED LIGHTING

EFFICIENCY TO THE MAX

Wet listed and a breeze to install, our LED Wall Mount features an included dusk to dawn photocell, skyrocketing your client's energy savings. For high precision, its unique mirror-like reflector helps direct light only where needed. Choose from 4000K or 5000K and white or medium bronze housings.



PRODUCT SPECIFICATIONS

OVERVIEW

- Initial Delivered Lumens: 3120L
- CRI: ≥ 70 CRI
- CCT: Neutral White 4000K, Cool White 5000K
- Input Power: 24W LED
- Dimmable: No
- Operating Range: -25°C 30°C (-13°F 86°F)
- Lifespan: Estimated >50,000 Hours
- Power Factor: > 0.9
- Total Harmonic Distortion: < 30%
- Limited Warranty: 5-Years*
- Replaces 100W PSMH

FEATURES	BENEFITS	RECOMMENDED USE
<ul style="list-style-type: none"> • Unique mirror like reflector will help throw the light in needed direction • Brand Name photocell that is tested to last the life of the product • Newest generation improving efficiency 	<ul style="list-style-type: none"> • Most efficient Mini Wall Pack offered to date • Dusk to Dawn photocell sensor included • Now Available in White and Bronze • Photocell is good for 120-277v 	<ul style="list-style-type: none"> • Security • Perimeter • Retail

ORDERING INFORMATION

Example: C-WM-B-WLHO-31L-50K-MB-P

C-WM	B	WLHO	31L			P
PRODUCT	SERIES	STYLE	LUMEN PACKAGE	CCT	COLOR	PHOTOCELL
C-WM	B	WLHO LED Wall Mount	31L 3120 Lumens (24W)	40K Neutral White (4000K) 50K Cool White (5000K)	WH White MB Medium Bronze	P

CERTIFICATIONS

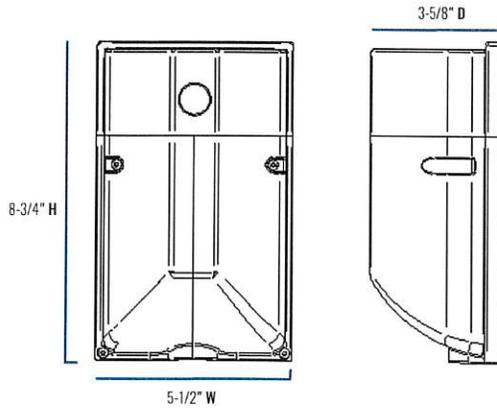
US: creeledlighting.com, e-conolight.com Distribution/Sales: 855-617-2733 Customer Services: 888-243-9445

Rev. Date: V6 R1 04/10/2020

For informational purposes only. Content is subject to change. *See lighting.cree.com/warranty for details



C-WM-B-WLHO Series



SERIES OVERVIEW

SKU	DIMENSIONS	PRODUCT WEIGHT
C-WM-B-WLHO-31L-50K-MB-P	3 5/8" D x 5 1/2" W x 8 3/4" H	2.7 lbs.
C-WM-B-WLHO-31L-40K-MB-P		
C-WM-B-WLHO-31L-50K-WH-P		
C-WM-B-WLHO-31L-40K-WH-P		

FIXTURE SPECIFICATIONS

HOUSING	Durable, aluminum housing with integrated junction box allows for easy installation. White or medium bronze polyester powder-coat finish.
LENS ASSEMBLY	Polycarbonate lens
MOUNTING	Mounts to 4-inch square or octagonal j-box. Contains (1) 1/2-inch NPT threaded knockout on bottom of fixture for surface wiring.

ELECTRICAL PERFORMANCE

OPERATING RANGE	LIFESPAN L ₇₀ AT 25°C (77°F)	POWER FACTOR	TOTAL HARMONIC DISTORTION	DIMMABLE
-25°C to -30°C (-13°F to 86°F)	Estimated >50,000 Hours	> 0.9	< 30%	No

INPUT VOLTAGE	LUMEN PACKAGE	120V	208V	240V	277V
CURRENT DRAW (Amps)	31L	0.1A	0.06A	0.05A	0.04A

CA RESIDENTS WARNING- Cancer and Reproductive Harm - www.p65warnings.ca.gov

US- creelighting.com, e-conolight.com

Distribution/Sales- 855-617-2733 Customer Services- 888-243-9445

Rev. Date: V6 R1 04/10/2020

For informational purposes only. Content is subject to change. *See lighting.cree.com/warranty for details

