

**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.

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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