

<b>MEETING:</b>	<b>REGULAR MEETING OF THE PLAN COMMISSION</b>
<b>DATE AND TIME:</b>	<b>Monday, July 14, 2025 6:30 PM</b>
<b>LOCATION:</b>	<b>Germantown Village Hall Board Room N112 W17001 Mequon Road</b>

### MINUTES

- I. **CALL TO ORDER:** *This meeting has been given public notice in accordance with Section 19.83 and 19.84, Wis. Stats, in such form that will apprise the general public and news media of subject matter that is intended for consideration and action.*  
Chairman Soderberg called the meeting to order at 6:31pm.
- II. **ROLL CALL:**  
Chairman Soderberg and Committee Members Shadid, Tarantino, Williams and Ewert were all present. Also present were Community Development Director Retzlaff, Associate Planner Yanke and Administrative Coordinator Remich (via Webex). Committee Members Warren and Henk were absent excused.
- III. **APPROVAL OF MINUTES:**
  - A. PC Minutes 6/9/25  
**Motion:** Approve as presented  
**Motioned By:** Russell Ewert  
**Seconded By:** William Shadid  
**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert  
**No:** None  
**Abstain:** None  
**Motion Passed (Yes 5, No 0, Abstained 0)**
  - B. PC Minutes 6/23/25  
**Motion:** Approve with 1 change - Add Chris Reuter Superintendent of Germantown Schools into Item A as a speaker  
**Motioned By:** Russell Ewert  
**Seconded By:** William Shadid  
**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert  
**No:** None  
**Abstain:** None  
**Motion Passed (Yes 5, No 0, Abstained 0)**
- IV. **CITIZEN INPUT/PUBLIC APPEARANCE:** *(Please be advised per 19.84(2) that information and comment will be received from the public. It is the policy of this municipality that public input be limited to a four (4) minute period per person with a time extension granted at the discretion of the Chairperson. Be advised that there may be limited discussion of the information received but no action will be taken under public comments.) Comments that may be injurious to village personnel or other individuals will not be allowed.*  
Citizens that spoke included:  
Lynn Bednarz who lives on Pawnee Court.

Melanie Smythe who lives on Cedar Lane.  
Katie Kautz who lives on Meadowlark Lane.  
William Schubert who lives on Lannon Road.

**V. NEW BUSINESS:**

- A. Amendment to the Village of Germantown 2050 Comprehensive Plan to revise and update the Sanitary Sewer Service Area (SSSA) text and maps (PUBLIC HEARING & ACTION)

Director Retzlaff stated that in 2023, SEWRPC stated that no more extension requests would be processed until the Village did a complete update of the sanitary sewer service area (SSSA) plan, something that had not been done since the plan was originally adopted by SEWRPC and the DNR in 1983. This would ensure consistency with MMSD and the SEWRPC Regional Water Quality Management Plan and is consistent with actions taken by the Utility Advisory Board, Public Works & Highways Commission and the Village Board earlier this year.

Village staff submitted a request to SEWRPC to complete a comprehensive update, including a series of proposed boundary adjustments that include the addition of certain parcels and the removal of other parcels from the current sewer service area. The purpose and extent of this proposed amendment to the Village's 2050 Plan is to:

1. Replace the existing and potential sanitary sewer service area maps in the 2050 Plan (Map 7.8 and Map 7.9) with Map 2.1 and Map 2.2 from SEWRPC's Community Assistance Planning Report No. 70 (2nd edition)
2. Update references to these maps and the associated text to ensure consistency between the Village's and SEWRPC's sewer service area plans for the Village of Germantown.

Chairman Soderberg read aloud 1 email regarding this Amendment and opened the Public Hearing at 6:56pm.

Residents who spoke included:

Melanie Smythe who lives on Cedar Lane is against this update, doesn't understand why it is so extensive and feels we need more resident meetings.

Lynn Bednarz who lives on Pawnee Court is against this, wants the Village to stay rural and feels that residents don't want any updates/developments.

Chairman Soderberg closed the Public Hearing at 7:02pm.

Staff recommends the approval of the proposed map and text amendments as outlined.

**Motion:** Approve as presented

**Motioned By:** William Shadid

**Seconded By:** Josh Tarantino

Discussion Followed. Plan Commission members asked whether development is expected in the added areas. Director Retzlaff stated that, yes it is expected and will be similar to what has already been developed there.

