

Town of Brookfield
645 N. Janacek Road
Brookfield, WI 53045
(P) 262-796-3788
(F) 262-796-0339



MEETING NOTICE

Meeting will be held at the
Town of Brookfield Municipal Building, Eric Gnant Room
645 N. Janacek Road, Brookfield, WI

Tuesday, August 22, 2023

PUBLIC HEARING

7:00 p.m

- 1) Confirmation of meeting notice.
- 2) Public Hearing to receive comment on a request by William Rahfaldt for Conditional Use Request to allow a field fence in the street yard on parcel BKFT1133999.
- 3) Approval of Agenda.

PLAN COMMISSION

AGENDA

IMMEDIATELY FOLLOWING

- 1) Call to Order.
- 2) Meeting Notices.
- 3) Approval of Agenda.
- 4) Approval of Minutes.
 - a. May 23, 2023 Joint Public Hearing Minutes
 - b. June 27, 2023 Joint Public Hearing Minutes
 - c. June 27, 2023 Plan Commission Minutes
- 5) Citizen Comments: Three-minute limit.
- 6) Old Business: Town of Brookfield for a recommendation of approval for a Zoning Code Text Amendment to Section 17.02(14)(g)11 related to fences.
- 7) New Business:
 - a. William Rahfaldt for a Conditional Use Request to allow a field fence in the street yard on parcel BKFT1133999.
 - b. Aaron Tesch (Adult Day Services of Southeast Wisconsin) request to schedule a public hearing for a Conditional Use Request to allow an Adult Day Care in the B-2 Limited General Business District, located at 20875 Crossroads Circle (BKFT1129999004).
- 8) Communication and Announcements.
- 9) Adjourn.

Posted this 17th day of August, 2023
Bryce Hembrook
Town Planner

TOWN OF BROOKFIELD
JOINT PUBLIC HEARING

May 23, 2023

PUBLIC HEARING TO RECEIVE COMMENT ON A REQUEST FOR A PROPOSED
ZONING CODE TEXT AMENDMENT TO SECTION 17.02(14)(b)1, RELATED TO
CONDITIONAL USE PERMIT PROCEDURES.

The Joint Public Hearing with the Plan Commission and Town Board was held on Tuesday, May 23, 2023, in the Erich Gnant Room of Town Hall at 645 North Janacek Road, Brookfield, Wisconsin.

CALL TO ORDER

Town Board Chairman Keith Henderson called the meeting to order at 7:00pm. Also in attendance were Town Board Supervisors John Charlier, Steve Kohlmann, John Schatzmann, Ryan Stanelle; Plan Commissioners Gordon Gaeth, William Neville, Kevin Riordan, Len Smeltzer, and Jeremy Watson; Town Planner Bryce Hembrook.

NOTICE OF HEARING

Chairman Henderson read the attached Notice of Hearing into the record.

PUBLIC COMMENTS

Planner Hembrook presented the item and outlined the amendment as follows: a second request for a conditional use permit for the same use in the same location may not occur within 12 months of the first request, and subsequent denial. Chairman Henderson opened the Hearing for any public comments.

There was no public comment.

ADJOURN

Chairman Henderson closed the Public Hearing at 7:02pm.

Submitted by:

Bryce Hembrook, AICP Town Planner

TOWN OF BROOKFIELD
JOINT PUBLIC HEARING

June 27, 2023

PUBLIC HEARING TO RECEIVE COMMENT ON CONSIDERATION FOR A ZONING CODE TEXT AMENDMENT TO SECTION 17.01 (AUTHORITY, PURPOSE, TITLE AND DEFINITIONS), SECTION 17.02 (GENERAL PROVISIONS – DEFINITIONS), SECTION 17.04 (ZONING DISTRICTS), AND SECTION 17.06 (TRAFFIC, LOADING, PARKING, AND ACCESS) RELATED TO ADULT AND CHILDREN DAY CARE CENTERS.

The Joint Public Hearing with the Plan Commission and Town Board was held on Tuesday, June 27, 2023, in the Erich Gnant Room of Town Hall at 645 North Janacek Road, Brookfield, Wisconsin.

CALL TO ORDER

Town Board Chairman Keith Henderson called the meeting to order at 7:00pm. Also in attendance were Town Board Supervisors John Charlier, Steve Kohlmann, John Schatzmann, Ryan Stanelle; Plan Commissioners Gordon Gaeth, William Neville, Len Smeltzer, and Jeremy Watson; Town Planner Bryce Hembrook.

APPROVAL OF AGENDA

Supervisor Charlier moved to approve the agenda. The motion was seconded by Commissioner Watson, voted on, and carried unanimously.

NOTICE OF HEARING

Chairman Henderson read the attached Notice of Hearing into the record.

Planner Hembrook gave an overview of the proposed amendment, and current zoning districts as related to adult and child care centers.

PUBLIC COMMENTS

Chairman Henderson opened the Hearing for any public comments.

Rod Carter, an attorney with Husch Blackwell was present and indicated they are working with a potential applicant interested in locating an adult day care in the Town of Brookfield. Mr. Carter stated that changing definitions would match state statutes. In addition, granting some flexibility in different districts results in better opportunities for people to use those types of spaces. Lastly, Mr. Carter spoke of another client in the City of Brookfield, and went on to explain how changing the code in the City, enabling these uses in those zoning districts complimented people coming to the city for business purposes and offering that type of care, and also for residents to have that flexibility.

Aaron Tesch was present and representing Adult Day Services of Southeastern Wisconsin, who in turn is represented by Rod Carter with Husch Blackwell. Mr. Tesch stated that they are interested in relocating from Waukesha to a building on Crossroads Circle in the Town of Brookfield. They operate from 7:30 until 3:30. Mr. Tesch added that they include their participants in the community as much as they possibly can, and are of great value.

ADJOURN

There being no further comment, Chairman Henderson closed the Public Hearing at 7:09pm.

Submitted by:

Bryce Hembrook, AICP Town Planner

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
June 27, 2023

Town Chairman Keith Henderson called the meeting to order at 7:10pm on Tuesday, June 27, 2023, at the Town of Brookfield Town Hall, 645 North Janacek Road, Brookfield, Wisconsin. Also present at the meeting were Supervisor Ryan Stanelle, Commissioners Gordon Gaeth, William Neville, Len Smeltzer, Jeremy Watson, and Town Planner Bryce Hembrook. Commissioner Kevin Riordan was absent and excused.

CONFIRMATION OF MEETING NOTICE

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

APPROVAL OF AGENDA

Supervisor Stanelle moved to approve the agenda. The motion was seconded by Commissioner Watson, voted on, and carried unanimously.

MINUTES

Commissioner Watson moved to approve the minutes of the regular meeting of the May 23, 2023 Plan Commission meeting as presented. The motion was seconded by Commissioner Gaeth, voted on, and carried unanimously.

CITIZEN COMMENTS

Debora Dabey, 545 S. Allen Road, commented on the proposed changes to the fence ordinance. Ms. Dabey feels the Town of Brookfield should enforce a requirement that a survey be completed prior to fence installation. Ms. Dabey further stated that a fence on the lot line would require the fence owner to step onto her property to maintain the fence, and a 6-foot fence would cast a shadow on her property, which would impede plantings that require sunlight. Ms. Dabey opined that a 2-3 foot setback for a solid 6-foot fence should be considered to avoid the stated issues.

Angie Otto, 21545 Greendale Drive, asked for clarification regarding the street yard. Planner Hembrook described the street yard as being in front of the foundation of the dwelling.

OLD BUSINESS

None.

NEW BUSINESS

SD-0523-01 Corey Wallace (Wesenberg Architects) representing Quest Interiors, for a recommendation for Final Approval of a new building consisting of an office, product showroom, and product storage and shipping area located at 21055 Crossroads Circle. Planner Hembrook reviewed and reported that the town engineers concerns as outlined in previous meetings have been resolved. Hembrook further reported that all of the plantings and buffer area on the west side of the parcel are to remain. Chairman Henderson inquired about the maintenance of the pond. Kurt Geiger was present and there is a maintenance action plan, which is part of the storm water management agreement, which was reviewed with the town engineer. There is also a draft maintenance agreement that is in process to be signed and recorded with owner's signatures. Chairman Henderson asked about bollards to protect the building. Mr. Wallace responded that the bollards should have been included. The bollards are shown as item 24 on C1.1. Chairman Henderson pointed out the following discrepancies on the lighting plan:

- WP1 by the exit door shows a quantity of 2 in the Schedule grid, but only one is shown on the plan;
- C17's are listed with a quantity of 19 in the schedule grid; however, C16's are shown on the plan with a quantity of 17.

