

MEETING:	REGULAR MEETING OF THE PLAN COMMISSION
DATE AND TIME:	Monday, July 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, Henk, Tarantino, Fisher and Ewert were present. Also present were Community Development Director Retzlaff, Associate Planner Yanke and Planning Assistant Deb Remich (via Webex). Committee Member Williams 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.*
No residents came forward to speak.
- IV. **MEETING MINUTES:**
 - A. PC Minutes 6-8-26 (ACTION)
Motion: Approve as presented
Motioned By: Bridget Henk
Seconded By: Robert Warren
Yes: Bob Soderberg, Robert Warren, Bridget Henk, Josh Tarantino, Russell Ewert, Brian Fisher
No: None
Abstain: None
Motion Passed (Yes 6, No 0, Abstained 0)
- V. **NEW BUSINESS:**
 - A. Emily Abel/Barrel & Bottle, LLC, Agent for HJ Development, Property Owner. Conditional Use Permit application for a 10,540 sqft liquor store that includes a tasting bar and non-distilling operation from property located at N96W18768 County Line Road (former Pier 1 Imports). (PUBLIC HEARING & ACTION)
Associate Planner Yanke went over the proposal and stated that a liquor store/tasting bar is an allowed use in the B-1 district with a CUP.

Staff recommends approval of the Conditional Use Permit for a 10,540 sqft liquor store that includes a tasting bar ("tavern") and non-distilling operation from property located at N96W18768 County Line Road, subject to the following conditions:

1. The uses and activities allowed on the property shall be limited to those uses and activities specified in the Conditional Use Permit (CUP) application and supporting documents received May 12, 2006. Days and hours of operation shall be limited to those specified in the CUP supporting documents submitted to the Village.
2. The owner/operator is responsible for reporting any significant changes in the type, intensity, amount, or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Zoning Administrator.
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 activities or uses which causes problems or harmful effects that were not anticipated at the time of approval of this CUP, the Conditional Use Permit (CUP) may be modified or terminated by the Village Board by the amendment to or addition of conditions after public hearing thereon.
4. All temporary and permanent exterior signs require a permit and shall comply with all current sign regulations. Off-premises advertising and directional signage is regulated by the Village and requires a permit if/when allowed.
5. All future site improvements, including all building, parking area, landscaping, storm water management facilities, signage, exterior lighting, and any other improvements made to or on the property that are necessary for the land uses and activities authorized under this CUP shall be submitted for review and approval by the Village through the Zoning Permit or Site Plan application process as determined by the Village Zoning Administrator. If required, Site Plan review and approval will include Plan Commission review and approval.
6. State agency (DPS) approved plans and a \$20,000 occupancy bond are required by Inspection Services. The Village of Germantown is an authorized delegated agent of DPS 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.
7. The owner/operator shall be responsible for obtaining any/all liquor license(s) required under State statutes and/or Village ordinances, and, complying with same for the facility. The owner/operator is responsible for contacting the Village Clerk's Office to initiate any license applications separate from the Conditional Use Permit approval process, as deemed necessary/required.
8. 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 business-related activities conducted on the property, including but not limited to noise, dust or other airborne materials, 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).

9. This Conditional Use Permit (CUP) shall be non-transferable. In the event there is a change in the owner/operator of the facility for which this CUP was issued, this CUP shall become null and void. If a new owner/operator wants to operate a liquor store with a tasting bar ("tavern"), a new CUP would have to be obtained pursuant to Sections 17.28 and 17.42 of the Zoning Code to operate said business from this property.

Chairman Soderberg opened the public hearing at 6:35pm.

No residents came forward to speak.

Chairman Soderbert closed the public hearing at 6:36pm.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Brian Fisher

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

No: None

Abstain: None

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

- B. Jessica Poppert/Poppert Preschool North, Agent for Lindsay Mongoven and West Pointe Capital, LLC, Property Owner. Conditional Use Permit application for a change of ownership for an existing daycare center/preschool located at W164N11310 Squire Drive. (PUBLIC HEARING & ACTION)

Associate Planner Yanke stated that this CUP is for a change of ownership due to a non-transferable condition in the original CUP. This operation is in a B-1 district and is an allowed use with a CUP and the only change is an increase from 148 to 170 children maximum.

