



Store Engineering

FAX 608-793-6237

1626 Oak St., P.O. Box 2107  
La Crosse, WI 54602

[www.kwiktrip.com](http://www.kwiktrip.com)

Village of Hartland  
Ryan Bailey  
210 Cottonwood Ave  
Hartland, WI 53029

August 28th, 2023

**Architectural Board / Plan Commission / CSM / CUP / Rezone Applications**

Mr. Bailey,

This letter is intended to accompany our submittal for our application to the Village of Hartland for the requested applications listed above for our proposed project located at STH 83 and West Capitol Drive.

Kwik Trip, Inc. is proposing the construction of a 12,167 S.F. convenience store w/ attached 2-Bay Carwash and an attached dumpster enclosure w/ separate Fueling and Diesel Canopies. I have submitted two full size copies along with a link to digital format as requested. I have included a check for \$1650.00. This includes \$300.00 PC Fee, 300.00 CSM Fee, \$400.00 Rezone Fee with \$200.00 deposit, and \$150.00 CUP Fee with \$300.00 Deposit. If there is anything additional needed, please don't hesitate to reach out to me any time.

The proposed method of operation for this development will be consistent with that for our existing convenience stores within the area. The requested hours of operation will be 24 hours for all uses. The type of products that will be sold will be similar to that of our existing stores: gasoline, in line diesel, E-85, Unleaded 88, groceries, bakery and dairy, hot and cold food and beverages, tobacco products, off-sale alcohol products, lotto, convenience store merchandise, ice, and propane. The outside merchandising of products is being requested next to the store (ice and propane) and miscellaneous merchandising under the gas canopy. The proposed store is projected to have between 28-35 full and part time employees, with 2-8 on staff at any given time.

The proposed architectural plan will consist of a brick facade with standing seam metal roof. The building and canopy fascia will tie in with franchise colors. The prototype building is larger than previous years building. We have expanded the retail floor area as well as kitchen and mechanical space all on the main level with no basement. The total estimated project costs are \$2,500,000.

Kwik Trip would be happy to provide any additional information or answer any questions or concerns you may have with our submission. Please feel free to call me with any questions.

Sincerely,

**Jeff Osgood – Sr. Development Manager - Store Engineering - Kwik Trip, Inc.**

608-793-5547 - [josgood@kwiktrip.com](mailto:josgood@kwiktrip.com) 1626 Oak St | P.O. Box 2107 | La Crosse, WI 54602

**OUR MISSION**

*To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone's life.*

VILLAGE OF HARTLAND  
PETITION FOR LAND DIVISION:

EXTRATERRITORIAL PLAT REVIEW - \$100

CSM (Certified Survey Map) + \$300 Professional Fee Deposit  
or

PRELIMINARY PLAT REVIEW + \$1,000 Professional Fee Deposit

Up to Five Parcels - \$150.00

Six to Fourteen Parcels - \$300.00

Fifteen or More Parcels - \$500.00

Reapplication for Approval of Any Preliminary  
Plat Requiring Review

\$50.00 (Minimum)

Reapplication for Previously Reviewed Plat

\$10.00

**FINAL PLAT REVIEW**

\$10.00 Plus \$1.00 for Each Parcel Within the Final Plat  
\$10.00 for Reapplication of Any Final Plat Previously Reviewed

Date: <u>08/28/2023</u>	Fee Paid: <u>\$300</u>
Date Filed:	Receipt No.: <u>248836</u>

1. Name: KWIK TRIP, INC - JEFF OSGOOD

Address of Owner/Agent: 1626 OAK ST LACROSSE, WI 54602

Phone Number of Owner/Agent: 608-793-5547 josgood@kwiktrip.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.

CURRENTLY VACANT LAND

RETAIL CONVENIENCE STORE W/ 2 BAY ATTACHED GARAGE (PROPOSED)

Jeff W. Osgood  
Signature of Petitioner

1626 OAK ST LACROSSE, WI 54602  
Address

608-793-5547  
Phone



**NOTE:**

- a. 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.
- b. Include fee payable to **The Village of Hartland**

**CSM fees + \$300 Professional Fee Deposit**  
**Or**  
**Preliminary Plat Review Fees + \$1,000 Professional Fee Deposit**

Up to Five Parcels	\$150.00
Six to Fourteen Parcels	\$300.00
Fifteen or More Parcels	\$500.00

Reapplication for Approval of Any Preliminary Plat Requiring Review	\$50.00 (Minimum)
Reapplication for Previously Reviewed Plat	\$10.00

