#### Town of Brookfield

645 N. Janacek Road Brookfield, WI 53045 (P) 262-796-3788 (F) 262-796-0339



#### MEETING NOTICE

Meeting will be held at the Town of Brookfield Municipal Building, Eric Gnant Room 645 N. Janacek Road, Brookfield, WI

Wednesday, December 10, 2025

#### **Architectural Review Committee**

6:00 p.m.

#### <u>AGENDA</u>

- 1) Call to Order.
- 2) Meeting Notices.
- 3) Approval of Agenda.
- 4) Approval of Minutes.
  - a. November 12, 2025 Meeting Minutes
- 5) Old Business:
  - a. Review and possible action on a new tenant panel on a pylon sign for Inner Haven Wellness at 19601 W. Bluemound Road. Chad Schultz, Innovative Sings (applicant), 19601 Bluemound LLC (owner).
- 6) New Business:
  - a. Review and possible action on a new wall sign for Vivo Infusions (tenant) at 18900 W. Bluemound Road. Grant signs (applicant), Last Mile Investments (owner).
  - b. Review and possible action on Oscar's Frozen Custard for new wall signs, architectural details, and site signage at 21165 Hwy 18 (E. Moreland Blvd). Innovative Signs and The Howard Company (applicants), Jim Taylor (owner).
- 7) Communication and Announcements.
- 8) Adjourn.

Posted this 4<sup>th</sup> day of December, 2025 Rebekah Leto Town Planner

## TOWN OF BROOKFIELD ARCHITECTURAL REVIEW COMMITTEE MINUTES NOVEMBER 12, 2025

The regular meeting of the Architectural Review Committee was held in the East Conference Room of the Town Hall, 645 N Janacek Road, Brookfield, WI.

#### 1) CALL TO ORDER

Chairman Dean Pearson called the meeting to order at 6:03 p.m. with the following people present: Town Supervisors John Charlier, Steve Kohlmann; and Committee members, Richard Diercksmeier, Alan Lee, and Matt Paris; and Town Planner Rebekah Leto.

#### 2) MEETING NOTICES

Planner Leto reported that the meeting was noticed in accordance with Open Meeting Law.

#### 3) APPROVAL OF AGENDA

Motion by Mr. Kohlmann to approve the agenda as presented.

Seconded by Mr. Charlier.

Motion carried unanimously.

#### 4) APPROVAL OF MINUTES

Motion by Mr. Kohlmann to approve the minutes of the October 8, 2025 minutes as presented.

Seconded by Mr. Paris.

Motion carried unanimously.

#### 5) OLD BUSINESS

None.

#### 6) NEW BUSINESS

a. Review and possible action on a proposed wall sign for "Diesel Barbershop" at 20400 W. Bluemound Road, Suite 300 at Poplar Creek Town Center. Karen Dodge (applicant), Wimmer Brothers Realty, Inc. (owner).

Planner Leto gave an overview of the proposal in accordance with the staff report. Planner Leto noted how the proposed sign was over twice as large as the Code would allow and pointed out that the development's exterior lighting, which includes recessed lighting under the awning and a streetlight, paired with the proposed illuminated sign would be very bright. The Committee discussed the following points:

- The streetlight [for the development property] were much brighter than anticipated. The proposed sign would be competing for the light.
- Generally, the Town avoids white backlit letters and prefers off-white or colored. However, previous renderings
  of the development showed white letters. Some members noted they were generally okay with the white letters
  because of this and that the hotel and Fidelity were approved with white letters. It was noted that the hotel
  letters were 50 ft. in the air and this sign will be at street level. Planner Leto pointed out that there were signs
  under the drop-off awning for the hotel that would be at the same level as the proposed sign. The committee
  requested that Planner Leto bring forward the sign sizes that were approved for the hotel at the next meeting.
- The "barbershop" sign may cause the most issue because there was an illuminated white cabinet background. It was noted that the applicant consider switching to a blackout vinyl background.

• The size of the proposed sign was too large. Committee comments included that the sign looks crammed along the frontage; that they may be okay with a version reduced to 75-80% of what was being proposed; they like the size of the Fidelity sign as it relates to the tenant frontage; the sign size should follow the code. It was discussed whether the "barbershop" portion could be underneath "diesel" so that it would not be so long. However, it was noted that the sign would still need to shrink considerably.

The applicant inquired if they could put up a temporary sign. Planner Leto stated that the Code allows a temporary sign for 30 days. Mr. Kohlmann pointed out that if the business was not open, a temporary sign would not be needed outside of a "coming soon" sign. The applicant asked for feedback for a redesign. Chairman Pearson stated that the Town has historically tried to stay clear of the white letters. Planner Leto told the committee that Wimmer was proposing a Master Sign Plan for the December meeting. The committee discussed how this sign should fit within whatever Master Sign Plan is approved for the Development. Planner Leto noted the Master Sign Plan would also need to be approved by the Plan Commission and Town Board.

Motion by Mr. Pearson to <u>table</u> the wall sign for Diesel Barbershop, located at 20400 W. Bluemound Road, Suite 300, to allow the petitioner to submit a revised sign plan based on the comments herein and to allow for the proposed Master Sign Plan for Poplar Creek Town Center to be presented to the Town.

Seconded by Mr. Kohlmann.

Further Discussion: None.

Motion carried unanimously.

#### 7) <u>COMMUNICATION AND ANNOUNCEMENTS:</u>

Planner Leto relayed there were several items on the December agenda, including the aforementioned Wimmer project. The committee asked the status of past sign approvals, including Galleria West and Master Zs.

