

MEETING:	REGULAR MEETING OF THE PLAN COMMISSION
DATE AND TIME:	Monday, December 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, Williams, Henk and Ewert were all present. 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:
Melanie Smythe who lives on Cedar Lane.
Lynn Bednarz who lives on Pawnee Court.
Mike Gariepy who lives on Wagon Trail.
Scott Hefle who lives on Old Farm Road
Tammy Schneider who lives on Lannon Road.
- IV. **MEETING MINUTES:**
 - A. PC Minutes 11/10/25
Motion: Approve as presented
Motioned By: Robert Warren
Seconded By: Russ Ewert
Yes: Bob Soderberg, Robert Warren, William Shadid, Robert Williams, Bridget Henk, Josh Tarantino, Russ Ewert
No: None
Abstain: None
Motion Passed (Yes 6, No 0, Abstained 0)
- V. **NEW BUSINESS:**

- A. Cirrus Property Group, LLC, Agent for Faith Lutheran Church, Property Owner. Rezoning application to create the "Carillon at Germantown" Planned Development District (PDD) and Rezone 5.4 acres from the Institutional (I) Zoning District into the Carillon at Germantown PDD; and a Certified Survey Map (CSM) for a 5.4-acre residential development comprised of 36 multi-family dwelling units located at W172N11187 Division Road in the Lannon-Mequon Road Corridor. (PUBLIC HEARING & ACTION)

Associate Planner Yanke stated that the project site is 10.4 acres in size which includes the existing church, parking lot/driveways, and a parsonage to the south of the church. This proposal will contain 11 buildings with a total of 36 rental units. The development will be served by a private U-shaped drive with two (2) access points to Division Road. Overall density proposed is 6.7 du/acre with each unit having a private front entrance and enclosed yard. The existing parsonage on the property would be demolished as part of the project. Yanke gave a brief overview of the proposal and introduced Daniel Hasbani with Cirrus Property Group who gave a full presentation.

Commissioners were concerned about the 10' landscape buffering on the north & west sides and whether it was necessary or not. Drainage under the fenced-in back yards and lawn care questions were addressed, the private yards will have large gates for rider mowers and the fencing doesn't go all the way to the ground. There are inches underneath the fence for drainage per applicant. Hasbani stated that they have studied surveys and market results and found that general open space had no value for their renters, but a private outdoor space was highly desired, which is the reason they propose the fenced-in private yards for their residents. Director Retzlaff stated that Cirrus is asking for some relaxing of standards for their PDD and in exchange staff feels that some buffering and landscaping around the perimeter would be desired, or a fence of 6'-8' would possibly be acceptable.

Chairman Soderberg opened the public hearing at 7:33pm.

Residents that spoke included:

Lynn Bednarz who lives on Pawnee Court felt that the Village needs to protect itself against proposals like this and wants the commission to look into every detail.

Tanner Hahn who is a Trustee at Grace Lutheran Church spoke on behalf of the church and stated that this project has been in development for over 2 years, and he feels that they have done a great job and it will benefit both the church and the community.

Carole Waskow who is a member of the church and a resident stated that she feels this will bring a wide variety of residents into the community and wants this proposal to move forward.

Melanie Smythe who lives on Cedar Lane is glad that the developer is not asking for Village money and has no qualms about a residential development on this property but feels we should stick with our design standards.

Chairman Soderberg closed the public hearing at 7:49pm

Staff recommends approval of the proposed 2-lot Certified Survey Map (CSM) for the Faith Lutheran Church property located at W172 N11187 Division Road, subject to the following conditions:

1. All technical issues and corrections identified by the Village Surveyor (see November 16, 2025, memo from Bob Beilfuss, PLC) shall be addressed and reflected in a revised CSM reviewed and approved by Village staff prior to recording.
2. Approval of the CSM is subject to approval being granted by the Village for the “Carillon at Germantown” Planned Development District (PDD).

