



Office of the Town Clerk

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

Office: 262-796-3788 | Clerk@TownofBrookfieldwi.gov

MEETING MINUTES

Tuesday, July 21, 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.

Chairman Henderson called the meeting to order at 7:00 p.m.

Present: Chairman Henderson, Supervisors Steve Kohlmann, John Charlier, Matthew Paris and Ryan Stanelle.

A quorum was met (5-0).

Staff Present: Administrator Tom Hagie, Sanitary District No. 4 Superintendent Tony Skof, Town Attorney Jim Hammes, 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 with the exception that item 9 immediately follow item 5; seconded by Charlier.

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

4. Approval of Minutes:

a. July 7, 2026 meeting of the TB, UD1, SD4.

Motion by Stanelle to approve the minutes of July 7, 2026; seconded by Kohlmann.

Motion prevailed by a voice vote (4-0-1). Chairman Henderson voted present.

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

6. Committee/Commission Reports/Recommendations:

a. Plan Commission

1. Discussion and possible action regarding a request for Final approval for a mixed-use development known as The West End, located west of The Corners of Brookfield, Tax Key Nos. BKFT1123.960-.965; BKFT1123.976.001, .004, .005. IM Properties (applicant), Newfield Holdings LLC and Brookfield Corners LLC (owners).

Motion by Kohlmann to approve a request for Final approval for a mixed-use development known as The West End, located west of The Corners of Brookfield, Tax Key Nos. BKFT1123.960-.965; BKFT1123.976.001, .004, .005. IM Properties (applicant), Newfield Holdings LLC and Brookfield Corners LLC (owners) with the following conditions:

1. Prior to the issuance of a Building Permit, documentation shall be provided to the Town of Brookfield that the Wisconsin Department of Transportation has reviewed and approved a Traffic Impact Analysis. Financial assurance in a form acceptable to the Town Attorney shall be submitted to ensure that any required improvements are constructed as required by the DOT or Waukesha County.

2. Prior to the issuance of a Building Permit, all comments of the Town Planner, Town Engineer, Sanitary District, Fire Department and Town Attorney, if applicable, shall be complied with and shown on the final plans;

3. A non-annexation agreement prepared by the Town Attorney 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;

4. The Town Attorney shall review and approve the stormwater maintenance plan and agreement for all proposed stormwater infrastructure, prior to recordation in the Register of Deeds;

5. A Certified Survey Map shall be submitted, reviewed and approved by the Town of Brookfield and any extra-territorial review entity, prior to permits being issued. A CSM has been submitted and is scheduled for the July Plan Commission agenda;

6. The final landscaping plan prepared by Rinka and Pinnacle Engineering, dated May 12, 2026 shall be implemented within six month of receiving Occupancy or by October 15, 2028, whichever occurs first. Minor modifications of the proposed plantings may be considered at the time of planting with native or native cultivars being a strong preference for the site. Site landscaping around the building and parking areas shall not be reduced. Financial assurance may be collected in a form acceptable to the Town Attorney to ensure all required landscaping is implemented and maintained for a period of time approved by the Town Board;

7. Renderings of the development signage shall be submitted for consideration of the ARC, Plan Commission and Town Board;

8. Any outstanding Conditional Use Permits or other agreements, which may have expired or remain unrecorded, shall be reviewed and revised, if applicable, to the satisfaction of the Town Attorney, so long as they remain consistent with the spirit and intent of the original approval and Town Code;

seconded by Charlier.

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

2. Discussion and possible action regarding a Conditional Use Request for an electronic changeable copy sign for St. John's Lutheran Church located at 20275 Davidson Road. Brian Zach on behalf of St. Johns (owner), Lemberg Electric (applicant).

Motion by Charlier to approve a Conditional Use Request for an electronic changeable copy sign for St. John's Lutheran Church located at 20275 Davidson Road. Brian Zach on behalf of St. Johns (owner), Lemberg Electric (applicant) with the following conditions:

1. A Conditional Use Order shall be prepared by town staff, signed by the property owner, and recorded by the Town in the Waukesha County Register of Deeds, prior to a sign permit being issued. The Conditional Use Order shall outline the conditions of an Electronic Changeable Copy Sign and the illumination standards as noted in the Code, in addition to the standard conditional use conditions used by the town regarding noncompliance, revocability and nuisance complaints;

2. The Waukesha County Board shall approve the text amendment approved by the Town of Brookfield, prior to a sign permit being issued;

3. The proposed sign shall be a minimum of 5 ft. from the established road right of way of S. Barker Road, which is 30 ft. from the edge of the curb. A revised site plan shall be submitted to Staff showing the final location of the sign, prior to permits being issued;

seconded by Stanelle.

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

3. Discussion and possible action regarding a Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for a change in use for a new tenant, Land and Sea, and parking lot modifications at 21675 E. Moreland Blvd. Nicholas Weeks (tenant/applicant). Sisian LLC (owner).

