

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

**Telephone: 262-796-3788  
FAX: 262-796-0339**



February 23, 2023

**MEETING NOTICE**

**Meeting will be held at the TOWN HALL, 645 N. Janacek Road, Brookfield, WI:**

**TUESDAY, FEBRUARY 28, 2023**

**7:00PM**

**PUBLIC HEARING**

1. Confirmation of meeting notice.
2. Public Hearing to receive comment on a request for a Conditional Use Permit request to allow an adult day care center in the B-3 Office and Professional Business District, located at 20711 Watertown Road.
3. Adjourn.

**TUESDAY, FEBRUARY 28, 2023**

**IMMEDIATELY  
FOLLOWING**

**PLANNING COMMISSON**

**AGENDA:**

1. Confirmation of meeting notice.
2. Approval of January 24, 2023 Minutes.
3. CU-0123-01 Tremaine Brown is requesting a Conditional Use Permit request to allow an adult day care center in the B-3 Office and Professional Business District, located at 20711 Watertown Road.
4. SD-0223-01 Wesenberg Architects, representing Quest Interiors, for a recommendation for Conceptual Approval of a new building consisting of an office, product showroom, and product storage and shipping area located at 21055 Crossroads Circle.
5. Correspondence.
6. Adjourn.

<b>CU</b>	<b>Conditional Use</b>
<b>SD</b>	<b>Site Development</b>

Bryce Hembrook, AICP  
Town Planner

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 disabled individuals through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.

**TOWN OF BROOKFIELD  
PLAN COMMISSION MINUTES  
January 24, 2023**

Town Chairman Keith Henderson called the meeting to order at 7:06pm on Tuesday, January 24, 2023, at the Town of Brookfield Town Hall, 645 North Janacek Road, Brookfield, Wisconsin. Also, present at the meeting were Supervisor Mike Schmitt, Commissioners Gordon Gaeth, William Neville, Kevin Riordan, Jeremy Watson, and Town Planner Bryce Hembrook. Commissioner Len Smeltzer was absent.

**CONFIRMATION OF MEETING NOTICE**

Town Planner Bryce Hembrook confirmed that the agenda was noticed and posted as required.

**MINUTES**

Commissioner Watson moved to approve the minutes of the regular meeting at the December 27, 2022 Plan Commission meeting as presented. The motion was seconded by Commissioner Gaeth, voted on, and the motion carried unanimously.

**TREMAINE BROWN FOR A RECOMMENDATION TO THE TOWN BOARD TO SET A DATE FOR A PUBLIC HEARING FOR A CONDITIONAL USE PERMIT TO ALLOW AN ADULT DAY CARE CENTER IN THE B-3 OFFICE AND PROFESSIONAL BUSINESS DISTRICT, LOCATED AT 20711 WATERTOWN ROAD.**

Town Planner Hembrook outlined the proposed use, and it was clarified where this is to be located, as there is another adult day care in the same building. Commissioner Watson moved to **recommend** the Town Board set a date for a public hearing for a Conditional Use Permit to allow an adult day care center in the B-3 Office and Professional Business District, located at 20711 Watertown Road. The motion was seconded by Commissioner Neville, voted on, and carried unanimously.

**CYNTHIA HARMS FOR A RECOMMENDATION TO THE TOWN BOARD OF APPROVAL FOR A CONDITIONAL USE PERMIT TO ALLOW A COMMERCIAL DAY CARE CENTER IN THE B-3 OFFICE AND PROFESSIONAL BUSINESS DISTRICT, LOCATED AT 20711 WATERTOWN ROAD.**