Motion 1: Approve CSM and include a revision for the North property line to maintain a 5' buffer

Motioned By: Josh Tarantino

Seconded By: Robert Warren

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)

Staff recommends approval to create a planned Development District (PDD) based on the underlying Rm-2: Multi-Family Zoning District to be known as the “Carillon at Germantown” PDD for the 5.4-acre property and rezoning said 5.4 acres from the I: Institutional District into the “Carillon at Germantown” PDD, subject to the following requirements and conditions:

1. The Rm-2: Multi-Family Zoning District regulations shall constitute the underlying conditions and restrictions for the PDD subject to the Developer proposed modifications and Village staff provisions summarized herein. A complete “conditions & restrictions” resolution establishing all use and development allowances, requirements, and restrictions shall be drafted for review and approval by the Village Board concurrent with review and approval of an ordinance creating the Carillon at Germantown Planned Development District (PDD).
2. The Site Illustrative Plan revised dated November 24, 2025, and any subsequent revisions necessary as a result of satisfying Village approval shall constitute the General Development Plan (GDP) required under Section 17.27 of the Zoning Code.
3. The General Development Plan (GDP) and PDD conditions and restrictions shall include the following:
 - a. All items, issues, and technical requirements identified in the November 13, 2025, memo from the Village Engineer and Public Works Department shall be addressed and reflected in additional information and/or revised plans submitted to Village staff for further review prior to final approval of construction plans for all public and private improvements.
 - b. The visitor parking currently shown along the southern boundary shall be relocated to be positioned next to the visitor parking spaces shown along the drive on the western portion of the site.
 - c. The 4-foot fence to enclose each yard behind the residential units shall be modified

to an open-style "picket" or "garden" fence for aesthetic purposes and to allow better drainage flow through the site.

d. The pre-existing driveway to/from Division Road serving the church (Lot 1 of CSM) shall be modified during site plan implementation of the residential development site (Lot 2 of CSM) to ensure it complies with the required 5-foot setback from the southern property line per Zoning Code.

e. The developer shall be required to install sidewalk along the west side of Division Road from Mequon Road to the southern end of the subject 5.4-acre parcel. Size of sidewalk and construction method to be in compliance with the Village of Germantown Development Handbook design standards.

f. The developer shall provide additional landscape buffering along the west and north property lines in the vicinity of Buildings 3, 4, 6, 7, 9, and 11. Said buffer shall include a minimum 10-foot setback (i.e. width) between the property line and proposed fencing with plantings sufficient in type, size, and quantity to provide visual screening to a height of 6 feet within 3 years after plant installation. A revised landscape plan including said landscape buffer shall be submitted to the Village Forester and Plan Commission for review and approval prior to or concurrent with Site Plan review and approval.

Motion 2: Approve PDD with 3 conditions

Motioned By: Robert Warren

Seconded By: Bridget Henk

Retzlaff asked Village Engineer Driscoll if he thought it would be prudent of us to require the developer to install a sidewalk along the west side of Division Road for access to this development and continuity or to ask that they pitch in financially when it eventually gets installed? Driscoll thought that would be advantageous, especially for the drainage improvements that might be required and costly. Driscoll also stated that it would not be too late to redesign Phase 1 of the Division Road reconstruction project to account for a future sidewalk including grading and base but that would have to happen very soon. They could potentially plan for additional asphalt sidewalks in 2027 during Phase 2. Discussion followed. Hasbani came back up to discuss condition 3d to increase the setback from the northern lot line to the driveway, which requires a change to the requested PDD side setback reduction request on the north only so that would need to be reduced to 18'. He also asked if the 10' requirement in condition 3f from the fence to the property line could be removed and discussed as part of the site plan process later on, along with what the landscaping could look like? Retzlaff suggested leaving F in there and modifying the language so we have something in the PDD that speaks to this issue.

