Town of Brookfield
645 N. Janacek Road
Brookfield, WI 53045
(P) 262-796-3788
(F) 262-796-0339

MEETING NOTICE

Meeting will be held at the
Town of Brookfield Municipal Building, Eric Gnant Room
645 N. Janacek Road, Brookfield, WI

Monday, November 23, 2026

PLAN COMMISSION **7:00 pm**

AGENDA

1) Call to Order.
2) Meeting Notices.
3) Approval of Agenda.
4) Approval of Minutes.
   a. Public Hearing for text amendment (auto sales)
   b. October 27, 2026 Plan Commission Meeting
5) Citizen Comments: Three-minute limit.
6) Old Business: none.
7) New Business:
   a. Review and possible action on a Site Plan/Plan of Operation (Conditional/Preliminary/Final) for Brookfield Christian High School, located within Elmbrook Church. 777 S. Barker Road. Eric Forseth (operator), Doug Forton (applicant); Elmbrook Church Inc. (owner)
   b. Review and possible action on a Site Plan/Plan of Operation (Conditional/Preliminary/Final) for Milano Café D'Oro at the Galleria West, located at 18900 W. Bluemound Road Suite 160. David Shamon (applicant), LMR II Galleria West LLC (owner).
   c. Discussion and possible action on a proposal for a Dual-Use Supervised Family Visitation & Emergency Youth Respite Facility at 285 N. Janacek Road. Kendra Terry (applicant).
8) Communication and Announcements.
   a. Next meeting: December 22, 2026
   b. Site Plan and Plan of Operations
9) Adjourn.

Posted this 19 day of November, 2026 by Rebekah Leto, Town Planner

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meetings to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request such services contact the clerk's office at the above.

DRAFT

TOWN OF BROOKFIELD

JOINT PUBLIC HEARING

October 27, 2026

PUBLIC HEARING TO RECEIVE COMMENT ON POSSIBLE CHANGES TO SECTION 17.04, ZONING DISTRICTS, OF THE TOWN OF BROOKFIELD ZONING CODE.

The Joint Public Hearing with the Plan Commission and Town Board was held on Tuesday, October 27, 2026.

CALL TO ORDER

Town Board Chairman Keith Henderson called the meeting to order at 7:00 pm. Also in attendance were Town Board Supervisors John Charlier and Ryan Stanelle; Plan Commissioners Len Smeltzer, Dan Zuperku, and Town Planner Rebekah Leto. Commissioners Malia Monet, Tim Probst and Jeremy Watson were absent.

CONFIRMATION OF MEETING NOTICE

Town Planner Rebekah Leto reported that the meeting notice was published, mailed out, posted to the website in accordance with the law.

NOTICE OF HEARING AND PUBLIC COMMENTS

Chairman Henderson read the attached Notice of Hearing into the record and opened the Hearing for any public comments.

Planner Leto gave an overview of the draft text amendment.

No public comment was heard.

The public hearing was closed at 7:02 pm.

Submitted by:

Rebekah Leto, Town Planner

TOWN OF BROOKFIELD
PLAN COMMISSION MINUTES
OCTOBER 27, 2026

DRAFT

The regular meeting of the Plan Commission was held in the Erich Gnant Room of the Town Hall, 645 N. Janacek Road, Brookfield, WI.

1) CALL TO ORDER
Town Chairman Keith Henderson called the meeting to order at 7:02 p.m., with the following people present: Town Supervisor Ryan Stanelle; Plan Commissioners Len Smeltzer and Dan Zuperku; and Town Planner Rebekah Leto. Commissioners Malia Monet, Tim Probst, and Jeremy Watson were absent.

2) MEETING NOTICES
Planner Leto confirmed the meeting was noticed in accordance with Open Meeting Law.

3) APPROVAL OF AGENDA

Motion by Mr. Stanelle to approve the agenda as presented.

Seconded by Mr. Smeltzer.

Motion Passed Unanimously.

4) APPROVAL OF MINUTES

a. Motion by Mr. Stanelle to approve the regular Plan Commission meeting minutes for September 15, 2026, as presented.

Seconded by Mr. Smeltzer.

Motion carried unanimously.

5) CITIZEN COMMENTS: Three-minute limit.

None.

6) OLD BUSINESS:
None.

7) NEW BUSINESS:

a. Review and possible action on proposed text amendment to Chapter 17 for changes to the B-2 District uses. Applicant Amber Robertson.

Planner Leto gave an overview in accordance with the staff report. Mr. Smeltzer asked about recitals and how that would work, with concerns over this change leading to large studios being permitted on properties where there was not enough space. Planner Leto noted that recitals typically do not take place is the studio and that the uses still need to comply with all other zoning elements. The applicant confirmed that recitals occur in theaters off-premise. Mr. Stanelle noted that there was a hot yoga studio in Harvard Square, along with another yoga studio and a dance studio nearby, all zoned with B-2. The Commission generally agreed this is in line with what is already occurring in the B-2 District. Mr. Zuperku asked how long this tenant has already been operating at Harvard Square; Planner Leto clarified they were not open yet but had applied for Occupancy, which is how it was determined that a dance studio was not permitted in the B-2 District.

Motion by Mr. Stanelle to **recommend** approval for a text amendment to Chapter 17 for changes to the B-2 District uses as presented.

Seconded by Mr. Smeltzer.

Further discussion: None.

Motion carried unanimously.

b. Review and possible action on a Site Plan/Plan of Operation (Conditional/Preliminary/Final) for an expansion to Arhaus at The Corners of Brookfield located at 20120 Union St.; Brookfield Corners LLC (applicant); IM Property Investments, LLC (owner).

Planner Leto gave an overview in accordance with the staff report. The Commission and developer discussed the architecture of the building, clarifying the brick will be stained black and everything will look cohesive. The developer noted that this expansion and addition will result in a 22,000 sq. ft. space for Arhaus and they welcome the challenge from RH. Mr. Zuperku asked if the Plan Commission was okay with two signs facing W. Bluemound Road. Chairman Henderson noted that the Architectural Review Committee approved it.

Motion by Mr. Stanelle to grant Conceptual, Preliminary, and Final approval for an expansion to Arhaus at The Corners of Brookfield, located at 20120 Union Street, as presented, subject to the following conditions:

1. Sign permits shall be submitted to Town staff for review and approval before installation.

2. A Site Plan/Plan of Operation shall be obtained from the Waukesha County Planning and Zoning Division, prior to issuance of a Building Permit.

Seconded by Mr. Zuperku.

Further Discussion: None.

Motion carried unanimously.

8) COMMUNICATION AND ANNOUNCEMENTS

a. Discuss Holiday Plan Commission meeting schedule.
The November meeting will be moved to November 23, 2026 at 7:00 pm
No changes to the December 22, 2026 meeting.

b. Chairman Henderson noted that the Holiday Tree Lighting at The Corners of Brookfield will be held on November 21, 2026 from 4-6pm and there will be a drone show.

9) ADJOURN

Motion by Mr. Smeltzer to adjourn at 7:32 pm.

Seconded by Mr. Zuperku.

Motion Passed Unanimously.

Respectfully submitted,
Rebekah Leto – Town Planner

TOWN OF BROOKFIELD STAFF REPORT

TO:	Town of Brookfield Plan Commission
FROM:	Rebekah Leto, AICP, Town Planner
MEETING DATE:	November 23, 2026
REPORT DATE:	November 19, 2026
RE:	Site Plan/Plan of Operation (Conceptual, Preliminary, Final approval) for Brookfield Christian High School, located within Elmbrook Church, located at 777 S. Barker Road. BKFT 1132.998

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Property owner: Elmbrook Church Inc.

Applicant: Doug Foton, Design 2 Construct

Operator: Brookfield Christian High School, Eric Forseth, Head of School

Proposed Use: New start-up high school

Zoning: I-1 Institutional District

Project Description and Use

Brookfield Christian High School is a proposed new high school that would operate within currently unused classroom space at Elmbrook Church. The school entrance is on the north side of the building and is ADA-compliant, per the applicant. The school would occupy approximately 8,600 sq. ft., consisting of up to four classrooms, a multi-purpose room, and office space. The space was previously used as an early childhood education center for primarily 1-6 year olds.

In addition to the designated school space, the school would utilize existing church amenities, including the café, library, and gymnasium. Extracurricular activities would take place either within the school or off-site.

The school intends to open in the fall of 2027 with grades 9 and 10, adding grades 11 and 12 in subsequent years. Class sizes are intended to remain small, with no more than 25 students per class. Total enrollment is not anticipated to exceed 100 students. The school will operate Monday through Friday, from 7am-5pm, without interfering with existing church services. Campus signage is currently being designed and was not included with this application. This will be reviewed by the Architectural Review Committee.

Site changes: None proposed.

Building modifications: Modifications are limited to the building interior and include minor remodeling, updated finishes, and lighting improvements.

Employees: Approximately seven staff members, including teachers and administrators.

Parking: The applicant provided a parking analysis demonstrating compliance with the Code's parking requirements. Per the applicant, the site contains 2,252 parking stalls. The Code requires one parking stall per three assembly seats for the existing church use, resulting in a requirement of 1,234 stalls. The parking requirement for the high school is one stall per teacher and one stall per 10 students over the age of 16. Based on the applicant's estimate of 50 students over the age of 16 and seven staff members, the high school would require 12 parking stalls. The site provides ample parking to accommodate both uses.

Existing Site: The existing site is 39 acres, which is developed/disturbed. To the north and west of the property are single-family residential neighborhoods. Directly south is one residential home and generally undevelopable land. East of the property are St. John's Lutheran Church and Marx Park. Given the proposed use's location within the existing church building and the anticipated enrollment and staffing levels, significant impacts to surrounding residential properties are not anticipated.

Town Staff Comments: Town staff had no concerns regarding the application. The Fire Department will need the applicant to confirm the fire protection systems and life-safety measures are adequate for the proposed occupancy classification.

Staff Recommendation

Staff recommends **approval** of the Site Plan/Plan of Operation (Conceptual, Preliminary, Final) for Brookfield Christian High School, located at 777 S. Barker Road, as presented. Prior to a Site Plan and Plan of Operation Permit being issued, the following conditions must be complied with:

1. All comments of the Fire Department shall be addressed.
2. A Building Permit for interior remodeling shall be applied for.

