



THESE ARE THE MINUTES OF THE **PLAN REVIEW BOARD** MEETING HELD ON THURSDAY, **MARCH 19, 2020** 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 Mark Nelson, Alderman Rick Owen, Commissioner Mike Smith (3 members physically present to meet quorum)

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

1. Roll Call

Mayor Ponto 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 May 11, 2020 (April 13, 2020 meeting was cancelled) and the Common Council meeting of May 19, 2020 (May 5, 2020 meeting was cancelled).
- b. The next regularly scheduled Plan Review Board meeting will be held on May 21, 2020 (April, 23, 2020 meeting was cancelled).

3. New Business

a. Chris and Vivian Nelson: gazebo

Request of Chris and Vivian Nelson, for approval of a gazebo at 3755 Chapel Road.

Larry Goudy reported: 1. The proposed gazebo is located in the rear yard, 15' from the home and 34' from the side lot line.

2. The proposed gazebo is a 12' octagonal structure (119 square feet) and 9'9" in height. The code restricts gazebos to no greater than 200 square feet and 15' in height.
3. The proposed gazebo will be constructed of unstained treated pine with asphalt shingles. 50% or more of the sides will be open.
4. The gazebo will be constructed on a concrete base

Staff's recommendation: The proposed gazebo meets all standards of the code. Staff recommends approval.

The board agreed that this is a standard request and recommended approval.

Motion by Nelson, seconded by Smith to approve staff’s recommendation of approval of a gazebo at 3755 Chapel Road, Brookfield. Motion carried 4-0.

b. Gethsemane Lutheran Church: monument sign

Request of Gethsemane Lutheran Church, for approval of a monument sign at 13200 W. Greenfield Avenue, Brookfield.

Larry Goudy reported the sign dimensions are 7’3” x 5’4” = 39 sq. ft. and height above the roadway is 7’9”. The sign content is: Gethsemane Evangelical Lutheran Church, electronic message center, address. The structural material is routed aluminum sign face. Light beige background, white copy, full color emc. Lighting will be internally illuminated.

Staff recommends approval subject to emc regulations (static imagery, 5 minute change periods, etc.) and removal of existing monument sign.

Mr. Goudy added that the sign must be a minimum of 11’ from the sidewalk to meet setback. He indicated that the applicant has no objection to the location of the sign.

Commissioner Smith stated this request is straight forward and the applicant is following the conditions set by code. Alderman Owen questioned the visibility of the sign. Mr. Goudy stated the sign will be placed perpendicular to the road for best visibility.

Motion by Smith, seconded by Owen to approve staff’s recommendation of approval of a monument sign at 13200 W. Greenfield Avenue, Brookfield. Motion carried 4-0.

Motion by Owen, seconded by Nelson to adjourn the Plan Review Board meeting. Motion carried 4-0. 4:45 p.m.

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