

**VILLAGE OF HARTLAND  
JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES  
MONDAY, JUNE 19, 2017  
7:00 PM  
BOARD ROOM  
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

Present: David deCourcy-Bower, Tim Fenner, Tim Hallquist, Jeff Pfannerstill, James Schneeberger, Randy Swenson and Jack Wenstrom.

Others Present: Administrator Cox, Building Inspector/Zoning Administrator Hussinger and Deputy Clerk Meyer.

Roll Call

1. Motion (Hallquist/Schneeberger) to approve the Jt. Architectural Board/Plan Commission Minutes of May 15, 2017. Carried (7-0).
2. Architectural Board consideration of an application for an addition on the Moede residence, 416 River Grove Lane.

This proposed project was approved in March 2016. In accordance with Village Code, that approval expired in March 2017 and permits had not been requested. The homeowner now desires to move forward with construction. The Architectural Board is asked to review the proposed plans again.

Motion (Swenson/Hallquist) to approve an application for an addition on the Moede residence, 416 River Grove Lane. Carried (7-0).

3. Architectural Board consideration of plans for a sign for Theia Vision Care, 213 E. Capitol Drive.

At this point, the building exterior is not proposed for renovations. The sign is proposed to utilize the existing sign standards and to replace the face. The Business Improvement District (BID) reviewed the original sign and indicated its approval conditioned on the language and icons related to the doctor's website and social media be removed. The version being presented to the Architectural Board has been revised to reflect those changes.

Motion (Fenner/Hallquist) to approve plans for a sign for Theia Vision Care, 213 E. Capitol Drive, based on the recommendation of the Business Improvement District. Carried (7-0).

4. Architectural Board consideration of plans a new entry canopy for Capital Equipment and Handling, Inc., 1100 Cottonwood Avenue.

The project representative was present. He stated that there is a wind issue and, consequently, they have been through four sets of entry doors. The wind break entryway will be constructed of aluminum panels the same as the windows on the building. A photo of the prototype entryway added to the doorway was handed out to the board.

Motion (Hallquist/Schneeberger) to approve the plans for a new entry canopy for Capital Equipment and Handling, Inc., 1100 Cottonwood Avenue. Carried (7-0).

Jeff Anson was not present for item number 5, the next item on the agenda. The board moved to number 6 and 7 before number 5 was reviewed.

5. Plan Commission and Architectural Board review and consideration of site, landscape and operational plans for Hoggers Pub, 375 Cottonwood Ave.

Mr. Anson had submitted some photos with hand-drawn explanations of his site and landscape plans. He expressed the desire to cut down a silver maple tree on the property that obstructs drainage. Regrading will be needed in order to prevent water in the basement. He would like to keep the existing black walnut tree.

Mr. Anson described his plans of adding flower beds, small flowering trees, bushes, two horseshoe pits and perhaps a gazebo in the future. Bushes at the front of the building will be taken out and pavers or bricks will make a seating area. There will be a seating area in the rear, which currently exists.

The parking lot was discussed and the Commission suggested a different configuration than what Mr. Anson had described. The number of parking spaces required for this lot is six.

Mr. Anson plans to have a party for his wife's 50<sup>th</sup> birthday next Wednesday. He does not have an operable kitchen, but is bringing in a caterer with a large grill/smoker. The Commission told Mr. Anson to check with Waukesha County on any requirements they may have for that type of catering.

The Plan Commission gave Mr. Anson a great deal of feedback for his site and landscape plan. However, they need a more detailed plan that shows dimensions to scale, specifics and a timetable for the numerous improvements planned. A plan of operation will also be required.

Lighting at the present time consists of a total of three fixtures -- 2 on the garage and 1 on the building.

There will need to be screening for the refuse area in the back of the property.

Motion (Fenner/Swenson) to table site, landscape and operational plans for Hoggers Pub, 375 Cottonwood Ave. until further detailed dimensions and a plan of operation is submitted. Carried (7-0).

6. Plan Commission and Architectural Board actions related to a Conditional Use Permit for a proposed wireless installation on the existing Village water tower at Coventry Lane from Verizon Wireless Personal Communication
  - a. Review and consideration of site and building plans to add a second wireless installation with shelter, back-up generator and antennas on existing water tower site.

Verizon wireless has requested to add new, additional antennas to the water tower near Coventry Lane in the Hartridge subdivision. With the Village Board's permission, staff has been working with them to develop an acceptable plan and the related agreements to facilitate a long term installation. Similar installations already exist on this water tower, as well as the Hill Street tower, which also houses a monopole structure for cellular antennas. In accordance with the

Village Code, utility related infrastructure is considered a Conditional Use on properties like the Coventry water tower site, which is zoned I-1, Institutional and because this installation is considered an improvement on Village property, the Plan Commission must review it.

Verizon Wireless would like to replace the existing hand rail (about 14 feet in diameter) and painter's rail (about 16 feet) on the tower with new rails at 20 and 22 feet in diameter respectively. This will facilitate the addition of six new antennas and related equipment to the six antennas already on the tower.

An Agreement related to the use of the site has been developed and will be considered by the Village Board as part of this process.

