



THESE ARE THE MINUTES OF THE **PLAN REVIEW BOARD** MEETING HELD ON THURSDAY, **JANUARY 21, 2021** AT 4:30 P.M. IN THE COMMON COUNCIL CHAMBERS OF CITY HALL, 2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN

MAYOR STEVE PONTO PRESIDING

MEMBERS PRESENT: Alderman Gary Mahkorn, Commissioner Lisa Chang (via phone) (3 members physically present to meet quorum)

STAFF PRESENT: Zoning & Building Administrator Larry Goudy, Administration & Licensing Clerk Mary Schulz

1. Roll Call

Mayor Ponto called the Plan Review Board meeting to order at 4:32 p.m. A quorum was present.

2. Announcements

- a. Approval of these items must also be given at the regular Plan Commission meeting of February 8, 2021 and the Common Council meeting of February 16, 2021.
- b. The next regularly scheduled Plan Review Board meeting will be held on February 18, 2021.

3. New Business

a. **Immanuel Lutheran Church: temporary use permit**

Request of Immanuel Lutheran Church, for approval of a temporary use permit to conduct an outdoor tailgate themed fundraiser at 13445 Hampton Road, Brookfield, WI 53005. - LG

- Larry Goudy reported:
1. The proposed event will take place between 11:00 a.m. and 4:00 p.m. on Saturday, April 24 with a rain date of May 1st.
 2. The church, school, childcare usually hosts an annual auction indoors, as a formal sit-down dinner. Due to Covid-19 concerns, the event is proposed as an outdoor tailgate style auction in the parking lot.
 3. The applicant anticipates an attendance of 200-300 people. Participants will remain at their vehicles, similar to a tailgate at a sporting event. A catered meal will be made available for the participants.
 4. Restrooms will be available in the main building, by the gymnasium entrance.
 5. There are 88 regular and 6 handicap-parking stalls in the "tailgate" area. Additionally, there are 72 additional spots for non-tailgating cars.
 6. A bar is proposed at the edge of the parking area. A liquor license is required for this.
 7. A media truck with amplified sound will be used to conduct the event.
 8. The Police and Fire Departments have reviewed the application and have no concerns. The Fire Department has made some recommendations regarding emergency vehicle access. The event organizer has been given that information.

9. The event organizers will encourage social distancing and safe practices.

Staff recommends approval subject to Fire and Police recommendations.

Courtney Seider, Kindergarten Teacher and Committee Chair and Rachel Janowski, Parent and Committee Chair appeared before the board for comments and/or questions.

Ms. Janowski indicated they would have an additional 48 parking spaces in the back lot of the property. Alderman Mahkorn asked what the fundraiser was for. Ms. Janowski stated it was to raise money for technology (ex: media boards) throughout the school. She added the only change in this year's event is that it is outside due to COVID and there will be amplified sound. There will be a media truck, which is used for outdoor events. It will be used to make announcements and explain raffle items, etc. There will be no music. They will also be reaching out to neighbors to make them aware of the event. Commissioner Chang asked who would be handling parking at the event. Ms. Janowski stated some husbands will be helping with parking and some seventh and eighth graders will help guiding people to parking slots.

Motion by Alderman Mahkorn, seconded by Commissioner Chang, to approve a temporary use permit to conduct an outdoor tailgate themed fundraiser at 13445 Hampton Road, Brookfield. Motion carried 3-0.

4. Adjournment

Motion by Alderman Mahkorn, seconded by Commissioner Chang to adjourn the Plan Review Board meeting. Motion carried 3-0. 4:40 p.m.

Minutes respectfully submitted by Mary Schulz, Administration & Licensing Clerk