Reasons for approval

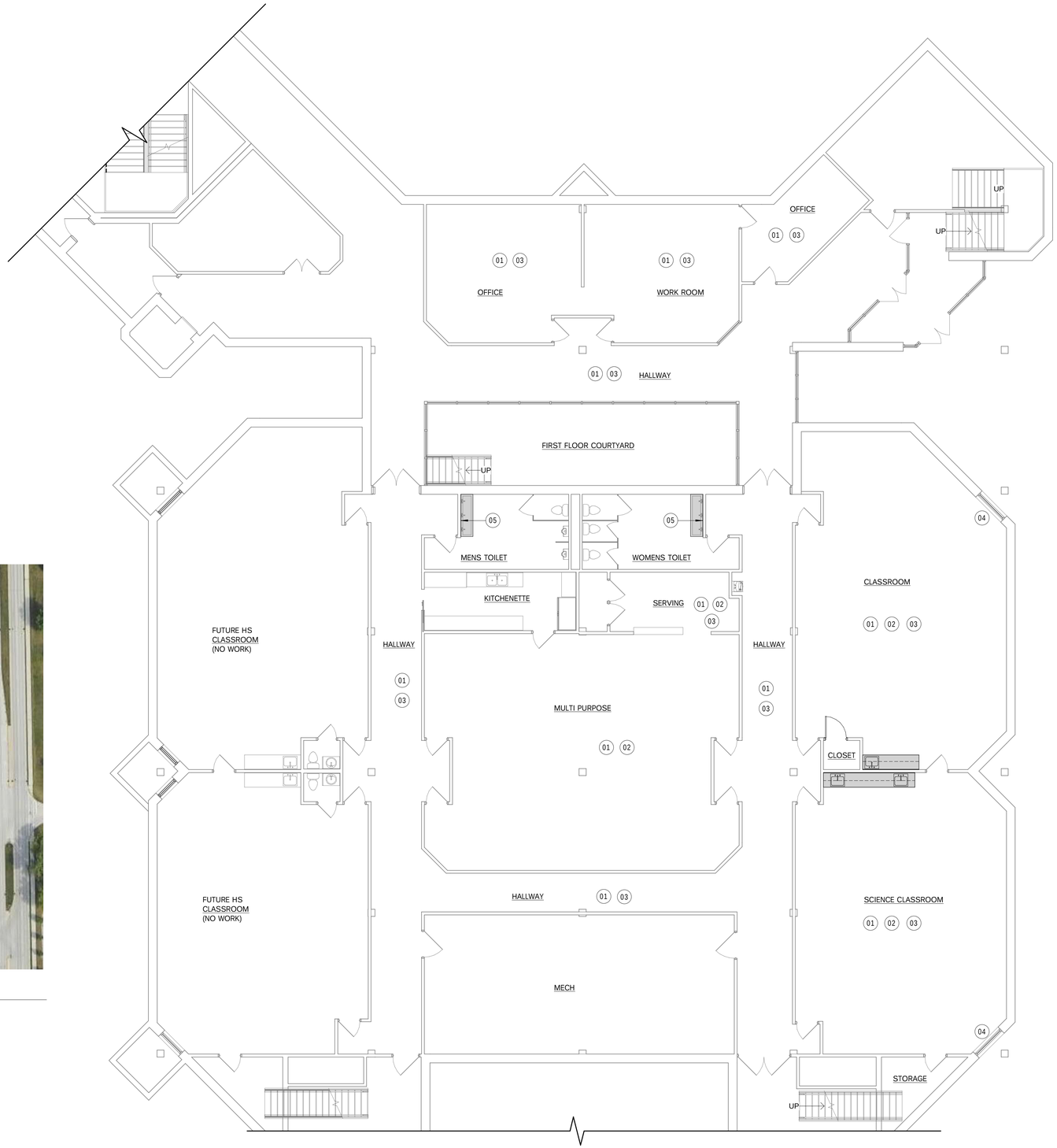
The proposed high school would occupy existing, underutilized classroom space within Elmbrook Church, providing an opportunity to accommodate a new institutional use without expanding the existing building or modifying the site. The space was previously utilized as an early childhood education center, and the proposed high school is a permitted use within the I-1 Institutional District.

The proposed use would require minimal interior building modifications, with no changes to the site layout or outdoor lighting. The property contains ample parking to accommodate both the existing church use and the proposed school. Additionally, the anticipated enrollment, small class sizes, and limited staffing are not expected to generate significant additional traffic or adversely affect nearby residential properties. Overall, the proposed use is consistent with the Institutional District and can be accommodated within the existing development.

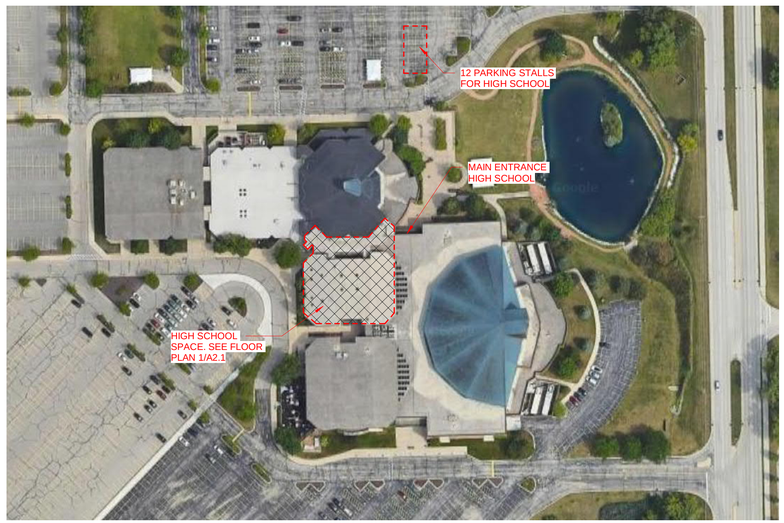
Enclosures

CONSTRUCTION NOTE LEGEND (XX)

01 NEW PAINT
02 NEW FLOORING
03 NEW CEILING AND LIGHTS
04 NEW BLINDS
05 NEW TILE BEHIND SINK



1 LOWER LEVEL FLOOR PLAN - OVERALL 8,600 SF
SCALE: 1/8" = 1'-0"



2 KEY PLAN
SCALE: 1" = 100'-0"

This drawing is not to be reproduced or changed without the written permission of Design 2 Construct.

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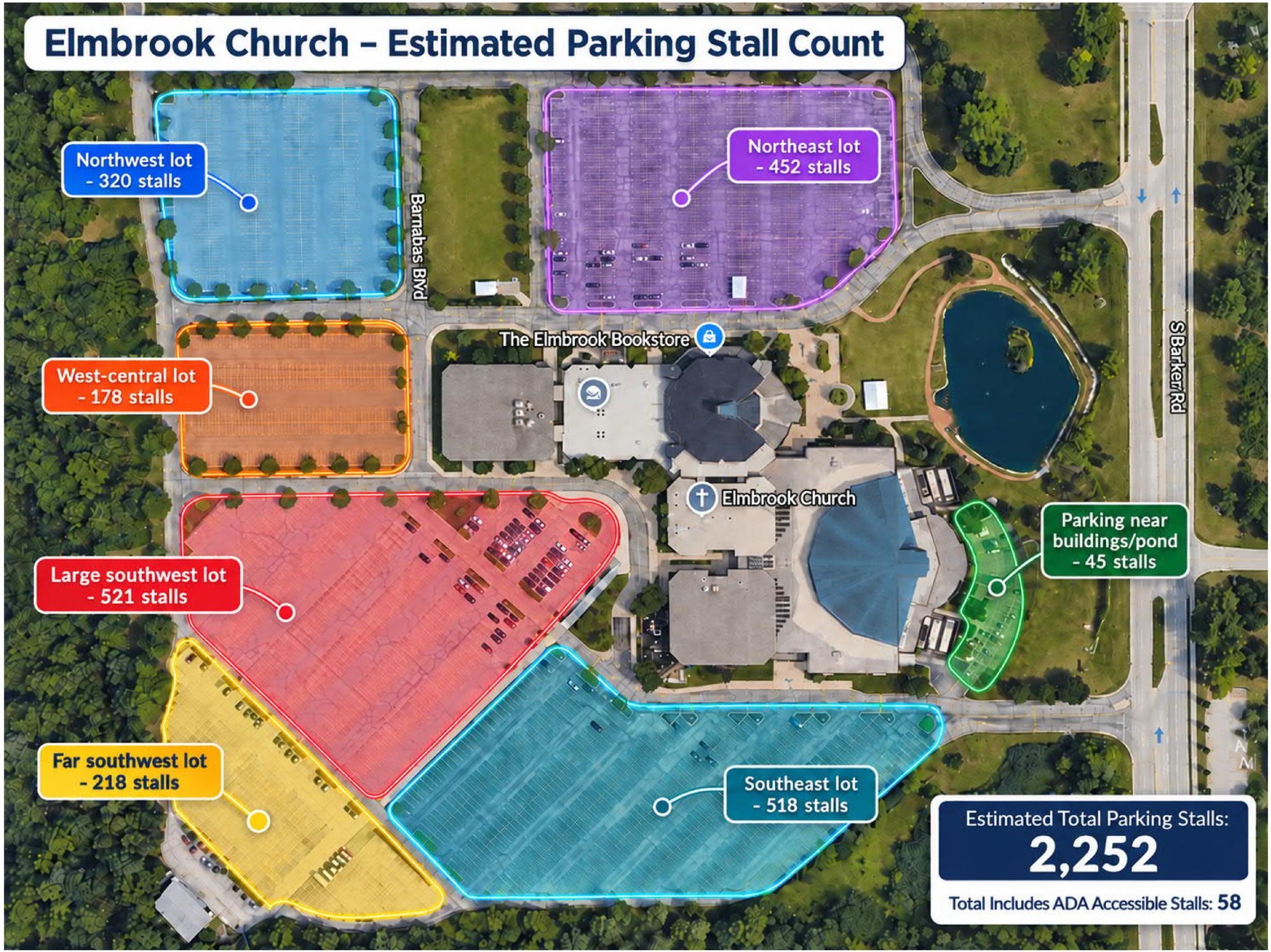
BUILDING DESIGN FOR:
BROOKFIELD CHRISTIAN HIGH SCHOOL
777 S BARKER ROAD
BROOKFIELD, WI 53045