Nathan Ward, a representative of the project, was present. Verizon's shelter will match the architectural design of the existing shelter, but Verizon's will be slightly larger than the T-Mobile because they will have a back-up generator, as well as the radio transmitter and receiving equipment. They will be routing the coax cable underground underneath the driveway through the doghouse at the base of the tank, up to the top and attached to the antennas mounted on the handrail. There will not be much visual difference other than the second shelter on site. Engineering has been completed. When this installation is complete, the area will be at capacity.

Mr. Ward will research the decibel level of the generator. He asked if the Village has an ordinance with a decibel threshold. If so, he will meet that – there are multiple options for the generator. Mr. Hussinger will get back to Mr. Ward tomorrow with that information. The generator is a 35 kilowatt unit. It will cycle once a week during the daytime hours to keep things lubricated. Otherwise, it will run only during a catastrophic power failure after two to three days -- the backup battery will work for the first two or three days. Mr. Hussinger would like some documentation on the decibel level for the unit because there are residential properties close by. They will be installing a landscaping buffer, per the Village's request. The generator will most likely be a diesel generator, which has triple containment. The lease has been drafted.

They would like to start construction immediately. It will take about 45-60 days to complete.

- b. Motion (Swenson/Wenstrom) to set a Public Hearing regarding the issuance of a Conditional Use Permit for the next regular Plan Commission meeting on Monday, July 17 beginning at 7:00pm. Carried (7-0).

Tim Fenner will be excused for the July 17 meeting, but he would recommend that if a Conditional Use Permit is issued, it would be upon completion of the lease.

7. Plan Commission and Architectural Board review and consideration of a request to amend the site plan for a warehouse addition for Blue Ribbon Flooring, 475 Cardinal Lane.

In November 2016, the Plan Commission and Village Board approved the site plan and addition for Blue Ribbon Flooring conditioned on paving of the gravel areas on the lot. Any area of gravel not needed would be removed and restored to vegetation. The construction of the addition is underway and the owner is requesting consideration to be allowed to maintain the existing gravel. He has two concerns: the first is a maintenance concern due to the sharp turning performed on this

area due to site limitations and the second relates to perceived infiltration of storm water through the gravel. Based on the Village Code and implementation policies of the Plan Commission, all vehicle areas (parking, drives, loading) have been paved in the industrial/commercial area, gravel areas that may have existed in the past have become paved areas. As a result, only one gravel parking/loading area was observed in a recent survey of this park. When the Plan Commission considered the matter in 2016, its recommendation for approval was conditioned on the paving of the gravel area. This condition was reiterated by the Village Board in its approval. One factor the owner points out is the tendency of asphalt to “push” or tear under the significant lateral pressure of hard turning of the trucks. A common practice to addressing this issue is the use of concrete in strategic locations.

David Smith, owner of Blue Ribbon Flooring, stated that the cost of concrete is prohibitive for him. He specifically designed the area with the gravel for big rig turn-arounds, which has worked well over the years.

There was discussion regarding the definition of “hard surface”. Village zoning code does require that off street parking be paved. However, it is not retroactive. When there is an expansion, we typically apply that standard. It was questioned if gravel is considered hard surface. When the code talks about paving, it only talks about asphalt and concrete, not gravel. John Kutz, with MSI, stated that when he has to do storm water hard surface calculations, he has to consider the gravel. This area is never used for parking, only for truck turning around. The reason for the turnaround is so that the trucks don’t have to back into the property. Entering forward and then turning around is for the safety of the Cardinal Lane traffic. The current asphalt area is three inches thick. There will be paving in front of the new addition. Over the years Mr. Smith let the grass grow on the south side of the property and it continues to grow up to that turn around area. It a unique shaped lot on the curve of the road.

It’s very clear in M-1 zoning that parking areas have to be paved with asphalt or concrete. In the B-4 or B-5 zoning, not only do parking areas have to be paved, but loading and other traffic areas have to be paved. The two zoning codes address that in slightly different ways. But there been the policy of paving all surfaces in the M-1.

David Smith maintains the gravel on a regular basis with a bobcat and a rake.

Most recently the Village worked with Advanced Disposal on their site to have them pave some gravel areas. That situation was different, because it was for a storm water runoff issue where installing pavement made sense.

There was some concern about aesthetics and whether the gravel would make it onto Cardinal Lane. However, there is 50 feet of pavement between the gravel area and the road and the gravel has not tracked out into the road in the past. The Department of Public Works uses this property for accessing a sanitary sewer easement.

Motion (Swenson /Wenstrom) to recommend to the Village Board approval of the gravel turnaround loading area at Blue Ribbon Flooring, 475 Cardinal Lane, based on the owner consistently maintaining that gravel area. Carried (7-0).

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June 19, 2017 Meeting

Jeff Anson, the applicant for Item 5, was not present. The discussion for this item was in need of his input. The Board took a five minute recess and Mr. Anson was called to see if he was able to come to the meeting within short time. He did appear within five minutes and Item 5 was then discussed. (See No. 5 above)

Note: Jack Wenstrom and Tim Fenner will be excused for the next Joint Architectural Board/Plan Commission Meeting on July 17.

8. Adjourn

Motion (Swenson/Wenstrom) to adjourn. Carried (7-0). Meeting adjourned at 8:27 PM.

Respectfully submitted by  
Recording Secretary,

Lynn Meyer  
Deputy Clerk