Staff recommends approval of the Conditional Use Permit for the operation of a child care, daycare, or preschool center at W164N11310 Squire Drive, subject to the following conditions:

1. The uses and activities allowed on the property shall be limited to those uses and activities specified in the Conditional Use Permit (CUP) application documents received June 16, 2026.
2. The total number of children allowed on site shall not exceed 170. Hours of operation shall be Monday to Saturday 6:30AM – 6:00PM.
3. The owner/operator and daycare facility shall remain in continuous compliance with all applicable State and Federal regulations and licensing, allowing that they may be more restrictive than local Village regulations.
4. The owner/operator is responsible for reporting any significant changes in the type, intensity, amount, or location of the land uses and activities, days and hours of operation, size or location or other operational characteristics of said uses and activities authorized under this CUP to the Village Zoning Administrator.

5. 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 activities or uses which causes problems or harmful effects that were not anticipated at the time of approval of this CUP, the Conditional Use Permit (CUP) may be modified or terminated by the Village Board by the amendment to or addition of conditions after public hearing thereon.
6. All temporary and permanent exterior signs require a permit and shall comply with all current sign regulations. Off-premises advertising and directional signage is regulated by the Village and requires a permit if/when allowed.
7. All future site improvements, including all building, parking area, landscaping, storm water management facilities, signage, exterior lighting, and any other improvements made to or on the property that are necessary for the land uses and activities authorized under this CUP shall be submitted for review and approval by the Village through the Zoning Permit or Site Plan application process as determined by the Village Zoning Administrator. If required, Site Plan review and approval will include Plan Commission review and approval.
8. 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 business-related activities conducted on the property, including but not limited to noise, dust or other airborne materials, 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).
9. This Conditional Use Permit (CUP) shall be non-transferable. In the event there is a change in the owner/operator of the daycare/preschool center for which this CUP was issued, this CUP shall become null and void. If a new owner/operator wants to operate a daycare/preschool center, a new CUP would have to be obtained pursuant to Sections 17.28 and 17.42 of the Zoning Code to operate said business from this property.

Chairman Soderberg opened the public hearing at 6:40pm.

No residents came forward to speak.

Chairman Soderberg closed the public hearing at 6:41pm.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Josh Tarantino

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

No: None

Abstain: None

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

- C. Keller, Inc., Agent for F Street Germantown LLC, Property Owner N104 W12631 Donges Bay Road. Site Plan application for a 142,295 sqft multi-tenant light industrial building. (ACTION)

Director Retzlaff went over the proposed site plan and stated that the site is zoned M-1 and is part of the larger 37 acre F Street property. This building is very similar to the existing building in the development.

Staff recommends approval of the site development and building plans for a 142,295 sqft multi-tenant, light industrial building on the 13.25-acre F Street parcel located in the Town 9 Business Park (TID#9) 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 plans w/ revision date May 1, 2026;*
 - b. *Civil Engineering plans w/ revision date July 7, 2026;*
 - c. *Landscaping plans w/ revision date July 7, 2026;*
 - d. *Lighting plans (photometric plan) w/ revision date June 3, 2026;*
 - e. *Storm Water Management Report w/ revision date July 6, 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. 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 for the shell building.
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 and issues identified 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 commencing construction or issuance of building permits (excluding "early start" site clearing and footing/foundation work approved by the Village and/or WI DSPS):
 - a. June 26, 2026, memo from Tim Zimmerman, Public Works Director
5. The building will require a separate sanitary sampling manhole installed per Village Code with no direction change in manhole.
6. 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.

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 for the tenant.
8. Future tenants shall provide a roof plan with the location of all roof-mounted HVAC units and any other roof-mounted equipment along with sightline diagrams as part of all future building "build out" plans. RTU's 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 (Donges Bay Road, Wasaukee Road and Town 9 Parkway). 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 tenant occupancy.
9. The Village's minimum street tree requirements (1 per 50 feet of road frontage) require a minimum of (24) deciduous street trees along Donges Bay Road and (26) along Wasaukee Road. Street trees along both Donges Bay Road and Wasaukee Road were installed as part of Phase 1/Building #1 construction. However, most of the street trees (29 out of 54) are either dead or were not installed as presented on the landscape plan Sheet L9.0. All of the dead and missing trees identified on sheet L9.0 shall be replaced in accordance with the Village's Comprehensive Tree Plan and street tree requirements. Also, all of the shrubs installed during Phase 1 construction on the east side of the future parking lot on the east side of Building #2 are also dead and shall be replaced in accordance with the landscape plan.
10. The Planting Schedule on Sheet L9.0 of the landscape plan shall be revised to include the size of plantings at the time of installation, similar to the schedule on sheet L1.3. The minimum sizes at time of planting shall be not less than the following: 2" caliper for deciduous canopy trees; 1.5" for ornamental understory trees; 6'-8' for evergreen trees; and #5 gal. for all shrubs.
11. Right-of-way permits are required for any/all construction conducted in the Donges Bay, Wasaukee Road and Town 9 Parkway rights-of-way. Contact the Public Works Department/Highway Superintendent for permit submittal requirements.
12. All permanent signage, including any wall signage and monument/ground signage will require separate sign permit review and approval by the Plan Commission.

