

MEETING:	REGULAR MEETING OF THE PLAN COMMISSION
DATE AND TIME:	Monday, November 10, 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, Williams, Henk and Ewert were all present (Ewert arrived late). Also present were Community Development Director Retzlaff, Associate Planner Yanke and Administrative Coordinator Remich (via Webex).
- 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.
Melanie Smythe who lives on Cedar Lane.
David Baum who lives on Highland Road.
- IV. **MEETING MINUTES:**
 - A. PC Minutes 10/13/25
Motion: Approve as presented
Motioned By: William Shadid
Seconded By: Josh Tarantino
Yes: Bob Soderberg, Robert Warren, William Shadid, Robert Williams, Bridget Henk, Josh Tarantino
No: None
Abstain: None
Motion Passed (Yes 6, No 0, Abstained 0)
- V. **NEW BUSINESS:**
 - A. Jason Zimmermann, Property Owner. Application for a Conditional Use Permit (CUP) to allow encroachment into portions of a 25' wetland setback pursuant to Section 24.04(3)(c)(5) of the Municipal Code, for construction of an above-

ground pool/deck and detached garage on property located at W202N11787 Merkel Drive. (PUBLIC HEARING & ACTION)

Associate Planner Yanke stated that Village Code requires a 25' setback from all DNR-approved wetlands. The Village may allow development within the 25' wetland setback with a CUP. The total wetland setback area impacted by this proposal is 1,000sqft, which includes an 840sqft detached garage/storage building and a portion of an above-ground pool/deck. Under the submitted wetland compensation/mitigation plan, the applicant proposes a silt fence on the downhill side of the construction areas to protect existing wetlands and seeding with a blue grass mix. The applicant will also compensate through seeding of an additional 3,000sqft area with native grasses and flowers.

Staff recommends approval of the Conditional Use Permit to allow encroachment into portions of a 25' wetland setback pursuant to Section 24.04(3)(c)(5) of the Municipal Code, for construction of an above-ground pool/deck and detached garage on property located at W202 N11787 Merkel Drive, subject to the following conditions:

1. Development shall be subject to the implementation of the compensation/mitigation efforts detailed in the Wetland Compensation Plan submitted by the applicant, dated October 28, 2025. A detailed wetland exhibit shall be submitted to illustrate the specific disturbance area (1,000 sqft) and its location within the wetland setback to supplement the plan.
2. Applicant/owner shall denote wetland areas with stakes prior to construction taking place. Pre/post construction inspections shall be scheduled by the applicant/owner with Community Development Department staff to document/confirm no impacts to the wetland area occur.
3. Prior to issuance of a building permit for the proposed construction, applicant/owner shall provide documentation from FEMA of a favorable determination on the submitted Letter of Map Change (LOMC), which will remove the project area from the current/proposed floodplain that impacts the subject parcel.
4. The detached accessory building (garage) shall comply with all Residential Accessory Use, Building, and Structure standards per Section 17.41 of the Zoning Code.

Discussion Followed.

Chairman Soderberg opened the Public Hearing at 7:08pm.

Residents that came forward to speak included:

Dawn Kons who lives on Merkel Drive stated that she is not opposed to the proposal but is concerned about drainage along Merkel Drive overall due to the pipeline replacement this summer.

AJ Morgan who lives on Merkel Drive also stated that he is not opposed but would like to see something planted along the edge of the property so he doesn't have to look at a huge garage.

Yanke read 1 email from Leah Morgan stating the same thing as her husband AJ Morgan.

Chairman Soderberg closed the public hearing at 7:18pm.

Discussion followed.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: William Shadid

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

No: Bridget Henk

Abstain: None

Motion Passed (Yes 6, No 1, Abstained 0)

- B. Brad and Brenda Kunz, Property Owners W156N11599 Pilgrim Road. Application to Rezone a .35-acre Property from the B-3: General Business to the Rd-2: One & Two-Family Residential Zoning District. (PUBLIC HEARING & ACTION)

Director Retzlaff stated that the Kunz's intention is to continue to use the property as a residential duplex. They would like to replace a previously existing 20' x 24' (480 sqft) detached garage that deteriorated and became unsafe. They would like to replace that existing garage with a larger garage up to the maximum size allowed (864 sqft) for a property in the Rd-2 District without an attached garage.