C-LITE
LED LIGHTING

C-WM-B-WLHO Series

WARRANTY & CERTIFICATIONS

WARRANTY	cULus	DLC
5-Year Limited*	Wet Locations	Yes, Premium

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US- creelighting.com, e-conolight.com Distribution/Sales- 855-617-2733 Customer Services- 888-243-9445

Rev. Date: V6 R1 04/10/2020 For informational purposes only. Content is subject to change. *See lighting.cree.com/warranty for details



Exterior Color Schedule

- Shingles – Certaineed Weathered Wood, to match existing
- Roof edge, soffit, fascia, gutters – White, to match existing
- Siding - Royal Heather, to match existing
- Overhead Garage Doors – White, to match existing
- Overhead Door Trim – White, to match existing

Landscaping Plan

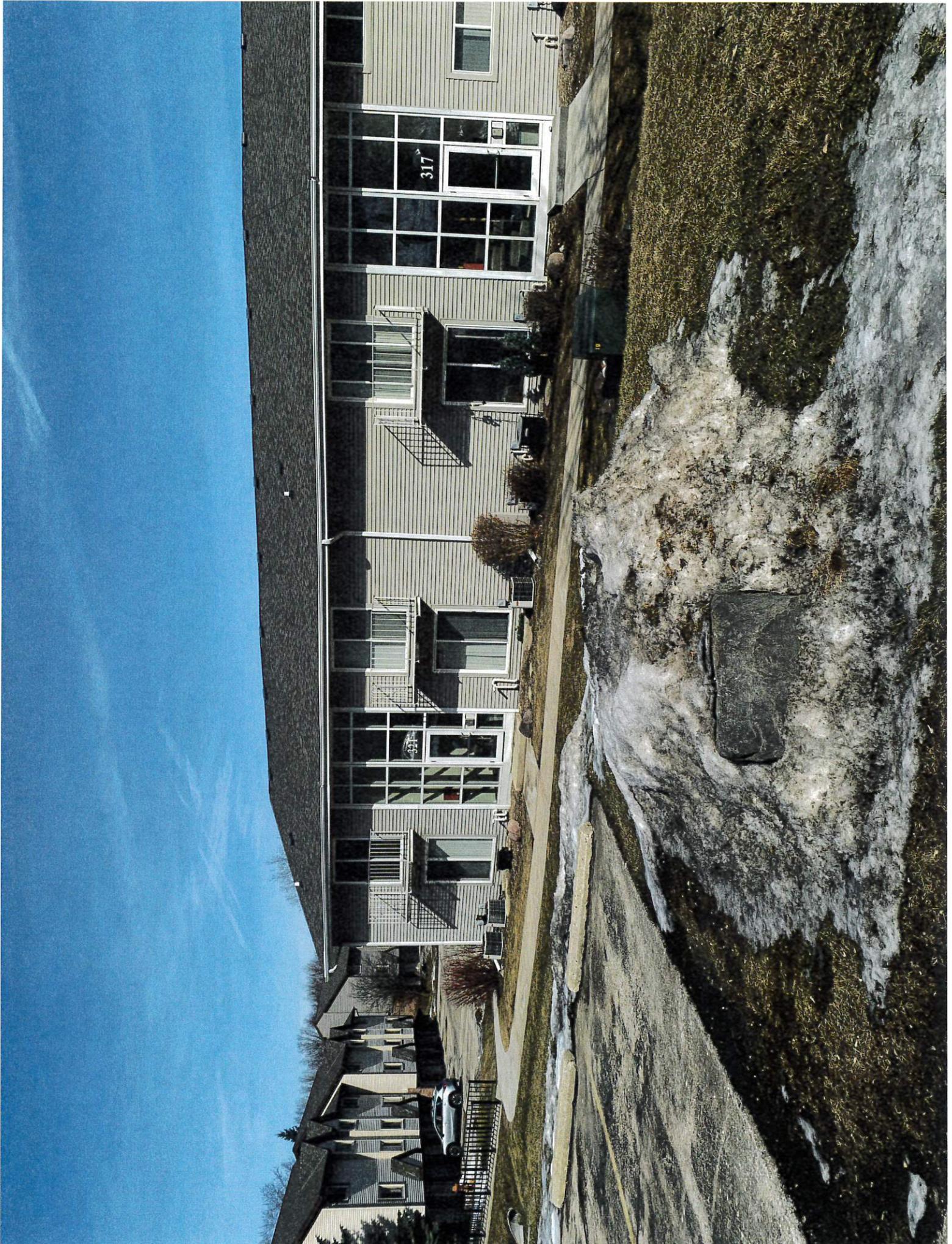
- Removing 2 existing Cottonwood trees
- Replacing the removed trees with 2 trees to the west of the proposed building
- East and North side of proposed building will be adjacent to asphalt
- South and West side of building will be graded to level and seeded
- No Grading or Erosion issues

Parking Analysis

We propose to build a 26' x 100' 4-stall detached garage for 8 vehicles. The building will sit on an existing 3 parking stalls to create a net gain of 5 parking spaces. The traffic pattern will not change due to the proposed structure. There are no drainage issues in the proposed location.



