

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES**  
**MONDAY FEBRUARY 17, 2025**  
**6:30 PM**  
**BOARD ROOM**  
**MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

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

Others Present: Ryan Bailey, Scott Hussinger, Deputy Clerk Bushey Emerson Mueller, Mike Duffek and Duwan Cherry.

Call to Order- 6:30 pm

Roll Call taken. All present with one vacancy.

Public Comments: Please be advised the Joint Architectural Board/Plan Commission will receive comments from the public related to any item(s) on the agenda for a three-minute time period per person, with time extensions per the Chairman's discretion.

- No Comments

**1. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission minutes of October 21, 2024 -**

Motion (Wallschlager/Schneeberger) to approve the Jt. Architectural Board/Plan Commission minutes of October 21, 2024. Carried. (6-0).

**2. Architectural Board review and consideration of an application for signage for Westrock Apartments, W. Capitol Drive -**

Emerson Mueller was present on zoom to explain the signage. There will be directional signage as well as a monument sign. Building Inspector Hussinger said he does not have a problem with any of the signage. Hallquist asked if they would be illuminated and if the monument sign would have lighting. Mr. Mueller said it will not be internally illuminated but the developer may want some up lighting on it. It was stated the directional signs within the project will not be illuminated at all. Brief discussion on what was on the application regarding illuminated lighting. Hussinger asked if the lighting on the monument sign would be on all night and the petitioner said they are up for discussion on that. Hussinger said they can come back regarding the illumination.

Motion (Wallschlager/de Courcy-Bower) to approve the signage for Westrock Apartments, W. Capitol Drive with the understanding that any illumination at the main entrance they need to come back and talk to staff and get their approval. And get staff approval on landscaping around monument sign. (6-0).

**3. Architectural Board review and consideration of a variance to allow for an additional 10' of width for driveway at 811 Surrey Lane-**

The petitioner was not present. The Building Inspector said the village has a max driveway width standard of 20 ft. at the right of way line and 26 ft. at the curb and he is at 22 ft at the curb. He said he could expand at left 4 ft at the curb and still comply with the code and he is at 11 ft. Pfannerstill asked

what the reason is he is asking for it and Hussinger said he has more vehicles and wants easier access to the vehicles. Hussinger said his concern is he isn't seeking a variance; he is seeking an exception for convenience and he worries if this board approves it based on convenience how do you say no later . He said if you remember a year or so ago: at 340 maple Ave across from Nixon Park near the RR tracks they came in for additional driveway width because when we converted that RR crossing to a safe crossing, we extended the median and it impacted their ability to access their site, so they needed it, and the board granted it. Hussinger said he does not think that is similar. Pfannerstill said the petitioner wants the extension to go towards the corner of Surrey and Chesham vs going the other way further onto his own property and Hussinger said correct. Hallquist said on the curb he could do an additional 4 ft and then if he could bump it out goes towards his house, he can make it as wide as he wants and Hussinger responded that once he gets on to his property out of our right of way, in theory he can go as wide as he wants.

Hussinger said it is to limit the access to the road so there is consistency not just for aesthetics but for safety. Hussinger said all the vehicle traffic to and from the house is not channeled thru a driveway but rather a really wide front yard and it creates hazards.

DeCourcy-Bower said reading through the ordinance, we can approve it, as it reads, to prevent a traffic hazard. He said what he thinks he is hearing there is no traffic hazard as was with the Manufacturing commercial property because they could not physically get the trucks in there and they were banging into things. He said to him; he thinks that is the criteria and he does not think they can approve based on the language in the ordinance. Pfannerstill agreed with DeCourcy-Bower and said that this is a completely separate situation. He said the Village extends an immense amount of leniency on street parking by allowing overnight parking with the only restriction that commercial vehicles cannot sit out and cars cannot be there more than 24 hours. Pfannerstill said there are other options for them to take. Village Manager said the property owner is currently overseas but the Building Inspector and DPW Director Jensen recommendation were not for this. Discussion on the curb. Hussinger said the petitioner can widen his driveway just not 11 ft.

