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Department of Community Development
Taped and Televised

**PLANNING COMMISSION
Regular Meeting
Monday, September 29, 2025
6:00 PM
American Legion Post #457
6050 W. Mequon Road**

Minutes

1) Call to Order, Roll Call

Present:

Chair Andrew Nerbun
Alderman Robert Strzelczyk
Commissioner Bruce Barnes
Commissioner Martin Choren
Commissioner Stephanie Hawley
Commissioner Rebecca Schaefer
Commissioner Nancy Urbani
Alt. Commissioner Oliver Ellsworth
Commissioner John Stoker - **Absent**

Mayor Nerbun called the meeting to order at 6:05 p.m.

a) Approval of Minutes from July 28, 2025.

Action

Ald. Strzelczyk made a motion to approve July 28, 2025, meeting minutes.

Commissioner Urbani seconded the motion.

A voice vote was taken; vote passed (8-0)

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| RESULT: | APPROVED [8 TO 0] |
| MOVER: | Robert Strzelczyk, Alderman |
| SECONDER: | Nancy Urbani, Commissioner |
| AYES: | Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani |
| ABSENT: | Stoker |

2) Consent Agenda / Regular Business

- a) Craig Pfister & Edith Lepgold. The applicant is seeking certified survey map approval for a 2-lot land division for the property located at 10490 N. Pine Tree Circle.
- b) Mequon I LLC for The Enclave at Mequon Preserve Phs IX. The applicant is seeking development agreement and minor request approval for fill of approximately 25,000 C.Y. to allow for 19-lots in Phase IX of The Enclave at Mequon Preserve subdivision located west and east of 10622 N. Tree Sparrow Road.

Action

Commissioner Hawley made a motion to approve the Consent Agenda (2 items).
 Ald. Strzelczyk seconded the motion.
A voice vote was taken; vote passed (8-0)

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| RESULT: | APPROVED [8 TO 0] |
| MOVER: | Stephanie Hawley, Commissioner |
| SECONDER: | Robert Strzelczyk, Alderman |
| AYES: | Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani |
| ABSENT: | Stoker |

3) Consent Agenda / Public Hearing

- a) FT 1, LLC. The applicant is seeking conditional use grant approval for a nightclub for the property located at 11120 N. Weston Drive.
- b) FT 1, LLC. The applicant is seeking conditional use grant approval for a distillery for the property located at 11090 N. Weston Drive.

Action

Commissioner Hawley made a motion to open a public hearing.
 Ald. Strzelczyk seconded the motion.
A voice vote was taken; vote passed (8-0)

No Public Comment

Action

Commissioner Schaefer made a motion to close the public hearing.

Commissioner Urbani seconded the motion.

A voice vote was taken; vote passed (8-0)

Action

Commissioner Hawley made a motion to approve the Consent/Public Hearing Agenda (2 items).

Ald. Strzelczyk seconded the motion

A voice vote was taken; vote passed (8-0)

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| RESULT: | APPROVED [8 TO 0] |
| MOVER: | Stephanie Hawley, Commissioner |
| SECONDER: | Robert Strzelczyk, Alderman |
| AYES: | Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani |
| ABSENT: | Stoker |

4) Regular Business / Public Hearing

- a) MSI General for Charter Manufacturing. The applicant is seeking conditional use grant and building and site plan amendment approval for three (3) separate single-story building additions and site modifications for the property located at 12121 N. Corporate Parkway.

Action

Commissioner Hawley made a motion to open a public hearing.

Ald. Strzelczyk seconded the motion.

A voice vote was taken; vote passed (8-0)

No public comment

Action

Ald. Strzelczyk made a motion to open a public hearing.

Commissioner Schaefer seconded the motion.

A voice vote was taken; vote passed (8-0)

Planner Natalie Redding stated that this request is for three (3) separate single-story additions. A conditional use grant is required because the proposed additions increase the building footprint exceeding 40,000 sq. ft. The site plan includes additional parking, the relocation of a generator and the relocation of the dumpster.

The three additions will total approximately 6,600 sq. ft. and are necessary due to a growing employee base and to allow the business to grow their business operations. The B-4 zoning

requirements regarding set back, off set and open space are all met.

The site modifications include the relocation of the generator from the location where the northeast addition will be to the northwest side of the property where other electrical equipment is housed. The dumpster is also proposed to be relocated to the northwest portion of the parking lot. Staff recommend the dumpster be located to the southwest corner of the parking lot as it will be better screened from Port Washington Road by the evergreens in the area as well as less impactful to the parking lot. The number of parking stalls will be increased from 215 to 227.

The applicant will remove 15 trees through the site due to the building and parking lot additions and they will be replaced with a mixture of trees (Exhibit A in the packet). Staff recommend that a wider variety of species be included in the replacement of the removed trees. Additionally, staff recommend an additional parking lot island be added in the northwest portion where the expanded 10 parking stalls are proposed.

