

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
January 23, 2024

The regular meeting of the Plan Commission was held in the Erich Gnant Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

1) CALL TO ORDER.

Chairman Keith Henderson called the meeting to order at 7:00 p.m. with the following people present: Town Supervisor Ryan Stanelle, Plan Commission members William Neville, Kevin Riordan, and Len Smeltzer. Gordon Gaeth and Jeremy Watson were absent and excused; Town Planner Bryce Hembrook was absent due to a personal matter.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA

Motion by Stanelle to approve the agenda.

Seconded by Neville.

Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

- a. Motion by Stanelle to approve the November 28, 2023 Plan Commission Minutes as presented.

Seconded by Smeltzer.

Motion Passed Unanimously.

5) CITIZEN COMMENTS; Three-minute limit.

None.

6) OLD BUSINESS:

- a. None.

7) NEW BUSINESS:

- a. Ryan Janssen, representing Avery & Birch, for a recommendation for Preliminary Approval of a new building consisting of a three-story salon suite facility, located at 21055 Crossroads Circle.

Chairman Henderson requested clarification regarding turning radiuses for emergency vehicles. Paul Jenswold (Jenswold Development) responded that this would be shown more clearly on renderings for the next meeting. Mr. Jenswold reported that the aisles are 24 feet, which is able to accommodate a fire truck. Chairman Henderson also expressed concern with the lack of clarity regarding the proposed building height. Rich Pipek (Instudio Architecture) was present and indicated that the design is for a 40-foot high building, which is within the zoning code maximum of 45 feet. The tree line will be appropriate to the height of the building. Chairman Henderson is concerned with the height in proportion to surrounding buildings, and potentially affecting a nearby residential area to the west. Mr. Jenswold reviewed the proposed site plan, which includes 89 parking stalls. The trash enclosure has been moved away from the pond to the south, based on comments from the Architectural Review Committee, and the handicapped parking stalls have been moved to the north by the pond. Some newer growth trees along the back will be clipped, for access to the sewer. The other trees along the lot line not affecting sewer access will remain. The pond is sized for this lot and a potential property division. Mr. Jenswold reported that a storm water maintenance agreement has been submitted to staff. The landscape plan was reviewed, and the elms at the street will be replaced with crab apple trees. Silver birch and Douglas fir will be around the pond. Chairman Henderson mentioned that lighting for the entrance must be adequate, and inquired whether what is proposed would be so. The potential of a lit monument sign was discussed. Smeltzer asked for clarification regarding the landscaping at the west property line. Mr. Jenswold responded that they would only remove what is necessary. If there are holes in the landscaping after clearing for the sewer, those will be filled with plantings. It was noted that the parcel slopes down on the west end, and there is a swail along the residential line.

Asst. Fire Chief Tony D'Amico inquired whether the islands in the parking lot have to be there. Chairman Henderson mentioned that the entrance could be made wider. Mr. Jenswold recalled the ordinance that requires islands, which also details square footage and landscaping on those islands. He went on to say the developer would change the islands if requested, however they were designed based on the ordinance. It was clarified that if the parcel were divided in the future as discussed, both properties would share the same entrance.

Motion by Supervisor Stanelle to grant preliminary approval of a new building for Avery & Birch, consisting of a three-story salon suite facility, located at 21055 Crossroads Circle.

Seconded by Neville

Motion passed unanimously.

- b. Town of Brookfield request to schedule a public hearing at a future Town Board meeting for a Municipal Code Text Amendment to amend Section 5.23(1)(a) (Fire Code – Life Safety and Fire Protection Systems) of the Municipal Code.

Chairman Henderson stated that the proposed text amendment is confusing, and inquired whether a list can be specific for the Fire Department, and a separate list for the Bureau of Fire Prevention. Asst. Fire Chief D'Amico responded that much of the verbiage comes from the existing ordinance, but the amendment is due to potentially using a new system (EPlan) to review plans due to a backlog at the state level. This is for commercial plan review. Motion by Smeltzer to **recommend** the Town Board set a date for a public hearing at a future Town Board meeting for a Municipal Code Text Amendment to amend Section 5.23(1)(a) (Fire Code – Life Safety and Fire Protection Systems) of the Municipal Code, providing clearer verbiage is provided.

Seconded by Riordan.

Motion passed unanimously.

- 8) COMMUNICATION AND ANNOUNCEMENTS.
None.

- 9) ADJOURN.
Motion by Smeltzer to adjourn at 7:45pm.
Seconded by Riordan.
Motion Passed Unanimously.

Respectfully submitted,
Lois Ricci, Development Services Clerk