**Results of Motion:**

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

B. Accurate Surveying & Engineering LLP, Agent for Rao Farms LLC, Property Owner N136 W21238 Bonniwell Road. An Application to Rezone 115 acres from the A-1 to the A-2: Agricultural Zoning District and a 4-Lot Certified survey Map (CSM). (PUBLIC HEARING & ACTION)

Director Retzlaff stated that the purpose of this request is to divide the farm land for estate planning, to separate an existing house and an equestrian facility, and to relocate an existing pond into an outlet.

Staff recommends approval of the proposed Certified Survey Map (CSM) for Rao Farms LLC subject to the following conditions:

1. All technical issues and plan correction identified by the Village Surveyor's review memo dated June 9, 2025 shall be addressed and reflected in a revised CSM submitted and approved by the Village Surveyor prior to recording the CSM.

Staff recommends approval of the rezone of 115 +/- acres Rao Farms LLC property from A-1: Agricultural to A-2: Agricultural as proposed.

Chairman Soderberg opened the Public Hearing at 7:15pm.

Residents who spoke included:

Donald Thoma from Accurate Surveying came forward as the property owner's representative and stated that a farmer wants to purchase the farmland for agricultural purposes.

Lynn Bednarz who lives on Pawnee Court would like to know exactly what the farmer wants to purchase this land for and doesn't want to see it being developed in the future.

Katie Kautz who lives on Meadowlark Lane stated that she wants us to think ahead and question the future plans for the property as she wants it to stay farmland.

Chairman closed the Public Hearing at 7:19pm.

**Motion 1:** Approve CSM as presented

**Motioned By:** William Shadid

**Seconded By:** Josh Tarantino

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

**Motion 2:** Approve Rezone from A-1 to A-2

**Motioned By:** William Shadid

**Seconded By:** Josh Tarantino

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino

**No:** Russell Ewert

**Abstain:** None

**Motion Passed (Yes 4, No 1, Abstained 0)**

C. Bellcraft Builders, Agent for Bliffert Germantown Holdings LLC, Property Owner N116 W16474 Main Street. Site Plan Application for a 4,800 sqft storage building. (ACTION)

Director Retzlaff stated that this proposal is for site development and building plans to construct a 4,800sqft cold storage building for wood products, a bioretention basin and add 18,240sqft of new asphalt on the 11.2-ac parcel.

Staff recommends the approval of the proposal subject to the following 8 conditions:

1. This approval is for the proposed storage building, asphalt pavement, and storm water management bioretention basin and is subject to all the conditions and requirements set forth herein and adopted by the Plan Commission. Approval is granted for the following plans unless superseded by subsequent plan sheets approved by the Village Planner or Engineer pursuant to revisions required herein and/or by the Plan Commission: a. Architectural plan set dated March 1, 2019 & May 10, 2021 b. Engineering plan set dated June 9, 2025 & June 19, 2025
2. All landscaping, grading, paving, storm water management, utility and other improvements shown on the approved site plans shall be installed as approved prior to issuance of an occupancy permit for the building addition unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.
3. All issues, plan revisions and technical corrections identified in the June 30, 2025 review memo from the Village Engineer shall be addressed in revised plans and/or supplemental information submitted for review and approval prior to issuance of any building permits.
4. The Main Street driveway condition is deteriorated with cracked and broken concrete and, as a result, Bliffert shall obtain a driveway permit from the Village and replace the concrete driveway. Replacement shall be coordinated with the Village Engineer and Public Works Department.
5. State approved plans and a \$20,000 occupancy bond shall be required by Inspection Services as part of and prior to issuance of a building permit for the storage building.
6. Bliffert shall complete all the dead tree cutting & removal and submit a site & landscaping restoration plan for the west side of the property around the wetlands and along the south property line and abutting residential properties previously committed to by September 1, 2025. To ensure completion of these requirements, Bliffert shall deposit an occupancy bond with the Village (the standard \$20K occupancy bond required at the time of building permit issuance shall satisfy this requirement) and shall not be refunded until such time as all requirements are complete as verified by Village staff.
7. The storm water bioretention basin is proposed in a location close to the 25' wetland setback boundary near the west side of the proposed construction site.

Prior to construction of the bioretention swale or any other site grading required for the project, Bliffert shall adequately flag the 25' wetland setback boundary on the property and in the vicinity of any construction activity to ensure all construction activity is outside the 25' wetland setback.

8. Any lighting or signage installed on the building or site after construction shall comply with the Village's lighting guidelines and be reviewed and approved by Village staff prior to installation.

