

MEETING:	REGULAR MEETING OF THE PLAN COMMISSION
DATE AND TIME:	Monday, June 8, 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, Williams, Henk, Tarantino and Fisher were present. Also present were Community Development Director Retzlaff, Associate Planner Yanke and Planning Assistant Deb Remich (via Webex). Committee Member Ewert 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 who spoke included:
Lynn Bednarz who lives on Pawnee Court.
- IV. **MEETING MINUTES:**
 - A. PC Minutes 5-11-26
Motion: Approve as presented
Motioned By: Robert Warren
Seconded By: Bridget Henk
Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher
No: None
Abstain: None
Motion Passed (Yes 6, No 0, Abstained 0)
- V. **NEW BUSINESS:**
 - A. Brandon O'Bryon, Agent for Mark Posey and Randall Wendland, Property Owner, at W212 N11206 Meeker Hill Lane; Application to Rezone 2.1 acres from the R-2: Single-Family Residential to the B-3: General Business District; and a Conditional Use Permit (CUP) Application to Allow the Operation of a

Construction Service/Contractor Shop for a Tree Removal Business Operation.
(PUBLIC HEARING & ACTION)

Director Retzlaff went over the proposal and the history of the property and stated that the previous tree service was deemed to be an illegal/non-conforming business use of the property and violations were issued. He stated that there are several businesses zoned B-3 in that immediate area and said that it's catch-all to put businesses into that don't fit into any other zoning categories. He introduced Attorney O'Bryon who is representing the Posey family who operate a tree service in Menomonee Falls and wish to move their business to Germantown. He stated that the Posey's would like a building to store their equipment and parking for their employees, but most of the operations of the business will be done off-site.

Chairman Soderberg opened the public hearing at 6:49pm.

Residents that spoke included:

Lynn Bednarz who lives on Pawnee Court stated that the local residents in that area do not want this in their neighborhood.

15 emailed comments were received that were opposed to this proposal.

Chairman Soderberg closed the public hearing at 6:52pm.

Discussion followed with Committee members mutually agreeing that this unusually shaped lot is not the correct place for this business.

Staff recommends denial of the request to rezone a 2.1-acre property from the Rs-2: Single-Family Residential to the B-3: General Business District and the request to grant a Conditional Use Permit (CUP) to allow operation of a construction services/contractor shop for a tree removal and firewood processing business on the property located at W212N11206 Meeker Hill Lane.

Motion: Approve the denial as presented

Motioned By: Robert Warren

Seconded By: Brian Fisher

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

- B. Cirrus Property Group, LLC, Agent for Faith Lutheran Church, Property Owner. Site Plan and Sign Permit applications for a 36-unit multifamily residential development ("The Carillon at Germantown") totaling 5.4 acres located at W172N11187 Division Road in the Lannon-Mequon Road Corridor. (ACTION)

Associate Planner Yanke went over the background and history of the development and stated that this site plan proposal includes 36 multi-family units, landscaping, and a monument sign. He showed examples of the multiple color schemes and housing elevations and types. He introduced Daniel Hasbani from Cirrus Property Group, who stated that they made changes as directed, including: shifting the backyard fencing to maintain a 5' setback, extending the aborvitae screening, adding 10 trees, did a combo of fencing and landscape screening where the property meets the commercial properties. They are proposing almost 500 trees and shrubs around the property,

which is almost 7 times the required amount. They will use a combo of board and batten/shake siding, masonry wainscot at the base and changed the rooflines, by adding gables, windows, cedar shake siding and vents.

Committee members discussed:

Sidewalk installation along the west side of the property which extends from Mequon Road to the south and will end at a dead end until the Village connects to it.

Island "porkchop" at the entrance with right in/out, was not desired. They would prefer full access.

Number of different color schemes was discussed, with members preferring 2 or 3 max. Roof shingles will all be the same.

Landscape bond was suggested, to make sure the landscaping was installed and maintained if the plantings died. A one-year occupancy bond is what is normally required. Suggestion was made to plant balled/burlaped arborvitae and multiple types to add some texture/change. Most pine trees would be too large, growing as big at 30'.

Grading plan concerns: Between the middle building everything drains to the center, overland water can't get to the drainage ponds, west side is draining to rear property line, where water may not be able to get out. Daniel stated that this is the preliminary engineering plan and those issues would be addressed before the final designs move forward to the construction phase. Retzlaff stated that what we are looking at is workable, according to our consulting engineer, and at this point, we are looking for only a 60–80% completion. Retzlaff stated that the stormwater management for this project has been analyzed by our consultant and if we need to make changes, we certainly will.

