

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA
MONDAY, JULY 18, 2016
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

Roll Call

1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission Minutes of June 20, 2016.
2. Architectural Board consideration of an application for a sign for Novo Renewing Joy in Life at 139 Cottonwood Ave.
3. Architectural Board consideration of an application for the removal of a chimney and installation of roof vents on the de Courcy Bower residence at 515 E Capitol Drive.
4. Plan Commission review of a concept plan for a 15 unit single family home development at 1270 E Capitol Drive.
5. Adjourn

David E. Cox, 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

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.

**DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD**

Job Address 139 Cottonwood Ave Front				
Lot	Block	Subdivision	Key No. HAV	
Owner Novu Renewing Joy in Life			Phone 773-673-8745	
Address 139 Cottonwood Ave		City Hartland	State WI	Zip 53029
Contractor Signorama		Phone ⁷⁷³⁻⁶⁹¹ 262-691-9999	FAX 262-691-9995	E-Mail Address Ken@signorama-pewaukee.com
Address 601 Ryan Street		City Pewaukee	State WI	Zip 53072

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 on the **SECOND MONDAY** of the month 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.

Commercial/Industrial/Multifamily:

- Three bound sets of plans (one of the sets must be reduced to a maximum size of 11" x 17"). Plans must show all sides of building, materials and colors, exterior HVAC locations, appearance, and dumpster location.
- Three site plans. Plans must be dimensioned.
- Three landscape plans.
- Three exterior lighting plans. Include type, location, number and wattage of fixtures.

Signs:

- Three renderings (one of the renderings must be reduced to a maximum size of 11" x 17"). 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. *No other signs*
- Three site plans. Not required for wall signs. Plans must be dimensioned.
- Three sets of lighting details. Include type, location, number, and wattage of fixtures. *no lights*
- 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. _____

**DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR SIGN PERMIT**

PERMIT # _____

JOB LOCATION 139 Cottonwood TAX KEY # _____
OWNER Novo Renewing Joy in life PHONE 773-673-8745
ADDRESS 139 cottonwood Ave CITY Hartland STATE WI ZIP 53029
CONTRACTOR Signorama PHONE 262-691-9994
ADDRESS 601 Ryan Street CITY Pewaukee STATE WI ZIP 53072

SIGN TYPE: WALL PROJECTING AWNING, CANOPY GROUND
 PORTABLE/TRAINING REAL ESTATE PERM. REAL ESTATE TEMP.

WORDS AS THEY WILL APPEAR ON THE SIGN:
Novo Renewing Joy in life
Novo Renewing Joy in life Hours by Appointment
773-673-8745

OVERALL DIMENSIONS OF SIGN _____ COLOR OF BACKGROUND Clear Glass
SIZE OF LETTERS IN INCHES 12.5" 3" COLOR OF LETTERS etched glass look
~~white/blue~~

CONSTRUCTION MATERIALS OF SIGN BACKGROUND (i.e. WOOD, ALUM, ETC.)
Vinyl

ILLUMINATED? YES NO INTERNALLY EXTERNALLY

SIGN PLANS MUST BE APPROVED BY ARCHITECTURAL BOARD PRIOR TO PERMIT BEING APPROVED (SEE ARCHITECTURAL BOARD APPLICATION)

ESTIMATED COST OF ABOVE SIGN \$ 225

TO THE BUILDING INSPECTOR: THE UNDERSIGNED HEREBY APPLIES FOR A PERMIT TO DO WORK HEREIN DESCRIBED ACCORDING TO THE PLANS AND SPECIFICATIONS FILED HERewith AND LOCATED AS SHOWN ON THIS APPLICATION. THE UNDERSIGNED AGREES THAT SUCH WORK WILL BE DONE IN ACCORDANCE WITH THE SAID DESCRIPTION, PLANS AND SPECIFICATIONS AND IN COMPLIANCE WITH ZONING ORDINANCE AND ALL OTHER ORDINANCES OF THE VILLAGE OF HARTLAND AND WITH ALL THE LAWS AND ORDERS OF THE STATE OF WISCONSIN APPLICABLE TO SAID PREMISES.

