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Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, May 19, 2025
6:00 PM
Lower Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Andrew Nerbun
Alderman Brian Parrish
Commissioner Martin Choren
Commissioner Stephanie Hawley
Commissioner John Stoker
Commissioner Nancy Urbani
Commissioner Bruce Barnes - **Absent**
Commissioner Rebecca Schaefer - **Absent**

Mayor Nerbun called the meeting to order at 6:00 p.m.

a) Approval of Minutes from April 21, 2025

Action

Commissioner Hawley made a motion to approve the April 21, 2025, meeting minutes.
Commissioner Urbani seconded the motion.
A voice vote was taken; vote passed (6-0)

2) Public Hearing

a) Thompson Project Management for Fromm Family Food. The applicant is seeking conditional use grant amendment and building and site plan amendment approval to allow for an approximately 16,500 sq. ft, 3 ½-story office building for the property located at 11050 N. Weston Drive.

Action

Commissioner Stoker made a motion to open a public hearing.
Commissioner Hawley seconded the motion.
A roll call 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)

Assistant Director Jaz Zader stated that this proposal is for a separate third building for this site (E3). The site plan meets all the Town Center zoning criteria with two exceptions:

- Setback reduction requested for parking in the back of the building (east) and to the south.

Staff is supportive of the waiver for the reductions on the east side because it lines up with the existing parking lot for buildings E1 and E2, but staff recommends additional landscaping to help screen from the public view to the east. The south reduction is also supported because it is adjacent to an outlot which is part of the development.

Additional recommendations from staff include:

- Request that the sidewalk line up with the sidewalk to the pocket homes (plan shows a 6 ft jog).
- Access easement needs to be amended.
- Add crosswalks to match the west side of the street.
- Additional crosswalk (Exhibit A in the packet).

Asst. Dir. Zader explained that in order to line up the sidewalk, the building will need to be a little bit smaller or be shifted to the south. There is a WE Energies easement there that would require an agreement to be made in order to shift the building south.

Additional landscaping is requested to screen the parking lot lights as well as a few trees to be added to match the north side of the proposed building. Two trees along the street to match the pattern along Weston Drive are recommended as well. The lighting meets the existing Town Center fixtures. Staff recommends one additional light along Weston Drive at the corner of Foxtown Drive to match the existing pattern along the north side of the street.

The building matches the existing two buildings. Staff is recommending that the finished material continue all the way down to the bottom of the building (no exposed concrete).

He reminded the Commission that Foxtown zoning requires a conditional use grant for buildings taller than 2-stories. A shadow study was conducted (results included in the packet) and there are minimal impacts to the surrounding properties, so staff is supportive of the height of the building. A condition of approval was added to ensure Town Center zoning requirements are met regarding windows on the first floor and doors opening to the front of the building to keep the pedestrian area activated. Staff does recommend approval of the proposed building and site plan

as well as the conditional use grant.

The applicant, Gregg Thompson, explained that the space was designed for open space and as a flex space for the company's employees to congregate. The plan is continuing to evolve regarding the number of pickle ball courts as this space will be multifunctional.

There was some discussion regarding whether the public is allowed to utilize the pickle ball courts and the restrictions in the Town Center zoning regarding public access.

The applicant explained that they are hoping to work with WE Energies as they prefer to shift the building south rather than reduce the size of the building (they are waiting for an answer from We Energies). Asst. Dir. Zader stated they would need about 5-6 feet to shift the building to be able to straighten out the sidewalk.

Action

Commissioner Choren made a motion to approve the item with the modification to condition #5 that the sidewalk on the north side of the building be made as straight as possible.

Alderman Parrish seconded the motion.

A roll call vote was taken; vote passed (6-0)

RESULT:	APPROVED WITH CONDITIONS [6 TO 0]
MOVER:	Martin Choren, Commissioner
SECONDER:	Brian Parrish, Alternate Alderman
AYES:	Nerbun, Parrish, Choren, Hawley, Stoker, Urbani
ABSENT:	Barnes, Schaefer

b) FORMA Design Gallery. The applicant is seeking conditional use grant approval to allow for a design showroom for the property located at 12080 N. Corporate Parkway.

Action

Commissioner Stoker made a motion to open a public hearing.

Commissioner Urbani 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 Urbani seconded the motion.

A voice vote was taken; vote passed (6-0)

Planner Natalie Redding stated that the conditional use grant request is for a showroom design gallery showcasing home products and furnishing inventory. At the March 17, 2025, Planning Commission meeting, and the April 8th Common Council meeting, a text amendment was approved to allow for showrooms as a conditional use. The same applicant is requesting the CUG.

She explained that the FORMA Design Gallery will be a collection of showrooms showcasing products and furnishing for home renovations and new home construction. It will operate as a multi-tenant facility with each showroom independently operated and leased. It will be open to the public with appointments encouraged.

The applicant is not proposing any changes to the exterior of the building. A site visit was conducted, and both the landscaping and lighting is in compliance. It was noted that there are a few missing trees (and possibly a few dead trees) and staff will conduct an additional site visit prior to 6/31/25 to ensure landscaping conditions are compliant. Staff will work with the applicant if needed.

