

MEETING:	REGULAR MEETING OF THE PLAN COMMISSION
DATE AND TIME:	Monday, September 8, 2025 6:30 PM
LOCATION:	Germantown Village Hall Board Room N112 W17001 Mequon Road

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 6:30pm.
- II. **ROLL CALL:**
Chairman Soderberg and Committee Members Warren, Shadid, Tarantino, Henk and Ewert were all present. Also present were Community Development Director Retzlaff, Associate Planner Yanke and Administrative Coordinator Remich (via Webex). Committee Member Williams was absent excused.
- III. **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.
Tanner Hahn who is a Trustee with Faith Lutheran Church.
David Baum who lives on Highland Road.
Judy Rogers who lives on Wagon Trail.
- IV. **APPROVAL OF MINUTES:**
 - A. PC Minutes 7/14/25 (ACTION)
Motion: Approve as presented
Motioned By: Robert Warren
Seconded By: Bridget Henk
Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert
No: None
Abstain: None
Motion Passed (Yes 6, No 0, Abstained 0)
 - B. Joint Village Board and PC Minutes - 7/28/25 (ACTION)
Motion: Approve as presented
Motioned By: Robert Warren
Seconded By: Bridget Henk
Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino,

Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

V. PUBLIC HEARINGS:

- A. The public hearing scheduled for September 8, 2025, regarding proposed amendments to the Blackstone Creek Planned Development District (PDD) General Development Plan that would allow the development of two commercial retail sites and approximately 205 multi-family residential dwelling units has been POSTPONED. The future date and time for this public hearing is to be determined. Consequently, public comments regarding this proposal will not be received and the Plan Commission will not discuss this proposal at the September 8 meeting (including the development of a Culver's restaurant intended for one of the two proposed retail sites).

VI. NEW BUSINESS:

- A. Keller, Inc., Agent for Prescription Analytics, Inc., Property Owner. Site Plan application for exterior and interior remodeling of the existing 54,000 sqft industrial/office building located at N114 W18770 Clinton Drive. (ACTION)
Associate Planner Yanke went over the background of the business and gave a summary of the proposed changes, including interior remodeling to existing office space and updating the exterior facade to give the structure an updated, modern look. Staff recommends the approval of the Site Plan application for Prescription Analytics, Inc. for exterior and interior remodeling of the existing 54,000 square foot industrial/office building located at N114W18770 Clinton Drive, subject to the following conditions:

1. This approval is for the various plan sheets that comprise the site development and building plan set submitted and revised dated June 2, 2025, and is subject to compliance with all the conditions and requirements set forth herein and subsequently adopted and/or revised by the Plan Commission. Approval is granted for the site and architectural plan sheets per index listed on the Title Sheet of the development and building plan set noted under this condition.
2. State agency (DSPS) approved plans and a \$20,000 occupancy bond are required by Inspection Services. The Village of Germantown is an authorized delegated agent of DSPS and may be used as an alternative to provide all commercial plan review and inspection services through SAFEBuilt of WI and the Village of Germantown.
3. If required by the Village's Water Superintendent, the applicant/owner shall split the water metering between building tenants at the meter room prior to the issuance of an occupancy permit.
4. All temporary and permanent exterior signs require a permit and shall comply with all current Village sign regulations.
5. Applicant/owner shall submit a Zoning Permit application to the Community Development Department for review and approval prior to issuance of an

occupancy permit. The Zoning Permit shall describe/detail the company's hours of operation, number of employees, and other uses/activities if not already described in this application.

6. If proposed as part of the building remodel and/or future roof repair work, new rooftop equipment (RTU) shall be screened from view by line of sight at 5' above grade from all property lines around the building and the centerline of the adjacent roadways.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Bridget Henk

Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

- B. Blades Golf, Agent for Ozaukee Development Corporation, Property Owner. Sign Review Application for Blades Golf located at W188N11770 Maple Road in the Germantown Industrial Park. (ACTION)

Associate Planner Yanke went over the new illuminated wall signage that is being proposed and clarified the location, which was revised from what was included in the packet. The sign is not proposed on the awning, rather just to the south on the building wall facade as shown per revised rendering.

Staff recommends approval of the proposed sign for Blades Golf for property located at W188N11770 Maple Road, subject to the following condition:

1. Applicant/owner shall obtain an electrical permit from Building Inspection Services prior to sign installation.

Motion: Approve as presented

Motioned By: William Shadid

Seconded By: Robert Warren

Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

- C. JSD Professional Services, Inc., Agent for Heather Lake, LLC and Ellsworth Corporation, Property Owner - N109W13300 Ellsworth Drive. Site Plan Approval Extension Request. (ACTION)

Associate Planner Yanke stated that on August 12, 2024, the Ellsworth Corporation was granted Site Plan approval to allow for a parking lot expansion including fifty-two (52) additional parking spaces to the east of the existing parking lot and manufacturing/warehouse facility.

