

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY JANUARY 15, 2023
6:30 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Present: Jeff Pfannerstill, Jeff Bierman, Ann Wallschlager and Chip Schneeberger. David DeCourcy-Bower via Zoom.

Excused: Dino Xykis, and Tim Hallquist.

Others Present: Ryan Amtmann, Scott Hussinger, William East, Justin Chamberlin, Jessie Puzach, and Deputy Clerk Bushey.

Call to Order- 6:30 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.

Val Wisnewski Renson Rd – commented on St. Charles parking lot lights being on 24/7 and would like to know the timeline for the replacement of trees that were removed at St. Charles.

1. Consideration of a motion to approve the Architectural Board/Plan Commission minutes of the December 18, 2023, regular meeting-

Motion (Wallschlager/Schneeberger) to approve the minutes for the December 18, 2023, regular meeting. Carried (5-0).

2. Architectural Board review and consideration of an application for signage for JD McCormick Properties, Hartland Riverwalk Apartments, 200 E. Capitol Drive-

The sign is double-sided projecting, non-illuminated and will be located above the awnings. Wallschlager asked if the height is ok, and Building Inspector Hussinger said yes. He said he has no issues with the sign. DeCourcy-Bower asked if the sign is able to swing side to side and Mr. Chamberlin said it will be able to swing a little but will not hit the awning.

Motion (Bierman/Wallschlager) to approve the sign application for JD McCormick Properties, Hartland Riverwalk Apartments, 200 E. Capitol Dr. Carried. (5-0).

3. Architectural Board review and consideration of an application for signage for Horizon Performance Technologies LLC, 995 Walnut Ridge Drive-

The sign is non-illuminated and within the scope of the sign, the letters would be dimensional. deCourcy-Bower asked if there is a monument sign, and it was stated no. Wallschlager asked if the application is for the sign and the wall, it was stated the sign on the door is vinyl.

Motion (DeCourcy-Bower/Schneeberger) to approve the signage application for Horizon Performance LLC, 995 Walnut Ridge Drive. Carried. (5-0).

4. Initial review of Petition to amend existing Conditional Use Permit and Business Occupancy for Performance Pickleball of Wisconsin, 528 E. Industrial Drive-

William East was present via zoom to explain what he is proposing. He said they are trying to get into the Pickleball industry, and he is a professional Pickleball player and coach. He said there is a big spike in this area for Pickleball, and he is starting with 1 Pickleball court and would eventually like to get to 4 or 5 courts. He said they have membership packets with a 3-tier scheme. Bailey asked if there is already a pickleball court in there and Mr. East said yes. He said he did not realize he needed to get the permits first and is working on that now. There is currently no signage, only a vinyl sticker on the door. There will not be any type of retail sales in the building. It is a 22,000 sq. ft shared area with 3 bathrooms, 1 men's, 1 women's, and one mixed. Pfannerstill asked if they are ADA compliant and Mr. East said he will have to get back to him on that. Wallschlager asked how large the parking lot is, and Mr. East said in excess of 60 spaces.

a. Consideration of a motion to set a public hearing.

Motion (Wallschlager/Schneeberger) to set a public hearing to February 19th, 2024.

5. Plan Commission and Architectural Board review and consideration of plans for an addition of an attached garage and storage area on St. Charles Congregation property, 313 Circle Dr-

Brian Witteman project Architect was present and explained the attached garage addition and storage area. He said they are enclosing an area where the existing dumpster is, to have an attached garage for the maintenance equipment and some car parking. The height and materials will match the existing building. A dumpster enclosure on the south side with a metal gate. Wallschlager asked how many cars would be parked in the garage, and Mr. Wittemen said it is a 4-car garage but with the maintenance equipment, it would be 2 cars. Wallschlager asked if the easement was ok, and Hussinger said it is for the addition, but there are additional standards required for having parking that close to the right of way. Hussinger stated they do not meet the initial standards; it is up to the Plan Commission to waive that, and it was in the memo. Hussinger asked if there were any rooftop mechanicals and Mr. Witteman said the hope is to use the existing mechanicals, but it hasn't been determined yet. Pfannerstill asked how much parking is being lost, and Mr. Witteman said there are 4 stalls in that spot now, but it isn't public parking spaces, it is used for delivery and garbage. Schneeberger asked about the dumpster location and that is getting pretty close to the street and Witteman said it is beyond the set back. Bierman asked if the doors leading to the kitchen and cafeteria will be replaced and if they are fire rated doors. Mr. Witteman said they are not, but everything is being replaced and brought up to code. Pfannerstill asked Hussinger if there are any issues that he sees. Hussinger asked if the exterior lights would be on all the time or turned off at certain times. Mr. Wittemann said they can be timed to turn off at a certain time. Wallschlager asked if the parking lot lights could be timed with them as well. Wittman said he is not sure. Wallschlager asked about the 3 parking spots on the east side and if they are new. Witteman said they are where the existing were, but they are new. Hussinger said we do not typically approve dumpster

