

TOWN OF BROOKFIELD  
PLAN COMMISSION MINUTES  
November 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 7:05p.m. with the following people present: Town Supervisor Ryan Stanelle; Plan Commission members William Neville, Len Smeltzer, and Jeremy Watson; and Town Planner Bryce Hembrook. Plan Commission members Tim Probst and Kevin Riordan were absent.

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 Stanelle.

*Motion Passed Unanimously.*

4) APPROVAL OF MINUTES.

a. Motion by Watson to approve the October 22, 2024 regular Plan Commission Minutes as presented.

Seconded by Stanelle.

*Motion Passed Unanimously.*

5) CITIZEN COMMENTS; Three-minute limit.

None.

6) OLD BUSINESS:

a. None.

7) NEW BUSINESS:

a. Adrian Deasy, representing Octane Coffee, is requesting 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.

Hembrook suggested that if there are any conditions that Plan Commission would like to propose to the Town Board, they could be included in the motion. Some of the conditions are shown on the site plan, so if PC approves the site plan as presented, it may not be necessary add conditions. If conditions are added, they should be clear in the motion. Henderson mention that in the past, usually a review is done after three years. Stanelle inquired whether Octane Coffee had received any feedback from current tenants. Deasy responded that he had not, has been talking to Aldi regarding potential utility hook-ups, but had not heard anything supporting or opposing the proposal. Hembrook reported that the tenants were sent notices for tonight's public hearing, so the opportunity was presented for their feedback. There were no current tenants in attendance of the public hearing.

Motion by Watson to **recommend** 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.

Seconded by Neville.

Further Discussion:

None.

*Motion passed unanimously.*

- b. Adrian Deasy, representing Octane Coffee is requesting review and recommendation of final approval to allow a drive-thru coffee business, located at 19555 West Bluemound Road.

Henderson stressed that he wants the property owner's approval in writing. Hembrook stated that as part of the conditional use agreement, which must be signed by both the applicant and the property owner. Henderson raised the question of sewer, water, and electrical, and that those utilities cannot go through another business. Deasy showed where the water and sewer lines are located, and overhead electrical lines. There will be no monument signage. The layout shown is very close to what is going to be built, according to Deasy.

Motion by Watson to **recommend** final approval to allow a drive-thru coffee business, located at 19555 West Bluemound Road, pending clarification of sewer and water line connections before the Town Board meeting.

Seconded by Neville.

Further Discussion:

None.

*Motion passed unanimously.*

- c. Michael Powell, representing Brookdale, is requesting review and approval of updated landscape plan, located at 685 Woelfel Road.

The landscaping that was in place on the west side of the property had been reported to Hembrook that it was removed, and not replaced. The reason for the removal was because the trees were destroyed in an earlier storm, and removal took place in June. At the time of approval for Brookdale, a condition was that existing landscaping was to remain. The applicant is proposing to add twelve (12) 2 ½ inch elm trees. There will also be grass seeding. The biggest trees at full maturity will be 2-5 feet in diameter and 60-80 feet tall. The fence would still be visible. Any more trees may compromise the health of the trees. The intent is to plant in the spring.

Motion by Smeltzer to **recommend** approval an updated landscape plan for Brookdale, located at 685 Woelfel Road as presented.

Seconded by Watson.

*Motion carried unanimously.*

- d. 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.

Planner Hembrook described the location and site plan, as described in the Zoning report. The proposal is for an addition that is just under 8,000 square feet. The loading dock does face the right of way, but is 245 feet away from the road. On this road, there are other loading docks that face the street. This is the only viable location for the loading dock. Flatbeds, box trucks and semis will be using the dock. Depending on size, some will have to back in off Doral Road. Storm water management should be verified, as well as turning radius.

Motion by Stanelle to **recommend** conceptual approval for an addition to an existing manufacturing building, located at 21550 Doral Road.

Seconded by Neville.

Further discussion:

None.

*Motion passed unanimously.*

e. Discussion on the zoning code amendment project draft chapters.

Planner Hembrook described the review as described in the Zoning Code Update Report included in the packet. Hembrook asked the Plan Commission if there are any topics they would like to go into further detail in future discussions. Smeltzer mentioned cross access at busy sections for traffic, most importantly in case of an emergency, and encourage cross access for new development. Neville asked how this affects the town budget, to update the website, etc. Henderson responded they would supply the file and should not be problematic to the budget. There will be future discussion for this project.

8) COMMUNICATION AND ANNOUNCEMENTS.

The regular meeting in December should be rescheduled or postponed due to it falling on Christmas Eve. Smeltzer recommended not rescheduling, and the members agreed.

Zoning code working meetings to be scheduled, and recommended the PC members go through the definitions of the code.

Henderson reminded the PC members of the tree lighting at the Corners on November 30, 2024 from 3-5pm

Hembrook asked for clarification regarding setting a zoning code working date. Henderson suggested at the regular January PC meeting to look at a possible date in February.

9) ADJOURN.

Motion by Watson to adjourn at 8:02pm.

Seconded by Neville.

*Motion Passed Unanimously.*

Respectfully submitted,

Bryce Hembrook – Town Planner

BH/lr