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PLANNING COMMISSION
Regular
Monday, December 1, 2025 - 6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Mayor Nerbun at 6:00 p.m.

Present:

Mayor Nerbun, Alderman Strzelczyk, Architect Choren, Commissioner Hawley, Commissioner Schaefer, Commissioner Stoker, Commissioner Ellsworth
[ABSENT_ Commissioner Barnes, Commissioner Urbani]

Also present: Director of Community Development Kim Tollefson, Assistant Director of Community Development Jac Zader, City Planner Natalie Redding, City Asst. Engineer Cole McCraw, Community Development Administrative Assistant Robin Buzzell, City Forester Nate Herlache

2) Meeting Minutes

a) Meeting minutes of October 27, 2025

MOTION:	Motion to approve the Minutes
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Commissioner Stephanie Hawley
AYES:	Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Passed

3) Consent Agenda

- a) MasTec Network Solutions. The applicant is seeking building and site plan amendment approval to add a generator and access gate to the existing communications facility for the property located at 10448 N. Port Washington Road.
- b) Morton Buildings for Golinvaux. The applicant is seeking minor request approval to allow for a 36' x 60' agricultural building for AG equipment for the property located at 10413 N. Granville Road.
- c) Groth Design Group for Wisconsin Lutheran Seminary. The applicant is seeking building and site plan amendment approval to allow for additions to the existing buildings to provide additional educational spaces for the property located at 11640-11660 N. Seminary Drive.

MOTION:	Motion to Approve the Consent Agenda
MOVER:	Commissioner John Stoker
SECONDER:	Commissioner Stephanie Hawley
AYES:	Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Passed

4) Regular Business

- a) Point Real Estate for Swan Ridge Farms. The applicant is seeking final plat approval to allow for Phase II of the Swan Ridge Farms subdivision consisting of a total of the remaining 42-lots for the lands located immediately south of and west of 10129 N. Swan Road.

Asst. Dir. Jac Zader stated that everything is in accordance to the plat and there are only a few punch list items left to complete. He mentioned that there was some public feedback provided on the dais but that if the applicant has completed all requirements, the Commission is obligated to approve the final plat.

Public Feedback

Tim Spears - 9211 W. Stanford Court - he has concerns regarding drainage issues. He stated that he previously raised these concerns and that only half of the water goes into the storm ponds and the rest of the water flows through the neighborhood.

Asst. City Eng. McCraw explained staff met with some of the residents on Standford Court over the summer as they had concerns about the drainage during the development stages, which was prior to the grading being completed. Since then, inspections have been completed of the entire site, including the storm water retention ponds, and all requirements have been met. He

commented that there is off-site drainage coming from the two existing homes located on Swan Road that is not meant to be captured within the pond and is meant to drain around the pond and continue on as it did before.

There was conversation regarding the drainage and water flow on site. Asst. City Eng. McCraw confirmed that the water flow was double - checked as there were concerns about the water flow in this area. He explained that the water is not from the development, it comes from the east, as it did previous to the new subdivision development. The new development is not required to take in off-site storm water into their pond.

The applicant, Tony Zanon from the Pinnacle Engineering Group, explained that there was not enough vertical elevation to take on the water from the west and the east to bring all the water into the storm water pond. The pond catches as much water as it possibly can. He stated that all City requirements as well as all the requirements from MMSD have been met. He added that all discharge regulations have been met as well.

Asst. City Eng. McCraw emphasized that there are several layers of inspections done regarding the stormwater management plans, including a full survey of the pond, the engineering firm does an inspection and submits a report to the City, there is a 3rd party stormwater management plan review, as well as reviews from DNR and MMSD staff.

Asst. Dir. Zader reminded the Commission that if the City Engineering states that everything in the DA has been met, the final plat must be approved. The discussion about the drainage concerns should not be considered regarding the approval of the final plat.

There was some discussion about the tree line buffer between Huntington Park subdivision and Swan Ridge Farms subdivision.

Public Feedback

Jane Chevak - 10129 N. Swan Ridge Road - she lives in one of the homes on Swan Ridge and has been working with Cole McCraw for 2 years regarding water drainage in this area. She stated she has lost trees due to standing water and the southwest portion of her property is always under water. She feels that the opportunity to solve the water issue in this area was missed.

It was requested that additional information be submitted to the Alderpersons prior to the next Common Council meeting regarding background on the two complaints from the public.

MOTION:	Motion to Approve
MOVER:	Commissioner Rebecca (Becky) Schaefer
SECONDER:	Commissioner John Stoker
AYES:	Mayor Andrew Nerbun, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth

NAYS:	Alderman Robert Strzelczyk
RESULT:	Passed

- b) J&J Custom Homes for Gorelik. The applicant is seeking minor request approval to allow for the removal of two (2) specimen trees to allow for a new single-family home building pad for the property located at 12345 N. East Shoreland Drive.

Commissioner Stoker recused himself.

Public Feedback

Ann Dredge - 13136 NW Shoreland Drive - she is on the Tree Board, and she is passionate about the trees remaining as is, as they are heritage trees, about 250 years old. She believes the building pad should be relocated so the trees can remain in place.

City Forester, Nate Herlache, stated there are many specimen trees on this parcel. He explained that he met with the applicant on site in September and discussed alternative areas for the building pad to be located, but no alternative building plans were submitted. He believes there is room for some reconfiguration or moving the proposed home closer to the river in order to preserve the identified specimen trees, reduce the grade, prevent soil compaction and the ultimate death of the proposed specimen trees requested to be removed.

