

**BROOKS TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
DECEMBER 12, 2022 @ 7:00 PM  
APPROVED**

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

**Members Absent:** Mark Pitzer, Ryan Schultz

**Staff Present:** Joe Selzer, Jerry Tuin

Chairman Guzniczak, called the regular meeting to order at 7:01 p.m. This meeting was properly posted and a quorum of the Brooks Township Planning Commission was present.

**Approval of Agenda:**

**Moved** by Frederiksen, **seconded** by Knape to approve the agenda as written. **Unanimously Approved**

**Approval of Minutes:**

**Moved** by Wren, **seconded** by Frederiksen to approve the minutes of the October 10, 2022, meeting as written. **Unanimously Approved**

**Public Hearing** – The regular meeting was closed and Public Hearing opened by Chairman Guzniczak, at 7:03 PM, for the following issues.

1) Master Plan Update – The updated Master Plan, 42 day public review period, has expired. No public comment or correspondence was received.

2) Proposed Private Road, 6287 S. Karson Drive, Parcel #62-19-07-400-017 – Joe Selzer, provided an overview of the proposed change which eliminates two (2) 90 degree turns and adds a 260.69 foot straight section off 64<sup>th</sup> St.

The property owner, Raymond Botma, states that the change will make better use of his property and improve privacy and maintenance. Surrounding neighbors are in favor of the change with the following concerns voiced by Gary Gage.

1) Final grade and easement maintained for water drainage. This will be addressed by the County Road Commission.

2) The survey provided did not include a previous amendment for a change in the cul-de-sac. This was discussed and will be addressed between Mr. Botma and Mr. Gage.

The Public Hearing was adjourned and the regular meeting was reopened at 7:09 PM.

**Public Comment:** None

**Correspondence:** None

**Reserved Time -** None

**Unfinished Business:** None

**New Business:**

- 1) **Moved** by Baker, **seconded** by Frederiksen to approve Resolution No. 2022PC-01, recommending approval of the Brooks Township Master Plan Update to the Township Board of Trustees and Constituting Planning Commission Approval of such Master Plan. **Unanimously Approved**
- 2) **Moved** by Knape, **seconded** by Baker to approve the application for the Private Road, 6287 S. Karston Drive, Parcel # 62-19-07-400-017 with the following conditions:
  - A new updated private road maintenance agreement be submitted
  - Parcels 62-19-07-400-024 and 032 be combined OR a permanent easement be created to eliminate a landlocked parcel.Additionally, escrow fees are waived at this time and final approval by the Township Board will not be made until the above conditions are fulfilled.

**Staff Update:** Zoning Report was distributed

**Public Comment:** None

**Planning Commission Members Comments:** Tanya DeOliveira, from Williams and Works, was introduced and provided information on “Tiny House” zoning practices. The majority of members agree that such dwellings would only be considered in a Planned Unit Development (PUD) situation and this item is not a pressing township issue at this time. Chris Wren noted that the County recently increased building permit fees.

**Adjournment:** **Moved** by Baker, **seconded** by Knape, to adjourn the meeting at 7:40 PM. **Unanimously Approved.**

Respectfully Submitted,

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Pat Baker  
Planning Commission Secretary

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Dianna Schaafsma  
Recording Secretary