SHEET TITLE
FLOOR PLAN - OVERALL

REVISIONS

PROJECT DATA

DATE	09.23.2026
JOB NO.	26-00236
SET USE	PRELIMINARY
DRAWN BY	TJD
SHEET NO.	A2.1



Parking:

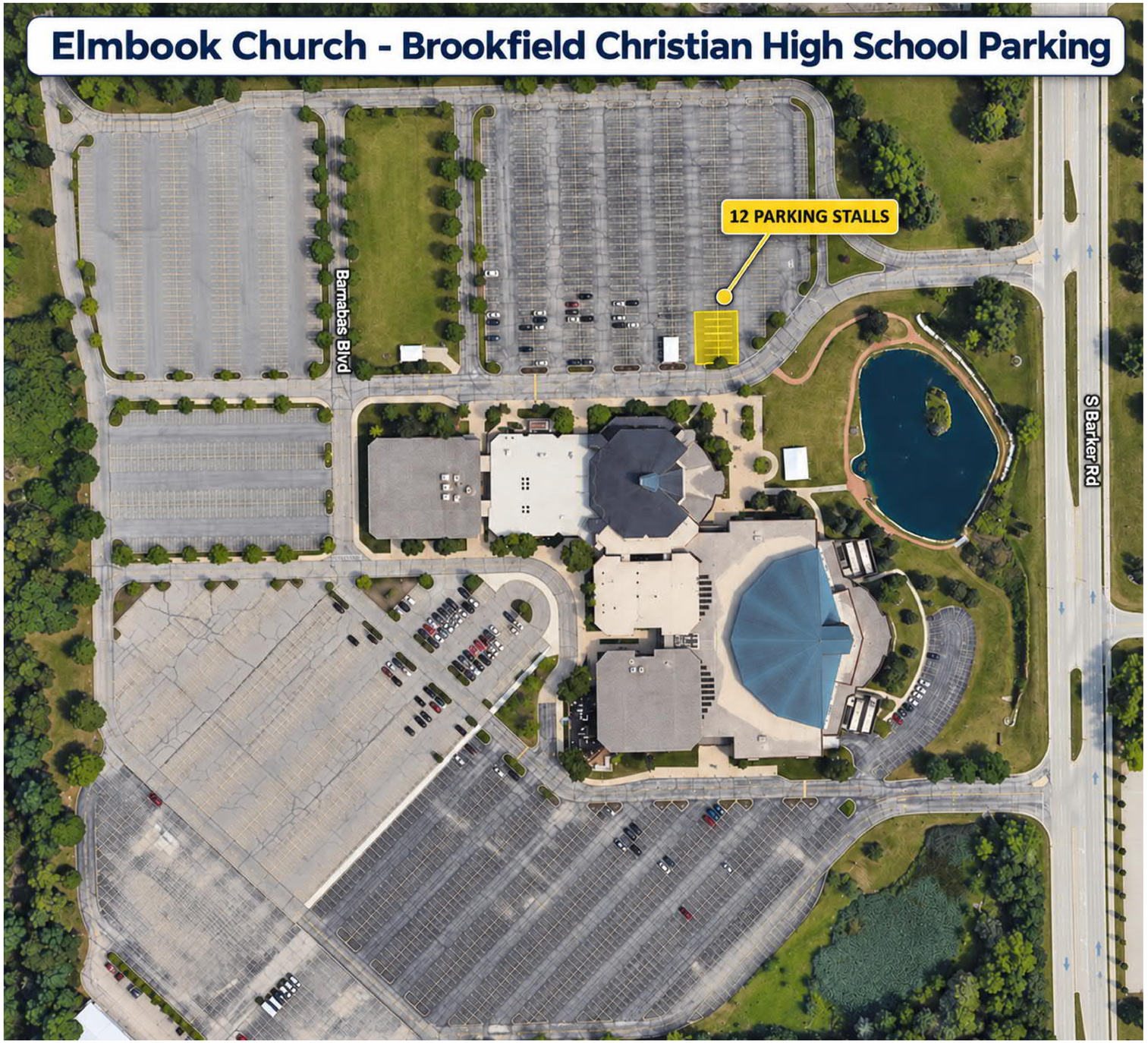
Church (1 per 3 seats)
3,700 seats -1,234 stalls required

High School (1 per teacher and 1 per 10 students over 16 yrs)
7 teachers - 7 stalls
50 students (over 16yrs) - 5 stalls
50 students (under 16yrs) - 0 stalls

Total spaces required - 1,264
Total spaces provided - 2,252

DESIGN 2 CONSTRUCT

Elmbook Church - Brookfield Christian High School Parking



DESIGN 2 CONSTRUCT

TOWN OF BROOKFIELD STAFF REPORT

TO: Town of Brookfield Plan Commission

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: November 23, 2026

RE: Site Plan/Plan of Operation Change for **Milano's Café D'ORO**, located at 18900 W. Bluemound Road (Galleria West), Suite 160

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Property owner: LMR II Galleria West

Applicant: David Shamon

Business Name: Milano's Café D'Oro

Zoning: MU-1 Mixed Use District

Project Description and Use

Milano's Café D'Oro has applied for permits to open a third location of an Italian inspired cafe. The unit is located on the west side of the Galleria West, next to Jimmy Johns. The last known tenant occupying this space was Creative Pals, a craft specialty store. The change of use triggers a Site Plan and Plan of Operation review. The Café features hot and cold coffee drinks and a variety of smoothies, refreshers, mocktails and energy drinks. A small food menu will also be available, including croissants and various pastries and cakes and a limited selection of salads and sandwiches. No exterior changes are proposed, including lighting, landscaping or grading. No outdoor storage is proposed. Signage will be proposed at a later date.

Building and Floor Plan

The unit is approximately 2,600 sq. ft. The space will be internally remodeled and will have a large seating area, a prep and service counter, a small private room, two single stall ADA-compliant restrooms and a warming kitchen. Outdoor seating is shown on the plans but has not been confirmed by the operator. If it is proposed, the Fire Department needs to sign off on its location.

Employees: Two (2) employees per shift

Hours of Operation: 7 days a week, 8:00 am – 8:00 pm

Parking:
There is a large customer parking area in front of the shopping complex and employee parking in the rear and west side of the building. The Galleria West also has a reciprocal parking agreement with the MLG site. It is unknown how many spaces are required for the existing tenants.

Existing parking counts are as follows:

	Existing Customer	Rear - Employee	Total
Galleria West (per 1987 site plan)	180	62	242
Shared Parking with MLG	89		
Total	331		

Restaurants require one space per 50 sq. ft. of dining area. The dining area is 1,668 sq. ft., which would require 34 spaces, in addition to the 2 employees per shift. Thirty-six spaces are required for the proposed use.

Dumpster: The applicant is proposing to place dumpsters to the rear of the building similar to the other tenants.

Staff Recommendation

Staff recommends **approval** of the Site Plan/Plan of Operation (Conceptual/Preliminary/Final approval) for Milano's Café D'Oro, located at 18900 W. Bluemound Road, Suite 160, subject to the following conditions:

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

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

INDEX

Sheet Name	Sheet Number
General Plan	A101
DEMO	A102
Architectural Plan	A102.1
Equipment Layout	A102.2
INTERIOR ELEVATIONS	A103

CODE INFORMATION :

REFERENCED CODES ARE:
ALL BUILDING CONSTRUCTION SHALL COMPLY WITH
AND ORDINANCES. ALL CODES AND ORDINANCES:
2021 International Building Code
2021 International Existing Building Code
2017 ICC A117.1 Accessible and Usable Buildings and Facilities

OCCUPANCY CLASSIFICATION:

(2694 SQ.FT) COFFEE SHOP , GROUP A2 (SECTION 303.3);
LAST OCCUPANCY CLASSIFICATION : BUSINESS (B) -

TYPE OF CONSTRUCTION:
TYPE IIIB (CHAPTER 6); CONCRETE BLOCKS WITH BRICK EXTERIOR

CLASSIFICATION OF WORK
LEVEL1 , LEVEL 2,

ACTUAL BUILDING FLOOR AREA:
GRADE LEVEL TENANT FLOOR AREA OF THE ENTIRE BUILDING = (to be verified)
TENANT AREA = 2694 SQ.FT

BUILDING IS EQUIPPED WITH AN AUTOMATIC SPRINKLER SYSTEM (NFPA 13)

ALLOWABLE HEIGHT (TABLE 504): 55 FEET
OCCUPANCY GROUP B , 1 STORY. FLOOR AREA PER STORY, BUILDING HEIGHT PROVIDED 20 FEET

ALLOWABLE BUILDING AREA :
TYPE IIIB - WORSE CASE (A2) - 12500

FIRE-RESISTANCE RATING REQUIREMENTS (TABLE 601 & 602).
PRIMARY STRUCTURAL FRAME 0 HOUR RATING
BEARING WALLS (EXTERIOR) 2 HOUR RATING
BEARING WALLS (INTERIOR) 0 HOUR RATING
NONBEARING WALLS & PARTITIONS (EXTERIOR)
FIRE SEPARATION DISTANCE 0-5 FT 2 HOUR RATING
FIRE SEPARATION DISTANCE 5-10 FT. 1 HOUR RATING
FIRE SEPARATION DISTANCE 10-30 FT. NINE
FIRE SEPARATION DISTANCE > 30 FT. 0 HOUR RATING

NONBEARING WALLS & PARTITIONS (INTERIOR) -- 0 HOUR RATING
FLOOR CONSTRUCTION & SECONDARY MEMBERS 0 HOUR RATING
ROOF CONSTRUCTION & SECONDARY MEMBERS 0 HOUR RATING

OCCUPANT LOAD (PROPOSED TENANT AREA OF 2694 SQ.FT):

GROUP (A2) - RESTAURANT

MEANS OF EGRESS:
OCCUPANCY LOAD: TABLE 1004.1.2
ACTUAL SEATING : 81
OUTDOOR SEATING : 10
KITCHEN /STORAGE 748 SQ.FT @ 200 GSF PER OCCUPANT = 4 OCCUPANTS
OFFICE AREA 83 SQ.FT @ 150 GSF PER OCCUPANT = 1 OCCUPANTS
TOTAL : 96

EXIT WIDTH REQUIRED: 96@ .2 INCHES = 19"
EXIT WIDTH PROVIDED: 36" +36" = 72"

PLUMBING FIXTURE REQUIREMENTS: 96 OCCUPANTS
TOILETS :
WATER CLOSETS REQUIRED: 1 PER 75 EACH GENDER
THEREFORE 2 REQUIRED
WATER CLOSETS PROVIDED: 2 WATER CLOSETS

LAVATORIES:
LAVATORIES REQUIRED: 1 PER 200
LAVATORIES PROVIDED: 2 LAVATORY

SERVICE SINK:
SERVICE SINK REQUIRED: 1 REQUIRED
SERVICE SINK: 1 SERVICE SINK PROVIDED

FIRE PROTECTION CONSTRUCTION:
903.2.3 GROUP A2 OCCUPANCY. SPRINKLER SYSTEM IS PROVIDED
2FIRE EXTINGUISHERS TYPE "A" ARE PROVIDED IN THE SEATING AREA AND ONE TYPE K IN THE KITCHEN AREA

GENERAL_NOTES:

PROJECT SCOPE CONSISTS OF INTERIOR IMPROVEMENTS TO THE
EXISTING VACANT 2694 SQ.FT TO BE USED AS A COFFEE SHOP. THE LAST KNOWN USE IS A FINANCIAL SERVICES BUSINESS .