Motion 3: Amend PDD wording for Condition 3F: Sentence 2 should read: "Said buffer shall include a minimum 10-foot setback (i.e. width) between the property line and proposed fencing with plantings sufficient in type, size, and quantity to provide visual screening to a height of 6 feet within 3 years after plant installation, or a mutually acceptable alternative determined and approved at the site plan approval stage."

Motioned By: Russell Ewert

Seconded By: Robert Warren

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)

Condition 3e was discussed further: Retzlaff feels that we should require the developer to either build the sidewalk along the west side of Division Road to access this development or contribute financially to the installation of an 8' wide standard asphalt sidewalk, as he feels the church/developer should contribute because we are willing to relax our development standards. We can work out an estimate and set the actual dollar amount for the agreement at the Village Board level.

Results of Motion 2: Approve PDD with 3 conditions

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

B. Community Development Department - Amendments to the Floodplain Zoning Ordinance (Germantown Municipal Code Chapter 23) and Adoption of revised Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS).
(PUBLIC HEARING & ACTION)

Director Retzlaff presented the amended Floodplain Zoning Ordinance (Chapter 23 of the Germantown Municipal Code) and updated Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRMs) for review and adoption to comply with federal and state floodplain management requirements and maintain the Village's eligibility in the Federal National Flood Insurance Program (NFIP).

Although Staff recommends that the updated FIS and FIRMs be adopted to ensure the Village retains its status as a participating community and eligibility in the NFIP, it is not without some degree of hesitancy. It is critical that the Village retain its eligibility in the NFIP and the only way to do that is to adopt the new FIS, FIRMs, and floodplain zoning ordinance put forth by FEMA and the DNR before the February 20, 2026 deadline. However, Staff is aware that the updated FIS and FIRMs are not without flaws. The recent 1,000-year flood event in August provided evidence observed by Staff that many locations in the Village that the new FIRMs indicate should have been flooded were only slightly impacted if not entirely untouched by the flood water. Unfortunately, despite regular attempts to point out these obvious flaws in the FIS and FIRM development process, nothing short of significant and comprehensive hydrologic and hydraulic engineering analysis that proves the FIS and FIRMs to be wrong is enough for the Village to be successful in getting FEMA to revise the FIRMs.

That is not to say that the FIRMs cannot be changed. There is a process that individual property and business owners can follow to request that FEMA consider approving a site or property-specific change to the flood zone for their particular property. This process involves submitting an application to FEMA for a formal determination of the property's location and elevation relative to the 100-year flood zone (a.k.a. the SFHA or "special flood hazard area"). This process is called a Letter of

Map Change (LOMC) request. After FEMA reviews the LOMC request, it will issue a determination letter either approving or denying the map change. With either determination, if FEMA grants the map amendment or revision request, property owner(s) may no longer be required to pay flood insurance by providing the FEMA determination document to their lender and request that any federal flood insurance requirement be removed.

Staff recommends approval of the proposed Floodplain Zoning Ordinance as drafted which includes updated references to the updated Flood Insurance Study (FIS) and Flood Insurance Rate Map panels (FIRMs) having an effective date of February 20, 2026.

Discussion Followed.

- Committee members wanted to know at what point the Village should step in to assist property owners with this. Retzlaff asked whether it would be cost effective for the Village to get involved, which would be expensive and replicate what contractors for FEMA have already been doing since 2013, collecting data along navigable waterways throughout the county? And there are only a couple of dozen property owners that carry flood insurance currently.
- Soderberg stated that Mequon is going down that path now, and it is costing them over \$100,000 and he wondered if we will need to go down the same path?
- How does this affect property owners that are now in a flood plain? They might get a letter from their mortgage company stating that they now have to purchase flood insurance. As far as being located in a floodplain, we are going to prohibit you from making improvements.
- Do we have documents and photographs to prove that the recent flood didn't affect these areas? We do, and we would have to provide those along with the technical data to start that process.
- How do we communicate this to residents so they know they are now in a floodplain and may need additional insurance? Retzlaff stated that the county sent different colored postcards to property owners that were going to be affected by the new maps in some way. They also held a public meeting for that process, so we could do something similar to inform the public that there are new floodplain maps in effect if that is what the Village Board wants to do.

