

**JOINT ARCHITECTURAL BOARD/PLAN COMMISSION MINUTES**  
**MONDAY MAY 20, 2024**  
**6:30 PM**  
**BOARD ROOM**  
**MUNICIPAL BUILDING, 210 COTTONWOOD AVE.**

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

Others Present: Village Manager Bailey, Scott Hussinger, Ryan Amtmann and Deputy Clerk Bushey.

Call to Order- 6:30 pm

Roll Call taken.

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 April 15, 2024.**

Motion Wallschlager/Schneeberger) to approve the Jt. Architectural Board/Plan Commission minutes of April 15, 2024. Carried. (6-0).

**2. Consideration of a motion to approve the Jt. Architectural Board/Plan Commission and Village Board minutes of April 03, 2024.**

Motion (Hallquist/Schneeberger) to approve the Jt. Architectural Board/Plan Commission minutes of March 18, 2024. Carried. (5-0) with 1 abstention, Wallschlager.

**3. Architectural Board review and consideration of an application for signage for Lake Country Dance, 675 Industrial Court.**

Representative from Silver Leaf and Graphics was present to explain the signage. The sign is LED, no logo just lettering. Hussinger said it can be illuminated but asked do we want it to be off at a certain time.

Ms. Indermuehle said it faces 83, similar to the gas station.

Motion (Hallquist/Schneeberger) to approve the application for signage for r Lake Country Dance with shut-off time of 10 p.m., 675 Industrial Court. Carried. (6-0).

**4. Architectural Board review and consideration of an application for Boardwalk Financial, 128 Cottonwood, for revision to exterior plan previously approved by the Architectural Board and Plan Commission on January 16, 2023.**

The petitioner explained they originally were approved for a wood frame but would like to change to a revised design and not use wood, it would be for the side entrance where the concrete was just poured. Brief discussion on tree in front of building. Hussinger asked if it would be the same size just

different material, the petitioner said it will be a similar size but not sure if it will be the exact same size. Brief discussion on size.

Motion (DeCourcy-Bower/Wallschlager) to approve the revised exterior awning, 128 Cottonwood Ave. Carried (6-0).

**5. Architectural Board review and consideration of an application for signage for S3 Deli, 131 E. Capitol Drive.**

The petitioner said the first sign is 5 ft. in diameter, will be made of wood. He said there will be 2 lights on the inside that will shine on it. It will be similar to Tabi's, Zesti's and Palmer's signage and will not be illuminated. Hussinger asked if the sign had been made yet and petitioner said no. Brief discussion on lighting. The 2<sup>nd</sup> sign will be above the awning 5 1@ x 2 ½ ft and he would like it to be off the corner if he can get it approved. Wallschlager asked about the height, and he said it will be 12-13 ft high. Neither of the signs will be illuminated; the inside sign will have the 2 lights pointed at it to light it up.

Motion (DeCourcy-Bower/Bierman) to approve the signage for S3 Deli, 131 E. Capitol Drive. Carried (6-0).

**6. Presentation of development concept for Eagle Pass, formerly known as the Hammer property.**

Kevin Servi was present to explain the concept and said there will be 6 lots and there will be a single loop, possibly 7 lots but that still has to be determined. Each lot will be approximately ½ acre or larger each with the smallest being 22,000 ft.

Gary Strombeck 305 Badger Drive – stated he is a member of Lake Country Meadows subdivision and HOA. He passed out 2 different papers and said the map on the screen doesn't tell the whole story. He passed out 2 different papers, one being a topographic map and he said he has 3 different issues. He said this property has been looked at over and over for the last 10 years and the only issue Lake Country Meadows has is proper stormwater management, size of the lots with similar house styles, and the 2 parcels by this parcel that could be landlocked. He said the lot sizes should be ¾ - 1 acre lots. He explained the map he handed out and said the north side is 15 feet higher than the south side. He said on the topo map the north side, they would have to dig down 15 ft to meet the level south side and he questions the feasibility of that. He said whatever goes in that the sewer system then drains out into their basin which they have to maintain.

Wallschlager commented on the 2 lots near this parcel. It was stated that those parcels are owned by people whose property is adjacent to them, so they are not landlocked. Discussion on the 2 lots.

Village Engineer Ryan Amtmann said they would have to have a stormwater management plan, he hasn't seen a stormwater management plan yet, but they would work through that.

(inaudible)

Discussion on the possible zoning. Bierman asked about the lot sizes and zoning. Hussinger said it would be tricky, would it be R-1 like Lake Country or everyone else's R-2, R-3. Brief discussion on the lot depth. Discussion on the existing house sizes and values.

(Inaudible)

DeCourcy-Bower commented that in the past the Buckley's had expressed no desire to sell those properties adjacent to this property or for those to be developed. He said the point was made that access can be made to those properties. He said this latest plan is consistent with the comp plan and looks good and worth considering. He went on to say that every time someone brings a plan forward it meets opposition and it is unfair to the property owners. Brief discussion on previous plans that had come forward. DeCourcy-Bower repeated that he thinks it is a good development.

Bailey reminded everyone this is just a conceptual plan and if the Plan Commission likes what they see The petitioner would start working on architectural plans and would bring it back to us when they are ready. Bailey stated that everyone in that area will get mailed an agenda when it does come back. He said there is a certain

**7. Architectural Board review and consideration of kiosk for Klink's Karpet's.**

Village Manager Bailey said Kristine Klink is partial owner of the property and the Business Improvement District is proposing putting up a kiosk that can advertise BID and Village events by the parking lot at Klink's Karpet's. Pfannerstill commented on who would maintain it. Building Inspector Hussinger said in any final approval it should define whose responsibility the kiosk is. Brief discussion on the location. Hussinger asked if it was on private property and Bailey said it is.

Motion (Hallquist/Schneeberger) to approve the kiosk for Klink's Karpet's, with approval of Village staff of placement, maintenance and content. Carried (6-0).

**8. Plan Commission review and consideration of a request for a 5-year renewal of the Conditional Use Permit for operation of two temporary, adjoining greenhouse structures, tables and racks, to be use for plants, located in the parking lot at Biebel's True Value, 580 Hartbrook Drive.**

**a. Public hearing for consideration of renewal of Conditional Use Permit**

Public Hearing opened at 7:21 p.m. – no comments.

Public Hearing closed at 7:21 p.m.

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

Andrew Biebel was present and said they have 2 clear greenhouse structures side by side and they are used until October. He said they are then removed and stored for the winter. Schneeberger asked if the back of the building had been cleaned up and Andrew Biebel said it is now.

Motion (DeCourcy-Bower/Hallquist) to approve the Conditional Use Permit for 5 years for the 2 greenhouses for Biebels, 580 Hartbrook Drive. Carried (6-0).

**9. Announcements –**

None at this time.

**10. Adjourn**

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

Adjourned at 7:27 pm.

Respectfully submitted by

Recording Secretary,  
Deidre Bush y, Deputy Clerk