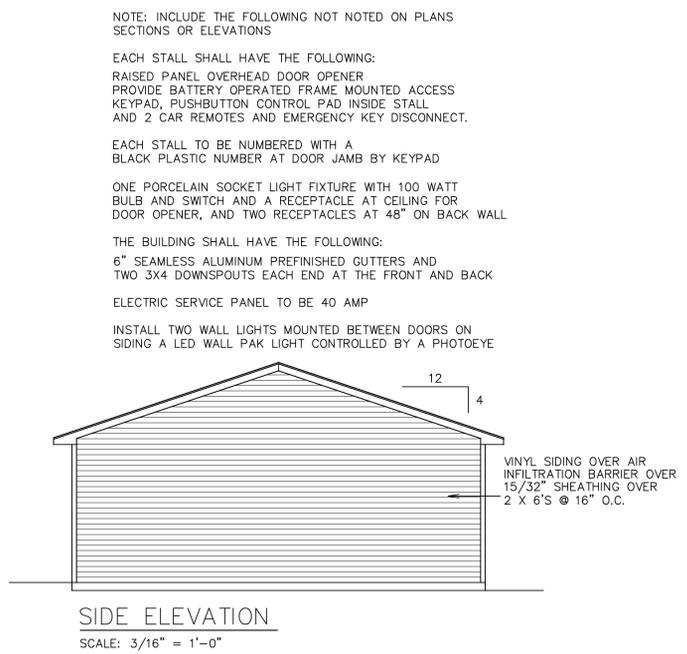
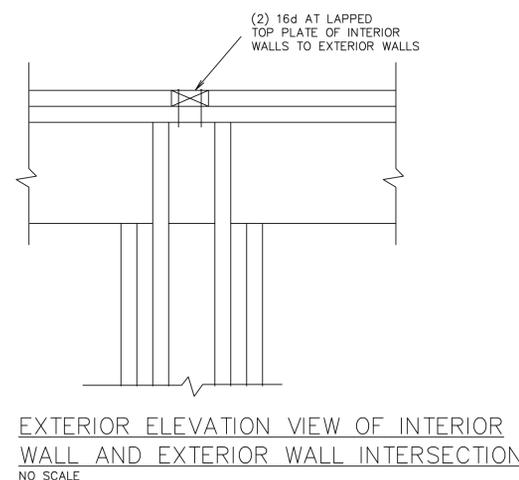
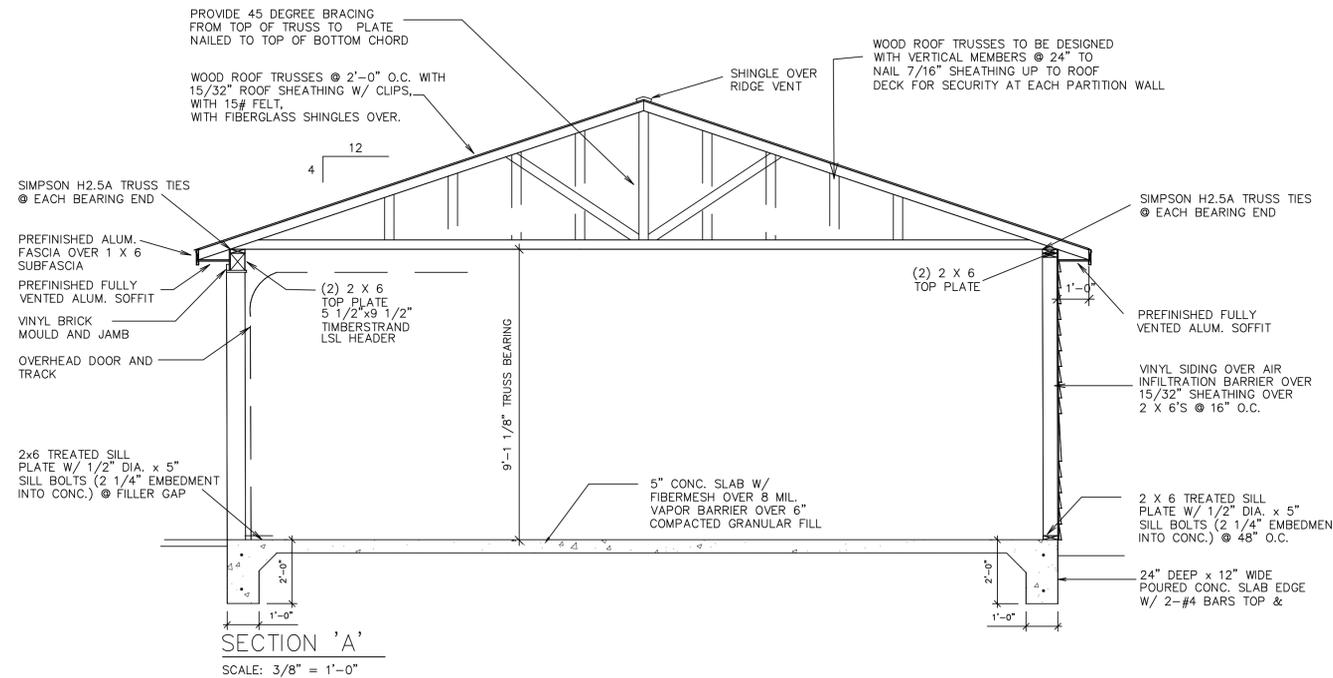








