

<b>MEETING:</b>	<b>REGULAR MEETING OF THE PLAN COMMISSION</b>
<b>DATE AND TIME:</b>	<b>Monday, May 11, 2026 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 6:30pm.
- II. **ROLL CALL:**  
Committee Members Soderberg, Warren, Henk and Ewert wer present. Also present were Community Development Director Retzlaff, Associate Planner Yanke and Planning Assistant Deb Remich (via Webex). Committee Members Williams, Tarantino and Fisher were 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.*  
No citizens came forward to speak.
- IV. **MEETING MINUTES:**
  - A. PC Minutes 4-13-26  
**Motion:** Approve as presented  
**Motioned By:** Robert Warren  
**Seconded By:** Bridget Henk  
**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert  
**No:** None  
**Abstain:** None  
**Motion Passed (Yes 4, No 0, Abstained 0)**
- V. **NEW BUSINESS:**
  - A. EKM Moose Lodge 1238, Property Owner W198 N10217 Appleton Avenue - Application to Amend Conditional Use Permit No. 07-2011 to revise restrictions on overnight camping on the Moose Lodge property by Moose Lodge members only from April 15 through October 15 each year. (PUBLIC HEARING & ACTION)  
Director Retzlaff went over the history of the property and the background of the CUP.

Chairman Soderberg opened the public hearing at 6:39pm.

Citizens who spoke included:

Mary Erenyi who is the Moose Lodge Vice President stated that everyone that camps on the property has to become a member. She will fight against the 3-day restriction on camping because the pipeline workers need a reasonable place and they bring money into the community.

Don Deackler spoke in favor of the Moose Lodge.

Chairman Soderberg closed the public hearing at 6:44pm.

Commissioners asked whether there were any complaints about the property and no, there were not. Concerns included: taking income from local hotels, whether all campers are members of the lodge and the ability to police that, shipping container removal, they don't want this property to be a campground, put a limit on the number of days members are allowed to camp, whether the rules/restrictions will be followed, sanitation issues including the holding tank dumping and how not limiting the number of days campers can stay overnight could possibly lead to an eviction issue for the Lodge. Washington County does not allow the dumping of waste into an existing holding tank. The lodge provides porta toilets for non-lodge hours of operation for the campers' use. Erenyi stated that she would like a 30-day limit on camping and that they will require campers to dump waste off-site from now on. She also stated that becoming a member is easy, apply, pay a fee, pass a background check, and they need a sponsor. It only takes a day or two. Anita Hauner, a Moose Lodge member, stated that they want to extend the limit on camping for their members to come, camp, visit their families, etc., and their dump station is always locked, so they have to be there to allow campers to dump waste water into their holding tank. Henk stated that MMSD would not get involved in a holding tank issue that would be the State of WI and there are a lot of steps involved. Henk suggested adding a condition to obtain a permit from the State of WI for discharge into a holding tank or not using it at all would be another way to comply. Soderberg suggested possibly a 15-day limit and stated they would have to be compliant with Washington County.

**Motion:** Approve with the addition to Condition 7 to have the State of WI sanitary permit as an option

**Motioned By:** Bridget Henk

**Seconded By:** Robert Warren

Discussion Followed. Erenyi stated that campgrounds throughout the State don't have dumping stations and campers need to go elsewhere to dump. They allow water hook-ups, they charge a fee for camping and are a non-profit organization, and stated that the Moose Lodge is available 24 hours for campers to use the restrooms and for storm shelter.

Staff recommends approval of an amendment to Conditional Use Permit No. 07-2011 (as amended in 2013) to continue to allow the short-term overnight parking of vehicles by Moose Lodge members only on the property located at W198 N10217 Appleton Avenue subject to the following conditions where words that are ~~stricken~~ will be deleted and words underlined will be added:

