



## Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

---

### MEETING AGENDA

---

Tuesday, December 3, 2024 7:00 p.m.	Town Board Utility District No. 1 Sanitary District No. 4	Eric Gnant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
--	---	---

---

1. Call to Order & Roll Call.
2. Meeting Notices.
3. Approval of Agenda.
4. Approval of Minutes:
  - November 19, 2024 meeting of the TB, UD1, SD4.
  - November 19, 2024 2025 Budget Public Hearing.
5. Citizen Comments: Three-minute limit.
6. Old Business: None.
7. New Business:
  - a. Discussion and possible action regarding the 2025 Elmbrook Humane Society Service Agreement.
8. Departments, Boards, Committee/Commission Reports/Recommendations.
  - a. Plan Commission
    1. Recommendation to approve a Conditional Use permit request by Adrian Deasy, representing Octane Coffee, for a drive-thru coffee business, located at 19555 West Bluemound Road.
    2. Recommendation for Final Approval of Octane Coffee, a drive-thru coffee business, located at 19555 West Bluemound Road.
    3. Recommendation to approve an updated landscape plan for Brookdale Alzheimer's & Dementia Care (Michael Powell representing) located at 685 Woelfel Road.
    4. Recommendation for Conceptual Approval for an addition to an existing manufacturing building located at 21550 Doral Road requested by Luke Sebald (Keller, Inc), representing Bancroft Engineering.
9. Approval of Vouchers and Checks.
10. Communication and Announcements.
11. Adjourn.

Posted November 26, 2024

Tom Hagie, Administrator/Interim-Clerk



## Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

---

### MEETING MINUTES

---

Wednesday, November 19, 2024 7:48 p.m.	Town Board Utility District No. 1 Sanitary District No. 4	Eric Grant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
---	---	---

---

1. Call to Order.

Chairman Henderson called the meeting to order at 7:48 p.m.

Present: Chairman Keith Henderson; Supervisors John Charlier, Steve Kohlmann, John Schatzman, and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Attorney Michael Van Kleunen, Administrator/Interim Clerk Tom Hagie, Deputy Clerk Emily Howells, Fire Chief John Schilling, Assistant Fire Chief Anthony D'Amico, Department of Public Works Superintendent Scott Hartung, Parks and Recreation Director Chad Brown, Municipal Court Clerk Kathy Stokke, Sanitary District No. 4 Superintendent Tony Skof and Police Lieutenant David Mironischen.

2. Meeting Notices.

Hagie confirmed the meeting notices were posted as required by law.

3. Approval of Agenda.

Motion by Schatzman to adopt the agenda; seconded by Stanelle.

Motion prevailed by a voice vote (5-0).

4. Approval of Minutes:

Motion by Kohlmann to approve the minutes of November 6, 2024 meeting of the TB, UD1, SD4 as presented; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

5. Citizen Comments: Three-minute limit. None.

6. New Business:

a. Discussion and possible action regarding the proposed 2025 Budget.

Motion by Kohlmann to approve the 2025 Budget as presented; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

7. Approval of Vouchers & Checks.

Motion by Charlier to approve vouchers and checks in the amount of \$568,878.16; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

8. Communication and Announcements.

Chad Brown noted the Town tree lighting will be held from 3:00 - 5:30 p.m. on Saturday, November 30, 2024.

Fire Chief Schilling updated the Board on the fire that occurred at Oscar's Frozen Custard.

Administrator Hagie mentioned the recently approved street sign design with a sample sign on display.

9. Adjourn.

Respectfully submitted,

Tom Hagie, Administrator/Interim Clerk



## Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

---

### MEETING MINUTES

---

Wednesday, November 19, 2024  
7:00 p.m.

2025 Budget  
Public Hearing

Eric Grant Room  
TOB Municipal Building  
645 N. Janacek Rd., Brookfield, WI

---

1. Call to Order.

Chairman Henderson called the meeting to order at 7:00 p.m.

Present: Chairman Keith Henderson; Supervisors John Charlier, Steve Kohlmann, John Schatzman and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Attorney Michael Van Kleunen, Administrator/Interim Clerk Tom Hagie, Deputy Clerk Emily Howells, Fire Chief John Schilling, Assistant Fire Chief Anthony D'Amico, Department of Public Works Superintendent Scott Hartung, Parks and Recreation Director Chad Brown, Municipal Court Clerk Kathy Stokke, Sanitary District No. 4 Superintendent Tony Skof and Police Lieutenant David Mironischen.

2. Meeting Notices.

Hagie confirmed the meeting notices were posted as required by law.

3. Pledge of Allegiance.

Chairman Henderson led the meeting in the Pledge of Allegiance.

4. Approval of Agenda.

Motion by Kohlmann to adopt the agenda; seconded by Charlier.

Motion prevailed by a voice vote (5-0).

5. Presentation of the proposed budget by Chairman Henderson and Administrator Hagie.

Chairman Henderson thanked everyone for attending and introduced the Town Employees in attendance before turning the presentation over to Administrator Hagie.

Administrator Hagie introduced himself and said one of his responsibilities is preparation of the budget. The Town strives to be as efficient as possible with your tax dollars while providing the same or better services as our neighbors. He stated that the department heads have done a fantastic job this year staying within their budgets and finding ways to maximize savings. Administrator Hagie stated the Town's ability to increase the levy is once again very because a minimal allowable increase from net new construction. He noted the Town will be able to lower the use of fund balance to \$117,000 in the 2025 budget to meet next year's budget needs because of a significant increase in shared revenue from the State of Wisconsin.

