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www.cityofmequonwi.gov

Department of Community Development
Taped and Televised

1) Call to Order and Roll Call

The meeting was called to order by Acting Chair Alderman Rob Strzelczyk at 6:00 p.m.

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

2) Meeting Minutes Approval of February 23, 2026

MOTION:	Approve
MOVER:	Commissioner Rebecca (Becky) Schaefer
SECONDER:	Commissioner Nancy Urbani
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

3) Consent Agenda

- a) Fox Nest LLC. The applicant is seeking certified survey map approval for the properties located at 13376 & 13400 N. Silver Fox Drive.

- b) Granville Ridge LLC. The applicant is seeking minor request approval to allow for 15,000 C.Y. of fill for a 13-lot conservation subdivision on 60 acres for the properties located at the northwest corner of Granville and Mequon Roads and the west portion of 11449 N. Farmdale Road.
- c) Groth Design Group for Concordia University - School of Nursing. The applicant is seeking building and site plan amendment to allow for a building addition to the existing School of Nursing for the property located at 12800 N. Lake Shore Drive.

MOTION:	Approve the Consent Agenda (3 items)
MOVER:	Architect Martin Choren
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

- a) Almo Corporation LP. The applicant is seeking conditional use grant, building and site plan amendment, and master sign plan approval to allow for warehousing for the property located at 5201-5401 W. Donges Bay Road [Remove from table].

MOTION:	Motion to open a public hearing
MOVER:	Alderman Brian Parrish
SECONDER:	Commissioner Nancy Urbani
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

No Public Comment

MOTION:	Close Public Hearing
MOVER:	Architect Martin Choren
SECONDER:	Commission John Stoker
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky)

	Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

Asst. Dir. Jac Zader stated that there was a lengthy discussion regarding this item at the previous Commission meeting in February. At that meeting, the Commission made a determination that the existing use is a conditional use. The applicant has submitted information, as late as today, that is somewhat conflicting. He explained that the original request was to install a gate along Donges Bay Road and to place barriers in the interior east interior parking lot to prevent trucks from idling there. There is also a gate at the south of the building between the two tenant bays. The new plan submitted today already has some of the barriers installed, it shows the use of the existing gate with concrete barriers preventing access to the interior east parking area. Staff believe this simply moves the issue to the north, allowing trucks to possibly idle closer to the recently approved Donges Cove development.

Asst. Dir. Zader met with the applicant and shared a site plan he created that shows a gate installed about 100 ft in from Donges Bay Road to avoid any trucks blocking Donges Bay Road. This would need to be manned or remotely manned from the building to allow trucks access to the site. Landscape islands would be required to be installed to prohibit access to the interior east parking lot. There are a few areas on site that staff request be cleaned up where there are missing trees. Staff require a formal landscaping plan to address additional areas where landscaping is recommended. The staff report is based off the site plan created by staff.

The submitted master sign plan ("MSP") shows 24 signs which includes many regulatory signs that are not typically included in a MSP. Staff recommend tabling this approval until the site plan can be decided upon.

Regardless of the site plan chosen, a number of conditions have been added to the CUG including:

- Trucks shall not remain parked on the premises after loading or unloading.
- Delivery trucks shall not idle during loading or unloading.
- There shall be no truck traffic to or from the site outside the listed business hours.

Staff would like a list of the Saturday dates that the applicant will be open and operating. It is also recommended that the staff site plan be implemented by June 30, 2026, for the first phase. The second phase would need to include the wetland delineation, which won't occur for a few months until the growing season (condition #9 to return to the Commission once the issue is addressed by the DNR).

Staff recommend approval of the staff site plan, but additional conditions may need to be added depending on the Commission's decision of which site plan is approved.

The applicant is represented by Attorney Brian Randall as a representative for Almo Corporation. He stated that they had a quick turnaround from the meeting last month to get a new plan

submitted for this meeting. They proposed a gate located at the entrance to the site at Donges Bay Road with a gate that could be closed when the site is not operational. It appears that most of the issues of trucks idling on site occur during non-business hours (per the police call log included in the packet pgs. 100-101).

The business owner's regional manager, John, explained that they share the concern about the complaints from the neighbors. They have already placed concrete barriers in the interior southeast parking lot so that trucks are not able to access the site. He proposes replacing and reinstalling the gate at the northeast corner of the site with access control and directing the trucks off the property through another series of concrete barriers. This would eliminate the need for a 24-hour patrol. They collectively request to continue their mitigation efforts for the next 30 days to monitor the success of the implemented changes.

There was discussion regarding the different locations to install the gate, the type of gate and general information about the operations on site.