The applicant stated that the submitted survey shows this parcel being located in the 100-year floodplain at an elevation of approximately 664-feet. The homeowner is requesting a walk-out basement and the developer likes to keep the basement foundation two-feet above that point, so if the building pad is pushed any further to the west, it would impede this area and put the house at risk of water issues. Their intent is to always keep the trees in place, but the identified 41" Burr Oak specimen tree immediately adjacent to the proposed garage is the only one within the danger area, along with the identified 24" Pine tree. He commented that they would replace any removed trees with the same caliber of trees.

City Forester Herlache answered an inquiry from the Commission that the 2 specimen trees are in very good health and that the 250-year old tree could live to be 400-450 years old.

There was discussion regarding the options and consequences of moving the house to the west.

MOTION:	Move to Denial
MOVER:	Commissioner Rebecca (Becky) Schaefer
SECONDER:	Alderman Robert Strzelczyk
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth
NAYS:	None

RESULT:	Passed
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- c) Wade Design. The applicant is seeking building and site plan amendment approval to allow for modifications to the existing building including a new front entrance and patio for the property located at 6510-6512 W. Mequon Road.

City Planner Natalie Redding stated that this is a request for building and site plan amendment approval brought forward from Wade Design, one of the two tenants of the building. The redesign project is aimed at modernizing and improving the property while bringing it closer to being in compliance with the Town Center zoning code. There are several building changes proposed, including building additions on the southwest and east side of the building, an outdoor patio space, a second floor balcony, updated siding and shingles and a new building color. The addition planned for the southwest portion of the building will include an additional office and a meeting room. The addition to the east will allow for exterior access to an existing lower level storage area. The additions will adhere to the offset requirements of the Town Center zoning district. The only work planned for the other tenant space is remodeling of the two bathrooms.

The bell tower and exterior angular element will be removed from the building to restore a more traditional architectural element. Additionally, natural limestone will be added to the base of the building to reflect the Town Center lannon stone appearance that is prevalent throughout the zoning district. Final staff approval of the stone selection is required as a condition of approval.

Staff approve of the relocation of the dumpsters which is necessary to account for the east side building addition. An interior landscape island is required in the parking lot, as is additional landscaping along Mequon Road to serve as screening of the parking area. A Town Center light fixture is recommended on the southeast side. The existing monument sign will be replaced with a masonry sign wall and will match the bottom of the pillars of the building. Staff recommends approval of the building and site plan amendment.

The Commission provided positive feedback on the proposed modifications and changes to the existing building.

MOTION:	Motion to Approve
MOVER:	Commissioner Rebecca (Becky) Schaefer
SECONDER:	Alderman Robert Strzelczyk
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Passed

- d) Granville Ridge LLC for Elroy Klug. The applicant is seeking concept plan approval to allow for a 13-lot conservation subdivision on 60 acres for the properties located at the northeast corner of Granville and Mequon Roads and west portion of 11449 N. Farmdale Road.

Commissioner Stoker recused himself from this item.

Public Comment

John Donofrio - 11154 Sutton Ridge Drive - he asked about whether there will be sidewalks outside the subdivision as he feels there should be, as Mequon Road is a very busy state highway.

Asst. Dir. Zader showed the map of the two parcels involved. The applicant is keeping the parcel with the house on it, approximately 15 acres, and the rest will be sold for the proposed subdivision which will occur off Granville Road. It is proposed to be a 13-lot subdivision on 60 acres, which will include all the requirements of a conservation subdivision including:

- Required to have a 300-foot open space buffer off each road.
- Allowed to have the septic systems located in the easements.
- Wetlands are present on the site in the front and the back.
- They are allowed a bonus lot because the development is more than 25 acres.

He stated that the average lot size will be 1.5 -1.65 acres which is typical for a conservation subdivision design. The code requires two access points and staff do not want an access point off Mequon Road due to safety issues, so a circle road is proposed with both entrance points on Granville Road. Staff support the concept plan as proposed.

MOTION:	Motion to Approve
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Architect Martin Choren
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner Oliver Ellsworth
RECUSED:	John Stoker
RESULT:	Passed

- e) Riverland Meadows. The applicant is seeking development agreement, preliminary plat and stewardship plan approval to allow for a 12-lot conservation subdivision for the property located at 4001 W. Pioneer Road.

Public Comment

Jon Gutoski - 14046 Highland Drive - he is not opposed to the project but stated that the drainage currently travels across the entire field to Riverland and into the lots slightly east. He explained that his yard is the buffer to the river. There is a significant creek to the northern edge of his property, and he is concerned that the drainage be constructed correctly to ensure his property is not negatively affected.

Asst. Dir. Zader stated that the concept plan for this 12-lot conservation subdivision, Riverland Meadows, was previously approved. The submitted preliminary plat was slightly modified to meet some of the requirements of the concept plan. One change to note is the adjustment to the entrance road to line up with the property line across the street. Additionally, the applicant eliminated the septic easements to ensure they meet the 75-foot requirement that was a condition of approval.

He commented that the Stewardship Plan is thorough and well-done and meets all the requirements in the code. This is something new that is being incorporated, and it will be turned into a legal document that dictates the terms, recorded with the Register of Deeds and all homeowners will be responsible for the guidelines and requirements included in the plan. The proposed Development Agreement includes two (2) spec homes allowed prior to final plat and all conditions required. Staff recommend approval of the preliminary plat, the Stewardship Plan and the Development Agreement.

MOTION:	Motion to Approve
MOVER:	Architect Martin Choren
SECONDER:	Commissioner Stephanie Hawley
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Passed

5) Announcements

- a) 2026 Meeting Calendar

6) Adjourn

MOTION:	Motion to Approve
MOVER:	Architect Martin Choren
SECONDER:	Commissioner Stephanie Hawley

AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Architect Martin Choren, Commissioner Stephanie Hawley, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Passed

The meeting concluded at 7:30 p.m.

Respectfully Submitted
Robin Buzzell
Administrative Assistant