JOINT ARCHITECTURAL BOARD/PLAN COMMISSION AGENDA
MONDAY, DECEMBER 18, 2017
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 September 18 and November 20, 2017.

2. Architectural Board consideration of plans for a sign for Albright's Gun Works, 230 Pawling Ave.

3. Architectural Board review and consideration of plans for a restaurant remodel for Silver Oaks Properties LLC, 352 Cottonwood Ave., Suite D.

4. Discussion and action related to the development and implementation of Architectural Board/Plan Commission policies.

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 (Government/Agendas and Minutes).

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.

MEMORANDUM

TO: Architectural Board and Plan Commission
FROM: David E. Cox, Village Administrator
DATE: December 15, 2017
SUBJECT: Agenda Information – December 18, 2017

The following information relates to the upcoming Architectural Board and Plan Commission meeting agenda and includes additional or summary information and staff recommendations as necessary. The numbering will follow the numbering of the agenda.

Item 2 Related to Albright's Gun Works Sign.

Background: A sign application has been submitted for Albright's Gun Works at 230 Pawling. The building is shared with Emergency Disaster Recovery. The originally proposed plan calls for a 6-foot monument sign to be located on the west side of the property's parking lot. An alternative was submitted that showed the monument sign located on the east side of the parking lot adjacent to the existing sign. After review, the BID has recommended that identification of the business be added to the existing monument (post and panel) sign in the form of a multi-tenant sign with a simple font and perhaps a logo. Additionally, the BID suggested a version of the proposed sign could be mounted as a wall sign on the building with final appearance of both signs reviewed by the BID's Design Committee. The Sign Code allows combinations of signs and signage for multiple-tenant premises at the discretion of the Architectural Board with some direction as outlined in section 46-980 (10) of the Code. This section contemplates a sign to collectively list the businesses on a premises containing multiple businesses as well as a wall sign or similar sign mounted on the building for each business. The individual signs shall not exceed one (1) square foot for each linear foot of building frontage allotted to the business. Assuming the petitioner's space occupies half of the building, staff estimates that the maximum sign size on the building would be 25 square feet. The proposed sign seems to be about 23.5 square feet. The original concept, as depicted in the Architectural Board packet, as well as the alternative concept with two monument signs seems inconsistent with the intent of the Sign Code and does not meet the approval of the BID. The Architectural Board should discuss this with the petitioner and determine what would be approved. An acceptable plan could then be approved at the meeting.

Recommendation: Approve an acceptable sign plan based on the artwork presented.

Item 3 Related to improvements at Silver Oaks Properties.

Background: The BID has reviewed and approve these plans to add roll up windows to the front and rear façades of the building at 352 Cottonwood in the space formerly occupied by JC Bogar's. The front façade improvement incorporates a system similar to the one implemented at Zesti on E Capitol Drive with a short wall topped by a window that rolls upward to completely open. Additionally, the rear façade would be improved with a full height panel similar to Beer Snobs. The full height panel would open to the riverside patio associated with this space.

Recommendation: Approve the proposed modifications or conditions as appropriate.

Item 4 Related to Policies.

Background: The Commission and Board will recall that earlier this year, it was stated that the body would like to discuss enumeration of policies to be implemented in the review process. Staff has included copies of the various forms currently in use and proposed replacement applications that would identify the Board and Commission policies. The body is asked to consider and discuss policies for implementation and enumeration on the application forms.

Recommendation: Consider and approve policies.

DC:PC Agenda Info 12-18

cc: Ryan Amtmann, Village Engineer
Mike Einweck, Public Works Director
Scott Hussinger, Building and Zoning Official

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, SEPTEMBER 18, 2017
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

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

Others Present: Administrator Cox, Building Inspector/Zoning Administrator Hussinger and Clerk Igl

Roll Call

1. Motion (deCourcy-Bower/Swenson) to approve the Jt. Architectural Board/Plan Commission Minutes of August 21, 2017. Carried (7-0).

2. Items related to a request for a Conditional Use for operation of a Bed & Breakfast for Steven & Elisa Filipp, 450 Park Ct.
    a. **PUBLIC HEARING** for the consideration of a Conditional Use Permit request.

        The Public Hearing was opened at 7:05 p.m. President Pfannerstill explained the Public Hearing process stating that the public may make statements to the Board regarding the matter regarding the request.

        The applicants provided a summary of the request stating that they offer occasional use of their spare bedroom through AirBNB. Mrs. Filipp stated that they never rent when they will not be present overnight. She stated that they only book with guests that have verified identities and background checks conducted by AirBNB. She stated that they feel they operate responsibly, practice good judgment, they are contributing value to the community and that this use of their property does not impact the neighborhood or property values. Mr. Filipp stated that an email sent by Mr. King stated that the Filipp's home was designed specifically for this type of business including a private entrance. Mr. Filipp stated for the record that these statements are not true.

        Commissioner Fenner explained to the residents present that this is their opportunity to speak on this matter. He stated that once the public hearing is closed, there is no further opportunity for public comment. At that point, the discussion takes place at table with the board considering all relevant information.

        Tim Opalewski, 402 Park Ct., asked how much experience the Filipp's have in running a business. Mr. Filipp stated that there are new to this type of business but have run a business previously.

Chris Tump, 446 Park Ct., stated concerns about safety for children with guests coming into the neighborhood. He stated that he believes this business will have a significant impact on their home and the community. He stated that he believes there is a difference in the clientele of guests staying at a bed and breakfast versus those staying at an AirBNB. He stated that a bed and breakfast often has a professional innkeeper. He stated that AirBNB guests are transient individuals coming into a neighborhood and stay in a spare bedroom. He suggested that if the village wants to fill a gap in lodging, the board should appropriately zone a space for such activity.

It was stated that attorneys for the homeowners association (HOA) have reviewed this issue and based on their review have stated that any ruling of the Village related to this use would trump the HOA. At the time the HOA was set up, AirBNB was not a consideration.

Mr. Tump commented that the regulations for a bed and breakfast in the Village's code requires a parking area and fencing, and asked whether there are circumstances in which those requirements could be waived.