Town Planner Hembrook clarified where the outdoor play area is planned, with it being roughly 35 feet in length and 75 feet wide. Cynthia Harms reported that no children may be in the play area when supplies are being delivered, as it is a state regulation for childcare facilities. Chairman Henderson inquired whether the asphalt would be removed in the play area. Ms. Harms' response was that the asphalt would remain, with mats being placed on top. The play equipment is lower and a child will not fall more than 4 feet, which is also a state regulation for mats. There will be a still fence installed around the play area. Chairman Henderson suggested bollards to minimize the potential of a truck hitting the fence. Commissioner Riordan inquired about the traffic pattern. Ms. Harms showed the pattern on the screen, and reported that they have a doorbell system, so the parent would need to park, ring the doorbell, and they would be let in to pick up their children. Each family has a scheduled pick up and drop off time. Drop off has to occur before 9:30, or the child is not able to stay, because they have a structured routine. Ms. Harms holds a 5-year lease. Supervisor Schmitt inquired about improvements to the property, and Ms. Harms responded that they are in the process of adding four bathrooms, and a kitchen. The improvements will be reviewed by the state. Commissioner Watson moved to **recommend** approval for a Conditional Use Permit to allow a commercial day care center in the B-3 Office and Professional Business District, located at 20711 Watertown Road. The motion was seconded by Commissioner Neville, voted on, and carried unanimously.

**TOWN OF BROOKFIELD  
PLAN COMMISSION MINUTES  
January 24, 2023**

Page Two

**CORRESPONDENCE AND ANNOUNCEMENTS**

Planner Hembrook requested the regular March Plan Commission meeting be moved due to a personal conflict. It was agreed by the Plan Commission members to move the meeting from March 28, 2023 to March 22, 2023.

**ADJOURN**

There being no further business, Commissioner Watson made a motion to adjourn the meeting. The motion was seconded by Commissioner Schmitt, voted on, and carried unanimously. Chairman Henderson closed the meeting at 7:20pm.

Respectfully submitted,  
Bryce Hembrook



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## TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Plan Commission

FROM: Bryce Hembrook, AICP  
Town Planner

REPORT DATE: February 23, 2023  
PC MEETING DATE: February 28, 2023

RE: **Tremaine Brown – Conditional Use Permit  
20711 Watertown Road Suite D, BKFT1128957005**

SEH No. 166220

**Applicant:** Tremaine Brown, Brown House, LLC

**Application Type:** Conditional Use Permit

### **Request**

Request approve a Conditional Use Permit to allow an adult day care center in the B-3 Office and Professional Business District, located at 20711 Watertown Road.

### **Summary of Request**

The applicant is interested in leasing a portion of the building to be used as an adult day program. Brown's Brighter Day Program is an organization that provides life skill education to 4 client groups: advanced age, developmentally disabled, physically disabled, emotionally disturbed/mental illness. The proposed hours of operation are Monday-Friday from 8:30am-2:30pm. The Brown's Brighter Day Program has a capacity of 26 clients and have a staff with over 20 years of experience. The full narrative can be accessed in the packet.

The property is located in the B-3 Office and Professional Business District, which is generally intended for individual or small groups of buildings limited to office, professional and special service uses where the office use would be compatible with other neighborhood uses and not exhibit the intense activity of other business districts. Adult day care facilities are permitted as a conditional use.

### **Recommendation**

Per the discretion of the Plan Commission.

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**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

0 119.83 Feet

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**Notes:**

Printed: 1/3/2023



## **Brown's Brighter Day Program Description**

At Brown's Brighter Day Program, we love building independence, cultivating creativity and providing an active, fun and safe space for your family member or loved one during the day.

Our mission is to support the people we serve and fulfill all their specific needs. At Brown's Brighter Day Program, we've created a stimulating environment for your loved one. We offer every individual the opportunity to learn independent living skills including self-care and hygiene as well as discuss current events happening in the world and more locally in our own communities.

We strive to promote growth and self-esteem in each member in our day program. Our staff is dedicated to ensuring that every participant can thrive in our environment through an array of guided activities such as:

- Physical activities (Indoor and Outdoor)
- Social games and activities (Large or Small groups)
- Cognitive work
- Sensory and music activities
- Crafts and art through a variety of different mediums

Brown's Brighter Day Program is an organization that provides life skill education to 4 client groups Advanced Age, Developmentally Disabled, Physically Disabled and Emotionally Disturbed/Mental Illness. Our program offers activities that are catered to these specific groups in order for them to all be able to learn skills together with alternate options if it does not fit the client's specific needs. Our hours of operation are 8:30 am to 2:30 pm Monday through Friday. Brown's Brighter Day Program has a capacity of 26 clients. Our staff has over 20 years of experience in the field starting with our Operator Tremaine Brown, also Program Director LaTasha Brown and our Lead Caregiver Grace McDuffie. Prior to starting at Brown's Brighter Day Program we will do a pre-assessment to determine if there are any limits to the service we can provide, the assessment will also allow us to get to know you better and craft ideas and plans activities around specific goals.



