



MINUTES OF AN OFFICIAL MEETING

Regular Meeting of:	Plan Review Board
Date and Time:	Thursday, September 23, 2021 at 4:30 pm
Location:	Council Chambers, City Hall, 2000 N. Calhoun Road, Brookfield WI 53005
Members Present:	Alderman Gary Mahkorn (Chair), Alderman Rick Owen, Commissioner Lisa Chang
Members Excused:	None
Others Present:	Building & Zoning Administrator Larry Goudy, Associate Planner Richard VanDerWal, Administration & Licensing Clerk Mary Schulz

1. **Roll Call**

Alderman Mahkorn 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 October 11, 2021 and the Common Council meeting of October 19, 2021.
- b. The next regularly scheduled Plan Review Board meeting will be held on October 21, 2021.

3. **New Business**

a. **CC's Elbow Room: minor revision to plan and method of operation** (Audio 1:47)

Request of CC's Elbow Room, Inc., 2850 N Brookfield Road, Brookfield – Celia Ceman, Owner, for approval of a minor revision to plan and method of operation in association with exterior building modifications at said address.

Richard VanDerWal reported:

1. Link to previous Plan Commission packet and Staff report related to the current request is provided in the September 13, 2021 Plan Commission Packet.
2. Request includes repainting portions of the building exterior, brick staining, and installing canvas awnings to be coordinated with the tavern remodel. Proposed exterior building modifications are consistent with the City's *Site Development Standards for Non-Residential Uses*, and VAB zoning district, Section 17.50.070.A.5. "Aesthetics and details – Required" of the VAB zoning district states:

Color. The colors of building materials shall be of the late nineteenth to early twentieth century period, which include popular jewel colors of the late Victorian period and lighter colors of the neoclassical revival period.

The request incorporated Victorian jewel color into the building trim in coordination with business signage.

3. Additional site modifications, including patio improvement, parking lot improvement, and landscaping, proposed by the applicant to be reviewed by the Plan Commission at a later date.

Staff's recommendation: Request is consistent with the City's design standards and applicable zoning regulations for the site. Staff recommends approval of the minor revision to plan and method of operation subject to:

1. Building illustration and material colors dated September 14, 2021, by applicant, including technical corrections. Ground mounted HVAC equipment and transformers screened by landscaping. All wall mounted meter boxes and cabinets are to be painted to match the building. If stainless steel meter boxes are used, they will be etched and painted to match the building.
2. Lighting in compliance with Sections 15.16.080 and 17.120.070 of the City of Brookfield Municipal Code.
3. All signage subject to separate review by the Zoning and Building Administrator.
4. Once a building permit is issued by the Inspections Department, 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 (Ord. #2134-08)
5. Minor revision to plan and method of operation approval expires on October 19, 2023 unless a building permit is obtained prior thereto.

Celia Ceman, owner, appeared before the board for comments and/or questions.

Alderman Owen asked for confirmation that the black paint and striped awning are part of the request for approval. Mr. VanDerWal stated 'yes'.

Motion by Commissioner Chang, seconded by Alderman Owen to approve the minor revision to plan and method of operation with exterior building modifications for CC's Elbow Room, 2850 N Brookfield Road. Motion carried unanimously.

b. Steve Petitt – cabana (Audio 6:16)

Request of Steve Petitt, for approval of a cabana at 18160 Harvest Lane, Brookfield WI.

Larry Goudy reported:

1. The proposed cabana is 20' x 10' (200 square feet)

2. A swimming pool permit has been released for this site and the cabana will be located in close proximity.
3. The proposed cabana has vinyl siding, with a color match to the principle dwelling (light tan). It is proposed with a shed roof, shingled.
4. The proposed cabana is located 20'1" from the Southwest border of the property, outside of the 20' offset.
5. The proposed cabana is 12' in height, the maximum for cabanas
6. The cabana will count as one of two residential accessory buildings allowed by code.

Staff recommends approval.

Steve Petitt, owner, appeared before the board for comments and/or questions.

Mr. Petitt stated the cabana is being considered for approval and the paperwork for the shed has been submitted to the city. Mr. Goudy noted that the shed approval can be done administratively and will not appear before the board. Alderman Mahkorn stated this request is standard procedure; therefore, he would approve the request.

Motion by Alderman Owen, seconded by Commissioner Chang to approve a cabana for Steve Petitt at 18160 Harvest Lane, Brookfield. Motion carried unanimously.

c. Batzler Greenhouse – temporary use permit (Audio 10:14)

Request of Batzler Greenhouse, for approval of a temporary use permit to conduct a temporary greenhouse for seasonal flower sales.

Larry Goudy reported:

1. The proposed event will be between May 1, 2022 and June 30, 2022. It will be open from 8:00 am to 7:00 pm.
2. Anticipated attendance is 25-50 people daily.
3. The temporary greenhouse on site will be 21' x 36' (756 square feet) and will be located in the Northwest corner of the lot.
4. There will be 10-15 parking spaces made available for this use. There are a total of 44 parking stalls at this property. The building tenant is a salon, which does not require that many spaces.
5. Sanitary facilities are not required for this type of event.

Staff recommends approval subject to Fire and Police recommendations.

Mike Batzler, owner, appeared before the board for comments and/or questions.

Mr. Batzler stated he has been growing annuals for many years and has visited the city's farmers market during the past 6 to 7 years. He had a retail location near Northridge, which is now closed. He feels Brookfield landowners are receptive to this type of business and the location made sense.

Alderman Mahkorn noted it makes sense to have this type of business in parking lots. Neighbors appreciate the closeness of the business and the quality of products.

Alderman Owen questioned if sales would be inside or outside of the greenhouse. Mr. Batzler replied sales would take place inside and all plants would be inside the greenhouse. A few plants would be outside for 'eye candy'. He added that there might be a heating element inside the greenhouse for cold nights. Mr. Goudy added that the Fire Department would be interested in what type of heating element is used.

Motion by Commissioner Chang, seconded by Alderman Owen to approve a temporary use permit to Batzler's Greenhouse for a temporary greenhouse for seasonal flower sales subject to restricting retail sales (register) be conducted/located inside the greenhouse or next to greenhouse. No sales in parking lot area. Motion carried unanimously.

4. Adjournment

Motion by Alderman Owen, seconded by Commissioner Chang to adjourn the Plan Review Board meeting at 4:50 p.m. Motion carried 3-0.

MINUTES RESPECTFULLY SUBMITTED BY MARY SCHULZ, ADMINISTRATION & LICENSING CLERK