Mr. Opalewski asked whether the Plan Commission members understand what AirBNB is and whether there are any other bed and breakfasts operating in Hartland. President Pfannerstill responded that the group is aware of AirBNB and that there are no bed and breakfasts operating in the Village.

Andrew Shoaf, 406 Park Ct., asked if the Village's parking code will apply including requirements for a specific number of spaces and delineation of spaces. Administrator Cox stated that a total of four compliant off-street parking spaces will be required and that standard pavement regulations related to the residential code will apply. Mrs. Filipp stated that they limit guests to one car.

Mr. Tump stated that he believes that granting this Conditional Use Permit request will set a precedence in the Village and will impact all residents. He raised concerns that individuals will purchase properties throughout the Village with this use in mind.

Julie Radtke, representative of Miller-Marriott, stated that the homeowner's association will no longer be managed by the developer after 12/31/17.

Gordon King, 457 Park Ct., stated that the development was not designed for this purpose; it was intended to be single family residential.

Mr. Shoaf raised concerns for the safety of small children if the conditional use permit is granted.

Mrs. Filipp stated that this use of their property is only occasional with 12 or 13 guests throughout the summer. She stated that they did not expect to have difficulty doing what they think is right for them on their private property.

Jayne King, 457 Park Ct., stated that AirBNB was not an issue when the development was created as it was a new concept. She stated that the state is starting to consider legislation

to regulate this activity including registering and paying taxes, and she commented that perhaps the activity could cease until the state has rules in place.

The Public Hearing was closed at 7:39 p.m.

b. Consideration of a motion to recommend approval of a Conditional Use Permit

Administrator Cox confirmed that action is not required at this meeting on this issue. He provided information from the Village Attorney related to the State contemplating enacting regulations for rentals for periods of time between 7 and 29 days. It provides that the Village would have the authority to institute a hotel/motel tax on a rental of between 7 and 29 days. The proposal does not seem to address rentals of less than 6 days.

Commissioner Fenner stated that throughout the discussion residents in the development have commented that they did not have notice. He commented that the restrictive covenants for the development did not expressly prohibit this activity. Had they done that, the covenants would trump the zoning code. Commissioner Fenner also stated that buyers should have looked at the Village's zoning code which specifically allows a bed and breakfast as a conditional use in the RS-4 single family residential district. In addition, he stated that he has not found any statistical analysis that indicates that this type of activity would have a negative impact on property values in the neighborhood. Commissioner Fenner suggested that perhaps this activity is more accurately defined as a tourist room which should be regulated if the Village is going to allow it.

Commissioner deCourcy-Bower commented that the Village has nothing in the code prohibiting this activity or regulating other rental uses such as long term rentals or rentals for specific events. Commissioner deCourcy-Bower clarified that the State does not plan to regulate any rentals for less than 7 days. He further stated that a bed and breakfast is typically in a neighborhood such as a historic district and that the Village's comprehensive plan includes opportunities for the Village to have bed and breakfasts. He stated that as there is currently no lodging available, visitors are sent outside the Village. He feels it is beneficial to instead draw visitors to the Village. It was stated that a bigger concern is that there is nothing in the code to regulate renting of a house or condo for longer periods of time.

Mrs. Filipp confirmed that continental breakfast items and coffee are made available to guests.

Commissioner Fenner recommended that the CUP include a provision that the permit would terminate if the Filipp's fail to have a state issued license for a bed and breakfast.

Motion (Fenner/deCourcy-Bower) to recommend to the Village Board issuance of the conditional use permit requested with the addition of the termination provisions discussed. Carried (7-0).

Administrator Cox provided a review of all conditions listed in the conditional use permit as well as termination clauses.

3. Adjourn

Motion (deCourcy-Bower/Wenstrom) to adjourn at 8:03 p.m.

Respectfully submitted,

Darlene Igl
Village Clerk

JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES
MONDAY, NOVEMBER 20, 2017
7:00 PM
BOARD ROOM
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.

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

Others Present: Administrator Cox, Building Inspector Hussinger and Deputy Clerk Bushéy

Roll Call

1. **Motion (Halquist/Schneeberger) to approve the Jt. Architectural Board/Plan Commission Minutes of October 20, 2017. Carried (7-0).**

2. **Architectural Board review and consideration of building plans for construction of a 26 x 28' detached garage for Nick and Katelyn Gomez, 221 W. Park Avenue.**

Hussinger explained that the proposed detached garage will be located in the rear yard and is 6 feet off the property lines which falls within the zoning code of 5 feet so on the zoning side it is fine and it will have horizontal siding and dimensional shingles. Pfannerstill asked if at the time it is constructed if it will match the house and Mr. Gomez said no. Pfannerstill asked if within a year if it will match the house. Hussinger said they had come to the Architectural Board/Plan Commission several months ago for approval on a substantial addition but then decided to downgrade the plans to a detached garage. There was discussion on the timeframe of having the detached garage siding match the house and lighting.

Motion (Fenner/Swenson) made to approve the construction of a 26'x28' detached garage, 221 W. Park Avenue subject to the condition that it matches the house in 2 years. Carried (7-0)

3. **Architectural Board review and consideration of building plans for a renovation and addition for Donald and Susan Tobias, 1018 Chelsea Circle.**

Hussinger explained the Tobias are proposing to do a renovation and addition. He said it meets the zoning requirements. He said the siding and roof will match the house. There was brief discussion on the addition and renovation.

Motion (Wenstrom/Swenson) to approve the building plans for a renovation and addition, 1018 Chelsea Circle. Carried (7-0)

4. **Architectural Board and Plan Commission review and consideration of landscape plans for 505-525 Cottonwood Avenue.**

Pfannerstill said there has been some work done already. Hussinger asked Alex Brackman to present the landscape plans for 505-525 Cottonwood Ave. Mr. Brackman said the plan is not complete and they are not ready for a complete review for the landscape plan. He said they still need to take into consideration the tree preservation codes. Mr. Brackman was asked what they are lacking and what are they going to add to the plan, and Mr. Brackman said specifically he didn't know, they haven't decided what to do. He said he knows that are certain requirements with the types of trees that they can use to replace the trees that were removed. Hussinger said a specific shield is required for that property as there are residential homes right across the street, so that will need to be addressed. There was discussion on when the landscaping will be completed. Hussinger suggested if the plan is not ready to be acted on, then they should come back next month. Fenner said he would like to see a final landscape plan. deCourcy-Bower asked if they had approved something like this a couple years ago and Hussinger said yes, but that was a parking lot expansion to the east and it included a retaining wall. He said originally there were some plantings placed on top of the wall to knock down headlights but the trees have since been removed. Hussinger said there is a berm there currently that should be better documented as the current one varies from 1-4 ft.