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for All of Us®

## TOWN OF BROOKFIELD PLAN COMMISSION ZONING REPORT

TO: Plan Commission

FROM: Bryce Hembrook, AICP  
Town Planner

REPORT DATE: February 23, 2023  
PC MEETING DATE: February 28, 2023

RE: **Quest Interiors – Conceptual Approval**  
**21055 Crossroads Circle BKFT1129999007**

SEH No. 171421, TASK 5

**Applicant:** Corey Wallace, Wesenberg Architects representing Quest Interiors

**Application Type:** Conceptual Approval

### Request

Conceptual approval of a new building consisting of an office, product showroom, and product storage and shipping area located at 21055 Crossroads Circle.

### Summary of Request

- Zoning District = B-2 Limited General Business District
- Currently a vacant 3.6 acre parcel in an office park.
- Proposed structure = 23,431 square foot one-story facility for Quest Interiors consisting of an office area, product showroom, and product storage/shipping area.
  - Office area = 3,470 square feet
  - Showroom = 5,803 square feet
  - Warehouse area = 14,158 square feet
- Approximately 48 parking stalls currently proposed; 39 in customer parking area and 9 stalls intended for staff.
  - According to the code, 62 parking spaces are required. This should be addressed in future plans, but there appears to be adequate room on the site to make this adjustment.
- Proposed setbacks:
  - Front = 108'
  - Side = 135' west and 52' east
  - Rear = 117'
  - All setbacks will meet code requirements.
- Sum total of floor area
  - Proposed = 14.87% of lot area.