Administrator Hagie noted that in 2025, once again the bulk of our revenue comes from our property taxes and the second biggest source is the hotel tax. The bulk of expenditures at 64% is public safety, which is mainly the police and fire departments. General government makes up about 18% of the overall budget. This points to how efficient we are with the money we have, while providing as many services to the Town residents as we possibly can. For each tax dollar, the bulk goes to schools at over 51%, and about 31% goes to the Town.

Administrator Hagie presented information related to the Town's room tax revenue. He noted the Town is collecting the maximum amount per state statute with the remaining funds being allocated to the Town tourism entity, Discover Brookfield.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.

Administrator Hagie stated that the Town's Mill Rate increased 7 cents per thousand as compared to last year. This included a slight increase to the amount allocated to the General Fund for 2025. The Capital Equipment and Capital Improvement budgets went down slightly for 2025. The proposed 2025 Budget results in a nominal increase of approximately \$10 to the average single-family residential property owner.

The State calculated allowable municipal levy increase for 2024 based on the net new construction percentage is 0.27%, or roughly \$21,000. The Board is recommending utilizing the full 0.27% (\$21,000) levy increase allowable by the State and the use of \$117,000 of fund balance in the 2025 Budget.

6. Questions and comments regarding the proposed budget.

Sue Kohlmann asked about how capital expenditures were funded and can residents raise money to purchase additional equipment. Hagie responded that the capital expenditures are evaluated and funded on an annual basis. The amount allocated to each department will change dependent on the specific needs of the department for the budget year. Hagie also noted that, yes, residents, individually or as a group, would be able to raise funds to support a specific project, piece of equipment, or initiative supported by the Town Board. She also asked why the budget shows a significant increase in intergovernmental revenue. Hagie responded that the State legislature approved an updated allocation of shared revenue as well as an increase in state aid for the rescinding of the personal property tax code.

7. Adjourn.

Motion by Charlier to adjourn at 7:26 p.m.; seconded by Kohlmann.

Motion prevailed by a voice vote (5-0).

Respectfully submitted,  
Tom Hagie  
Administrator/Interim Clerk



November 20<sup>th</sup>, 2024

Tom Hagie  
Town of Brookfield  
645 North Janacek Road  
Brookfield, WI 53045

Dear Tom,

On behalf of Elmbrook Humane Society, Inc. (EBHS), I am respectfully submitting a proposed services agreement for calendar year 2025.

We are pleased to submit a proposed services agreement for \$3,500 which reflects no increase from the 2024 services agreement.

We continue to assist residents of Town of Brookfield with many services including but not limited to:

- Picking up and caring for unclaimed domestic stray animals from Town of Brookfield during their State mandated stray hold period (4 days)
- Picking up and caring for injured and sick wildlife\*
- Humane Officer service as needed
- Consultations to Town of Brookfield residents as to how to handle various matters related to wildlife and stray animals\*
- Accepting animals who can no longer be cared for (relinquishment) thus encouraging responsible care vs. abandonment (saves financial resources for Town of Brookfield)\*

\*These services have and continue to be provided at no cost to the Town of Brookfield.

Also to note, EBHS has not billed for qualifying costs under section 3.5 of the service agreement (costs outlined above in addition to the service amount as defined in section 1).

We enjoy working with Town of Brookfield residents and the partnership we have maintained for years with Town officials and look forward to our continued partnership on behalf of the community.

We have not yet incorporated any potential changes discussed during last month's meeting. However, we are open to amending this service agreement once new terms are mutually agreed upon.

If I can be of further service, please contact me at 262-782-9261 or [beth@ebhs.org](mailto:beth@ebhs.org).

Best Regards,

Beth Blackwood  
Director of Animal Operations

## SERVICES AGREEMENT

THIS AGREEMENT is effective the first day of January 1, 2025, by and between the Town of Brookfield, a municipal corporation, (“Municipality”) located at 645 North Janacek Road, Brookfield, Wisconsin 53045 and the Elmbrook Humane Society, Inc., a Wisconsin not for profit corporation, (“Provider”) located at 20950 Enterprise Avenue, Brookfield, Wisconsin 53045-5224.

IT IS AGREED by and between the parties herein as follows:

1. Municipality, for consideration hereinafter set forth, contracts with Provider for: the maintenance of animal pound facilities, the pickup and disposition of wildlife (when it is injured or poses a human health hazard), and the hold and disposition of cats, dogs, miscellaneous animals and birds. This is for the period commencing as of the date first above written and ending December 31, 2024, pursuant to the authority set out in Wisconsin Statutes Chapters 95, 174, 173, 951, and Municipality’s Animal Code.

2. Unless otherwise determined by the Municipality, Municipality shall pay Provider a total of \$3,500 (the “Fee”) in two (2) payments of \$1,750.00, with the first payment to be paid by January 1, 2025 and the second payment to be paid by July 1, 2025. The Fee covers the following animal control and shelter services to be provided by Provider:

2.1 Shelter, care, redemption and euthanasia services as needed for stray and abandoned animals located in the geographic limits of Municipality.

2.2 Assist residents with wildlife when it is injured or it poses a human health hazard.

2.3 Educate and inform residents on various wildlife problems and offer solutions. Assess, educate and inform residents regarding geese and deer problems.

2.4 Provide live traps as needed and available.

2.5 Care for and house animals impounded pursuant to any applicable law or regulation in exchange for the normal and customary per diem rate Provider charges members of the at-large community for the care and housing of such animals. Provider shall invoice Municipality for such per diem charges on a monthly basis. Invoiced amounts shall be due within thirty (30) days of the date of Provider’s invoice, without offset or deduction.

