



## Office of the Town Clerk

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

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### MEETING MINUTES

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Tuesday, March 17, 2026 7 p.m.	Town Board Utility District No. 1 Sanitary District No. 4	Eric Gnant Room TOB Municipal Building 645 N. Janacek Rd., Brookfield, WI
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1. Call to Order & Roll Call.

Supervisor Stanelle acting as interim Chairman until the arrival of Chairman Henderson called the meeting to order at 7:00 p.m.

Present: Chairman Keith Henderson (arrived at 7:33); Supervisors Steve Kohlmann, John Charlier, John Schatzman (VIA ZOOM) and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator Tom Hagie, Parks & Recreation Director Chad Brown, Town Planner Rebekah Leto, Town Attorney Michael Van Kleunen and Clerk Emily Howells.

2. Meeting Notices.

Howells confirmed the meeting notices were posted as required by law.

3. Approval of Agenda.

Motion by Kohlmann to approve the agenda; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

4. Approval of Minutes:

a. March 3, 2026 meeting of the TB, UD1, SD4.

Motion by Kohlmann to approve the minutes of March 3, 2026; seconded by Charlier.

Motion prevailed by a voice vote (4-0).

5. Citizen Comments: Three-minute limit. None.

6. Committee/Commission Reports/Recommendations:

a. Plan Commission

1. Discussion and possible action regarding a request from Point Real Estate Management LLC (applicant) on behalf of SIX65 Brookfield Holdings LLC (owner) to amend the Conditional Use Permit to allow for the conversion of the existing multi-use building into a residential building located at 655 N. Brookfield Road.

Motion by Charlier to approve a request from Point Real Estate Management LLC (applicant) on behalf of SIX65 Brookfield Holdings LLC (owner) to amend the Conditional Use Permit to allow for the conversion of the existing multi-use building into a residential building located at 655 N. Brookfield Road with the following conditions:

- The subject building shall contain no more than three (3) residential units, as proposed.
- The two units to be converted into residential shall be ADA-compliant and shown on the building plans submitted to the Building Inspector for issuance. The upper unit shall be retrofitted to conform to ADA standards within the unit prior to being leased by to a new tenant. The building must also be brought up to current Fire Code.
- The Conditional Use Order shall be signed in front of a notary by the operator and owner and returned to the Town of Brookfield for recordation in the Waukesha County Register of Deeds (enclosed). This must be completed prior to Building Permits being issued.
- A non-annexation agreement shall be signed in front of a notary by the owner of the property and returned to the Town of Brookfield for recordation in the Waukesha County Register of Deeds (enclosed). This must be completed prior to Building Permits being issued.

Seconded by Stanelle.

Motion prevailed by a voice vote (3-2).

Schatzman and Kohlmann voted Nay.

2. Discussion and possible action regarding a request for Conceptual, Preliminary and Final approval for a proposed addition to Eble Ice Arena located at 19400 W. Bluemound Road. Briohn Building Corporation (applicant); Waukesha County (owner).

Motion by Charlier to approve a request for Conceptual, Preliminary and Final approval for a proposed addition to Eble Ice Arena located at 19400 W. Bluemound Road with the following conditions:

- A Landscape Agreement provided by Town Staff shall be signed by the property owner and filed with the Town of Brookfield that state the County (property owner) agrees to maintain the required plantings on the west side of the building, in accordance with the approved Landscape Plan dated 3/16/2026 and the vegetation shall be maintained in perpetuity unless additional approvals are sought from the Town of Brookfield for just cause.
- A non-annexation agreement shall be signed in front of a notary by the owner of the property and returned to the Town of Brookfield for recordation in the Waukesha County Register of Deeds (enclosed). This must be completed prior to Building Permits being issued.

Seconded by Stanelle.

Motion prevailed by a voice vote (5-0).

3. Discussion and possible action regarding a Master Sign Program for Poplar Creek Town Center, located on the NE corner of Barker Road and W. Bluemound Road. David Wimmer and Mitch Wimmer (applicant); Poplar Creek Hospitality LLC and The Town Center at Poplar Creek LLC.

Motion by Chairman Henderson to approve a Master Sign Program for Poplar Creek Town Center, located on the NE corner of Barker Road and W. Bluemound Road with the following conditions:

1. Submit a revised Master Sign Program with the following changes or additions from the Master Sign Program dated February 2026:
  - a. Remove Table 1B and 1C that refer to signage at 600 N. Barker and include language that states, "More than three tenants signs proposed requires approval from the Architectural Review Committee."
  - b. Add language to Page 1 that states the Town of Brookfield reserves the right to require Architectural Review Committee approval for any proposed sign that does not meet the intent or conditions of this Master Sign Program.
  - c. Add language on Page 11 that states, "any signage along W. Bluemound Road shall not be designed or installed in a manner in which is distracting to traveling vehicles."

Seconded by Charlier.

Motion prevailed by a voice vote (5-0).

7. Old Business:

- a. Discussion and possible action regarding the change of Election Day(s) Town Board meeting date – April 7, 2026. Motion by Kohlmann to change the regularly scheduled Tuesday, April 7, 2026 meeting date to Wednesday, April 8, 2026; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).

8. New Business:

- a. Discussion and possible action regarding the regulation of car sales in the Town.  
No action.
- b. Discussion and possible action regarding the Registration and Services Agreement with First Responders Psychological Services, LLC for mental health therapy services.  
Motion by Charlier to approve the Registration and Services Agreement with First Responders Psychological Services, LLC for mental health therapy services; seconded by Stanelle.  
Motion prevailed by a voice vote (5-0).

- c. Discussion and possible action regarding Town Hall Municipal Campus Directional Signage.  
Motion by Charlier to approve signs A, K, and B as presented in the Town Hall Municipal Campus Directional Signage as well as requesting a quote for non-illuminated signs regarding the remaining signage; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
9. Departments Reports/Recommendations:
  - a. Parks & Recreation:
    1. Discussion and possible action regarding the report on park conditions and maintenance updates.  
No action.
    2. Discussion and possible action regarding the proposal by Parkitecture for visioning and conceptual design existing parks and open spaces.  
Motion by Charlier to approve the proposal by Parkitecture for visioning and conceptual design existing parks and open spaces with a friendly by Chairman Henderson not to exceed \$21,000; seconded by Stanelle  
Motion prevailed by a voice vote (5-0).
    3. Discussion and possible action regarding the 250<sup>th</sup> Anniversary Fourth of July Parade.  
No action.
10. Approval of Vouchers and Checks.  
Motion by Charlier to approve vouchers and checks in the amount of \$262,303.01; seconded by Kohlmann.  
Motion prevailed by a voice vote (5-0).
11. Communication and Announcements.
  - a. Howells announced In-Person Absentee Voting begins March 24<sup>th</sup> with the hours posted to the website.
  - b. Howells announced pre-existing requests on file were mailed Friday, March 13<sup>th</sup> with a second batch mailed Tuesday, March 17<sup>th</sup>.
12. Adjourn.  
Motion by Kohlmann to adjourn at 9:58 p.m.; seconded by Charlier.  
Motion prevailed by a voice vote (5-0).

Respectfully submitted by,  
Emily Howells, Town Clerk