Chairman Soderberg opened the public hearing at 8:46pm.

No residents came forward to speak.

Chairman Soderberg closed the public hearing at 8:48pm.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Bridget Henk

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

No: Russell Ewert

Abstain: None

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

- C. Dan Braatz, Agent for Burgers & Braatz Properties, LLC, and Blackstone Creek, LLC, Property Owner. Site Plan application for a new 4,403 sqft drive-through restaurant (Culver's) on property located at N112 W17300 Mequon Road in the Village Center District. (ACTION)

Associate Planner Yanke stated that this case was heard by the Plan Commission at its October 13 meeting where the Plan Commission recommended the applicant work with staff on the building design and submit revised renderings incorporating a pitched-roof (non-flat roof) and reducing the amount of metal materials used. The Plan Commission decided to table/postpone the Culver's site plan review until the Village Board acted on the Blackstone Creek PDD amendments and Certified Survey Map (CSM) that simultaneously submitted at the time, as the site plan for Culver's was contingent on the PDD amendments and CSM being passed. While the Village Board initially denied the changes proposed to the PDD, the case was reconsidered and the Village Board recently decided to pass only those PDD changes and the CSM that allows the Culver's proposal to move on.

Discussion Followed. The driveway design is complete and will be submitted after this site plan is approved.

Staff recommends approval of the site development and building plans as submitted, subject to the following list of conditions to be incorporated into the motion:

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 plans dated October 30, 2025. b. Landscape plan dated October 1, 2025. c. Photometric lighting plan dated October 3, 2025. d. Architectural rendering set dated October 30, 2025.

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

2. The Landscape Plan shall be subject to final acceptance by the Village Forester and Community Development staff prior to commencement of construction activities.
3. The dumpster enclosure shall be constructed with the same brick/stone as the building and have the same/similar architectural design.
4. Applicant shall modify the west elevation of the building to add a larger façade feature, similar to the east elevation, to complete a four-sided architecture look.
5. The technical issues and plan revisions identified in the August 27, 2025, memo from the Village Engineer shall be addressed in revised plan sheets and/or supplemental documents as necessary prior to commencing construction activities (excluding site demolition, early start site preparation, and footing & foundation installation).
6. Applicant shall revise the Culver's site development plan to incorporate pathway or sidewalk connection to/from Mequon Road, the prospective commercial site to the

west, and to the prospective residential area to the north (in addition to the sidewalk proposed along Division Road).

7. Approval of the Site Plan application is subject to final approval/acceptance of the submitted Traffic Impact Analysis and any recommendations/modifications contained therein, by the Village Engineer.

8. Driveway entrances shown on the site development plan but not technically on the subject parcel shall be constructed pursuant to this site development plan submittal and be constructed as part of site plan implementation.

9. 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.

10. All temporary and permanent exterior signs require a permit and shall comply with all current Village sign regulations and requires a permit if/when allowed. New signage shall be subject to review and approval by the Plan Commission. The proposed "mural" signage shall not be allowed unless the proper temporary and/or permanent sign permit(s) is granted by the Village.

11. Pursuant to Section 17.47 of the Zoning Code, if the Village observes and/or receives complaints regarding negative impacts associated with and/or created by construction activities or the facility's day-to-day operation on the property, including but not limited to glare, noise, or dust, among other things, the Property Owner/Operator shall work with the Village to identify the source of such impact(s), evaluate alternative mitigation measures, and implement a mutually-agreeable solution to mitigating the impact(s).