APPLICANT Judy Thomas DATE 7-6-2016

PLANS APPROVED: ARCHITECTURAL BOARD _____

APPLICATION APPROVED: BUILDING INSPECTOR _____ DATE _____

TOTAL FEES: _____ **DATE PAID** _____ **RECEIPT #** _____

CUSTOMER INFO:

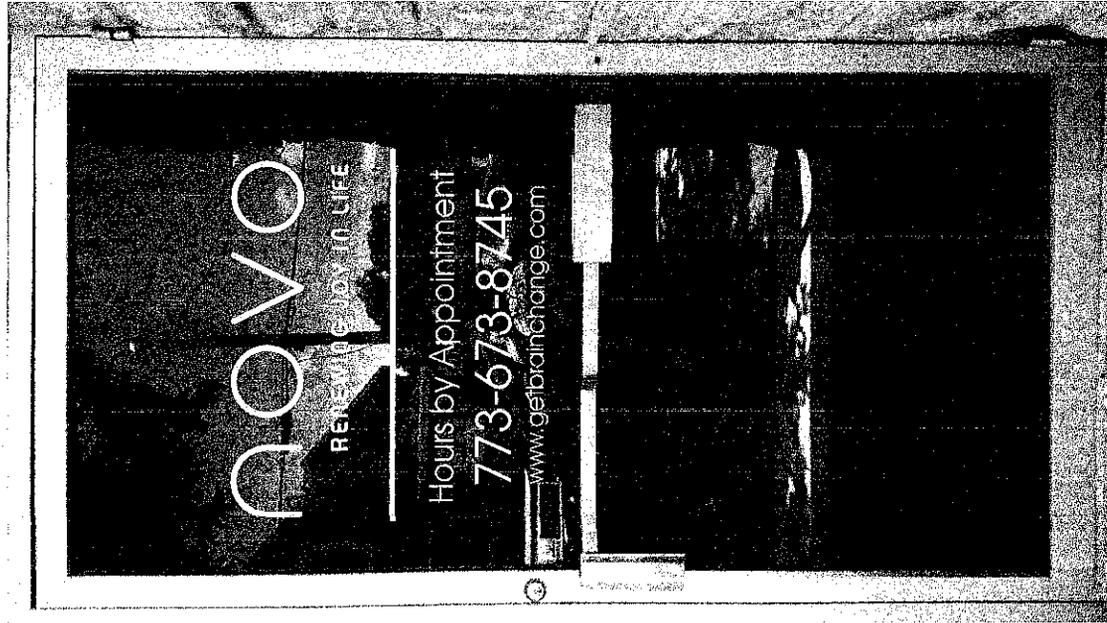
COMPANY NAME/CONTACT:

ADDRESS:

PHONE#:

