

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY SEPTEMBER 18, 2023
6:30 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: Jeff Pfannerstill, Jeff Bierman, Ann Wallschlager, David de Courcy Bower, Tim Hallquist, Dino Xykis, and Chip Schneeberger.

Others Present: Joe Reuteman, Troy Mleziva, Ben Nelson, Scott Hussinger, Ryan Amtmann, Village Manager Bailey, Clerk Policello and Deputy Clerk Bushey.

Call to Order- 6:32 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 Public Comments.

1. Consideration of a motion to approve the Architectural Board/Plan Commission minutes from August 21, 2023-

Motion (Hallquist/Schneeberger) to approve the minutes for the August 21, 2023, meeting. Carried (7-0).

2. Plan Commission review and consideration of an Extraterritorial Certified Survey Map for Mid-City Sports, N55 W29505 County Highway K, Hartland, WI 53029.

Joe Reuteman was present and explained he would like to take the 2 properties and make it 1 property so he can build a facility. He said right now there are 2 different owners, Mid-City Properties and RJ Properties. Mid-City properties is going to buy out RJ and become 1. Brief discussion on the properties.

Motion (Hallquist/DeCourcy-Bower) to approve the Extraterritorial Certified Survey Map for Mid-City Sports, N55 W29505 County Highway K, Hartland, WI 53029. (7-0).

3. Architectural Board review and consideration of plans for an addition on the Kleczka property, 810 River Reserve Drive.

The current home is a single-family home, and owner would like to add a laundry room and garage. All the siding will be redone, expand the deck and redo the deck and add a metal roof. Bierman asked about the color of the metal roof, it was stated it will be a darker color.

DeCourcy-Bower asked Building Inspector Hussinger if it meets the setback requirements, and he said it does. DeCourcy-Bower also asked if it meets the HOA requirements, and Hussinger said it is not part of River Reserve.

Motion (Wallschlager/deCourcy-Bower) to approve the addition plans for 810 River Reserve Drive. (7-0).

- 4. Plan Commission will conduct a preliminary review of Kwik Trip, a proposed PUD development (“Project”) whose approval and rezoning are being sought by Kwik Trip on property tax key HAV0730950 located at Highway 83 & W. Capitol Drive. The Plan Commission will review:**
- a. Proposed preliminary site and building plans;**
 - b. Proposed preliminary certified survey map;**
 - c. Proposed rezoning to B-2 in conjunction with a PUD Agreement for the Project;**
 - d. Proposed petition for a Planned Unit Development**
 - e. Proposed land use amendment and Resolution**

Troy Mleziva was present by Zoom. A brief overview of the proposed PUD development project was given. He said it is similar to the concept plan. The project would face north and there would be 2 driveways off Capitol Drive. They will have an entrance on the north and a gas canopy north of the store, a building envelope with a 2-bay car wash all in one building envelope. South of that there will be two lanes which is what they call side diesel for dump trucks, trailered vehicles. Full size 18 wheelers can be accommodated if needed, and a second access is further south on the site. The one change made from the concept was the removal of the Semi-Truck parking, as they didn't feel there was an absolute need for that.

Pfannerstill asked to go around the room to see if anyone had any questions.

Hussinger did not have questions.

Amtmann said he has worked with the development team over the last several months and his comments are summarized in his memo and he thinks they are working towards addressing those.

Hallquist asked about the pylon sign. It was stated the pylon sign will be 30 ft. Hussinger commented that there has not been a new pylon sign in 25 years. He said the petitioner is asking for taller and larger than our sign code supports. He said it is a unique site and if we wanted to approve their proposed sign height and size, then his recommendation is to develop this as a plan development.

Hallquist asked if it was because of the topography and Hussinger said we have pylon signs that don't meet our code and have been around for a really long time so they want something similar to other pylon signs in the village, but our current sign code does not support that. He said he didn't anticipate any other sites for a pylon sign and then this site became part of the Village recently. He said they want what other properties have. Hallquist asked if the other signs are grandfathered in and Hussinger said correct.

Bailey said this would be no different than a development being short on parking or need setbacks, you do it through planned unit development. He said Kwik Trip is also looking to do an upgrade to the road there and create a turn lane and 2 cross walks and lights, it would all be part of that PUD.

Hallquist asked if the one of the entrances was originally going to be one way and Mr. Mleziva said the north entrance would function as an in only for trucks. Discussion on how to make people aware of that and on proposed signs for that purpose.

Wallschlager asked about the signs and what the difference is in what the ordinance allows vs what they are asking for. Hussinger said the maximum allowed is 20 ft and they are asking for 30 ft.

Discussion on whether a 20 ft sign would work. Mr. Mleziva was asked why a 20 ft sign would not

work, and he stated it is one that they've got a square footage issue with the current code. He said he believes it was a very small area that would be allotted for their sign area and then the second part was the height. He said the biggest issue is probably with the square footage allowed, because they have to post the gas price by state law, and obviously not every sign in the Village would have that requirement. He said they have the different varieties of fuel that need to be posted for the square footage, also their logo and what they call the changeable copy sign that advertises the different specials of the day. He said they probably could make something shorter of 30 ft. work, our intent of 30 ft. was to be able to see if people were exiting Hwy. 16 and entering the Village would be those signs directing them south, locating Kwik Trip in that corridor. He said coming off Hwy 16, they could safely see where they are.

Wallschlager asked about what signage would be used to tell trucks they could only enter one way and cars could enter and exit both ways. Mr. Mlevita said with directional signs.

Wallschlager asked about the right turn lanes for both Three Leaf and Kwik Trip. Amtmann said the turn lanes for Kwik Trip are not warranted based upon the traffic study. Amtmann said they talked through all of that and they stated it would be safer to have them in there and he explained a right turn lane into the quarry is not necessary because it will not be a blocked movement. He went on to say that the Village Staff felt that and the traffic study engineer said it would enhance things and be more safe if there was a left turn lane going into the Kwik Trip south driveway that way people that are moving and want to just move through there without going to Kwik Trip will be able to easily go straight through. He said there shouldn't be anyone turning left at the north driveway as they would have turned into the south driveway to start with as they come off of Hwy. 83. He said with the curve and the downhill gradient we felt it was necessary to have a right turn lane into Kwik Trip. He said there will be crosswalks that will have push button indicators warning signs for pedestrians and think it is a good balance for the layout of the road.

Pfannerstill thanked Mr. Mlevita for sending the building renderings. He asked Mr. Mlevita if they would have a willingness to assist the village if people were to have trouble reading the signs. He asked if it could be put in the agreement and Mr. Mlevita said yes, they want it safe for everyone.

Village Manager Bailey gave a timeline of the project. He said this is the first meeting, it will come back to the Plan Commission next month for the Plan Commission final approval. The Plan Commission will send it to the Village Board, the Village Board would meet the meeting after that in October, they would have 30 days to give a Public Hearing, that Public Hearing would be at the end of November, the first meeting in December would be the approval. He said they are looking at a March start date. Mr. Mlevita said they are looking at groundbreaking in the spring and it is about four months from ground to breaking to grand opening.

Pfannerstill suggested to the Plan Commissioners if they have any concerns or questions it would be beneficial to send those through throughout the next month preferable within the next couple weeks. He said they could also bring those questions to the next Plan Commission meeting as well.

5. Announcements-

President Pfannerstill mentioned that Dick Landwehrs visitation and funeral are tomorrow at St. Charles Catholic Church.

6. Adjourn

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

Adjourned at 7:13 pm.

Respectfully submitted by

Recording Secretary,
Deidre Bush y, Deputy Clerk