

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
January 28, 2025

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.

Town Supervisor Ryan Stanelle called the meeting to order at 7:00p.m., with the following people present: Plan Commission members Len Smeltzer, Kevin Riordan, Tim Probst, and Jeremy Watson; and Town Planner Bryce Hembrook. Chairman Keith Henderson was absent and excused.

2) MEETING NOTICES.

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

3) APPROVAL OF AGENDA

Motion by Watson to approve the agenda.

Seconded by Smeltzer.

Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

a. Motion by Watson to approve the November 26, 2024 regular Plan Commission Minutes as presented.

Seconded by Probst.

Motion Passed Unanimously.

b. Motion by Watson to approve the November 26, 2024 Public Hearing 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. Rob Kahler Jr., representing Callister's Christmas and Master Z's, requesting approval for an amended plan of operation, located at 19233 W. Bluemound Road.

Hembrook reviewed the current building usage. The applicant is proposing to have dual occupancy for both businesses that would allow customers to purchase Callister's Christmas items or Master Z's items year-round. Depending on the time of the season, one business space will occupy a majority of the floor space while the other is reduced. Both businesses are considered allowable uses in the B-2 zoning district. There will be one entrance, with a divider wall.

Motion by Smeltzer to **recommend** approval for an amended plan of operation for Callister's Christmas and Master Z's, located at 19233 W. Bluemound Road.

Seconded by Riordan.

Further Discussion:

None.

Motion passed unanimously.

- b. Jim Taylor, representing Oscars Frozen Custard, requesting review and comment on the conceptual site plan for building reconstruction at 21165 Highway 18.

Hembrook reported that after the packet for tonight's meeting was assembled, the applicant submitted two additional conceptual plans. The staff report was created reviewing the original submittal. Hembrook reported the following: The main difference is that a double drive-thru is proposed. Parking will be allowed on an adjacent property to the east, which is owned by the applicant. There is a shared parking agreement, which is to be renewed. Hembrook referred to the staff report prepared for the first conceptual plan for additional information, including Fire Department, Sanitary District, and Town Engineer comments, regarding this proposal. Hembrook pointed out that on the third conceptual plan submitted the morning of the meeting, an access point is removed, which the applicant pointed out provides more parking on the south side, and enables an outdoor seating area on the north side. Turning radius on the third plan looked tight, as indicated by Assistant Fire Chief D'Amico, who was present. Storm water management will be addressed at subsequent meetings. Hembrook noted that drive-thru's require a conditional use permit. Watson inquired if they already have a conditional use permit from the previous building, why would they have to go through that process again. Hembrook will look into it. Landscaping and green space were discussed briefly. Project Engineer Christopher White (RA Smith) was in attendance with the applicant, and indicated that all of the islands will be landscaped. It was clarified that the existing trash enclosure will remain. Watson opined that having an entrance and exit on the entry to the drive-thru side is a bad idea, it is too busy and will back up, predominantly during lunch and dinner peak times (third option). Other options regarding the turning radius and ingress/egress were discussed. White reported that Option 3 is preferred by the property owners. Watson stated he does not prefer Option 3 because of the entrance and the Fire Department concerns. Taylor suggested removing a parking stall or two. D'Amico suggested possibly shifting the entrance more towards the transformer site. Both applicant and Plan Commission agreed that Option 1 is off the table.

Motion by Watson to **recommend** approval of the conceptual site plan for building reconstruction at 21165 Highway 18 with Options 2 and 3.

Seconded by Smeltzer.

Further Discussion:

Stanelle suggested that if there is a plan for the yellow outlined area, to include that information for meeting with the Town Board. The turn on Option 3 is a concern. Opportunities for outdoor seating were discussed, as that is important to the owners.

Watson amended his motion to **recommend** Option 2, with eliminating the two front parking spots to allow for outdoor seating, and adding two parking spots on the east new parking area.

Motion carried unanimously.

- c. Jim Taylor, representing Oscar's Frozen Custard, requesting approval of a Conditional Use Permit for the drive-thru at 21165 Highway 18.

Hembrook will check with the Town Attorney to verify whether another CUP is required, as discussed in the previous agenda item. Hembrook advised to make a recommendation in the event that it is required.

Motion by Watson to **recommend** approval a Conditional Use Permit for the drive-thru for Oscars Frozen Custard, located at 21165 Highway 18 as presented, with confirmation from the Town Attorney that a CUP is required.
Seconded by Smeltzer.

Further Discussion:

None.

Motion carried unanimously.

- d. Discussion on the Zoning Code Amendment Project and set an additional Plan Commission meeting to discuss project.

Watson suggested Tuesday, February 25, 2025 before regular Plan Commission meeting, from 4:00pm – 7:00pm. Hembrook will verify date and time.

Hembrook stated that a focus is on streamlining the approval process. Currently, depending on the scope of the project, there can be as many as seven meetings. The goal is to get that to three or four at most.

8) COMMUNICATION AND ANNOUNCEMENTS.

None.

9) ADJOURN.

Motion by Watson to adjourn at 7:58pm.

Seconded by Probst.

Motion Passed Unanimously.

Respectfully submitted,

Bryce Hembrook – Town Planner

BH/lr