#### 8) ADJOURN

Motion by Mr. Kohlmann to adjourn at 6:35 pm.

Seconded by Mr. Charlier.

Motion carried unanimously.

Respectfully submitted, Rebekah Leto, Town Planner



## TOWN OF BROOKFIELD ARCHITECTURAL REVIEW COMMITTEE STAFF REPORT

TO: Town of Brookfield Architectural Review Committee

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: December 2, 2025

RE: Tabled item: Inner Haven Wellness's request for a new sign within a proposed

divided frame on an existing pylon sign (recently approved) at 19601 W.

Bluemound Road.

APPLICANT: Innovative Signs

OWNER: 19601 Bluemound LLC

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

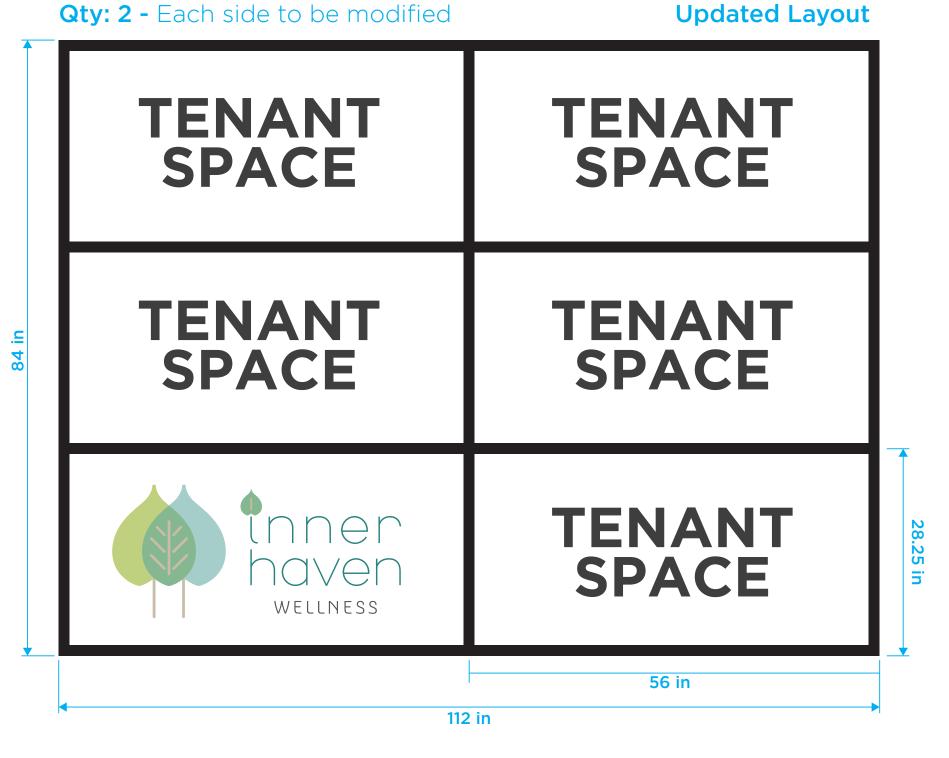
On October 8, 2025, the Architectural Review Committee heard a request from the applicant to install a new cabinet sign on a multi-tenant freestanding sign at 19601 W. Bluemound Road. The tenant is Inner Haven Wellness, which is a Wisconsin-based nutrition and dietary therapy office that specializes in eating disorder treatment. The proposed sign had an illuminated white bubble that surrounded the logo. The ARC tabled the matter to allow the applicant time to discuss with the owner alternatives to a white illuminate cabinet. The applicant has since submitted revised plans.

The proposed tenant sign remains approximately 11 sq. ft. of the 65 sq. ft. upper cabinet on the existing pylon sign. After receiving updated artwork from the tenant, the applicant was able to illuminate the logo, rather than the background. The white background will be opaque when illuminated at night. See enclosed renderings dated 11/18/2025. No wall signage is proposed with this request.

#### Recommendation:

I recommend the ARC approve the proposed cabinet sign on the existing pylon located at 19601 W. Bluemound Road, as proposed on the modified plans dated 11/18/2025.

