

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
March 26, 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 7:02 p.m. with the following people present: Town Supervisor Ryan Stanelle; Plan Commission members Gordon Gaeth and Len Smeltzer; and Town Planner Hembrook. Plan Commission members William Neville, Kevin Riordan, and Jeremy Watson were absent and excused.

2) MEETING NOTICES.

Planner Hembrook confirmed the meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA

Motion by Supervisor Stanelle to approve the agenda.

Seconded by Plan Commissioner Smeltzer.

Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

a. Motion by Stanelle to approve the February 27, 2024 Plan Commission Minutes as presented.

Seconded by Smeltzer.

Motion Passed Unanimously.

5) CITIZEN COMMENTS; Three-minute limit.

William Rahfeldt, 480 Claremont Court, Waukesha 53186 (Town of Brookfield) commented that there is a drainage concern from the Eagles Nest Condominiums on North Brookfield Road, directly north of the property that he owns at 101 South Brookfield Road. Water runs down to his property and Mr. Rahfeldt's driveway gets washed out. Mr. Rahfeldt feels it is necessary to review Eagles Nest drainage and storm water plans before approvals are given to add more buildings on that parcel.

6) OLD BUSINESS:

a. None.

7) NEW BUSINESS:

a. Keith Hueffner, representing Master Spa Warehouse, for review and recommendation of conceptual approval for a new warehouse building for the property located at 21675 Doral Rd.

- Planner Hembrook described the proposed building as being 53,173 square feet, including a mezzanine. The existing building on the east side of the property is not included in this proposal. Mr. Hembrook further reported that all building setbacks meet code requirements, as well as floor area requirement at 46.4% of lot area for both buildings.
- There are 19 proposed parking spaces, which is only for the west building. The applicant did not specify the number of employees, therefore parking requirements have not been clarified.
- Hembrook included Architectural requirements for manufacturing districts. Stormwater requirements are being reviewed by the Town Engineer.
- Chairman Henderson inquired about the concrete pad that remained after the fire. Kelly Sperl, with Architectural & Construction Services, 327 Randolph Drive, Appleton WI responded that the goal was to try to save that, however it was not advisable. Chairman Henderson also suggested some type of signage on facing Doral Road.
- Details for signage will be shown on plans. Mr. Sperl reported that the use is projected to be that the east part of the building is for general warehousing, the middle portion is for spa warehousing, and the west end is being retained for possible expansion, but until that is needed, may lease out that portion of the building.

- As of now, number of employees is 3-5 in each of the two tenant spaces, with the third space being a possible lease. Mr. Sperl clarified that this is not a retail facility, so there will not be customer traffic. It is only a warehousing and distribution facility.
- Commissioner Smeltzer opined that enhanced architectural features on the north side of the building are desirable, as well as landscaping.
- Brad McDermid with Mach IV Engineering & Surveying reported that they have coordinated with Strand (Town Engineer) regarding stormwater requirements. Not more than a half-acre of impervious surface is being added. There is space to the northeast and southwest of the existing building to the east to add stormwater bio-filters, which will include native species. Supervisor Stanelle agreed that he would like to see the north side of the proposed building enhanced.

Motion by Supervisor Stanelle to **recommend** conceptual approval for a new warehouse building for the property located at 21675 Doral Road as presented.

Seconded by Commissioner Gaeth.

Motion passed unanimously.

a. Scott Bence (JBJ Develop, L.P.) is requesting a recommendation for conceptual, preliminary, and final approval of the continuation of the Eagles Nest Condominium Project with updated building plans, located at Eagle Drive and Aerie Circle, off of Brookfield Road (BKFT1124974016)