The conceptual plan was shown and Planner Redding stated that the floorplan may be modified as tenants lease the space based on their needs. Staff will review the final floor plan. She reminded the Commission that the showroom items will be for display only and consumers will not be walking out with purchased merchandise. Staff recommends approval.

Action

Commissioner Stoker made a motion to approve the item per staff recommendations.

Commissioner Choren seconded the motion.

A voice vote was taken; vote passed (6-0)

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

3) Regular Business

- a) Arch Solar C&I for Frank L. Weyenberg Library. The applicant is seeking building and site plan amendment to allow for solar panels for the property located at 11345 N. Cedarburg Road.

Planner Redding stated that the request is for the installation of a photovoltaic system on the Frank L Weyenberg Library. State statues limit what conditions can be placed on alternative energy systems, and that was factored into the review of this proposed project.

The system will include 169 modules split between three arrays on the three flat roof sections of the western end of the building. The equipment required for this will be north facing exterior wall on the north side of the building, roughly halfway between the east and west edges of the building and 20 feet south of the existing utility transformer, which is well screened.

The library has public views from all four sides, from Cedarburg Road, from Division Street, from the parking lot to the south of the property and from the Interurban trail to the west of the

property. The view from Cedarburg Road (from the east side of the building looking west), the panels will be obstructed by the pitched roof sections of the building, so it will not be visible from Cedarburg Road looking towards the library. The panels may be visible from the three other elevations. She commented that the applicant submitted sightline renderings which are included in the packet.

Staff does recommend approval of the building and site plan amendment.

Action

Commissioner Stoker made a motion to approve the item per staff recommendations.

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, Parrish, Choren, Hawley, Stoker, Urbani
ABSENT:	Barnes, Schaefer

- b) Trinity Church. The applicant is seeking minor request approval for a sign waiver to allow for an off-premises sign at a reduced setback for the property located at 11458 N. Wauwatosa Road.

Planner Redding explained that this request is for a sign waiver for an off-premises sign at a reduced setback. At the December 22, 2024, Planning Commission meeting, a land division approved the separating of the church and parsonage from the cemetery and that was considered in the review of this request. The proposed sign waiver is to allow for a directional, off-premises sign on the front of Lot 1 of previously approved CSM #4289. This will help direct the public to the Trinity Lutheran cemetery, which is located at the rear of the property, and is not easily visible from the road.

Off-Premises signs are typically prohibited by the city, and this is the reason for the requested waiver as well as the sign is proposed at a 6-foot setback and the city sign code requires a 10-foot setback from the property line.

Per staff request, the applicant placed stakes on the site, one at the proposed 6-foot setback and one at the required 10-foot setback. Staff conducted a site visit to take photos of the proposed locations (see exhibit B) and ultimately does believe that the tree line creates a visual encumbrance to the sign placement at 10 feet, as this location puts the sign slightly behind the tree line further into the shaded area. She explained that the Wisconsin Department of Transportation owns a large portion of the right-of-way, but staff is supportive of the placement of the sign at a 6-foot setback. There is still some reduced visibility at this location.

There is a clarification regarding the proposed sign will be parallel to Wauwatosa Road without arrows on the sign (renderings included in the packet). Staff recommends that the sign be displayed as a hanging plaque and that the sign be hung on a wooded post.

During the site visit it was noted that the existing monument sign, which is currently only a post without a sign, may not be in compliance with its required setback, and this should be resolved as a condition of approval of the off-premises sign.

The applicant stated that the relationship between the church and cemetery has been dissolved, and they are now operating as separate entities. They are concerned about several of the conditions of approval:

- Hanging sign as a plaque - he explained that the requested sign is much smaller and is designed artistically and will be surrounded by graves and a stone pillar, not trees, and they do not believe it will be aesthetically pleasing. The sign company advises that a small plaque will eventually require maintenance and that a wooden sign shall be used. They request that the recommendation to install a hanging plaque sign be waived.
- The existing monument sign was mistakenly placed incorrectly, and the church does not have plans to replace the sign at this time. It may be many months until the sign issue is addressed, and the applicant is requesting that this issue be separated from their request for the cemetery directional signs as they plan to install the proposed sign as soon as possible.

The Commission voiced support of the two signs being separate issues and allowing the cemetery to move forward with their requested signage.

Action

Commissioner Urbani made a motion to approve with the condition that the sign shall be setback no closer than 6-feet from the property line and staff shall have final review of the sign permit.

Commissioner Stoker seconded the motion.

A roll call vote was taken; vote passed (6-0)

RESULT: APPROVED WITH CONDITIONS [6 TO 0]

SECONDER: John Stoker, Nancy Urbani

AYES: Nerbun, Parrish, Choren, Hawley, Stoker, Urbani

ABSENT: Barnes, Schaefer

NOT PRESENT:

Strzelczyk

4) Announcements

The next meeting is Monday, June 23, 2025, at 6:00 p.m.

5) Adjourn

Action

Commissioner Stoker made a motion to adjourn the meeting.

Commissioner Hawley seconded the motion.

A voice vote was taken; vote passed (6-0)

The meeting concluded at 6:54 p.m.

Respectfully Submitted,

Jac Zader