www.lnnovative-Signs.com

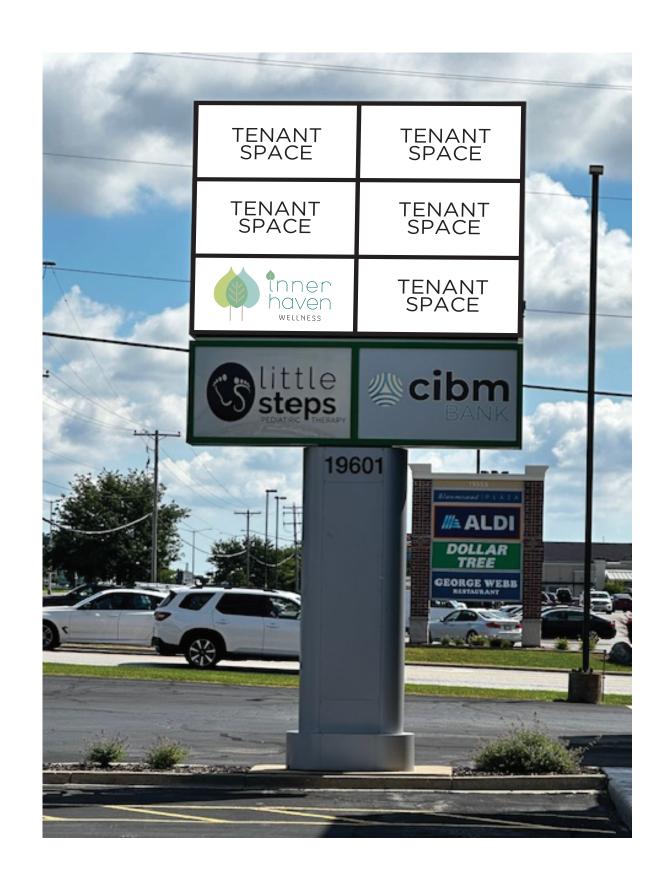


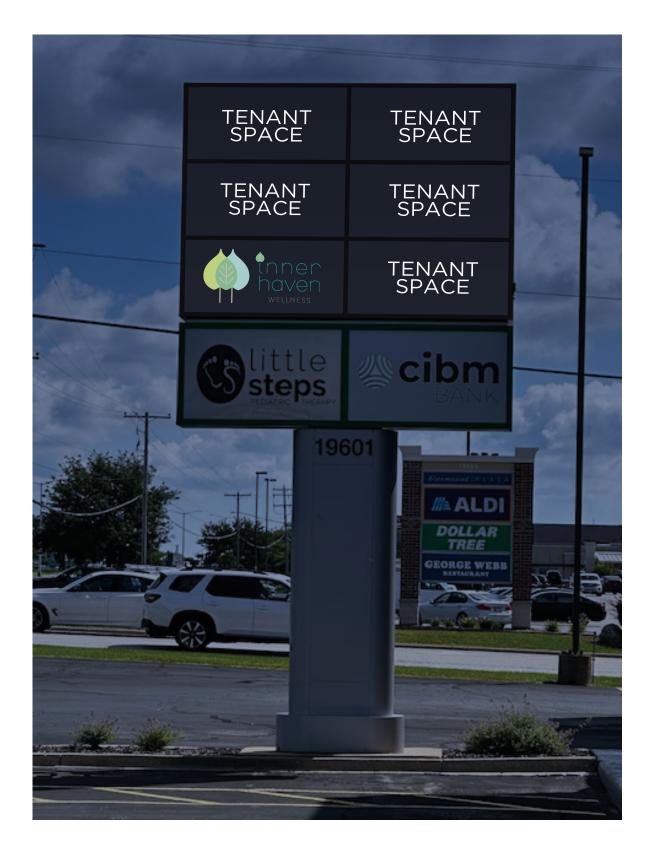
Alternate Option (PMS 7485):



Customer **Inner Haven Wellness** Date **Project Manager** 11/18/2025 Emerson M. Order # Designer ISI - 15884 Ashlee K. Materials & Specifics **Update to Existing Monument** - 3M Blockout background, Oracal 751-010 White reverse cut to reveal Translucent Digital Print logo with lamination Colors 3M Blockout vinyl Oracal 751-010 White Full Color CMYK Revisions Revision 1: Revision 2: Revision 3: Revision 4:









## TOWN OF BROOKFIELD ARCHITECTURAL REVIEW COMMITTEE STAFF REPORT

TO: Town of Brookfield Architectural Review Committee

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: December 10, 2025

RE: Request for a wall sign for Vivo Infusions (tenant) at 18900 W. Bluemound Rd.,

Suite 142.

APPLICANT: Grant Signs, Dan Pietrzykowski

PROPERTY OWNER:

Last Mile Investments

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Vivo Infusions is a new infusion therapy business located within the Galleria West shopping complex. The tenant space is a corner space and has somewhat limited wall frontage on the covered overhang. The petitioner is proposing a 22.1 sq. ft. sign on the face of the building. The length of the sign is 9 ft. and the height is 2.5 ft. The tenant frontage is 29 ft. in length. Therefore, the proposed sign complies with the maximum sign area permitted. The sign is comprised of race-way mounted blue channel letters that will be illuminated. A night time rending is included in the drawing.



Previous Tenant sign location

	Wall Sign	
Proposed	22.1 sq. ft.	
Max. Permitted	23 sq. ft.	

The proposed sign is off center from the actual frontage due to the way the rooflines meet in the corner of the building. The proposed location is in the same location as past occupants of the space. The petitioner is also proposing window vinyl signage on the door that includes the name of the business ("Vivo Infusions") and the hours ("By Appointment Only").

#### Recommendation:

I recommend the ARC approve the proposed wall sign at 18900 W. Bluemound Road, Suite 142, as proposed on the plans dated 10/3/2025.

TENANT SPACE 29'-0"

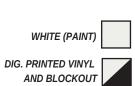






PROPOSED WINDOW VINYL





PMS 298 C (DIG. PRINTED VINYL)



608.

838.7794

#### JOB DESCRIPTION

S/F, LED-ILLUMINATED, RACEWAY-MOUNTED CHANNEL LETTERS

- 4" DEEP
- WHITE ACRYLIC FACES W/ VINYL GRAPHICS APPLIED
- WHITE RETURNS & TRIM CAPS
- MOUNTED TO RACEWAY

RACEWAY PAINTED AS SHOWN

INSTALL



CONCEPTUAL RENDERING (\*MAY NOT BE TO EXACT SCALE) SHOWING LOCATION WITHIN DEVELOPMENT

WWW.GRANTSIGNS.NET 2810 SYENE RD - MADISON, WI 53713 608.838.7794

FILE NAME: 61393-02-2_03-2 DATE: 10.03.25 SCALE: 1/2" = 1'-0'
FILE TYPE: □ OUT □ PROD ■ OTHER_ <i>PERMITTING</i>
JOB NAME: <u>VIVO INFUSION</u>
LOCATION: <u>Brookfield</u> , wi
DRAWN BY: CS SALESMAN: <u>Dan Pietrzykowski</u>
DESIGN APPROVED BY:
AUTHORIZED SIGNATURE
B.445



## TOWN OF BROOKFIELD ARCHITECTURAL REVIEW COMMITTEE STAFF REPORT

TO: Town of Brookfield Architectural Review Committee

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: December 10, 2025

RE: Oscar's Frozen Custard's request for wall signs, directional/informational

signage and digital changeable copy signs, at 21165 Hwy 18 (E. Moreland Blvd.)

