

**PROCEEDINGS OF THE
BROWN CITY PLANNING COMMISSION
September 7, 2017**

MEETING CALLED TO ORDER BY CHAIRMAN TODD VANDEWARKER AT 7:16 PM.

PRESENT: Chairman Todd Vandewarker(7:10), Commissioners: John Bell, Mike Frey, Robert Jacobson (7:16), Ross McIvor, Mayor Julie Miller; City Manager Clint Holmes and City Clerk Juanita Smith.

ABSENT: Commissioners Jay Berry, Bradley Bissett and Keith Redlin

CORRECTION & APPROVAL OF MINUTES:

Motion by Commissioner Jacobson, second by Commissioner McIvor, to accept the minutes of the Regular Meeting of August 3, 2017 as presented. Motion carried.

PERSONAL APPEARANCES:

- 1. McKenna Associates – Mike Deem: City Master Plan Update.**
 - a. Review of Survey Questions –
 - b. Create City-Wide Master Plan Survey for Brown City--
 - c. Discuss Next Steps in the Master Plan Process.

Mike Deem, AICP, Senior Planner of McKenna Associates did not attend the meeting. He will plan on being at the meeting of the Planning Commission on October 5th.

Mr. Deem had pulled together a rough draft of survey questions and sent them to City Manager Clint Holmes. Clint Holmes reviewed the list of 28 questions and narrowed it down to 24 questions he considered pertinent to Brown City. Several options were discussed as to how to get the surveys to the public. It was the consensus of the Planning Commission to:

1. Send a hardcopy to everyone on the City water billing list.
2. Send a Post Card to everyone on the school family listing.
3. Have a notice put on Channel 6 to call for a hardcopy or fill out the survey online.
4. Post a notice on Social Media.
5. Perhaps the Honor Society Students of Brown City Schools would assist in getting the surveys out to the public. Mayor Julie Miller will check with the school and find out if that would be a possibility.

It was suggested that a timeline to have the surveys returned be before our next meeting on October 5, 2017.

PUBLIC QUESTIONS & COMMENTS: None.

UNFINISHED BUSINESS: None scheduled.

PUBLIC HEARING: None scheduled.

PETITIONS & COMMUNICATIONS: None scheduled.

ADJOURNMENT:

**Motion by Commissioner Bell, second by Commissioner Frey, to adjourn at 7:45 p.m.
Motion carried.**

Respectfully submitted,

**Juanita Smith
City Clerk**