1. The overnight parking of vehicles, e.g. cars, SUV's, campers, motor homes, travel trailers, etc. shall be limited to Moose Lodge members only and not for a period of time longer than 3 days per vehicle per month. Generally, overnight parking should be limited to ~~weekends during the period of April 15<sup>th</sup> to October 15<sup>th</sup> each year~~ months of March through September. The number of vehicles to be parked overnight shall be limited to not more than eight (8) vehicles on the property at any one time.
2. Moose Lodge is responsible for providing ~~adequate sanitary facilities, including indoor bathroom facilities and up to (3) portable toilets.~~ All portable toilets shall be properly cleaned and maintained and removed from the property during the "non-parking" months listed in #1 above. ~~adequate trash receptacles shall be provided on-site.~~
3. If the use, activities and/or operation subject of this permit falls out of conformity with the conditions herein, or where there is a change in the nature, character, intensity or extent of the permitted conditional use which causes special problems or harmful effects otherwise associated with the use to be no longer ameliorated or eliminated, or where conditions imposed were anticipated to ameliorate or eliminate harmful effects associated with the use but are insufficient to do so, or for similar cause based upon consideration for the public comfort, safety, and welfare, the conditional use permit may be terminated or modified by the Village Board by the amendment to or addition of conditions after public hearing thereon.
4. The Moose Lodge shall provide permanent bathroom, shower, sink, and toilet facilities on a 24 hour/day 7 day/week basis for overnight members-only guests;
5. The Moose Lodge maintain a permanent "guest log" or other accounting system to keep track of guests allowed to park overnight on the property; said log to include the names, permanent residence address, telephone number, email address, membership ID# and status; length of planned stay; vehicle description including license plate number, and other information deemed necessary to allow Village staff the ability to verify compliance with all CUP conditions. A copy of said log shall be made available by the Lodge for inspection by Village Staff upon request.
6. The Moose Lodge shall post on the property in a convenient location or otherwise provide updated contact information for at least one Lodge member who can respond to any on-site emergencies called in by a guest and responded to by Village Fire Department and Police Department staff.
7. The Moose Lodge shall contact the Washington County Natural Resources Department for purposes of obtaining necessary permits (if

required) and providing code compliant sanitary services for overnight guests, including the provision of an appropriate RV tank flushing station integrated with the existing holding tank if allowed. A copy of said permit(s) shall be provided to the Community Development Department.

8. The Moose Lodge shall remove the shipping container currently kept on the property within six (6) months after the approval of this conditional use permit.

**Amended Motion:** To revise Condition 1 to strike cars, SUVs and etc. and change the limit of days to 15

**Motioned By:** Robert Warren

**Seconded By:** Russ Ewert

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

**Motion Passed Yes 4, No 0, Abstained 0**

- B. Abacus Architects, Agent for DONTOF LLC, Property Owner, and Basic Metals, Inc.-- Review of revised architecture and exterior material plans for a 42,000 sqft industrial building addition and office remodeling for the facility located at W180 N11819 River Lane in the Germantown Industrial Park.  
(ACTION)

Director Retzlaff stated this is being brought back because at the April 13th Plan Commission meeting the architect was asked to make changes to the architecture and exterior materials for the building. Retzlaff introduced Jason Hartling from Abacus Architects who went over the changes that they made.

Staff recommends approval of the revised architecture, materials, and color palette for the 42,000 square foot building addition and office remodeling as presented for the Basic Metals facility located at W180N11819 River Lane.

**Motion:** Approve as presented

**Motioned By:** Robert Warren

**Seconded By:** Bridget Henk

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

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

- C. Innovative Signs, Inc., Agent for Truck Country USA, Property Owner N128 W21795 Holy Hill Road. Sign application for additional monument signage. (ACTION)

Director Retzlaff went over the location of the 2 signs and stated that there is a need for these signs for wayfinding purposes.

Staff recommends approval of the two (2) proposed monument signs for Truck Country USA located at N128 W21795 Holy Hill Road, subject to the following conditions:

1. Applicant/owner shall obtain an electrical permit(s) from Building Inspection Services prior to sign installation.
2. Owner shall provide information required under 17.46(7)(h) and necessary to determine compliance with the electronic message center operational requirements.

