

**BROOKS TOWNSHIP PLANNING COMMISSION  
JOINT WORK SESSION WITH BOARD  
AUGUST 14, 2023 @ 6:30 PM  
APPROVED**

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

**Members Absent:** None

**Board Members Present:** Cory Nelson, Vivian Miller, Ryan Schultz

**Board Members Absent:** Jennifer Badgero, Danielle Hummel

Chairman Guzniczak, called the Joint Work Session meeting to order at 6:30 p.m. This meeting was properly posted and a quorum of the Brooks Township Planning Commission was present.

**Discussion Items:**

1) Presentation – Ryan Coffey, MSU Extension Land Use Coordinator. Planning Commission Rolls and Responsibilities – High level roles were outlined by Mr. Coffee who noted that all authority comes from the State, through statutes, based on the Planning and Zoning Enabling Act. He further outlined the following governing bodies and stressed the importance of the Board and Township working together and following township attorney advice.

- Legislative body – Township Board consists of elected officials who are able to enact, adopt or amend ordinances
- Administrative body – Planning Commission members are delegated by the legislative body (Township Board) and are appointed to serve a specified term. They have the authority to review and develop ordinances but cannot enact them.
- Quasi judicial body – Zoning Board (ZBA) – This board review is the final step prior to a potential court action. Their role is to review ordinances and the facts prior to any determination. This is the only entity that can interpret ordinances if the ZA questions.
- Zoning Administrator – Administrative position oversees permits and violations, determines proper forms, fees, and payment of fees. The legal/formal process begins with the ZA, therefore, documentation is very important.
- Clerk or secretary responsible for recording minutes and notices

**Adjournment:** Moved by Wren, seconded by Pitzer, to adjourn the meeting at 7:21 PM.

**Unanimously Approved.**

Respectfully Submitted,

---

Pat Baker  
Planning Commission Secretary

---

Dianna Schaafsma  
Recording Secretary