



**VILLAGE OF BROOKLYN PLANNING COMMISSION**  
**MINUTES**  
**January 24, 2018**

1. Meeting was called to order by Chairperson Goings at 6:08 p.m.
  - a. Members present: Goings, Powell, Buter, Jenson, Stockton
  - b. Member absent: Beever, Lutz, Mickels, Arkabauer
  - c. Others present: Jae Guetschow, Village Manager
2. Motion by Stockton, second by Powell to approve the minutes of November 29, 2017. Unanimously approved by voice vote.
3. Public Comment and Communications: None.
4. A Public Hearing was convened at 6:09 p.m. on the application for a Conditional Use Permit for proposed drive-in business services by CP Federal Credit Union at 200 N. Main St. No comments were offered. The Public Hearing was closed at 6:10 p.m.
5. Discussion/Action Items  
Following discussion of the application for a Conditional Use Permit for 200 N. Main St. and the Zoning Administrator's memorandum of Findings and Recommendations, Planning Commissioners added a recommendation requiring CP Federal Credit Union to engage the services of a traffic engineer to address MDOT requirements for ingress and egress near the Marshall St. and N. Main St. intersection.

On a motion by Powell, seconded by Jenson, the application for a Conditional Use Permit at 200 N. Main St. was recommended for approval by unanimous voice vote with the following conditions:

- a. A screen consisting of a fence or impervious landscaping of at least four feet in height must be erected to shield vehicle headlights from the adjacent residential property located to the north of the drive-in business services.
- b. The entrance lane to the proposed drive-in business services should be located near the west boundary of the vacant parcel, farthest from the intersection of Marshall and N. Main Streets.
- c. Should the entrance of the proposed drive-in business services be located closer than five (5) feet from the west property line, a screen

consisting of a fence or impervious landscaping of at least four feet in height be erected between the driving lane and the property line.

- d. Parcels 000-19-24-426-028-01 and 000-19-24-426-028-02 shall be combined as soon as practicable after purchase by the applicant.
  - e. A Site Plan Review by the Planning Commission will be required for the change in use to a banking institution.
  - f. Storm water from the parking areas is to be contained on the property or directed to a storm drain.
  - g. Outdoor lighting for the parking areas is to be directed away from traffic and adjacent residential properties.
  - h. The owner or agent will consult with a traffic engineer regarding the location of entrances in proximity to the Marshall St. and N. Main St. (M-50) intersection to assure compliance with Michigan Department of Transportation standards.
6. Business for February 28, 2018
- a. Code of Ordinances revisions
  - b. Master Plan/Comprehensive Plan review/revision
7. Motion by Jenson, second by Stockton, to adjourn the meeting. Unanimously approved by voice vote. Meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Jae Guetschow, Village Manager

**Next Meeting:** February 28, 2018; 6:00 p.m.