**Motion:** Approve as presented

**Motioned By:** Robert Warren

**Seconded By:** Bridget Henk

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

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

- D. Brian Sparrow, Property Owner. Zoning Permit application to install a 4' fence in a public storm drainage easement on property located at W143N10660 Magnolia Drive. (ACTION)

Associate Planner Yanke went over the fence proposal, which proposes a 4' fence with bottom 4" above grade within a public storm drainage easement and private storm drainage easement. He stated there does appear to be a 12" storm pipe along the northern property line within the public easement and showed photos of the drain inlet along the street and in the rear of the property. Committee members were concerned about surface drainage and stormwater runoff causing backups into basements during heavy rains, and they had concerns regarding the private easement, including the impact on the surrounding properties, and they felt that the 4" height may not be high enough to allow drainage. After discussion, no concerns about the public easement, but the private one is concerning. The Village Attorney stated that all the property owners in the subdivision would be the beneficiaries to that private drainage easement, since the HOA is not active. Brian Sparrow came forward and stated that he would like to strike condition 4 entirely, and he has a written statement from the developer who is claiming no rights to the easement. Does the PC have jurisdiction over the private easement? We are looking out for the welfare of all of our residents and while we may not have jurisdiction, the Village does. Committee members would like the 14 surrounding property owners that this drainage easement would affect to sign off on understanding the risk they are taking if this fence is approved. Based on the language that staff and the Village Attorney can come up with, that would be sufficient. This private drainage easement is a shared resource for all the 14 property owners, so it should be a shared decision.

Staff recommends approval of the zoning permit application to install a 4' solid privacy fence in a public storm drainage easement along the northern (side) lot line of property located at W143N10660 Magnolia Drive, 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.

2. Prior to issuance of a fence permit, owner shall submit proof of written authorization to the Village to install fence within the private storm drainage easement that runs along the eastern (rear) lot line. Said authorization shall be from the appropriate successor to the inactive Wooded Hills HOA (i.e. all homeowners in subdivision) as deemed acceptable by the Village Attorney.
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 storm drainage easement at all times. Bottom of fence shall be installed at 4" above grade.
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:** Approve with an amendment to Condition 2 to strike the "i.e. all homeowners in the subdivision" portion

**Motioned By:** Bridget Henk

**Seconded By:** Russell Ewert

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

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

- E. Michael and Pam Madrzak, Property Owners of N116W13444 Elm Lane. Request for a variance from the architecture and exterior materials requirements under Section 17.41(2a) of the Zoning Code for a detached accessory building. (ACTION)

Associate Planner Yanke went over the proposed architectural variance for the siding on the accessory building, which will not be the same as the existing dwelling.

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 building (pole building) with metal siding/roof materials on property located at N116W13444 Elm Lane, subject to the following condition;

1. Applicant/owner shall remove one (1) detached accessory building from the property within 3 months after the new pole building is constructed and has passed final inspection by SAFEBuilt Inspection Services.

**Motion:** Approve as presented

**Motioned By:** Robert Warren

**Seconded By:** Russell Ewert

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

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

- F. Ruekert & Mielke, Agent for F Street Germantown LLC, Property Owner. Certified Survey Map (CSM) to divide an existing 37-acre parcel into (2) parcels to accommodate Phase 2 of an industrial development. Property is located at N104W12659 Donges Bay Road in the Town 9 Business Park. (ACTION)

Associate Planner Yanke briefly went over the proposed CSM for Phase 2 of the development.

Staff recommends approval of the proposed 2-lot Certified Survey Map (CSM) for F Street Germantown, LLC, for property located at N104W12659 Donges Bay Road, subject to the following condition:

1. All technical issues and corrections identified by the Village Surveyor (see attached May 6, 2026, memo from Bob Beilfuss, PLC) shall be addressed and reflected in a revised CSM reviewed and approved by Village staff prior to recording.

**Motion:** Approve as presented

**Motioned By:** Bridget Henk

**Seconded By:** Russell Ewert

**Yes:** Bob Soderberg, Robert Warren, Bridget Henk, Russell Ewert

**No:** None

**Abstain:** None

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

**VI. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:**

Director Retzlaff gave an update on: Community Engagement for the Village Center District, Holy Hill Gateway District Master Plan, 2050 Plan implementation and why, and he gave a development projects status update.

**VII. UPCOMING MEETING DATE(S):**

**VIII. ANNOUNCEMENTS:**

**IX. ADJOURNMENT:**

Chairman Soderberg adjourned the meeting at 8:39pm.

