

MEETING:	REGULAR MEETING OF THE PLAN COMMISSION
DATE AND TIME:	Monday, April 13, 2026 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:**
Committee Members Soderberg, Warren, Tarantino, Williams, Shadid, Henk and Ewert were all present. Also present were Community Development Director Retzlaff and Associate Planner Yanke.
- 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.
- IV. **MEETING MINUTES:**
 - A. PC Minutes 3-9-26
Motion: Approve as presented
Motioned By: Robert Warren
Seconded By: Josh Tarantino
Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Russell Ewert
No: None
Abstain: William Shadid
Motion Passed (Yes 6, No 0, Abstained 1)
- V. **PUBLIC HEARINGS:**
 - A. The public hearing scheduled for April 13th regarding the proposal from VLS Environmental Solutions, Agent for SRRT Carnegie LLC, Property Owner of W190 N11393 & N11260 Carnegie Drive, for Rezoning and Conditional Use Permit (CUP) applications for a wastewater pre-treatment facility has been POSTPONED to a future date not yet determined. Consequently, public

comments regarding this proposal will not be received and the Plan Commission will not discuss this proposal at the April 13th meeting.

VI. NEW BUSINESS:

- A. Springfield Sign, Agent for Dan Braatz, Burgers & Braatz Properties LLC, and Blackstone Creek LLC, Property Owner. Sign Permit Application for a new 4,400 sqft Culver's located at N112 W17300 Mequon Road. (ACTION)

Director Retzlaff went over the proposed signs for Culvers, which included 4 wall signs, 1 coming right-up sign mounted along the drive-thru, onsite directional/menu boards and 1 internally illuminated monument sign with an integrated message center and a decorative block base with address coordinates.

Staff recommends approval of the proposed wall, monument, directional and menu board signs as proposed for the new 4,400 sqft Culver's restaurant located N112W17300 Mequon Road subject to the following requirements, exceptions, and limitations:

1. An electrical permit is required for all electrical installations or modifications prior to installation of all signs requiring electrical service. Contact Inspection Services staff (SAFEBuilt) for code and permit application requirements.
2. Revisions to the previously approved landscape plan for the around the base of the monument sign shall be submitted to the Village Planner for approval prior to installation of the monument sign. Said plan shall show the type, number and size of plantings to be installed around the sign base as required under Section 17.46(7)(c) of the Zoning Code.

Motion: Approve with 2 revised conditions as presented

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 (Yes 7, No 0, Abstained 0)

- B. Susan Hillstrom, Property Owner. Zoning Permit application to install a 4' fence in a public storm sewer and drainage easement on property located at W151N11818 Mistletoe Road. (ACTION)

Associate Planner Yanke reviewed the fence proposal, which includes a 4' high aluminum picket-style fence proposed 8' into a public storm sewer and drainage easement.

Discussion Followed. Committee members voiced concerns regarding drainage being impeded by the fence and expressed a desire to have an engineering/hydraulic analysis for fences proposed within drainage easements. It's advised to have this sort of analysis regardless of whether an underground drainage pipe is present or not within the easement. Conversation regarding the fence code in general followed but the Commission concluded the subject proposal could be approved with an added

condition that the Village Engineer confirms the proposed fence will not impede drainage flow on the ground surface within the easement.

Staff recommends approval of the zoning permit application to install a 4' aluminum picket-style fence in a public storm sewer and drainage easement along the western lot line of property located at W151N11818 Mistletoe Road, subject to the following conditions:

1. A fence permit is required from Building Inspection Services. The property owner is required to contact SAFEBuilt Inspection Services for more information. Prior to issuance of a fence permit by the Village, the property shall submit documentation showing HOA approval for the proposed fence.
2. 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.
3. It shall be the responsibility of the homeowner to maintain a free flow of water within the drainage easement at all times.
4. 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.
5. 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: Approve with a 6th condition requiring a statement from the Village Engineer stating that the proposed fence and its 4" gap below the bottom rail would not constrict water flow at surface level within the easement.

Motioned By: Robert Warren

Seconded By: Bridget Henk

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. Abacus Architects, Agent for DONTOF LLC, Property Owner, and Basic Metals, Inc. Certified Survey Map (CSM) and Site Plan applications for a 42,000 sqft addition to the existing office and manufacturing facility located at W180N11819 River Lane in the Germantown Industrial Park. (ACTION)

Associate Planner Yanke went over the proposals, which included a CSM to combine 2 parcels equaling 6.96ac and the vacation/release of the 20' public utility/drainage easement and the 15' WE Energies easement and plat new easements where necessary. And the Site Plan, which included the building addition, truck loading and unloading area, repainting of the current office and a new parking area, with reconfigured/reconstructed driveway access to/from Fulton Drive. One new driveway

entrance is proposed at 129' in width, which is over the 35' maximum allowed by code. The Plan Commission is authorized to vary the width requirement as part of site plan review and approval. The commissioners were not concerned about the larger driveway width.