Commissioner Smeltzer opined that keeping the landscaping on the west side of the parcel is good because especially right now it is very full.

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
June 27, 2023

Page Two

A suggestion was made to write a landscaping requirement for Developers Agreement, which would require maintaining the landscaping on the west side. A motion was made by Commissioner Watson to **recommend** final approval of a new building consisting of an office, product showroom, and product storage and shipping area located at 21055 Crossroads Circle with the following conditions:

- Corrections are made to C3.1 of the lighting plan as outlined in discussion;
- Confirmation of a pond maintenance agreement;
- A landscape maintenance agreement is included.

The motion was seconded by Commissioner Gaeth, voted on, and carried unanimously.

P-0523-01 Town of Brookfield for a recommendation of approval for a Zoning Code Text Amendment to section 17.01 (Authority, Purpose, Title and Definitions), Section 17.02 (General Provisions – Definitions), Section 17.04 (Zoning Districts), and Section 17.06 (Traffic, Loading, Parking, and Access) related to adult and children day care centers.

Commissioner Watson inquired if there was comment previously discussed that mentioned two of the same types of care facilities in the same building, such as two child cares' or two adult day cares', but one of each would be acceptable. Planner Hembrook clarified that particular language is not in this amendment proposal, but could be added. Hembrook added that if that amendment is suggested, it should clarify whether it is for the same building, or the same property. A motion was made by Commissioner Watson to **recommend** approval for a Zoning Code Text Amendment to Section 17.01 (Authority, Purpose, Title and Definitions), Section 17.02 (General Provisions – Definitions), Section 17.04 (Zoning Districts), and Section 17.06 (Traffic, Loading, Parking, and Access) related to adult and children day care centers, with the added amendment that two of the same care facilities (child/child, or adult/adult) are not allowed. The motion was seconded by Commissioner Gaeth, voted on, and carried unanimously.

P-0822-02 Town of Brookfield for a recommendation of approval for a Zoning Code Text Amendment to Section 17.02(14)(g)11 related to fences. Clarification was called for regarding setback and survey requirements. Chairman Henderson pointed out that he thought the Plan Commission had indicated that a solid privacy fence should not be allowed up to the lot line, as the opposite is stated in 11.a.ii of the proposed amendment. Planner Hembrook responded that in reviewing the recording of discussion in a previous meeting, a survey within five feet of the lot line was a suggested requirement, but was not clear whether a five-foot setback was a final requirement for the amendment, as other setback distances were also mentioned. Supervisor Stanelle recalled the discussion as allowing a fence to be within five feet of the lot line, but would then require a survey. Chairman Henderson pointed out that in the minutes for May 23, 2023, at the beginning of the discussion, the following items were suggested for the amendment:

- A privacy fence shall be 5 feet from the lot line;
- A fence shall not extend into the street yard;
- Fences currently not in compliance shall not be grandfathered into this amendment.

Commissioner Neville recalled that a two to three-foot setback was discussed as a possibility for the amendment. Supervisor Stanelle opined that he agrees with a five-foot setback. Planner Hembrook clarified that a permit would be required to install a fence. At present, no permit is required. This amendment is for residential fences, and does not include commercial fences, since commercial falls under a different review process.

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
June 27, 2023

Page Three

The side yard was clarified as being in line with the front foundation of the house, and forward of the foundation is the front yard. Fences are allowed in the side and rear yards only. Commissioner Watson opined on the difficulties of maintaining a fence if it is right up to the lot line. The fence owner would have to step onto neighboring properties, which could be problematic. Supervisor Stanelle offered that conversely, a 2-3 foot strip of grass behind the fence possibly not being mowed could also cause problems. Chairman Henderson asked for clarification for the following: A four-foot, non-privacy (open) fence can go up to the lot line. Planner Hembrook verified that is correct. Commissioner Smeltzer prefers that a privacy fence not be allowed in the side yards at the front point of the dwelling's foundation, but that they be set back from the front of the house. Chain link fences are not allowed, but could be considered with a conditional use permit. Supervisor Stanelle inquired about 11.a.ii, and if the word "attractive" should be included regarding landscaping on the side facing the street, as that is subjective. Planner Hembrook responded that the verbiage used is consistent with other municipalities. Plantings can go up to the lot line. Fence setbacks for corner lots were also discussed, with clarification being the fence is required to be at least five feet from the street right-of-way. A possibility was raised, that anything within five feet of the property line could be Conditional Use, for the ability to have the neighbors impacted by a privacy fence to be a part of the discussion. Another possibility discussed was to have a notarized agreement with the neighbors. Planner Hembrook reported that for a Conditional Use permit, there would be additional fees for the property owner for a meeting, any work the planner does on the homeowner's behalf, plus the survey fee. Planner Hembrook confirmed with the Plan Commission that any fence; solid, ornamental, or open, within the five-foot setback would require a survey. The Plan Commission was in agreement. Planner Hembrook recapped the following points:

- A survey is required for all proposed privacy fences within five feet of the property line;
- A privacy fence can be up to three feet from the property line (survey required);
- A privacy fence located within three feet from the property line would have to go through the Conditional Use Permit process, along with a survey, and an agreement with all neighbors in which the fence abuts;
- Open fences to be allowed up to the property line;
- Double frontage lots to be clarified, with graphics, to be handed out;

Further discussion was had regarding grandfathering in existing fences, and Planner Hembrook will consult with the town attorney regarding this matter. A motion was made by Commissioner Watson to table approval for a Zoning Code Text Amendment to Section 17.02(14)(g)11 related to fences to the next meeting for review of updates and hard copies. The motion was seconded by Commissioner Smeltzer, voted on, and carried unanimously.

CORRESPONDENCE AND ANNOUNCEMENTS

Supervisor Stanelle encouraged everyone to come to the 4th of July celebration, and to utilize the new pickle ball courts.

ADJOURN

There being no further business, Commissioner Watson made a motion to adjourn the meeting. The motion was seconded by Commissioner Neville, voted on, and carried unanimously. Chairman Henderson closed the meeting at 8:25pm.

Respectfully submitted,
Bryce Hembrook

Fences. Fences are a permitted accessory use in any district upon issuance of a permit and compliance with the requirements in this section. All fences shall be constructed in such a manner that the "finished" side faces the neighboring property and the fence posts are on the side of the fence facing the subject property. and may be erected without a permit, provided that fences shall comply with the following requirements:

a. Residential fences shall be constructed in such a manner that the "finished" side shall face the neighboring property. Fence posts shall be on the side of the fence facing the subject property. In residential districts, fences shall comply with the following requirements:-

i. Open residential fences are permitted up to the lot line in the side and rear yards but shall not extend into the street yard of residential districts, but shall not ~~exceed~~ a height of four feet. Unless approved by a conditional use permit, chain link and barbed wire fences are prohibited. Such prohibition includes chain link and barbed wire fences surrounding tennis courts, basketball courts, and other similar recreational areas, and shall not extend into the street yard.

ii.

Solid residential fences, as defined in § 17.01(9)(b) of this chapter, are permitted up to the lot line in the side and rear yard but shall not extend into the street yard or exceed a height of six feet. A survey is required for all proposed solid fences located within five feet of the property line. Any solid fence located closer than three feet from the property line shall receive a Conditional Use Permit along with a survey and a signed agreement from all neighbors in which the fence abuts. Solid fences may be placed in the street yard of double frontage or corner lots if the fence is setback at least five feet from the street right-of-way, the side facing the street is attractively landscaped, and the zoning administrator determines that the fence's location and appearance is consistent with the surrounding neighborhood continuity standard. shall meet the offset requirements of the district. Fences shall not exceed six feet in height and shall be placed in the rear yard only.

iii. Prior to permit approval, any person proposing a fence that will be located within five feet of a lot line shall submit a plat of survey depicting the location of the proposed fence and stake the corners of the property.

b. In any district, ornamental fences, as defined in § 17.01(9)(b) of this chapter, are permitted up to the lot line in the side, rear, and in the street yard in any district, but shall not extend into the street right-of-way and shall not ~~be erected in a~~ exceed a fence height of three feet.