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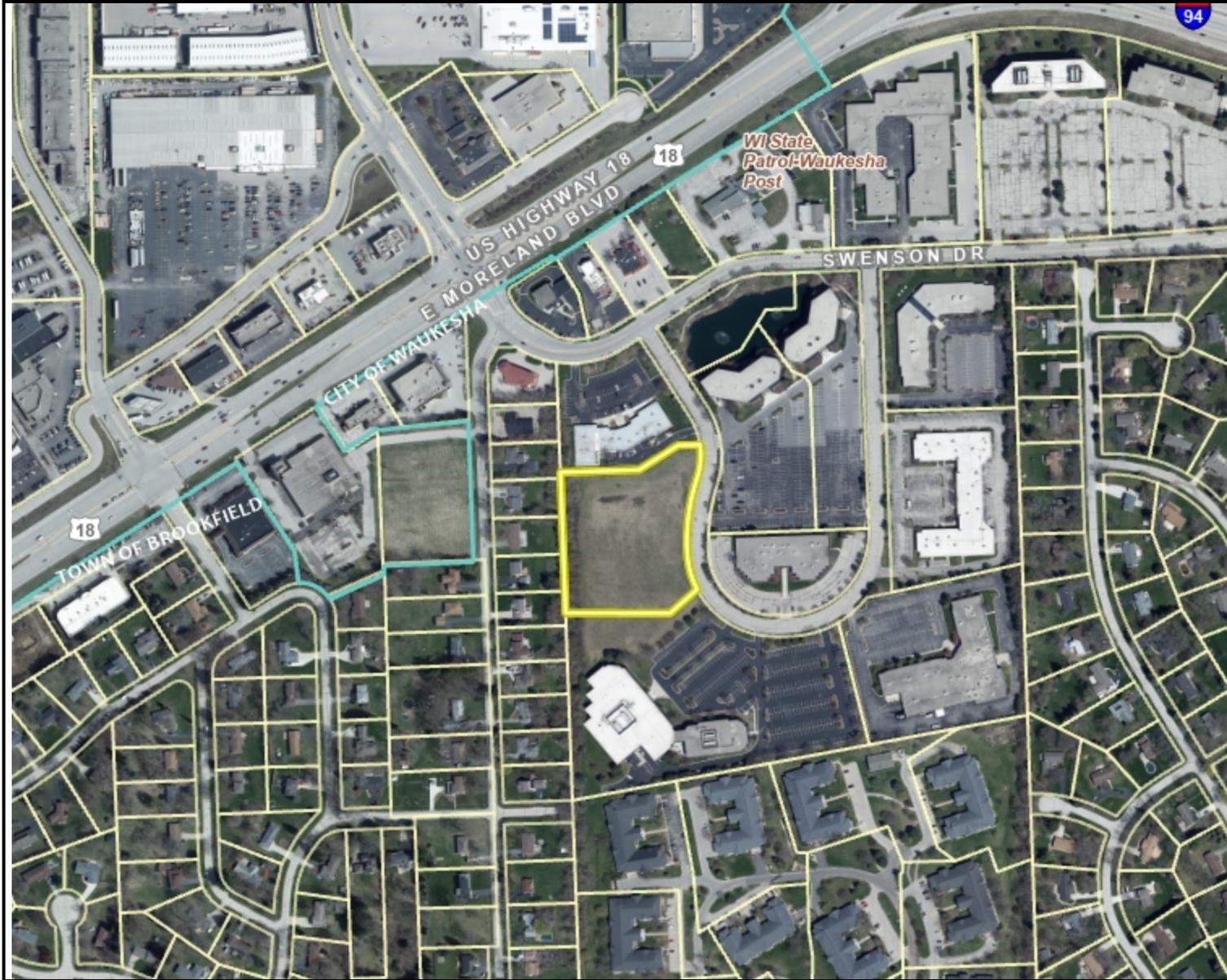
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- Required = No less than 6,000sf or 15% of the lot area, whichever is less. Shall not exceed 50% of lot area.
- Requirement is met.
- Proposed building height appears to be approximately 25'.
- There are single-family residences directly to the west of the subject property, but only one of the adjacent parcels is zoned residential.

The development review team has provided some initial feedback regarding the plans, but most of the comments or concerns can be addressed later in the review process. 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.

**Staff Recommendation**

Per the discretion of the Plan Commission.



**Legend**

- Municipal Boundary\_2K
- Parcel\_Dimension\_2K
- Note\_Text\_2K
- Lots\_2K
  - Lot
  - Unit
  - General Common Element
  - Outlot
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- Railroad\_2K

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**Notes:**

Printed: 2/23/2023





**Legend**

**Special Districts**

- Historic Landmark
- Historic District
- Hydric Soil District
- Planned Unit Development
- Well Head Protection District

**Wetland Overlay**

- Wetland Overlay

**Environmental Corridor Overlay**

- Environmental Corridor Overlay

**Village & Town Zoning Districts**

- A-1
- A-1a
- A-2
- A-3 Agricultural/Residential
- A-4
- A-5 Mini-Farm
- A-E
- A-P
- A-B
- A-T
- AD-10 Agricultural Density 1
- A-10 Agricultural
- AP
- B-1 Restricted Business
- B-2 Local Business
- B-3 General Business
- B-4 Community Business
- B-P Mixed Use Business Pa
- C-1 Conservancy Wetland
- EC
- FLC
- FLP
- HG
- I-1
- I-2
- M-1 Limited Industrial
- M-2 General Industrial
- MU-1
- Not Zoned
- P-1
- P-1 Public and Institutional
- PR Park and Recreation
- Q-1 Quarrying
- R-1 Suburban Single Family
- R-1a

0 225.42 Feet

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**Notes:**

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# Quest Interiors Town of Brookfield

## Site Plan- step 1 Review Set


**1** CONTEXT PLAN  
 1" = 80'-0" -24 x 36 format

FIELD VERIFY ALL GIVEN DATA BEFORE PREPARATION OF SHOP DRAWINGS, CONSTRUCTION AND INSTALLATION.

