

**VILLAGE OF HARTLAND  
JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES  
MONDAY, OCTOBER 19, 2015  
7:00 PM  
BOARD ROOM  
MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

Present: Ryan Amtmann, David deCourcy-Bower, Tim Hallquist, Dave Lamerand, James Schneeberger, Randy Swenson and Jack Wenstrom.

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

Roll Call

1. Motion (Hallquist/Wenstrom) to approve the Jt. Architectural Board/Plan Commission Minutes of September 21, 2015. Carried (7-0).
2. Architectural Board consideration of an application for the construction of a single-family residence to be located at 478 Park Court in the Sanctuary of Hartland Subdivision.

The siding materials will be Hardiplank and board and batten. The home will have a front and side porch and the coloring will be green with white/ivory trim. This plan has been approved by the developer.

Motion (Hallquist/Swenson) to approve an application for the construction of a single-family residence to be located at 478 Park Court in the Sanctuary of Hartland Subdivision. Carried (7-0).

3. Architectural Board consideration of an application for the construction of a detached garage at the Landwehr residence, 705 Belshire Drive.

The proposed garage will replace a 24' x 24' garage that has been torn down. The new garage will have two windows, a garage door at the front and double doors at the back. It will have cedar siding (the house has aluminum siding) and the roof will match the house. The garage is not visible from the street.

Motion (Hallquist/Schneeberger) to approve application for the construction of a detached garage at the Landwehr residence, 705 Belshire Drive. Carried (7-0).

4. Architectural Board consideration of an application for the construction of a carport at the Cottrell residence, 1021 Eton Court.

There was concern that a carport could be used as a garage and it could collect items that would be visible. The shingles and trim will match the house. This is a cover over existing blacktop. There will be a gutter on the east roof. It does meet the 10 foot rule from the lot line.

Motion (Swenson/Wenstrom) to approve an application for the construction of a carport at the Cottrell residence, 1021 Eton Court, with the restriction on items stored in the carport. Only large recreational vehicles and cars will be allowed. Carried (6-1). deCourcy-Bower – No.

Mr. Cottrell was informed that if he moves, he will need to let the buyer know what the restrictions are for the carport.

5. Architectural Board consideration of an application for the construction of an addition to the Varhol residence, 1263 Mary Hill Circle.

The addition will be on the north side of the residence. It will be an extension of the laundry room/mud room. The Mary Hill Homeowners have approved this plan.

Motion (Swenson/Hallquist) to approve the construction of an addition to the Varhol residence, 1263 Mary Hill Circle. Carried (7-0).

6. Architectural Board consideration of an application for the construction of a carport at the Klufft residence, 620 Oakwood Drive.

The carport will be on the south side of the garage and the shingles on top will match the house roof. The trim will be pine and cedar to match the house. It will have a gutter and the setback is at the minimum, which is 10 feet.

Motion (Hallquist/Schneeberger) to approve an application for the construction of a carport at the Klutz residence, 620 Oakwood Drive, with the restriction on items stored in the carport. Only large recreational vehicles and cars will be allowed. Carried (7-0).

Mr. Klufft was informed that if he moves, he will need to let the buyer know what the restrictions are for the carport.

7. Plan Commission review and consideration of a conceptual plan for the Hammer Subdivision located at 1112 Lisbon Avenue.

This subdivision is proposed for conceptual review. The 6.2 acre parcel is proposed as an extension of Eagle Pass and Badger Drive in the Lake Country Meadows subdivision. Under the proposal, seven new lots would be created after separating the existing residence on Lisbon Avenue from the balance of the

parcel. The plan is in general conformance with the Village's long range plans as depicted in the Land Use Plan from our 2035 Comprehensive Development.

The plan should consider the long range impact of implementing the Land Use Plan as it is shown. The plan shows no secondary entrance/exit for this neighborhood, which currently contains 40 residences and would likely contain an amendment to the Land Use Plan that shows a second road exiting to Merton Avenue, which could then be considered or enforced if and when additional development occurs in the area.