2.6 Pick up all stray animals as soon as Provider deems reasonably practicable after being notified by either law enforcement or a resident of Municipality.

2.7 Provide educational information regarding animal welfare as requested by the public and law enforcement.

2.8 Provide a phone referral service for domestic pet and wildlife concerns for residents.

2.9 Sponsor spay/neuter programs for adopted pets.

2.10 Assist residents of Municipality with free temporary emergency shelter for animals, as space permits, when requested by local law and social service agencies.

- 2.11 Take into custody an animal if the owner has become incapacitated due to illness, accident or abuse.
  - 2.12 Provide law enforcement, social services and building inspection with reasonable assistance regarding animal-related issues in Municipality.
  - 2.13 Maintain records of all actions identified in this Agreement and provide a summary activity report to Municipality on no less than a quarterly basis.
  - 2.14 Comply with applicable rabies and licensing laws.
3. The Fee further covers the following humane officer services to be provided by Provider for Municipality:
    - 3.1 Provide Municipality with assistance in investigations of animal bites and investigations of alleged violations of statutes and ordinances relating to animals (including, without limitation, statutes and ordinances relating to animal fighting, neglect and abuse).
    - 3.2 Upon Municipality's reasonable request, inspect businesses within Municipality that offer live animals or amphibians for sale or that board animals.
    - 3.3 Issue abatement orders and do follow-up calls when necessary in Provider's reasonable judgment and consistent with applicable law.
    - 3.4 Request citations and prosecutions when necessary in Provider's reasonable judgment and consistent with applicable law.
    - 3.5 Seek subpoenas when necessary in Provider's reasonable judgment and consistent with applicable law.
    - 3.6 Other than writing citations, any additional humane officer responsibilities set forth in Chapter 173 of the Wisconsin Statutes.
  4. Provider agrees to hold animals detained according to this Agreement under conditions, and for those time periods, required by law.
  5. Where an owner or owner's representative requests that Provider release a detained animal, Provider shall require the owner to pay the costs of the boarding fees and all veterinary charges. These fees will be kept by Provider. If the owner does not reclaim the animal, the animal becomes the property of Provider after it is held by Provider for seven (7) days or as otherwise provided by law, whichever is shorter. If Provider is able to adopt the animal out to a new home, Provider shall keep all adoption fees.
  6. Provider, subject to the provision of Chapter 174 of the Wisconsin Statutes, agrees to furnish an adequate shelter for animals detained under this Agreement with adequate facilities for the housing, feeding, special care and necessary exercise of all such animals. All rooms, wards and cages shall be maintained in a sanitary manner, sufficiently lighted and adequately heated and ventilated. Separate areas shall be used for all animals confined as rabies suspects who are known to have bitten or scratched persons or other animals. Provider shall confine all animals which have bitten or scratched persons or other animals and hold them for the period necessary for adequate

examination. Provider further agrees to segregate animals as needed to protect individual animals from injured or vicious animals.

7. A separate and complete record shall be maintained by Provider concerning each animal, including the date and time of impoundment, the amount of the impoundment fee, the disposition of said animal and the name of the person reclaiming the animal. In no event shall an animal be released within Municipality without proof of compliance with rabies vaccine law and a license. Municipality shall receive a monthly report.

8. Municipality shall be entitled, at all times during the term of this Agreement, to designate a non-voting liaison to Provider's Board of Directors.

9. The Provider shall indemnify the Municipality against any and all loss, damages, costs and expenses arising out of any third-party claim for bodily injury (including death) and/or property damage related to this Agreement, or the actions taken by Provider, its agents or employees in fulfilling Provider's obligations under this Agreement or under applicable law.

10. Provider agrees that Provider will at all times during the term of this Agreement keep in force a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Office of the Commissioner of Insurance. Provider shall also name Municipality as an additional insured on Provider's liability insurance policy required under this Section. Upon the execution of this Agreement, Provider will furnish Municipality with written verification of the existence of such insurance in the form of a Certificate of Insurance.

11. In the event of any action, suit or proceeding against Provider upon any matter herein indemnified against, Provider shall, within five (5) working days give notice in writing to Municipality by certified mail addressed to its post office address.

12. This Agreement shall automatically be renewed from year to year on a calendar year basis on identical terms unless terminated upon sixty (60) days' written notice by certified mail by either party to the addresses set forth above.

13. Any renegotiation or modification of this Agreement shall be proposed in writing by the requesting party to the other party at least sixty (60) days prior to the expiration of the term of the Agreement. In addition, the effective date of any term as renegotiated or modified shall not commence until the commencement of the term next succeeding.

14. If any provision of this Agreement is held invalid or unenforceable for any reason, the remaining covenants, restrictions, and provisions of this Agreement will remain enforceable.

15. In the event Provider becomes insolvent, files a petition of bankruptcy, makes an assignment for the benefit of creditors, or a petition of involuntary bankruptcy is filed against said corporation, then and in that event, this contract shall become null and void at the option of Municipality.

16. It is understood and agreed that the entire agreement between the parties contained herein, except for those matters incorporated herein by reference, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.




IN WITNESS WHEREOF, the parties hereto affix their hands and seals at the Town of Brookfield, Wisconsin.

Dated this \_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Keith Henderson, Town Board Chairman  
Town of Brookfield

\_\_\_\_\_  
Tom Hagie, Interim Town Clerk  
Town of Brookfield

\_\_\_\_\_  
Kim Preston, Board President  
Elmbrook Humane Society, Inc.