THE CONSTRUCTION WORK CONSISTS OF:
1. CONSTRUCT TWO NEW ADA BATHROOMS
2. CONSTRUCT NEW PARTITION WALLS TO SEPARATE THE KITCHEN AREA FROM THE DINING AREA
3. REPLACE THE CURRENT LAMINATE FLOOR IN THE KITCHEN AREA WITH QUARRY TILES AND BRUSHED CONCRETE IN THE SEATING AREA

INTERIOR WALL AND CEILING FINISH MATERIALS SHALL BE CLASSIFIED IN
ACCORDANCE WITH ASTM E 84 OR UL 723. THEIR FLAME SPREAD AND
SMOKE-DEVELOPED INDEXES SHALL BE:
CLASS A: FLAME SPREAD INDEX 0-25:
SMOKE-DEVELOPED INDEX 0-450
CLASS B: FLAME SPREAD INDEX 26-75
SMOKE-DEVELOPED INDEX 0-450
CLASS C: FLAME SPREAD INDEX 76-200
SMOKE-DEVELOPED INDEX 0-450
INTERIOR WALL AND CEILING FINISHES SHALL COMPLY WITH TABLE 803.9 WITH A MINIMUM RATING OF CLASS C.

INTERIOR FLOOR FINISH AND FLOOR COVERING MATERIALS SHALL COMPLY WITH THE DOC FF-1 "PILL TEST".
CONTRACTOR IS RESPONSIBLE TO CHECK AND VERIFY IN THE FIELD ALL SIZES AND DIMENSIONS INVOLVING THE EXISTING STRUCTURE AND COORDINATE WITH NEW CONSTRUCTION
THE CONTRACTOR SHALL PROVIDE ALL PERMITS AND INSPECTION NECESSARY FOR THE PROPER EXECUTION OF THE WORK IN ACCORDANCE WITH APPLICABLE CODES AND GOVERNING REGULATIONS.
THE WORK SHALL BE CONSTRUCTED IN FULL COMPLIANCE WITH ALL APPLICABLE CODES, ORDINANCES AND REGULATIONS AS WELL AS THE DRAWINGS AND SPECIFICATIONS. ANY CODE DEFICIENCIES IN THE DRAWINGS RECOGNIZED BY THE CONTRACTOR SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR CLARIFICATION.
THE CONTRACTOR SHALL VERIFY THE SIZES AND LOCATIONS OF ALL MECHANICAL AND ELECTRICAL EQUIPMENT PADS AND BASES, AS WELL AS POWER, WATER AND DRAIN REQUIREMENTS FOR SUCH EQUIPMENT WITH EQUIPMENT MFG. DEVIATION OF THE AFOREMENTIONED REQUIREMENTS SHOULD BE BROUGHT TO THE ATTENTION OF THE ARCHITECT FOR CLARIFICATION.
ALL WALL WIDTHS ARE SHOWN AND DIMENSIONED WITH NOMINAL DIMENSIONS. (I.E. 8" CMU= 7 5/8"). DIMENSIONS FOR FRAMED WALLS ARE SHOWN TO FACE OF STUDS AND/OR FACE OF BLOCK

FIRE EXTINGUISHERS WITH A MINIMUM 2-A RATING PER NFPA 10 SHALL BE PROVIDED, INSTALLED AND MAINTAINED AS REQUIRED BY LOCAL GOVERNING CODES. THE NUMBER AND TYPE OF EXTINGUISHER SHALL BE DETERMINED BY THE LOCAL FIRE DEPARTMENT AND THE LANDLORD'S INSURANCE CARRIER. MAXIMUM TRAVEL DISTANCE TO EXTINGUISHERS SHALL BE 75 FEET. FIRE EXTINGUISHERS SHALL BE FURNISHED AND INSTALLED BY THE GENERAL
CONTRACTOR.
UNLESS OTHERWISE NOTED OR SHOWN, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE LOCATION AND PLACEMENT OF ANY INSERTS, HANGERS, ANCHOR BOLTS, HOLES OR PIPE SLEEVES THAT ARE REQUIRED BY THE MECHANICAL, ELECTRICAL OR PLUMBING EQUIPMENT.

ALL DIMENSIONS ON STRUCTURAL DRAWINGS ARE TO BE CHECKED BY THE CONTRACTORS AGAINST ARCHITECTURAL, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS. CONTRACTORS SHALL BE FULLY RESPONSIBLE FOR CONFIRMING AND CORRELATING ALL DIMENSIONS ON THE JOB SITE AND BETWEEN INDIVIDUAL DRAWINGS AND RESPECTIVE TRADES.

MECHANICAL (HVAC), ELECTRICAL, PLUMBING AND FIRE PROTECTION SYSTEMS:

EACH SUBCONTRACTOR IS RESPONSIBLE TO SUBMIT PLANS AND OBTAIN PERMITS FOR THEIR RESPECTIVE SPECIALTY TRADES. GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL COORDINATE ALL WORK WITHIN THE SCOPE OF THIS PROJECT FOR SYSTEMS INSTALLATION, INTERFERENCE CONTROL AND PROJECT CONSTRUCTION SCHEDULE.

HVAC, PLUMBING, AND ELECTRICAL DESIGNERS SHALL PERFORM THEIR OWN INDEPENDENT DESIGN CALCULATIONS AND SHALL VERIFY ALL DESIGN CRITERIA. COORDINATION WITH THE ARCHITECT IS REQUIRED FOR ANY INFORMATION SHOWN ON THESE PLANS THAT MAY AFFECT THEIR DESIGN, INCLUDING BUT NOT LIMITED TO OCCUPANCY LOADS, BUILDING TYPE, USE, AND AREA CALCULATIONS.

DRAWINGS ARE NOT TO BE USED FOR SHOP DETAILING OR FOR CONSTRUCTION UNLESS SPECIFICALLY STAMPED BY THE ARCHITECT / ENGINEER ON THE DRAWINGS "FOR DETAILING" OR "FOR CONSTRUCTION". THESE DRAWINGS ARE NOT TO BE REPRODUCED FOR THE PURPOSE OF USING THEM AS SHOP DRAWINGS, UNLESS OTHERWISE NOTED OR SHOWN, THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE LOCATION AND PLACEMENT OF ANY INSERTS, HANGERS, ANCHOR BOLTS, HOLES OR PIPE SLEEVES THAT ARE REQUIRED BY THE MECHANICAL, ELECTRICAL OR PLUMBING EQUIPMENT

INTERIOR AND EXTERIOR DIMENSION NOTES:

FIELD VERIFICATION:

ALL INTERIOR AND EXTERIOR DIMENSIONS INDICATED IN THE DRAWINGS MUST BE FIELD-VERIFIED BY THE CONTRACTOR PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. REPORT ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY FOR CLARIFICATION.

DIMENSIONAL ACCURACY:

INTERIOR DIMENSIONS ARE PROVIDED TO FINISHED SURFACES UNLESS EXPLICITLY NOTED OTHERWISE.
WALL THICKNESS, FINISH MATERIALS, AND CONSTRUCTION TOLERANCES MUST BE ACCOUNTED FOR DURING LAYOUT AND CONSTRUCTION.
CRITICAL DIMENSIONS:

VERIFY ALL CRITICAL DIMENSIONS RELATED TO BUILT-IN FURNITURE, FIXTURES, EQUIPMENT, AND OTHER PRE-FABRICATED ELEMENTS BEFORE PROCEEDING WITH THE INSTALLATION.
FLOOR-TO-CEILING HEIGHTS:

VERIFY FLOOR-TO-CEILING HEIGHTS AS SHOWN IN THE DRAWINGS. NOTIFY THE ARCHITECT OF ANY OBSTRUCTIONS OR DISCREPANCIES THAT IMPACT SPECIFIED CLEARANCES.
OPENINGS:

DIMENSIONS FOR DOORS, WINDOWS, AND OTHER OPENINGS ARE PROVIDED TO ROUGH OPENINGS UNLESS OTHERWISE NOTED.
ADJUSTMENTS REQUIRED FOR STRUCTURAL FRAMING OR FINISH MATERIALS MUST BE COORDINATED AND APPROVED PRIOR TO CONSTRUCTION.
PLUMBING AND MECHANICAL SYSTEMS:

VERIFY DIMENSIONS FOR WALLS CONTAINING PLUMBING, HVAC, OR ELECTRICAL SYSTEMS TO ENSURE PROPER INSTALLATION AND MAINTENANCE ACCESS.
FINISH MATERIALS:

ENSURE THAT ALL SPECIFIED DIMENSIONS ACCOMMODATE THE THICKNESS OF FINISH MATERIALS, INCLUDING DRYWALL, TILE, FLOORING, OR OTHER SURFACE TREATMENTS.
DIMENSIONING TOLERANCES:

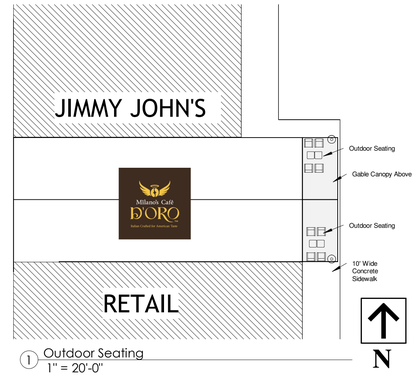
ADHERE TO CONSTRUCTION TOLERANCES AS SPECIFIED IN THE PROJECT DOCUMENTS. ALL DIMENSIONS MUST CONFORM TO INDUSTRY STANDARDS FOR ACCURACY AND ALIGNMENT.
ADJUSTMENTS IN THE FIELD:

