



THESE ARE THE MINUTES OF THE **PLAN REVIEW BOARD** MEETING HELD ON THURSDAY, **JANUARY 23, 2020** AT 4:30 P.M. IN THE COMMON COUNCIL CHAMBERS OF CITY HALL, 2000 NORTH CALHOUN ROAD, BROOKFIELD, WISCONSIN

ALDERMAN MARK NELSON PRESIDING

MEMBERS PRESENT: Commissioner Mike Smith, Commissioner Steve Petitt (3 members physically present to meet quorum)

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

1. Roll Call

Alderman Nelson called the Plan Review Board meeting to order at 4:30 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 10, 2020 and the Common Council meeting of February 18, 2020.
- b. The next regularly scheduled Plan Review Board meeting will be held on February 20, 2020.

3. New Business

a. **Hwy 100 Investments LLC: change of use and revision to plan and method of operation**

Request of Hwy 100 Investments LLC, 2005 North Calhoun Road, Brookfield – Muhammad Noman Rafiq, Member for approval of a change of use and minor revision to plan and method of operation permitting façade alterations at 2005 North Calhoun Road.

Mike Theis reported: 1. The site is zoned "B-2" General Business District. Special Exception Ordinance No. 1539 permits a canopy over fuel pumps in the setback of the base-zoning district. Ordinance No. 1980-04 established "MSO-CS" Modified Suburban Overlay-Cluster Suburban development pattern

zoning and prohibited a fast food restaurant with drive thru. The site is located the Ruby Isle/Civic Center Targeted Investment Area (TIA), one of eleven areas identified in the *City of Brookfield 2035 Comprehensive Plan* that foster community reinvestment by supporting new economic development and sustainable, mixed-use redevelopment with sensitivity to surrounding neighborhoods.

The adopted node plan is the *Ruby Isle Civic Center Development Plan – 1987 (with amendments)*. The recommended land use of the adopted node plan is General Business with Recreation and Public Open Space. The adopted land use of the *City of Brookfield 2035 Comprehensive Plan* is Shopping/Service Focused - Higher Density.

2. The applicant requests approval of a change of use converting auto service bays to convenience store. The minor revision to plan and method of operation will replace overhead doors with a brick wall and a brick wall with window and door systems to match existing. The change of use is consistent with the referenced adopted plans and building materials are consistent with the city Site Development Standards for Non-residential Uses.

3. No site alterations are proposed.

4. The applicant is in receipt of a missive from the City of Brookfield Fire and Emergency Services Department dated December 16, 2019 detailing code compliance requirements.

Staff's recommendation: The proposed change of use is permitted in the base zoning district and consistent with the land use recommendations of the adopted plans. Building materials are consistent with the city Site Development Standards for Non-residential Uses. Staff recommends the Plan Review Board approve the change of use and minor revision to plan and method of operation subject to:

1. Statement of operations dated December 16, 2019 by Muhammad Noman Rafiq, Member.

2. Building elevations dated December 12, 2019 marked to read, "All vision glass is to remain vision glass and cannot be obstructed or modified with window film or other opaque techniques or substances except that operable window blinds, or shades are permitted."

3. Restoration of site landscape in compliance with the approved Landscape Plan on file with the Inspection Services Department.

4. Lighting in compliance with sections 15.16.080 and 17.120.070 of the City of Brookfield municipal code.

5. Compliance with requirements specified in a missive from the City of Brookfield Fire and Emergency Services Department dated December 16, 2019.

6. All signage subject to separate review by the Plan Review Board

7. Once a building permit is issued by Inspection Services, the owner shall receive an occupancy permit within eighteen (18) months or the owner of the property may be subject to the penalty provisions of the Zoning Code, Section 17.100.130 or the owner shall remove construction equipment and debris from the site, fine grade and seed the site, and stabilize surface water drainage leaving the site to City Engineering Department specifications within four (4) months or the owner of the property may be subject to the penalty provisions of the Zoning Code – Section 17.100.130. (Ordinance #2134-08).

8. Minor revision to plan and method of operation approval expires on February 18, 2022 unless a building permit is obtained prior thereto.

Muhammad Noman Rafiq, applicant appeared before the board for comments and/or questions.

Commissioner Smith stated the request seems to be in order.

Motion by Smith, seconded by Pettitt to approve staff's recommendation of approval of a change of use and minor revision to plan and method of operation permitting façade alterations at 2005 North Calhoun Road, Brookfield. Motion carried 3-0.

b. RAP Properties: monument sign

Request of RAP Properties, for approval of a monument sign at 13985 W. Burleigh Road, Brookfield.

Larry Goudy reported: The sign dimensions are 6'8" x 3'7" = 24 sq. ft. and 6' in height above roadway. Sign content is: Burleigh Professional, RAP Properties LLC, address, phone number. Structural material and color is aluminum sign face with white background, black and cardinal red copy. There will be no lighting.

Staff recommends approval.

Dave Salkin, Bauer Sign & Lighting, appeared before the board for comments and/or questions.

Mr. Goudy noted the sign is not fully aluminum. Mr. Salkin stated the sign face has an aluminum post and brick base. Mr. Goudy added that the sign location was changed to Lilly Road as there were issues with the Burleigh Road location.

Commissioner Petitt asked if the base of the sign matches the building. Mr. Salkin said the bottom portion of the sign does match the building material the brick banding at the lower part of the building.

Motion by Petitt, seconded by Smith to approve staff's recommendation of approval of a monument sign at 13985 W. Burleigh Road, Brookfield. Motion carried 3-0.

c. Brookfield Congregational Church: re-face monument sign

Request of Brookfield Congregational Church, for approval of a re-face monument sign at 16350 Gebhardt Road, Brookfield.

Larry Goudy reported: The sign dimensions are 8'10" x 5'7" = 49 sq. ft. and 7'10" in height above roadway. The sign content is: Brookfield Congregational United Church of Christ, electronic message center. Structural material and color is routhered aluminum on existing brick base. Tan background, white copy with full emc. Lighting will be internal.

Mr. Goudy added as the sign is in a residential area, illumination shall be extinguished by 10:00 p.m.

Staff recommends approval subject to normal emc regulations (static images only, message changes only once every 5 minutes).

Barbara Wood and Steve Sutton, applicants, appeared before the board for comments and/or questions.

Motion by Smith, seconded by Petitt to approve staff's recommendation of approval of a re-face monument sign at 16350 Gebhardt Road. Motion carried 3-0.

Motion by Smith, seconded by Petitt to adjourn the Plan Review Board meeting. Motion carried 3-0. 4:40 p.m.

Minutes respectfully submitted by Mary Schulz CAP, Administration & Licensing Clerk