  
\_\_\_\_\_  
Beth Blackwood, Director of Animal Operations  
Elmbrook Humane Society, Inc.

**TOWN OF BROOKFIELD  
PLANNING COMMISSION RECOMMENDATIONS  
NOVEMBER 26, 2024**

Town Chairman Keith Henderson called the meeting to order at 7:05pm on Tuesday, November 26, 2024, at the Town of Brookfield Town Hall, 645 North Janacek Road, Brookfield, Wisconsin. Also present at the meeting was Supervisor Ryan Stanelle and Commissioners William Neville, Jeremy Watson, Len Smeltzer, and Town Planner Bryce Hembrook. Plan Commission members Kevin Riordan and Tim Probst were absent.

**ADRIAN DEASEY FOR APPROVAL OF A CONDITIONAL USE PERMIT FOR A DRIVE-THRU COFFEE BUSINESS IN THE B-2 LIMITED GENERAL BUSINESS DISTRICT, LOCATED AT 19555 WEST BLUEMOUND ROAD**

Supervisor Watson moved to **recommend the Town Board to approve** a conditional use permit for a drive-thru coffee business, located at 19555 West Bluemound Road with the following conditions: approval from property owner, 3-year review of the conditional use permit, and confirm that sewer and water connections are satisfactory to the Town.

The motion was seconded by Commissioner Neville. The motion carried.

**ADRIAN DEASEY FOR FINAL APPROVAL FOR A DRIVE-THRU COFFEE BUSINESS IN THE B-2 LIMITED GENERAL BUSINESS DISTRICT, LOCATED AT 19555 WEST BLUEMOUND ROAD**

Supervisor Watson moved to **recommend the Town Board grant final approval** for a drive-thru coffee business, located at 19555 West Bluemound Road following conditions: approval from property owner, 3-year review of the conditional use permit, and confirm that sewer and water connections are satisfactory to the Town before Town Board.

The motion was seconded by Commissioner Neville. The motion carried.

**MICHAEL POWELL, REPRESENTING BROOKDALE, IS REQUESTING REVIEW AND APPROVAL OF UPDATED LANDSCAPE PLAN, LOCATED AT 685 WOELFEL ROAD**

Supervisor Smeltzer moved to **recommend the Town Board approval** for the updated landscape plan for Brookdale, located at 685 Woelfel Road.

The motion was seconded by Commissioner Watson. The motion carried.

**LUKE SEBALD (KELLER, INC), REPRESENTING BANCROFT ENGINEERING, IS REQUESTING REVIEW AND RECOMMENDATION OF CONCEPTUAL APPROVAL FOR AN ADDITION TO AN EXISTING MANUFACTURING BUILDING, LOCATED AT 21550 DORAL ROAD**

Supervisor Stanelle moved to **recommend the Town Board grant conceptual approval** for an addition to an existing manufacturing building, located at 21550 Doral Road

The motion was seconded by Commissioner Neville. The motion carried.



Building a Better World  
for All of Us®

## TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Plan Commission

FROM: Bryce Hembrook, AICP  
Town Planner

REPORT DATE: November 21, 2024  
PC MEETING DATE: November 26, 2024

RE: **Octane Coffee – Final Approval and Conditional Use Permit  
19555 West Bluemound Road BKFT1124996004**

**Applicant:** Adrian Deasey, Octane Coffee  
**Application Type:** Preliminary Approval and Conditional Use Permit

### **Request**

Applicant is requesting final approval and requesting approval of a conditional use permit to allow a drive-thru coffee business, located at 19555 West Bluemound Road.

- The applicant is proposing to construct a drive-thru coffee shop in an area currently used for parking. The proposed building will be located in the middle parking aisle in between Aldi's and Best Buy. Several concept plans showing different locations and traffic flow were presented to the Town Board and the Board approved this concept.
- This project will require a conditional use permit.
- According to the applicant, "Octane Coffee is a fully automated coffee-thru concept designed, built, and managed right here in the Waukesha area. We serve premium coffee, tea, juice, and frozen drinks as well as grab-and-go food and bakery items to the busy driving commuter. All orders are fulfilled by robotic automation housed within the small footprint building (no humans inside). We have regular customers picking up their orders in 10 seconds or less at our launch location in Waukesha that has been in operation for almost 18 months..."
- Proposed Size = 280 square feet
- Zoning District = B-2 Limited General Business District
- Lot size = 8.6 acres
- Proposed Use = Drive-thru coffee shop
- Setbacks:
  - Street = 147'
  - Side and rear = 300'+
  - All setback requirements are met.
- Maximum building height:
  - Principal = 18'9"

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax

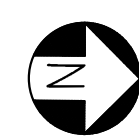
- Meets code requirements
- Sum total of floor area (for entire development):
  - Existing = 33.3%
  - Proposed = 33.4%
  - Required = The sum total of the floor area of the principal building and all accessory buildings shall not exceed 50% of the lot area
    - The sum total of the floor area of the principal building and all accessory buildings shall be not less than 6,000 square feet or 15% of the lot area, whichever is less.
      - However, the entire development is considered in this calculation.
  - Requirement is met.
- Parking:
  - There are 422 existing parking stalls on the entire site.
  - The Town Engineer has reviewed the parking requirements and determined that the parking requirement for the entire site will still be met with the reduction in parking.
- Lighting
  - No additional non-building lighting is proposed.
  - Renderings show on-building lighting.
- Landscaping
  - The applicant is not proposing any landscaping at this time.
  - All area surrounding the proposed building location is asphalt. Applicant mentioned some landscaping could be added along drive-thru lane, if desired.
- Signage
  - The Plan Commission suggested that the applicant should provide proposed signage in the preliminary and final plans. These signs will need to be approved at a later date but this is showing what is likely to be proposed.
  - The applicant is proposing digital menu boards that will face to the south towards the other tenants and not towards the right-of-way.
- The Development Review Team has reviewed these plans and do not have any further concerns.