Discussion Followed. Committee members wanted to know the timing of the replacement of the existing dead trees and Retzlaff stated that will happen before the Certificate of Occupancy Bond is returned to the developer, potentially in spring.

Motion: Approve with conditions as listed in the revised staff report as presented

Motioned By: Brian Fisher

Seconded By: Robert Warren

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

No: None

Abstain: None

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

- D. Melissa & Dan Mulcahy, Property Owners - N106W14764 Harrison Circle. Request for a variance from the architecture and exterior materials requirement under Section 17.41(2a) of the Zoning Code for a detached accessory building. (ACTION)

Director Retzlaff went over the proposal which would allow for a metal roof and an alternate architecture than required.

Staff recommends denial of the requested variance to allow the proposed "high barn" architecture with a gambrel-style roof (in favor of the contemporary architecture with gable-style roof as shown in the application materials).

Staff recommends approval of the requested variance to allow a metal roof.

Discussion followed. Committee members were concerned about making changes to Mulcahy's requested variance for architecture without the resident being present. Yanke read aloud an email from the applicant that stated they would like a decision made tonight with or without the changes they would like so they can move forward with their purchase.

Motion: Approve gable style shed as presented and allow variance for a metal roof

Motioned By: Brian Fisher

Seconded By: Josh Tarantino

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

No: None

Abstain: None

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

- E. Sign & Lines by Stretch, Agent for Van Meter and Zilber Property Group, Property Owner. Sign Review application for Van Meter at W210N12805 Gateway Crossing. (ACTION)

Staff recommends approval of the proposed sign package for Van Meter for property located at W210N12805 Gateway Crossing.

Motion: Approve as presented

Motioned By: Robert Warren

Seconded By: Bridget Henk

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

No: None

Abstain: None

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

F. Bill Numrich, Agent for Eastern Kettle Moraine Moose Lodge 1238, Property Owner. Zoning Permit application to construct a detached accessory storage building (24' x 30') on property located at W198N10217 Appleton Avenue. (ACTION)

Associate Planner Yanke went over the proposal for a new accessory storage building and stated that the removal of the shipping container onsite within 6 months was a condition of their recently approved CUP. Due to the plain metal materials and lack of landscaping, staff is looking for feedback from the Plan Commission as the Architectural Review Board for this type of building as far as architecture and landscaping requirements.

Staff recommends Tabling/Postponing the Zoning Permit application submitted by Eastern Kettle Moraine Moose Lodge 1238, for a new detached accessory storage building (24' x 30') on property located at W198N10217 Appleton Avenue. This action is recommended unless/until a revised set of building plans showing enhancements to the architectural appearance/materials of the building are submitted by the applicant, in addition to a proposed landscape plan, as deemed satisfactory by the Plan Commission.

Discussion followed. Committee members discussed different options including; adding a metal panel between the doors to break up the front facade; add architectural interest including wainscoting to the same facade; roof and door colors should match. Also include landscape screening of deciduous or evergreen trees to screen along the eastern property line going south from the parking lot. The screening would run from the corner of the parking lot to the southeast to the last RV parking stall which would make the site look better and also be cost-effective.

Motion: Table until revised site plan is submitted addressing recommended changes by PC.

Motioned By: Russell Ewert

Seconded By: Josh Tarantino

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

No: None

Abstain: None

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

VI. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT:

Director Retzlaff went over a few updates on proposed development projects.

VII. NEXT MEETING DATE:

July 27th, 2026 at 6:30pm.

VIII. ANNOUNCEMENTS:

None.

IX. ADJOURNMENT:

Chairman Soderberg adjourned the meeting at 7:28pm.