Commissioner Urbani made a motion to table the Master Sign Plan

She made a motion to approve the CUG with the following changes and conditions:

- Staff Conditions #1- #4 & #9 to remain as is.
- #6 - north parking lot, north of the gate
- #7 - Amend the gate to be located at the property line & shall be electronic (staff to have some design authority)
- #8 - Amend landscaping plan to subject to staff review
- Gates to be closed when not operational
- Allow concrete barriers south of the interior parking lot fence

MOTION:	Approve the CUG and the site plan with changes to conditions
MOVER:	Commissioner Nancy Urbani
SECONDER:	Commissioner Bruce Barnes
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Roll Call Vote

- b) Southland Industries for 5401 W. Donges Bay Owner LP. The applicant is seeking conditional use grant approval to allow for warehousing for the property located at 5201-5401 W. Donges Bay Road.

MOTION:	Open Public Hearing
MOVER:	Commissioner John Stoker
SECONDER:	Commissioner Rebecca (Becky) Schaefer
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

No public comment

MOTION:	Close Public Hearing
MOVER:	Commissioner John Stoker
SECONDER:	Commissioner Rebecca (Becky) Schaefer
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

Asst. Dir. Zader stated this is the same building as the previous item and the same conditions will apply to this item. Staff are supportive of this submittal.

MOTION:	Approve with same conditions as last item
MOVER:	Commissioner Martin Choren
SECONDER:	Commissioner John Stoker
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth

NAYS:	None
RESULT:	Approved by Roll Call Vote

5) Regular Business

- a) Excel Engineering for Hat Trick Development LLC. The applicant is seeking rezoning recommendation from R-3 with CGO overlay to R-3/TDR/PUD, concept plan and preliminary plat addition approval to allow for 19 single-family lots for the property located immediately north of 8440 W. Donges Bay Road (Enclave at Mequon Preserve Phase X).

Asst. Dir. Zader stated this is relatively straight forward though there are many regulatory issues. He showed a map of the parcel and surrounding area. He explained that the applicant has an option on the parcel immediately to the west of the Enclave at Mequon Preserve subdivision, to extend Skylark Lane directly into their parcel and then create a cul-de-sac south of that road. The yield is 16- lots and the last 3 TDR credits will be used. They own 2 of the credits and they are purchasing 1 credit from an entity which they have a contract on. Staff is supportive of the use of the TDR credits. This development requires a rezoning recommendation as it will be incorporated into the existing Enclave development PUD.

He clarified that Condition #14 contains a typo in the staff report and the correction is: a minimum of 1900 square feet for a single-story and 2100 for a multi-story.

The proposal meets all the requirements of the TDR and R-3 zoning standards and staff are supportive of the development and recommend approval.

Public Hearing

Julianne Hunter - 8440 W. Donges Bay Road - is the neighbor directly south of the proposed development. She is pleased about the stormwater issues being addressed and does not want any runoff or erosion issues to affect her property. She is happy about the green space and the plantings. She wants to voice a concern regarding lighting early in the process. She is concerned about excess lighting adversely affecting their quality of light as well as the wildlife in the area. They do not object to any additional plantings or trees added to the site.

Asst. Dir. Zader stated the city does not regulate single-family lighting unless there are trespass lighting issues. There is a connection path between the two developments on the south end of the proposed parcel and a sidewalk is required on the north side of Skylark Lane.

MOTION:	Approve
MOVER:	Commissioner John Stoker
SECONDER:	Commissioner Nancy Urbani

AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Roll Call Vote

- b) P2 Development Company, LLC. The applicant is seeking building and site plan approval for the five (5) properties located at 11030, 11020, and 10950 N. Buntrock Avenue, 11027 N. Weston Drive and the property immediately to the south.

Public Feedback

Kathy Burghardt - 6340 W. Industrial Drive - she owns the property on Industrial Drive south of the proposed development, and she wants to ensure the drainage is reviewed so that she will not get runoff to her property. She also wants to confirm that that vacant portion of her parcel is not restricted by the new development.

Asst. Dir. Zader stated this request is for building and site plan approval for the first phase of the proposed development, which consists of 58 row houses that previously received rezoning approval. Staff have met with the applicant numerous times and requested significant changes to the lighting, landscaping and site and all the changes have been made. The staff report does not reflect that the changes have already been completed. He showed the site plan and talked through a few of the features. He explained the second phase will only include the 3-story multi-use building along Weston Drive.

There are three different architectural designs that will be incorporated. Staff support the architecture submitted as well as the project as a whole.

Asst. City Engineer Cole McCraw explained there is an existing drain way through the site that will be reviewed to ensure the appropriate size piping is in place and the site will need to meet storm water management regulations.