### **Final Review**

The purpose of final project review shall be to determine that this chapter and other Town ordinances have been fully complied with, and to authorize the issuance of a building permit, subject to the developer receiving approval of the Wisconsin Department of Safety and Professional Services (SPS) of the building plans, if required, including architectural details and lighting plan. The Plan Commission may require appropriate sureties to guarantee the completion of grading, landscaping, and construction and paving of parking and loading areas within an approved time schedule. Final approval granted by the Town Board shall expire within 12 months unless necessary building permits have been applied for and issued.

### **ARC Review**

The Committee reviewed this request and recommended to approve final approval plans.



Overall Site Plan

SCALE: n.t.s.



**VISION**  
ARCHITECTURE, LLC

P.O. Box 224  
Neenah, WI 54956  
920-904-4300

[www.vision-architecture.net](http://www.vision-architecture.net)

Proposed Outlot Development For:

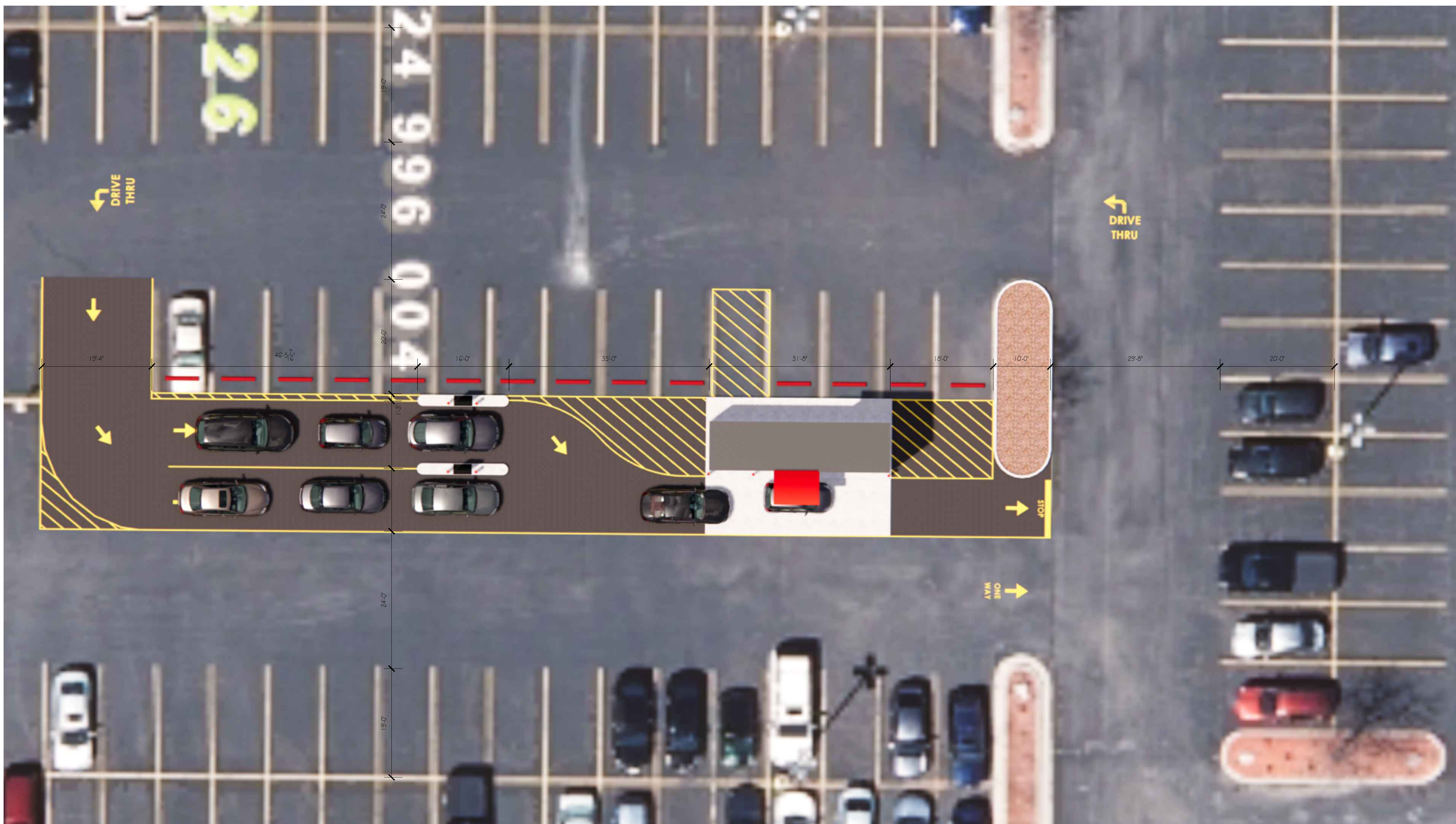
## Brookfield Plaza

Town of Brookfield, Wisconsin

Issue Date: 11/4/2024

Revisions:


A0.1



Enlarged Site Plan

SCALE: 1" = 10'-0"



VISION  
ARCHITECTURE, LLC

P.O. Box 224  
Neenah, WI 54956  
920-904-4300

[www.vision-architecture.net](http://www.vision-architecture.net)

Proposed Outlot Development For:

## Brookfield Plaza

Town of Brookfield, Wisconsin

Issue Date: 11/4/2024

Revisions:

Revision Number	Description



View 1

SCALE: n.t.s.