ANY REQUIRED ADJUSTMENTS TO INTERIOR DIMENSIONS DUE TO UNFORESEEN CONDITIONS MUST BE APPROVED BY THE ARCHITECT PRIOR TO EXECUTION.
AS-BUILT DOCUMENTATION:

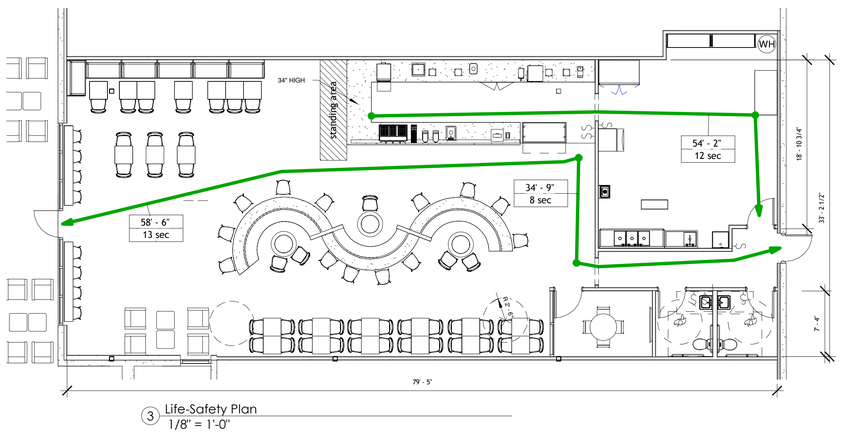
PROVIDE ACCURATE AS-BUILT MEASUREMENTS FOR ALL INTERIOR DIMENSIONS UPON COMPLETION OF CONSTRUCTION TO ENSURE FINAL DOCUMENTATION ALIGNS WITH COMPLETED WORK.



2 Site
1" = 60'-0"



1 Outdoor Seating
1" = 20'-0"



3 Life-Safety Plan
1/8" = 1'-0"

ETN engineering
Architectural, Structural, Civil Engineering
Milwaukee
Wisconsin 53221
Phone: 414-324-4129
EMADNADI@ETNENGINEERING.COM

Revision Schedule

No.	Revision	Date

Milano's Café D'ORO
Italian Crafted for American Taste

Milano's Cafe D'ORO
ALTERATION

18900 W Bluemound Rd, #160
Brookfield, WI 53045-6095

SCALE
VARIES

WISCONSIN
EMAD NADI
E-38593
MILWAUKEE, WI
PROFESSIONAL ENGINEER

8/9/2026

General Plan

A101

8/10/2026 10:37:29 AM

DEMO NOTES:

1.REMOVE ALL PLUMBING FIXTURES INDICATED TO BE REMOVED AND CAP BELOW SLAB, IN WALL OR ABOVE CEILING. U.N.O. REMOVE ALL ELECTRICAL OUTLETS AND WIRING IN WALLS AND EXPOSED WIRING ON WALL SURFACES WHICH ARE INDICATED TO BE REMOVED. EITHER REMOVE WIRE BACK TO PANEL BOX OR PROVIDE NEW ACCESSIBLE JUNCTION BOX AT THE TERMINATION OF WIRES. CAP ALL CONDUITS BELOW SLAB, IN WALL OR ABOVE CEILING

2. DEMOLITION WORK SHALL BE EXECUTED IN CONFORMANCE WITH ALL CODES AND ORDINANCES AS SET FORTH BY ALL GOVERNING AUTHORITIES. ALL LIFE SAFETY SYSTEMS SHALL REMAIN FUNCTIONAL .E. FIRE ALARM, GENERAL LIGHTING, EMERGENCY LIGHTING, IN ALL OCCUPIED AREAS DURING CONSTRUCTION.

3. ALL STRUCTURES SHOWN OR IMPLIED TO BE REMOVED SHALL BE REMOVED. PROVIDE DUST PROTECTION FOR ADJACENT AREAS AND SECURE ALL DEMOLITION AREAS WITH FENCING TO PROTECT 'OTHERS' FORM ENTERING THE SUBJECT AREA.

4. CAP ALL MISC. ELECTRICAL, MECHANICAL, AND PLUMBING UTILITIES THAT SERVICE THE AREA. SUCH CAPPING SHALL BE WITHIN WALL, CEILING OR FLOOR SYSTEM. ALL CAPPING SHALL BE BY TRADESMAN OF THE APPROPRIATE WORK.

5. ALL DEBRIS SHALL BE REMOVED FROM THE SITE DAILY TO AN APPROVED DUMPING FACILITY WHICH MEETS FEDERAL AND LOCAL REQUIREMENTS. OWNERS' DUMPSTERS MAY NOT BE USED.

6. REPAIR, CLEAN AND / OR REPLACE ANY DAMAGE TO EXISTING ADJACENT FINISH MATERIALS AND OTHER STRUCTURES NOT BEING DEMOLISHED.

7. OWNER WILL HAVE FIRST RIGHT OF REFUSAL OF ALL REMOVED ITEMS, DEVICES, FURNITURE, EQUIPMENT, AND MATERIALS.

8. COORDINATE ALL SEQUENCE AND CONSTRUCTION WITH OWNER PRIOR TO COMMENCEMENT.

9. PROTECT ALL NON-REMOVED / RELOCATED ITEMS, FURNITURE, AND FINISHES DURING DEMOLITION AND CONSTRUCTION.

10. REFER TO SPECIFICATIONS AND ALL DOCUMENTS HEREIN FOR ANY ADDITIONAL DEMOLITION INFORMATION / INSTRUCTION.

11. VERIFY THAT EXIT EGRESS IS MAINTAINED FOR ALL OCCUPIED AREAS OF BUILDING SITE THROUGHOUT DEMOLITION AND CONSTRUCTION.

12. ALL COLUMNS ARE TO REMAIN, UNLESS OTHERWISE NOTED.

13. THE CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES, WATER LINES, ETC. PRIOR TO DIGGING AND / OR CONCRETE SLAB DEMOLITION.

14. DURING DEMOLITION, PROVIDE TEMPORARY FIRE PROTECTION APPROVED BY STATE FIRE MARSHAL.

15. THE CONTRACTOR SHALL SLEEVE ELECTRICAL, MECHANICAL, PLUMBING UTILITIES THAT SERVICE THE DEMOLITION AREAS AND ARE REQUIRED FOR CONTINUED OPERATION OF EXISTING SYSTEMS.

17. THE CONTRACTOR SHALL ALSO NOTIFY THE ARCHITECT IMMEDIATELY IF ANY WORK INDICATED IN THE CONTRACT DOCUMENTS CANNOT BE PERFORMED DUE TO EXISTING FIELD CONDITIONS.

18. THE EXISTING CONDITIONS SHOWN ARE IN COMPLIANCE WITH PREVIOUS CONSTRUCTION DOCUMENTS AND OBSERVED EXISTING FIELD CONDITIONS, UNLESS OTHERWISE NOTED. FIELD VERIFY ALL EXISTING CONDITIONS. SHOULD ANY DISCREPANCIES EXISTING, FIELD VERIFY ALL CONDITIONS PRIOR TO BIDDING.

19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOT ONLY THE PLANS AND SPECIFICATIONS, BUT ALL EXISTING SITE CONDITIONS AS WELL. THE CONTRACTOR IS TO CONDUCT A COMPLETE REVIEW OF THE SITE AND THE WORK TO BE PERFORMED. THE CONTRACTOR IS TO IMMEDIATELY SUBMIT TO THE ARCHITECT THROUGH THE CONSTRUCTION MANAGER ANY QUESTIONS OR REQUESTS FOR CLARIFICATION THEY HAVE REGARDING THE EXISTING CONDITIONS AND / OR PLANS.

20. THE CONTRACTOR WARRANTS BY SUBMISSION OF A BID THAT THEY HAVE COMPLETELY REVIEWED ALL SITE CONDITIONS AND WHERE DISCREPANCIES



1 Level 1 -Demo
1/8" = 1'-0"

DEMO NOTES

label number	label text
D1	REMOVE EXISTING INTERIOR PARTITION WALLS
D2	REMOVE PLUMBING FIXTURE - CAP AND DRAIN - OBTAIN PLUMBING PERMIT

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EMADNADI@ETNENGINEERING.COM

Revision Schedule

No.	Revision	Date

Milano's Café D'ORO
Italian Crafted for American Taste

Milano's Cafe D'ORO
ALTERATION

8900 W Bluemound Rd, #160
Brookfield, WI 53045-6095

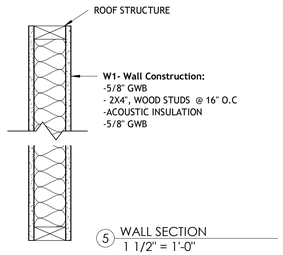
SCALE
VARIES

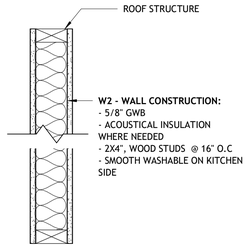
WISCONSIN
EMAD
NADI
E-38593
MILWAUKEE,
WI
PROFESSIONAL ENGINEER

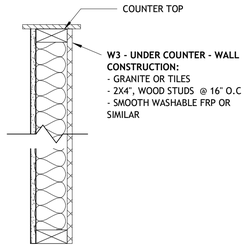
DEMO

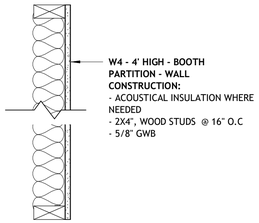
A102

8/10/2026 10:37:29 AM

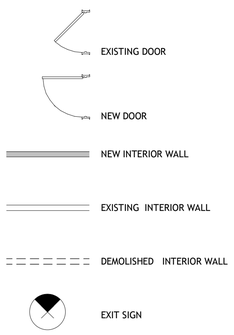




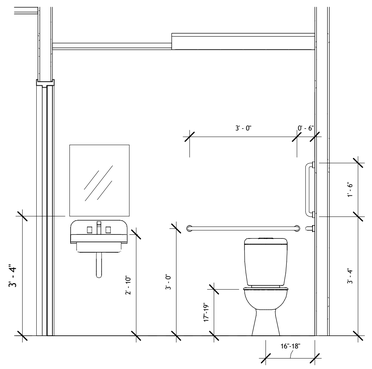




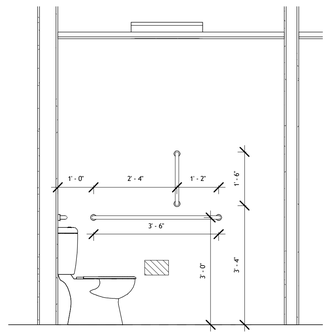
5 WALL SECTION
1 1/2" = 1'-0"