Ornamental fences shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter.

c. In any district except residential districts, chain link, barbed wire, or other security fences is or screening fences are permitted up to the lot property lines in the side, rear, and street yard but shall not extend into the street right-of-way all districts except residential districts, but shall not ~~exceed~~ a height of 10 feet in total height and shall be "open fences" as defined in §

~~17.01(9)(b) of this chapter when located in the street yard. Any portion of such fencing located in the street yard shall be an open fence as defined in § 17.01(9)(b) of this chapter. Barbed wire~~Security fences may include up to four strands of barbed wire on the top of the fence, provided that the barbed wire is at least eight feet above grade with the vertical supports for the barbed wire slanting inward away from the neighboring property line. ~~Security and screening fences authorized by this section~~ shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter. ~~Security fences shall be constructed in such a manner that the "finished" side shall face the neighboring property. Fence posts shall be on the side of the fence facing the permit applicant's property.~~

d. ~~Reserved. Solid, privacy fences, as described in § 17.01(9)(b) of this chapter, not exceeding six feet in height, may be placed in a street yard of double frontage or corner lots subject to approval by the Building Inspector or Architectural Review Committee. Approval shall be based upon a neighborhood continuity standard. Such fencing may be placed at a minimum five-foot setback to a street right-of-way, providing the side facing the street is attractively landscaped.~~

e. ~~Except as otherwise permitted in this section, b~~Barbed wire, razor wire, corrugated metal, chicken wire, T-posts and U-posts, ~~fences and electric fences are prohibited in the Town of Brookfield.~~

f. Exemptions from permit and permit standards. The following fences are exempt from the requirements of this section:

i. Temporary fencing used for the protection of excavation, construction sites and individuals plants.

ii. Decorative fencing, fences encompassing a garden, pet kennels and other similar fences provided that they are not located in the front yard, setback a minimum of five feet from all property lines, and do not exceed a height of six feet.

iii. Invisible fences intended for pets.

g. All fences or posts shall be maintained in a structurally sound and attractive manner.

h. Any utility equipment located within a fence shall be safe and accessible. If the metering location becomes unsafe or inaccessible, the owner shall be required to remove the fence or have the utility equipment moved at the owner's expense.

i. ~~Fence permits may be approved administratively by the zoning administrator. Any proposed fence that does which would not conform with this section above provisions shall be considered a conditional use~~ under as described in § 17.02(14) of this chapter.

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Ord. No.: _____

**ORDINANCE REPEALING AND RECREATING SECTION 17.02(14)(g)11. OF THE
MUNICIPAL CODE OF THE TOWN OF BROOKFIELD**

NOW THEREFORE, the Town Board of the Town of Brookfield, Wisconsin does ordain
as follows:

SECTION 1: Section 17.02(14)(g)11. of the Town Code is hereby repealed and recreated
to read as follows:

11. Fences. Fences may be permitted as an accessory use in any district upon issuance of a permit and compliance with the requirements in this section. All fences shall be constructed in such a manner that the "finished" side faces the neighboring property and the fence posts are on the side of the fence facing the subject property.

a. In residential districts, fences shall comply with the following requirements:

i. Open fences are permitted up to the lot line in the side and rear yards but shall not extend into the street yard or exceed a height of four feet. Unless approved by a conditional use permit, chain link and barbed wire fences are prohibited. Such prohibition includes chain link and barbed wire fences surrounding tennis courts, basketball courts, and other similar recreational areas.

ii. Solid fences are permitted up to the lot line in the side and rear yard but shall not extend into the street yard or exceed a height of six feet. A survey is required for all proposed solid fences located within five feet of the property line. Any solid fence located closer than three feet from the property line shall receive a Conditional Use Permit along with a survey and a signed agreement from all neighbors in which the fence abuts. Solid fences may be placed in the street yard of double frontage or corner lots if the fence is setback at least five feet from the street right-of-way, the side facing the street is attractively landscaped, and the zoning administrator determines that the fence's location and appearance is consistent with the surrounding neighborhood continuity standard.

iii. Prior to permit approval, any person proposing a fence that will be located within five feet of a lot line shall submit a plat of survey depicting the location of the proposed fence and stake the corners of the property.

[Amended at time of adoption of Code (see Ch. 25, General Provisions, Art. II)]

b. In any district, ornamental fences are permitted up to the lot line in the side, rear, and street yard but shall not extend into the street right-of-way or exceed a height of three feet. Ornamental fences shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter.

c. In any district except residential districts, chain link, barbed wire, or other security fencing is permitted up to the lot line in the side, rear, and street yard but shall not extend into the street right-of-way or exceed a height of ten feet. Any portion of such fencing located in the street yard shall be an open fence as defined in § 17.01(9)(b) of this chapter. Barbed wire fences may include up to four strands of barbed wire on the top of the fence, provided that the barbed wire is at least eight feet above grade with the vertical supports for the barbed wire slanting inward away from the neighboring property line. Fences authorized by this section shall comply with the traffic visibility requirements set forth in § 17.06 of this chapter.

d. Reserved.

e. Except as otherwise permitted in this section, barbed wire, razor wire, corrugated metal, chicken wire, T-posts and U-posts, and electric fences are prohibited.

f. Exemptions from permit and permit standards. The following fences are exempt from the requirements of this section:

- i. Temporary fencing used for the protection of excavation, construction sites, and individuals plants.
- ii. Decorative fencing, fences encompassing a garden, pet kennels, and other similar fences provided that they are not located in the front yard, setback at least five feet from all property lines, and do not exceed a height of six feet.
- iii. Invisible fences intended for pets.

g. All fences and posts shall be maintained in a structurally sound and attractive manner.

h. Any utility equipment located within a fence shall be safe and accessible. If the metering location becomes unsafe or inaccessible, the owner shall be required to remove the fence or have the utility equipment moved at the owner's expense.

i. Fence permits may be approved administratively by the zoning administrator. Any proposed fence that does not comply with this section shall be considered a conditional use under § 17.02(14) of this chapter.

SECTION 2: All other provisions of the Town Code shall remain in full force and effect.

SECTION 3: All ordinances or parts of this ordinance conflicting or contravening the provisions of this Ordinance are hereby repealed.

SECTION 4: This Ordinance shall take effect upon passage and posting or publication as provided by law.

PASSED AND ADOPTED by the Town Board of the Town of Brookfield, Waukesha
County, Wisconsin this _____, day of _____, 2023.

BY: _____
KEITH HENDERSON, Chairman

BY: _____
STEVE KOHLMANN, Supervisor

BY: _____
JOHN CHARLIER, Supervisor

BY: _____
JOHN R. SCHATZMAN, Supervisor

BY: _____
RYAN STANELLE, Supervisor

ATTEST: _____
TOM HAGIE, Administrator and
Interim Clerk

TOWN OF BROOKFIELD

WAUKESHA COUNTY

WISCONSIN

DEVELOPMENT SERVICES

645 N. JANACEK ROAD, BROOKFIELD, WI 53045

(262)796-3760

APPLICATION FOR PLANNING COMMISSION APPROVAL

(PLEASE PRINT)

Request is hereby made by: WILLIAM RAHFALDT

Representing: _____

Applicant's address: 480 CLAREMONT CT Email: _____Project address: 101 N. BROOKFIELD RD Tax Key # _____Present legal owner of the property described above is: WILLIAM RAHFALDT

To appear before the Town of Brookfield Plan Commission on the date of: _____

Requesting: New Construction-

☐ Conceptual Approval☐ Preliminary Approval☐ Final Approval

Additions-

☐ Conceptual Approval☐ Preliminary Approval☐ Final Approval

Other-

☐ Certified Survey Map☐ Re-zoning

Conditional Use Permit

☐ Special ExceptionProject description: FENCE, Field fencing with gate

Supporting documents: _____

General Site Data: Existing zoning(s): _____ Area (sq. ft.) per zone: _____

Gross land area: _____ sq. ft. _____ acres

F.A.R. (Floor Area Ratio) permitted: _____ % = _____ sq. ft. _____ acres

F.A.R. (Floor Area Ratio) proposed: _____ % = _____ sq. ft. _____ acres

(Re-zoning only):

Proposed zoning(s): _____ Area (sq. ft.) per zone: _____

Off- street Parking (enter appropriate requirements per Sec 10.06 of the Zoning Ordinance)

USE DESCRIPTION	USE AREA	FLOOR AREA PARKING RATIO	EMPLOYEE PARKING REQUIREMENT (if any)	OTHER PARKING REQUIREMENTS	TOTAL REQUIRED PARKING SPACES

This project requires _____ parking spaces

This project proposes _____ parking spaces

Applicant agrees to reimburse the Town of Brookfield for all legal, engineering and consulting expenses incurred in the processing of this request and must submit agreement form on next page prior to being placed on next agenda.

