

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
JULY 23, 2018 @ 7:00 PM
DRAFT**

MEMBERS PRESENT: Phil Knape, Pat Baker, Danielle Hummel, Cheryl Rosen, Ryan Schultz, Matt Arthur

MEMBERS ABSENT: Mark Pitzer

STAFF PRESENT: Joe Selzer, Zoning Administrator

Co-Chairman Knape, called the regular meeting to order at 7:00 p.m. This meeting was properly posted and a quorum of the Brooks Township Planning Commission was present.

APPROVAL OF AGENDA:

Moved by Baker **Seconded** by Arthur to accept the agenda with the addition of language change for Section 17.04 Review Procedure under New Business. **Approved unanimously**

PUBLIC HEARING

Moved by Baker, **Seconded** by Hummel to suspend the regular meeting and open the Public Hearing. **Approved Unanimously**

1) Public Hearing was opened with discussion of Expansion of the Commercial District. Joe Selzer provided information for the proposed change, requirements and the area involved. It is believed that expansion will allow for future commercial/business opportunities in the Township.

No Public Comments; No correspondence received.

Moved by Baker, **seconded** by Rosen to close the Public Hearing and return to the regular meeting. **Approved Unanimously**

APPROVAL OF MINUTES:

Moved by Rosen, **Seconded** by Hummel to accept the minutes of the June 25, 2018 meeting. **Approved Unanimously**

PUBLIC COMMENT: None

CORRESPONDENCE: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

1. Expansion of the Business District – **Moved** by Baker, **Seconded** by Rosen to forward proposed changes to the Township Board for approval. **Motion carried; Arthur opposed**

2. Language change – Article XV11 Site Plan Review – Section 17.03 Site Plan Requirements, Items A & B – Site Plan Sheet Size and Section 17.04 Review Procedure. – **Moved** by Baker, **Seconded** by Hummel to forward proposed changes for Board approval. **Motion carried**

STAFF UPDATE: Selzer indicated the probability of an upcoming Special Land Use application involving a change for a single family dwelling to a two-family. Joe will obtain necessary paperwork to ensure the property meets all requirements. The goal is to obtain necessary information and publish prior to the August meeting.

PUBLIC COMMENT: None

PLANNING COMMISSION MEMBER COMMENTS: None

ADJOURNMENT:

Moved by Baker **Seconded** by Hummel to adjourn at 7:25 PM.
Motion carried.

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Dianna Schaafsma
Recording Secretary