Office of the Town Clerk
Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045
Office: 262-796-3788 | Clerk@TownofBrookfieldwi.gov

MEETING MINUTES

	Town Board	Eric Gnant Room
Tuesday, September 15, 2026	Utility District No. 1	TOB Municipal Building
7 p.m.	Sanitary District No. 4	645 N. Janacek Rd., Brookfield, WI

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 (VIA ZOOM) and Ryan Stanelle.

   A quorum was met (5-0).

   Staff Present: Town Attorney Jim Hammes, Fire Chief John Schilling, Town Planner Rebekah Leto and Clerk Emily Howells.

2. Meeting Notices.

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

3. Approval of Agenda.

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

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

4. Approval of Minutes:

   a. September 1, 2026 meeting of the TB, UD1, SD4.

      Motion by Stanelle to approve the TB, UD1, SD4 minutes of September 1, 2026; seconded by Kohlmann.

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

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

6. Committee/Commission Reports/Recommendations:

   a. Plan Commission

      1. Discussion and possible action regarding a request for a Site Plan/Plan of Operation (Conceptual/Preliminary/Final) to construct a dog park at Brookfield Highlands Apartments, located at 20880 George Hunt Circle. Brookfield Highlands Apartments Limited Partnership I (owner) Alex Siehoff (applicant).

         Motion by Stanelle to approve a request for a Site Plan/Plan of Operation (Conceptual/Preliminary/Final) to construct a dog park at Brookfield Highlands Apartments, located at 20880 George Hunt Circle. Brookfield Highlands Apartments Limited Partnership I (owner) Alex Siehoff (applicant); seconded by Paris.

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

      2. Discussion and possible action regarding a 2-lot preliminary Certified Survey Map located at 21360 Davidson Road. Marilyn Haroldson (applicant). Carl Haroldson and Eric Haslow (owners).

         Motion by Charlier to approve a 2-lot preliminary Certified Survey Map located at 21360 Davidson Road. Marilyn Haroldson (applicant). Carl Haroldson and Eric Haslow (owners); seconded by Kohlmann.

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

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3. Discussion and possible action regarding a Site Plan/Plan of Operation (Conditional/Preliminary/Final) for a change in use for a new tenant, Famous Meats, at 19035 W. Bluemound Road, Unit 5. Lalitha Keerthipati (applicant); Brooktown Plaza LLC, R. Gary Shorts (owner).

   Motion by Kohlmann to approve a Site Plan/Plan of Operation (Conditional/Preliminary/Final) for a change in use for a new tenant, Famous Meats, at 19035 W. Bluemound Road, Unit 5. Lalitha Keerthipati (applicant); Brooktown Plaza LLC, R. Gary Shorts (owner) subject to the following conditions:

   a. A Permit from the Waukesha County Environmental Health Division shall be provided to the Town Planner prior to Occupancy being granted;

   b. All required town permits shall be obtained, including a Building Permit and Occupancy Permits for Building and Fire Inspection;

   seconded by Stanelle.

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

4. Discussion and possible action regarding a request for a Conditional Use for Johnson Financial Group to construct a financial institution at 17740 W. Bluemound Road. Bluemound Enterprises Limited Partnership (owner), Eric Ohlfs (applicant).

   Motion by Charlier to approve a request for a Conditional Use for Johnson Financial Group to construct a financial institution at 17740 W. Bluemound Road. Bluemound Enterprises Limited Partnership (owner), Eric Ohlfs (applicant); seconded by Kohlmann.

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

5. Discussion and possible action regarding Preliminary and Final Approval for Johnson Financial Group to construct a financial institution at 17740 W. Bluemound Road. Bluemound Enterprises Limited Partnership (owner), Eric Ohlfs (applicant).

   Motion by Charlier to grant Preliminary and Final Approval for Johnson Financial Group to construct a financial institution at 17740 W. Bluemound Road. Bluemound Enterprises Limited Partnership (owner), Eric Ohlfs (applicant) subject to the following conditions:

   a. A revised sign rendering for the approved monument sign shall be submitted that increased the address numeral letter height to 8 inches;

   b. The revised landscaping plan shall be prepared and submitted to incorporate the additional recommendations prepared by the Town Engineer;

   c. Site landscaping around the building and parking areas shall be implemented as proposed on the final plans. 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;

   d. All proposed DSX1 fixtures shall have an external glare shield component added to reduce horizontal glare.

   e. 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;

   f. 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;

   g. A Conditional Use Order shall be prepared by town staff, signed by the owner and town and recorded in the Register of Deeds, prior to an Occupancy Permit being issued;

   h. A condominium plat shall be submitted for internal review by the Town staff to ensure it does not interfere with site plans, utility plans or existing or proposed easements;

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i. Minor deviations from the submitted final plans are subject to the Town Planner for review and approval so long as they are consistent with the overall design intent discussed and/or to address engineering, utility, planning, building inspection or fire department comments. If the plan modifications are not considered minor per the Town Planner, a revised application shall be submitted and a review process shall ensue per Section 17.02(7).;

seconded by Kohlmann.