APPLICANT: Innovative Signs and The Howard Company

OWNER: James and Susan Taylor

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Oscar's Frozen Custard has submitted a signage proposal for their site redevelopment. There are two sign companies working on the proposal—one contracted for the building site and one contracted for the directional and electronic signs.

#### **Building signs** (Innovative)

The proposed building signage is as follows:

Proposed signage	Location	Size	Max. SF Permitted with 81' of frontage per side
Large cones (x2)	North and South wall elevations	77.44 SF	64.8 SF
Medium cone (x1)	West wall elevation	55.15 SF	64.8 SF
Awning Logo (x1)	South wall elevation	33.77 SF	64.8 SF
Wall Logo (x1)	North wall elevation	52.35 SF	64.8 SF

The logo signs are white letters with a black outline, overlaid on a red fabricated pan, which gives it a 3-dimensional effect. The white letters on the south elevation (facing Swenson) sign are face-lit channel set letters. The north elevation will have the same face-lit letters, but will also include a soft halo light around the sign against the stone. The south elevation does not have this because it is connecting to an awning, rather than the stone wall. The south wall elevation projects 11 inches from the wall, whereas the north elevation projects only 9 inches. The cones project 5 inches. The maximum

projection permitted is 12 inches. The signs comply with this requirement. The tan-colored ice cream with a black outline will also be illuminated on each cone.

Wall signage is limited to a maximum of two (2) signs per building. At the ARC review for the site redevelopment, it was discussed how the cones could be considered as architectural design features if the word "Oscar's" was removed from the cone design. The proposed signage now shows stand-alone cones. Therefore, the number of wall signs proposed is in compliance with the code.

However, the ARC must determine whether the proposed ice cream cone elements should be counted toward the maximum permitted sign size. If they are included, the applicant will need a <u>waiver</u> from the sign size requirements. If the ARC decides they are not part of the sign area, then the two proposed wall signs comply with the Code as submitted.

#### Recommendation for building signs and architectural details:

I recommend the ARC approve two (2) wall signs and three (3) ice cream cones on the building, including any necessary waivers for exceeding the size sign maximum, if applicable, as shown on the plans dated 11/18/2025, on the property located at 21165 E. Moreland Blvd.

#### Site signage

There are multiple directional and informational signs being proposed throughout the property to help with wayfinding, the drive-thru, pedestrian crossing, and overall traffic flow. The location of these signs are shown on the enclosed site plan and include the following:

- Do Not Enter (x2)
- Stop sign
- Yield and Left Turn Only sign
- Pedestrian crossing
- Bollard style Accessible parking signs (required by code)
- Menu Boards (x2) (50.45 sq. ft.)
- Drive-thru waiting sign
- End of Road sign (east property line on north side).
- Exit wayfinding sign (24" x 13.5")
- Digital message board affixed to building that identifies the Flavor of the Day (size unknown).
- Enter wayfinding sign with changeable copy "Flavor of the Day" (2.5' wide x 3.33' tall)

The submittal did not include renderings of the standard directional signs noted above. There are plans for the menu board and the exit wayfinding sign (no renderings). There is a rendering/example of the Enter wayfinding sign with the changeable copy Flavor of the Day. The architectural drawings of the wall signs show the "Flavor of the Day" digital message board. These items are included in the packet.

The Enter wayfinding sign is 2.5' wide x 3.33' tall and contains two separate cabinets. The top cabinet is 2.5' tall with a white background and includes the Oscar's logo with "Enter" in black text. The white cabinet is proposed to be back lit and the graphic is static. The bottom cabinet is 10" tall and includes the electronic changeable copy portion that will display the Flavor of the Day. This is also proposed to be back lit, but because it is a digital sign, it can be any color. The blue shown on the rendering is not necessarily the color it will be, per the applicant. The Flavor of the Day will be static. A digital message board showing the Flavor of the Day is also proposed on the south exterior of the building. The size is unknown and no rendering was provided at the time of submittal.

Changeable copy signs require a Conditional Use Permit in the B-2 District, per Town Code. Therefore, following the recommendation from the ARC, the applicant will need to apply for a Conditional Use Permit prior to obtaining a sign permit. It should be noted that only <u>one</u> changeable copy sign is permitted per property and they are not permitted to be affixed to the building.

The code also only allows for one freestanding sign per parcel. The property contains an existing free-standing sign (large Oscar's Frozen Custard ice cream cone) located in the northwest corner of the property, visible from E. Moreland Blvd. The Enter wayfinding sign would be considered a freestanding sign with the addition of the "Flavor of the Day".

The proposed signage site plan shows that the Enter wayfinding sign is to be located within a watermain easement. Approval from the Sanitary District is required prior to final sign approval. The Sanitary District Superintendent stated that as long as the sign is not on top of the watermain itself, it should be okay with the understanding that if the sign ever needs to be removed to repair or replace the watermain, the burden to replace the sign is on the property owner. In addition, the sign must meet a 5 ft. setback from the road right of way and offset. It does not appear that either of these requirements are being met. In fact, it appears the sign is proposed on the adjacent property, which is owned in common by the property owner.

