

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.

**PLANNING AND ZONING COMMISSION MEETING
MINUTES
NOVEMBER 28, 2011**

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order in the lower level of the Brooklyn Community Building at 6:30pm by Chairperson Nadine Walsten. Commissioners present were Dorothy Frandy, John McNaughton, Mark Bruner and Dale Arndt. Also present was Deputy Clerk Kim Brewer, Mark Degner from General Engineering, and Scott Meier and Don Lund representing the Habitat for Humanity project. Nissin Rodriguez had an excused absence. Rob Roth from General Engineering arrived at 6:50pm.

Minutes: Motion Bruner/McNaughton to approve the minutes from 10/24/11 with the correction that Dale Arndt was not in attendance.

Habitat for Humanity: Don Lund has returned with the final development plan that was requested. Bruner questioned why a Conditional Use permit was requested with this PDD. We will check on this with Rob Roth when he arrives. Roth says this connects the newer form of zoning with the older form of zoning. This is an ordinance requirement. Roth states that a hearing however is not required. **Motion:** MacNaughton/Bruner to waive the Conditional Use Permit application and fee for Habitat for Humanity since all of the criteria have already been met. Motion carried. Motion: Bruner/Arndt to approve the PDD final development plan dated 11/28/11 for Habitat for Humanity. Motion carried.

Comprehensive Plan Revision Charges: A breakdown of General Engineering's charges was handed out. Originally \$5000 was agreed upon for the changes. We have had numerous meetings with Rob and Mark in attendance bringing the current 2011 charges to \$13,500. This does not include 2010 and 2009. The original agreement for \$5000 did not include revising every chapter and was not renegotiated when the Commission approved this expanded revision. It became clear when General Engineering presented only targeted updates that the chapters are all intertwined, making it difficult to restrict updates to one chapter and not to revise the others. After the Commission directed General Engineering to expand the revision, Walsten stated she and Roth did not initiate a discussion on what the revised cost would be and it is General Engineering's policy to bill at the end of the project, hence the reason we have not gotten a bill to date. Bruner questioned why the Commission was not notified earlier "we have not budgeted for this". Roth explained that the project turned into much more than what was originally anticipated; that typically a financial "update" is not given as to what costs have incurred. Bruner said the Commission should have been kept up to date of these costs. Roth says that he takes accountability for not keeping this communication open and has cut charges to help defray the cost. Walsten pointed out that when the Commission approved the new direction, the average cost for this comprehensive plan revision is \$20,000, and to date we are substantially under that amount. Roth pointed out that with both Roth and Degner at each meeting, the costs add up rapidly. Roth stated he wanted to discuss the charges with the Commission first before sending an invoice to the Village. MacNaughton wanted to know an estimate of how much more it will cost to complete the revision. Rob will meet with Nadine and present these costs in writing at the next meeting.

Continuation of Comprehensive Plan revision discussion led by Rob Roth: Yet to be finalized is the chapters on Economic Development, Intergovernmental agreements, and Implementation. We need meetings with adjoining towns and to hold a public hearing before the plan can be completed. Degner is waiting for 2010 Census data rather than using 2005 estimates. Roth suggests setting some goals/dates for getting things accomplished. Earliest possible Public Hearing would be January, more realistically February.

Vision/Mission Statement for Comprehensive Plan: Postponed until next meeting.

Continuation of Chapter 48 Zoning Ordinance revisions by Mark Degner of General Engineering: The Commission went over several proposed changes and much discussion was held. This will be brought back to the next meeting for further review. It was suggested PZ needs to craft a driveway ordinance.

Chapter 47 Land Use revision due to new State Statute: The duration between preliminary and final plat approval was increased to 36 months vs. 24 months. The final Plat has to be recorded within 12 months of the last approval. **Motion:** Bruner/Frandy to hold Public Hearing prior to January PZ meeting to make recommended changes.

Motion: Bruner/Frandy to adjourn at 9:13pm. Carried.