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Proposed Offices, Showroom and Warehouse for:

**KTFM, LLC**  
 21055 Crossroads Circle  
 Town of Brookfield, WI

ISSUE DATE:  
 07 February, 2023

SET TYPE:  
 PRELIMINARY

REVISIONS:

NO.	DESCRIPTION	DATE

SITE CONTEXT PLAN

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PROJECT NUMBER

2236

SHEET NUMBER

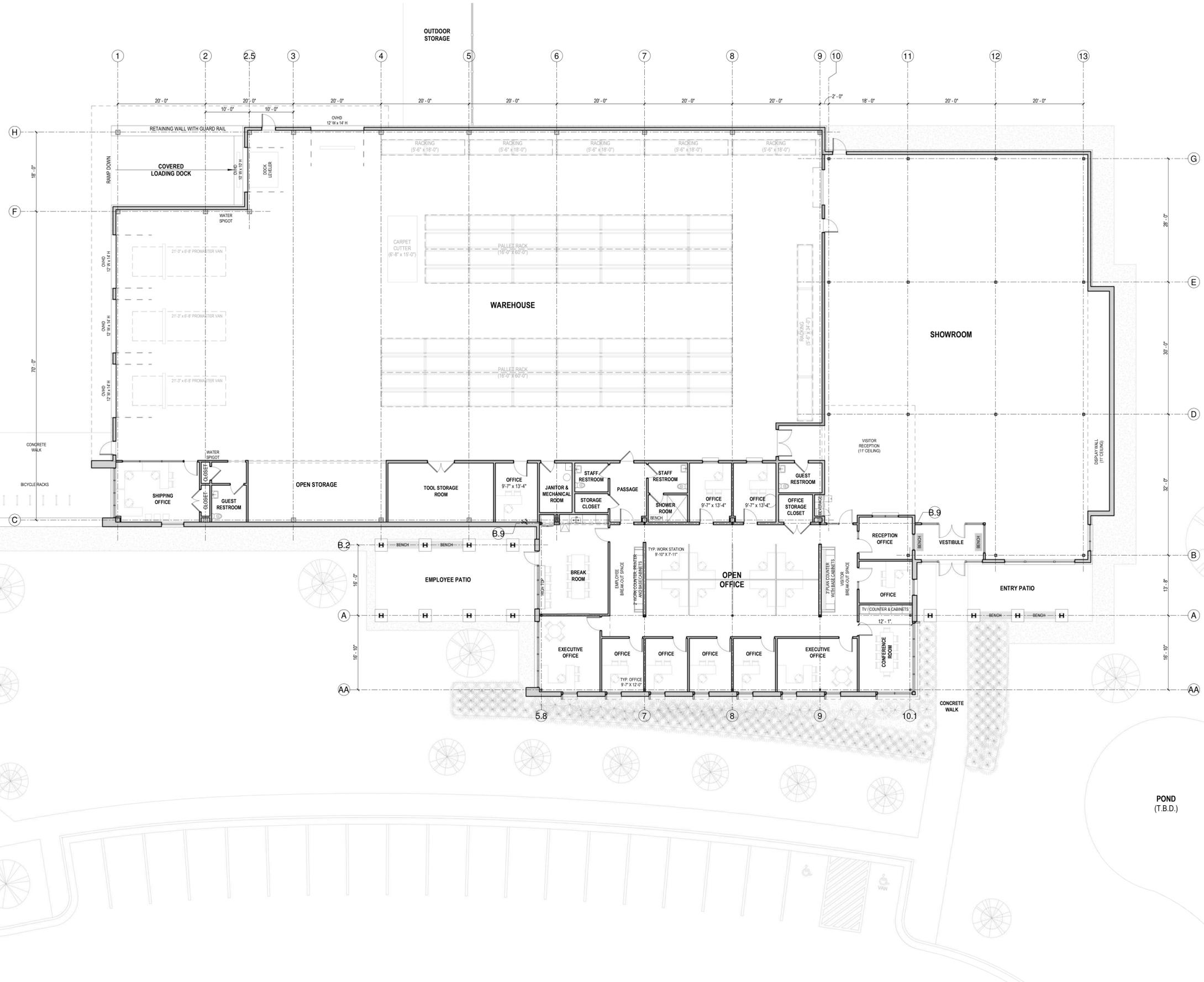
**AS100**

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**PROGRAM AREAS**

DESCRIPTION	GROSS SQ FT
WAREHOUSE FLOOR	11,746
WAREHOUSE SUPPORT	2,412
SHOWROOM	5,803
OFFICE AREA	3,470
BUILDING GSF	23,431
ENTRY PATIO	446
EMPLOYEE PATIO	678
COVERED LOADING DOCK	540