Motion by Paris to approve a Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for a change in use for a new tenant, Land and Sea, and parking lot modifications at 21675 E. Moreland Blvd. Nicholas Weeks (tenant/applicant). Sisian LLC (owner) with the following conditions:

1. The parking agreement with the adjacent property to the southwest shall be provided to the Town for their records, prior to Occupancy being granted, in order to comply with the number of parking spaces required on site for the uses within the building. This condition has been satisfied;
2. Parking lot islands shall be landscape with the minimum size plantings required by the Ordinance. See the following code section: <https://ecode360.com/34171206>
3. A revised site plan shall be submitted showing a minimum 20 ft. wide drive aisle to accommodate emergency vehicles;
4. A Permit from the Waukesha County Environmental Health Division shall be provided to the Town Planner prior to Occupancy being granted;
5. All required town permits shall be obtained, including a Building Permit and Occupancy Permits for Building and Fire Inspection;
6. Additional Landscaping shall be incorporated along the south lot line to fill in any gaps behind and east of the dumpster along the residential lot line, to the satisfaction of the Town Planner, to ensure adequate screening of the property;
7. The dumpster enclosure shall be properly updated, including new or repaired doors, and any improvements to the brick that are necessary to improve the aesthetics and overall longevity of the existing enclosure, subject to the satisfaction of the Town Planner, prior to Occupancy being granted;
8. The Town reserves the right to require increased garbage pickups should the Town receive nuisance complaints related to odor or rodents/critters;

seconded by Stanelle.

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

7. Old Business:

- a. Discussion and possible action regarding the 2026-2027 Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Grimaldi's Pizzeria.

Motion by Charlier to approve the 2026-2027 Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Grimaldi's Pizzeria; seconded by Kohlmann.

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

8. New Business:

- a. Discussion and possible action regarding the Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Taste of India.

Motion by Kohlmann to approve the Class "B" Beer and "Class B" Liquor Alcohol Beverage License Application for Taste of India with the condition that an Occupancy Permit be obtained by January 31, 2026; seconded by Charlier.

Motion prevailed by a voice vote (4-1). Supervisor Paris voted Nay.

- b. Discussion and possible action regarding the Class “B” Beer and “Class B” Liquor Alcohol Beverage License Application for Beyond the Board.

Application withdrawn. No action.

- c. Discussion and possible action regarding the Class “B” Beer and “Class C” Wine Alcohol Beverage License Application for Beyond the Board.

Motion by Stanelle to approve the Class “B” Beer and “Class C” Wine Alcohol Beverage License Application for Beyond the Board; seconded by Paris.

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

- d. Discussion and possible action regarding an application for Appointment of Agent by Melting Pot to appoint Austin Elliott as the successor agent.

Motion by Stanelle to approve the application for Appointment of Agent by Melting Pot appointing Austin Elliott as the successor agent.; seconded by Kohlmann.

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

- e. Discussion and possible action regarding the 2026-2027 Secondhand Article Dealer/Jewelry License Applications.

Motion by Kohlmann to approve the 2026-2027 Secondhand Article Dealer/Jewelry License Applications; seconded by Charlier.

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

- f. Convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Waukesha County Case Number 2026SC002089 Mark Robert Powell vs. Town of Brookfield

Motion by Kohlmann at 8:16 p.m. to convene into **CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Waukesha County Case Number 2026SC002089 Mark Robert Powell vs. Town of Brookfield; seconded by Charlier.

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

- a. Reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(g) for any necessary action resulting from the Closed Session.

Motion by Kohlmann at 8:23 p.m. to reconvene into **OPEN SESSION**, according to Wis. Stat. § 19.85(1)(g) for any necessary action resulting from the Closed Session; seconded by Charlier.

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

No action.

2. Departments Reports/Recommendations:

- a. Sanitary District No. 4

1. Sanitary District Updates

SD4 Superintendent Tony Skof provided updates.

3. Approval of Vouchers and Checks.

Motion by Kohlmann to approve vouchers and checks in the amount of \$219,590.18; seconded by Charlier.

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

4. Communication and Announcements.

- a. Hagie announced the Pet Care Essentials Plus ribbon cutting ceremony was held Saturday, July 18th.
- b. Hagie announced the Graze Craze ribbon cutting ceremony is Wednesday, July 29, 2026 at 3 p.m.
- c. Stanelle announced that the Wisconsin Towns Association meeting is Wednesday, July 29, 2026.
- d. Howells communicated that Special Voting Deputies had completed their visits.
- e. Howells communicated that In-Person Absentee Voting begins Tuesday, July 28, 2026 from 9 a.m. – 4 p.m.
- f. Howells announced that a Special Election will be held Tuesday, December 15, 2026 for the office of County Executive.

5. Adjourn.

Motion by Kohlmann to adjourn at 8:32 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Town Clerk