Motion prevailed by a voice vote (4-0-1). Paris abstained.

6. Discussion and possible action regarding Conceptual, Preliminary and Final Approval for Restoration Hardware located in The West End, 20351 W. Bluemound Road. Newfield Holdings, LLC, Robert Gould (applicant); IM Property Investments (USA) LLC (owner).

Motion by Kohlmann to grant Conceptual, Preliminary and Final Approval for Restoration Hardware located in The West End, 20351 W. Bluemound Road. Newfield Holdings, LLC, Robert Gould (applicant); IM Property Investments (USA) LLC (owner) subject to the following conditions:

a. 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;

b. 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;

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

d. 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;

e. 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;

f. The submitted Certified Survey Map shall be reviewed and approved by the Town of Brookfield and any extra-territorial review entity, prior to permits being issued;

g. The Condominium plat and any related documents shall be reviewed and approved by the Town Engineer, Town Attorney and Town Planner, if applicable, prior to permits being issued;

h. Site landscaping around the building and parking areas shall be implemented as proposed on the approved plans. 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;

i. Final plans shall be substantially consistent with the following plans:

1. Architectural plans prepared by Rinka+, dated 6/17/2026.

2. Civil plans prepared by Pinnacle Engineering Group, dated 6/22/2026

3. Photometric plan prepared by Spectrum lighting, dated 6/15/2026

4. Lighting package prepared by rkv Design, dated 6/12/2026

5. Landscaping plans submitted as part of the approval process (undated), Sheet L101;

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j. Minor deviations from the submitted final plans are subject to the Town Planner for review and approval so long as they are consistent with the overall design intent discussed and/or to address engineering, utility, planning, building inspection or fire department comments. If the plan modifications are not considered minor per the Town Planner, a revised application shall be submitted and a review process shall ensue per Section 17.02(7);

seconded by Charlier.

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

7. Discussion and possible action regarding a Certified Survey Map for The West End, located west of The Corners of Brookfield, Tax Key Nos. BKFT1123.960-.965; BKFT1123.976.001, .004, .005. IM Properties, Robert Gould (applicant), Newfield Holdings LLC and Brookfield Corners LLC (owners).

   Motion by Charlier to approve a Certified Survey Map for The West End, located west of The Corners of Brookfield, Tax Key Nos. BKFT1123.960-.965; BKFT1123.976.001, .004, .005. IM Properties, Robert Gould (applicant), Newfield Holdings LLC and Brookfield Corners LLC (owners) subject to the following condition:

   a. All Town Staff comments shall be addressed prior to the Town signing the final Certified Survey Map;

   seconded by Stanelle.

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

8. Discussion and possible action regarding text amendments to Chapter 17 regarding automobile uses.

   Motion by Chairman Henderson to table the item for further staff discussion; seconded by Kohlmann.

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

7. Old Business: None.

8. New Business:

   a. 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: Code Enforcement Tax Parcel BKFT1130973, located at 385 Kossow Road.

      Motion by Kohlmann at 8:05 pm 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: Code Enforcement Tax Parcel BKFT1130973, located at 385 Kossow Road; seconded by Charlier.

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

   b. 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 8:15 pm 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).

      Motion by Chairman Henderson to authorize the Town Attorney to proceed with litigation against Tax Parcel BKFT1130973 located at 385 Kossow Road for Property Maintenance Code Violation enforcement; seconded by Kohlmann.

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

9. Departments Reports/Recommendations:

   a. Development Services

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1. Violation Updates

   Town Planner Rebekah Leto presented the report on property maintenance code violation updates.

10. Approval of Vouchers and Checks.

    Motion by Charlier to approve vouchers and checks in the amount of $389,573.58; seconded by Kohlmann.

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

11. Communication and Announcements.

    a. Chief Schilling communicated that changes to the burn ordinance, to include burning in the month of December, would cause a greater health risk due to lower hanging smoke.

    b. Chief Henderson communicated to Chief Schilling that one of the firefighters needed reminded that they would need an acceptable proof of identification for the upcoming election.

12. Adjourn.

    Motion by Kohlmann to adjourn at 8:40 p.m.; seconded by Charlier.

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

Respectfully submitted by,

Emily Howells, Town Clerk

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