HEATHER



CAREFULLY REVIEW TRUSS CALC SHEETS FOR LATERAL BRACING LOCATIONS AND FOR BEARING BLOCKS IF LOAD EXCEEDS 2200 POUNDS FOR BEARING ON SPF TOP PLATES

WOOD TRUSS SHOP DRAWINGS SHALL BE SUBMITTED TO THE ARCHITECT PRIOR TO FABRICATION. TRUSS TO TRUSS CONNECTIONS SHALL BE DESIGNED BY THE TRUSS SUPPLIER AND SHALL BE CLEARLY SHOWN ON THE ERECTION PLANS. SHOP DRAWINGS SHALL BEAR THE STAMP OF AN ENGINEER LICENSED IN THE STATE OF WISCONSIN

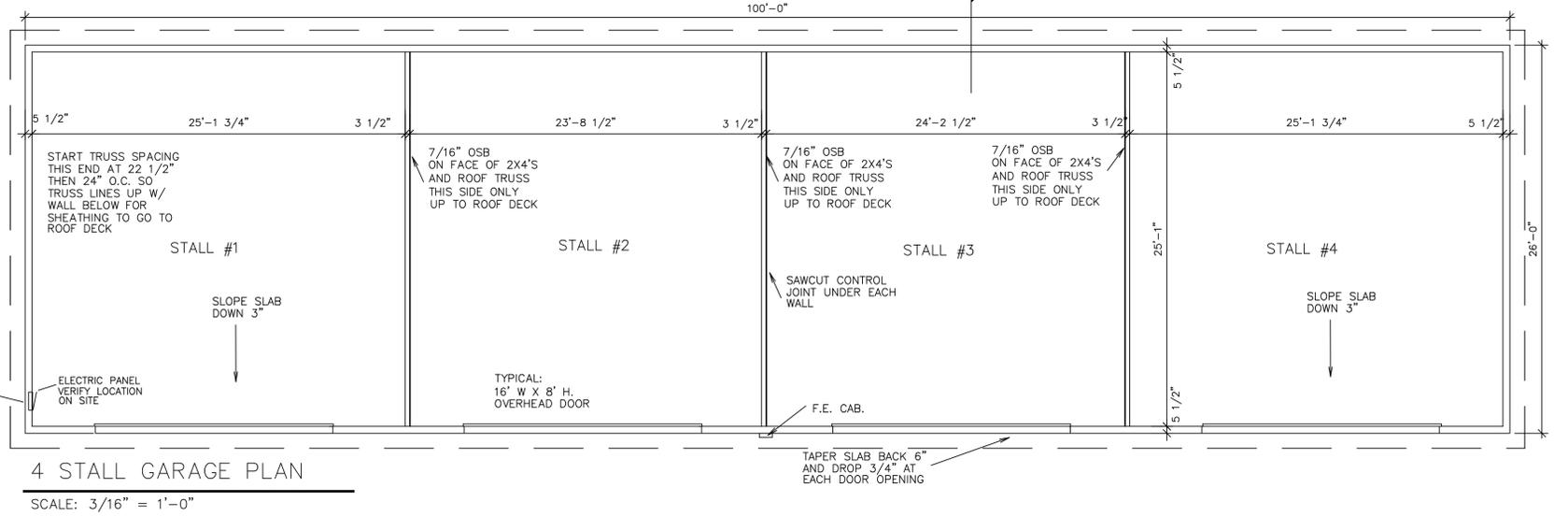