Discussion Followed. Yanke introduced the architect for the project, who answered questions regarding the color of the building and the possibility of adding some articulation to the building for a better look and adding a condition to that effect.

Staff recommends approval of the proposed 1-lot Certified Survey Map (CSM) for the Basic Metals property located at W180N11819 River Lane, subject to the following condition:

1. All technical issues and corrections identified by the Village Surveyor (see February 25, 2026, 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 Basic Metals for a 42,000 square foot building addition to an existing office and manufacturing facility located at W180N11819 River Lane, 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. Architectural, civil, and landscaping plans dated February 9, 2026 (11 pages), b. Lighting and photometric study plan dated February 5, 2026 (22 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 technical issues and plan revisions identified in the April 9, 2026, memo from the Village Engineer shall be addressed in revised plan sheets and/or supplemental documents prior to commencing construction activities and/or issuance of building permits.
4. The landscape plan shall be subject to final approval/acceptance from the Village Forester and Community Development staff prior to commencing construction activities. The landscape plan shall be revised to include the required street tree, interior/perimeter parking lot, and landscape greenbelt (15' width) plantings on site. Plantings along the east side of the new parking lot

shall act as a buffer and ensure light from headlights does not shine east toward the residential properties across the road.

5. All temporary and permanent exterior signs require a Sign Permit and shall comply with all current Village sign regulations. New signage shall be subject to review and approval by the Plan Commission.
6. Existing and proposed 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.
7. Applicant/owner shall work cooperatively with the Village to secure the necessary easement vacation/release of the 20' public utility and drainage easement prior to issuance of building permits.
8. Applicant/owner shall secure the necessary easement vacation/release of the 15' WEPCO (We Energies) easement prior to issuance of building permits. Proof of easement vacation/release shall be submitted to the Village.
9. Applicant/owner shall revise the lighting plan to include additional measures (i.e. back-shielding) to reduce light emanating from the new light poles around the parking lot to the east. The plan shall be revised to specifically eliminate any light trespass or glare directed towards River Lane to avoid any nuisance for the residential properties to the east.

Motion 1: Approve Site Plan with the addition of a 10th condition to include modifications of the outdoor facade to add articulation/texture subject to bringing the architectural elevations/rendering back for final Plan Commission approval.

Motioned By: Bill 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)

Motion 2: Approve CSM as presented

Motioned By: Bill 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)

- D. Crew Carwash, Property Owner of N96 W17500 County Line Road. Request to extend Village approval of the site plans and Conditional Use Permit No. 05-2025 for a 4,500 sqft automated car wash facility. (ACTION)

Director Retzlaff reviewed the history of the Site Plan and CUP that was approved back in 2024. Retzlaff introduced Krissy Atterholt with Amundsen Davis, who spoke on behalf of Crew Car Wash stating that the request for an extension is intentional and needed for strategic planning within the company, which is based in Indiana and as this is their first Wisconsin approval it's taken some additional time to coordinate and proceed with their statewide roll-out of multiple locations.

Staff recommends approval of the request to extend the Site Plan approval for an additional 12 months with a new deadline for commencement of construction to April 8, 2027, with the same conditions of approval in the original April 8, 2024, Plan Commission approval.

Recommend the approval of the 12 mo. Site Plan extension and recommend the Village Board approve the request to extend the approval of CUP #05-2025 for an additional 12 months with a new deadline for commencement of construction to April 8, 2027, with the same conditions of approval contained in CUP #05-2025.

Motion: Approve requested extension of the approved Site Plan and recommend the Village Board approve the CUP extension as presented

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 (Yes 7, No 0, Abstained 0)

E. Signworks, Agent for Quality Electric Service, Property Owner. Sign Review application for Quality Electric Service at N114W18697 Clinton Drive. (ACTION)

Associate Planner Yanke gave a brief description of the new wall sign proposed and stated that it meets all the Village sign codes.

Discussion Followed.

Staff recommends approval of the proposed sign for Quality Electric Service for property located at N114W18697 Clinton 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. Greg & Monica Schmidt, Property Owners of N124 W18420 Lovers Lane. Request for a variance from the architectural and exterior materials requirements under Section 17.41 of the Zoning Code for a detached accessory garage. (ACTION)

Director Retzlaff stated that this proposal includes exterior materials and architecture that are not the same as the existing dwelling, which requires a variance approval from this Commission. If this variance is granted, then the applicant plans to go to the Board of Zoning Appeals for a larger size detached garage than allowed by code.

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 accessory

garage with vinyl siding and asphalt shingles on the property located at N124 W18420 Lovers Lane subject to (1) condition:

1. The color of the vinyl siding and roof shingles are complimentary to the earth-toned color scheme of the existing dwelling.

Motion: Approve as presented

Motioned By: William Shadid

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)

VII. ANNOUNCEMENTS:

Chairman Soderberg thanked Committee Member Bill Shadid for his 8 years of service on the Plan Commission.

VIII. ADJOURNMENT:

Chairman Soderberg adjourned the meeting at 7:57pm.