Staff recommends approval of the request to rezone the .35-acre Brad & Brenda Kunz property from the B-3: General Business District to the Rd-2: One & Two-Family Zoning District.

Chairman Soderberg opened the Public Hearing at 7:31pm.

No residents came forward to speak

Chairman Soderberg closed the Public Hearing at 7:32pm.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Russell Ewert

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- C. Community Development Department - Possible Reconsideration of the Plan Commission's Action on October 13, 2025 to Deny (and Further Action on) the Lime Kiln Solar Farm Site Plan application submitted by OneEnergy Development, LLC, Agent for Robert Overmier, Property Owner for the 54-acre property located at N144 W12531 Pioneer Road. (ACTION)

Associate Planner Yanke stated that the Village Board took action at their November 3, 2025 meeting, to approve the CUP for the Lime Kiln solar farm proposal with the conditions recommended by staff and the additional conditions added by the Plan Commission at its October 13, 2025 meeting. The Board action was based in part on legal advice from the Village Attorney and the attorney for OneEnergy that the Village lacked substantial evidence to deny the applications.

Village Attorney recommends that the Plan Commission reconsider their Oct. 13 action to deny the site plan application, reconsider that application, and take the appropriate action.

Motion: Reconsider October 13th action to deny the Site Plan Approval

Motioned By: Bob Soderberg

Seconded By: Robert Williams

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Motion: Approve with 15 conditions

Motioned By: William Shadid

Seconded By: Josh Tarantino

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Commissioner Williams wanted to know if we could add a time frame where we could review this CUP in the future after the potential changes in legislation. Director Retzlaff did not think so but said he would bring that up to the attorney to see if that would be a possibility for future proposals. Soderberg stated that the Village Board approved a resolution that was sent to our state representative regarding local control over solar farms. Commissioner Ewert asked about the landscape plan and Warren replied that the Village Board determined that plan could be approved at the staff level.

- D. Heyday and CR Devco LLC, Agent for Daniel, Douglas & Todd Roskopf, Property Owners; 40 acre Property Located on Lilac Lane east of Schoen Laufen Park (Parcel ID GTNV-282-999). Consultation for a Proposed 164 Dwelling Unit Single-Family Attached & 2-Story Townhome Residential Community. (DISCUSSION)

Director Retzlaff gave a brief overview and introduced Ryan Swingruber and Josh Wohlreich who gave a full presentation of their development proposal. They stated that they only develop rental townhomes and duplexes, not apartment complexes, and 50% of their renters are over 50 with 10% being over 70. The reason for that is, all their units are on one level, have extra large doorways and are ADA compliant, so this provides excellent opportunities for older residents to move out of their single family homes.

Discussion followed. Plan Commissioners' comments included:

Architecture concerns about everything looking exactly the same: Designs can be revised to use more color and different types of stone and shingles to break up the monotony.

Construction would start in 2026. This development will have no basements, which works well for this area due to the underlying bedrock.

Maintenance: The development will have full-time staff and all maintenance will be handled by them, not tenants, making it ideal for seniors.

All of their developments have 4-1 parking, which will help maximize the green space and walkability.

Utilities would be brought in from the east from Division Road, so extending them would be costly and maintenance of said would be included in the development agreement. The road coming off River Lane is currently 200 ft short, so they would extend it, and it would become a public road with a round-a-bout, so no through traffic within the development. There is already a ROW dedicated.

Public engagement will happen if this moves forward to hear the neighbors' concerns. Their goal is to be accepted and educate neighbors as to what their product is. They are going with low density, peaceful/quiet living, so no swimming pools and fitness centers. They put that money back into the interior of the units with high-end finishes.

Commissioners liked the layout and the continuity of the trails into the park, which can also be used by the public.

Bedrock blasting can be a problem for area homeowners. They don't have to go as deep, so they are optimistic that they can chip away at the bedrock and avoid blasting.

Market analysis shows that this type of product is needed, and they feel they will have no problem filling them as there is a large demand.