Keith Kindred said if the Commission approves the conceptual plan, in a month or two he would come back with a certified survey map that would divide off the existing homestead from the newly created seven lots and also a preliminary plat for the new lots, which would include land dedicated to storm water. The Villages' Master Plan does show these two roads connecting in a looping pattern. It also solves the problem of the one parcel that is now landlocked.

The plan does comply with the zoning and seems to comply with the Land Use Plan.

Gary Strombeck, 305 Badger, questioned what the CSM would do. Mr. Kindred told him that it will separate the existing lot and house from the proposed plan for the vacant land for the seven lots. There is a potential buyer for the old homestead.

Another Lake Country Meadows resident asked if these lots would be an extension of Lake Country Meadows. Administrator Cox answered probably not. Mr. Kindred said it would have a different HOA.

Another resident suggested that a road should be built from Lisbon Avenue to this subdivision. The LC Meadows residents don't want the construction vehicles going through their subdivision or the extra traffic when neighborhood is finished.

Dave Lamerand explained that the area the resident is speaking about will be a separate lot and there will not be a place for a road.

The resident was concerned about having one entrance to the subdivision and that his property value would down.

Mr. Lamerand explained that the homes in the new subdivision will be equivalent to what exist in LC Meadows. When LC Meadows was approved in the beginning, it was always anticipated that Badger Drive and Eagle Pass would go through at some point in time. That is exactly what is being proposed here.

Another LC Meadows resident said that this is tantamount to an expansion of LC Meadows. In the bylaws, it is up to the Homeowners Association and 60% of its members to agree on any expansion of the subdivision. The residents just found out about this and would like this item tabled until they can talk to their attorney.

Mr. Lamerand stated that this is just a concept plan and it will be brought back to the Plan Commission several times over the next months for further details.

The attorney for LC Meadows can contact Administrator Cox to discuss further details of the project.

Paul Lisius, President of LC Meadows, 1290 Shelly Lane, asked that he be contacted and included for all information regarding this development.

David deCourcy-Bower inquired about the 38-foot easement for stormwater management on the plan. Mr. Kindred said it will be a detention basin on an outlot, owned by the seven lot owners and they will be responsible for maintenance. If they don't maintain it, the Village has the right to go in, correct it and charge them. Mr. deCourcy-Bower asked that the long linear strip indicated for stormwater be looked at in a more creative way, if possible. There was concern about losing the trees in this area.

Mr. Kindred explained to the residents the Village stormwater ordinance that has requirements put out by the State of Wisconsin and that gets more restrictive every five years. When they do preliminary storm water calculations, if a pond isn't necessary, there won't be one.

The deed restrictions and covenants will mirror what LC Meadows has.

The resident at 1034 Lisbon Avenue wanted to relay to the Commission that the former owner of this property loved the woods and the resident asked to save the trees as much as possible. There was further discussion on how the developer could possibly save some of the trees. Mr. Hussinger suggested that a tree survey be conducted.

As this development is planned, it would be a good idea to look at how things could layout further to the west in the future. It would be good to get a concept of what it would look like when all of it is finished. Ryan Amtmann agreed that at least at the Village staff level, it should be looked at and incorporate that into the stormwater calculations. Mr. Kindred does not want to include in his study an area which may or may not be developed in the future.

The LC Meadows neighbors expressed that their HOA members pay for dues, insurance and landscaping the entrance. These new residents will be using these areas every day, but not paying for their upkeep.

At some point in the future, the Commission may wish to consider an amendment to the Land Use Plan that shows a second road exiting to Merton Avenue, which could then be considered or enforced if and when additional development occurs in this area.

A resident asked if there was a maximum number of lots that can be served by one entrance. Dave Lamerand said that there is not a rule on that. There is a distance that the Village prefers, and Lake Country Meadows probably exceeds that. Staff did look at some kind of emergency access, but did not find any possibilities for that. In the long run, there may be a connection out to Merton Avenue. There are one or two parcels that could potentially connect.