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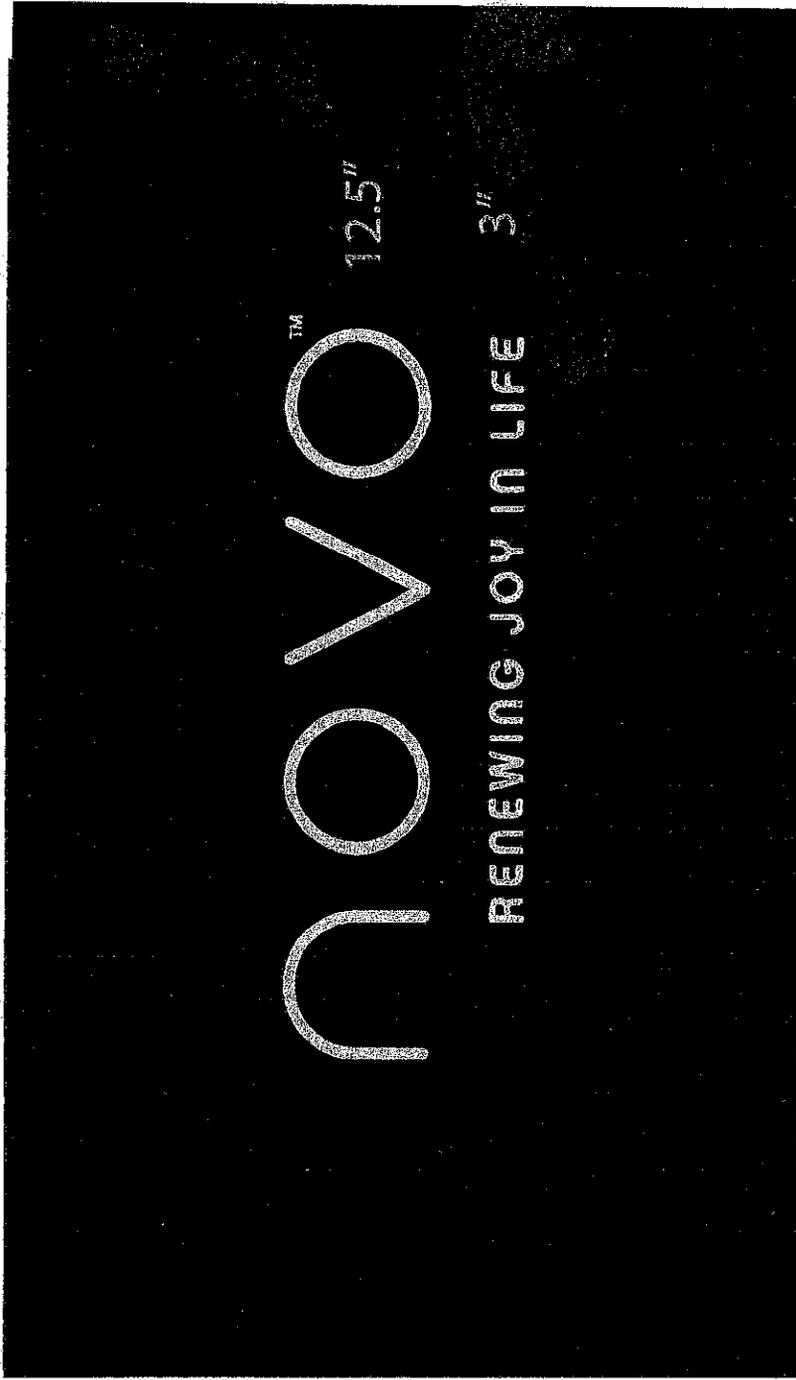
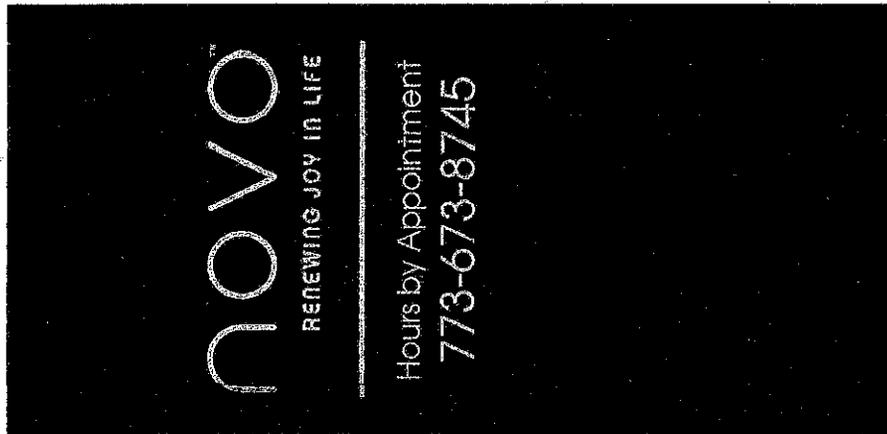
PHONE#:

Door
37 x 76"

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Front window
68 x 119"



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50% DEPOSIT DUE AT TIME OF ORDER (full amount if under \$100) balance due upon time of completion.
I HAVE READ AND AGREE TO ALL TERMS. INITIAL _____



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I HAVE REVIEWED THE ABOVE SPECIFICATIONS & HEREBY FULLY UNDERSTAND THE CONTENT OF WORK TO BE PERFORMED & APPROVE THIS PROJECT TO BEGIN.
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EPPLER ENTERPRISES LLC
502 W 5TH ST
OCONOMOWOC WI 53066