A Comprehensive plan amendment would have to occur for the development, investigation needs to be done regarding providing sanitary sewer and water as well as a stormwater plan. A site development plan will be required, which is when we will discuss the architecture in more detail and possibly a certified survey map as well.

Staff will continue to work with the developer moving forward.

Overall, the Plan Commissioners were in favor of this proposal.

- E. American Architectural Group Inc., Agent for Frank Stangl and Weimer Bearing & Transmission Inc., Property Owner; N112W13131 Mequon Road. Site Plan Application for a 45,000 sqft Addition to the Existing 62,640 sqft Office, Manufacturing, and Distribution facility in the Germantown Business Park (ACTION)

Director Retzlaff went over the background of the business and details of the proposed addition.

Staff recommends approval of the site development and building plans for a 45,000 sqft addition to the existing 62,640 sqft corporate office and distribution facility located on a 9.27-acre parcel at N112 W13131 Mequon Road in the Germantown Business Park subject to the following conditions:

1. This approval 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 Village Staff pursuant to revisions required herein and/or by the Plan Commission: a. Architectural, Building & Elevation plans dated September 8, 2025, b. Civil Engineering plans dated September 8, 2025, c. Landscaping plans dated September 8, 2025, d. Lighting plans (photometric plan) dated September 8, 2025, e. Stormwater Management Plan September 8, 2025.
2. This approval is subject to the DNR approving an artificial wetland exemption for the wetland area located along the east property line as shown on Sheet C-1.04. Except for demolition and/or early start permits for footings and foundations, no permits authorizing site improvement construction or building

permits shall be issued until the wetland exemption has been granted. If the DNR does not approve the proposed wetland fill, in whole or only in part, a revised set of site development plans may need to be reviewed and approved by the Plan Commission (or Village staff if only minor site plan adjustments are required).

3. All landscaping, screening, grading, and paving improvements shown on the approved site plans shall be installed as proposed prior to issuance of an occupancy permit unless a cash bond or letter of credit in an amount equal to 120 percent of the estimated installation and material costs is reviewed and approved by the Village as deemed necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit for the shell building.
4. All technical issues regarding site development set forth in the Village Engineer's November 5, 2025, memo (copy attached) shall be addressed in revised and/or supplemental plans or other documents that submitted to the Village Engineer for review/approval prior to issuance of any building permits.
5. All exterior doors (except primary entrance) shall be clearly marked with reflective 5" or larger letters/numbers to aid emergency personnel access as required by the Police Department.
6. Additional deciduous shade trees are required in or around the new parking areas and additional street trees are required along Washington Drive. The species of deciduous trees proposed does not comply with the Village's Comprehensive Tree Plan. Consequently, a revised landscape plan addressing the Village Forester's comments contained in the November 10, 2025, Staff Report & Recommendation shall be prepared and submitted to the Village Forester for review and approval prior to issuance of a building permit.
7. State agency (DSPS) approved plans and a \$20,000 occupancy bond are required by Inspection Services at the time of building permit application. The Village of Germantown is an authorized delegated agent of DSPS to provide all commercial plan review and inspection services through SAFEBuilt of WI and the Village of Germantown.
8. All temporary and permanent signs to be installed on the property shall obtain the necessary permits or approvals from the Village Plan Commission and/or Community development Department. A sign permit is required for the proposed monument sign at the new driveway entrance to Washington Drive. Any proposed monument sign shall include a base constructed of the same or similar masonry materials and color as the principal building. If a sign cabinet is proposed with an internally illuminated cabinet, the sign faces of the cabinet shall be opaque or have a dark background with only the lettering visible at night.
9. The set of architectural plans does not include a roof plan indicating whether roof-mounted mechanicals will be installed. If HVAC mechanical equipment is proposed to be mounted on the roof, screening for such equipment shall be

installed. A roof plan showing the relative location, height, size, and screening for any roof mounted mechanical equipment, units, etc., shall be submitted to the Village Planner for review and approval prior to the issuance of a building permit.

