

PLANNING AND ZONING COMMISSION MEETING
MINUTES
July 30, 2012

A meeting of the Planning and Zoning commission of the Village of Brooklyn was called to order in the Brooklyn Village Hall at 6:32pm by Chairperson Nadine Walsten. Commissioners present were John McNaughton, Dale Arndt, Dorothy Frandy and Todd Klahn. Also present was Deputy Clerk Kim Brewer and Rob Roth and Mark Degner from General Engineering. Ben Delzer represented Habitat for Humanity. Nissin Rodriguez had an excused absence.

Minutes: The minutes from 6/25/12 were approved by all with and motion and second by Klahn/Arndt.

Habitat for Humanity: At the last meeting, Habitat for Humanity presented the concept of splitting their lot on Second St. into 2 single family residences versus the originally planned 4 dwelling units. With the support from last time, they have proceeded with putting together the GDP, etc. The Commission wanted to see 1000 square foot or more per unit. The land split that is required would fall under the Village's land division ordinance. Need a motion to approve revisions as presented. The overall consensus from the Commission and General Engineering, is that no hearing is needed due to minor changes made. They do not have a grading plan yet but will be providing one. These new buildings will be bound by the PDD ordinance. At the time of CSM we could check on restrictive covenants. Motion: Klahn/Frandy for conditional approval of plan based on submission of CSM as well as confirmation of covenants and grading plan. Motion approved. There won't be a building permit request until these matters come before the Plan Commission. Amendment to original motion that a 4th condition be made that the utilities be located on the sides or back vs the front yard. Amendment approved by all.

Cost Recovery Fees: Typically there are fees involved during new construction or development that are charged to the builder/developer. Because this is a not-for-profit project, the subject was discussed on how to proceed with charging fees for such project. Fees involved would be CSM fees, building permit fees, zoning fees, meeting fees, General Engineering fees which would be the same fees as if we had another developer come in. Typically the developer would reimburse the Village for incurring these costs. However, because this is a not for profit organization, question arose as to if the Village should pick up these costs, or if Habitat should pay for these costs, etc. Before a final decision is made, we need to look at what the total costs would be. Could be something like even waiving the sewer connection fee and having them pay every other fee. Commission will review and present to Village Board and bring thoughts back to next meeting after getting total amounts.

EDC goals and activities: Walsten described some of the EDC projects that have been going on since 2004. Also addressed goals and future plans. EDC has hired an economic development advisor, Errin Welty of Vierbicher and Associates. She is putting together an Economic Development package for the Village.

Comprehensive Plan: Changes were recommended by Sue McCallum at the last meeting and those were reflected in the minutes. Water study info was added as well as areas of facts and findings. The TID info will be incorporated. The planned land use map was “cleaned up” as well. Walsten suggested adding more verbiage on pages 37-38 to allow for growth on the north side of MM. Degner presented proposed Comp Plan cover. A few changes were recommended and we will view at next meeting.

Chapter 48 Revisions: Would like to be in the position to get this wrapped up and recommended for approval by the next Plan Commission meeting. Will get updated planning zoning map as well.

Todd Klahn left at 8:42pm.

Convene to Closed Session Frandy/McNaughton at 8:44pm: Voice vote, all in favor.

Reconvene to Open Session Arndt/Frandy at 9:10, voice vote all aye.

Zoning Violation in Residential District: Motion Frandy/McNaughton to authorize the attorney and zoning administrator to draft a letter in response to their position in regards to penalties, compliance and appeals.

Adjourn: Motion: Arndt/Frandy at 9:13pm.