View 2

SCALE: n.t.s.



View 3

SCALE: n.t.s.



View 4

SCALE: n.t.s.



**VISION**  
ARCHITECTURE, LLC

P.O. Box 224  
Neenah, WI 54956  
920-904-4300

[www.vision-architecture.net](http://www.vision-architecture.net)

Proposed Outlot Development For:

# Brookfield Plaza

Town of Brookfield, Wisconsin

Issue Date: 11/4/2024

Revisions:




View 1

SCALE: n.t.s.



View 2

SCALE: n.t.s.



View 3

SCALE: n.t.s.



View 4

SCALE: n.t.s.



**VISION**  
ARCHITECTURE, LLC

P.O. Box 224  
Neenah, WI 54956  
920-904-4300

[www.vision-architecture.net](http://www.vision-architecture.net)

Proposed Outlot Development For:

**Brookfield Plaza**

Town of Brookfield, Wisconsin

Issue Date: 11/4/2024

Revisions:






**VISION**  
ARCHITECTURE, LLC  
P.O. Box 224  
Neenah, WI 54956  
920-904-4300  
[www.vision-architecture.net](http://www.vision-architecture.net)



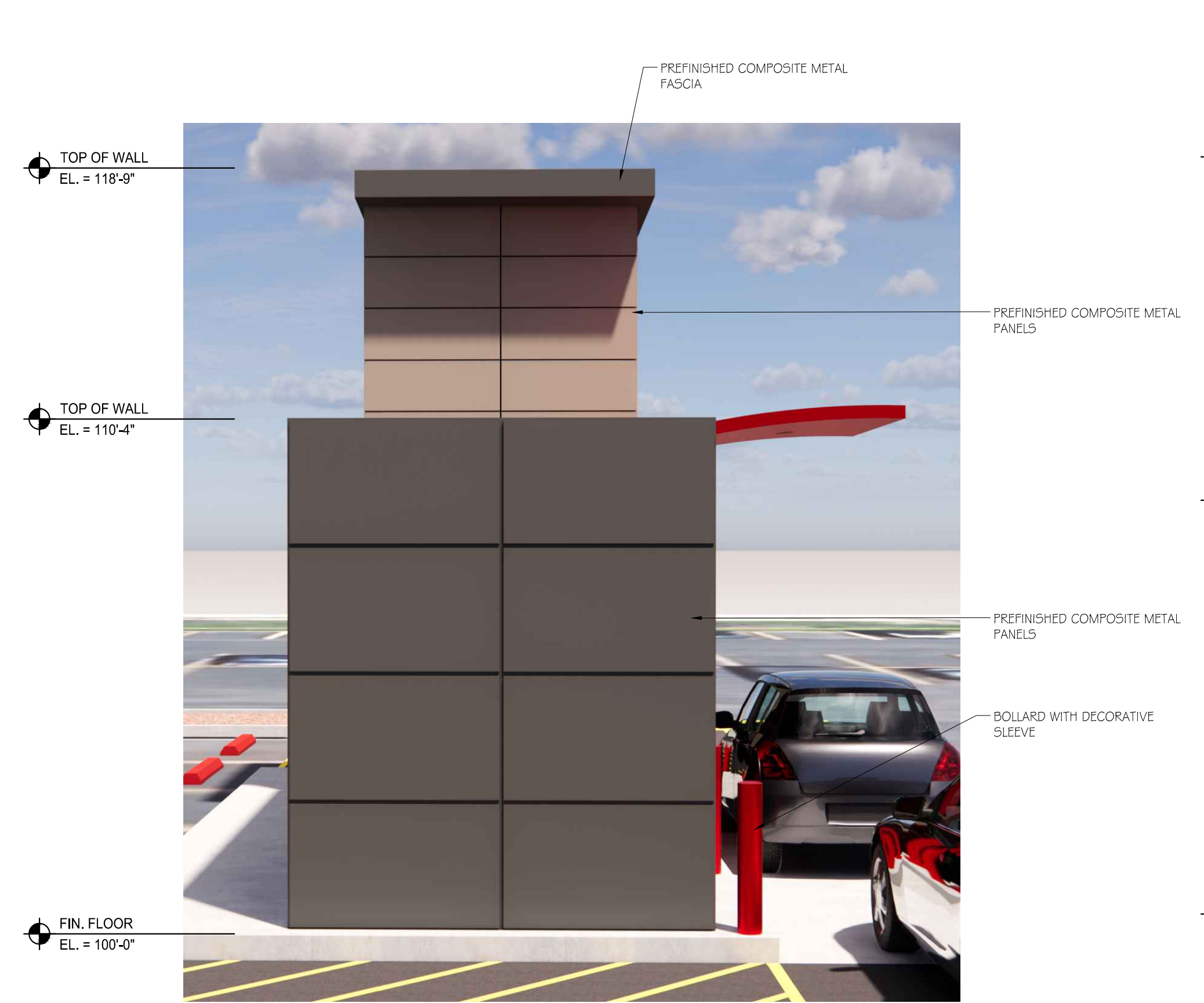
**East Elevation**

SCALE: n.t.s.



**North Elevation**

SCALE: n.t.s.



**South Elevation**

SCALE: n.t.s.



**West Elevation**

SCALE: n.t.s.

