

**TOWN OF BROOKFIELD  
PLAN COMMISSION MINUTES  
NOVEMBER 22, 2022**

Town Chairman Keith Henderson called the meeting to order at 7:00pm on Tuesday, November 22, 2022, at the Town of Brookfield Town Hall, 645 North Janacek Road, Brookfield, Wisconsin. Also present at the meeting was Supervisor Mike Schmitt, Commissioners Gordon Gaeth, Len Smeltzer, and Town Planner Bryce Hembrook.

**CONFIRMATION OF MEETING NOTICE**

Town Planner Bryce Hembrook reported that the agenda was noticed and posted as required.

**MINUTES – REGULAR MEETING**

Commissioner Gaeth moved to approve the minutes of the regular meeting at the October 25, 2022 Plan Commission meeting as presented. The motion was seconded by Commissioner Schmitt and motion carried unanimously.

**LOU PETROS FOR A RECOMMENDATION FOR PRELIMINARY APPROVAL OF A BUILDING ADDITION TO THE PRINCIPAL STRUCTURE AT 1480 NORTH SPRINGDALE ROAD.**

Town Planner Hembrook presented the item and informed the Commission on the changes that were made from the conceptual approval. A staff report was provided to the Commission prior to the meeting that described the proposal in further detail. The proposed building will meet setback requirements and other zoning code requirements. Chairman Henderson mentioned that there are 24 parking stalls shown on the plan, but the label says 25 parking stalls. Chairman Henderson asked if the gate will completely swing and if there will be bollards to protect the fence. John Riley (Sullivan Design Build), representing the applicant, stated that they plan to place bollards along the fence and building and the gate will be 24' and will be able to swing. Chairman Henderson asked where drainage will go from the area near the loading docks and the applicant responded that there will be pipes leading to the road.

John Riley explained that snow will be hauled off-site as needed. There are currently no lights or exit doors shown along the north and east side of the building. Riley will verify that no doors will need to be installed on the north side for emergency purposes; however, if a door is required, there will be wall pack lighting that will be included in the plans. Commissioner Schmitt mentioned that he recommends that the truck traffic circulation area should be paved and not gravel as presented on the site plan. Schmitt also was concerned that there is no proposed use and that it is difficult to approve a project without knowing the exact use that will occupy the space. John Riley mentioned that the gravel yard has been there since 1955 and that gravel is better for infiltration than asphalt or concrete. Chairman Henderson suggested that Town Planner Hembrook reach out to the Town Engineer to determine if stormwater calculations will change if pavement is added.

Commissioner Smeltzer raised concerns about the aesthetics on Springdale Road. Riley said that the proposed addition will match the existing façade. Also, there are 6 docks currently and this addition will increase the number of docks to 10. The Commission mentioned that they prefer to table the item until a few questions/comments are addressed. The Commission would like the applicant to come back to the next meeting with answers to the following items: parking requirements (proposed use), bollard locations, on-site drainage patterns, stormwater concerns related to gravel/pavement, north or east elevation exit doors and lighting, exterior lighting, and the traffic circulation area (gravel vs. pavement). In addition, Commissioner Smeltzer would like to see more landscaping located in the 10' buffer between the parking lot and the right-of-way. Supervisor Schmitt also suggested that the applicant should include an 80' truck to scale on the turning radius plans for the final plans.

Commissioner Gaeth moved to table the request for preliminary approval of a building addition to the principal structure at 1480 North Springdale Road. The motion was seconded by Commissioner Schmitt and carried unanimously.

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**LOU PETROS FOR DISCUSSION AND RECOMMENDATION REGARDING A CERTIFIED SURVEY MAP TO COMBINE TWO PARCELS (BKFT1083998001 & BKFT1083998) FOR THE PROPERTIES LOCATED AT 1480 NORTH SPRINGDALE ROAD.**

Town Planner Hembrook presented the item and provided the Town Engineer's comments. The Commission were supportive of the certified survey map.

Commissioner Smeltzer moved to **approve** the proposed certified survey map to combine two parcels (BKFT1083998001 & BKFT1083998) for the properties located at 1480 North Springdale Road. The motion was seconded by Commissioner Gaeth and carried unanimously.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Town Planner Hembrook reminded the Commission that the comprehensive plan open house and public hearing will be held on November 29, 2022. The open house will begin at 6pm and the public hearing will begin at 7pm sharp.

Chairman Henderson informed the Commission that the tree lighting will occur on the first Saturday in December at the Corners.

**ADJOURN**

There being no further business, Supervisor Schmitt made a motion to adjourn the meeting. The motion was seconded by Commissioner Gaeth voted on, and carried unanimously. Chairman Henderson closed the meeting at 7:52pm.

Respectfully submitted,  
Bryce Hembrook