Pfannerstill said he agrees with Fenner, he would also like to see a final plan. He said they are looking at a plan that was supposed to be a replacement however what was there is already gone. It was stated the trees that were there have been cleared and their plan probably can't go in until the spring due to the weather. Mr. Brackman said there have been a couple of frosts and that kind of wiped out the ability to plant this year. Pfannerstill asked Mr. Brackman if they were aware they were supposed to come here before they were removed. Mr. Brackman said they were not aware of the municipality codes, and would not have gone outside the codes had they known that. Pfannerstill said the reason he brought it up is because the neighbors will have to live with the light and noise from the parking lot for the next 3-8 months.

Hussinger said it is his understanding that some of the vegetation was removed to give greater visibility to the businesses from the road. He said if they have signage plans they can bring them in next time and the signage and landscape could be approved together. Brackman said he didn't' know if they would that ready in the next 30 days with the signage plan, but the landscape plan would be ready next time. Pfannerstill stated he spoke to the manager of Piggly Wiggly and that from what he gathered it was not the businesses that requested the trees be removed.

Halquist asked if there is anything in the books of any recourse for removing the trees without approval such as fines. Administrator Cox said there is, he said in many cases when they get the permit after the fact, there are double the permit fees for building and 4-5 times the permit fee for tree violations, it just depends on the type of permit. Hussinger said with the residential neighborhood across the street there must be a barrier of at least 6 ft. tall. He said the berm is 3 ft. tall and there needs to be another 3 ft. of tree or bush. A copy of the Administrators memo was given to Mr. Brackman.

Motion (deCourcy-Bower/Fenner) to table landscape plans for 505-525 Cottonwood. Dr. until a later date.

5. **Architectural Board and Plan Commission review and consideration of lighting and landscape plans for H.M. Product Solutions, 581 S. Industrial Drive.**

Eric Neumann from H.M. Product Solutions was present and said their package was submitted last week. He said they would be adding up/down lights on the west wall, replace lights in 2 existing exits doors and adding an exit light with a brighter light. The plans they submitted the first time had 250 watt fixtures but they decided to lower the wattage and raise the fixture. He said the lights do crossover the property line to the neighbor's property but the adjacent property owner has indicated approval and may benefit from the light as their lot serves as an overflow parking for the Lake Country Racquet club. There was discussion on the light intensity at the property line and the parking lot lighting. The Joint Architectural Board/Plan Commission Board decided to do 2 separate motions for the lighting and landscape plans.

Motion (Fenner/Wenstrom) to approve the lighting plans as presented subject to reducing the wattage/light intensity to comply with the limitations in the ordinance and the staff's approval of the specific fixture to be installed that it is compatible with the structure. Carried (7-0).

Wenstrom mentioned that from Hwy 83 the backside of the large addition doesn't seem to have any character, it just looks like a long building. Mr. Neumann said between the lights, windows and signage there will be some character to the west wall and they can enhance the landscaping to add to that. There was discussion on upright trees and how much room there is for trees.

Motion (deCourcy-Bower/Halquist) to approve the landscape plan for H.M. Product Solutions, 581 S. Industrial Dr. (7-1) Wenstrom voted no.

6. **Plan Commission review and consideration of a concept site plan for a condominium development located at CTH K (Lisbon Road) and Winkleman Road.**

Matt and Steve Neumann were present to explain the concept plan. Matt Neumann said they were here several months ago presenting a concept plan for 72 units, and they recently acquired a second parcel of 40 acres. He said they are proposing 72 family units on parcels A& B and 54 two-family duplex/condos on parcel C with a future County rd. dissecting the two sites. He said they had originally received recommended approval from the Plan Commission in March of 2017 for the 72 units. One of the things they have had to deal with is where and when the County would do the extension of County rd. KE and one of the main hurdles has been access. Mr. Neumann said they can't come into the development from the west because several months before the March meeting there was another meeting and the neighbors were very resistant to that. The next

connecting point is a busy intersection at KE and K but that intersection is a difficult location for construction entrance and not viable. They then started looking at the possibility of coming in off Winkleman to the east but getting to the development off Winkleman would mean having to go across the development site (Parcel C). He said they had meeting with Seipmann's, the Village and the County. He said while he thought it was productive they don't know when the future County road extension will take place and they have been waiting to see what the County decides. Mr. Neumann said they did come up with the idea of using another 20 acre area to the north for the access which will allow things to move forward with phase I on the east side. He said the 80 acres could also be used as a large area to house dirt from the future Cty road extension and they hope to work with the County in hopes that it may motivate them to move forward.

Fenner asked where the sewer and water ends? Mr. Neumann said the south side of K it then it crosses diagonally, runs the north side of k and then crosses back over to Windrush.

Fenner asked if they had planned for public sewer & water, Mr. Neumann said yes. Fenner said he assumes there is a downstream capacity to accommodate the flow. Administrator Cox said yes and there are connection fees that are addressing the problems that they know of. deCourcy-Bower said in looking at the Village of Hartland Comprehensive Land Use Plan, the density they are proposing is different than what is currently shown in the plan and asked if the Comprehensive Land Use Plan would need to be changed. Administrator Cox said they would need to modify it for either one of the plans they have talked about. He also said not only would they need to address the density but there are some roadway issues and they also need to address the park land so they fit into the picture.

deCourcy-Bower said there are several things he is wondering about

1) If this is what the Village is looking for and if this appropriate for this part of the Village.

