

PLANNING AND ZONING COMMISSION MEETING MINUTES

AUGUST 27, 2012

The regular meeting of the Planning and Zoning Commission of the Village of Brooklyn was called to order at 6:41pm by Chairperson Nadine Walsten in the meeting room of the Village Hall, 210 Commercial St, Brooklyn. Commissioners present were John McNaughton, Dale Arndt, Dorothy Frandy, and Todd Klahn. Also present was Deputy Clerk Kim Brewer, Rob Roth from General Engineering, and Ben Delzer from Habitat for Humanity.

Motion: Frandy/Arndt to approve the minutes from 7/30/12. Carried.

Plan Commission Oaths: Walsten explained the need for Commissioners to be sworn in as the body has policy making powers that are similar to the level of the Board. Oaths were distributed and recited by Plan Commission members. The new Orientation Handbook for Plan Commissions was distributed to members and orientation topics will be addressed at future meetings.

Habitat for Humanity: At the Special Board meeting, the trustees approved the division of lot 29 on Second St into two lots as proposed by Habitat for Humanity even though it was informally approved by the Commission before. The Commission needs to formally approve this tonight so that it is two single family lots. There is no need to change the zoning. All of the previously required conditions have been met. The question regarding sharing a sanitary sewer lateral arose. The two options are: Either there would need to be a mutual agreement between property owners to share lateral/costs, or another lateral needs to be put in so there would be separate laterals for each residence. Motion: Frandy/McNaughton to approve the CSM with the contingency that the properties have separate laterals instead of the existing shared lateral. Motion carried.

Cost recovery fees - Habitat for Humanity: Walsten reported that the Board approved waiving the sewer connection fees for the Habitat Humanity project on lot 29, Second St.

Update on Business Park: Walsten reported that at the Board meeting on August 13th they accepted the \$261,000 grant for infrastructure. On the 20th they approved funding for the needed applications, land purchase, etc. that are required to meet the contingencies set by the CDBG Commission by 2/2013. Until these contingences are met, CDBG will not release the grant funds. Namely, the Board approved funding consultant fees to draft the Capital Area Regional Planning Commission application for an amendment to the Village Urban Service Area to Strand & Associates; and to Vierbicher Associates for consultant fees to draft an application for a Tax Incremental Financing District (TIF or TID) which covers the business park boundaries (i.e. 50 acres). In addition, legal fees were approved for the Village attorney to continue to screen for available developers, advise on purchase of acreage for development; annexation, purchase agreements and developer agreements, etc. Strand already did a feasibility study on this property in 2010 which makes writing the CARPC application easier. The Board also approved having 50 acres appraised by DL Evans Company with the Village only purchasing 10 acres. The first draft of the CARPC application was filed. Final draft due 9/21 with mid- October CARPC meeting review.

If approved, then CARPC Public Hearing in mid-November meeting. A couple of businesses have expressed interest in locating in our Business Park. One developer has requested info and materials.

Update on adoption of Comprehensive Plan: This was approved at the August meeting with just a couple of minor changes. Kim will talk with Mark Degner about final updates on the zoning map as well. Rob Roth explained the extra charges that have been billed for the Comp Plan due to the extra time and work/meetings it took to wrap up the plan. Walsten said that this is definitely a document the Village can be proud of.

Chapter 48 Zoning Code revisions: The Commission was asked to review Chapter 48 and bring back any suggested changes that they may have. Roth encouraged Commission to express their thoughts to see if this was already addressed by General Engineering. Walsten questions why much of the zoning ordinance refers to bringing matters to the zoning administrator first rather than the Plan Commission. Much of this defers to the state statutes. After reviewing, three changes need to be made(non-conforming section, page 11 to include managers not just business owners, process for getting zoning administrator involved, and home occupations no longer need a permit). Motion: Frandy/McNaughton to approve with above changes. This ordinance requires a public hearing notice. Set Public Hearing date for October 22, 2012.

Closed Session regarding zoning violation in residential district: Need to call a Zoning Board of Appeals together before we can proceed. Frandy/Arndt to postpone zoning violation discussion until next month.

Motion: Klahn/McNaughton to adjourn at 9:15pm. Carried.

Kimberly J. Brewer, WCMC – Deputy Clerk/Treasurer