It should be noted that the Architectural Review Committee has the authority to grant waivers in certain situations. The Zoning Code states, "In the interest of architectural integrity, this chapter expressly allows regulation of all signs in the Town to be based upon the finding of the Architectural Control Committee that such signage will not violate the purpose and intent of this chapter." The basis for a waiver should be granted based on this provision. More information regarding the extent of the Architectural Review Committee's ability to grant a waiver from code provisions, versus a variance or special exception, will be provided at the meeting.

#### Recommendation for site signage including directional, drive-thru and freestanding:

I recommend the ARC <u>approve</u> the directional signs, including the exit signage, and drive-thru signage as proposed on the site plan dated 06/02/2025 prepared by raSmith with modifications by Innovative Signs, including the plans prepared by The Howard Company (undated) for the property located at 21165 E. Moreland Blvd.

Recommendation for the Enter wayfinding sign with changeable copy "Flavor of the Day": I recommend the ARC <u>conditionally approve</u> the Enter wayfinding sign with the changeable copy "Flavor of the Day" at 21165 E. Moreland Blvd, including a waiver from the number of freestanding sign and changeable copy signs permitted on a property, subject to the following conditions:

- 1. The sign shall meet a 5 ft. setback from the road right of way and a 5 ft. offset from the property line. If the sign is proposed on the adjacent property, an easement shall be created and recorded in the Register of Deeds. The easement does not release the requirement that a freestanding sign be located five feet from a property line. A revised site plans showing the location meets these requirements and Condition No 2 below shall be provided.
- 2. The Sanitary District Superintendent shall review and approve the final location of the sign to ensure it does not impact the water main. Documentation shall be provided by the petitioner that indicates the Sanitary District has approved the sign location.

- 3. A Conditional Use Permit shall be obtained by the Town Board, prior to the issuance of a sign permit.
- 4. The cabinet color shall be modified to be off-white or opaque or any color other than white.

Recommendation for the Digital "Flavor of the Day" sign affixed the south side of the building: I recommend the ARC <u>deny</u> the digital changeable copy sign affixed to the south side of the building located on the property located at 21165 E. Moreland Blvd. A third digital changeable copy sign located on a property of this size exceeds what is reasonably necessary for the property to operate as intended (drive-thru restaurant). There are two locations in which the Flavor of the Day can be seen by patrons: one on the north side and one on the south side. Adding a second Flavor of the Day sign on the south side is unnecessary. In addition, the Zoning Code does not allow changeable copy signs to be affixed to a building wall.

