



**VILLAGE OF BROOKLYN PLANNING COMMISSION
MINUTES
October 25, 2017**

1. Meeting was called to order by Greg Goings, Chairperson, at 6:00 p.m.
 - a. Members present: Goings, Stockton, Powell, Beever, Buter, Mickels
 - b. Members absent: Jenson, Lutz, Arkabauer
 - c. Others present: Jae Guetschow, Village Manager
2. Motion by Powell second by Beever, to approve the minutes for September 27, 2017. Unanimously approved by voice vote.
3. Public Comment and Communications: None
4. Public Hearing: None
5. Discussion/Action Items
 - a. Discussion of the Capital Improvements Plan. Guetschow provided a draft of the standard language of the CIP along with two of the project summaries. A Public Hearing is required by either the Planning Commission or Village Council before the Planning Commission can consider recommending its approval to Village Council. Guetschow will email the remaining project summaries to members prior to the November 29, 2017 meeting. Members are asked to comment to Guetschow on corrections or changes.
 - b. The recent ordinance amendment pertaining to parking in residential districts was discussed. Guetschow had identified a discrepancy pertaining to the width of driveways. Members agreed by consensus that Sec. 62-255, paragraph (k) should read "greater" rather than "lesser" to make it consistent with paragraph (m).
 - c. Guetschow advised members that he had misinterpreted the Zoning Ordinance, Sec. 62-622, paragraph (c) as it pertains to Site Plan Review for existing structures. There should have been a Site Plan Review of 332 N. Main St. for the proposed Montessori school since the renovation involved more than 10% of the structure. Discussion ensued of amending the ordinance to consider this an administrative function by the Zoning Administrator for existing structures only. Unless or until that occurs, a Site Plan Review by the Planning Commission of existing commercial structures will be required for any change in use or modification of 1,000 square feet or 10% of the structure.

6. Business for November 29, 2017
 - a. Public Hearing for the Capital Improvements Plan
 - b. Capital Improvements Plan action
 - c. Master Plan/Comprehensive Plan revision
 - d. Code of Ordinance revisions

7. Motion by Beever, second by Powell, to adjourn the meeting. Unanimously approved by voice vote. Meeting adjourned at 7:17 p.m.

Respectfully submitted,
Jae Guetschow