1 KEY
3/16" = 1'-0"



10 ADA bathroom details_1
1/2" = 1'-0"



9 ADA bathroom details_2
1/2" = 1'-0"

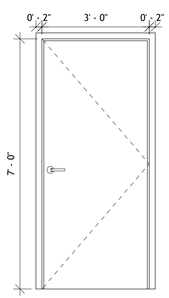
Room Schedule

Room Name	Area	Floor Finish	Wall Finish	Ceiling Finish	Ceiling Height
			-		
SEATING	1668 SF	Brown Stain color	See Wall Schedule	Black ACT	9' - 8"
Kitchen	442 SF	Brown Stain color	See Wall Schedule	Washable Vinyl ACT	9' - 8"
Prep	242 SF	Brown Stain color	See Wall Schedule	Washable Vinyl ACT	8' - 0"
Private Room	82 SF	carpet	See Wall Schedule	ACT	8' - 0"
Men	46 SF	Modelo Gray II Matte Ceramic Tile 12x24. SKU101055150	Modelo Gray II Matte Ceramic Tile 12x24. SKU101055150	Washable Vinyl ACT	8' - 0"
Women	49 SF	Modelo Gray II Matte Ceramic Tile 12x24. SKU101055150	Modelo Gray II Matte Ceramic Tile 12x24. SKU101055150	Washable Vinyl ACT	8' - 0"

D01 AND D02 - BATHROOMS
3) BUTT HINGES
(1) LEVER LOCKSET - BUSH BUTTON INSIDE
(1) WALL STOP

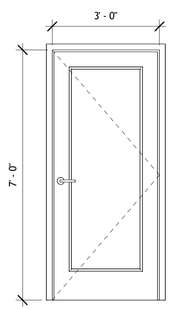
D04 - MECH. ROOM
(3) BUTT HINGES
(1) PRIVATE LEVER LOCKSET - KEY OUTSIDE
(1) HEAVY DUTY FOOT OPERATED HOLD OPEN (OPTIONAL)
(1) WALL STOP

D03 - OFFICE
(3) BUTT HINGES
(1) PRIVATE LEVER LOCKSET - KEY OUTSIDE / BUSH BUTTON INSIDE
(1) HEAVY DUTY FOOT OPERATED HOLD OPEN (OPTIONAL)
(1) WALL STOP



1 3/4" SOLID CORE
WOOD DOOR FLUSH PANEL
5 - PLY FACE VENEER
HM FRAME

4 DOORS DETAILS
1/2" = 1'-0"



1 3/4" SOLID CORE
WOOD DOOR FLUSH PANEL
WITH FULL GLASS OPENING
5 - PLY FACE VENEER
HM FRAME

8 PRIVATE ROOM DOOR
1/2" = 1'-0"

Wall and Countertop Finish Notes

Label Number	Notes
1	Stainless Steel Backsplash, SKU# 100779719, Floor & Décor
2	Smooth Washable wall surafce per IBC Section 1210.2.2
3	GWB - Light Paint Color - Sherwin Williams - Futon 7101
4	Existing Wall - Provide Smooth Washable wall surafce per IBC Section 1210.2.2
5	Black Galaxy Color -Quartz Counter Top

Electrical Fixture Schedule

Type Mark	Family	Model	Type	Count
F1	Duplex Receptacle		Standard	2
F2	Switch-Single		Single	7

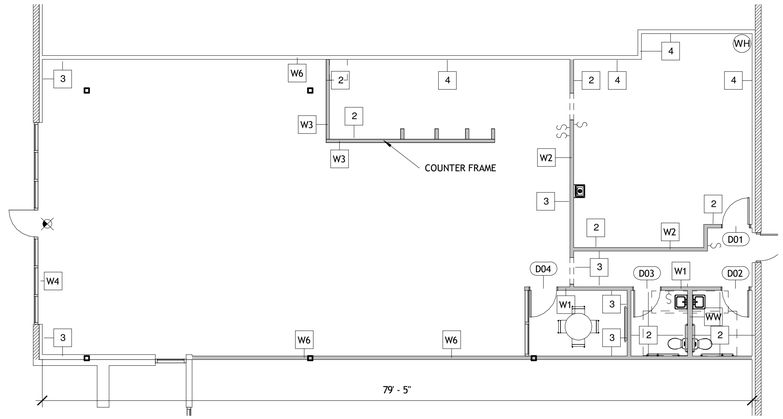
EQUIPMENT RECEPTACLES PLACEMENT TO BE DETERMINED BY THE LICENSED ELECTRICIANS

Lighting Fixture Schedule

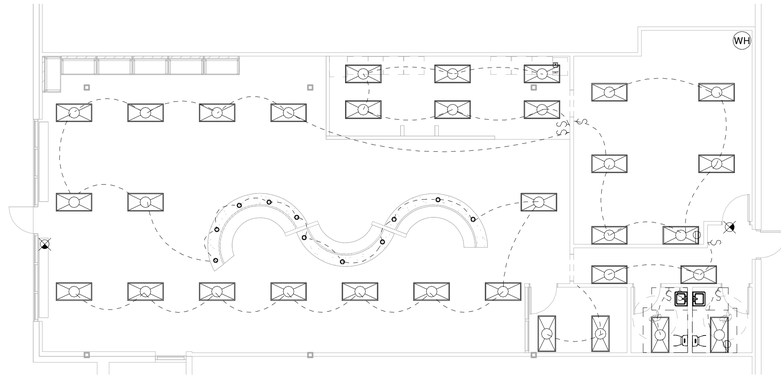
Mark	TYPE	Lamp	Count
Li2	Troffer Light - 2x4 Parabolic: 2'x4'(2 Lamp) - 120V	T-12	32
Li4	Lighting-Exit_Sign-Chloride-44R_Series-SM_Wall_Mount: 44RL1R	LED	1
Li7	Recessed Lamp - Round - LED: 4" Trimmed Downlight	LED	11

Door Schedule

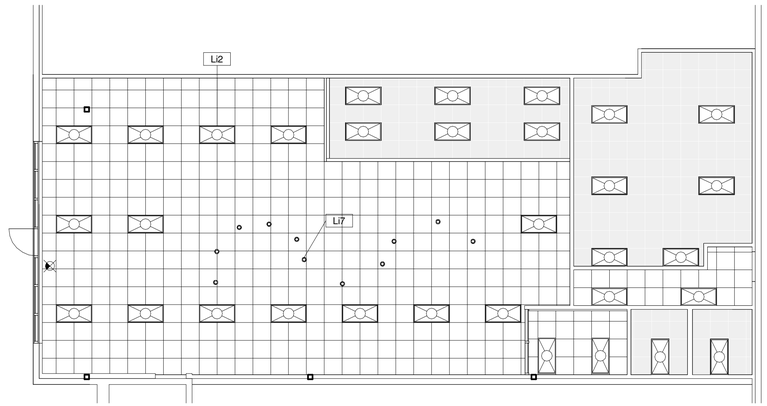
Mark	Type	Width	Height	Hardware
D01	1 3/4" SOLID CORE -36" x 84"	3' - 0"	7' - 0"	
D03	1 3/4" SOLID CORE -36" x 84"	3' - 0"	7' - 0"	
D04	36" x 84"	3' - 0"	7' - 0"	
D16	36" x 84" Frameless Opening	3' - 0"	7' - 0"	
D23	36" x 84" Frameless Opening	3' - 0"	7' - 0"	
D28	36" x 84" Frameless Opening	3' - 0"	7' - 0"	



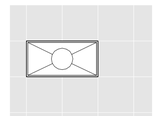
2 Walls and Floor Finishes
1/8" = 1'-0"