Applicant's Signature: _____ Date: _____

DEPARTMENT ENTRIES ONLY

DATE APPLICATION RECEIVED

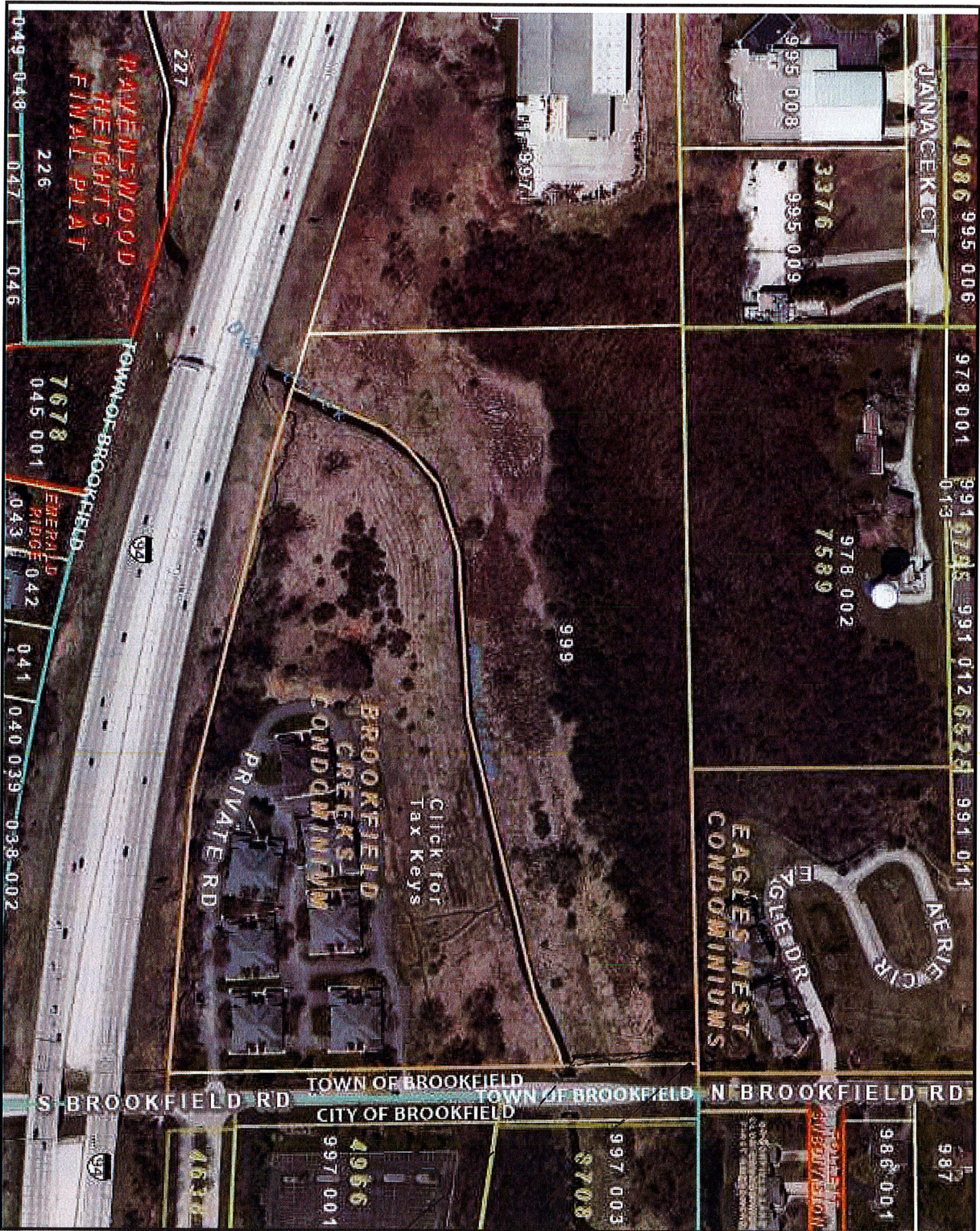
MEETING DATE SCHEDULED

FEE RECEIVED



MAP WAUKESHA county

Waukesha County GIS Map



Legend

- ☐ Municipal Boundary_2K
- ☐ Parcel_Dimension_2K
- ☐ Note_Text_2K
- ☐ Lots_2K
- ☐ Lot
- ☐ Unit
- ☐ General Common Element
- ☐ Outlot
- ☐ SimultaneousConveyance
- ☐ Assessor Plat
- ☐ CSM
- ☐ Condominium
- ☐ Subdivision
- ☐ Cartoline_2K
- ☐ EA-Easement_Line
- ☐ PL-DA
- ☐ PL-Extended_Tie_Line
- ☐ PL-Meander_Line
- ☐ PL-Note
- ☐ PL-Tie
- ☐ PL-Tie_Line
- ☐ <all other values>
- ☐ Railroad_2K

2 feet
5 feet from creek
2 feet from road

Notes:

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

271.17 Feet

Printed: 7/20/2023









Riverview Adult Day Program

Address:

20875 Crossroads Cir.
Waukesha, WI 53186

Hours of Operation:

Monday through Friday 8:00am-2:00pm

MISSION STATEMENT

Provide opportunities, choice, and enhanced community involvement. While promoting self-advocacy and independent thought.

OUR VISION

Our vision is to provide services that support adults with cognitive or physical disabilities to live more independent and active lives in their community.

OUR VALUES

- Personal choice and Individuality
- Independence
- Community Inclusion and involvement
- Health and wellness
- Safety

INCLUSION STATEMENT

ADSSW does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, participants, volunteers, subcontractors, vendors.

I. PROGRAM

IA. PROGRAM DESCRIPTION

- 1) ADSSW encompasses a wide variety of activities and hands on experiences, essential for developing independent living skills and improving the quality of life for adults with developmental disabilities, physical impairments, mental illness or traumatic brain injuries. ADSSW participants typically have not been successful in traditional work or day settings due to their unique challenges. Activities and community outings are planned and implemented based on each individual's needs, interests and goals. Staff focus on person centered planning necessary to ensure positive, memorable experiences and enhance participant's self-esteem.
- 2) "In house" activities are structured to improve the participant's daily living skills such as; hygiene activities, toileting, feeding and general independence in self-care activities. Participants are given the opportunity to engage in activities of their choosing based on their interests and skill level. Activities include, but are not limited to; arts and crafts, music activities, exercise, promoting positive social interaction and enhancing educational skills through reading, writing or other methods.
- 3) Participants are encouraged to attend community-based outings on a daily basis. ADSSW's day program reinforces appropriate and respectful public conduct by continually involving individuals in a wide range of activities. Community integration activities include shopping experiences, trips to the library, local parks, cultural, musical, and sporting events. Points of interest include the art museum, the zoo, humane society, trips to the movies, and the Mitchell Park Domes. Participants also have the ability to increase their vocational skills through various types of volunteer work such as volunteering at one of partner sites and/or cleaning up local parks. Day Program participants tour local factories and various job sites to gain an understanding of industry and agriculture. This wide variety of educational and recreational experiences increases community awareness and encourages participants to expand their knowledge and horizons in new ways.
- 4) Program participants with special needs will be provided the assistance necessary to allow them to be as independent as possible yet allow them the benefit of full participation in community and program activities.
- 5) The Day Program daily rate is determined by the referring Care Management Organization based upon the participant's level of care and services deemed necessary. If a participant needs change, or new services are added, ADSSW staff will collaborate with case managers and guardians to examine the cost of providing additional services and formulate a new daily rate based upon those needs.
- 6) Should a participant experience a major change in general functioning or medical condition during the day program, staff will immediately notify the guardian/emergency contact and home manager via telephone. Upon notifying the guardian, staff will also inform the program director.

- 7) All incidents that occur on site or during day programming hours that affect the health, safety or welfare of a participant will be documented by completing an incident form. Along with the completion of incident reports, all telephone correspondence will be documented, and case noted, this information will be kept on record in the participant files.
- 8) ADSSW day program staff will be trained in implementing standard precautions measures to prevent transmission of infection from contact with blood or other body fluids or materials having blood or other body fluids on them. Employee training on this topic will be completed by reading through the “Standard Precautions training module” obtained from the Red Cross. Upon successful completion of this training course, employees are expected to adhere to the guidelines of CDCP, OSHA, and HFS codes to prevent the transmission of communicable disease in occupational settings.
- 9) Should a participant arrive at the day program site with a communicable illness or develops one while on site, staff will follow the CDCP, OSHA, and HFS standard precaution guidelines to prevent transmission of infectious diseases and exposure to others.
- 10) If an emergency medical situation presents itself, staff is to call 911 and follow any directions given by the dispatcher. Staff will immediately notify the participants’ guardian/emergency contact, program director and case manager of the situation. Incident reports must be completed by staff and placed in the participant’s file. This policy will be communicated to the participant and guardian at the time of admission. Emergency contact lists are posted around the facility at telephones.
- 11) Staff members or any visitor that exhibits symptoms of illness, communicable disease transmittable by normal contact, or behavior which gives reasonable concern for the safety of participants will be asked to leave the premises until they are cleared by a medical professional to return to work or has gained control and is no longer a threat to the safety of on-site participants.
- 12) Staff will follow up with all unexplained participant absences by calling the participant’s residence inquiring about the participant’s condition. Guardians and care managers will be notified promptly of any unexplained absence from the program.
- 13) Participants and their guardians will be required to review and sign all admission paperwork prior to enrollment in the program. These will be kept in the participant’s file and copies will be provided to the participant and guardian.
- 14) The day program site is a non-smoking facility. Any person who wishes to smoke, must do so a minimum of twenty feet from the entrance/exit of the day program facility. Company vehicles used to transport participants are also non-smoking.
- 15) Any voluntary or involuntary discharge of a participant from the ADSSW Day Program must be submitted in writing to the participants Case Manager and Guardian. All voluntary and involuntary discharge notices must be made 30 days in advance of the

discharge date.