- Chairman Henderson explained that since a number of years have passed since the original approval, the applicant has to start from the beginning, which is conceptual approval. Preliminary and final approval are to be considered at subsequent meetings.
- Planner Hembrook described the proposal as presented in the staff report, which was included in the Plan Commission Packet. Scott Bence (JBJ Development) was present and clarified that the building plans being presented are for building 9. The plan is representative for the balance of the remaining sites.
- Exterior elevations and landscaping was reviewed. Architectural styles and materials are proposed to be the same as on the existing buildings. Chairman Henderson pointed out the condition of a second road up a hill from Eagle Drive, and Mr. Bence responded that is just a binder for that road. Chairman Henderson also asked about a retaining wall on the northwest side as being partially finished, and when the wall is finished, the first half should be checked to be sure everything is still intact. Mr. Bence pointed out that the condominium association has been passed to the current 10 homeowners. They are in control of all general improvements and site. Mr. Bence stated he is seeking approval to build the building that goes on pad 9. Mr. Bence owns the parcels that are unbuilt.
- Any damage to the road during construction will be repaired. Chairman Henderson asked about stormwater, and getting water to the pond. Mr. Bence responded that is not his responsibility, and it is an enforcement issue by the Town. Mr. Bence shared his comments with the Town Engineer that is not filled in with silt, and was built to specs. He went on to say that, typically when they build them they over-dig by approximately 2½ feet to allow for silt build-up. Mr. Bence asked if Mr. Rahfeldt could show him where the erosion is happening. Mr. Bence commented that when building 3 is built (to the west), the swale being dug per the approved grading plan would be key to avoiding the drainage problem. Chairman Henderson suggested that if they start building #9, the area for drainage by building #3 should be taken care of.
- Supervisor Stanelle asked for clarification of what is being requested for approval, whether it is just for building 9 or the overall project. Planner Hembrook responded that it is his understanding that the entire site plan is being reviewed, the developer would try to do building 9 as a starting point, and once approval for building 9 is acquired, the developer could move on to the next building while the approval is still good. Mr. Bence concurred with Hembrook's understanding. Chairman Henderson indicated that he is comfortable with conceptual approval, but feels there is not enough information for the entire project to grant preliminary approval.

- Mr. Smeltzer asked about turning radius for emergency vehicles, and Hembrook responded that the Fire Department has no concerns. Mr. Bence inquired what additional information is requested by the Plan Commission. Chairman Henderson responded that he is looking at the whole project, and does not have plans for buildings 3 through 8. Mr. Bence asked if they want plans for each building, because for most projects he does not draw every building, he draws a representation of one building, shows all four sides of it and a 3-D model. Chairman Henderson asked if for building 9 as presented, does it currently meet code changes that may have occurred in the last fifteen years. Planner Hembrook responded that from a planning standpoint it has not changed, from a building standpoint he could not answer that.
- Building plans are sent to the state or E-plan for approval. Updated versions of grading and stormwater should be submitted for preliminary review, and comment from the Town Engineer.
- There was discussion regarding what was originally approved and installed, and Planner Hembrook reminded the applicant that because the rest of the development was not finished at that time, approvals expire after 12 months. It was also clarified that if any remaining buildings were not started within 12 months of approval, the approval process for those buildings would have to be repeated.
- Supervisor Stanelle opined that he would like to see language in preliminary approval relating to pond maintenance. It was reiterated that this is a condominium association responsibility, however Mr. Bence indicated that he is willing to work with them to benefit the development.

Motion by Mr. Smeltzer to **recommend** conceptual approval of the continuation of the Eagles Nest Condominium Project with updated building plans, located at Eagle Drive and Aerie Circle, off of Brookfield Road (BKFT1124974016)

Seconded by Mr. Gaeth.

Motion passed unanimously.

8) COMMUNICATION AND ANNOUNCEMENTS.

Marx Park is having the Easter Egg Hunt on Saturday, March 30th, starting at 10:00am.

9) ADJOURN.

Motion by Supervisor Stanelle to adjourn at 8:01pm.

Seconded by Commissioner Gaeth.

Motion Passed Unanimously.

Respectfully submitted,
Bryce Hembrook – Town Planner