10. This property is located in the Germantown Business Park and subject to continuing compliance with all provisions in the Declaration of Restrictions and Covenants for Germantown Business Park TIF#4.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: William Shadid

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- F. Neumann Developments, Agent for Wrenwood North LLC, Property Owner; Wrenwood North Subdivision Located south of Freistadt Road and Pleasant View Drive; Final Subdivision Plat for Phase 3 (23 Single-Family lots).
(ACTION)

Associate Planner Yanke went over details of the final plat proposal for the final phase of the Wrenwood North Subdivision.

Staff recommends approval of the final subdivision plat for Wrenwood North Addition No. 2/Phase 3 containing 23 single-family residential lots located south of Freistadt Road and Pleasant View Drive, subject to the following conditions:

1. A letter of "no objection" from the WI Department of Administration (DOA) shall be submitted to the Village prior to recording the final plat.
2. All technical issues and revisions identified in the "Punch List Reports" provided on R.A. Smith, Inc. letterhead, dated October 16, 2025, and October 29, 2024, shall be fulfilled/completed prior to recording of the final plat, unless otherwise specified in the applicable Development Agreement, or prior to release of the Letter of Credit (LOC) on file with the Village.
3. All technical issues and plat corrections identified by the Village Surveyor (see October 25, 2025, memo from Bob Beilfuss, PLS) shall be addressed and reflected in a revised final plat reviewed and approved by Village staff prior to recording.

Motion 1: Approve as presented

Motioned By: William Shadid

Seconded By: Josh Tarantino

Motion 2: Amend Motion 1 to update condition 3 to include the updated Memo dated 11/6/25

Motioned By: William Shadid

Seconded By: Josh Tarantino

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

Results of Motion 1:

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- G. Northshore Garage, Agent for Christy and Jason Madore, Property Owners. Zoning Permit review for an architectural variance from Section 17.41(2a) of the Zoning Code to construct a detached residential accessory structure (garage) with a metal roof on property located at N124W12650 Lovers Lane. (ACTION)

Associate Planner Yanke went over the background of the proposal and stated that the owner is requesting approval to construct a detached accessory building for personal storage and hobby workshop activities that will have different exterior materials than the primary building, namely a metal roof instead of asphalt shingles. Section 17.41(2a) of the Zoning Code requires accessory buildings greater than 160 sqft to have a similar architectural appearance and exterior materials as the dwelling unless a variance is granted by the Plan Commission.

Staff recommends approval of the Zoning Permit application for an architectural variance from Section 17.41(2a) of the Zoning Code to construct a detached residential accessory structure (garage) with a metal roof on property located at N124 W12650 Lovers Lane.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Russell Ewert

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

- H. Signarama, Agent for Piefer Industrial Properties, LLC, Property Owner. Sign Review Application for Marbach at N116W18333 Morse Drive. (ACTION)

Associate Planner Yanke stated that in June 2025, Marbach took over the tool manufacturing company Tru-Fit Steel Rule Die at the subject location. While the company will now operate under the name of Marbach, the business is seeking approval of a new wall sign.

Staff recommends approval of the proposed sign for Marbach for property located at N116 W18333 Morse Drive.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Josh Tarantino

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

I. Community Development Department - Holy Hill Gateway District Master Plan Project: Review Consulting Services Request for Proposals (ACTION)

Director Retzlaff stated that at the September Plan Commission meeting, the Plan Commission discussed the need to resume work on preparing the priority neighborhood master plans with the list starting with the Holy Hill Gateway District, Village Center District, and then the Freistadt District. The Plan Commission agreed with Staff to proceed with issuing a request for proposals for the Holy Hill Gateway District along with an updated timeline. The committee went over Chairman Soderberg's recommended revisions.

Committee members asked that we update the last item on the RFP to clarify that the administrative review committee will provide a recommendation on an RFP to the Plan Commission, but all RFPs will be included within the meeting packet so the Plan Commission is aware of all proposals before making a vote on the committee's recommendation.

Motion: Approve RFP with President Soderberg's revisions as presented

Motioned By: William Shadid

Seconded By: Robert Williams

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

No: None

Abstain: None

Motion Passed (Yes 7, No 0, Abstained 0)

VI. ANNOUNCEMENTS:

None.

VII. ADJOURNMENT:

Chairman Soderberg adjourned the meeting at 9:08pm.