MEMBERS PRESENT: Mark Pitzer, Pat Baker, Danielle Hummel, Cheryl Rosen, Ryan Schultz

MEMBERS ABSENT: Phil Knape, Matt Arthur

STAFF PRESENT: Cory Nelson

Chairman Pitzer, 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 Rosen to accept the revised agenda. Approved unanimously

PUBLIC HEARING
Moved by Baker, seconded by Hummel to suspend the regular meeting and open the Public Hearing. Approved Unanimously

All hearing issues were posted in the paper and no correspondence received.

1) Special Land Use Permit Application – Change Single-family residence to Two-family residence – 9356 Catalpa Ave – Parcel #62-19-33-402-014. Larry and Paula Brunsting provided background information for the property. Staff report provided by ZA indicates all Standards for Approval have been met.

   Public Comment: Cory Nelson supports SLU Permit

2) Special Land Use Permit Application – Addition of Used Car Sales/Auto and Boat Restoration to Auto Repair Shop – 8426 S. Mason Dr. – Parcel # 62-19-30-160-013
   Jason Blain indicates he plans to restore and sell cars, he also plans to work on and sell used boats. A fenced in storage area is planned for the back of the property. ZA provided information that the property meets ordinance criteria.

   Public Comment: Cory Nelson noted the business is growing and property changes will have a positive impact on the community.

3) Zoning Ordinance Amendments – Section 17.03 – Site Plan Requirements and Section 17.04 – Review Procedure – Change from the large 24 x 36 format sheet to smaller 11 x 17 to reduce expense and make the sheet more useable.

   Moved by Baker, seconded by Hummel 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 August 27, 2018 meeting. Approved Unanimously

PUBLIC COMMENT: None

CORRESPONDENCE: None

UNFINISHED BUSINESS:
1) Ordinance language addition to Art IV, Sec 4.09, Conference/Retreat Center in residential district as SLU – Change was tabled for approval at the next meeting when fire report requirements and tax information is available.

2) Standards for Conference/Retreat Centers - The Subcommittee comprised of Danielle Hummel, Pat Baker, Cheryl Rosen, Joe Selzer, and Dale Richardson used existing Bed/Breakfast plus some additional standards, specifically related to retreat centers. Future plans for using the property for non-church related events will need to go back through the Planning Commission.

3) Amendment to Ordinances 4.09, #72 – R3 and C1 – Tabled as noted in #1 above.

NEW BUSINESS:
1) Special Land Use Permit Application – Change Single-family residence to Two-family residence – 9356 Catalpa Ave – Parcel #62-19-33-402-014 – Moved by Baker, seconded by Hummel to approve SLU. Approved unanimously

2) Special Land Use Permit Application – Addition of Used Car Sales/Auto and Boat Restoration to Auto Repair Shop – 8426 S. Mason Dr. – Parcel # 62-19-30-160-013 – Moved by Baker, seconded by Hummel to approve SLU. Approved unanimously

3) Zoning Ordinance Amendments – Section 17.03 – Site Plan Requirements and Section 17.04 – Review Procedure - Moved by Baker, seconded by Hummel to forward for Board approval. Approved unanimously.

STAFF UPDATE: None

PUBLIC COMMENT: Chris Stefanko supports the Ordinance change of sheet size to 11 x 17. He would also like to see the sheets to scale so the scene is geared to the size of the sheet.

PLANNING COMMISSION MEMBER COMMENTS: None

ADJOURNMENT:
Moved by Baker Seconded by Hummel to adjourn at 8:10 PM. Approved unanimously.
Respectfully Submitted,

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Pat Baker                        Dianna Schaafsma
Planning Commission Secretary    Recording Secretary