Conceptually this project is in conformance with our Land Use Plan. The Commission has heard the concerns of the people and that will be addressed as the development progresses. The Village will make sure that the covenants and deed restrictions are mirror images of the existing subdivision so that we have a harmonious addition of the seven lots.

Motion (deCourcy-Bower/Swenson) to approve a conceptual plan for the Hammer Subdivision located at 1112 Lisbon Avenue. Carried (7-0).

8. Architectural Board discussion and possible consideration of an Architectural Review Waiver Policy.

This is the third review with the Architectural Board. The Ordinance effecting this change in authority for the Architectural Board was approved by the Village Board at its last meeting in September, based on the Plan Commission's recommendation. The policy has been revised based on Architectural Board discussion at its last meeting and has been sent in draft form to the current developers to solicit their review and comment. The primary update to the policy is to include a "Method of Waiver" section that outlines a basic process by which the developer or subdivision would be exempted. This section calls for written descriptions and photographic representations of the proposed standards and review process for approval by the Architectural Board as part of the waiver.

Motion (deCourcy-Bower/Schneeberger) recommend to the Village Board approval of an Architectural Review Waiver Policy. Carried (7-0).

9. Discussion and consideration of requests related to conditionally eliminating the requirement for review of single family residences in certain subdivisions in accordance with the Architectural Review Waiver Policy.

- a. Windrush Subdivision

Jim Siepmann stated that his company is known to keep the architectural control until the last house of the development is built. In 35 years they have only turned over control to the subdivision twice after all buildings have been built. They only do that if the HOA pressures them to do that.

The Siepmanns do have the ability to grant a waiver to their own architectural standards. Because there is a changing of architecture, there is a need to modify things at times. For example, metal roofs have become an interest to a lot of people. If initially you only allow cedar shake or asphalt roofs, then you are tied into that. So the guidelines can be modified from time to time.

The Windrush Subdivision housing product will be in the \$400,000 - \$600,000 range, with four-sided architecture. There is a 12 – 15 foot rule on window placement or some kind of break in the wall. The builder submits plans to us, we review them and often red-line them and make the builder make the changes, we stamp approved plans as well as the survey. We look at the grades and location on the lot so that everything is harmonious. That plans get submitted to the building inspector. If Scott Hussinger doesn't see that plan stamped, he would see that and would not process the building permit.

We might allow three or four of the exact same houses in the subdivision, but they would have to change materials and color and they would be placed around the subdivision where they can't see one another.

There is a good possibility that Windrush will be a Parade of Homes site for 2016, therefore, there could be 6 to 8 homes coming in fairly soon.

Motion (deCourcy-Bower/Swenson) to waive the requirement for review of single family residences in Windrush subdivision in accordance with the Architectural Review Waiver Policy.

Discussion: Chairperson Lamerand mentioned that any time a waiver is approved to your guidelines, Scott Hussinger should be informed.

Motion was carried (7-0).

- b. The Sanctuary of Hartland

Chris Miller does not know how long it would be until he might turn over architectural control to the association. If he starts to build a good process, then the people down the road will still want good houses. As long as Mr. Miller is here, he will review the houses. Otherwise, the HOA will be set up with the proper documents and information to continue the process. The homeowners will be supplied with information on the type of homes that are to be built in the Sanctuary. The homes will be modern farm houses, bungalows and Dutch colonials, all with prominent and functional front porches. Many lots will have garages in the back of the house.

Mr. Miller was told that when he does change over to having the HOA be the architectural control board, he should let Scott Hussinger know.

Motion (Hallquist/deCourcy-Bower) to waive the requirement for review of single family residences in the Sanctuary subdivision in accordance with the Architectural Review Waiver Policy. Carried (7-0).

Chairperson Lamerand asked that Scott Hussinger report how many new construction permits he processes each month.

#### 10. Adjourn

Motion (Wenstrom/Swenson) to adjourn. Carried (7-0). Meeting adjourned at 8:30 PM.

Respectfully submitted by  
Recording Secretary,

Lynn Meyer  
Deputy Clerk