2) In the Land Use Plan the properties to the north are currently shown road access from this development, his concern is with the current development as it is shown, are we precluding developing to the North by not putting in road access.

3) Is there a plan for a neighbor park and will there be storm water retention in natural resource area?

Fenner asked what zoning they are going to ask for in the development area. Mr. Neumann said it be underlying zoning.

Mr. Neumann addressed the access to the North issue and said regarding the concern with the farm and the corner; he said there is a future Village well site that has been tested and identified on the map. He also said whether the village uses it or not, he thinks there will be a discussion about the corner ending up in the Villages control not in their control and that would give the Village the decision of what to do with the well. Mr. Neumann said his assumption is a main access point in the Sandhill subdivision and probably north of there is room for an additional access point so that would make 2 access points off of Winkleman. Also in regards to storm water he pointed out there will be storm water in several areas and they have not done any soil boring testing yet.

Fenner pointed out that amending the comprehensive land use plan doesn't' happen overnight, it can take about 6 months. He asked how that will work in conjunction with what their plan is and also who initiates the amendment. Administrator Cox said Neumann Development Inc would be

the one to officially initiate the process but they will work with staff to draft what changes need to be made. He said it depends on how much public input there is and how many times the Village Board and Plan Commission want to look at it.

Mr. Neumann said when they start the process to amend the Comprehensive Land Use Plan, there are ways to stack the Public Hearing and meetings in the meantime.

Wenstrom asked what the density is in this area. Administrator Cox said it is zoned RS-1 because the Village assumed that's what they thought would go there based on the concept plans for Sandhill. He said it will likely go to an RS-2 and they might put a duplex zoning on that particular site because it will have all 2 unit houses in it. He said the other piece could have single family zoning and it would all have a PUD overlay. Administrator Cox said with the Comprehensive Plan it would probably be looking at 93 units on the entire site. The other category they could consider is what the sanctuary has downtown which is a medium-low density and that could push the number anywhere from 123-151. He said the Comprehensive Land Use category that the Village already uses described as medium-low density cluster development would apply here and move them towards the density they are proposing if they find that acceptable. Pfannerstill said this has been going on with this property for a long time and before they take the next step, we need to know if conceptually if the board likes that plan and density.

Pfannerstill asked the board if they were willing to take public comments and they said they were.

John Gebhard N56 W28754 County Rd. K- said his understanding is with good Land Use planning as you get farther and farther from the center of our community, developments get less and less. He said what he is seeing here is an excuse for the Village to have a larger tax base and Mr. Neumann to have a substantial checkbook. He stated that the intersection of Winkleman and K and K and KE is a dangerous one and he has seen traffic back up for a mile. He said adding another 250 cars, he said if that intersection is already that compromised why are they trying to jam as much as they can on that property. He said Lake Country is being ruined and he didn't move here to live on top of each other. He said people move here to have room to breathe and jamming that much into that small location isn't giving anyone room to breathe.

Mr. Neumann responded by saying he drives down K every morning and it is always busy so he understands. However the County rd. construction project just isn't high on the County's priority list right now and it has been on the table for at least 10 years now.

Mr. Neumann brought up several points:

1) If the village wants new development going in there, there is currently sewer and water there.
2) There are new subdivisions going in in that area, 100 1/2 acres lots have been brought on within the Village boundary in the last several years. He said he doesn't' know how the Seipmanns feel about that but they have a site like that in Delafield and there is way too much inventory in that price segment.

3) This site with the future highway location, 5-10 years from now with that exact same housing it won't work. The reason they are bringing it forward is because it is a little different stock housing opportunity.
4) It does build a tax base and if they didn't think it was a profitable project they wouldn't be here. The 40 acres is still in the Village and not annexed yet. The owner is moving up north if it is not developed soon not sure what will happen to it.
5) Within that traffic corridor changing that location really changes the dynamic of that 80 acres and make land north of there more accessible.

3 minute recess was taken before taking more comments.

The following residents commented:
William Rademan N55 W285413 CTH K- said if it is ever developed a round-about or 4-way stop would have to go in there because of that much traffic now. He said the traffic is backed up past his property at 8 am in the morning and he would like to keep it as rural as possible.

Penny Jungbluth W282 N5811 Winkleman Rd- stated that their farm is to the North of the development and they have been fighting this road way for a long time. She said there will be a blind corner that will affect them and a number of other properties in that area if the road is put in there. She said they are still farming and there are farm vehicles that come out of that property every day. She said she talked to the Highway Department and previously told there is nothing on the table for 5 years.

Kyle Miller- N76 W29010 County Rd. VV- he said he doesn't know how they can start or plan to start if they don't know where the road is going to go. He said Waukesha County has not come out and done any type of survey. He said there is a paddock used daily by the horse farm that they would have to get rid of, and there are several things Waukesha County hasn't considered before they put this on paper. He is also thinking of purchasing the farm from his grandmother in the future and said there will be more tractors and farm vehicles coming in and out of that property.

deCourcy-Bower said he pulled up the GIS County plan and it does not show the road going to the north. He said he doesn't know what their plan is according to their 2035 plan. He said the inherent question is, is the road really going to go to the north but it sounds like the County hasn't made any commitments as far as building it the north. He asked what the Villages position at this time is.
Pfannerstill said he spoke to Hartland's previous chairman and he said the plan was always to go to the south, but the County won't give on that and even though that may be the better plan they were absolutely not going to do that. He said it sounds like the south is never going to happen. Even though he can't guarantee it, that is the way it sounds. He agrees the best way is to find out

what is going to happen with the road but in regards to discussions with the County we are at a standoff.

Fenner said he is new to the Village having lived here for about 2 years. He said they looked all over and decided they wanted something smaller so they bought a condo in Harland. He said a higher density doesn't scare him. He said the key element to get the project going is the transportation. He likes the project and thinks it is an attractive community for a certain demographic. He is not opposed to the conceptual but said it won't work unless the road is put in that location. He thinks to get answers to some of these questions we should give approval to the conceptual and see what the County is going to say. He said they are not going to get those answers unless we take the next step forward. deCourcy-Bower said part of the reason we have Comprehensive Land Use plan is to facilitate the orderly development of the Village and densities that are appropriate locations in the Village. He said he is on the fence with it, he likes aspects of this concept but he has concerns about the density. His preference is for it not to be connected to KE but to be connected to the east, because there is less traffic coming off those 2 roads.