- 16) All complaints made by participants, guardians, family members, caregivers or other interested persons about the services provided by the day program will be investigated by the Program Director following ADSSW's Grievance Procedure. Upon completion of the investigation the Program Director will notify the appropriate local, county and/or state agency of the findings.

I.B. PARTICIPANT ENROLLMENT PROCEDURES:

- 1) ADSSW does not enforce a trial period for participants when assessing and determining our ability to serve the individual, and the individual's desire to participate in the program. All factors regarding program enrollment are collaborative decisions agreed upon by the program director, case manager, guardian, and participant.
- 2) The Day Program will have the following documentation on file upon each participant enrollment. The participant's file will contain a face sheet with the following elements.
 - a. Participant's full name, address, telephone number, date of birth, and living arrangement.
 - b. Current photo of participant.
 - c. Guardian's name, address, and telephone and name and telephone of AFH manager or caregiver.
 - d. Name, address, and telephone of at least one family member or person designated as an emergency contact.
 - e. Name, address, and telephone number of primary care physician.
 - f. Current medication list.
 - g. Name and address of referring or coordinating agency and case manager, if applicable.
 - h. Name and contact of transportation provider.
- 3) Each participant file will contain an Admission Agreement to be signed by the participant, and guardian stating the description of services, the cost of services. In addition, a signed copy of the Participant Rights will also be kept on file.
- 4) Ninety days prior to enrollment or within 30 days after enrollment a Physical Examination Form must be signed by a licensed physician, physician's assistant, or registered nurse.
 - a. An indication that the participant has been screened for any that is detrimental to other participant, including tuberculosis.
 - b. A current list of disease, chronic conditions, and drug, food, or other allergies.

- c. A statement of any restrictions in the participant's ability to participate in program activities.
 - d. The names of all prescribed medications including dosage.
- 5) All records of current participants will be kept on site. Upon discharge, the records will be retained for at least three years in a secure, dry space.

I.C. ASSESSMENT AND SERVICE PLAN DEVELOPMENT:

- 1) Prior to enrollment, ADSSW's Program Director will meet with all participant referrals to assess their needs and determine compatibility in the day program. The Program Director will consider recommendations from the guardian, and case manager when determining if the scope of the program is appropriate to meet the participant's needs.
- 2) If it is determined that the program can meet the needs and interests of the participant, a service plan will then be completed within 30 days of admission. The participant's Individual Service Plan will contain the following information:
 - a. A written assessment highlighting the participant's functional abilities and disabilities, strengths and weaknesses, personal habits, preferences, and interest, likes and dislikes, and medical condition.
 - b. A written statement of the services and activities the program will provide to meet these needs is included in the Participants Individual Service Plan.
 - c. The participants travel arrangements will be stated in Individual Service Plan.
- 3) Individual Service Plans will be reviewed and updated every six months, or as the participant's functioning, health condition, or preferences change.
- 4) Case notes are completed on an as needed basis noting any incident or unusual behaviors. Case notes are shared with guardians and case managers regularly.
- 5) Day Program staff will maintain ongoing communication with participant's caregivers/guardians pertaining to the participant's progress and overall well- being. All concerns or changes in medical status will immediately be addressed and documented by ADSSW staff.

I.D. PROGRAM SERVICES:

- 1) Program hours are from 8am-2pm but are adjusted to meet the transportation needs of everyone.
- 2) Staff will offer at least one community outing (weather/driving conditions permitting) and one "in house" activity daily. Staff will encourage participants to attend all community-based outings, however if a participant chooses not to attend; they will remain at the facility and participate in structured groups. All activities are planned to consider the individual differences of participants, their health, functioning, lifestyle,

ethnicity, religious affiliation, values, experiences, needs, interest, abilities and skills.

- 3) ADSSW does not offer nutritional services.
- 4) ADSSW has a general staff to participant ratio of 1:8. Staff are able to provide assistance with activities of daily living such as grooming, toileting and eating. All participants are always under staff supervision while at the program and in the community unless their Individual Service Plan allows them to be unsupervised at times.
- 5) All activities are planned and implemented considering adequate time for exercise and rest.
- 6) Services and activities provided by the program will consider participants individual service plans.
- 7) Participants may actively take part in planning recreation and leisure time activities of their choosing.
- 8) Group activities and outings are planned that will encourage creativity, social interaction, and physical exercise.
- 9) A variety of indoor and outdoor activities will be made available to participants daily.

I.E. MEAL REQUIREMENTS:

- 1) If participants wish they may, bring a snack to be eaten mid- morning. Participants will eat lunch daily around 11:30am, this may be earlier or later depending on the daily activity and lunch may be eaten off premises if on a community outing. All participants are required to bring in a “bag lunch.” The program will have on hand extra food should a participant forget his or her lunch. An on- site refrigerator is provided for storage and a microwave will be available to heat up food if necessary.

I.F. ADMINISTRATION OF MEDICATIONS:

- 1) ADSSW has Policies and Procedures in place for Medication Management along with the Authorization to Dispense Medication.
- 2) If participants require any medications to be administered during their time at the day program, medications must be sent in bubble pack form, clearly labeled with medication name, date, dosage, and directions for dispensing. Medications must be reviewed and updated annually by the prescribing practitioner.
- 3) Participants who do not self-administer their own medications will be given medications by staff members who have successfully completed 8 hours of medication management training. In addition, the following conditions must be met for participants whose medications are administered by staff members.
 - a. A written order from the prescribing practitioner must be in the record.
 - b. A listing of current medications with the dosage, frequency, and route of

administration must be in the record.

- c. Over the counter and prescription medications shall remain in the original labeled containers and be stored in a locked safe place.
- d. Non-licensed staff must consult with the prescribing practitioner or pharmacist about each medication to be administered.
- e. Written information describing side effects and adverse reactions of each medication must be kept in the participant's record.
- f. The administration of medications must be documented in ink in the participant's permanent record (this documentation includes the name of the medication, dosage, method of administration, date and time administered, and name of the staff member who administered the medication).

I.G. TRANSPORTATION:

- 1) All staff that provides transportation to participants must provide ADSSW with a copy of a valid driver's license, vehicles and drivers are covered under the Business Auto Policy through Selective Insurance. This coverage includes liability, auto/medical, uninsured motorist, under-insured motorist, comprehensive and collision.
- 2) All company vehicles are inspected weekly to ensure parts are working properly and are up to safety standards. All vehicles will have functioning headlights, taillights, directional signals, windshield wipers, brakes, heater and seat belts.

II. PERSONNEL

II.A. STAFF REPORTS:

- 1) Staff are to complete an application for employment stating the employee's name, address, date of birth, education, previous work experience, and the name, address and telephone of person(s) to be notified in an emergency; documentation of training, certifications and licenses will also be retained for the employees' file.
- 2) All employees must be eligible for employment upon completion of a Background Character Verification form authorizing a background check to be performed.
- 3) Any person with experience working as a nurse assistant, home health aide or hospice aide shall not have any substantiated findings or be listed on the caregiver misconduct registry. Upon checking the department's list, if a finding of caregiver misconduct is discovered, ADSSW will be unable to offer employment in any capacity.
- 4) Employees who are offered a job must undergo, and successfully pass a physical health exam and communicable disease screening by a physician designated by ADSSW, prior to their start date.

