

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
DECEMBER 13, 2021 @ 7:00 PM
DRAFT**

Members Present: Phil Knape, Mark, Chris Wren, Karl Frederiksen, Pat Baker

Members Absent: Mark Pitzer, Ryan Schultz

Staff Present: Joe Selzer

Vice-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 Wren to approve the agenda as written. **Unanimously Approved.**

Approval of Minutes:

Moved by Guzniczak, **seconded** by Frederiksen, to approve the minutes of the October 11, 2021 meeting as submitted. **Unanimously Approved**

Public Comment: None

Correspondence: None

Unfinished Business:

1) Continued Ordinance Review

- The Master Plan is due for potential update in 2022 so review needs to be initiated in upcoming months.

New Business:

- 1) Introduction of Williams and Works – Williams and Works has been selected to work with the Township on planning issues. Brad Kotrba, Zoning Administrator from Williams and Works, will be the primary contact and will provide guidance on an as needed basis.
- 2) March Election – Potential changes were discussed for the Planning and Zoning Board Members. At this point, Mark Pitzer is willing to fill the vacant chair on the Zoning Board. He will remain on the Planning Commission as a board member, however, Mark Guzniczak is willing to become chair of the Planning Commission.

Staff Update: October and November Zoning Report submitted

- There was also discussion on the Blighted Structure Ordinance which covers junk and debris and a preliminary site plan for the rebuilding of Smuggler's Cove.
- Joe Selzer also provided comparisons of accessory building setback requirements for several surrounding townships. It was interesting to note that Brooks was one of the most generous for setback requirements.

Public Comment: None

Planning Commission Members Comments: None

Adjournment: Moved by Baker, seconded by Guzniczak, to adjourn the meeting at 7:44 PM.
Unanimously Approved

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Dianna Schaafsma
Recording Secretary