

**BROOKS TOWNSHIP PLANNING COMMISSION**  
**REGULAR MEETING**  
**September 24, 2018 @ 7:00 PM**  
**DRAFT**

**MEMBERS PRESENT:** Mark Pitzer, Pat Baker, Danielle Hummel, Cheryl Rosen, Ryan Schultz

**MEMBERS ABSENT:** Phil Knape, Matt Arthur

**STAFF PRESENT:** Cory Nelson

Chairman Pitzer, 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 Rosen to accept the agenda. **Approved unanimously**

**PUBLIC HEARING**

**Moved** by Baker, **seconded** by Hummel to suspend the regular meeting and open the Public Hearing. **Approved Unanimously**

All hearing issues were posted in the paper and no correspondence received.

- 1) Special Land Use Permit Application – Change Single-family residence to Two-family residence – 9356 Catalpa Ave – Parcel #62-19-33-402-014. Larry and Paula Brunsting provided background information for the property. Staff report provided by ZA indicates all Standards for Approval have been met.

Public Comment: Cory Nelson supports SLU Permit

- 2) Special Land Use Permit Application – Addition of Used Car Sales/Auto and Boat Restoration to Auto Repair Shop – 8426 S. Mason Dr. – Parcel # 62-19-30-160-013 Jason Blain indicates he plans to restore and sell cars, he also plans to work on and sell used boats. A fenced in storage area is planned for the back of the property. ZA provided information that the property meets ordinance criteria.

Public Comment: Cory Nelson noted the business is growing and property changes will have a positive impact on the community.

- 3) Zoning Ordinance Amendments – Section 17.03 – Site Plan Requirements and Section 17.04 – Review Procedure – Change from the large 24 x 36 format sheet to smaller 11 x 17 to reduce expense and make the sheet more useable.

**Moved** by Baker, **seconded** by Hummel to close the Public Hearing and return to the regular meeting. **Approved Unanimously**

**APPROVAL OF MINUTES:**

**Moved** by Rosen, **Seconded** by Hummel to accept the minutes of the August 27, 2018 meeting.  
**Approved Unanimously**

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**UNFINISHED BUSINESS:**

- 1) Ordinance language addition to Art IV, Sec 4.09, Conference/Retreat Center in residential district as SLU – Change was tabled for approval at the next meeting when fire report requirements and tax information is available.
- 2) Standards for Conference/Retreat Centers - The Subcommittee comprised of Danielle Hummel, Pat Baker, Cheryl Rosen, Joe Selzer, and Dale Richardson used existing Bed/Breakfast plus some additional standards, specifically related to retreat centers. Future plans for using the property for non-church related events will need to go back through the Planning Commission.
- 3) Amendment to Ordinances 4.09, #72 – R3 and C1 – Tabled as noted in #1 above.

**NEW BUSINESS:**

- 1) Special Land Use Permit Application – Change Single-family residence to Two-family residence – 9356 Catalpa Ave – Parcel #62-19-33-402-014 – **Moved** by Baker, **seconded** by Hummel to approve SLU. **Approved unanimously**
- 2) Special Land Use Permit Application – Addition of Used Car Sales/Auto and Boat Restoration to Auto Repair Shop – 8426 S. Mason Dr. – Parcel # 62-19-30-160-013 – **Moved** by Baker, **seconded** by Hummel to approve SLU. **Approved unanimously**
- 3) Zoning Ordinance Amendments – Section 17.03 – Site Plan Requirements and Section 17.04 – Review Procedure - **Moved** by Baker, **seconded** by Hummel to forward for Board approval. **Approved unanimously.**

**STAFF UPDATE:** None

**PUBLIC COMMENT:** Chris Stefanko supports the Ordinance change of sheet size to 11 x 17. He would also like to see the sheets to scale so the scene is geared to the size of the sheet.

**PLANNING COMMISSION MEMBER COMMENTS:** None

**ADJOURNMENT:**

**Moved** by Baker **Seconded** by Hummel to adjourn at 8:10 PM.  
**Approved unanimously.**

Respectfully Submitted,

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Pat Baker  
Planning Commission Secretary

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Dianna Schaafsma  
Recording Secretary