

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
February 27, 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, Len Smeltzer, and Jeremy Watson. Gordon Gaeth was absent and excused.

2) MEETING NOTICES.

The meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA

Motion by Commissioner Watson to approve the agenda.

Seconded by Supervisor Stanelle.

Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

a. Motion by Commissioner Watson to approve the January 23, 2024 Plan Commission Minutes as presented.

Seconded by Supervisor Stanelle.

Motion Passed Unanimously.

5) CITIZEN COMMENTS; Three-minute limit.

None.

6) OLD BUSINESS:

a. None.

7) NEW BUSINESS:

a. Town of Brookfield for review and recommendation of approval for a resolution to vacate and discontinue a portion of Bluemound Frontage Road near parcels BKFT1124999002 and BKFT1124999004.

Planner Hembrook described the frontage road, and the portion involved is from the west property line of the MLG property, extending to the south, and moving south and east, adjacent to the Kopp's property, as shown in packet documents. Planner Hembrook noted that cross access agreements should be included and are shown in the exhibits, and that this potential approval should be contingent on inclusion of CSM approval and cross access agreements. As of now, the Town plows the frontage road, the Town does not plow Kopp's or into Galleria West. Chairman Henderson noted that the Town kept the right-of-way in front of Kopp's, but Kopp's would use and maintain that portion for parking. Commissioner Watson inquired whether Kopp's is aware of the proposal, Planner Hembrook responded that they are, and Kopp's is in favor of the resolution. It was clarified that the configuration of the frontage road will stay as is.

Motion by Commissioner Riordan to **recommend** approval for a resolution to vacate and discontinue a portion of Bluemound Frontage Road near parcels BKFT1124999002 and BKFT1124999004, contingent on the following:

- Cross access easement;
- Approval of a Certified Survey Map.

Seconded by Commissioner Watson.

Motion passed unanimously.

- b. Max Grossman (Last Mile Investments), representing Galleria West, is requesting a recommendation for approval of a certified survey map for parcels BKFT1124999002 and BKFT1124999004.
Planner Hembrook reviewed CSM and cross access easements. The Town Engineer reviewed the CSM and his comments were addressed.

Motion by Commissioner Watson to **recommend** approval of a certified survey map for parcels BKFT1124999002 and BKFT1129999004, with the requirement to extend cross access agreement to the south and north.

Seconded by Commissioner Smeltzer.

Motion passed unanimously.

Chairman Henderson noted that a Public Hearing will be held on Tuesday, March 19, 2024 at the Town Board meeting. It is not necessary for Plan Commission to attend.

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

Paul Jenswold was in attendance representing Avery & Birch. There is a revised monument sign detail with the address being added. Additionally, the trash enclosure has been revised to include bollards. Mr. Jenswold was referring to new details that have been added to drawings after distribution of the Plan Commission packet for tonight's meeting. The new drawings were distributed during this agenda item. The building is 41½ feet tall, with the trees along the west lot line being around 41 feet. As pointed out in previous meetings, some clearing of trees will be necessary for the sewer. They will be preserving as many trees as possible. Chairman Henderson stated that there are some bare spots right now, and the residential area is visible. Mr. Jenswold suggested that perhaps pine trees could be planted. Handicapped stalls were clarified. Chairman Henderson inquired whether the entrance was widened. Mr. Jenswold indicated the areas that a slight increase in access were made, however there was not an increase at the point where entry meets the road. Currently that part on the entrance is 26 feet, and Mr. Jenswold indicated that it can be widened, but asked for a suggestion on what width would be acceptable. After further discussion, it was agreed that the current width should be sufficient. Bollards at the front entrance for safety reasons were discussed. Mr. Jenswold showed where there is a curb near the front entrance. Planner Hembrook reminded Mr. Jenswold that signage will have to be presented to the Architectural Review Committee (ARC), and that it must be 5 feet from the right-of-way according to the sign code. Chairman Henderson noted the vision triangle for the sign, and that it must meet requirements. Wheel stops for two separate stalls will be added per the engineer's suggestion. Planner Hembrook reported that the ARC reviewed the proposal and recommended approval.

Motion by Commissioner Neville to **recommend** Final Approval of a new building consisting of a three-story salon suite facility, located at 21055 Crossroads Circle.

Seconded by Commissioner Smeltzer.

Further discussion: Commissioner Watson stated that he would like to see bollards at the entrance as a safety measure, as previously discussed, but did not amend the motion to include bollards.

Motion Passed Unanimously.

8) COMMUNICATION AND ANNOUNCEMENTS.

Easter Egg Hunt will be held on March 30, 2024.

Commissioner's Watson and Riordan will not be in attendance at the March 26, 2024 meeting.

9) ADJOURN.

Motion by Neville to adjourn at 7:36pm.

Seconded by Riordan.

Motion Passed Unanimously.

Respectfully submitted,
Bryce Hembrook – Town Planner