

# Village of Brooklyn

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## PLANNING AND ZONING COMMISSION MEETING MINUTES January 26, 2015

The meeting of the Planning and Zoning commission of the Village of Brooklyn was called to order in the Brooklyn Village Hall at 6:35pm by Chairperson Nadine Walsten. Commissioners present were Tom Schmidt, John McNaughton and Dorothy Frandy. Dale Arndt was absent. Also present was Deputy Clerk Kim Brewer, Pat Hawkey, and Marcia Hanson.

**Minutes: Motion** by McNaughton/Schmidt to postpone approval of 12/9/14 minutes due to there not being a quorum of those present at that meeting. Motion carried.

**New Commission Member:** Walsten introduced prospective Commission member, Marcia Hanson. Hanson and her husband have lived in Brooklyn for several years, own various property throughout the Village, making Marcia a great fit for the Plan Commission. The appointment will have to go to Village Board for final approval.

**Building Inspection monthly report** was reviewed with no comments.

**Landscape Architecture Project:** Student Kirk Penney is out of the country until May, 2015, when he will resume his studies.

**Industrial Zoning changes update:** Walsten reported that the Economic Development Committee has now had a chance to review these proposed changes and brought back their suggested revision. The Commission reviewed this and agreed with EDC recommendations. Motion: McNaughton/Frandy to forward these proposed changes to the business property owners along Market St and N First St and invite them to attend the next Plan Commission meeting to get their feedback. Motion carried.

**Final Grading Ordinance:** Walsten took the existing Grading Ordinance (which was previously already approved), and re-formatted it to fit our existing ordinances. The Commission did not feel any revision to this existing ordinance was needed. Motion: Frandy/Schmidt to forward to Village Board for approval. Motion carried. Motion: Frandy/McNaughton to make it a separate Chapter, the number to be determined by Municipal Code. Motion carried.

**Plan Commission Orientation and Handbook:** Walsten explained the importance of getting everyone orientated and trained properly, especially considering we will have 4 new members to train. We could possibly arrange for training through UW-Stevens Point, maybe in May?

**Comprehensive Plan Ch. 9 Implementation/2015 Goals:** Walsten asked Commissioners to review the Chapter 9, Comprehensive Plan checklist and identify priorities for 2015 goals. Some recommendations in Chapter 9 are: 1) Create Official Map; 2) Pursue Planning Grant-for Safe Routes to School Plan; 3) Complete Downtown Revitalization-Capstone Project, 4) Develop Senior Housing needs/plan, 5) Re-zone current village zones, where needed, to match Comprehensive Plan approved in 2012.

**Zoning Administrator and Building Inspection services:** Walsten explained that our previous Zoning Administrator from General Engineering, Rob Roth, has now established his own company. The question is: do we go out for proposals for new Zoning Administrator or continue General Engineering as zoning administrator provider (currently Jerry Foellmi, owner, General Engineering)? One of the main concerns is are the Village's Zoning Administrator and Building Inspection services linked or are they separate agreements. There is no formal contract for either service but the previous RFP recruited for both. If select a separate provider for Zoning Administrator, can General Engineering still provide the Building Inspection services? Walsten will follow up with both companies and bring information back to the next meeting for further discussion.

**Motion:** McNaughton/Schmidt to adjourn at 7:47pm. Motion carried.