Pfannerstill said the Boards function is to decide if they want that density but there are many steps the staff needs to take. He said if the Board didn't approve the density conceptually, the petitioners can't move forward and that's why people are here speaking to it but also nothing has to be decided tonight. Administrator Cox said fundamentally what has to be decided is, are you willing to look at a Comprehensive Land Plan change that would allow something like this to go through, that is what the board needs to decide. He said if the board is willing to look at that change then we will work with the Neumann's and bring it to the board. There was more discussion on density. Pfannerstill asked if the board needed more time to think about this. Fenner said when looking at housing needs, this type of housing is what we should be looking at as a Village and the issues flowing from this housing such as density and transportation are going to be addressed in detail as part of the Comprehensive Land Use Planning amendment. deCourcy-Bower asked if this required a motion, and Administrator Cox said it would be helpful if there was some type of clear direction and that would only come out of a motion.

Motion (Fenner/Halquist) made to accept the Neumann's Conceptual Plan with the general density as it is and moving forward to begin the process of amending the Comprehensive Land Use Plan. Carried (7-0).

7. **Review and consideration of a recommendation to the Village Board regarding several minor corrections and updates to the Village Zoning Code.**

Administrator Cox reminded everyone that they had discussed the zoning amendments at the October meeting, and they just need a recommendation to the Village board. Motion (Fenner/deCourcy-Bower) to recommend approval to the Village Board regarding several minor corrections and updates to the Village Zoning Code. Carried (7-0).

8. **Adjourn**

Motion (Wenstrom/deCoursey-Bower) to adjourn. Carried (7-0). Meeting adjourned at 8:58 PM.

Respectfully submitted by
Recording Secretary,

Deidre Bushéy, Deputy Clerk

Village of Hartland

ADMINISTRATION
210 Cottonwood Avenue
Hartland, WI 53029
Phone (262) 367-2714
Fax (262) 367-2430

DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR SIGN PERMIT

PERMIT #_____

JOB LOCATION Hartland TAX KEY # _____
OWNER Andy & Kyle PHONE 262-719-6565
ADDRESS 236 Rawling Ave. CITY Hartland STATE WI ZIP 53029
CONTRACTOR Ron Kimmel PHONE 920-948-5200
ADDRESS 864 OJIBWE Path CITY Kewaskum STATE WI ZIP 53040

SIGN TYPE: ☐ WALL ☐ PROJECTING ☐ AWNING, CANOPY ☒ GROUND

☐ PORTABLE/TRAINING ☐ REAL ESTATE PERM. ☐ REAL ESTATE TEMP.

WORDS AS THEY WILL APPEAR ON THE SIGN:
Albright Gun Works AR15 Service & Modification

OVERALL DIMENSIONS OF SIGN 72" x 47" COLOR OF BACKGROUND Brown

SIZE OF LETTERS IN INCHES 4" - 1" COLOR OF LETTERS White / Yellow

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

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 $ 1500.00

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 Scott Albright DATE 11-22-17

PLANS APPROVED: ARCHITECTURAL BOARD _____

APPLICATION APPROVED: BUILDING INSPECTOR _____ DATE _____

COMMENTS: _____

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

KEMMEL DESIGN.com
THE ART OF GRAPHICS
SIGNS GRAPHICS/WRAPS

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ALD

From: Scott Hussinger
To: Darlene Igl
Subject: FW: BID Application
Date: Saturday, December 02, 2017 9:25:46 AM

Darlene – Please include BID comments below with Arch Bd application for sign on Pawling. Thanks. Scott.

From: Hartland BID [mailto:hartlandbid@att.net]
Sent: Friday, December 01, 2017 11:24 AM
To: 'Scott Albright'
Cc: Scott Hussinger; 'Andy Fallon'
Subject: RE: BID Application

Scott,

The BID design committee just met and reviewed your application. I'm copying Scott Hussinger and Andy Fallon on this email so they can see our recommendations.

The BID would like one sign on the property, not two. This means that you can add your sign panel below the current Emergency Disaster Recovery sign. If this requires an increase in height size of the posts to accommodate your sign, the BID will give sign grant $$ for that cost as well as the cost of your panel. If you are going to hang a logo wall sign by the entrance to your business, that is fine. The sign grant would apply to that as well.

Any questions, please contact the BID office at 367-6560.

Thanks,
Cindy Gardner

From: Scott Albright [mailto:albright92@yahoo.com]
Sent: Thursday, November 30, 2017 9:23 PM
To: hartlandbid@att.net
Subject: BID Application

Hi Cindy,

Here is the application for the grant.