6 Electric Plan
1/8" = 1'-0"



3 Reflected Celing Plan
1/8" = 1'-0"



Washable Smooth Vinyl ceiling

7 Ceiling Types
1/4" = 1'-0"

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Revision Schedule

No.	Revision	Date

Milano's Café D'ORO
Italian Crafted for American Taste

Milano's Cafe D'ORO
ALTERATION

18900 W Bluemound Rd, #160
Brookfield, WI 53045-6095

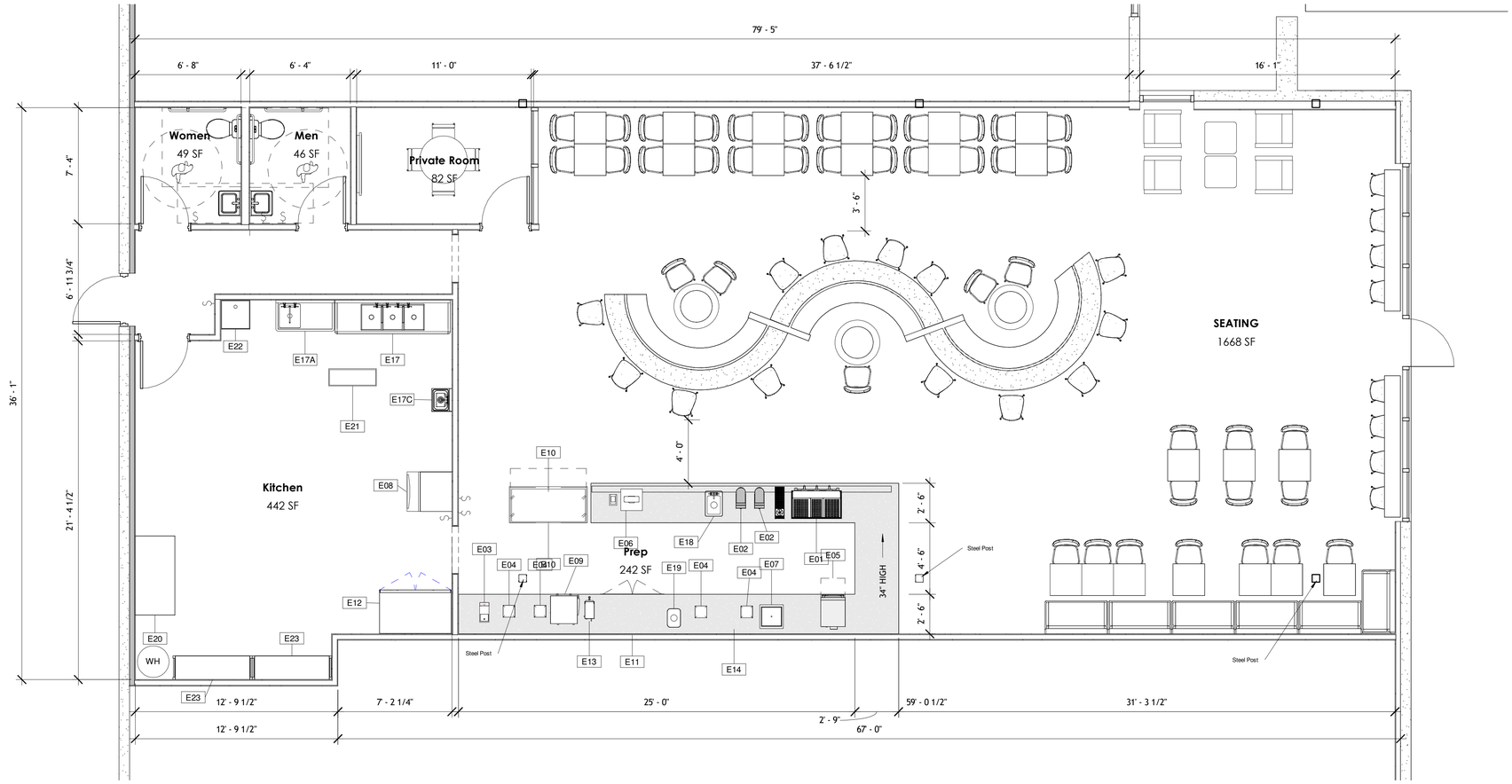
SCALE
VARIES

WISCONSIN
EMAD NADI
E-38593
MILWAUKEE, WI
PROFESSIONAL ENGINEER

Architectural Plan

A102.1

8/10/2026 10:37:30 AM



1 Equipment Layout
1/4" = 1'-0"

Equipment Schedule				
Mark	Count	Type	Volts	BTU/HR
E01	1	La Marzocco Linea PB 3 Group AV (Automatic) Espresso Machine	220 V	
E02	2	Mahlkonig E80T GBS 4 lb. Black On-Demand Grind-by-Sync Espresso Grinder - 120V	220 V	
E03	1	BUNN 3G GRINDER		
E04	4	Vitamix The Quiet One Advance Blender 36019	120 V	
E05	1	Merrychef eikon e1s Classic High-Speed Accelerated Cooking Countertop Oven - 208/240V	400 V	
E06	1	Retail-Point_of_Sale - TouchBistro		
E07	1	Regency 18" x 24" Stainless Steel Drop-In Ice Bin with Sliding Lid - 50 lb		
E08	1	Avantco Ice KMC-H-530-A 30" Air Cooled Modular Half Cube Ice Machine with 375 lb. Bin - 500 lb.	115 V	
E09	1	Bunn 51200.0101 ICB Infusion Series Black and Stainless Steel Twin Automatic Coffee Brewer - 120/240V, 6000W	240 V	
E10	1	Avantco BCFD-60 59 1/8" Black Square Dry Bakery Display Case with LED Lighting	115 V	
E11	1	Avantco AU-48R 48" Undercounter Refrigerator	115 V	
E12	1	Avantco Commercial Reach-In Refrigerator (Two Door)	115 V	
E13	1	Bunn 43600.0026 H5X Stainless Steel 5 Gallon 212 Degree Hot Water Dispenser - 120V	120 V	
E14	2	Rhino Coffee Gear RHPR600-S 23 5/8" x 9 1/16" x 3 3/8" Stainless Steel Pitcher Rinser with Spinjet Valve		
E17	1	Atosa USA, Inc. 44.5(h) x 90(w) x 24(d)		
E17A	1	Regency 38 1/2" 16-Gauge Stainless Steel One Compartment Commercial Sink		
E17C	1	Klinger's Stainless Steel Wall Mount 11"W Space Saver Hand Sink with long wrist handle		
E18	1	Advance Tabco DI-1-10 (1) Compartment Drop-in Sink - 10" x 14", Drain Included		
E19	1	Advance Tabco 1014B-05 (1) Compartment Undermount Sink - 10" x 14"		
E20	1	Work Table 30x60		
E21	1	Regency 12" x 36" 14-Gauge Stainless Steel Floor Trough with Grate)		
E22	1	Advance Tabco 9-OP-20-EC Floor Mount Mop Sink 22" x 22"		
E23	2	New Free Standing Shelving Rack		

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Italian Crafted for American Taste

Milano's Cafe D'ORO
ALTERATION

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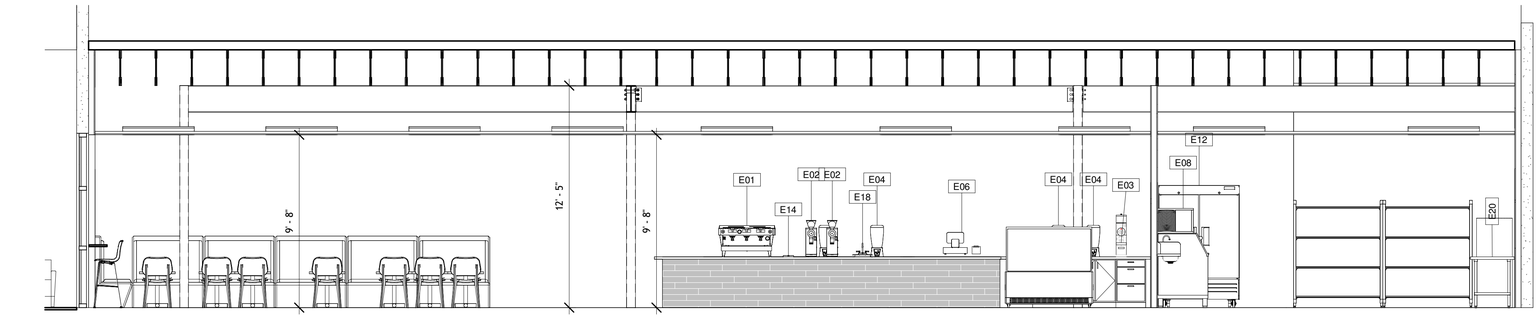
SCALE
VARIES

WISCONSIN
EMAD NADI
E-38593
MILWAUKEE, WI
PROFESSIONAL ENGINEER

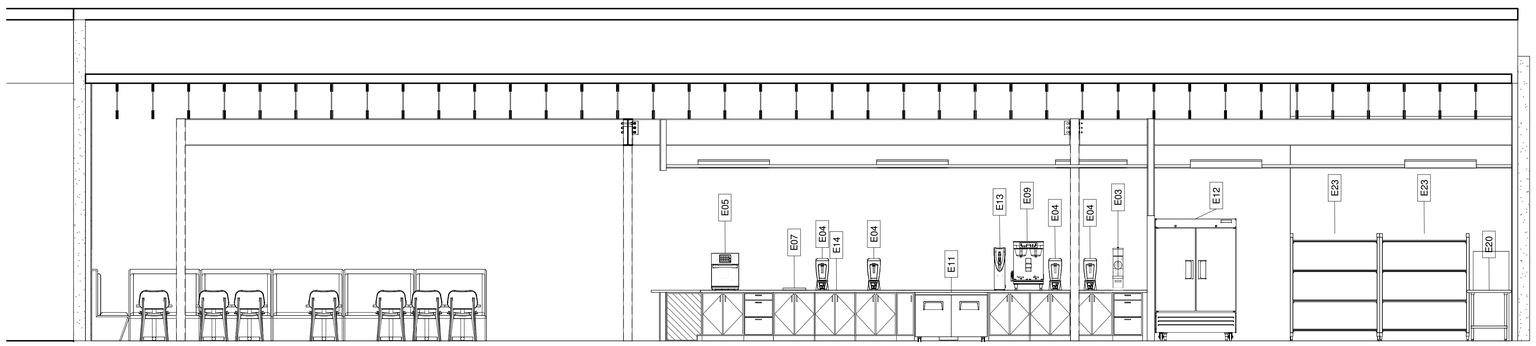
Equipment Layout

A102.2

8/10/2026 10:37:31 AM



3 FRONT AREA
1/4" = 1'-0"



1 BACK AREA
1/4" = 1'-0"

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Revision Schedule

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SCALE
VARIES

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NADI
E-38593
MILWAUKEE,
WI
PROFESSIONAL ENGINEER

INTERIOR
ELEVATIONS

A103

8/10/2026 10:37:31 AM

TOWN OF BROOKFIELD STAFF REPORT

TO: Town of Brookfield Plan Commission

FROM: Rebekah Leto, AICP, Town Planner

MEETING DATE: November 23, 2026

RE: Proposal for a Dual-Use Supervised Family Visitation & Emergency Youth Respite Facility, located at **285 N. Janacek Road**

The following report is provided for cursory review prior to action. Specifics relating to the submitted documents of this application may be referenced in the Meeting Packet distributed by the Clerk.

Property owner: Janacek LLC

Applicant: Kendra Terry

Zoning: MU-1 Mixed Use District (Town); B-2 General Business District (County)

Project Description and Use:

The applicant has requested to utilize an approximately 3,500 sq. ft. unit within the multi-tenant building at the address located above as a social service agency and emergency youth respite center. The details of the proposed operation are enclosed. After evaluating the Plan of Operation, the respite portion is not permissible as a permitted use or a conditional use within the Mixed-Use District.

The below table provides a potential classification of use based on the submittal.

Proposed Use	Overview	Potential Code Classification	Permitted in MU-1?
Supervised Family Visitation and Family Support Center	Offers supervised parent-child visits, parenting education, family reunification support and related family services	Business Office or Administrative and Public Services Offices	Yes
Temporary residential respite care for children	Up to 10 children, ages 0-17, for a maximum of 14 days.	Not classified and therefore prohibited.	No.

The applicant is requesting a review of the proposal to determine if the Plan Commission may consider modifying the code to allow the temporary respite care facility in the Mixed Use District. The proposed use is not considered a group home, an emergency shelter or a child-care facility.