At this time, JSD Professional Services, Inc., agent for Heather Lake, LLC and Ellsworth Corporation, property owner, is requesting an extension of the Site Plan approval as provided for under Section 17.43 (Site Plan) of the Zoning Code for reasons stated in the application.

Staff recommends approval of the request to extend Site Plan approval for an additional twelve (12) months with a new deadline for commencement of construction extended to September 8, 2026, with the same conditions of approval in the original August 12, 2024, Plan Commission approval.

Motion: Approve as presented

Motioned By: William Shadid

Seconded By: Russell Ewert

Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

- D. Impact General, Agent for Grant Dr Germantown WI LLC, Property Owner, and TCI Allient Power. Certified Survey Map (CSM) and Site Plan application for a 39,000 sqft addition to the existing corporate office and manufacturing facility located at W132 N10611 Grant Drive in the Germantown Business Park.
(ACTION)

Associate Planner Yanke went over the background of the business and gave a summary of the proposed CSM which will combine 2 parcels (GTNV_253975 & 253976) totaling 12.45 acres into 1 lot for development purposes as well as details of the proposed building addition which will include new loading dock areas, overhead dock doors, asphalt replacement and new areas of both asphalt and concrete leading to the proposed overhead doors. The referenced Engineering memo in the packet was distributed on the dais for Plan Commission review.

Staff recommends approval of the proposed 1-lot Certified Survey Map (CSM) for the TCI Allient Power property located at W132N10611 Grant Drive, subject to the following condition:

1. All technical issues and corrections identified by the Village Surveyor (see July 11, 2025, memo from Bob Beilfuss, PLC) shall be addressed and reflected in a revised CSM reviewed and approved by Village staff prior to recording.

Staff recommends approval of the Site Plan application for TCI Allient Power for a 39,000 square foot building addition to an existing corporate office and manufacturing facility located at W132N10611 Grant Drive, subject to the following conditions:

1. This approval is for the various plan sheets that comprise the site development plan set as noted below and is subject to compliance with all the conditions and requirements set forth herein and subsequently adopted and/or revised by the Plan Commission. Approval is granted for the following unless superseded by subsequent plan sheets approved by Village Staff pursuant to revisions required herein and/or by the Plan Commission: a. *Civil engineering and grading plans dated July 7, 2025 (3 pages)*. b. *Landscaping plan dated July 1, 2025 (1 page)*. c. *Photometric lighting plan dated June 30, 2025 (1 page)*. d. *Architectural site/building plans dated July 1, 2025 (6 pages)*.

If revised plan sheets are necessary, each revised sheet shall contain the date of said revision clearly stamped in the lower right corner.

2. State agency (DSPS) approved plans and a \$20,000 occupancy bond are required by Inspection Services. The Village of Germantown is an authorized delegated agent of DSPS and may be used as an alternative to provide all commercial plan review and inspection services through SAFEBuilt of WI and the Village of Germantown.
3. The landscape plan shall be subject to final approval/acceptance from the Village Forester prior to commencing construction activities.
4. All temporary and permanent exterior signs require a permit and shall comply with all current Village sign regulations.
5. If proposed as part of the building addition, new rooftop equipment (RTU) shall be screened from view by line of sight at 5' above grade from all property lines around the building and the centerline of the adjacent roadways.

Motion: Approve CSM and Site Plan as presented

Motioned By: Robert Warren

Seconded By: Josh Tarantino

Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

- E. Cirrus Property Group, LLC, Agent for Faith Lutheran Church, Property Owner. Site Plan Consultation for a Proposed 5.40-acre, 35-unit Multi-Family Residential Development located at W172 N11187 Division Road in the Lannon-Mequon Road Corridor. (DISCUSSION ONLY)

Associate Planner Yanke stated that the project site is on the south side of Faith Lutheran Church. The property is 10.4 acres in size and includes the existing church, parking lot/driveways, and a parsonage to the south of the church. In February 2025, the applicant brought this development proposal forward as a Site Plan Consultation and presented it to the Plan Commission. At this time, Cirrus Property Group, agent for Faith Lutheran Church, property owner, is seeking further feedback on a revised conceptual plan for a 35-unit (for lease) residential development on 5.40 acres of the existing 10.4 acres, which the developer would acquire from the church through a division of land.

There will be two access points off Division Road, one full access and one right-in/out only, and they will have onsite stormwater retention basins.