Thanks,

Scott Albright

ANDREW J FALLON
KYLE M MILLER
230 PAWLING AVE
HARTLAND WI 53029-2013

DANIEL R SMITH JR
248 PAWLING AVE
HARTLAND WI 53029

EDWIN & ANNETTE MILLER TRUST
354 PROSPECT AVE
HARTLAND WI 53029

HARTLAND MEADOWS RETIREMENT
APARTMENTS LLC
W320N1161 BUTTERNUT RIDGE CT
DELAFIELD WI 53018

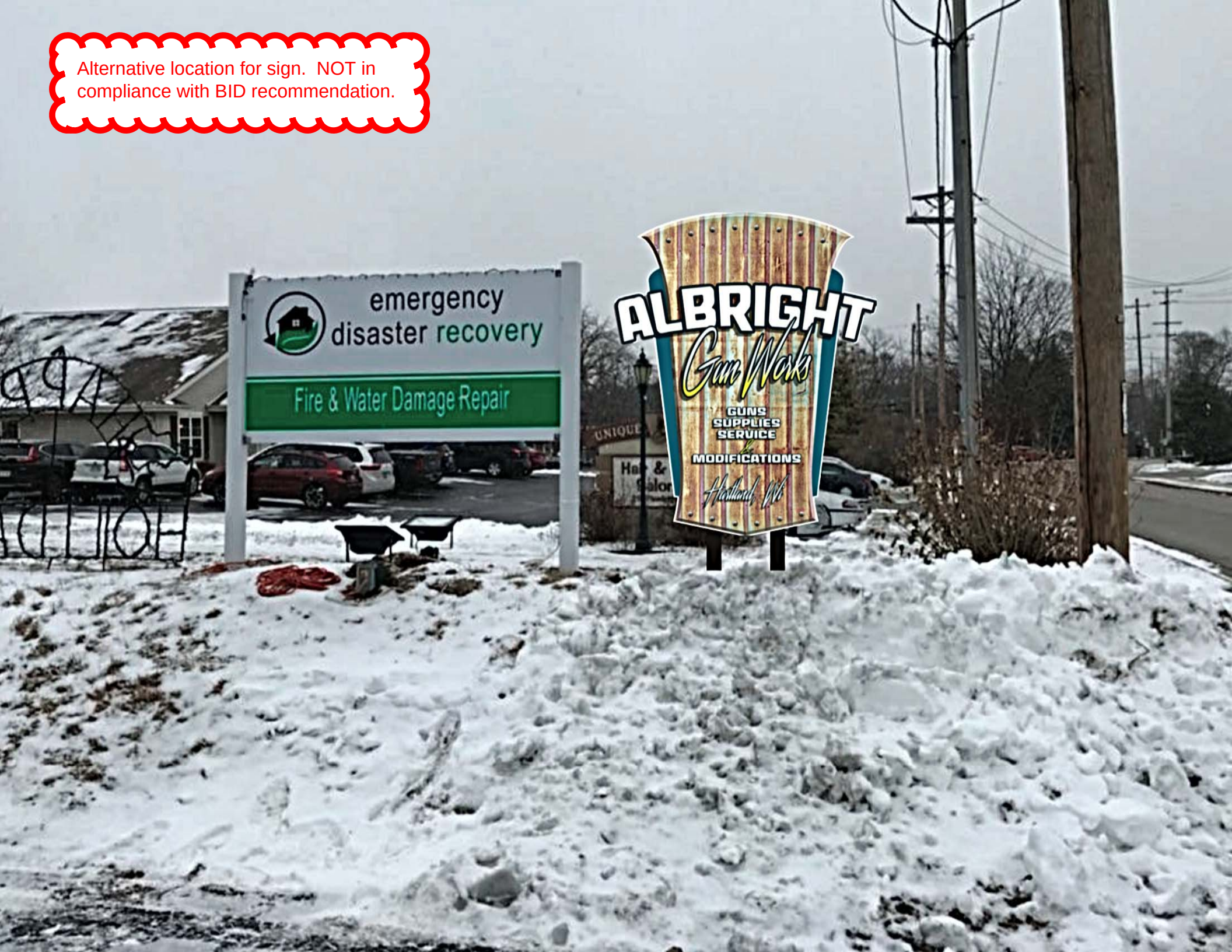
HARTLAND STATION LLC
301 PAWLING AVE
HARTLAND WI 53029-2039

ROBERT F KALKE JR
370 PROSPECT AVE
HARTLAND WI 53029

SARAH J SAUER
360 PROSPECT AVE
HARTLAND WI 53029

UNIQUE SUITES LLC
1318 RIVERS EDGE CT
OCONOMOWOC WI 53066-6912

Alternative location for sign. NOT in compliance with BID recommendation.



DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

Job Address	352 Cottonwood Ave., Suite D Hartland, WI 53029				
Lot 2	Block CSM 4189	Subdivision		Key No. HAV 0729-242	
Owner Silver Oak Properties LLC		EMAIL christieh@tributeinc.com		Phone (262) 367-9991	
Address 352 Cottonwood Ave., Suite D		City Hartland		State WI	Zip 53029
Contractor The Tribute Companies	Phone (262) 367-9991	FAX (262) 367-9992		EMAIL timh@tributeinc.com	
Address 352 Cottonwood Ave., Suite D		City Hartland		State WI	Zip 53029

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.

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.

N/A Three site plans. Plans must be dimensioned.

N/A Three landscape plans.

N/A Three exterior lighting plans. Include type, location, number and wattage of fixtures.

Signs:

N/A 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.

N/A Details (color picture) of all existing wall signs on the same building elevation. A photograph of the building with sign location shown is recommended.

N/A Three site plans. Not required for wall signs. Plans must be dimensioned.

N/A Three sets of lighting details. Include type, location, number, and wattage of fixtures.

N/A 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: 12/1/2017 Date of Meeting: 12/18/2017 Item No. _____

C.H.I. OVERHEAD DOORS

The Door to Quality.

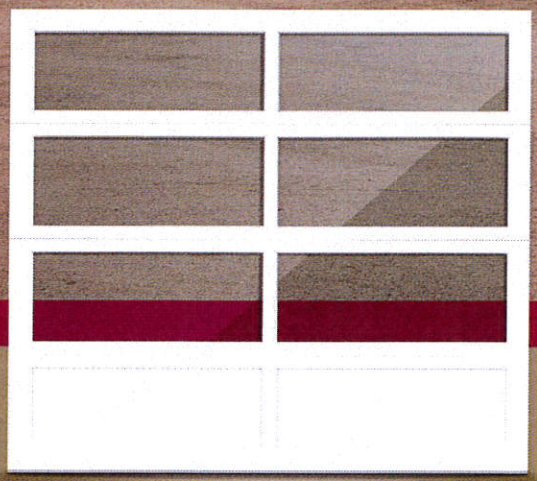
3295

ALUMINUM FULL-VIEW DOORS

08 36 13/CHI
Buyline 3132

www.chiohd.com

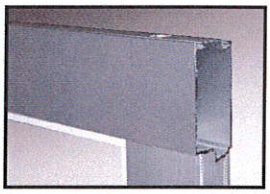
C.H.I. OVERHEAD DOORS



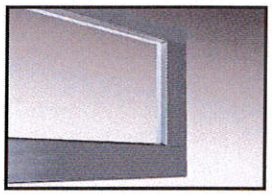
8' x 7' 3295, **white** full-view sections and solid bottom

RESILIENT. STURDY.