Staff recommends approval of the site development plan architectural building plans submitted by Cirrus Property Group, LLC, for a 36-unit multifamily residential development ("The Carillon at Germantown") on a 5.4-acre property located at W172N11187 Division Road, 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. *Site/civil engineering plans dated May 20, 2026*, b. *Landscaping and planting plan dated May 5, 2026*, c. *Photometric lighting plan dated October 13, 2025*, d. *Architectural building plans and elevations dated October 6, 2025; March 13, 2026; May 18, 2026*. If revised plan sheets are necessary, each revised sheet shall contain the date of said revision clearly stamped in the lower right corner.
2. A revised landscape plan shall be submitted and subject to final review and approval by the Village Forester. Said plan shall address the following comment: a. *Planting Notes and Details, Sheet LP501*. The included tree planting specifications/details should note that "If needed, soil should be removed from the top of root ball to expose the tree root flare. The exposed tree root flare shall be planted at, or slightly above, the existing grade."
3. The technical issues and plan revisions identified in the June 3, 2026, memo from Public Works and the Village Engineer shall be addressed in revised plan

- sheets and/or supplemental documents as necessary prior to commencing construction activities and/or issuance of building permits.
4. 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.
 5. The Developer shall install a 6-foot wide sidewalk along the west side of Division Road from Mequon Road to the southern end of the subject 5.4-acre parcel. Sidewalk construction method shall be in compliance with the Village of Germantown Development Handbook design standards and constructed as set forth in a Development Agreement.
 6. Public utilities (i.e. sanitary and water) shall be installed in compliance with the Village of Germantown Development Handbook design standards and/or as set forth in a Development Agreement. Final utility profiles, plans, and precise location shall be coordinated with the Public Works Director, Village Engineer, and Water and Wastewater Utility Superintendents.
 7. The private road construction and driveway intersections on Division Road shall be designed and coordinated with the Public Works Director, Village Engineer, and the Fire Department.
 8. Unless mutually agreed to between the Developer and the Village as set forth in the Development Agreement, the provisions of Village Code Section 11.08 pertaining to garbage and recycling collection for a property containing five (5) or more residential units ("multiple-family dwellings") shall apply.
 9. The approved Certified Survey Map (CSM) creating the subject development site shall be recorded at the Washington County Register of Deeds prior to commencing construction activities and/or issuance of building permits.
 10. A Development Agreement shall be reviewed by the Public Works and Highways Committee and approved by the Village Board. Maintenance guarantees pertaining to stormwater management facilities, walking paths, and utilities shall be included in the Development Agreement.

Motion 1: Approve site plan with changes: remove pork chop (right-in, right-out) in northern driveway; increase size of arborvitae and mix in shade trees or columnar pines; require landscape bond (110% of cost) for 5 years to ensure planting health; allow three (3) color schemes to be incorporated in the buildings.

Motioned By: Brian Fisher

Seconded By: Robert Warren

Discussion Followed: Tarantino would like the developer to run the arborvitae choices past him, so he could assist and Retzlaff would like to be included in that. The arborvitae should be larger than the proposed #10 size in pots and the columnar pines, where would they fit? Fisher will defer to Tarantino's expertise in choosing the size and type of shrubs. The amount of the landscape bond would be 110% of the cost of the landscaping and if the applicant doesn't replace the deceased plantings, then the Village can replace them at the developer's expense. Hasbani would like to work with the municipality and feels what is suggested is high and would like some flexibility. The standard warranty on landscape installations is usually between the

developer and the landscape installer and the Village does not have anything to do with it. Plant warranties are usually for 1 year through the contractor. Hasbani said he would prefer to handle this with the warranty from the landscaping company, and they could bring back the landscape plan in a few years if the plants aren't doing well where they planted them. Their property management would be in charge of maintaining the landscape as they don't want their residents to look out and see dead arborvitae.

Motion 2: Amend landscape bond to 2 years and refer final planting types to Commissioner Tarantino for approval/acceptance.

Motioned By: Josh Tarantino

Seconded By: Bridget Henk

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

Motion Passed Yes 6, No 0, Abstained 0

Results of Motion 1:

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

APPROVE the Sign Permit for Cirrus Property Group, LLC, for property located at W172N11187 Division Road, subject to the following condition:

1. Prior to sign installation, the applicant shall revise the sign plan details to incorporate landscaping for the real estate development (monument) sign meeting the requirements of Village Sign Code Section 17.46(7). Said plan is to be submitted to the Village Planner for review and approval prior to sign installation.