Proposed Outlot Development For:

**Brookfield Plaza**  
Town of Brookfield, Wisconsin

Issue Date: 11/4/2024
Revisions:

# Brookdale Brookfield

660 Woelfel Road  
Brookfield

## Site Plan

For the board to review



















The property line will be adorned with 12 - 2.5 inch elm trees, as we believe this most closely matches the intention on the code. Many of the trees taken down were junk trees that were not originally a part of the building's site plans. Any more trees and the health of the trees would be at risk.







**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**



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.

**Notes:**

Printed: 11/21/2024





Building a Better World  
for All of Us®

## TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Plan Commission

FROM: Bryce Hembrook, AICP  
Town Planner

REPORT DATE: November 21, 2024  
PC MEETING DATE: November 26, 2024

RE: **Bancroft Engineering – Conceptual Approval**  
**21550 Doral Road BKFT1126013**

SEH No. 171421, TASK 81

**Applicant:** Luke Sebald (Keller, Inc.), representing Bancroft Engineering

**Application Type:** Conceptual Approval

### Request

Applicant is requesting conceptual approval of the construction of a manufacturing building addition for the property located at 21550 Doral Road.

### Summary of Request

- The subject property is located on the north side of Doral Road and there is an existing building that is approximately 12,286 square feet.
- Proposed Size = 7,912 sf addition
  - Total = 20,198 sf
- Manufacturing District
- Lot size = 1.11 acres.
- Existing/Proposed Use = Manufacturing/Light Industrial.
- Proposed setbacks:
  - Street (Doral Rd) = No Change.
  - Side (west) = 10'
  - Side (east) = 12.5'
  - All building setbacks will meet code requirements.
- Sum total of floor area
  - Proposed = 41.6% of lot area.
  - Required = Sum total of the floor area of the principal building and all accessory buildings shall be not less than 8,000 square feet or 20% of the lot area, whichever is less. Also, sum total of the floor area of the principal building and all accessory buildings shall not exceed 50% of the lot area.
  - Requirement is met.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 501 Maple Avenue, Delafield, WI 53018-9351  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 262.646.6855 | 888.908.8166 fax

- Parking
  - Code requirement: 1 space per employee for the work shift with the largest number of employees.
  - There are 20 existing parking spaces.
  - According to the application, it appears that 20 spaces are required due to the number of employees. This can be confirmed at the meeting.
  - The existing parking area is expected to remain the same. The applicant is proposing to add new asphalt to the south of the proposed addition and add a new concrete loading dock.
  - Much of the existing pavement does not meet the 10' paving setback, but no changes are proposed.
- Architectural requirements for manufacturing districts
  - The facade of a manufacturing building which faces upon a street right-of-way shall be finished with an aesthetically pleasing material. Fifty percent of a facade facing a street shall be finished with brick, decorative masonry, glass panel, or other appropriate finished facade as may be approved by the Plan Commission. Such brick, masonry, glass, or other decorative facing shall extend for a distance of at least 20 feet along the sides of the structure. Manufacturing buildings on corner lots shall have the required masonry facade facing each street. Metal buildings may be constructed in any business, manufacturing, institutional, or park district, but only by a 3/4 affirmative vote of the Plan Commission.
- Loading Dock
  - According to § 17.02(6)(a)14 of the Zoning Code, “No loading dock or overhead doors shall face upon a street right-of-way.”
    - The applicant has stated that this is the only viable location for the loading dock and that the loading dock is approximately 245 feet from the street right-of-way.
    - Staff believes that the intent of this requirement is to ensure that the front façade of the building has architectural character and is not solely used for loading. Staff believes that this allowing this exception would be acceptable and the Town has recently approved a similar exception.
- Outdoor Storage
  - If garbage and refuse containers are stored outdoors, these should be screened from the street and neighboring properties. If outdoors, this will need to be shown on future site plans and renderings are required showing the materials and colors of these enclosures.
  - No articles, goods, material, finished or unfinished product, incinerators, storage tanks, refuse containers, or like equipment shall be kept outdoors, exposed to public view, or exposed to view from adjacent buildings and property.
    - The Plan Commission may recommend the outdoor display of product or merchandise when it makes a finding that such display is essential to a business or industrial use.
- Lighting
  - Not required for conceptual approval.
- Landscaping
  - Not required for conceptual approval.

The development review team has provided some feedback and generally do not have any concerns.

### **Conceptual Approval**

The purpose of conceptual project review shall be to determine the best use of a building site. The Plan Commission will consider the proposed land use and its compatibility with adjacent land uses. The Plan Commission should consider ingress and egress, off-street parking, and internal traffic patterns.

**SHEET INDEX**

C1.0 CONCEPTUAL SITE PLAN

**BUILDING & FIRE AREA SQUARE FOOTAGES**

FLOOR AREAS	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	----- S.F.	----- S.F.	----- S.F.
FIRST FLOOR	12,280 S.F.	7,912 S.F.	20,192 S.F.
CANOPIES (COLUMN SUPPORTED)	----- S.F.	----- S.F.	----- S.F.
BASEMENT	----- S.F.	----- S.F.	----- S.F.
BUILDING AREA SUB-TOTALS	12,280 S.F.	7,912 S.F.	20,192 S.F.
MEZZANINES	2,410 S.F.	----- S.F.	2,410 S.F.
FIRE AREA TOTALS	14,690 S.F.	7,912 S.F.	22,602 S.F.
REMODEL AREA TOTALS	----- S.F.	---% OF BUILDING AREA	

**BUILDING CODE ANALYSIS**

**PROJECT ADDRESS**  
21550 Doral Rd, Waukesha, WI 53186

**APPLICABLE CODES**  
2015 International Building Code (w/ WI Amendments)  
ASHRAE Standard 90.1-2013 or 2015 IECC  
2015 IEBC (Level # Alteration)