II.B PROGRAM DIRECTOR:

- 1) Vicki Durecki is a Licensed and Certified Occupational Therapy Assistant with over 25

years of experience working with individuals with developmental disabilities and mental health diagnoses. She graduated from MATC in 1995 and is a licensed Occupational Therapy Assistant in the state of Wisconsin and is certified through NBCOT. Vicki worked for Phoenix Care Systems/Bell Therapy for 24 years in a variety of positions. She managed a large group of clients with major mental health, behavioral, and developmental concerns for 20 years. Among her many duties, Vicki conducted therapeutic group activities, developed treatment plans, organized staffing's with case managers and guardians, and communicated with other professionals as needed. Vicki was also the interim program manager for Day One for more than a year. She managed the daily operations while supervising the employees and clientele. Her experience also included being a Residential Program Manager for two years. She oversaw eight group homes with supervisors, staff, and residents. She ensured the homes followed all state regulations and requirements. Vicki mentored and provided training to staff to improve their documentation and goal writing skills. She provided solutions to crises and maintained quality assurance at the homes and prepared for state inspections and CARF surveys.

II.C. STAFFING PATTERNS:

- 1) At least one staff member over the age of 18 years old shall be on the premises at all times participants are present. Staff can provide limited assistance with activities of daily living such as grooming, toileting and eating. Participants are always under staff supervision while at the program and in the community unless their Individual Service Plan allows them to be unsupervised at times. All staff members are required to fill out daily attendance sheets for all participants.

II.D. STAFF TRAINING:

- 1) All employees must complete ADSSW's new hire orientation. This orientation is designed to familiarize employees with company policies and procedures, participant rights, responding to medical and safety emergencies, and training in standard precautions.
- 2) Within the first 90 days of employment, day program staff is required to read through each participant binder. Staff will become knowledgeable about the needs and abilities of participants, the physical and psychological aspects of each participant's disability and any techniques required to provide personal care to participants.
- 3) Completion of trainings and classes offered by outside agencies enable staff to gain the interpersonal communication skills needed to relate to participants including understanding independent living philosophy, respecting participant rights, needs and uniqueness, respecting age, cultural and ethnic differences, and confidentiality.
- 4) In addition to the initial training classes, staff is required to complete 10 hours of continuing education annually. These hours of training may include in-service classes, outside workshops, lectures, or training provided through audio or other video materials.
- 5) Any employee who has received the required training prior to employment must provide

ADSSW with copies of these training certificates. ADSSW staff will keep a written record of employee training and certifications will remain on record in the employee file.

III. ENVIRONMENT

III.A. SANITATION:

- 1) ADSSW will not be preparing meals for participants. All participants are required to bring in a bag lunch daily and may bring in a snack if desired.
- 2) A refrigerator will be available to store perishable food items and the day program will provide disposable plates, napkins, cups and utensils for participant use.

III.B. SAFETY:

- 1) The Day Program will have a working telephone that is accessible during all hours of operation. The telephone will be in the administrative office area.
- 2) Stairs and walkways inside and out will be maintained in a safe condition.
- 3) Any animals kept in the day programming area will be tolerant of people on the premises and will be free of rabies.
- 4) A safe supply of drinking water will always be available to participants.
- 5) Fire Drills and Disaster Drills will be completed monthly.
- 6) In the event of a fire, the building is equipped with a sprinkler system. Fire extinguishers and any smoke detectors will also be tested and maintained monthly.

III.C. FIRE PROTECTION:

- 1) Upon the completion of local fire and safety inspections, ADSSW will maintain these written reports and keep them on file.
- 2) The day program area will be equipped with three 2A, 10 B-C fire extinguishers per 1,500 sq. feet. Fire extinguishers will be always operable, inspected once a year by a qualified person, and shall bear a label indicating its condition and date of the last inspection. In addition, to a yearly inspection fire extinguishers will be checked monthly for proper pressure by Cintas employees.
- 3) Staff members will become knowledgeable in using the fire extinguisher after completing an in-house training led by a qualified Milwaukee Firefighter or by attending the Fire Safety Training Course offered by HFS83 Certified Waukesha County Technical College CBRF training unit or attending Options for Community Growths Fire Safety course.

- 4) The building in which the day program is housed is equipped with an internal sprinkler system, hard wired smoke detectors, pull stations and monitoring by Milwaukee alarm company.

III.D. BUILDING AND FURNISHINGS:

- 1) The space at 2400 WI-59, Waukesha, WI 53189 has been inspected and approved to conduct business by City of Waukesha's Occupancy Inspector as well as the Fire Department. The occupancy permit for the facility is posted in ADSSW's administrative offices located on the premises.
- 2) The day program area is an open concept designed to allow participants to move about freely and engage in activities of their choosing.
- 3) The day programming area is approximately 7,000 square feet.
- 4) The day program is furnished with tables and chairs to be utilized during "in-house" activities and leisure time.
- 5) The heating system within the day programming area will be maintained at not less than 70 degrees F.

I.V. ADDITIONAL STANDARDS FOR ADULT DAY CARE PROGRAMS LOCATED IN A MULTI-USE FACILITY

IV.A. ADULT DAY CARE PROGRAM, IN A MULTI-USE FACILITY WHICH IS NOT IN OR CONNECTED TO A NURSING HOME:

- 1) The facility in which ADSSW operates is not a multi-use facility.

IV.B. ADULT DAY CARE PROGRAM IN OR CONNECTED TO A NURSING HOME:

- 1) This section does not apply to ADSSW, LLC as we are not connected to a nursing home.

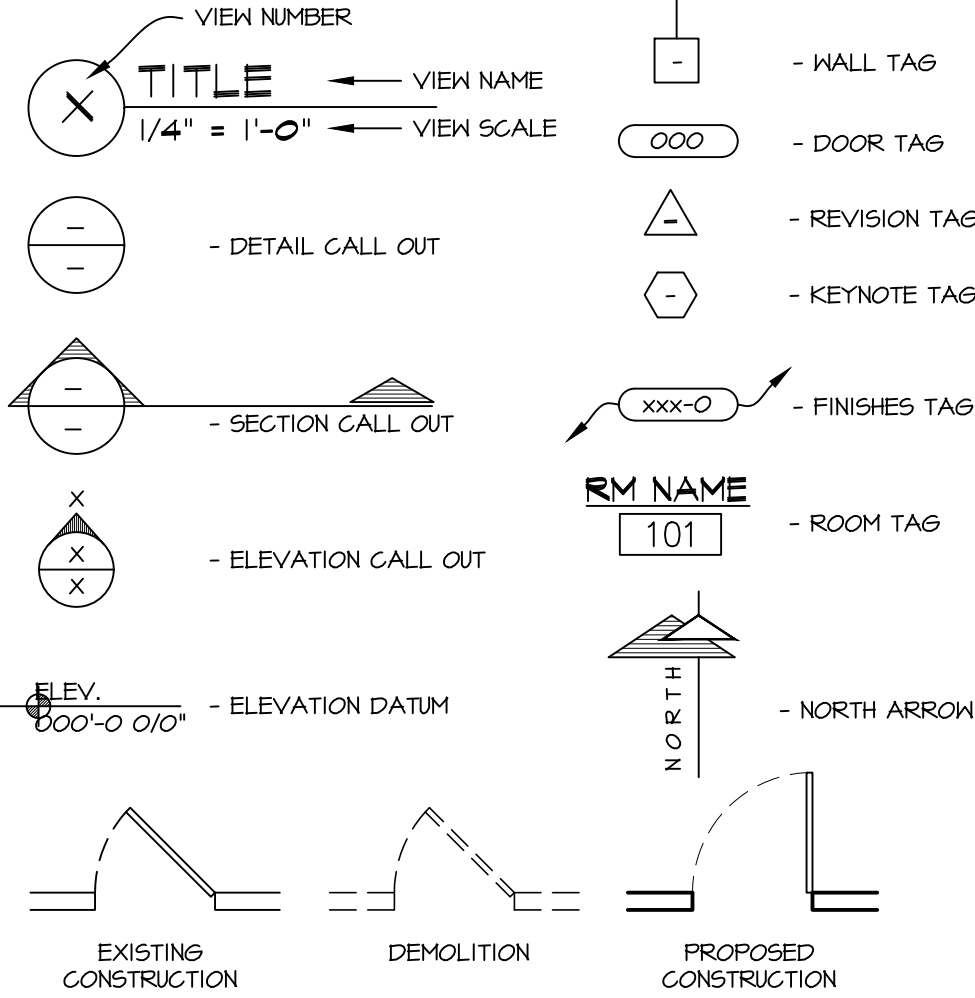
V. PROGRAM EVALUATION

- 1) ADSSW will annually send out Satisfaction Evaluations to be completed by Participants and their Guardians. These evaluations will be useful in highlighting areas of service that need improvement and areas in which we are excelling. Our aim is to evaluate the program, continually looking for ways to strengthen and enhance the services we provide for our participants.