There are 2 new lights proposed, and staff require cut sheets be submitted as a condition of approval.

The applicant stated the proposed location of the dumpster lines up with access to the site and that the trash collection trucks would have easy access to the dumpster within causing issues maneuvering in the parking lot. Additionally, there is a large training room proposed adjacent to the dumpster site and the safety of the employees taking the trash to the parking lot was considered in selecting the relocated dumpster location.

Feedback from the Commission is that the dumpster should be well screened in addition to maximizing safety for the employees taking out the trash into the parking lot area.

Action

Commissioner Choren made a motion to approve the item with the dumpster relocated as proposed.

Ald. Strzelczyk seconded the motion.

Ald. Strzelczyk made a friendly amendment that staff and the applicant discuss a more agreeable location for the dumpster.

The friendly amendment was accepted.

A roll call vote was taken; vote passed (8-0)

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| RESULT: | APPROVED WITH CONDITIONS [8 TO 0] |
| MOVER: | Martin Choren, Commissioner |
| SECONDER: | Robert Strzelczyk, Alderman |
| AYES: | Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani |
| ABSENT: | Stoker |

5) Regular Business

- 1) Signarama for East Mequon Corporate Center III. The applicant is seeking master sign plan approval for the property located at 12308 N. Port Washington Road.

Planner Redding stated this request is for a master sign plan approval for a multi-tenant building in the B-4 zoning district. The code specifies that one (1) wall sign per building is allowed. Currently there is no signage on site that distinguish individual tenant locations. The applicant is proposing that each tenant be allowed to install an illuminated wall sign above their individual entrances. The proposed sign plan allows for a maximum of 60 sq. ft. per tenant sign, a maximum of 30 inches for lettering and designates a specified location for the signs. There are currently four (4) existing businesses occupying 4 of the 5 tenant suites.

Staff are supportive of wall signs for the five (5) existing tenant suites but do not support the proposed additional two (2) potential sign locations. This could be revisited if there are changes to the site floorplan in the future.

Staff recommend the wall signs be located over the entrance doors to the individual suites to promote consistency and clarity of tenant location. Staff are concerned that 60 sq. ft. per sign is too large considering the height of the building. Staff requested renderings with signs at 30 sq. ft. but did not receive requested renderings in time for the board packet, but these renderings were shown during the meeting. It is recommended that the wall signs be a maximum of 30 sq. ft. with 15" lettering.

The applicant stated they request the wall signs be allowed to be larger in size as they are used for wayfinding and there is space on the building to accommodate the larger size signs.

The Commission stated the way finding is only used inside the parking lot and not from a street vantage point and the smaller signs seem more appropriate for the size of the building and the use of the signs.

Action

Ald. Strzelczyk made a motion to approve the master sign plan with a maximum of 30 sq. ft. per sign per staff recommendations.

Commissioner Barnes seconded to motion.

A voice vote was taken; vote passed (8-0)

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| RESULT: | APPROVED [8 TO 0] |
| MOVER: | Robert Strzelczyk, Alderman |
| SECONDER: | Bruce Barnes, Commissioner |
| AYES: | Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani |
| ABSENT: | Stoker |

- 2) Keller, Inc. for BE Golf, LLC. The applicant is seeking building and site plan amendment approval for an approximately 10,200 sq. ft. addition and remodel of the existing building for the property located at 12950 N. Port Washington Road (Missing Links).

Planner Redding stated the request is for construction for a new addition and a remodel of the existing building. The proposed plan meets all the requirements of the Ulao Creek design standards. The addition will provide space for golf simulators and office space while the existing remodeled building will allow for more dining space and updated restrooms for the patrons to the property. Additionally, there will be extended outdoor patio space. A condition is included that any damaged landscaping shall be replaced, i.e. any trees or plantings removed or damaged during construction. Staff request that one light on the roof of the building that is not compliant be removed as well as landscaping that needs to be replaced on the north side of the parking lot.

A question was raised by the Commission regarding whether there is adequate parking due to the proposed additions. The applicant believes parking is sufficient as the addition of the indoor simulators is most popular off season from the outdoor golfing peak traffic times and staff and the applicant do not believe there will be parking issues.

The Commission also asked about the proposed color of the buildings and whether the applicant is flexible on a possible color change. The applicant communicated that they are open to changing the proposed paint color.

Action

Commissioner Schaefer made a motion to approve the item with the recommendation that staff, the Commission architect, Marty Choren, and the applicant meet to discuss paint color.

Ald. Strzelczyk seconded to motion.