Yanke introduced Daniel Hasbani who spoke on behalf of Cirrus Property Group and gave a full presentation. And stated that their primary renter segments will be retirees and young families.

Discussion Followed.

Committee members' comments included:

Parking was insufficient for visitors.

Access from Division Road concerns including the northern access point, causing backups at busy times of day. Possible traffic study needed. If Division Road renovations include sidewalks, possibly connect walkways to the same.

Mowing and maintenance would be challenging between the backyard fences. And water will not be allowed to flow through the fences in times of flood, causing drainage issues. Applicant to work on these points with engineer prior to formal submittal.

Drawing shows the buildings as too packed and dense.

Thanks were given to the developer for using the school study to provide data that the committee likes to see, including the student ratio, which is acceptable.

There is a need for this type of product. The Village has a lot of small islands of land that we could fill with this type of development.

Curb and gutter for streets? They will adhere to the Village standards and work with staff.

Project will not be phased, it will be developed all at once.

F. Potential Policy on the Amount of Multi-Family Housing Development in the Village of Germantown (ACTION)

Director Retzlaff stated that the purpose of this item is to continue (and hopefully wrap-up) discussion on the topic of multifamily housing in the Village and whether a policy is needed to limit the amount of multifamily housing in the Village.

At the joint Village Board-Plan Commission meeting on July 28, Staff gave a lengthy presentation on the topic, including a summary of previous Plan Commission discussion from the April 28 (PC) and May 5 (VB) meetings.

Retzlaff gave a summary of everything that was discussed at those previous meetings and what was determined.

Staff does NOT recommend that the Village adopt a policy that would limit the amount of multifamily housing in the Village (or maintain a specific ratio of single-family to multifamily housing).

Retzlaff stated that the Village would need to reevaluate every so many years to see where we are at and determine whether more multifamily will need to be approved or not.

Staff does recommend that the Plan Commission make a formal recommendation to the Village Board to either adopt or not adopt an appropriate policy. Further, if the recommendation is to adopt a policy, that policy should be incorporated into the Housing implementation section of the 2050 Comprehensive Plan.

Motion: Adopt a residential housing proposal that includes the effects on single-family vs. multifamily housing ratio mix, impact on school district capacities, impact on property tax revenue and fee revenue and other public service, facilities and capacity to be considered by the full Village Board.

Motioned By: Bob Soderberg

Seconded By: Robert Warren

Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

G. Review of the 2050 Comprehensive Plan Implementation Objectives & Action Steps: Priority List & Schedule for the Neighborhoods, Districts, & Corridors (NDC) Master Plans. (DISCUSSION & ACTION)

Director Retzlaff stated that the purpose for this agenda item is to re-visit the process, timing and priorities for implementation of the various objectives and action steps

identified in Chapter 8 of the 2050 Plan. Specifically, with respect to Objective #5 in the Land Use section and Objective #1 and #2 in the Economic Development section pertaining to the development of a “master plan” for the Holy Hill Gateway District, the Village Center District, and the other remaining “neighborhoods, districts, and corridors” that comprise the rest of the Village.

It's accurate to say that the NDC master plans that are called for in the 2050 Plan are the missing pieces to the 2050 Plan and the same “neighborhood meetings” that are regularly brought up by concerned citizens and trustees.

By design, the individual master plans are intended to be completed for each Neighborhood, District and Corridor after the 2050 Plan was adopted with each master plan “filling in” between the land use policies and parameters set forth in the 2050 Plan. The master plans are not intended to be a comprehensive “redo” of the 2050 Plan, but rather a more detailed process to fill in any missing pieces and, if deemed necessary and appropriate, amend the future land use table(s) and/or development policies for that particular NDC.

Staff recommends revising the priority list to 1. Holy Hill Gateway District, 2. Village Center District, 3. Freistadt District. And to revise/release an RFP for Holy Hill Gateway District Master Plan this Fall, with Village Center District and then Freistadt District after that.

Discussion Followed.

Motion: Approve recommendations as presented and have a special PC meeting on 9/22/25 to discuss further

Motioned By: William Shadid

Seconded By: Robert Warren

Yes: Bob Soderberg, Robert Warren, William Shadid, Bridget Henk, Josh Tarantino, Russell Ewert

No: None

Abstain: None

Motion Passed (Yes 6, No 0, Abstained 0)

VII. ANNOUNCEMENTS:

Chairman Soderberg made an announcement regarding property maintenance and the difficulties we are having with property owners not following the Village standards. Retzlaff stated that many properties in the Village need work, and it's been a challenge for Staff. There may be changes being made moving forward.

VIII. ADJOURNMENT:

Chairman Soderberg adjourned the meeting at 8:47pm.