

**TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
December 27, 2022**

Town Chairman Keith Henderson called the meeting to order at 7:03pm on Tuesday, December 27, 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, Jeremy Watson, and Town Planner Bryce Hembrook. Commissioners William Neville and Kevin Riordan were absent and excused.

CONFIRMATION OF MEETING NOTICE

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

MINUTES – REGULAR MEETING

Commissioner Watson moved to approve the minutes of the regular meeting at the November 22, 2022 Plan Commission meeting as presented. The motion was seconded by Commissioner Gaeth, voted on, and the motion carried unanimously.

MINUTES – SPECIAL MEETING

Commissioner Watson moved to approve the minutes of the special meeting at the November 29, 2022 Plan Commission meeting as presented. The motion was seconded by Commissioner Smeltzer, voted on, and the motion carried unanimously.

MINUTES – PUBLIC HEARING

Commissioner Watson moved to approve the minutes of the Public Hearing held on November 29, 2022. The motion was seconded by Supervisor Schmitt, voted on, and the motion carried unanimously.

DISCUSSION AND RESOLUTION 2022-07 TO APPROVE THE TOWN OF BROOKFIELD 2022-2042 COMPREHENSIVE PLAN AND FORWARD A RECOMMENDATION OF APPROVAL TO THE TOWN BOARD.

Town Planner Hembrook reported that recommendations for updates previously requested by Chairman Henderson for inclusion of the appendices, which included survey results, and adoption documents have been incorporated into the Comprehensive Plan. Planner Hembrook stated that the ordinance has not been updated as of yet, due to finalization with the Town Attorney prior to presenting it to the Town Board. A cover page is also included in the Comprehensive Plan, as well as a Resolution certifying that the Plan Commission recommends the Comprehensive Plan to the Town Board. Planner Hembrook clarified that Lisbon will not become a village until May of 2023. Chairman Henderson referred to the land use between 2022 and 2042, and noted that some neighborhoods went from low density to medium density, and questioned what the reasoning was for that. Planner Hembrook responded that Waukesha County plan has shown it as medium density, so the land use in question is correct. Chairman Henderson referred to Appendix C, and noted on the second page, second paragraph, it mentions only “Brookfield”, and made the recommendation that it should be “Town of Brookfield”. It was further noted that it should be corrected in three different areas on that page. In addition, the phrase “parks within the city” should be changed to “parks within the Town of Brookfield”. In Appendix D, the first three questions should be “Town of Brookfield” as opposed to “Town Brookfield”. Commissioner Watson pointed out the error at the bottom of pages 2 – 115. Planner Hembrook stated that it would be removed. Any other recommendations from Town Administrator Tom Hagie will be included in the presentation to the Town Board. A clean copy with the described recommendations and changes will be provided to the Town Board. Commissioner Watson moved to approve Resolution 2022-007 Town of Brookfield 2022-2042 Comprehensive Plan, with the adjustments that were recommended, and forward a recommendation of approval to the Town Board. The motion was seconded by Commissioner Gaeth, voted on, and the motion carried unanimously.

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

Town Planner Hembrook provided a background of the project, which included a review of the site plan. Landscaping was clarified on the property. Storm water management concerning the parking area, and asphalt versus gravel, was discussed with the Town Engineer, and the engineer did not have a preference regarding the parking surface. Planner Hembrook reported that if gravel were approved by the Plan Commission, a tracking pad would be put in place to prevent gravel being displaced onto town roads. It was also reported that there are no requirements for exits on the north and east sides of the building, therefore no lighting is required in those areas. Turning radius for trucks was illustrated on the updated plan, as well as the addition of bollards for protection along the gates. Certified Survey Maps are in progress to remove a temporary easement. John Riley of Sullivan Design/Build (1314 Emil St., Madison, WI) indicated that regarding landscaping, a row of arborvitae would be placed to block the visibility of the loading docks to the road. They will be low growth so security would not be hampered. Commissioner Watson inquired about the tracking pad, and Chairman Henderson responded that the Town Engineer would give his recommendation on length and location, and reminded the Plan Commission that Springdale Road is a county road. Mr. Riley reported that the existing fence on the south side of the property remain in that location but would be repaired. Additionally, there is no plan for landscaping along the south and east perimeter of the property. Commissioner Schmitt would like asphalt as opposed to gravel. Mr. Petros reported that there is a strong potential tenant, in which the space would be used for a warehouse. Commissioner Smeltzer asked how gravel is maintained. Mr. Petros responded that the gravel that is currently there is compacted and very solid, and occasionally it is graded. Some trucks would remain parked. Turning radius's and traffic flow was clarified. Planner Hembrook asked how many employees are expected for the tenant. Mr. Petros responded that currently they have one part-time employee. The traffic in and out of the site would probably be about six trucks a day. Commissioner Smeltzer asked about gate management. Mr. Petros responded that each truck driver has a code for the gate for after hours, and the gate is open during normal business hours. Chairman Henderson asked for clarification of the distance from the road to the gate, to ensure that a truck entering is not in the right-of-way on Springdale Road. Commissioner Smeltzer moved to recommend preliminary approval of a building addition to the principal structure located at 1480 North Springdale Road, with the provision to check that the entrance to the right-of-way is more than seventy (70) feet. The motion was seconded by Commissioner Watson. In further discussion, Supervisor Schmitt recommended the additional following provisions:

- The parking lot is an asphalt surface;
- Replace the fence on the south side of the property;
- Require use to be confirmed prior to approval

Commissioner Smeltzer agreed to modify his motion regarding the fence, and use, but was opposed to the asphalt requirement as recommended by Commissioner Schmitt. Commissioner Watson seconded the modified motion. The motion was voted on, and carried with a vote of 3-1, with Supervisor Schmitt dissenting.

TOWN PLANNER HEMBROOK FOR CORROBORATION OF AN INTERPRETATION REGARDING THE PERMISSIBILITY OF A COMMERCIAL CHILD DAY CARE CENTER IN THE B-3 ZONING DISTRICT.

Town Planner Hembrook reviewed the zoning code for the B-3 District as it relates to child day care centers in the Town of Brookfield, and that it does not mention a commercial day care in the permitted uses. It also does not mention it in the conditional use section. In the conditional use section, it does state that adult day care facilities are permitted in the B-3 zoning district.

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The code does mention that similar uses may be approved in a district if it is not mentioned elsewhere in the code. Providing that the Plan Commission determines that a child day care is a similar use as an adult day care facility, the tenant would have to go through the conditional use process. Planner Hembrook further clarified that childcare as part of a church is allowed in the B-3 zoning district, but does not specify it as commercial. Commissioner Watson made a motion to recommend the Town Board to set a conditional use hearing to allow commercial day care facilities as a similar use in the B-3 zoning district. In further discussion, Chairman Henderson noted that the town attorney should be consulted before the Town Board meeting. The motion was seconded by Commissioner Gaeth, voted on, and the motion carried unanimously.

CORRESPONDENCE AND ANNOUNCEMENTS

None.

ADJOURN

There being no further business, Commissioner Watson made a motion to adjourn the meeting. The motion was seconded by Commissioner Smeltzer, voted on, and carried unanimously. Chairman Henderson closed the meeting at 7:55pm.

Respectfully submitted,
Bryce Hembrook