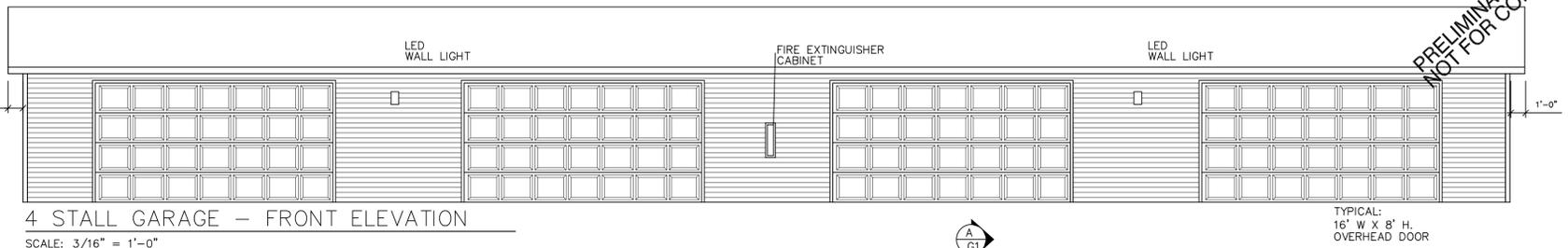
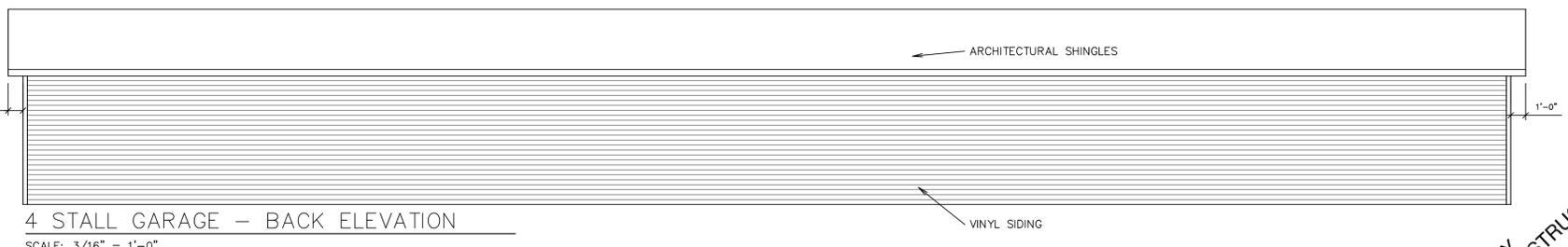
PRE-ENGINEERED WOOD ROOF TRUSSES SHALL BE DESIGNED FOR THE FOLLOWING CRITERIA:

DEAD LOADS:
 TOP CHORD = 10 PSF
 BOTTOM CHORD = 10 PSF

LIVE LOADS:
 TOP CHORD = 23.1 PSF (BALANCED SNOW)

DEFLECTION (LIVE LOAD) - SPAN/240

SNOW LOADS: GROUND SNOW LOAD 30 PSF
 EXPOSURE FACTOR Ce: 1.0
 TEMP. FACTOR Ct: 1.0
 IMPORTANCE FACTOR: 1.0



4227 PITCO ROAD
 Green Bay, Wisconsin 54313
 PHONE 920-865-1719
 FAX 920-865-1720

NEW
 ARCHITECTURE, INC.

