

Village of Brooklyn

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PLANNING AND ZONING COMMISSION MEETING MINUTES

April 27, 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 Pat Hawkey. Commissioners present were Tom Schmidt, Dale Arndt, Marcia Hanson and Sue McCallum. Zach Leavy was absent. Also present was Deputy Clerk Kim Brewer, Rob Roth of Roth Professional Solutions, Nathan Schieve from Bray Architects, Oregon Schools Business Manager, Andy Weiland, Matt Haase and Hans Justeson from JSD Professional Services, and Josh Straka from Strand and Associates.

Minutes: The minutes from 3/23/15 and 4/13/15 will be forwarded to the Village Board for approval due to lack of quorum from previous meetings.

New Commission Members: New Commission members are Sue McCallum and Zach Leavy (absent).

Brooklyn Elementary Addition/Remodel: A couple of concerns that came up at the March meeting were making sure there is adequate parking, and that there are no drainage issues from run-off, etc due to the new parking lot. Schieve indicated that there are currently 97 parking spaces, and the new plan allows for 110 parking spaces. As for run-off concerns, Village Engineer Josh Straka says the goal is to control both quality and quantity of run off. The pre-treatment bio retention basin that is shown on the plan, is actually on Village property. Public Works has made it clear that they do not wish to maintain additional areas. Unfortunately this boundary issue was not brought up at the last meeting and the Village was not made aware of this. Some possible solutions to resolve this would be to have a maintenance agreement, create an easement, or to just swap land and create new legal descriptions. It was decided that the "cleanest" thing to do would be to swap land, but the Village Board will ultimately have to decide this. The following items need to be completed: The stormwater management/erosion control plan needs to go to Village Engineer for approval prior to proceeding with any legal documents, and a building permit application and full set of plans needs to be submitted to the Village. At the upcoming 5/11/15 Board meeting, the Board will accept a land transfer or easement as part of the stormwater management for the new renovation at the Brooklyn Elementary School. If the Village Board agrees to a land transfer, then the school district would need to have their engineer or attorney prepare CSM documents, maintenance agreement for the bioretention facility and any other documents and submit them to the Village for review by the Village attorney. Any costs incurred by the Village due to the Brooklyn Elementary project review, will need to be the responsibility of the school district. Either a letter from the school will need to be provided, or a cost recovery signed for reimbursable services, indicating such. **Motion: McCallum/Hanson** to present plans from the Brooklyn Elementary remodel/addition project to the Village Board on May 11th, 2015 for approval contingent upon staff/attorney/engineer review or stormwater/erosion control plans as well as proposed easement or land swap. Motion carried.

Building Inspection monthly report: The monthly building inspection report was reviewed. McCallum asked if these reports could be distributed monthly to Village Board members as well as it is helpful to see activity that is going on throughout the Village. Brewer will distribute to Board members as well on a monthly basis.

Future of Zoning Administrator Services and Building Inspection: Our new zoning administrator, Rob Roth, from Roth Professional Solutions (RPS), was present to discuss any questions/concerns the Commission had for him. Rob was our previous zoning administrator when working for General Engineering, but started his own company in October of 2014. He is very familiar with the Village and has worked on projects such as the revision of our Comprehensive Plan and Chapter 48-Zoning. He brought an agreement for services/contract with him that will need to be reviewed by our attorney. One of the issues that came up was what to do with any new zoning permits that come in. Our current building inspector, Kelly Green, of General Engineering has currently been doing both building inspection and zoning for things such as decks, fences, etc. Under the new arrangement with Rob handling all zoning matters, Kelly will no longer be able to issue the “zoning” portion of any permits. Instead, anything having to do with zoning will have to go to Rob first for approval. For example, if someone comes in with a building permit for a deck, it will have to be forwarded to Rob first to get his zoning approval, and then on to Kelly for the building permit portion of it. Another item that the Commission would like to work with Rob on is the creation of more “stream-lined” forms for things such as site plans, CUPs, new construction packets, etc. Currently there are several different versions of forms that essentially the same thing. Hawkey and Brewer plan to go over these current forms and will try to put some suggestions together before the next meeting.

Future meetings: Hawkey asked the Commission what the preference is on meeting dates/times. Is it necessary to meet every month? The consensus was that unless there was something important/urgent to discuss, it is not imperative to meet every month. The Commission will meet on an “as need” basis. There will be no meeting in May since that falls on Memorial Day. The next meeting will be on June 22nd (still on the 4th Monday at 6:30pm) at the Village Hall.

Packet material: The handling of packet material was discussed. Currently paper copies of everything are made for everyone and “packets” are delivered to the non-trustees houses on Friday evenings before the meeting. From now on, agendas, minutes, and monthly building inspection reports will be emailed only, and if paper copies are requested, members need to notify the clerk’s office. Such copies will also be available at the meeting. Items such as site plans/drawings will automatically be printed for Commission members due to their complexity and better ease of viewing. McCallum requested that all of her items be printed and placed in her inbox.

Motion: Schmidt/Hanson to adjourn at 8:05pm. Motion carried.