ABBREVIATIONS

AFF	Above Finished Floor	FC	Fire Code	NIC	Not In Contract	T	Tread
ALUM	Aluminum	FD	Floor Drain	NO	Number	T & G	Tongue & Groove
ARCH	Architect	FDN	Foundation	NONCOM	Noncombustible	TEMP	Temporary
BLDG	Building	FG	Fiberglass	NTS	Not to Scale	THK	Thick
BLKS	Blocking	FIN	Finished	O/	On, Over	TOF	Top of Footing
BRS	Bearing	FLR	Floor	OC	On Center	TRTD	Treated
		FT	Foot or Feet	OPNG	Opening	TV	Television
		FTG	Footing	OPP	Opposite	TYP	Typical
CLS	Ceiling	GYP	Gypsum	OH	Overhead	UL DES	Underwriters
CONC	Concrete	HT	Height	PLY	Plywood	LAB	Laboratory
CONSTR	Construction	HC	Handicap	PROP	Property	DES	Designation
CONT	Continuous	HDR	Header	PT	Point	UNO	Unless Noted
CONTR	Contractor(s)	HR	Hour	PVMT	Pavement	OTH	Otherwise
CTR	Center	HVAC	Heating, Ventilating & Air Conditioning	PWR	Power	VB	Vapor Barrier
				PSF	Pounds per Square Foot	VCT	Vinyl Composite Tile
DP	Deep	INCL	Including	PSL	Parallel Structure Lumber	VEN	Veneer
DBL	Double	INT	Interior	PLF	Per linear foot		
DET	Detail	JST	Jolist	R	Riser	W	Wide
DIA	Diameter	KD	Kiln Dried	RAD	Radius	WD	Wood
DN	Down	LAV	Lavatory	REF	Refrigerator	WIN	Window
DR	Door	LT	Light	REINF	Reinforcing	WO	Without
DS	Downspout	LVL	Laminated Veneer Lumber	REQD	Required	WPF	Weatherproof
DWG	Drawing			REV	Revision	WNF	Welded Wire Fabric
				RM	Room		
EA	Each	MAX	Maximum	RO	Rough Opening		
ELEG	Electrical	MC	Moisture Content	SECT	Section		
ELEV	Elevation	MECH	Mechanical	SHT	Sheet		
EP	Electrical Panel	MET	Metal	SHTG	Sheeting		
EXT	Exterior	MFR	Manufacturer	SIM	Similar		
		MIN	Minimum	SPEC	Specified		
		MISC	Miscellaneous	STD	Standard		
				STOR	Storage		
				SYP	Southern Yellow Pine		

SYMBOL LEGEND



BUILDING DATA :

USE AND OCCUPANCY CLASSIFICATION; (Chapter-3)	NON-SEPARATED MIXED USE: "1-4" IS GOVERNING CODE "B" ADJACENT BUSINESS TENANT SPACES "1-4" ADULT DAY CARE, REMODELED TENANT SPACE
ALLOWABLE AREA AND HEIGHT;	"B" (II-B) FOUR STORIES - 92,000 sq. ft. "1-4" (II-B) THREE STORIES - 52,000 sq. ft.
ACTUAL AREA;	TOTAL BUILDING AREA: 48,150 sq. ft. REMODELED "1-4" TENANT AREA: 7,334 sq. ft.
SPRINKLERS;	COMPLETE PER NFPA-13
CONSTRUCTION TYPE; (Table-G01)	"II-B"
FIRE RATINGS (per table G01 & G02)	
STRUCTURAL FRAME;	0 - HR. RATING
BEARING WALLS EXTERIOR;	0 - HR. RATING
BEARING WALLS INTERIOR;	0 - HR. RATING
NON-BEARING WALLS EXTERIOR;	0 - HR. RATING
NON-BEARING WALLS INTERIOR;	0 - HR. RATING
FLOOR CONSTRUCTION;	0 - HR. RATING
ROOF CONSTRUCTION;	0 - HR. RATING
COMMON PATH OF TRAVEL; (per 1006.2.1)	75 feet
EXIT TRAVEL DISTANCE; (table 1017.2)	200 feet
TOTAL FIRST FLOOR OCCUPANCY LOADING (per TABLE 1004.1.1)	74 TOTAL OCCUPANTS IN FIRST FLOOR (II-4 BUSINESS AREAS = 1 PER 100 S.F.) (7,334 S.F. / 100 = 74)
PLUMBING FIXTURE REQUIREMENTS; (per TABLE 2902.1)	
WATER CLOSETS "1-4" ADULT DAY ARE	
MALE (1 PER 15)	(37 / 15) = 2.47 REQUIRED 3 PROPOSED
FEMALE (1 PER 15)	(37 / 15) = 2.47 REQUIRED 3 PROPOSED
LAVATORIES (1 PER 15)	(74 / 15) = 4.93 REQUIRED 6 PROPOSED

PLAN NOTES:

- ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTORS MUST REVIEW ALL DETAILS OF THEIR TRADES AND BE RESPONSIBLE FOR THE SAME.
- DO NOT SCALE DIMENSIONS FROM DRAWINGS. CONSULT THE ARCHITECT WITH ANY QUESTIONS.
- ALL INTERIOR WALLS ARE DIMENSIONED FINISH TO FINISH UNLESS NOTED OTHERWISE. (SEE WINDOW TYPES FOR ACTUAL DIMENSIONS)
- PLACEMENT OF BUILDING COMPONENTS, MECHANICAL EQUIP. APPLIANCES AND ELECTRICAL COMPONENTS IS SUBJECT TO FIELD ADJUSTMENT. ACTUAL CONSTRUCTION MAY NOT CONFORM EXACTLY TO THE LOCATIONS INDICATED ON THESE DRAWINGS

GENERAL NOTES:

- THE DESIGNER MAINTAINS NO RESPONSIBILITY FOR THE GENERAL CONTRACTOR, SUBCONTRACTORS, OR THOSE WORKING IN SUCH CAPACITIES, FOR THE METHODS USED, OR LACK THEREOF, IN THE EXECUTION OF THE WORK, AND SAFETY PROCEDURES AND PRECAUTIONS TAKEN AT THE PROJECT SITE.
- CONTRACTORS SHALL ASSUME FULL RESPONSIBILITY - UNRELIEVED BY REVIEW OF SHOP DRAWINGS NOR BY SUPERVISION OR PERIODIC OBSERVATION OF CONSTRUCTION FOR COMPLIANCE WITH THE CONTRACT DOCUMENTS - FOR DIMENSIONS TO BE CONFIRMED AND CORRELATED ON THE JOB SITE AND BETWEEN INDIVIDUAL DRAWINGS OR SETS OF DRAWINGS; FOR FABRICATION PROCESSES AND CONSTRUCTION TECHNIQUES (INCLUDING EXCAVATION, SHORING AND SCAFFOLDING, BRACING, ERECTION, FORM WORK, ETC.); FOR COORDINATION OF THE VARIOUS TRADES; FOR SAFE CONDITIONS ON THE JOB SITE, AND FOR THE PROTECTION OF THE PEOPLE AND PROPERTY AT THE JOB SITE.
- THE INFORMATION CONTAINED ON THE DRAWINGS IS IN ITSELF INCOMPLETE, AND VOID UNLESS USED IN CONJUNCTION WITH ALL THE SPECIFICATIONS, TRADE PRACTICES, OR APPLICABLE STANDARDS, CODES, ETC., INCORPORATED THEREIN BY REFERENCE, OF WHICH THE CONTRACTOR CERTIFIES KNOWLEDGE BY SIGNING THE CONTRACT.
- UNLESS NOTED OTHERWISE, ALL DETAILS, SECTIONS, AND NOTES ON THE DRAWINGS ARE INTENDED TO BE TYPICAL FOR SIMILAR SITUATIONS ELSEWHERE.
- UNLESS OTHERWISE SHOWN OR NOTED, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE LOCATION AND THE PLACEMENT OF ANY INSERTS, HANGARS, PIPE SLEEVES, HOLES OR ANCHOR BOLTS THAT ARE REQUIRED BY THE MECHANICAL OR ELECTRICAL EQUIPMENT.
- THE CONTRACTOR SHALL COMPLY WITH THE LATEST OCCUPATIONAL SAFETY HEALTH ACT REQUIREMENTS.
- ALL STATE OF WISCONSIN LOCAL AND O.S.H.A. SAFETY CODES SHALL BE A PART OF THESE PLANS, AND IT SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO SEE THAT ALL PARTIES THAT WORK AT OR VISIT THE JOB SITE COMPLY WITH SAME.