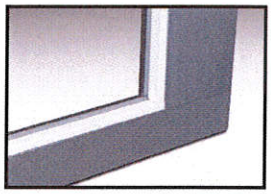
SPECIFICATIONS, OPTIONAL FEATURES AND ACCESSORIES



SECTIONS
Sections are assembled with through bolts for added strength. Top seals are available as an option.

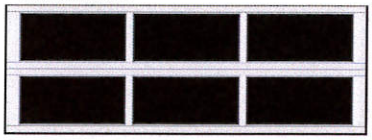


BOTTOM RAILS
Wide bottom rails, top rails, and end stiles create an extra-strong frame for the door.

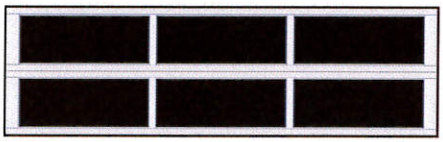


INSIDE RETAINERS
Glass replacement is easy using removable inside retainers.

OPTIONAL WINDOW DESIGNS
24" SECTION HEIGHT



10' Section



12' Section

AVAILABLE IN 1/8", 1/2" INSULATED GLASS AND 1/4" TEMPERED GLASS.

C.H.I. OVERHEAD DOORS™
The Door to Quality.

COLOR SELECTION

WHITE

ANODIZED

Note: Refer to samples at your local C.H.I. distributor for exact color match.

FEATURES

MODEL 3295

SECTIONS
- Sections are 2 inches thick, and assembled with through bolts at each vertical stile location
- Available in clear anodized aluminum or a selection of stock RAL powder-coat options of 188 colors
- Section joints are tongue-and-groove
- Insulated and 1/4" tempered glass is available in some sizes (Call your distributor for quote)
- Aluminum panels can be substituted for glass panels
- Glass or aluminum panels can be easily replaced by removing an inside vinyl retainer

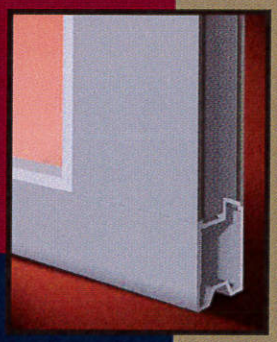
TRACK
- Tracks are 2" or 3", as specified
- Available in bracket mount, clip angle mount, angel mount, 12" radius, 15" radius, high lift, vertical lift, follow roof line, or dual track low head room

HARDWARE
- Package includes 11-gauge or 14-gauge hinges, as specified
- 2" or 3" long-stem or short-stem steel rollers with 10 ball bearings
- Heavy-duty adjustable top roller brackets

SPRINGS
- Torsion springs are helically wound with oil-tempered wire
- All springs are individually-calibrated for each door
- All tubes are galvanized for rust resistance

VISIT YOUR DOOR PROFESSIONAL AT:

C.H.I. Overhead Doors are manufactured in Arthur, Illinois, USA.



DOOR CONSTRUCTION
This model features closed-constructed aluminum extrusions, assembled with hidden through-bolts for maximum structural rigidity.

All information presented is based on the specifications and features available at the time of printing and is subject to change without notice.

FLIER NUMBER_M3290-1010R6

C.H.I. OVERHEAD DOORS | 1485 Sunrise Drive | Arthur, Illinois 61911 | www.chiohd.com

Silver Oak Properties LLC
352 Cottonwood Ave, Hartland, WI 53029
Windows to be replaced
Existing Building Elevation

Silver Oak Properties LLC
352 Cottonwood Ave, Hartland, WI 53029

Existing Building Elevation (Enlarged)

BARK RIVER PROPERTIES
C/O J&A MANAGEMENT SERVICES LLC
1285 SUNNYRIDGE RD
PEWAUKEE WI 53072-3817

CARL B HAROLDSON
MARILYN K HAROLDSON
N49W28689 CHARDON DR
HARTLAND WI 53029-9161

CHARLES KUHTZ III
DONNA KUHTZ
345 COTTONWOOD AVE
HARTLAND WI 53029

ELIZABETH M TOBOLT
W313N9173 HOFF RD
HARTLAND WI 53029

GUY S JENSON & MARIJEAN JENSON
2014 LIVING TRUST
N45W28965 E CAPITOL DR
HARTLAND WI 53029-2249

HARTLAND MEADOWS RETIREMENT
APARTMENTS LLC
W320N1161 BUTTERNUT RIDGE CT
DELAFIELD WI 53018

HOGGERS PUB PROPERTIES LLC
335 COTTONWOOD AVE
HARTLAND WI 53029-2010

JACK DAHLKE PROPERTIES LLC
336 COTTONWOOD AVE
HARTLAND WI 53029

JRT INVESTMENTS LLC
W354N5095 ROAD T
OCONOMOWOC WI 53066

LINDA J LAVALLEY
335 COTTONWOOD AVE
HARTLAND WI 53029

PARK IT REAL ESTATE INVESTING LLC
N78W29196 FLYNN RD
HARTLAND WI 53029-9551

SILVER OAK PROPERTIES LLC
C/O CHRISTINE A HENTGES
352 COTTONWOOD AVE
HARTLAND WI 53029-2011

UNIQUE SUITES LLC
1318 RIVERS EDGE CT
OCONOMOWOC WI 53066-6912

GENERAL NOTES

1) EXISITNG FIXED WINDOW OPENING : 6'-0" W x 5'-3" H, 3'-4" A.F.F.
   - REMOVE FIXED WINDOW
   NEW OPENING : 8'-0" W x 6'-0" H, 2'-8" A.F.F.
   PROPOSED FULL VISION ALUMINUM SECTIONAL OVERHEAD DOOR
   - COLOR : DARK BRONZE

2) EXISITING STORFERONT OPENING : 9'-4" W x 8'-8" H
   - REMOVE STOREFRONT ASSEMBLY
   PROPOSED FULL VISION ALUMINUM SECTIONAL OVERHEAD DOOR
   - COLOR : DARK BRONZE