MICHAEL & KATHLEEN KRETSCHMER
2009 LIVING TRUST
141 W CAPITOL DR
HARTLAND WI 53029

CARL W ZEUTZIUS
CHRISTINE A ZEUTZIUS
N68W30836 CLUB CIR E
HARTLAND WI 53029

PREMIER HOLDINGS LLC
134 COTTONWOOD AVE
HARTLAND WI 53029

KEVIN M STEFFANUS
MELISSA G STEFFANUS
151 W CAPITOL DR
HARTLAND WI 53029

ANTHONY & PHYLLIS BRUNO TRUST
1615 CRICKETWOOD CIR
RENO NV 89523-4860

KIM M PARDUN
203 W CAPITOL DR
HARTLAND WI 53029

HL SALONS LLC
140 COTTONWOOD AVE
HARTLAND WI 53029

ANTHONY & PHYLLIS BRUNO TRUST
1615 CRICHETWOOD CIR
RENO NV 89523

TIM R SEIFERT
1206 ANTON RD
HARTLAND WI 53029

MAUREEN SLATTERY
THOMAS SLATTERY
128 COTTONWOOD AVE
HARTLAND WI 53029-2015

**DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD**

Job Address <u>515 E. CAPITOL DRIVE</u>				
Lot	Block	Subdivision	Key No. HAV	
Owner <u>DAVID & LAURIE DE LOURCY-SOWER</u>			Phone <u>414 335 0877</u>	
Address <u>515 E. CAPITOL DR</u>		City <u>HARTLAND</u>	State <u>WI</u>	Zip <u>53029</u>
Contractor <u>Unknown</u>		Phone	FAX	E-Mail Address
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 **THREE WEEKS 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.

One & Two Family

- Three bound sets of construction plans, additionally 1 (one) set must be reduced to a maximum size of 11" x 17". One set of plans must be stamped "approved by the developer" if required.
- These plans may be reused to apply for the building permit. Building elevations are all that is necessary to obtain Architectural Board approval. Although it is recommended that complete construction plans along with other building permit application material be submitted in order to begin the permit process as soon as possible after the meeting.
- Elevations must show all sides of the structure and state the building materials and colors. Additions must be shown with the existing building.
- Three site plans. These site plans must be detailed and dimensioned and may also be reused to apply for the building permit. One set of site plans must be stamped "approved by the developer" (if applicable).
- Three plat of surveys are required for new dwellings at time building permit is applied for.

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

Date Applied: 7-2-2016 Date of Meeting: 7-18-2016 Item No. _____

To: Architectural Board Members

Re: Removal of existing chimney from 515 E. Capitol Drive that is a contributing structure within the E. Capitol Drive Historic district.

I would like to remove the existing chimney from the building. The chimney is not used for any purpose due to no fireplace within the home and high efficiency water heater. I would like to remove the chimney for 3 reasons 1) recommended to be removed for energy efficiency reasons 2) the chimney either needs to be re-flashed or removed 3) would gain small amount of sqft in the interior.

The resulting hole in the roof would be decked and finished with a shingle that is similar in color and style to the existing roofing. At this time, I would also like to install 4 roof vents to allow for moisture to escape from the attic space to reduce condensation build up in the attic during the winter. One roof vent will be visible from the street as shown. The roof vents will be black.

The chimney is not a prominent feature of the house (not constructed of decorative stone) and is not highly visible from the street. See pictures below:





RODNEY HOLTER
KATHY HOLTER
524 E CAPITOL DR
HARTLAND WI 53029

GILES F COLAHAN
KAREN ANN SIEPMANN
512 E CAPITOL DR
HARTLAND WI 53029

JANE M SCHUTTE
518 E CAPITOL DR
HARTLAND WI 53029

GARY R & GERALDINE B PILGRIM
2014 LIVING TRUST
504 E CAPITOL DR
HARTLAND WI 53029-2204

TRACY PFANNERSTILL
530 E CAPITOL DR
HARTLAND WI 53029

ROBERT WEIKERT
PAULA WEIKERT
527 E CAPITOL DR
HARTLAND WI 53029

TARA L LESNIAK
521 E CAPITOL RD
HARTLAND WI 53029

DAVID T DECOURCY-BOWER
LAURIE J DECOURCY-BOWER
515 E CAPITOL DR
HARTLAND WI 53029

CLAUDIA L MILLOT
511 E CAPITOL DR
HARTLAND WI 53029

MEMORANDUM

TO: Plan Commission
FROM: David E. Cox, Village Administrator 
DATE: July 15, 2016
SUBJECT: Habitat for Humanity Development

As part of the meeting on Monday, the Commission will be asked to give concept review to a proposed redevelopment of the former Slugger's site at 1270 E. Capitol Drive. The proposed development is brought forward by a partnership lead by Habitat for Humanity and includes 15 single family homes under condominium ownership with a private road on the 3.2 acre site.

