

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
OCTOBER 29, 2018 @ 7:00 PM
APPROVED**

MEMBERS PRESENT: Mark Pitzer, Pat Baker, Phil Knape, Matt Arthur, Danielle Hummel, Ryan Schultz

MEMBERS ABSENT: Cheryl Rosen

STAFF PRESENT: Cory Nelson, 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 Baker **Seconded** by Hummel to accept the agenda. **Approved unanimously**

PUBLIC HEARING

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

All hearing issues were posted in the Times-Indicator and no correspondence received.

1) Special Land Use Permit Application – Cell Tower – New Par (Verizon Wireless) – 3391 E. Croton Dr. – Parcel #62-19-11-300-014 – Joe Selzer indicated the site plan had been approved 18 months ago and no changes had occurred. As a result, the original site plan will be used. Ralph Wyngarden, Verizon Representative, stated the project will begin in early spring and will take about two months from ground break to operational mode.

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

APPROVAL OF MINUTES:

Moved by Knape, **Seconded** by Hummel to accept the minutes of the September 24, 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 – The subcommittee met on site with Dale Richardson and established 15 standards for Conference/Retreat Centers. Newaygo Fire District also toured the site to

determine use and occupancy levels. **Moved** by Baker **seconded** by Arthur to forward change for Board approval. **Approved unanimously**

- 2) Standards for Conference/Retreat Centers – **Moved** by Baker, **seconded** by Knappe to accept standards submitted with revision to item #15 (“should” to “shall”). **Approved unanimously**
- 3) Amendment to Ordinances 4.09, #72 – R3 and C1 – **Moved** by Baker, **seconded** by Arthur to forward change for Board approval. **Approved unanimously**

A Public Hearing for the above 3 issues will be held at the Nov 26th meeting prior to going to the Township Board for approval.

NEW BUSINESS:

- 1) Special Land Use Permit Application – Cell Tower – New Par (Verizon Wireless) – 3391 E. Croton Dr. – Parcel #62-19-11-300-014 – **Moved** by Baker, **seconded** by Hummel to approve SLU permit. **Approved unanimously**
- 2) Planning Commission Meeting Protocol – Commission members agreed to the protocol as written and suggested that a copy be placed with Commission By-Laws. Protocol is to be reviewed by the Board at the November meeting.
- 3) Moving Planning Commission Meeting – Members discussed changing the meeting day beginning April 2019, to the 2nd Monday of the month instead of the 4th Monday. This will move information to the Township Board and expedite Board decisions. **Moved** by Baker, **seconded** by Arthur to forward for Board approval. **Approved unanimously.**

STAFF UPDATE: None

PUBLIC COMMENT: None

PLANNING COMMISSION MEMBER COMMENTS: None

ADJOURNMENT:

Moved by Knappe **Seconded** by Hummel to adjourn at 7:47 PM.
Approved unanimously.

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Dianna Schaafsma
Recording Secretary