REVISION	
DATE	9/20/21
JOB NO.	2021-05

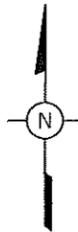
DETACHED GARAGE

4 STALL GARAGE FLOOR PLAN ELEVATIONS, SECTION,

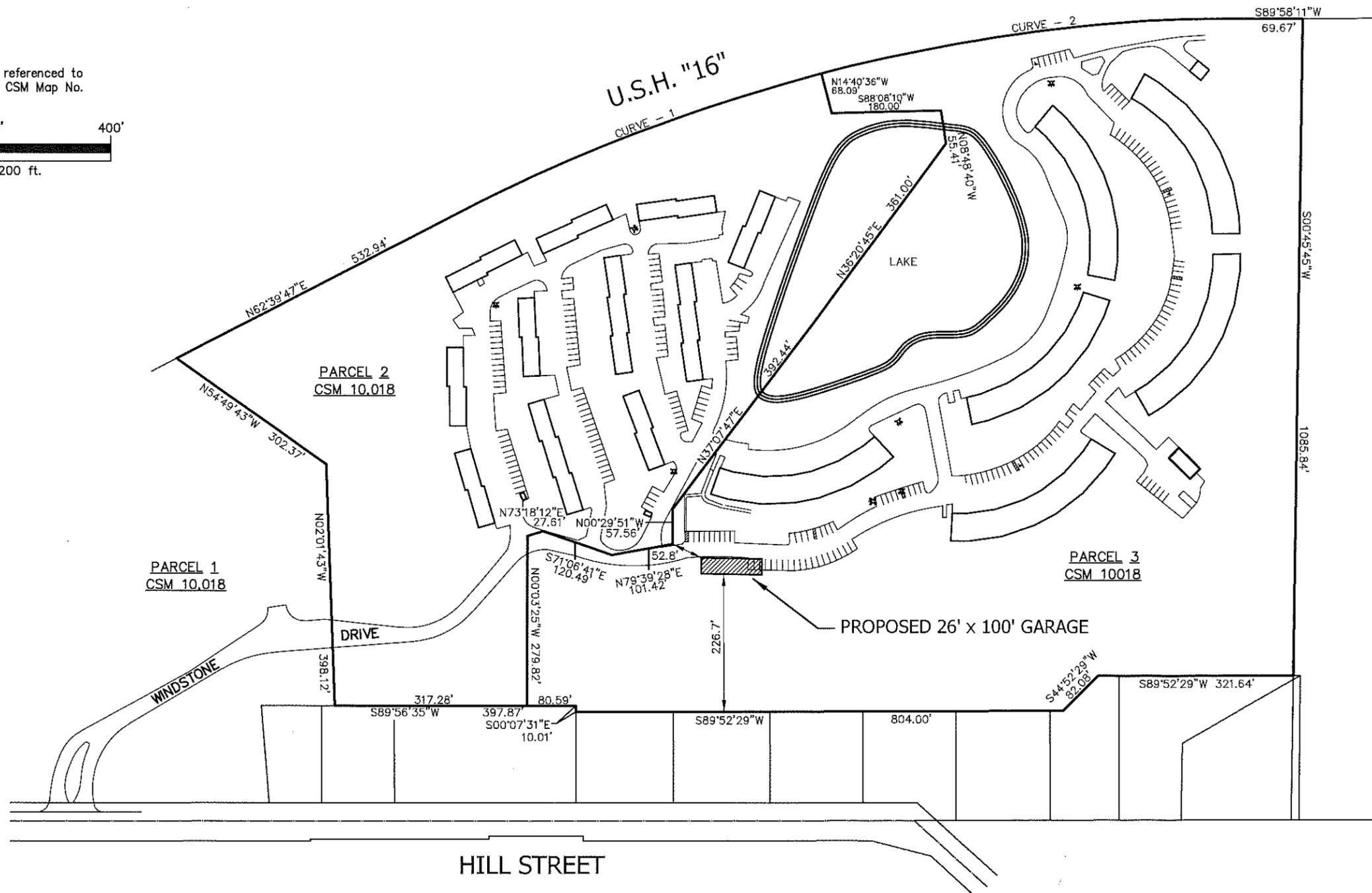
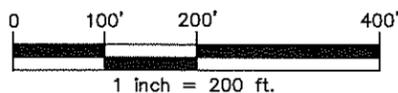
G1

SUMMIT LAKE APARTMENTS – PROPOSED GARAGE OVERALL SITE PLAN

Parcels 2 and 3 of Certified Survey Map No. 10018, being part of the SW 1/4 of the SE 1/4 and the SE 1/4 of the SW 1/4 of Section 34, T8N, R18E, Village of Hartland, Waukesha County, Wisconsin.



Bearings are referenced to the recorded CSM Map No. 2877.

