

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
Tuesday, March 25, 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 Chairman Keith Henderson called the meeting to order at 7:00p.m., with the following people present: Town Supervisor Ryan Stanelle; Plan Commission members Kevin Riordan, Tim Probst, and Daniel Zuperku; and Town Planner Bryce Hembrook. Plan Commissioners Len Smeltzer and Jeremy Watson were absent.

2) MEETING NOTICES.

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

3) APPROVAL OF AGENDA

Motion by Stanelle to approve the agenda.

Seconded by Probst.

Motion Passed Unanimously.

4) APPROVAL OF MINUTES.

a. Motion by Stanelle to approve the February 25, 2025 regular Plan Commission Minutes as presented.

Seconded by Probst.

Motion Passed Unanimously.

b. Motion by Stanelle to approve the February 25, 2025 Plan Commission Special Meeting as presented.

Seconded by Probst.

Motion passed unanimously.

5) CITIZEN COMMENTS; Three-minute limit.

None.

6) OLD BUSINESS:

a. None.

7) NEW BUSINESS:

a. Matt Szula (Top Dog Remodeling) is requesting preliminary approval, and a recommendation for conceptual and final approval for the construction of a storage building for the property located at 1500 North Springdale Road.

Hembrook reviewed the proposal as outlined in the SEH staff report. Hembrook reported that an existing building is approximately 2,162 square feet, and the proposed building is 2,880 square feet; therefore this building could be considered a principal building due to the size and that it is used in relation to the primary use of the property. All building setbacks meet code requirements. Because there would not be an increase in employees, this would not require any additional parking. Hembrook further reported that the proposal was sent to the Development Review Team (DRT), and there were no concerns. Henderson asked about the gravel on the property. Szula responded that their future plans are to grade and pave, so water can flow to grassy area in front of the existing building. Henderson stated he would like to see a better site plan showing driveways, asphalt plan, grassy areas, what the new building looks like, etc. Hembrook showed renderings of the existing building from the Architectural Review Committee (ARC) meeting in December of 2024. Stanelle confirmed there would be a concrete slab underneath the new building. Stanelle also mentioned more details are needed in general, and plans for the dumpster. It was clarified that mulch piles that were there previously when the property was Russ's Mulch, have been cleaned up. Henderson stressed that in order for this to get a recommendation for final approval, PC needs to see a complete plan. Hembrook responded that because this was proposed as an accessory building, it was not clear whether those details were needed, but will send to ARC first, and then it can go to Town Board. Henderson and Hembrook reviewed with the applicant the timeline of the meetings.

Motion by Stanelle to **grant** preliminary approval, and **recommend** to the Town Board conceptual and final approval for the construction of a storage building for the property located at 1500 North Springdale Road with required plans as discussed.

Seconded by Riordan.

Further Discussion:

Send proposal to ARC meeting on April 9th, and Town Board in May, after with full set of plans, which shall include grading, lighting, landscaping, drainage, and dumpster enclosure details.

Motion passed unanimously.

- b. Ryan Janssen (Avery & Birch) is requesting recommendation for conceptual approval of a new building consisting of a one-story salon suite facility, located at 21055 Crossroads Circle.

Hembrook reviewed what was approved in 2024, and the applicant has changed their plan since that submittal. The new proposal is for a single-story 16,550 square foot building that will be used for luxury salon suite rentals. Hembrook further reviewed the proposal as outlined in the SEH staff report. Proposed setbacks meet requirements, as does the sum total floor area. Comments from the DRT are as follows: the Fire Department would like to see a different turn radius pattern, such as using a semi-tractor/ trailer. This is because a ladder truck can be anywhere from 40' – 45' long. A report has not been received from the Town Engineer. Henderson also stated concerns with the turn radius, especially on the parking island. There is one access for both ingress and egress. The reason for the change to a one-story is an elevator would have been needed. Sprinklering the building was mentioned, and Janssen stated that the building would not be sprinklered if possible.

Motion by Riordan to **recommend** to the Town Board conceptual approval of a new building consisting of a one-story salon suite facility, located at 21055 Crossroads Circle.

Seconded by Stanelle.

Further Discussion:

None.

Motion passed unanimously.

- c. Jim Taylor (Oscar's) and Tom Pennington (7-Brew) are requesting recommendation for conceptual approval of two new drive-thru restaurants on the property located at 21165 Highway 18 and the adjacent property to the east.

Hembrook described the proposal as outlined in the SEH staff report. Both of the buildings require a Conditional Use Permit (CUP) for the operation of a drive-thru. 7-Brew would also require a rezoning from Institutional District (I-1), to Limited General Business District (B-2). Setbacks for both buildings meet requirements. Oscar's is proposed at 4,743 square feet, and 7-Brew is proposed at 752 square feet, which do not meet the requirement. Christopher White, representing Oscar's stated that the reason is that it is more cost effective to use the original foundation. Hembrook noted that similar businesses in the area do not meet the sum total of floor area requirement. DRT is currently reviewing the plans. Oscar's owns both lots, but they are planning to sell the east lot. A shared access and parking agreement is planned. To get parcel rezoned, Henderson noted that it takes 60 – 90 days. Jim Taylor stated that he does not want to lose the conceptual approval that have been granted up to this point for Oscar's, and wants to keep moving ahead with at least the plans for Oscar's. Parking was clarified on the previous proposal. Probst asked for more detail on how the customers park and cross the drive thru lane. A crosswalk would be put in. Access to 7-Brew was clarified as using the pass thru lane. Henderson asked how the trash truck will get to the dumpster for 7-Brew. Pennington suggested both lanes would be use for trash pickup. It was noted that the hours of the business (5:30am – 10:00pm) could make it problematic for trash pick-up. Hembrook mentioned that 7-Brew should keep in mind that stormwater will have to be addressed.

Motion by Riordan to **recommend** to the Town Board conceptual approval of two new drive-thru restaurants on the property located at 21165 Highway 18 and the adjacent property to the east.
Seconded by Stanelle.

Further Discussion:
None.

Motion carried unanimously.

d. Discussion on proposed sign code for new Zoning Code Update.

Hembrook reviewed the purpose of the changes to the sign zoning code. ARC has not reviewed the changes as of yet. Sign setbacks were discussed, with the main issue keeping signs out of the vision triangle. Henderson noted that section (5)(a)1 (as well as subsequent setback references) indicates a 5' setback, yet it has always been 10'. Hembrook explained that because there is a paving setback of 10', it does not give a property owner room for a sign, without possibly taking up a parking space. Henderson noted that other areas of the code (9) still indicated a 10' setback. Henderson inquired about 15(c), which pertains to removal of a revoked permit, and feels that 60 days to remove a sign is too long. In (15)(f)1 it mentions "city". When asked by Stanelle what he thought were the biggest changes in the sign code, Hembrook stressed that clarity is important in the update; several examples were described. Hembrook also mentioned off-premise signage as an important update. Henderson stated it is important for ARC to look at this update since they would be implementing the sign code.

e. Discussion/action to set April Plan Commission date.

Annual meeting is April 22, so the April Plan Commission meeting is moved to Monday, April 28, 2025.

8) COMMUNICATION AND ANNOUNCEMENTS.

Henderson mention that the streetlights in the Wimmer project (Poplar Creek) are extremely bright, and would like someone at the Town to look at that.

9) ADJOURN.

Motion by Zuperku to adjourn at 8:18pm.

Seconded by Stanelle.

Motion Passed Unanimously.

Respectfully submitted,

Bryce Hembrook – Town Planner

BH/lr