Respite care facilities under the Department of Children and Families Licensing are a service, not a placement, and only a parent or guardian may consent to respite care services for a child in a shelter care facility. The State indicated in a phone call to staff that a license may not be required but is generally necessary in order to receive payments from the County. Waukesha County Health and Human Services determines if there is such a need for these facilities in the area. This information has not yet been provided.

General Town Staff Comments (Fire/Police/Building)

- E-Plan approval is required.
- The building has a fire-sprinkler system.
- A design profession will need to determine the occupancy type, which will facilitate what improvements are required, including cooking, bathing and sleeping facilities.

The Plan Commission may also wish to evaluate if this specific building is appropriate for such a use involving overnight stays of children. The existing building tenants include a car painting operation, a print shop, an escape room business, which is also run by the applicant, and a salon. Audio Visual of Milwaukee (AM) used to operate from the building as the anchor tenant. There is no green space on the property and limited parking.

Staff Recommendation

If the Plan Commission is interested in a code modification to allow such uses within the Mixed Use District or via a Conditional Use Permit for this specific property, I recommend that the applicant provide the following information to support any applications submitted for approval:

1. Provide documentation from Waukesha County Health and Human Services that the immediate area is in need of the proposed facilities.
2. Provide information on how the facility would support the local school districts (Waukesha and Elmbrook)
3. Provide written verification of what the precise license from the Department of Children and Families Services is required, including the administrative code chapter, permitted capacity, age of service and authorization for overnight respite. This will allow staff to better classify the use.

Town Planning

From: Kendra Terry <kendra.terry2@gmail.com>
Sent: Wednesday, November 18, 2026 10:46 AM
To: Town Planning
Subject: Re: Clarification of Intended Property Use

Good morning,

I would like to clarify the intended use of the property located at **285 N. Janacek Road, Brookfield, WI 53045**.

The information previously provided offers an overview of the services we plan to offer at this location. **We do not intend to operate the property as a youth shelter or provide permanent or long-term residential housing.**

The proposed facility will primarily serve as a **Supervised Family Visitation and Family Support Center**, offering supervised parent-child visits, parenting education, family reunification support, and related family services.

Additionally, we intend to provide **short-term emergency respite care** for children and youth ages 0–17 who are involved in foster care or other authorized out-of-home placements. This service would provide temporary care and supervision for periods of 14 days or less, including overnight accommodations when necessary, subject to applicable licensing and regulatory approvals.

Emergency respite services would be arranged through authorized caregivers or referring agencies and would not operate as an open-admission youth shelter.

Our goal is to establish a structured, professionally supervised environment that supports children, families, and caregivers while maintaining compliance with applicable zoning and licensing requirements.

We hope this provides a clearer understanding of the proposed property use and welcome any guidance regarding the appropriate zoning classification.

Thank you for your time and consideration.

On Wed, Nov 18, 2026 at 5:58 AM Kendra Terry <kendra.terry2@gmail.com> wrote:

PRELIMINARY OPERATIONAL AND ZONING-USE PROPOSAL

Dual-Use Supervised Family Visitation & Emergency Youth Respite Facility

Proposed Location:
285 N. Janacek Road
Brookfield, WI 53045

Submitted To:
Town of Brookfield
Development Services Department
645 N. Janacek Road
Brookfield, WI 53045

Submitted By:
Kendra Terry, M.S.
Proposed Facility Operator

Submission Date: November 18, 2026

Application Purpose: Preliminary zoning determination and operational use review.

---

1. Executive Summary

The applicant respectfully submits this preliminary proposal requesting consideration for a dual-use Supervised Family Visitation and Emergency Youth Respite Facility at 285 N. Janacek Road in Brookfield, Wisconsin.

The proposed facility will provide supervised family visitation, parenting education, family reunification support, and short-term emergency residential respite services for children and youth involved in foster care, kinship care, and other authorized out-of-home placements.

The emergency respite program will serve children from birth through 17 years of age, with a proposed maximum occupancy of 10 children and stays of 14 consecutive days or less.

The facility will provide supervised visitation and family support programming during scheduled hours, while emergency respite services will operate 24 hours per day, seven days per week.

The two programs will operate within designated areas of the same facility, with separate safety procedures, controlled access, and qualified staffing.

2. Supervised Family Visitation and Support Services

The facility will offer a safe, structured environment for supervised interaction between children and approved family members.

Services will include:

- Supervised parent-child and sibling visitation.
- Monitored family exchanges.
- Parenting education and development courses.
- Parenting coaching and family reunification support.
- Observation and documentation of family interactions.

- Family support and community resource referrals.
- Coordination with county child welfare agencies and caseworkers.

Parenting courses will address child development, positive discipline, communication, conflict resolution, household routines, child safety, and healthy family relationships.

Proposed Visitation Hours: Monday through Sunday, 8:00 a.m.–8:00 p.m.

Services will be scheduled by appointment or authorized referral.

3. Emergency Youth Respite Services

The facility will provide temporary emergency and scheduled respite care for children and youth whose authorized caregivers require short-term assistance.

Proposed Population: Children and youth ages 0–17.

Maximum Requested Capacity: 10 children at one time.

Maximum Length of Stay: 14 consecutive days or less.

Operating Hours: 24 hours per day, seven days per week.

Respite services will include:

- Temporary daytime and overnight accommodations.
- Continuous, age-appropriate supervision.
- Meals, snacks, infant feeding, and daily care.
- Sleeping and hygiene accommodations.
- Structured educational and recreational activities.
- Emotional and behavioral support within the facility's approved capabilities.
- Medication assistance as permitted by licensing requirements.
- Coordination with foster parents, kinship caregivers, and child welfare agencies.
- Emergency intake and discharge coordination.

Children will be admitted only through appropriate caregiver authorization, agency referral, or other legally authorized placement arrangements.

The facility will not provide long-term residential placements or operate as a detention facility.

4. Transportation Services

Families, caregivers, and referring agencies may arrange their own transportation to and from the facility.

The company also proposes to provide transportation using authorized company-operated vehicles.

Transportation services may include supervised visitation pickup and drop-off, emergency respite transportation, and transportation coordinated with child welfare agencies.

All transportation will comply with applicable driver licensing, vehicle insurance, child passenger safety, and authorized release requirements.

5. Facility Layout and Operations

The proposed facility will contain designated areas for each service division.

Anticipated spaces include:

- Reception and secure check-in area.
- Private supervised visitation rooms.
- Parenting education classroom.
- Administrative and consultation offices.
- Separate respite sleeping accommodations.
- Infant and toddler care areas.
- Youth recreation and activity rooms.
- Kitchen and dining areas.
- Restrooms and bathing facilities.
- Secure storage for medications and records.
- Staff supervision areas.
- Designated transportation pickup and drop-off locations.

The final layout will be determined following zoning, architectural, building code, fire safety, and licensing reviews.

6. Staffing and Supervision

The facility will employ appropriately qualified administrative, visitation, education, and direct-care personnel.

Anticipated positions include an Executive Director, Program Director, Visitation Supervisors, Parenting Educators, Respite Care Specialists, Case Coordinators, Transportation Personnel, and Administrative Staff.

Staffing levels will be based on licensed capacity, the ages and needs of participating children, and applicable Wisconsin requirements.

Emergency respite care will include continuous on-site staffing and appropriate overnight supervision.

7. Safety and Security

The facility will maintain written procedures addressing:

- Controlled access and visitor identification.
- Authorized child pickup and release.
- Child supervision and safe sleeping arrangements.
- Emergency medical response.
- Fire and severe weather evacuation.
- Behavioral crisis prevention and response.
- Mandated reporting.
- Confidential records management.

- Medication security.
- Incident reporting.
- Transportation safety.

The visitation and respite programs will maintain separate operational procedures to protect participant privacy and safety.

8. Parking, Traffic, and Community Compatibility

The facility will primarily operate through scheduled visitation appointments, parenting classes, and authorized respite referrals.

Arrival and departure times will be coordinated to minimize traffic congestion.

Company vehicles will use designated parking and loading areas.

The operator will maintain the property in a clean, orderly, secure, and professional condition.

Noise, outdoor activities, lighting, signage, and property maintenance will comply with applicable municipal requirements.

9. Licensing and Regulatory Compliance

The applicant acknowledges that the proposed overnight respite component will require review by the Wisconsin Department of Children and Families.

The requested capacity of 10 children is preliminary and subject to determination of the appropriate state licensing classification.

The applicant will seek confirmation of applicable shelter care, group home, residential care center, or other licensing requirements.

The facility will not begin regulated residential operations until all required state licenses, municipal approvals, building inspections, and occupancy authorizations have been obtained.

10. Preliminary Zoning Request

The applicant respectfully requests a written determination from the Town of Brookfield regarding the proposed dual-use operation at 285 N. Janacek Road.

Specifically, the applicant requests:

1. Confirmation of the property's current zoning classification.
2. Determination of whether supervised family visitation and parenting education are permitted uses.
3. Determination of whether temporary residential emergency respite care for up to 10 children is permitted or conditionally permitted.
4. Confirmation of whether both programs may operate concurrently within the same building.
5. Identification of any conditional-use approvals, site plan reviews, occupancy changes, or building modifications required.

6. Guidance regarding parking, traffic circulation, fire safety, and maximum occupancy.
7. Direction regarding any additional municipal or state approvals necessary before opening.

11. Community Benefit

The proposed facility is intended to address important service needs within Wisconsin's child welfare system.

The supervised visitation program will support family relationships, parental skill development, and safe reunification efforts.

The emergency respite program will provide temporary support to foster parents, kinship caregivers, and authorized child welfare agencies during emergencies or periods of increased caregiving needs.

Together, these services are intended to strengthen family stability, support placement continuity, and provide children with safe, professionally supervised care.

12. Conclusion

The applicant respectfully requests preliminary zoning consideration for the establishment of a dual-use Supervised Family Visitation and Emergency Youth Respite Facility at 285 N. Janacek Road, Brookfield, Wisconsin.

The proposed operation will provide supervised family visitation, parenting education, family support services, and temporary emergency respite care for up to 10 children ages birth through 17, with respite stays not exceeding 14 consecutive days.

The applicant is committed to obtaining all necessary municipal and state approvals and operating the facility in accordance with applicable health, safety, licensing, and zoning requirements.

Respectfully submitted,

Kendra Terry, M.S.
Proposed Facility Operator