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)

D. Home Path Financial, LP, Agent for Mohrhusen Family Farm, LLC, Property Owner. Application for minor amendments to the Sutton Farm Planned Development District (PDD) and Preliminary Subdivision Plat located at the northeast corner of Lannon Road (CTH Y) @ County Line Road (CTH Q) in the Lannon Gateway Neighborhood. (ACTION)

Associate Planner Yanke stated that in July 2025, the Village approved a rezoning application to create a Planned Development District (PDD) and a Preliminary Subdivision Plat for an 88.3-acre residential neighborhood known as "Sutton Farm". A condition of approval specified that prior to recording of the preliminary plat, the proposed access/intersection locations, recommended turn-lane, and traffic control improvements as detailed in the Traffic Impact Analysis (TIA) submitted by the developer, shall be approved/accepted by the appropriate jurisdiction governing each roadway. Since approval was granted by the Village, the applicant has worked with the Washington County Highway Department based on a concern they had related to site distance applicable to the proposed access road from the development to Lannon

Road. To alleviate this concern, the applicant has proposed a shift of the access road where it intersects Lannon Road approximately 200 feet north. Due to this change, an amendment to the Planned Development District (PDD) and Preliminary Subdivision Plat is required and was submitted by the applicant for review and approval.

Staff recommends approval of the proposed Planned Development District (PDD) amendment and considers the proposed PDD changes to be "minor", meaning that a Plan Commission recommendation of this can be considered by the Village Board without a public hearing.

Staff recommends approval of the proposed Planned Development District (PDD) amendment by Home Path Financial, LP, to the "Sutton Farm" PDD, subject to the following condition:

1. The proposed amendment shall be codified into an appropriate resolution amending the current list of conditions and restrictions contained in Resolution No. 11-2025 (A Resolution Adopting Conditions and Restrictions for the Sutton Farm PDD) to be considered for approval by the Village Board.

Staff recommends approval of the Preliminary Subdivision Plat amendment for "Sutton Farm", subject to the following condition:

1. The proposed amendment shall be codified into an appropriate resolution amending the current list of conditions contained in Resolution No. 12-2025 (A Resolution Approving a Preliminary Subdivision Plat "Sutton Farm") to be considered for approval by the Village Board.

Motion: Approve all 3 recommendations as stated

Motioned By: William Shadid

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)

E. Finishing Touch Signs, Agent for Furlong Industrial Systems and the Michael Furlong Revocable Trust, Property Owner - W194 N11221 McCormick Drive. Sign Permit Application. (ACTION)

Director Retzlaff stated that In 2024, Furlong Industrial Systems was granted zoning permit approval for exterior renovations to the building. The owner is now seeking approval of a wall sign for the building.

Staff recommends approval of the proposed wall sign for Furlong Industrial Systems located at W194 N11221 McCormick 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)

F. Community Development Department - Village Center District Community Engagement Program: Consultant Proposal Review and Recommendation.
(ACTION)

Director Retzlaff stated that earlier this year the Village Board paused the re-development effort for the area located near the Pilgrim @ Mequon Road intersection. Following the "pause", the Village Board decided to set aside the visioning and master planning work that had been completed by the RINKA Group and embark on a different course of action. To gather more public opinion and input regarding potential re-development of this and possibly other properties within the larger "Village Center District" as defined in the 2050 Comprehensive Plan, the Board directed Staff to initiate a comprehensive community engagement program to identify community issues, priorities, needs, and desires that will, in turn, be used to develop specific development regulations and design guidelines for potential re-development.

Staff prepared a request for proposals outlining the intended purpose and desired outcomes for what is intended to be a consultant-assisted community engagement process involving the Plan Commission and Village Board over the next 6 months into the spring of 2026.

Five (5) consultant proposals have been submitted. At this time, the role of the Plan Commission is to review the proposals and make a recommendation to the Village Board who will make a final consultant/proposal selection.
Discussion Followed.

Motion: Recommend SRF Consulting to the Village Board

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)

VI. ANNOUNCEMENTS:

None.

VII. ADJOURNMENT:

Chairman Soderberg adjourned the meeting at 9:29pm.