

# Village of Brooklyn

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## PLANNING AND ZONING COMMISSION MEETING MINUTES February 25, 2013

The meeting of the Planning and Zoning commission of the Village of Brooklyn was called to order in the Brooklyn Village Hall at 6:33pm by Chairperson Nadine Walsten. Commissioners present were John McNaughton, Todd Klahn, Nissin Rodriguez, Dale Arndt and Dorothy Frandy. Tom Schmidt was absent. Also present was Deputy Clerk Kim Brewer and Rob Roth of General Engineering.

**Minutes:** Motion by Arndt/Rodriguez to approve the meeting minutes from 11/28/12. Motion carried. Motion by Frandy/McNaughton to approve the meeting minutes from 12/10/12. Motion carried. Motion by Frandy/Klahn to approve the meeting minutes from 1/10/13 with Arndt abstaining. Motion carried.

**Welcome New Commission Member:** This item was postponed due to new Commissioner, Tom Schmidt's absence.

**Discuss Zoning Administrator services with Rob Roth of General Engineering:** Rob Roth of General Engineering was present to discuss the services we have had with his company. Walsten pointed out that she was unhappy with the communication issues between the Commission and General Engineering when it came to the revision of the Comp Plan and Chapter 48 – specifically with General Engineering employee, Mark Degner. Some of the requested changes to the Comp Plan/Chapter 48, were not addressed correctly and much work was done by Walsten and the Clerk's office to achieve these requested changes. McNaughton brought up the fact that Degner at times was not prepared at Commission meetings. Walsten questioned his competence on certain topics. Roth said that Degner is a "newer" employee and has some things yet to learn but that overall he has been happy with his performance. He takes full responsibility but wanted to assure the Commission that all of Degner's work had been reviewed by Roth himself. The question also arose in regards to the money spent on the Comprehensive Plan revision and the lack of timely invoices. The Commission wasn't aware of how much expense was accumulating. It was suggested that we could have been given a progress report of some type showing incurred expenses monthly instead of having to wait for one big invoice. Roth said that they do not typically bill that way but that could be done. He also mentioned that the "extra" costs that had incurred from the Comp Plan revisions were due to "extra" work and much more time that he and Mark had to do that was not originally in the plan/estimate. Walsten also questioned receiving a bill in regards to the proposed Dollar General Store and General Engineering not being given "permission" to proceed with this project. Although Rob Roth recalls General Engineering getting involved minimally, he said that a bill was never sent to the Village for their services performed on this project. Deputy Clerk

Brewer later verified (after the meeting), that indeed a bill was never sent to the Village. Walsten felt that it may be in the best interest of the Village to go out for RFP's for Zoning Administrative services. Since this was not specifically put on the agenda for approval, this will be put on the next Village Board agenda.

**Ordinance Article:** Walsten handed out an article for the Commission to review in regards to Zoning Ordinance issues.

**Cost Recovery Form:** Walsten handed out a copy of our current cost recovery form for Commission members to review. This form may need to be revised and further input will be discussed. Rob Roth from General Engineering volunteered to share some of their forms that they have used for other municipalities.

**Adjourn:** Motion Frandy/Klahn to adjourn at 7:55pm. Motion carried.