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Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, January 27, 2025
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:
Chair Andrew Nerbun
Commissioner Bruce Barnes
Commissioner Stephanie Hawley
Commissioner Rebecca Schaefer
Commissioner John Stoker
Commissioner Nancy Urbani
Commissioner Martin Choren - **Absent**

Chairman Andy Nerbun called the meting to order at 6:00 p.m.

a) Approval of Meeting Minutes from December 2, 2024

Action
Commissioner Barnes made a motion to approve the December 2, 2024, meeting minutes.
Commissioner Schaefer seconded the motion.
A voice vote was taken; vote passed (6-0)

RESULT:	**APPROVED [4 TO 0]**
MOVER:	Bruce Barnes, Commissioner
SECONDER:	Rebecca Schaefer, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Urbani, Stoker
ABSENT:	Choren

2) Consent

a) Paul Apfelbach for Brookfield 16, LLC. The applicant is seeking certified survey map approval to allow for a 2-lot land division for the property located at 3319 W. Mequon Road.

b) Christian Life Church. The applicant is seeking land use plan amendment approval for the property located at 2803 W. Mequon Road.

Action
Commissioner Stoker made a motion to approve the 2 items on the Consent Agenda
Commissioner Hawley seconded the motion.
A voice vote was taken; vote passed (6-0)

RESULT:	**APPROVED [6 TO 0]**
MOVER:	John Stoker, Commissioner
SECONDER:	Stephanie Hawley, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT:	Choren

3) Public Hearing

a) Catalyst Construction. The application is seeking conditional use grant approval to allow for an accessory dwelling for the property located at 2707 W. Cassel Lane.

Action
Commissioner Stoker made a motion to open a public hearing.
Commissioner Hawley seconded the motion.
A voice vote was taken; vote passed (6-0)

No public comment

Action
Commissioner Stoker made a motion to close the public hearing.
Commissioner Hawley seconded the motion.
A voice vote was taken; vote passed (6-0)

Planner Natalie Redding stated this request is for a conditional use grant (CUG) for an accessory dwelling in the R-2 zoning district. The major addition will be added to the primary residence. She commented that the request meets all the requirements and staff recommends approval.

Action
Commissioner Stoker made a motion to approve per staff conditions.
Commissioner Urbani seconded the motion.
A voice vote was taken; vote passed (6-0)

RESULT:	**APPROVED [6 TO 0]**
MOVER:	John Stoker, Commissioner
SECONDER:	Nancy Urbani, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT:	Choren

4) Regular Business

a) David Roettgers for Roettgers Company. The applicant is seeking minor request for master sign plan approval for the property located 11155 N. Wauwatosa Road (Mobil).

Planner Redding stated that this request is for a master sign plan for the Mobil gas station located in the B-1 zoning district. There were previous approvals for this business in May of 2023 and an extension was approved in September of 2024. The master sign plan includes a total of 8 signs: 5 are free-standing and 3 are wall mounted. Staff requested clarification on some of the locations of the signs which were provided by the applicant. Staff also requested that the entrance sign arrow be changed from yellow to red; which was changed by the applicant. She explained that most of the signs are located in the carwash queue and are not in public view. Staff recommend approval of the master sign plan.

Action
Commissioner Hawley made a motion to approve the master sign plan per staff conditions.
Commissioner Schaefer seconded the motion.
A voice vote was taken; vote passed (6-0)

RESULT:	**APPROVED [6 TO 0]**
MOVER:	Stephanie Hawley, Commissioner
SECONDER:	Nancy Urbani, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT:	Choren

b) Brixmor SPE 1 LLC. The applicant is seeking minor request for master sign plan approval for the property located at 10906-11116 N. Port Washington Road (Mequon Pavilions).

Assistant Director Jac Zader stated that staff has been working with the Brixmor owners to develop a new master sign plan (MSP) due to the recent façade changes. There have been three iterations of the MSP with language forwarded through the process that was requested but not actually approved, so staff has been working to clean up the MSP as much as possible. Staff are continuing to work on cleaning up the MSP but the applicant requested approval for this portion so that Sierra can increase their logo size. It is allowed to be larger than the letters, but it cannot exceed 50% of the sign area.

Staff agree with the request to allow Sierra to increase their the size of the logo and get their signage in place as it also brings Sendiks back into compliance for their sign. This is the first step of the MSP and they will be back in front of the Commission in the next few months for approval for the rest of the sign issues on site.

Action
Commissioner Schaefer made a motion to approve the master sign plan request.
Commissioner Stoker seconded the motion.
A voice vote was taken; vote passed (6-0)

RESULT:	**APPROVED [6 TO 0]**
MOVER:	Rebecca Schaefer, John Stoker
AYES:	Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT:	Choren

c) Technical Engineering Consultants, LLC. The applicant is seeking final plat, development agreement and concept plan approval to allow for a 37-lot subdivision for the property located at 1310 W. Highland Road (Highland Road Meadows).

Commissioner Stoker recused himself.

Asst. Zader stated that the concept plan has changed regarding the lot coverage requirements. He explained that this district was created to avoid a PUD process. The PUD process requires lot specific coverage percentages. He showed the Commission a chart detailing the different zoning districts and the lot coverage requirements associated with each zoning district. The Development Agreement (DA) Amendment was tailored as close to what they requested as possible.

He further stated that the applicant has agreed not to have any accessory structures. The street tree plan was previously approved, and the open space plan is similar to what was previously submitted.

Assistant City Engineer Cole McCraw stated there are a few issues with the Development Agreement Amendment:

1. Sanitary Sewer - the original DA required a flow restrictor system due to downstream lift station capacity issues. The applicant is currently waiting on some electronic components due to supply issues. A new completion date of June 15, 2025, has been set.

2. Public sidewalk installation - the DA currently requires the sidewalk to be installed prior to final plat approval, but a new completion date of June 30, 2025, has been set. Additionally, no building permits are to be issued for the properties that have driveway access through the sidewalk area.

Staff recommends approval of the DA modifications.

Action
Commissioner Hawley made a motion to approve the final plat, concept plan amendment and DA Amendment.

Commissioner Barnes seconded the motion.
A roll call vote was taken; vote passed (5-0)(Stoker recused)

RESULT:	**APPROVED [5 TO 0]**
MOVER:	Stephanie Hawley, Commissioner
SECONDER:	Bruce Barnes, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Urbani
ABSENT:	Choren
RECUSED:	Stoker

5) Announcements

The next meeting is Monday, February 24, 2025, at 6:00 p.m.

6) Adjourn

Action
Commissioner Stoker made a motion to adjourn the meeting.
Commissioner Schaefer seconded the motion.
A voice vote was taken; vote passed (6-0)

The meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Jac Zader