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**Final Plat Review Fees:**

**\$10.00 Plus \$1.00 for Each Parcel Within the Final Plat**  
**\$10.00 for Reapplication of Any Final Plat Previously Reviewed**

- c. Mail or deliver request, in triplicate, to:

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

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- d. **Extraterritorial Plat Review Fee: \$100**

**Submit plat and \$100 fee to:**

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

**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.



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

Property Owner <u>KNIK TRIP, INC</u>	
Business Name <u>SAME</u>	
Business Owner <u>SAME</u>	
Address <u>1626 OAK ST. LACROSSE, WI 54602</u>	
Contact Person <u>JEFF OSGOOD</u>	Phone <u>608-793-5547</u>
Key No. HAV	Email <u>j.osgood@kniktrip.com</u>

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.

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

<u>CURRENTLY UNDEVELOPED LAND</u>
<u>PROPOSED RETAIL CONVENIENCE STORE W/ ATTACHED 2 BAY CARWASH</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>Jeff W. Osgood</u>	
Print Name <u>JEFF OSGOOD</u>	Date <u>08/28/2023</u>

OFFICE USE ONLY:

Date Applied:	Date of Meeting: <u>9/18/23</u>	Return Comments by:
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PETITION FOR

REZONING       ZONING CODE AMENDMENT

**\$400 REVIEW FEE DUE AT TIME OF APPLICATION  
PLUS \$200 PROFESSIONAL FEE DEPOSIT**

Property Owner <i>KWIK TRIP, INC</i>	
Property Address <i>STH 183 + W. CAPITOL DRIVE</i>	
Contact Person <i>JEFF OSGOOD</i>	Phone <i>608-793-5547</i>
Key No: <i>HAV</i>	Email <i>j.osgood@kwiktrip.com</i>

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.

State zoning change desired:

State present use of property and intended use:

*CURRENTLY VACANT LAND*  
*PROPOSED RETAIL CONVENIENCE STORE WITH ATTACHED 2-BAY GARAGE*

Include a Plat Map drawn to a scale of not less than 100 ft. to the inch, showing the land in question, its location, the length and directory 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.

Petitioner Signature <i>Jeff Osgood</i>	
Print Name <i>JEFF OSGOOD</i>	Date <i>08/28/2023</i>

OFFICE USE ONLY:

Date Applied:	Fee Paid: <i>9/5/23</i>	Meeting Date: <i>9/18/23</i>
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**APPLICATION FOR PLAN COMMISSION  
\$300 REVIEW FEE DUE AT TIME OF APPLICATION**

Project Description and Narrative: (attach additional sheet if necessary) <b>SEE ATTACHED INFORMATIONAL LETTER</b>			
Proposed Use <b>NEW RETAIL CONVENIENCE STORE W 2-BAY CIRCULAR</b>			
Project Location <b>STH D3 + CAPITOL DRIVE<sup>W</sup></b>			
Project Name <b>KWIK TRIP 1293</b>			
Owner <b>KWIK TRIP, INC - JEFF OSGOOD</b>		Phone <b>608-793-5547</b>	
Address <b>1626 OAK ST</b>		City <b>LA CROSSE</b>	State <b>WI</b> Zip <b>54602</b>
Engineer/Architect <b>REI ENGINEERING</b>		Phone <b>715-679-2410</b>	FAX
Address <b>4080 N. 20TH AVE</b>		City <b>WAUWATOH</b>	State <b>WI</b> Zip <b>54401</b>
Contact Person <b>JEFF OSGOOD</b>	Phone <b>608-793-5547</b>	FAX	E-mail <b>j.osgood@kwiktrip.com</b>

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.

One (1) set 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.

**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. One (1) 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 <i>STH B3 + WESTCAPTOL DRIVE</i>				
Lot	Block	Subdivision	Key No. HAV	
Owner <i>KWIK TRIP, INC - JEFF OSGOOD</i>		EMAIL <i>j.osgood@kwiktrip.com</i>	Phone <i>608-793-5347</i>	
Address <i>1626 OAK ST</i>		City <i>LACROSSE</i>	State <i>WI</i>	Zip <i>54602</i>
Contractor <i>SAME AS OWNER</i>	Phone	FAX	EMAIL	
Address		City	State	Zip

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:**

- One (1) bound set 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:**

- One (1) color rendering 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.
- One (1) site plan with dimensions. Not required for wall signs or other signs attached to the building. One (1) set 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: 9/18/23 Item No. 4

**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. One (1) set 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.