

**BROOKS TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
DECEMBER 21, 2015  
APPROVED MINUTES**

**MEMBERS PRESENT:** Mike Bouwer, Phil Knape, Greg Myers, Cheryl Rosen, Les Salacina, Ryan Schultz

**MEMBERS ABSENT:** Mark Pitzer

**STAFF PRESENT:** Zoning Official Joe Selzer

Vice Chairman Knape called the regular meeting to order at 7:05 p.m. This meeting was properly posted and a quorum of the Brooks Township Planning Commission was present.

**APPROVAL OF AGENDA:**

**Moved** by Salacina, **Seconded** by Bouwer to accept the agenda as written.  
**Approved Unanimously**

**APPROVAL OF MINUTES:**

**Moved** by Salacina, **Seconded** by Myers to accept the minutes of the November 23, 2015 meeting as written.  
**Approved Unanimously**

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**Moved** by Rosen, **Seconded** by Bouwer to close the regular PC meeting and open the public hearing at 7:08 pm  
**Approved Unanimously**

**PUBLIC HEARING: Ordinance Amendments (see attached)**

**3.04a. Temporary Camping:** Selzer explained the amendment is to include “Temporary camping in excess of four (4) tents or recreational vehicles requires a Newaygo County District 10 Health Department Camping Permit.

**3.05c. Dwelling Standards:** Selzer explained the amendments to dwelling standards lowered the amount of square footage required from 1200 to 864. This would allow someone to downsize to a 24 x 36 foot dwelling allowing for a starter home or have a cottage around the lakes where it would fit better on the lot size.

**3.09c Home Occupation:** Changes to this ordinance are to allow one sign either a wall sign or *a ground sign with text allowed on both sides of the ground sign but it may not exceed four (4) square feet.*

**4.08 Setback Standards:** Selzer said this change regards minimum width in the low density residential district (R1). LSL felt each district needs to be distinct. Lot depth to lot ratio needs to be 4:1. There was discussion as to lowering the minimum lot width from 330 feet to 250 feet. However this did not meet the required lot acreage. After discussion it was decided to change minimum width to 235 feet.

**9.06D Land Cover Exceptions (Decks):** Selzer said changes in this ordinance (m) are to *allow an elevated deck but it must be attached to the dwelling.* The deck attached to a dwelling *shall not be used as a construction setback point.* We are deleting that decks and patios shall be pitched away from the lake one inch for each ten (10) feet of horizontal depth of the structure.

**Under 9.06Dh** Because of the amendment to allow decks attached to the dwelling in 9.06D m. this section of the ordinance is to delete reference to prohibiting decks being attached to a structure and the pitch of the decks. The wording left in this portion of the ordinance is *No portion of a deck or patio shall be located within ten (10) feet of the water's edge or the ordinary high water mark if established.*

**16.09 Schedule of Sign Regulations:** Changes are to allow a wall or a *ground sign for home occupation.* The size of the sign must not be greater than *four (4) square feet.* It can be on a wall of the *building facing the street or on the ground five (5) feet back from ROW edge.*

In the Commercial District (C1) Selzer said the ordinance didn't allow for a projecting sign. New language included *one sign per street frontage. Each side of the projecting sign shall not exceed one-half (1/2) the square footage allowed for a wall sign. Located on the wall of the building which is used to calculate its area. It can be no more than six (6) feet and may not exceed six (6) feet from exterior wall. Ten (10) feet minimum clear space. It may be illuminated (internally or externally).*

This will give more options in the kind of sign the business would like.

Amendments were also made to pylon signs. They can be located at the *front edge of the right-of-way line (ROW).* *No part of the sign shall overhang into the ROW.* This is an M-DOT regulation as they do not allow anything in the ROW.

There were no comments from the public on any of the amendment changes.

**Moved** by Salacina, **Seconded** by Bouwer to close the public hearing and reopen the regular PC meeting at 7:40 p.m.

**Approved Unanimously**

**UNFINISHED BUSINESS:**

**1. Target Shooting:** Selzer checked with other townships as to any ordinances regarding target shooting. Only one township has an ordinance and that is Shelby Township in Macomb County. There was discussion on this.

**Moved** by Salacina, **Seconded** by Myers to not address this issue.

**Approved Unanimously**

**2. Change of Lot size in Commercial District (C-1)** Selzer explained the differences in township regulations and what their requirements are. (See attached). There was discussion on size of acreage required and keeping lots conforming.

Brooks Township has had a request to take ten (10) feet from one parcel and add it to another. The questions involve the C-1 in the area of Edgewood and Mason Drive.

After discussion it was decided to table this until next month and see if we get any more information on this.

**Moved** by Schultz, **Seconded** by Bouwer to table this until next month.

**Approved Unanimously**

**NEW BUSINESS: Ordinance Amendments**

**3.04a Temporary Camping:**

**Moved** by Salacina, **Seconded** by Bouwer to approve amendments as presented.

**Approved Unanimously**

**3.05c Dwelling Standards:**

**Moved** by Salacina, **Seconded** by Myers to approve amendments as presented.

**Approved Unanimously**

**3.09c Home Occupation:**

**Moved** by Schultz, **Seconded** by Salacina to approve amendments as presented

**Approved Unanimously**

**4.08 Setback Standards:** **Moved** by Salacina, **Seconded** by Myers to change the minimum lot width to 235 feet to keep with the 4:1 ratio.

**Approved Unanimously**

**9.06D Land Coverage:** **Moved** by Rosen, **Seconded** by Bouwer to approve ordinance changes as written.

**Approved Unanimously**

**16.09 Schedule of Sign Regulations:** **Moved** by Bouwer, **Seconded** by Salacina to approve ordinance changes as written.

**Approved Unanimously**

**STAFF UPDATE:** (see attached) The ZO said he has issued 30 more compliance permits than last year. He has issued 137 so far this year.

Selzer said he attended a conference held by the MTA regarding the writing site plans, amending and enforcing ordinances. He explained how much it would help to have a CAD program to be able to help with residential drawing.

Selzer mentioned different issues he has had in the township.

**PUBLIC COMMENT:** Comments received.

**PLANNING COMMISSION MEMBER COMMENTS:** Comments received.

**ADJOURNMENT:**

Moved by Bouwer, Seconded by Rosen to adjourn at 8:30 p.m.

Respectfully Submitted,

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Les Salacina  
Planning Commission Secretary

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Maureen Dutkiewicz  
Recording Secretary