

**BROOKS TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
OCTOBER 10, 2022 @ 7:00 PM  
APPROVED**

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

**Members Absent:** Ryan Schultz

**Staff Present:** Joe Selzer

Chairman Guzniczak, 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 Pitzer, **seconded** by Knape to approve the agenda as written. **Unanimously Approved**

**Approval of Minutes:**

**Moved** by Wren, **seconded** by Knape to approve the minutes of the September 12, 2022, meeting as written. **Unanimously Approved**

**Public Comment:** None

**Correspondence:** None

**Reserved Time -** None

**Unfinished Business:**

- 1) Master Plan Update – Tricia Anderson, from Williams and Works, introduced herself and presented the final version of the Master Plan. All changes identified in the September have been made and members have reviewed. **Moved** by Baker, **seconded** by Frederiksen, to recommend to the Brooks Township Board to approve public release of the proposed Brooks Township Master Plan Update at the next regularly scheduled Township Board meeting, with the public review period to begin on October 19, 2022, and to end on November 29, 2022.

**Unanimously Approved**

Moving forward, the goal is to follow the timeline below:

10/19 – Approval of Master Plan by Township Board

10/19 – 11/30 - Public Review of 42 days

12/20 – Final Board approval at the December meeting following Public Review.

**Staff Update:** Zoning Report was distributed. Joe noted that the Quackenbush's are working on a site plan for the Green Cemetery issue and he is also in need of a letter of conservatorship. He has recommended that they do a presentation before the Township Board once they have their information together.

Joe also noted that there has been an inquiry regarding "tiny homes". Brooks township currently has no ordinance language to address these types of housing and only Everett and Merrill townships have verbiage which addresses "rustic cabins", which may be similar. Tricia, from Williams and Works will do some research and provide information for the January '23 meeting.

**Public Comment:** None

**Planning Commission Members Comments:**

It was noted that Ottawa Point did a nice job on the cleanup of the highway.

**Adjournment: Moved** by Baker, **seconded** by Knape, to adjourn the meeting at 7:30 PM.

**Unanimously Approved.**

Respectfully Submitted,

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Pat Baker  
Planning Commission Secretary

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Dianna Schaafsma  
Recording Secretary