The site is currently zoned A-1 Agricultural/Holding District, RS-3 Single Family Residential District and UCO Upland Conservancy Overlay District. The Comprehensive Plan identifies the area as Medium Density with anticipated densities of 8,000 to 19,999 square feet per dwelling unit. Based on staff review, the suggested zoning is Planned Unit Development Overlay with underlying RS-5 Single Family Residential District, which provides for lots of at least 8,000 square feet, and UCO Upland Conservancy Overlay District. If appropriate, C-1 Lowland Conservancy District would be applied as well. PUD would be used to address the matters related to multiple units on one parcel, including setbacks, as well as potentially addressing minimum house size, which is 1,200 square feet in the RS-5 District. The project would require re-platting to combine the two existing lots, dedicate appropriate Right of Way and establish the condominium using the condominium platting requirements and process, which follows the same process as any other subdivision.

Staff has met with the developer and provided comments on an original plan, which lead to the version that is under consideration at this meeting. Generally, staff supports the proposal as a creative reuse of a formerly problematic property. Additionally, through the Habitat connection and the anticipated cost of the market-rate properties, the development will provide new housing at a cost affordable to working families. As the Commissioners will recall, the Village's Comprehensive Plan calls for a variety of housing types and costs to be included as new housing is developed.

A variety of factors will impact the ability of the development to sell in the expected range. These include density upon which to spread the fixed costs of land, utilities and infrastructure as well as support from Habitat partners and potential grants to offset some of the public infrastructure costs. If the concept is approved, staff would expect to work with the developer and Habitat on financial support as well as the usual design elements of the development and development agreement.

Based on review of the concept, the developer will be encouraged to pay attention to the following.

- The interplay of the stormwater ordinance and other regulations on the location of the pond. The property will need a wetland delineation and basic tree survey before stormwater system can be designed with the pond in the current location as it could be in a wetland.
- Staff recommends a sanitary sewer system with individual grinder pumps and a single main in the county highway. This main could be under Village ownership and maintenance with the balance of system in private or association ownership.
- Water main in county highway and private drive with a dead end at the eastern property line. The entire water system would be owned and maintained by Village.
- The adequacy of parking in the development including the length of driveways, especially the one drive on E Capitol Drive. This drive is impacted by a sidewalk and may not serve as an outside parking space as anticipated.
- Extension of sidewalk to the existing system, which ends at Rustic Lane approximately 280 feet west of this property.
- Communication with the County as to roadway and driveway issues in the County ROW.

DCPC Concept

Attachments

cc: President and Village Board
Scott Hussinger, Building and Zoning Official
Mike Einweck, Public Works Director
Ryan Amtmann, Village Engineer
Darlene Igl, Village Clerk
Mike Doble, Lynch and Associates (Via E-Mail, No Attachments)
Mike Kreitzer, (Via E-Mail, No Attachments)
Diane McGeen, Habitat for Humanity (Via E-Mail, No Attachments)



July 13, 2016

David E. Cox, Village Administrator
Village of Hartland
210 Cottonwood Ave
Hartland WI 53029

RE: Habitat for Humanity Condominium Development
3.2 Acres, 1270 East Capitol Drive, Village of Hartland

Dear Mr. Cox:

On behalf of Diane McGeen, Executive Director for Habitat for Humanity of Waukesha County, and Mike Kreitzer, the development representative, I'm pleased to present a concept plan for consideration for the above referenced property. It is our intent for this concept to be discussed at the next available Plan Commission meeting to get input as to our thoughts on how this property could be developed.

DEVELOPMENT VISION

Our vision is to develop this site as a cottage community similar to the one shown in the image below:



PLATTING

A land condominium plat will allow for sale of the building pads on the open market. All of the buildings will adhere to strict architectural controls to maintain the overall vision as a small cottage community.

CONCEPT PLAN

The concept plan below shows 15 building pads on the 3.2 acre land area giving a density of 4.7 dwelling units per acre. This is a rather low density for a cottage type development that typically will be developed with densities approaching 8 units per acre.



