

**MINUTES**  
**BROOKVILLE BOROUGH PLANNING COMMISSION**  
**Monday, May 9, 2016 @ 6:00 P.M.**

The Brookville Borough Planning Commission met on Monday, May 9, 2016 at 6:00 P.M. in Council Chambers with the following in attendance:

**MEMBERS**

**Bill Kutz**  
**Dr. Ed Richards**  
**Seth Kerr**  
**Rick Park**

**STAFF**

**Dana Shick – Borough Manager**  
**Emerson Turnbull – Zoning &  
Code Enforcement Officer**  
**Christine Gunning - Recorder**

**VISITORS**

**Ken Berlin**

**CALL TO ORDER:**

Chairman Bill Kutz called the meeting to order at 6:00 P.M.

**CORRECTIONS/APPROVAL OF MINUTES:**

Vice Chairman Ed Richards moved to approve the minutes of the April 11<sup>th</sup> Planning Commission meeting; seconded by Member Rick Park. Motion carried 4-0.

**CHAIR REPORT:**

None

**PUBLIC COMMENT:**

None

**DEVELOPMENT PLANS:**

- A. **Zoning Map Progress** – Planning Commission Chairman Bill Kutz stated Solicitor Jim Dennison and Member Seth Kerr need to set up a meeting to work on the zoning map.

**COMMUNITY PLANNING:**

None

**NEIGHBORHOOD PLANNING:**

- A. **Willeumier Subdivision** – Surveyor Ken Berlin stated Brookville resident Peggy Willeumier owns lots 411 and 410 on Fifth Street. Surveyor Ken Berlin stated lot 411 is for sale, and Peggy Willeumier would like to keep twelve feet of it and add it to lot 410. Zoning and Code Enforcement Officer Emerson Turnbull asked how big the smaller lot is, and Ken Berlin stated the smaller lot is 10,960 square feet after the twelve foot addition. Zoning and Code Enforcement Officer Emerson Turnbull asked what the setback is, and Ken Berlin stated the setbacks are on the map that he brought for the commission to review. Manager Dana D. Shick stated Member Bob Radaker checked the subdivision from the water aspect, and he said he found nothing wrong. Member Seth Kerr moved to approve the Willeumier Subdivision; seconded by

Member Rick Park. Motion carried 4-0. Manager Dana D. Shick stated the Willeumier Subdivision now goes before Brookville Borough Council, and they are requesting an electronic copy of the plan.

**OFFICIAL REPORTS & CORRESPONDENCE:**

- A. **Changing Meeting Time for Planning Commission** – Manager Dana D. Shick asked what Planning Commission Members thought about moving their meeting time to earlier in the day. Member Seth Kerr stated he works until 4:30 P.M. Manager Dana D. Shick suggested having the Planning Commission meetings at 5:00 P.M. and everyone agreed. Manager Dana D. Shick stated she will confirm everything with Solicitor Jim Dennison and advertise it if needed. Manager Dana D. Shick stated we will have the June meeting at 6:00 P.M. Manager Dana D. Shick asked the commission for a motion to proceed with changing the meeting time to 5:00 P.M. Vice-Chairman Ed Richards moved to authorize Manager Dana D. Shick to proceed with changing the Planning Commission's meeting time to 5:00 P.M.; seconded by Member Seth Kerr. Motion carried 4-0.

**UPCOMING MEETINGS:**

Planning Commission Chairman Bill Kutz stated the next Planning Commission meeting is tentatively scheduled for Monday, June 13<sup>th</sup> at 6:00 P.M.

**ADJOURNMENT:**

Member Rick Park made a motion to adjourn at 6:09 P.M.; seconded by Vice-Chairman Ed Richards. Motion carried unanimously 4-0.

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Borough Manager