

**BROOKS TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
September 28, 2015  
APPROVED MINUTES**

**MEMBERS PRESENT:** Mike Boucher, Phil Knape, Greg Myers, Mark Pitzer, Cheryl Rosen, Les Salacina, Ryan Schultz

**MEMBERS ABSENT:** None

**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 Knape, **Seconded** by Rosen to accept the agenda as amended adding Camping-Temporary under Old Business.

**Approved Unanimously**

**APPROVAL OF MINUTES:**

**Moved** by Salacina, **Seconded** by Knape to accept the minutes of the August 24, 2015 Meeting as written.

**Approved Unanimously**

**PUBLIC COMMENT: None**

**CORRESPONDENCE:** Pitzer said he and Selzer are members of Michigan Association of Planners. The Association is integrating with Citizen Planners. This will help people get training easier and keep current on planning. Ryan Coffey has a written several articles in their letters.

**UNFINISHED BUSINESS:**

**1. Fences in the LD:** Pitzer said it doesn't appear we need to take any action on changes to the fence ordinance. Selzer said the only issues are those building fences and not getting a permit. There was some discussion. If a non-compliant fence is damaged, it needs to come into compliance with the ordinance to rebuild.

**Moved by** Schultz, **Seconded by** Knape not to take action on the fence ordinance in the LD.

**Approved Unanimously**

**2. Home Occupation Signs. 3.09c:** We discussed last month changing the size of the signs from two (2) square feet to four (4) square feet in the front yard as long as it is not in the road right of way. You will be allowed to have writing on both sides. There is only one sign per parcel but will not have to be on the building.

Selzer said this will help with their business. If they want lettering on both sides, they may do it. They cannot put up a 'V' shaped sign. The sign can only be on the parcel that has the business. This is also listed in Section 16.09 and references to the size will be changed to be the same in both places.

**Moved** by Myers, **Seconded** by Salacina to approve the Home Occupation Sign ordinance 3.09 c to allow the sign size on the building or ground to be four (4) square feet (text on both sides is permitted) but ground signs must be five (5) feet back from the road right of way. Changes will be made to 16.09 to state same.

**Approved Unanimously**

**3. Development Standards Art. IX, Sec. 9.06 d.2.m:** Pitzer said this is where we will allow decks and patio structures attached to dwellings. They cannot be used as a setback point, the dwelling is the setback point. There was discussion on different deck possibilities and what is allowed under the deck.

Pitzer said he and Selzer will go over Development Standards and get proper verbiage on elevated decks and the ground level decks by next month and then we can have a public hearing in November on all ordinance changes.

**4. Camping Temporary:** There was discussion on when camping permits should be required. Pitzer and Selzer will met with Nelson and bring this back next month.

#### **NEW BUSINESS:**

**1. Commercial District Signs:** M-DOT is not issuing pylon signs in the road right of way. Our ordinance says it has to be 15 feet back from the ROW. Pitzer, Selzer, and Nelson will work on verbiage by next month to allow pylon signs at the road ROW to comply with M-DOT's requirements. This will reduce the setback requirement on pylon signs.

**2. Land Splits/Road Frontage:** There was discussion on land splits and the amount of road frontage required. Pitzer will get with Nelson and bring this back to the PC next month.

**STAFF UPDATE:** (see attached) The ZO said Alpine Tree Service is planning to build yet this year.

**PUBLIC COMMENT:** None

**PLANNING COMMISSION MEMBER COMMENTS:** Pitzer explained that there will be a ZBA Hearing on Friday night regarding the setbacks, garage/house/cottage owned by William Service on Emerald Lake. This is taking the place of a conditional zoning permit.

**ADJOURNMENT:**

**Moved** by Knape, **Seconded** by Schultz to adjourn at 8:56 p.m.  
Approved Unanimously

Respectfully Submitted,

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Les Salacina  
Planning Commission Secretary

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Maureen Dutkiewicz  
Recording Secretary