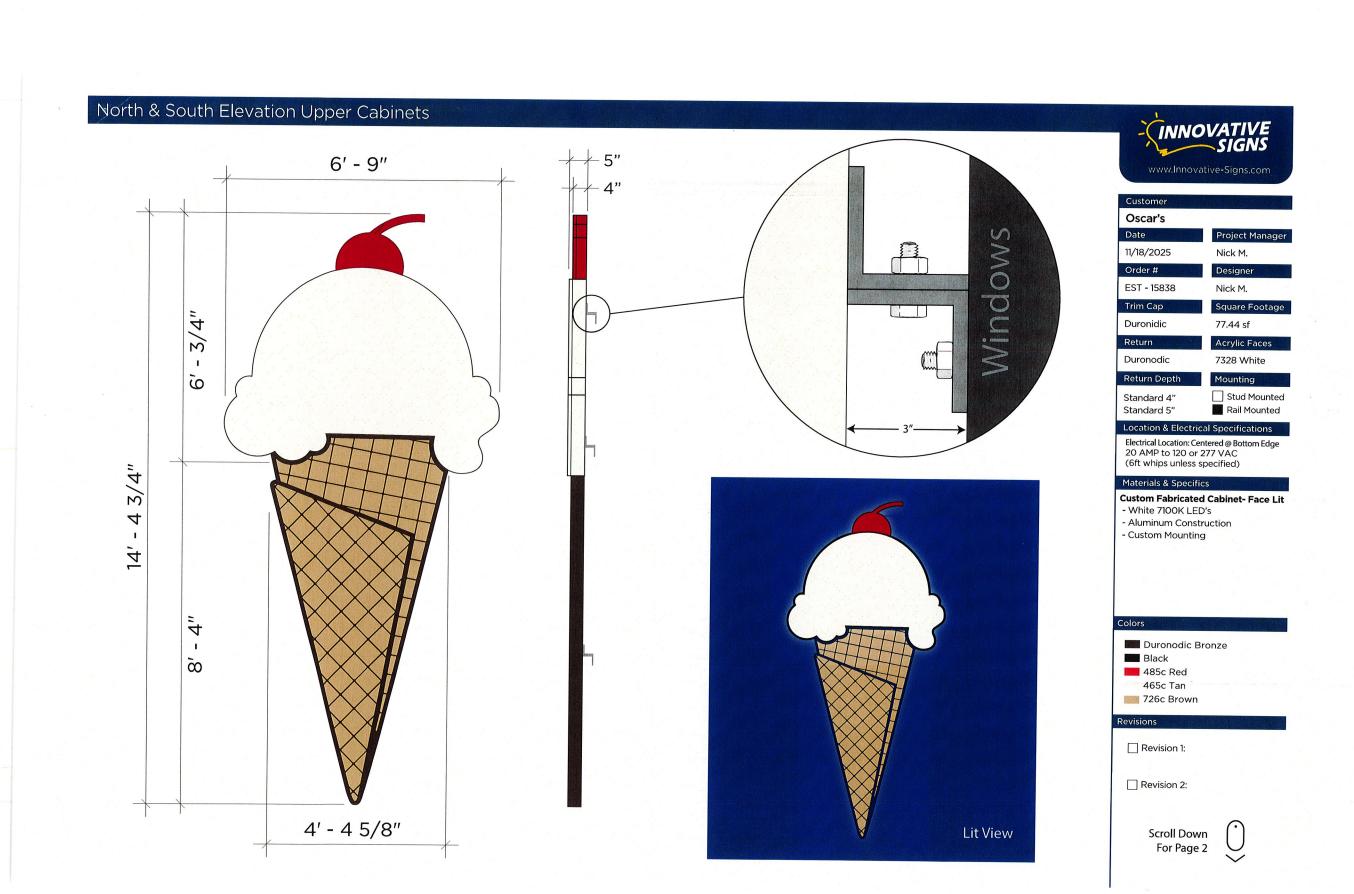










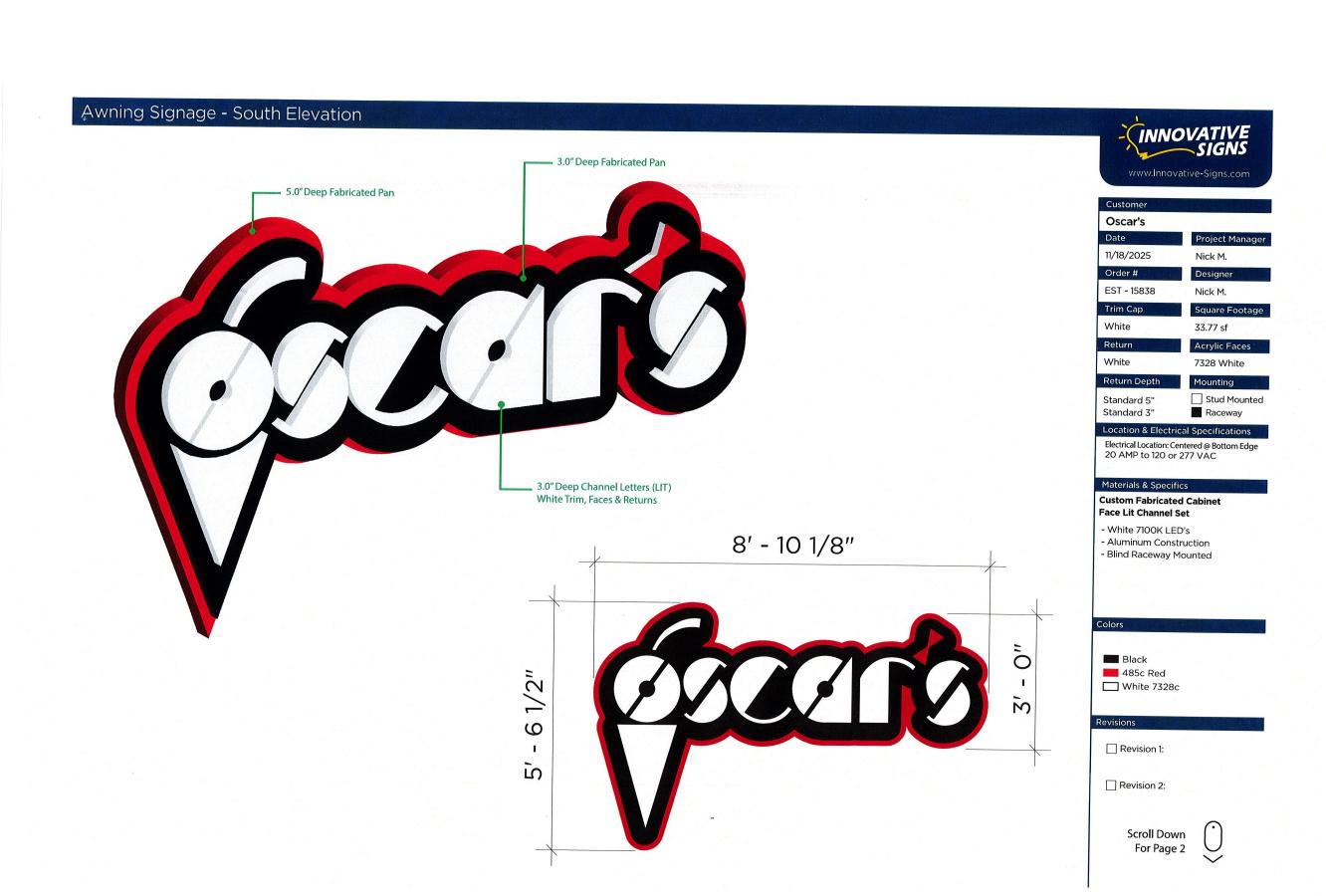


## Elevatons - North & South www.Innovative-Signs.com 1 SOUTH ELEVATION 3 NORTH ELEVATION 81' of Frontage per Elevation - 162' overall

#### Drive Thru Signage - North Elevation INNOVATIVE 3.0" Deep Fabricated Pan www.Innovative-Signs.com 3.0" Deep Fabricated Pan White Halo Lighting - 2" Mount off Wall Oscar's Date Project Manager 11/18/2025 Nick M. Order # Designer EST - 15838 Nick M. Square Footage White 52.35 sf Acrylic Faces White 7328 White Stud Mounted Standard 3" Raceway Electrical Location: Centered @ Bottom Edge 20 AMP to 120 or 277 VAC 3.0" Deep Channel Letters (LIT) Materials & Specifics White Trim, Faces & Returns Custom Fabricated Cabinet - Halo Lit Face Lit Channel Set - White 7100K LED's 11' - 4" - Aluminum Construction - Blind Stud Mount w/ 1.5" Spacers Black 485c Red White 7328c Revisions Revision 1: Revision 2: Scroll Down For Page 2