1 FIRST FLOOR PLAN  
3/32" = 1'-0" -24 x 36 format

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Proposed Offices, Showroom and Warehouse for:  
**KTFM, LLC**  
21055 Crossroads Circle  
Town of Brookfield, WI

ISSUE DATE:  
07 February, 2023

SET TYPE:  
PRELIMINARY

REVISIONS:

NO.	DESCRIPTION	DATE

FIRST FLOOR PLAN

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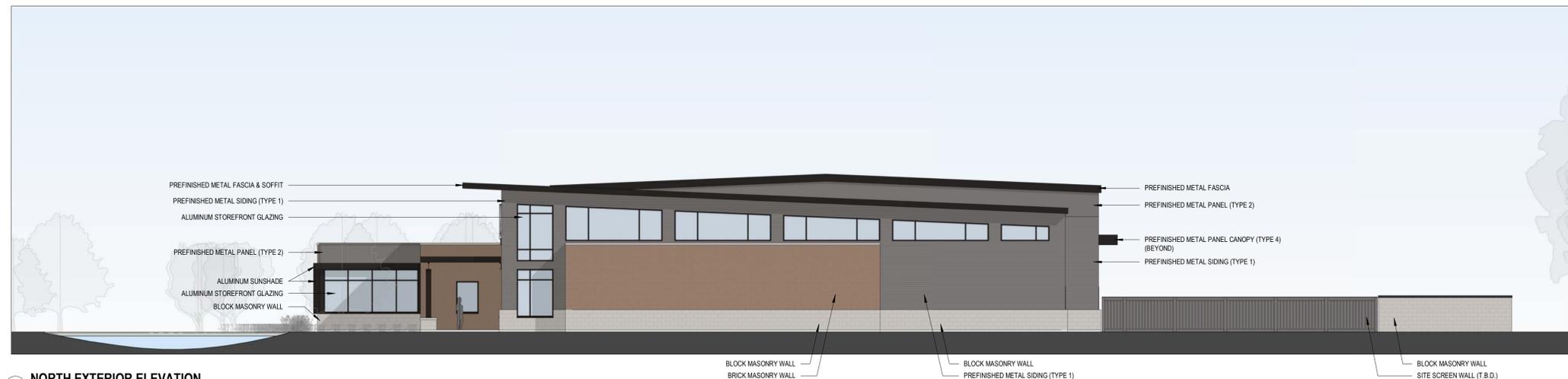
PROJECT NUMBER  
**2236**

SHEET NUMBER  
**A100**

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1 EAST EXTERIOR ELEVATION  
3/32" = 1'-0" -24 x 36 format



2 NORTH EXTERIOR ELEVATION  
3/32" = 1'-0"



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Proposed Offices, Showroom and Warehouse for:

**KTFM, LLC**  
21055 Crossroads Circle  
Town of Brookfield, WI

ISSUE DATE:  
07 February, 2023

SET TYPE:  
PRELIMINARY

REVISIONS:

NO.	DESCRIPTION	DATE

EXTERIOR ELEVATIONS

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PROJECT NUMBER  
**2236**

SHEET NUMBER  
**A300**

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Proposed Offices, Showroom and Warehouse for:

**KTFM, LLC**  
21055 Crossroads Circle  
Town of Brookfield, WI

ISSUE DATE:

07 February, 2023

SET TYPE:

PRELIMINARY

REVISIONS:

NO.	DESCRIPTION	DATE

PRESENTATION  
DRAWING

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PROJECT NUMBER

2236

SHEET NUMBER

**A002**

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