

**BROOKS TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**January 11, 2021 @ 7:00 PM**  
**Approved**

**Members Present:** Mark Pitzer, Pat Baker, Ryan Schultz, Matt Arthur, Mark Guzniczak, Karl Frederiksen

**Members Absent:** Phil Knape

**Staff Present:** Joe Selzer, Cory Nelson

**Public Present** - Al Brott, Angela Bennett

Chairman Pitzer, called the regular meeting to order at 7:00 p.m via teleconference. This meeting was properly posted and a quorum of the Brooks Township Planning Commission was present.

**Approval of Agenda:**

**Moved** by Guzniczak, **seconded** by Frederiksen to accept the agenda with the addition of Item F1- Accessory Structures and Buildings – Shipping containers. **Unanimously approved.**

**Approval of Minutes:**

**Moved** by Guzniczak **seconded** by Arthur, to approve the minutes of the November 9<sup>th</sup>,meeting. **Unanimously approved**

**Public Comment:** None

**Correspondence:**

- Joe Selzer received two (2) letters from local businesses, Tracy's Custom Riverboats and Huron Outfitters regarding shipping containers used for storage.
- Joe also received notification from the Community Rating System - National Flood Insurance Program confirming a one day in-person review of regulations, for 5 year recertification by FEMA, scheduled for May 11, 2021.

**Unfinished Business:**

- 1) Continued Ordinance Review – None other than those identified in the agenda
- 2) Tributary parcel size – Master Plan – Request to split tributary parcel - Joe Selzer and Mark Pitzer provided background, language from six other townships regarding tributary parcel size, and interpretation based on the Master Plan. Information concluded that the request to separate the parcel in question does not meet Master Plan requirements as the meandering nature of Brooks Creek throughout the property results in all parcels being in a tributary district.
  - **Motion** by Schultz to approve separation of parcels was **unsupported** with no seconding

motion.

- **Moved** by Arthur, **seconded** by Guzniczak to deny the request to split the property.  
Roll Call Vote supported this motion. Mark Pitzer – Yea; Pat Baker – Yea;  
Mark Guzniczak – Yea; Matt Arthur - Yea; Karl Frederiksen – Yea; Ryan Schultz - Nay

3) Rescheduling of Public Hearing – The following items will be scheduled for a teleconference hearing in February as the posting deadline was missed due to the holidays:

- ART III General Provisions
  - a. Sec 305b, Driveway – Addition of new item E
  - b. Sec 3.29d Roads – Private, Revision of item G1
  - c. Sec 302b – Accessory Structures & Buildings – New Item K –
- ART XIX – Non-conforming use, Lot or Structures – New subsections 1904c and 1909c added
- Accessory Unit Dwelling changes
  - a. ART II – Sec 1, 202a – Definitions – Addition of 3 definitions
  - b. ART IV – Sec 409 – Summary of District Land Uses – Addition of item 73
  - c. ART XIV – Sec 3 – Addition of item 14.12 DD
    - Sec 4 – Severability
    - Sec 5 – Effective date
- ART XVI – Signs and Billboards, Sec 16.09 – Schedule of Sign Regulations – C-1 Commercial District, 11 Industrial District Permitted Signs

**New Business:**

- 1) Accessory Structures & Buildings – **Moved** by Baker, **seconded** by Arthur to allow one shipping container for storage on a parcel in the Commercial district, with conditions.  
**Unanimously approved.** Item added to the list of Public Hearing issues.

**Staff Update:** December 2020 and annual 2020 Zoning Report submitted

**Public Comment:** Comments received

**Planning Commission Members Comments:** Joe Selzer announced he would be absent for the next two Planning Meetings.

**Adjournment:** **Moved** by Baker, **seconded** by Guzniczak, to adjourn the meeting at 8:04 PM

Respectfully Submitted,

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Pat Baker  
Planning Commission Secretary

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Dianna Schaafsma  
Recording Secretary