

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
September 26, 2016
APPROVED MINUTES**

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

MEMBERS None

STAFF PRESENT: Zoning Official 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 Baker, **Seconded** by Knape to accept the agenda as amended by switching Master Plan to the second item under New Business and putting Sec. 18.02 first.

Approved Unanimously

APPROVAL OF MINUTES:

Moved by Knape, **Seconded** by Rosen to accept the minutes of the July 25, 2016 Meeting as written.

Approved Unanimously

PUBLIC COMMENT: None

CORRESPONDENCE: None

UNFINISHED BUSINESS:

1. Sec. 3.04c Clearing of Land: ZO Selzer gave background on the clearing of land in the Commercial District. This was sent to the Township Board for approval after being approved at the PC and having a public hearing. However, at the Township Board meeting there was a question on the clearing aspects in the business district.

Pitzer said a meeting was held regarding this question between Pitzer, Selzer, Supervisor Nelson, and Land Use Coordinator, Ryan Coffey. Nelson said he thought it was covered in the site plan review. Coffey said he had not seen this language in other townships and thought it wasn't necessary and that it should be deleted.

After discussion it was decided Clearing of Land was covered enough under Site Plans. Therefore, it is recommended that it be removed entirely and sent back to the Township Board.

Moved by Schultz, **Seconded** by Baker that Sec. 3.04c be removed entirely and sent back to the Township Board for their approval.

Ayes – All

Nays – None

Approved Unanimously

A call will be made to our attorney to see if we need another public hearing when no changes were made from the last public hearing.

NEW BUSINESS:

1. Sec. 18.02 Screening Standards, Vegetation and Berms: Selzer said it was found that parts of Section 18 regarding buffers trees, walls, screens, fences, etc. weren't consistent. The addition of the language that states they be maintained in a healthy growing condition be added to the sections that didn't have it. There were three parts that did not include the language. It is put in as part of required screening for site plans in the business district.

Nelson said this was to keep everything the same for site plans. Its purpose is to block dumpsters and the like, but not for individual property owners who have berms, etc.

There was discussion regarding how necessary it was to add these when it is required in site plans and special land use. The thought was if changes are going to be made to the ordinance in the future; a #11 could be added to section 18.02 A. saying screening needs to be maintained.

Moved by Schultz, **Seconded** by Baker to leave Section 18.02 as it is regarding the screening.

Ayes – All

Nays – None

Approved Unanimously

2. Master Plan: Pitzer said we are required to update our Master Plan every five years. Going through each chapter to check for any changes that need to be made. Newly elected board members will be accurate as to date of publication.

Chapters One and Two were gone through tonight. In October we will go through Chapter Three and in November Chapter Four.

STAFF UPDATE: (see attached) Selzer said we also go through recertification with the Federal Emergency Management Agency (FEMA) every five years. He had to compile documentation and send it to the Community Rating System (CRS). That was done on August 30, 2016. Selzer got an email from CRS saying they received all our information and are going through it to be sure we don't have to change anything. Recertification allows for a discount in insurance for residents living in the flood plains. We also get points for activities for help in the flood plains. Selzer ordered pamphlets related to floods, flood coverage, flood insurance, what to

do, how to improve in case of a flood. He will have the pamphlets in the hallway for those interested.

PUBLIC COMMENT: None

PLANNING COMMISSION MEMBER COMMENTS: None

ADJOURNMENT:

Moved by Baker, Seconded by Rosen to adjourn the meeting.
Approved Unanimously

Pitzer adjourned the meeting at 8:36 p.m.

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Maureen Dutkiewicz
Recording Secretary