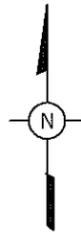


HARRIS & ASSOCIATES, INC.
CONSULTING ENGINEERS
AND LAND SURVEYORS

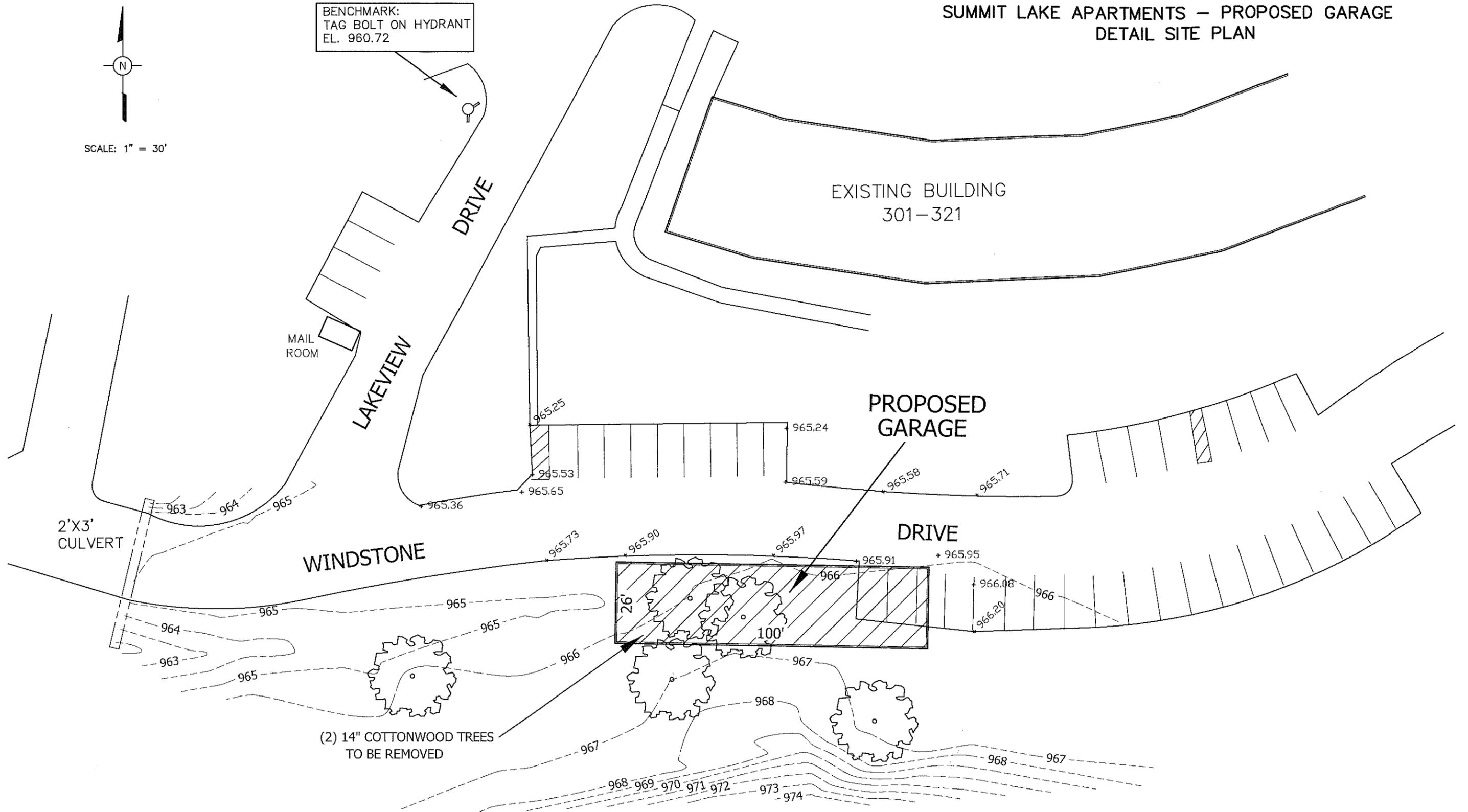
2718 NORTH MEADE ST.
APPLETON, WI 54911
TEL: (920) 733-8377
FAX: (920) 733-4731
www.harrisinc.net

SUMMIT LAKE APARTMENTS – PROPOSED GARAGE
DETAIL SITE PLAN

BENCHMARK:
TAG BOLT ON HYDRANT
EL. 960.72



SCALE: 1" = 30'



