

TOWN OF BROOKFIELD  
PLAN COMMISSION MINUTES  
April 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: Plan Commission members Gordon Gaeth, William Neville, and Len Smeltzer; and Town Planner Hembrook. Town Supervisor Ryan Stanelle, and Plan Commission members 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 Gaeth to approve the agenda.

Seconded by Smeltzer.

*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

a. Motion by Smeltzer to approve the March 26, 2024 Plan Commission Minutes as presented.

Seconded by Gaeth.

*Motion Passed Unanimously.*

5) CITIZEN COMMENTS; Three-minute limit.

None.

6) OLD BUSINESS:

a. None.

7) NEW BUSINESS:

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

Planner Hembrook reviewed the location and site plan. The setbacks and building requirements meet code. Parking requirements as of now are not clear, because the third space in the building has not been leased. There are a total of 33 spaces. Lighting and landscaping will be submitted for the final approval. Hembrook noted that the east and west elevations are not correct on the rendering, but the applicant reported corrections have been made. There is a door planned for the east side. Hembrook further noted that digital signage/ Electronic Message Centers are not allowed in the manufacturing district. Mr. Hueffner stressed his desire for a digital sign; Chairman Henderson noted that a request would have to be made to the Zoning Board of Appeals. Hembrook reported that the Architectural Review Committee reviewed the request for the new warehouse and voted to recommend preliminary approval. Engineering recommendations were reviewed. Chairman recommended the heavy-duty door be moved further south. Bollards will be at the doors. Chairman Henderson stressed the importance of having all of the documents ready for final approval, including signage. Color samples were shown.

Motion by Smeltzer to grant preliminary approval for a new warehouse building for the property located at 21675 Doral Road, providing that landscaping details be provided.

Seconded by Neville.

*Motion passed unanimously.*

- b. Scott Bence (JBJ Develop, L.P.) is requesting a recommendation for 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)

Planner Hembrook reviewed the details of the proposal. Drainage concerns raised by a neighboring property owner were addressed, and when building is completed that drainage issues will be remedied. Building 9 is proposed to be the first built, however the request is for approving the entire site. Chairman Henderson requested a building schedule in an effort to keep approval from expiring. Henderson suggested building #3 sooner to solve drainage problems. Hembrook reported that the Architectural Review Committee recommended preliminary and final approval. Smeltzer inquired whether the pond meets current requirements. Bence responded that the pond is now the HOA's responsibility; however, any construction damage that may occur will be fixed by the developer. The brick and the soffit used on the first two existing buildings are no longer available. The brick color is slightly different in color but the same product. The stone is exactly the same, as well as the shingles. Front doors are painted "Mayflower Red". The siding is the same hard-plank, painted the same as existing. Other elements such as railings, soffit and fascia, and shutters were reviewed.

Motion by Neville to grant preliminary, and **recommend** 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)

Seconded by Smeltzer.

*Motion passed unanimously.*

Chairman Henderson reminded that applicant to have a building schedule for the Town Board meeting.

8) COMMUNICATION AND ANNOUNCEMENTS.

Chairman Henderson asked the members about meeting packets, and whether they wished to continue to receive hard copies. Henderson, Smeltzer and Gaeth prefer a hard copy packet. Neville prefers PDF. Hembrook will check with Stanelle, Riordan, and Watson for their preference.

9) ADJOURN.

Motion by Smeltzer to adjourn at 7:42pm.

Seconded by Neville.

*Motion Passed Unanimously.*

Respectfully submitted,

Bryce Hembrook – Town Planner