

Town of Brookfield

DEPARTMENT OF DEVELOPMENT SERVICES
BRYCE HEMBROOK, TOWN PLANNER

ARCHITECTURAL CONTROL COMMITTEE MINUTES JANUARY 11, 2023

A meeting of the Architectural Control Committee of the Town of Brookfield was called to order by Chairman Dean Pearson at 6:02pm on Wednesday, January 11, 2023, at the Town of Brookfield Town Hall, 645 North Janacek Road, Brookfield, Wisconsin. Also present at the meeting was Town Planner Bryce Hembrook, Town Supervisor Steve Kohlmann, and Committee members Alan Lee, John Charlier, Matt Paris, and Richard Diercksmeier.

1. **Confirmation of meeting notice**
Town Planner Hembrook reported receipt of verbal confirmation from the Clerk's Office that the meeting was noticed as required.

2. **Minutes.**
Chairman Pearson noted that Item #3 for Starbucks should note that the logo sign was approved in lieu of the previously approved letter sign. A motion was made and seconded (Kohlmann / Lee) to approve the December 14, 2022 minutes as presented, with the suggested amendment.
The motion was voted on and carried unanimously. Paris abstained.

3. **ER-0123-01 Sunday Bougher (SGA Design Group) representing Sam's Club, is requesting review and approval of proposed exterior alterations including installing new bollards, replacing textured concrete, and replacing two roof top units, located at 600 North Springdale Road.** Planner Hembrook described the exterior changes. A motion was made and seconded (Kohlmann / Charlier) to **approve** proposed exterior alterations including installing new bollards, replacing textured concrete, and replacing two roof top units, located at 600 North Springdale Road.
The motion was voted on and carried unanimously.

4. **SD-0123-01 Lou Petros for a recommendation for Final Approval of a building addition to the principal structure located at 1480 North Springdale Road.** Planner Hembrook reviewed the proposed addition and site plans. Lighting materials were not submitted in the packet materials however, lighting fixtures were shared later in the presentation. Planner Hembrook informed the ACC that there are no exit doors on the north and east sides of the building, therefore no exterior lighting is required on those sides. Planner Hembrook indicated that final comments from the town engineer and the fire department are in the process of being completed. Chairman Pearson inquired if the two parcels have been combined. John Riley with Sullivan Design Build was present, and responded that a new CSM has been created, but are waiting for the temporary construction easement issue to be addressed. Chairman Pearson inquired about the reference of "bituminous" on page C-100 of the plans. Mr. Riley indicated that it would be removed from the plans, as it is most likely a carryover error from a subsequent sheet (C-300).

Planner Hembrook reported that in communications with the fire department, a concern was raised about the ability to reach the northeast corner in the event of a fire. A fire hydrant is suggested within 150' of the fire department connection, and having access to an existing gate in the southeast corner to utilize the hydrant. Gravel versus pavement was discussed, and Planner Hembrook reported that anything west of the fence along the parking lot is to be hard surface, with the rest of the lot being gravel. Primary use for the gravel portion is for truck turn-around. Chairman Pearson expressed disapproval of gravel. It was clarified that a portion at the loading dock has concrete, including the french drain. Landscaping review has not been finalized by the town engineer. Mr. Riley provided additional information regarding placement of low growing shrubs and arborvitae. Additional landscaping between the parking area and the road was suggested at a previous meeting. Storm water management was reviewed. Chairman Pearson inquired about the potential stacking of trucks onto Springdale Road. Planner Hembrook clarified that the gate is open during regular business hours. The swing gate is 24' wide. Supervisor Kohlmann indicated he would not move forward with approval without seeing lighting specifics. Mr. Riley had a copy of the lighting plan with him that passed around for review, and he clarified that there is one light pole in the parking lot. Lighting is LED, direct downward. All lighting walpacs will be changed. The committee was satisfied with the lighting as presented. Committee Member Paris inquired about possible erosion with the gravel surface. Mr. Riley responded that the gravel would be hard packed, so erosion is not a concern. There will be protection added to the inlets of the french drain for silt. Planner Hembrook stated that a tracking pad would be in place near the gate to keep gravel from getting onto Springdale Road. A motion was made and seconded (Kohlmann / Paris) to **recommend** final approval to the Plan Commission of a building addition to the principal structure located at 1480 North Springdale Road, subject to approval of a Certified Survey Map for combination of two properties.

The motion was voted on and passed 5-1, with Chairman Pearson opposed.

5. Adjourn

A motion was made and seconded (Charlier/Lee) to **adjourn** at 6:52 pm.

The motion was voted on and carried unanimously.