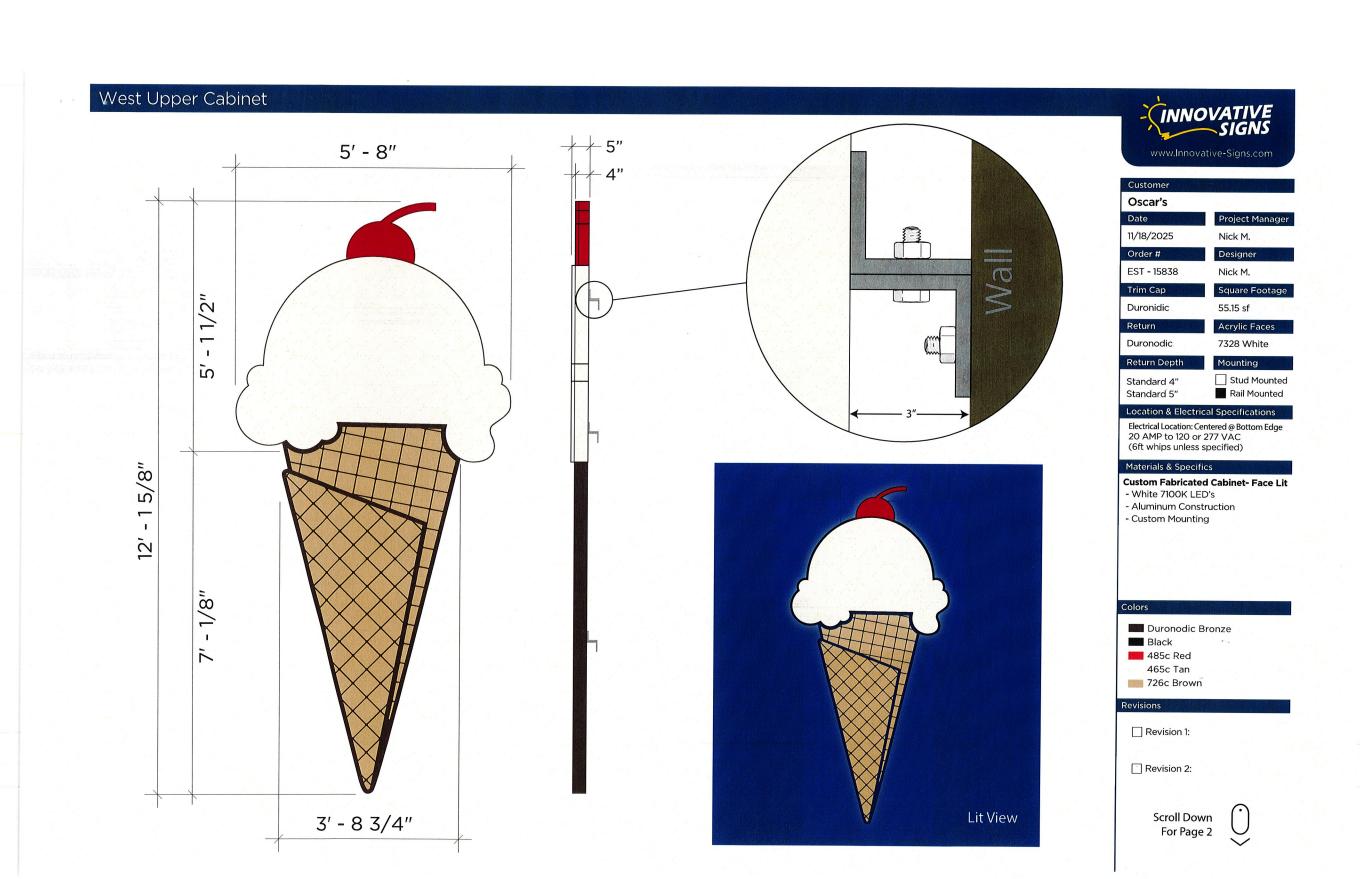
# Ęlevatons - North www.Innovative-Signs.com Lit View