**Motion:** Approve with 8 conditions as presented

**Motioned By:** William Shadid

**Seconded By:** Josh Tarantino

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

- D. Justin and Elizabeth Rundle, Property Owners. Zoning Permit Application to install a 6' privacy fence in a public drainage easement and a storm sewer easement on property located at W160N10766 Hidden Glen Lane. (ACTION)

Associate Planner Yanke stated that the applicant is requesting a Zoning Permit to install a 6' privacy fence in a public drainage easement and a storm sewer easement on their property.

Staff recommends approval of the zoning permit application subject to the following 6 conditions:

1. The segments of fence installed within the drainage easement shall be modified to be an "open" style fence for stormwater flow purposes, or a design determined by the Plan Commission to not materially interfere with drainage flow.
2. A fence permit is required from Building Inspection Services. The property owner is required to contact SAFEBuilt Inspection Services for more information.
3. The property owner shall enter into an encroachment agreement with the Village that specifies the property owner assumes responsibility for removing and/or replacing the fence and any other damages or costs if access to or maintenance of the easement is required by the Village.
4. It shall be the responsibility of the homeowner to maintain a free flow of water within the drainage easement at all times.
5. If the fence needs to be removed to make improvements and/or conduct maintenance within the easement, the property owner shall be responsible for all costs associated with removing the fence to the extent necessary within seven (7) days of being notified by the Village (or another mutually agreeable deadline). The property owner shall be responsible for any and all costs associated with any damage, removal, or re-installation of said fence.
6. The property owner and/or fence installer shall be liable for any and all damage to any storm sewer utility upon installation and all site restoration within the easements.

**Motion 1:** Approve as presented

**Motioned By:** Josh Tarantino

**Seconded By:** Russell Ewert

Discussion Followed. Plan Commission members asked for an explanation of an "open" fence which was determined to be that which you can see through and one that allows better stormwater flow (i.e. aluminum, picket, etc.). Property owners came forward to state that they want a privacy fence and stated that they have never had drainage issues and feel that 6" clearance is overkill. Commission members agreed and stated that 4" would be appropriate for drainage flow at the location.

**Results of Motion 1:**

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

**Motion 2:** Amend to reduce the clearance requirement to 4" instead of 6"

**Motioned By:** Josh Tarantino

**Seconded By:** Russell Ewert

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

E. Lemberg Electric, Agent for Green Bay Packaging, Inc., Property Owner. Sign Review Application for Green Bay Packaging located at N128W21600 Holy Hill Road in the Holy Hill Gateway District. (ACTION)

Associate Planner Yanke stated that the application is requesting the approval of a monument sign, several directional/wayfinding and visitor parking signs, and a wall-mounted cabinet/logo sign. The signs comply with Village code requirements, and while the proposed wall-mounted cabinet sign would exceed the threshold for maximum wall signage on the site, the Board of Zoning Appeals granted a variance allowing the increased square footage on April 23, 2025.

Staff recommends approval of the proposed sign package for Green Bay Packaging for property located at N128 W21600 Holy Hill Road, subject to the following conditions:

1. Applicant/owner shall obtain an electrical permit(s) from SAFEBuilt Inspection Services prior to sign installation.
2. The monument sign shall be installed with landscaping meeting the requirements of Village Code Sec. 17.46(7)(c).

**Motion:** Approve with 2 conditions as presented

**Motioned By:** William Shadid

**Seconded By:** Josh Tarantino

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

F. Sign Effectz, Inc., Agent for TDC Willow Creek, LLC, Property Owner. Sign Review Application for Xylem located at N102W19200 Willow Creek Way in the Willow Creek Business Park. (ACTION)

Associate Planner Yanke stated that Xylem is seeking approval of a 173 sqft wall sign and 3 vinyl graphic logo signs on entry/exit doors. The sign is illuminated, and a condition will have to be added if approved.

Staff recommends the approval of the proposed sign package for Xylem for property located at N102 W19200 Willow Creek Way. With 1 standard condition:

1. Electrical permit(s) shall be obtained from Inspection Services prior to installation of any/all electrical components.

**Motion:** Approve with one condition as presented

**Motioned By:** William Shadid

**Seconded By:** Josh Tarantino

**Yes:** Bob Soderberg, William Shadid, Robert Williams, Josh Tarantino, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed (Yes 5, No 0, Abstained 0)**

**VI. ANNOUNCEMENTS:**

None.

**VII. ADJOURNMENT:**

Chairman Soderberg adjourned the meeting at 7:47pm.