enclosures in the street yard. He said we have in the past, but we have required screening. However, they are proposing brick for material which is aesthetically pleasing. Bailey asked if there are any trees being removed and Witteman said 2 trees are being removed. DeCourcy-Bower said this is residential neighborhood, and he tends to look at the impact on the residential neighborhood. He said he does have some concerns that this side of the building, the street side of the building is becoming the back of the building. He does not think aesthetically having the dumpster sitting out the front of the building looks that great. He wondered if it could be incorporated somehow into the garage. He said he appreciates they are trying to improve it aesthetically but wonders if it could be incorporated into the garage.

Discussion on the dumpster placement. Hussinger commented that the Village's zoning code does require parking areas to be screened from the right of way or roadway. He said Plan Commission does have the ability to waive that and he thinks the parking area is within 2 feet of the right of way or sidewalk. DeCourcy-Bower asked how often the garbage is picked up and Mr. Witteman said he did not know. Brief discussion on garbage, parking spots and property. DeCourcy-Bower restated he does not like aesthetically the garbage and garage being out front.

Discussion on the motion that was made and possibly putting the dumpster in the garage by making the garage bigger. Brief discussion on the dumpster placement.

Motion (DeCourcy-Bower/Schneeberger) to approve only the garage addition but not the dumpster and for the lights to be turned off at 10pm. Carried (4-1). It was stated if they do increase the garage, they will need to come back to the Building Inspector.

6. Plan Commission and Architectural Board review and consideration of renovation plans for Empower Movement, 123 Lawn Street-

Krystal Howald said they have been operating out of Oconomowoc and recently purchased 123 Lawn St. and they have a renovation plan to make it look better. Tom Howald explained the renovation with some of the changes to the front façade and rear. They said they will work with Village staff on the lighting plan. He explained there are 3 rooftop units plus 2 units below. He said this building has had numerous remodels and is looking to redo the duct work. Brief discussion on the dumpster and shed on the property. 13 in rear and 6 in front. It was explained that the physical therapy sessions are one on one, so they do not anticipate a lot of people there at the same time. Wallschlager asked about the vent pipe that is bent over. Mr. Howald said that is for roof drainage. Hussinger said staff will need to verify it.

Motion (DeCourcy-Bower/Schneeberger) to approve the renovation plans for Empower Movement, 123 lawn street with petitioner working with staff to verify roof drainage pipe and remaining items. Carried (5-0).

7. Plan Commission review and consideration of amendment to occupancy permit for Birch & Banyan Coffee, 150 E. Capitol Drive, to allow for private events during days and times when closed to the public.

Jessie Puzach explained they would like to amend the occupancy permit to allow for people to utilize Birch & Banyan for private events during closed times for baby showers, bridal showers etc. Building inspector Hussinger said it is permitted to use. Village Manager Bailey said alcohol will not be sold but

these are private events, but obviously if it is for a wedding shower, people may bring things in. Hussinger asked if there would be any outdoor use for these private events and Ms. Puzach said there are no plans for outdoor use unless they wanted to use her picnic table outside for photos. The possible hours for the private events would be 5:30-8:00 or Saturday afternoon or on Sundays.

Motion (Pfannerstill/Wallschlager) to approve the change in the plan of operation that in off hours they can have business. Carried (5-0).

8. Announcements

President Pfannerstill said the Police, Fire, DPW and staff did a great job during the storm.

9. Adjourn

Motion (Schneeberger/Wallschlager) to adjourn. Carried (5-0).

Adjourned at 7:36 pm.

Respectfully submitted by

Recording Secretary,
Deidre Bush y, Deputy Clerk