REVISIONS:

8/15/23: PRELIM #1

ADULT DAY SERVICES REMODEL

20875 CROSSROAD CTR. SUITE #1
BROOKFIELD, WI

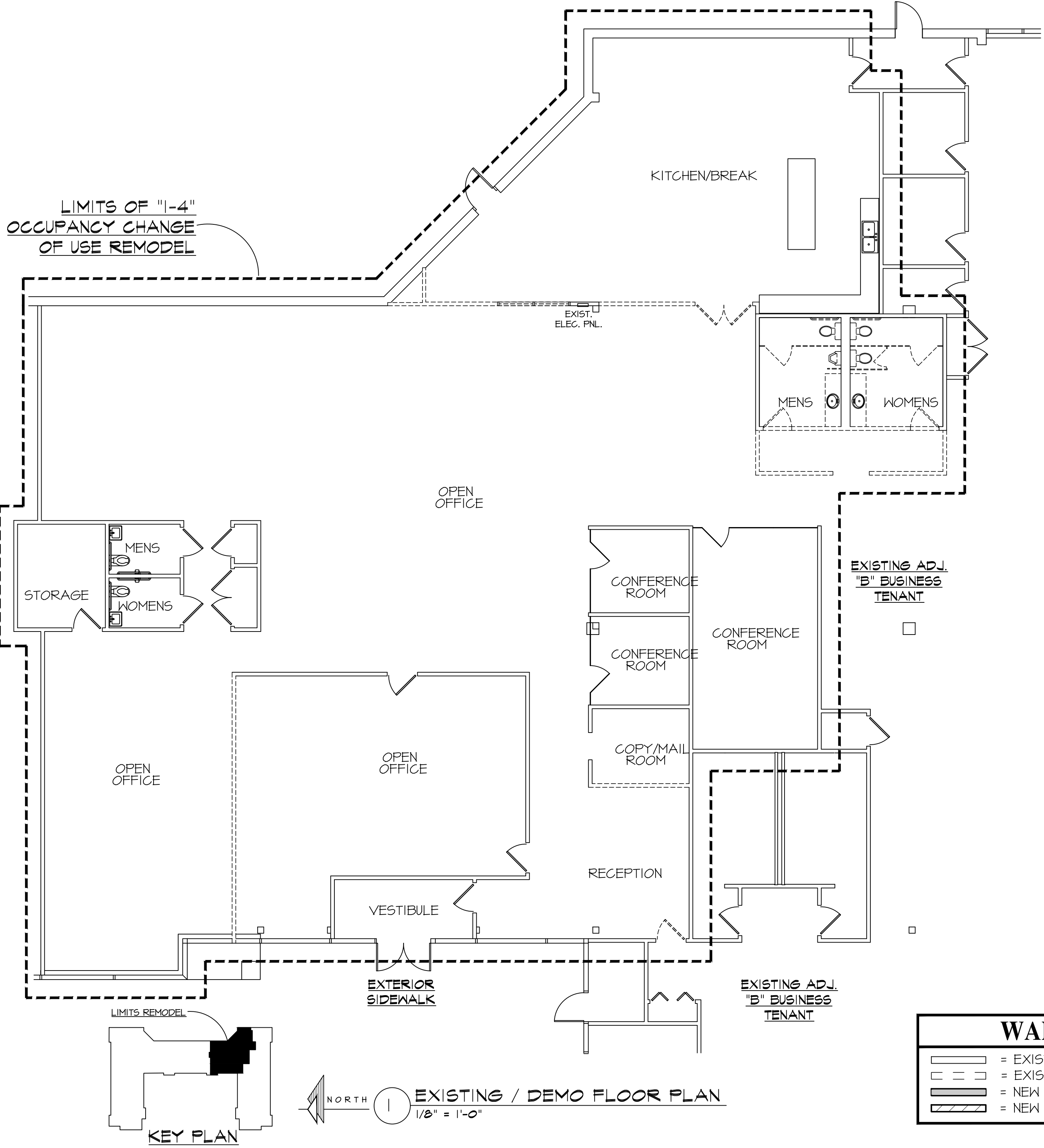
SHEET TITLE:

PLANS, SPECIFICATIONS & DETAILS

A-1

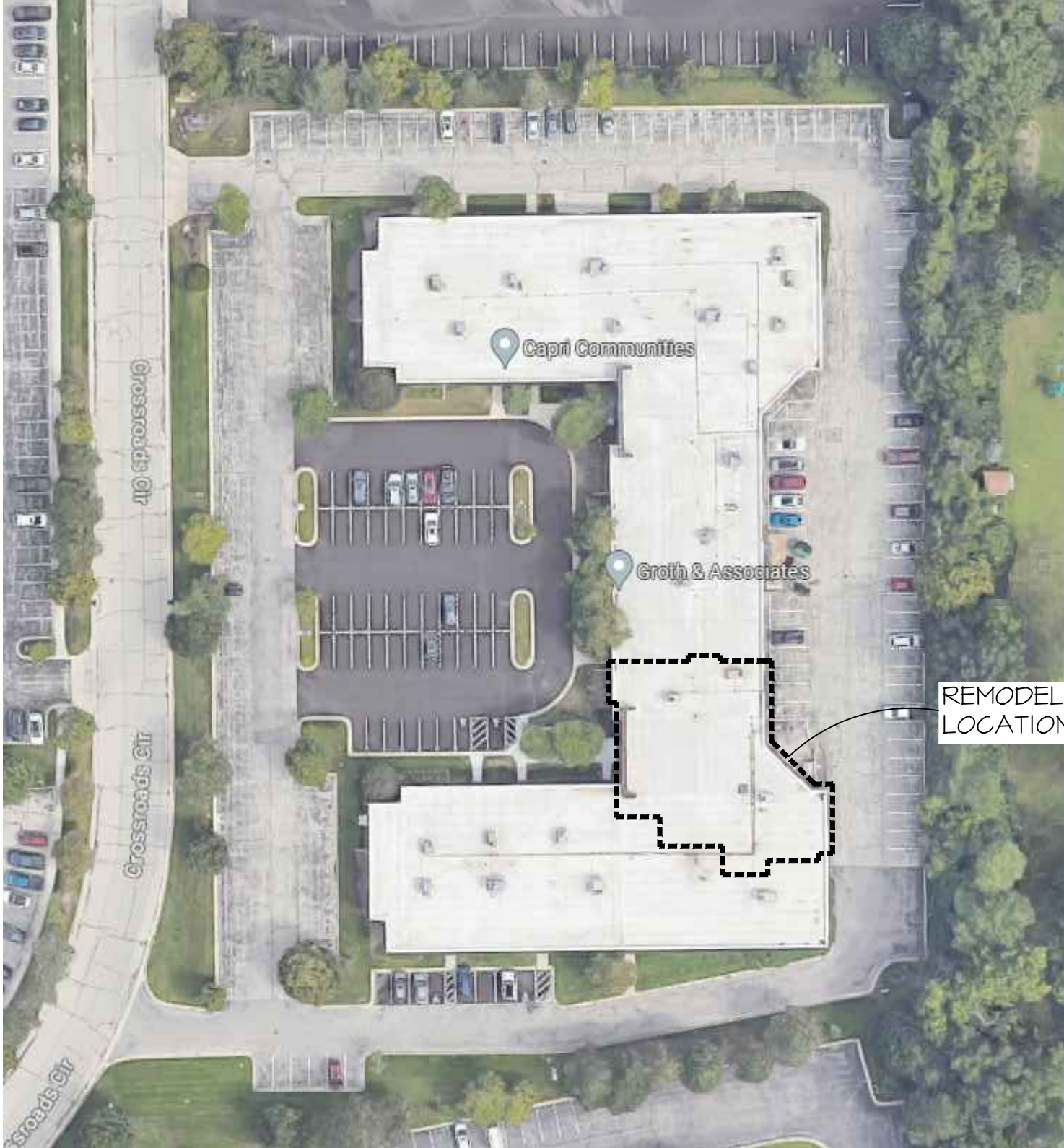
DATE: AUG. 15, 2023

PROJECT NUMBER: 23-339



WALL KEY:

[Solid line]	= EXIST. WALL TO REMAIN
[Dashed line]	= EXIST. WALL TO BE REMOVED
[Thick solid line]	= NEW STUD WALL
[Thin solid line]	= NEW WALL (BY OTHERS)



SATELLITE IMAGE
N.T.S.

SHEET INDEX

A-1	EXISTING / DEMO FLOOR PLAN, BUILDING DATA, & GENERAL NOTES
A-2	PROPOSED FLOOR PLAN, DETAILS

NOT FOR CONSTRUCTION

SHEET TITLE:
PROPOSED FLOOR PLAN & DETAILS

PROJECT NUMBER: 23-339

