

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

**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,

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Pat Baker  
Planning Commission Secretary

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Dianna Schaafsma  
Recording Secretary