The land area for each building pad will accommodate units from 900 to 1,800 square feet. Each will have a two car garage and two off street parking spaces for guests. The units are served with a 22' wide private road to be maintained by an association. The units on the north side of the property are built up to the sloping grade, so these six units will offer exposed basements. The exposed basements will effectively double the unit's living space.

Stormwater management requirements will be handled by a facility in the northeast corner of the site and possibly some bioretention areas in the upper portion of the site as well.

MARKET RATE SALES

It is the intent of the developer to offer at least 12 of the units to the market for sale, then possibly reserve three units for Habitat for Humanity (HFH) projects. The HFH project homes will be scattered throughout the complex and the character of the HFH homes will be held to the same high standard as the other homes in the development. This is a very similar arrangement to the recently completed Dunbar Oaks development in the City of Waukesha.

UNIT CHARACTER

The two unit styles shown on this plan are both Craftsman style, single family homes for use as an example of the style of homes that will be encouraged in this development. All of the units will be required to have front porches and front door sidewalk connections to the internal walkway system. The following units are samples of what the Village can expect from this development:

Unit Style 1: Two car, rear garage
Large front porch



Unit Style 2: Two car, front garage
Small front porch



Since the majority of the building pad will be offered to the market at market rates, the Village can expect to see a variation of housing types, colors and plan configurations, so the plans shown here are examples for discussion.

Should you have any questions on this proposed development in advance of the meeting, please don't hesitate to contact Diane McGeen, Mike Kreitzer (262-370-9070), or myself at the number below.

Sincerely,
LYNCH & ASSOCIATES – ENGINEERING CONSULTANTS, LLC

Michael P. Doble, P.E.
Director of Land Development Services
Direct office number: (262) 402-5041

Encl.
- 11x17 Concept Plan

WILLIAM B HUSSEL
PATRICIA J HUSSEL
1301 LISBON AVE
HARTLAND WI 53029

MARC A CHAPEL
JENNIFER R CHAPEL
108 BLUE RIDGE CT
HARTLAND WI 53029-1830

MICHAEL J O'SHEA
107 BLUE RIDGE CT
HARTLAND WI 53029-1830

BRETT NORDWIG
PAULA NORDWIG
1250 E CAPITOL DR
HARTLAND WI 53029

RICHARD STEVENS
DARLENE STEVENS
215 RUSTIC LN
HARTLAND WI 53029

WAUKESHA STATE BANK
PO BOX 648
WAUKESHA WI 53187-0648

SHAWN BRUNNER
N39W27051 GLACIER RD
PEWAUKEE WI 53072-2328

THOMAS W SCHMIDT
SHARYN K SCHMIDT
230 RUSTIC LN
HARTLAND WI 53029-2288

JAMES WATERS
CYNTHIA WATERS
W291N4651 TOLBERT LN
HARTLAND WI 53029

CONCEPT PLAN

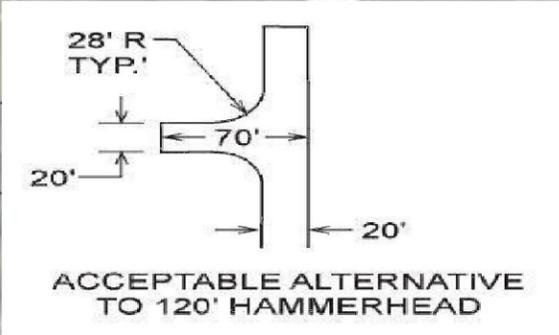
July 13, 2016

Unplatted Lands in Part of the NE 1/4 of Section 2 and Parcel 3, Certified Survey Map 3464 being in the NE 1/4 of Section 2, Town 7 North, Range 18 East, Village of Hartland, Waukesha County, Wisconsin

Job No. 16-0030
Habitat for Humanity
Mike Kreitzer



NOTE: THE DEAD END IS 426' LONG SO IT REQUIRES A TURN AROUND FOR FIRE APPARATUS. PER THE IFC, AN ALTERNATE HAMMERHEAD TURN-AROUND IS SUFFICIENT.



P:\Shared\1 - Projects\2016\16.0030_HFH_Hartland_Condo\CAD\16.00029-C0.dwg

LYNCH & ASSOCIATES
ENGINEERING CONSULTANTS, LLC
5482 S. WESTRIDGE DRIVE
NEW BERLIN, WI 53151
(262) 248-3697