HARRIS & ASSOCIATES, INC.
CONSULTING ENGINEERS
AND LAND SURVEYORS

2718 NORTH MEADE ST.
APPLETON, WI 54911
TEL: (920) 733-8377
FAX: (920) 733-4731
www.harrisinc.net

WILLIAM T PECHE
301 HILL ST
HARTLAND WI 53029

145 NORTH AVENUE LLC
145 NORTH AVE
HARTLAND WI 53029-1728

492 PARTNERS LLC
492 RIVERSIDE DR
PRINCETON NJ 08540-5421

ATHAN AND SHERRY ECHOLS
217 NORTH AVE
HARTLAND WI 53029-1717

CHARLENE M MARSALLI
209 NORTH AVE
HARTLAND WI 53029-1717

CHARLES AND DARLENE KELLY
128 HILL ST
HARTLAND WI 53029

CHERYL DEVITT
123 NORTH AVE
HARTLAND WI 53029

ELIZABETH M TORINUS
355 HILL ST
HARTLAND WI 53029-2003

GARTH BOWEN II LIVING TRUST
PO BOX 25
HARTLAND WI 53029

GENE AND SARA DURNI
307 HILL ST
HARTLAND WI 53029-2003

HILLSIDE JEFFERSON LLC
PO BOX 626
BROOKFIELD WI 53008-0626

HOOT HOMES LLC
N64W29096 CAPITOL DR
HARTLAND WI 53029

HOOT HOMES LLC
N64W29096 CAPITOL DR
HARTLAND WI 53029

JAMES D HILLIGOSS JR AND JILL M
SCHWEDA-HILLIGOSS
159 NORTH AVE
HARTLAND WI 53029

JAMES AND SHIRLEY ROMANOWICH
193 HILL ST
HARTLAND WI 53029-2018

JASON A CUTLER
137 NORTH AVE
HARTLAND WI 53029-1715

JEFFREY B KUETHER AND PEGGY A
ZIEMANN KUETHER
229 NORTH AVE
HARTLAND WI 53029-1717

JEFFREY AND DIANE L VERNON
311 HILL ST
HARTLAND WI 53029-2003

JEROME J MOLENDAS & SUZANNE J
MOLENDAS REV TRUST
207 HILL ST
HARTLAND WI 53029-2001

JOHN AND LYNNE FOLTZ
421 HILL ST
HARTLAND WI 53029

JOHN ROHR & DORALYNNE METZ
REVOCABLE LIVING TRUST
16755 SHORE LINE DR
BROOKFIELD WI 53005-2138

JONATHAN AND RICHARD J KLIPPSTEIN
335 HILL ST
HARTLAND WI 53029-2003

JOSHUA AND ALEXANDRA PARAL
345 HILL ST UNIT A
HARTLAND WI 53029-2003

KAREN BOOTH
242 HILL ST
HARTLAND WI 53029

KATHLEEN NOHL
203 HILL ST
HARTLAND WI 53029

LYNN EGAN
207 NORTH AVE
HARTLAND WI 53029-1717

MARK AND LYNNE MINER
375 HILL ST
HARTLAND WI 53029-2003

MARK PAPE
223 NORTH AVE
HARTLAND WI 53029

MICHAEL AND LORI UIBEL
195 HILL ST
HARTLAND WI 53029

NANCY AND ROBERT NIKOLAY
201 HILL ST
HARTLAND WI 53029-2001

ROBERT AND MICHELLE HARROUN
235 NORTH AVE
HARTLAND WI 53029

ROBERT JOHN GOETZ AND BARBARA
ANNE GOETZ JOINT
4160 N 126TH ST
BROOKFIELD WI 53005-1804

SHERI L JACKSON
431 HILL ST
HARTLAND WI 53029-1905

SHERWOOD MANOR IX LLC
20980 BRADFORD LN
BROOKFIELD WI 53045-1709

SHERWOOD MANOR IX LLC
20980 BRADFORD LN
BROOKFIELD WI 53045-1709

SHERYL L SCHMIDT
136 HILL ST
HARTLAND WI 53029-2045

STEPHEN M CIGICH & CLAUDETTE B
CIGICH REVOCABLE
205 HILL ST
HARTLAND WI 53029-2001

SUMMIT LAKES APARTMENTS LLC
19105 W CAPITOL DR STE 200
BROOKFIELD WI 53045

WISCONSIN COMMERCIAL 2015 LLC
19000 W BLUEMOUND
BROOKFIELD WI 53045-6073

VILLAGE OF HARTLAND
210 COTTONWOOD AVE
HARTLAND WI 53029

WILLIAM T PECHE
301 HILL ST
HARTLAND WI 53029

WAYNE WEGENKE & STEVEN J KAUTZ
1043 PINELLAS BAYWAY S
TIERRA VERDE FL 33715-2184

WILLIAM H FORESTER & SHULING NI
241 HILL ST
HARTLAND WI 53029-2001

WILLIAM R NOURSE
430 HILL ST
HARTLAND WI 53029

WILLIAM T PECHE
301 HILL ST
HARTLAND WI 53029