

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
November 28, 2016
APPROVED MINUTES**

MEMBERS PRESENT: Matt Arthur, Pat Baker, Mike Bouwer, Phil Knape, Mark Pitzer, Cheryl Rosen, Ryan Schultz

MEMBERS ABSENT: None

STAFF PRESENT: Zoning Administrator Joe Selzer

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 Knape, **Seconded** by Bouwer to accept the agenda as presented.
Approved Unanimously

APPROVAL OF MINUTES:

Moved by Schultz, **Seconded** by Bouwer to accept the minutes of the October 24, 2016 Meeting as written.
Approved Unanimously

PUBLIC COMMENT: None

CORRESPONDENCE: None

UNFINISHED BUSINESS:

1. Master Plan: Chapter Four

PC went through Chapter Four. The Future Land Use Map needs to be updated and signage for home occupation.

2. Ordinance Dialogue: There was discussion on who gets notified if there are ordinance violations when the property is being rented or sold on land contract. Does the property owner or tenant get notified? Selzer said he checked into this and the ordinance says “the person that is creating the violation”. Selzer goes through a series of steps to resolve any violations. He talks to the violator first and if it isn’t resolved will contact the property owner.

Selzer did contact Mr. Cornell who is selling the property to Charlie Harris and Mr. Cornell had no problem with whatever Mr. Harris (Jeff’s Auto Repair/Jack and Dee’s) wanted to do.

Selzer said he has written a compliance letter to Mr. Harris (Jeff's Auto Repair/Jack and Dee's) as the property has been cleaned up.

NEW BUSINESS: None

STAFF UPDATE: (see attached) The ZA said there will be a public hearing next month on rezoning requested by Malcolm VandenToorn. He would like to rezone a residential property to commercial so the parcels can be combined. Combination would not be allowed if the parcels are different districts.

Selzer said the ZBA had a hearing last month and granted a variance for a disabled veteran. He recently met with the applicant's daughter and was told the applicant had passed away, so the variance had to be rescinded. The applicant had met all conditions before he passed. His daughter has no intentions to do the remodel as it was to benefit the applicant.

Selzer has had a request asking if we had any property available for a commercial marijuana operation. Selzer sent him a copy of our marijuana ordinance and if they had any questions to contact him. Selzer has not heard back.

PUBLIC COMMENT: Comments received from new Township Board Member, Ken Page.

PLANNING COMMISSION MEMBER COMMENTS: None

ADJOURNMENT:

Moved by Baker, **Seconded** by Rosen to adjourn at 8:11 p.m.
Approved Unanimously

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Maureen Dutkiewicz
Recording Secretary