NORTH ELEVATION

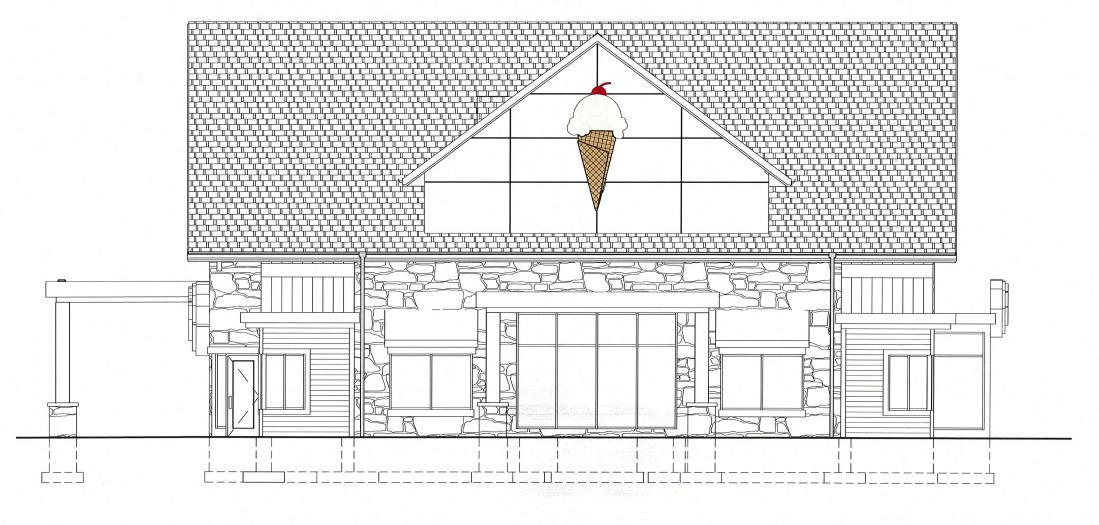






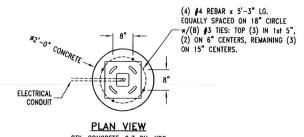




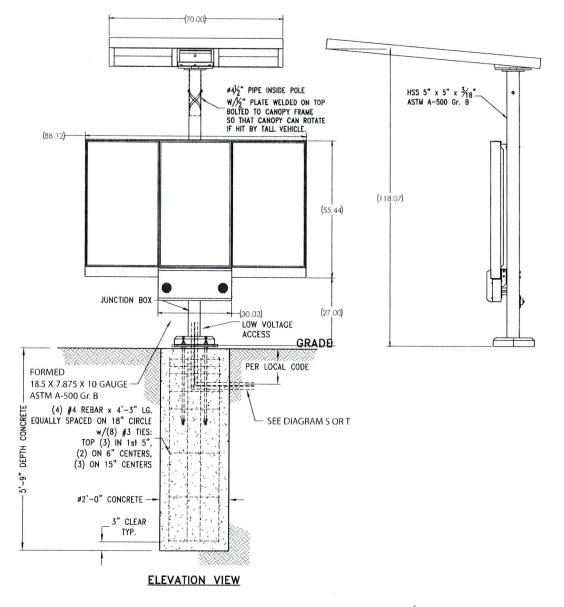




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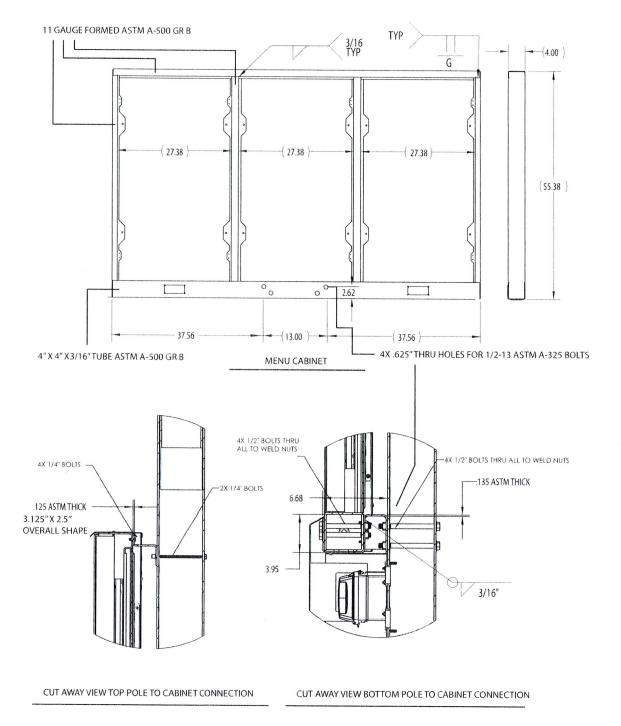
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SEE DETAIL VIEWS - SHEET 2



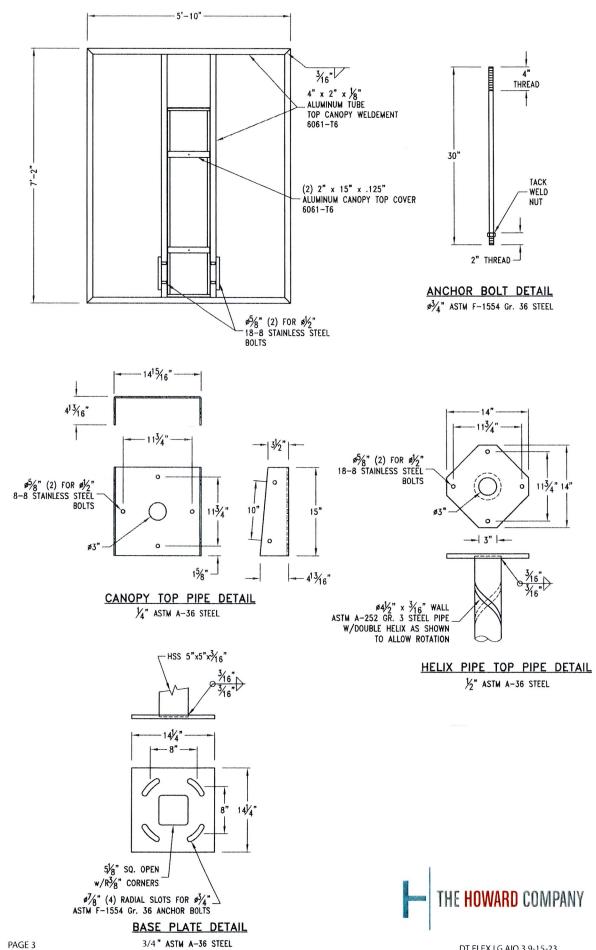
PAGE 1





PAGE 2

DT FLEX LG AIO 3 9-15-23



3/4" ASTM A-36 STEEL

DT FLEX LG AIO 3 9-15-23