**OCCUPANCY**  
B, F2  
Accessory Use  
Incidental Use  
High-Piled Combustible Storage YES/NO  
Hazardous Materials YES/NO  
Multiple Control Areas YES/NO

**HEIGHT & AREA**  
Building Height: --" Maximum Allowed: --"  
Number of Stories: -- Maximum Allowed: --  
Total Building Area: -- S.F. Maximum Allowed: 23,000 SF (B, F2)  
Total Fire Area: -- S.F. Maximum Allowed: -- S.F.  
Mixed/Separated Occupancies  
Unlimited Area Building YES/NO

**CONSTRUCTION TYPE**  
Construction Classification 2B  
Fire Separation Distance --"

**FIRE PROTECTION SYSTEMS**  
Assumed Sprinkler Type --  
Fire Alarm System YES/NO

**MEANS OF EGRESS**  
Occupant Load --  
Panic Hardware YES/NO

**STRUCTURAL DESIGN**  
Risk Category --  
Design Loads  
Roof Live Load -- psf  
Walk-on IMP Ceiling Live Load -- psf  
Steel Framing  
Collateral Load -- psf  
Wood Truss  
Top Chord Dead Load -- psf  
Bottom Chord Load -- psf  
Mezzanine/Second Floor/Basement Live Load -- psf  
Point Load (Partition) -- psf  
Snow Load Criteria  
Ground Snow Load (Pg) -- psf  
Exposure Factor (Ce) --  
Thermal Factor (Ct) --  
Wind Loads  
Wind Load -- MPH  
Surface Roughness --  
Exposure Category --  
Earthquake Load Criteria  
Soil Site Class --  
Ss --  
S1 --

**PLUMBING SYSTEMS**  
Mens WC Required #  
Womens WC Required #  
Drinking Fountain Required #  
Other Source YES/NO  
Ambulatory Stall Required YES/NO

**MECHANICAL SYSTEMS**  
NO SINGLE PIECE OF EQUIPMENT OVER 400,000 BTU  
NO BOILERS OVER 15PSI AND 10 HORSEPOWER

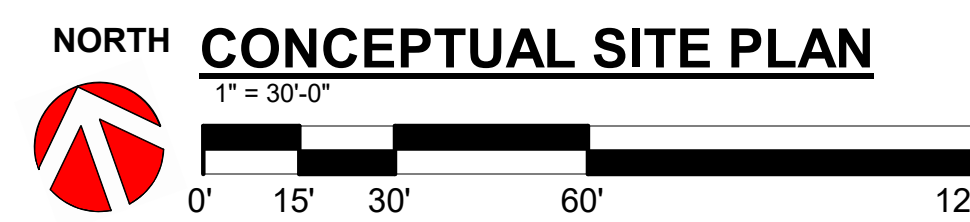
**SITE INFORMATION**

**SITE CONTENT**

Building Size	-- S.F.	--%
Hard Surface	-- S.F.	--%
Green Space	-- S.F.	--%
Parcel Size (Approx.)	48,539 S.F.	1.1143 Acres
Parking Provided	-- Stalls	
Area of Disturbance	-- S.F.	

**ZONING**

Property Zoning	M1
Setbacks	FY 50' SY 10' RY 10'
Hard Surface Setback	10'
Coverage Limit	50% (INCL. ALL FLOORS): 24,269 SF MAX. ALLOWED
Greenspace Requirement	--%
Parking Required	9x18' (1 STALL PER EMPLOYEE FOR SHIFT W/ MOST EMPLOYEES)
Refuse Enclosure	YES/NO
RTU SCREENING	YES/NO



THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. BACKGROUND INFORMATION TAKEN FROM LOCAL GIS DATE. AERIAL IMAGERY AND/OR CLIENT PROVIDED INFORMATION, EASEMENTS, STREAMS AND ROADS ARE APPROXIMATE IN NATURE. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

PROPOSED FOR:

**BANCROFT ENGINEERING**

TOWN OF BROOKFIELD,

WISCONSIN



**Keller**  
PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES  
N216 State Road 55  
P.O. Box 620  
Kaukauna, WI 54130  
PHONE (920) 766-2795 /  
1-800-236-2534  
FAX (920) 766-5004

MADISON  
711 Lok Dr.  
Sun Prairie, WI 53590  
PHONE (608) 318-2336  
FAX (608) 318-2337

MILWAUKEE  
W204 N11509  
Coldendale Rd  
Germantown, WI 53022  
PHONE (262) 250-9770  
1-800-236-2534  
FAX (262) 250-9740

WAUSAU  
5605 Liba Ave  
Wausau, WI 54401  
PHONE (715) 849-3141  
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:  
**BANCROFT ENGINEERING**  
TOWN OF BROOKFIELD,  
WISCONSIN

**"COPYRIGHT NOTICE"**  
This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

**REVISIONS**

1		
2		
3		
4		
5		
6		

**PROJECT MANAGER:**  
L. SEBALD

**DESIGNER:**  
C. MANSKE

**INTERIOR DESIGNER:**  
-----

**DRAWN BY:**  
I. HAUN

**EXPEDITOR:**  
-----

**SUPERVISOR:**  
-----

**PRELIMINARY NO.:**  
-----

**CONTRACT NO.:**  
-----

**DATE:**  
11.11.2024

**SHEET:**  
**C1.0**

**PRELIMINARY - NOT FOR CONSTRUCTION**