

**BROOKS TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
January 26, 2015  
APPROVED MINUTES**

**MEMBERS PRESENT:** Mike Bouwer, Phil Knape, Greg Myers, Mark Pitzer, Les Salacina

**MEMBERS ABSENT:** Cheryl Rosen, Ryan Schultz

**STAFF PRESENT:** Zoning Official Joe Selzer

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 Salacina, **Seconded** by Knape to accept the agenda as amended.

**Approved Unanimously**

**APPROVAL OF MINUTES:**

**Moved** by Myers, **Seconded** by Salacina to accept the minutes of the meeting of October 27, 2014 as written.

**Approved Unanimously**

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**UNFINISHED BUSINESS:**

1. Proposed Language Changes

**a. 4.08 Summary of District Size and Setback Standards:** The zoning official said this has to do with the name change in this ordinance from River Tributary Overlay to River Tributary District and Lake Overlay to Lake District. The standards would be the same except for what we would propose for the tributary setbacks. LSL said no changes will have to be made in the map.

Pitzer asked about the many tributaries in the Township that aren't identified. We only need to change the key in the corner. Selzer said LSL thinks the reduced setbacks are acceptable in the RTD. The part regarding identified tributaries will be in another section.

There was discussion on the 50 feet on the water and 20 feet on top of the bank.

**Moved** by Knape, **Seconded** by Bouwer to change the RTO to River Tributary District (RTD) and LO to Lake District (LD) and change the setbacks in the tributary district to 50 feet front setback and 20 feet top of the bank.

**Approved Unanimously.**

**b. 14.12 Z Specific Standards:** Selzer said when we changed the accessory structure language, anything in excess of 400% of the principal residence or 4000 square feet on a vacant parcel required a special land use. In order to meet the special land use we have to include this. Selzer read through the additional language changes (see attached).

If they want electric power on a vacant lot we have to know where that is coming in and where it will be on the structure. Pitzer said we would need the drive entrance laid out also. There was discussion on the setbacks from the property lines and driveway requirements.

After discussion it was decided #2 would be changed from five (5') side property line to 15 feet. There was concern on the run off into neighbor's property. If the accessory structure is under 400% of the principal structure setback would still be five (5) feet.

**Moved** by Myers, **Seconded** by Salacina to change the ordinance side setback to a minimum of fifteen (15) feet. It will remain fifteen (15) feet from the rear setback line.

Approved Unanimously.

**c. Sec. 3.02b J 3. Accessory Structure Regarding Heating Systems:** The township board sent this back to the PC with concerns about essential services. The PC allowed heating in an accessory building but thought there was a good possibility the owner would try and live in the structure if we allowed water and septic too. After discussion this will be resubmitted to the township board.

## **NEW BUSINESS:**

### **1. Ordinance Language:**

**a. Sec. 9.06 LO District (LD) – Pergolas and Gazebos;** Selzer said pergolas have 4 posts and an open roof (nothing solid). It is an open structure. Gazebos have a solid roof. There was discussion on this. The PC was in favor of open pergola structures but not gazebos. Pitzer and Selzer will work on the verbiage and bring this back to the PC.

**b. Sec. 16.03 J. C-1 General Sign Provisions;** Selzer checked on neighboring areas in regards to their signs in the Commercial District. Proposed language says any commercial or exempt sign must pertain solely to the use of the property on which it is located. Pitzer said this was driven by a citizen. This language is for commercial or exempt signs and not good will gestures. This will be brought back to the PC next month.

**c. Sec. 10.01 River/Tributary District:** As listed in the Description and Purpose of this ordinance the setbacks will now apply to all other tributaries. In the last sentence it will indicate that the river setbacks apply to the Muskegon River and tributary setbacks apply to all other *designated* watercourses. *Designated* will be added to the wording. If we listed all tributaries then the map would have to be changed. Our ordinance language does include all land within five hundred (500) feet of the water's edge.

Action will be taken on this at the next meeting.

**d. Sec 22.02 b: Reference to County Zoning Commission:** This is no longer a Newaygo Planning and Zoning Commission so this needs to be deleted. Wording will be done and brought back to the PC next month.

**STAFF UPDATE:** (see attached) The ZO said we have reference in the ordinances to the LO and RTO and those items will have to be changed to RD and LD. He has a list from LSL Planners. This will be brought out at the next meeting.

Selzer said there is a fabricating business for racing cars next to Jeff's Auto Parts. He currently has vehicles outside his building. Selzer wants to talk to him to see if he needs a special land use or site plan for an outside storage area. If vehicles are going to be stored outside he will need fencing so it screens the vehicles.

**PUBLIC COMMENT:** Comments received.

**PLANNING COMMISSION MEMBER COMMENTS:** None

**ADJOURNMENT:**

**Moved** by Myers, Seconded by Knape to adjourn.  
Pitzer adjourned the meeting at 8:25 p.m.

Respectfully Submitted,

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Les Salacina  
Planning Commission Secretary

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Maureen Dutkiewicz  
Recording Secretary