A roll call vote was taken; vote passed (8-0)

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| RESULT: | APPROVED WITH CONDITIONS [8 TO 0] |
| MOVER: | Rebecca Schaefer, Commissioner |
| SECONDER: | Robert Strzelczyk, Alderman |
| AYES: | Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani |
| ABSENT: | Stoker |

- 3) Bonnilake Real Estate, LLC. The applicant is seeking subdivision minor request approval for 20,000 C.Y. of fill, berms exceeding 4.5 feet, and concept plan approval for a 12-lot single-family rural conservation for the property located a the southwest corner of Riverland Road and Pioneer Road.

Public Comment

Randy & Pati Pillen - 4149 W. Pioneer - opposed and believe that the homes will be too large for this area.

Miriam Colton & Holly Rehberg - 14350 N. Riverland Road - opposed and requests that the access be relocated as the lights will be directed directly into their living room windows. They are concerned about light pollution from an entrance sign as it will affect nature and native species in the area. They believe the berms should be lower and the buffer filled with plants and trees.

Jim Freck - 14048 N. Riverland Road -opposed and he has questions and concerns regarding the topography, the proposed 12-lots and the effects the new lots will have on the drainage. He suggests additional access from Riverland Road.

Terry Wilkinson - 13800 N. Riverland Road - Believes extensive landscape should be required to buffer the proposed new homes and that open space be preserved. He requests that no septic tanks face Riverland Road, no septic easements and that all septic tanks be located on individual properties. He also requested that the 300-foot setback from Riverland Road be maintained.

Mary Kaye Ernest - 3318 W. River Drive - is opposed and believes the proposed subdivision will destroy the habitat of the animals, she has concerns about the water table, the traffic and possible congestion and believes the entrance should be on Pioneer Road.

Michael Kemp - 14133 N. Riverland Road - is opposed and has many concerns including the topography not supporting the proposed 12 new homes, he believes the berms will be unsightly and that green space is preferred, the infrastructure and lights are unnecessary and he is concerned about the construction traffic in the area.

Dan Kemp - 14133 N. Riverland Road - opposed as he lives next to the proposed development and he is concerned about the water table and septic problems in the area.

Toni Stockinger - 4123 W. Pioneer Road - opposed and she isconcerned about the water table and the septic tank situation in this area.

A resident stated that this is farm area and there are smells and sounds associated and wants the developer and future home owners to be aware.

Assistant Director, Jac Zader, stated that this is a request for a conservation subdivision which is allowed as permitted use per the change of the code in 2021. The yield is 11 lots, but an additional lot is allowed for this type of subdivision (1 additional lot per every 40 acres). He explained that the code requires 60% open space and a 300-foot setback from both Riverland Road and Pioneer Road. The applicant is requesting a 245-foot buffer waiver along Riverland Road. He commented that the applicant is required to submit a stewardship plan at the time of preliminary plat submittal.

The access is off Riverland Road and not Pioneer Road, as it is a county road. The code requires connectivity to surrounding property, which the plan does show to the south. He explained the septic systems can be located in the open space area.

City code requires a light at the entrance of the subdivision.

Assistant City Engineer, Cole McCraw, stated that the berms are proposed at 5-feet from the “post-grading” ground and not the existing ground. He stated that the condition in the staff report states the berms should not exceed 4.5 feet in height. He stated that a streetlight at the entrance is required per code.

The applicant, Fred Bersch, stated he was requested to provide berms to provide a screening buffer. He explained that he worked to follow all the requirements outlined for a conservancy subdivision. Based on feedback, he is willing to accommodate relocating the entrance to the south.

Many Commissioners spoke and shared their opinions regarding the many issues raised and the feedback from the Commission includes:

- One (1) access to the development is appropriate.
- Berms should not be higher than 4.5 feet.
- Support to move the entrance south due to neighbor across the street.
- Entrance light is for safety and is required by code.

Action

Ald. Strzelczyk made a motion to approve the item requiring the 300 foot buffer setback (condition #2), the entrance to be relocated to the south (line up adjacent to property lines), entrance streetlight shall meet code requirement and be down lit, no interior street lighting (#11), the septic and/or mound setback shall be 75-feet, 4.5 feet berms from existing grading.

Commissioner Barnes seconded the motion.

Commissioner Schaefer made a friendly amendment to ensure the berms are limited to no greater in height than 4.5 feet street elevation.

The friendly amendment was accepted and seconded.

A roll call vote was taken; vote passed (8-0)

6) Announcements

The Commissioners were provided a flyer with an upcoming Planning Commission training class.

The next meeting is Monday, October 27, 2025, at 6:00 p.m.

7) Adjourn

Action

Commissioner Schaefer made a motion to adjourn the meeting.

Commissioner Hawley seconded to motion.

A voice vote was taken; vote passed (8-0)

The meeting adjourned at 8:29 p.m.

Respectfully Submitted,

Jac Zader