3) EXISITING FIXED WINDOW OPENING : 2'-8" W x 5'-0" H, 3'-9" A.F.F.
   - REMOVE FIXED WINDOW
   NEW OPENING : 3'-4" W x 8'-6"H
   PROPOSED ALUMINUM STOREFRONT DOOR
   - COLOR : DARK BRONZE

2 A2.0 PROPOSED WEST BUILDING ELEVATION

1 A2.0 PROPOSED EAST BUILDING ELEVATION

TRIBUTE DESIGN SYSTEMS

Tribute Design Systems, LLC
Architects and Planners
352 Cottonwood Ave.
Hartland, Wisconsin 53029
P: 262-367-9991
F: 262-367-9992
www.tributeinc.com

Consultants:

Project Title:
River Centre Building
RESTURANT REMODEL

Project Location:
352 COTTONWOD AVE.
HARTLAND, WI. 53029

Sheet Title:
PROPOSED COLOR ELEVATIONS

Revisions: Date

This drawing, its design concept and its detail are the sole property of Tribute Design Systems, LLC and shall not be copied in any form or manner without written authoriaation . © 2016

Scale:
Drawn by:
Project No.: 16-000
Date: 07-22-2016
Sheet No.: A2.0

PRELIMINARY DOCUMENTS NOT FOR CONSTRUCTION

Date : 11-30-2017

Conceptual Application with Policies

APPLICATION FOR
PLAN COMMISSION
☐ *$300 REVIEW FEE DUE AT TIME OF APPLICATION*

Project Description			
Proposed Use		No. of Employees	
Project Location			
Project Name			
Owner	Phone		
Address	City	State	Zip
Engineer/Architect	Phone	FAX	
Address	City	State	Zip
Contact Person	Phone	FAX	E-mail

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) <u>working</u> 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.

Four (4) sets 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.

Date Applied:	Date of Meeting:	Return Comments by:

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.
9. ***Other Plan Commission items???***

Conceptual Form with Policies

DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

Job Address				
Lot	Block	Subdivision	Key No. HAV	
Owner			Phone	
Address		City	State	Zip
Contractor	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 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.

One & Two Family

- ☐ Four (4) bound sets of construction plans and application material and one (1) electronic copy of all submittals. 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.
- ☐ Four (4) 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 (3) plats of survey are required for new dwellings at the time of building 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. _____

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 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 Architectural Board Agenda based on incomplete submittals.
4. Applications shall include professional-level drawings of all elevations showing the existing and proposed conditions.
5. Four (4) sets of application materials and one (1) electronic copy (PDF) of all application materials must be submitted by the deadline.
6. 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. Street right-of-way
    n. Miscellaneous items including, but not limited to, 100 year floodplain, wetland boundary, environmental corridor
7. Additional information may be requested by the Architectural Board or Staff.
8. The Applicant must complete and submit the required Professional Services Reimbursement Form along with any required deposit at the time of application.
9. 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.
10. ***Other Architectural Board items???***

Conceptual Form with Policies

DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

Job Address					
Lot	Block	Subdivision		Key No. HAV	
Owner		EMAIL		Phone	
Address		City		State	Zip
Contractor	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:

- ☐ Four (4) bound sets 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:

- ☐ Four (4) color renderings 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.
- ☐ Four (4) site plans with dimensions. Not required for wall signs or other signs attached to the building.
- ☐ Four (4) sets 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: _____ Item No. _____

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. Four (4) sets 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.
12. ***Other Architectural Board items???***

Village of Hartland

Professional Services Reimbursement Form

The Village of Hartland has determined that whenever the services of the Village Attorney, Village Engineer, Village Planner or any other of the Village's professional staff results in a charge to the Village for that professional's time and services and such services is not a service supplied to the Village as a whole, the Village Clerk shall charge that service for the fees incurred by the Village. Also, be advised that the Village may pass on other certain fees, costs, and charges which will be the responsibility of the property owner or responsible party.

I, the undersigned, have been advised that, pursuant to this Agreement between the Village and, The responsible party listed below, if the Village Attorney, Village Engineer, Village Planner or any other Village professional provides services to the Village because of activities incurred by the responsible party, whether at our request or at the request of the Village, we shall be responsible for the fees and expenses incurred by the Village. In addition, we have been advised that certain other fees, costs, and charges will be our responsibility.

Project Name: _____

Submit invoices to: ☐ Responsible Party ☐ Property Owner

Responsible Party:

_____	_____	_____
Printed Name	Signature	Date

_____	_____	_____	_____
Street Address	City	State	Zip

Phone_____ E-Mail_____

Property Owner Name:

_____	_____	_____
Printed Name	Signature	Date

_____	_____	_____	_____
Street Address	City	State	Zip

Phone_____ E-Mail_____

INTERNAL USE ONLY

Amount Due: $_____ Check #: _____ Date Paid: ___/____/___ Rec'd By: _____

Current Application Form

APPLICATION FOR
PLAN COMMISSION
☐ *$300 PLAN REVIEW FEE DUE AT TIME OF APPLICATION*

Project Description			
Proposed Use		No. of Employees	
Project Location			
Project Name			
Owner	Phone		
Address	City	State	Zip
Engineer/Architect	Phone	FAX	
Address	City	State	Zip
Contact Person	Phone	FAX	E-mail

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) <u>working</u> 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.

Four (4) sets of bound site plans and ten (10) sets of reduced site plans (11" x 17") copy must be submitted showing 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.

Date Applied:	Date of Meeting:	Return Comments by:

Current Application Form

DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

Job Address				
Lot	Block	Subdivision	Key No. HAV	
Owner			Phone	
Address		City	State	Zip
Contractor	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:_____ Date of Meeting: _____ Item No. _____

Current Application Form

DEPARTMENT OF BUILDING INSPECTION
APPLICATION FOR ARCHITECTURAL BOARD

Job Address				
Lot	Block	Subdivision	Key No. HAV	
Owner		EMAIL	Phone	
Address		City	State	Zip
Contractor	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 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.

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.
- ☐ 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.
- ☐ 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. _____