Motion 3: Approve Sign Permit

Motioned By: Robert Warren

Seconded By: Bridget Henk

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

- C. Pinnacle Engineering Group, Agent for ZPG Development LLC, Property Owner - W210 N13145 Gateway Crossing; Site Development & Building Plans for a 252,512 sqft Multi-Tenant Industrial Building in the Germantown Gateway Corporate Park. (ACTION)

Director Retzlaff stated that the proposed building #7 is the last building for the Zilber property group in Gateway Park and is a multi-tenant building for industrial or light manufacturing. There are no plans for rooftop mechanicals at this point, depends on

the potential tenant. The landscape plan shows a significant amount of planting along Rockfield Road to create a visual buffet for the land to the north, it's the same landscaping as their other buildings and all those plants are doing well.

Staff recommends approval of the site development and building plans for the 252,512 sqft Zilber #7 industrial building located at W210 N13145 Gateway Crossing in the Germantown Gateway Corporate 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 architectural and engineering plans 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 Infrastructure Plans labeled Germantown Zilber 7 at Gateway Corporate Park dated April 16, 2026;
 - b. Architectural plans labeled Zilber7 at Germantown Gateway Corporate Park dated April 15, 2026;
 - c. Exterior lighting plans dated April 14, 2026;
 - d. Landscaping Plans dated April 16, 2026
2. 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 reviewed and approved by the Village is submitted to the Village as necessary to ensure that installation of the proposed features and improvements will be completed within one (1) year after issuance of the occupancy permit.
3. 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.
4. All outstanding items, issues and plan revisions required by Village Staff in the following review memos shall be resolved and reflected in additional information and/or revised plans submitted to Staff for further review, comment and approval prior to issuance of a building permit for the Zilber #7 building (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS):
 - a. June 2, 2026, memo from Public Works Director, Tim Zimmerman
5. 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 (if necessary).

6. The Zilber Property Group shall notify the prospective tenant that the tenant is responsible for providing a roof plan with the location of all roof-mounted HVAC units and any other roof-mounted equipment, along with sight-line diagrams, as part of all future building “build out” plans at the time a Zoning/Occupancy Permit is obtained. RTU’s shall be setback a minimum of 14 feet from the perimeter roof/wall edge to obscure the view of all RTU’s from property lines around the building and the centerline of the Gateway Crossing. If RTU’s cannot be hidden from view, screen walls or other mutually acceptable features intended to shield the view of said RTU’s shall be submitted to the Village Planner (or Plan Commission if determined necessary by the Village Planner) for review and approval prior to build out construction and issuance of an occupancy permit.
7. Dumpster enclosures shall be designed to meet the Village’s dumpster enclosure guidelines. Future tenants shall be required to provide proposed dumpster enclosure plans for review and approval by the Village Planner prior to issuance of an occupancy permit.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Josh Tarantino

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

- D. Joseph Schultz, Property Owner of N128W16824 Holy Hill Road. 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)

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 N128W16824 Holy Hill Lane.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Bridget Henk

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

- E. Signs & Gear, Agent for Daryl & Ralph Willing/Maple German LLC, Property Owner W188 N10707 Maple Road - Sign Review for Multi-Tenant Monument Sign. (ACTION)

Director Retzlaff stated that the original non-conforming pylon sign for this building was damaged in a storm and is being replaced with this sign that is code compliant.

Staff recommends approval of the proposed monument sign for the Maple German LLC property located at W188 N10707 Maple Road subject to the following conditions:

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

Motion: Approve as presented

Motioned By: Bridget Henk

Seconded By: Robert Williams

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

- F. Keaton Harrison, Property Owner. Zoning Permit application to install a 6' fence in a public drainage easement on property located at W142N9935 Amber Drive. (ACTION)

Associate Planner Yanke stated that staff visited this site and there is no evidence of an underground drainage pipe and the public drainage easement directs surface flow to the pipe located in the ground to the south.

Discussion Followed: Their consensus was that drainage is easily determined and that this fence would not affect any other property owner except this one.

Staff recommends approval of the zoning permit application to install a 6' cedar fence in a public drainage easement along the western (rear) lot line of property located at W142N9935 Amber 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. 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. Bottom of fence shall be installed at 3" above grade.
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.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Josh Tarantino

Yes: Bob Soderberg, Robert Warren, Robert Williams, Bridget Henk, Josh Tarantino, Brian Fisher

No: None

Abstain: None

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

VI. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

Retzlaff handed out a summary sheet of ongoing projects and their status.

VII. NEXT MEETING DATE:

VIII. ANNOUNCEMENTS:

None.

IX. ADJOURNMENT:

Chairman adjourned the meeting at 8:15pm.