Motion (DeCourcy-Bower/Wallschlager) to deny the application to seek a waiver for the expansion of the driveway by 11 ft, 1100 Cottonwood Ave. Carried. (6-0).

**Recess taken: 6:47 pm**

**Meeting resumed: 6:48 pm**

**4. Plan Commission and Architectural Board conceptual review of Palmer Drive Apartments as presented by Cherry Faith Properties -**

Pfannerstill reminded everyone this is just a conceptual and this already went to the Village Board as a conceptual.

Mike Duffek from Duffek construction was present and explained the project and said he has been working with Duwan for several months working on budgets and architectural plans. He said they know there are some utility issues they need to work through on this site. He said they wanted to come in and get opinions, thoughts, the look of the building and the layout of the project. The Project is proposing to have twenty-six units with thirteen being ADA accessible. He said Duwan and his associates have a passion for helping those who have a disability. There is a parking garage for every unit with additional

parking to the north of the building as well, plus a community room on the south side as well. Village Manager Bailey gave a little background information and said some of the challenges as he mentioned is the water is across so it has to get run over. The sewer is a challenge as it is in Delafield so we will need an easement or ownership to run it up from that property up to this parcel. Mr. Cherry is aware there is quite a cost associated with getting sewer to this parcel. Pfannerstill said in full disclosure to the Plan Commission, and he did say this to the Village board as well, he met with the mayor of Delafield and did express to him that the village would just like to have the street fall under the Village. He said there is a portion of Delafield that cuts into this which makes this wild, because we get to the line of Delafield with our plows we go however fall, drop them again, we stop our salt, we go over it, we have to have an easement and he said it would be much better if they would just let us have and they gain nothing from it. Bailey said if you look at the map you see the triangle and that is owned by the HOA and there is a 20 ft section of the road that Delafield owns and other parcels are owned by us, Merton, Delafield so it is kind of goofy. He said Palmer will be redone eventually that is on our list and will probably have curb and gutter. Pfannerstill said he just went. DeCourcy- Bower said in previous discussions about this parcel about putting sidewalk on Palmer and it would be great if Palmer could have sidewalks. Pfannerstill said for us to have to ask if we can build on it, just give us the road, it would save them money and it would help all of us. Bailey said there is a desire for a sidewalk, but it is tricky, and we have to make sure it is safe, but we are working on it. DeCourcy-Bower said he thinks the concept is good, and having buildings that will have disabled individuals in them, and for them to get to Kwik Trip or Village Center is pretty important in his opinion so he would like that to be part of it and somehow be done. Discussion on the sidewalk.

DeCourcy-Bower asked if there is any financing associated with this.

“Audio inaudible.” Duwan Cherry said he has applied for several grants through Waukesha County. It was stated a TIF is not something that he is looking for from the Village. Pfannerstill said even though it is a conceptual he likes to have a motion to keep it moving forward.

Motion (Hallquist/Wallschlager) to approve conceptual of Palmer Apartments to continue to move forward. Carried. (6-0).

##### **5. Plan Commission and Architectural Board conceptual review of Lake Country Lutheran School expansion -**

Pfannerstill said this has been to the Village Board as a conceptual and voted to come to plan commission. No one was present for Lake Country Lutheran, and they were notified last Wednesday that someone needed to be present. Pfannerstill said this is for a high school that is gaining enrollment. Hussinger said he thinks it is important to note that Lake Country Lutheran came in 20 years ago with a master plan.

And this is consistent with their master plan. Bailey said Ryan Amtmann said this is straight forward. DeCourcy-Bower said his only question is there are a lot of things going on, on the west side and he knows there were sewer upgrades done and asked if how we are doing with capacity, and it was stated that would be reviewed.

Motion (Hallquist/Schneeberger) to approve the conceptual review of Lake Country Lutheran School expansion to move forward. Carried. (6-0).

**6. Announcements –**

Pfannerstill said the American Legion had their sleepout for veterans and hope they did well. He said there is also a primary election tomorrow in Hartland.

**7. Adjourn**

Motion (Schneeberger/Wallschlager) to adjourn. Carried (6-0).

Adjourned at 7:10 pm.

Respectfully submitted by

Recording Secretary,  
Deidre Bush y, Deputy Clerk