There was some discussion about the traffic and pedestrian traffic in the area, sidewalks and acceleration/deceleration by-pass lanes.

MOTION:	Approve
MOVER:	Architect Martin Choren
SECONDER:	Commissioner John Stoker

AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Architect Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

- c) Mark LaLonde. The applicant is seeking minor request approval to allow for 36,200 C.Y. of for contaminated soil capping for the property located at 6529 W. Highland Road.

Asst. City Engineer McCraw stated the applicant is seeking approval for fill exceeding 1,000 C.Y. The application is for the first phase which includes 36,000 C.Y. of fill. There is an 11-phase plan for filling this 60-acre parcel. The first phase is on the northern half, which is the only area that does not contain wetlands as there is some floodplain to the south as well. The total overall request would be for 250,000 - 440,000 C.Y. of fill. That breaks down to 30,000 dump truck loads. The first phase is 2,500-3,000 truckloads. He showed the site plan and stated that the proposal is for 8-12 feet of fill in the highlighted area on the site plan (pg. 191).

There is contamination of the soil on site due to some of the historical uses; gravel mine and asphalt batch plant, which caused contamination to the groundwater and the soil. A letter from the applicant's environmental consultant in the packet outlines some of the measures taken to clean up the site. The fill would cap the contaminated area, which typically a 2-foot cap is recommended. Staff have some concerns regarding the requested 8–12 feet of fill for the entire site. The applicant mentioned residential development may be part of the long-range goal. Additionally, there has not been soil testing where septic systems could be placed yet. Staff have a concern that if the entire parcel has 8–12 feet of soil over it, it could potentially disturb or possibly destroy where the septic systems can be placed. This needs to be done first so as to not hinder the applicant further down the line.

Staff are not supportive of the fill outside submittal of a development plan. The soil cap may be more acceptable for staff approval. Some of the current changes recommended to the plan require additional information from the DNR and the applicant's environmental consultant. Specimen trees on site need to be included on any future site plan. He mentioned other considerations, such as each future phase would each require Planning Commission approval and each approval is only good for 1 year. The applicant has indicated that this is a multi-year endeavor. At the end of each approval term, the applicant would need to complete as-built what has been approved. Staff recommend tabling this request until additional information can be provided, including a dedicated plan showing the actions on site for phase 1. The City Attorney recommends a development agreement to provide some protection for hauling operations on the streets, fill specifications, erosion control, etc. DNR clarification as to the increased thickness is also requested along with a haul map route for review.

The applicant, Mark LaLonde, stated the site is contaminated and contains a dozen monitoring wells. He explained that he does not have a plan currently as he simply wants to improve the site. The land was bought for recreation purposes for his kids to ride 4-wheelers during Covid. They have been cleaning the site, but it is an ongoing process. The filing will take years to complete. He wants to be able to accept fill as it becomes available. He believes that he has remained compliant and wants to remain compliant with city requirements. The 8–12 feet of fill is to ensure that the cap is not penetrated. He is disappointed that the staff recommendation is to table the request.

There was discussion about the steps the applicant has taken with the site, and questions from the Commission regarding timelines for filing the site.

MOTION:	Table
MOVER:	Alderman Brian Parrish
SECONDER:	Commissioner Rebecca (Becky) Schaefer
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Commissioner Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Roll Call Vote

6) Policy

Joint Extraterritorial Zoning Committee (JETZCO). The city is seeking three (3) Planning Commission members to serve on JETZCO related to two (2) zoning applications within the Town of Grafton.

Asst. Dir. Zader stated that the Mayor requests 3 Planning Commission volunteers to be part of the JETZCO committee. There will be 3 members from the City of Grafton as well. The Common Council voted to continue to partake in the extraterrestrial zoning decision-making. The proposals include a very dense development across Pioneer Road abutting Mequon. The meeting will be on the same night as the Planning Commission meetings.

Volunteer Commissioners: Schaefer, Barnes, Ellsworth

7) Announcements

The next meeting is Monday, April 27, 2026, at 6:00 p.m.

8) Adjourn

MOTION:	Adjourn
MOVER:	Commissioner Rebecca (Becky) Schaefer
SECONDER:	Commissioner John Stoker
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Commissioner Bruce Barnes, Commissioner Martin Choren, Commissioner Rebecca (Becky) Schaefer, Commissioner John Stoker, Commissioner Nancy Urbani, Commissioner Oliver Ellsworth
NAYS:	None
RESULT:	Approved by Voice Acclamation

The meeting concluded at 8:28 p.m.

Respectfully Submitted,
Robin Buzzell, Administrative Assistant