

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING September 8, 2025 @ 7:00 PM
APPROVED**

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

Members Absent: None

Staff Present: Jerry Tuin

Phil Knape 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 Hance, **seconded** by Frederiksen to approve the agenda as written. **Unanimously Approved**

Approval of Minutes: Moved by Pitzer, **seconded** by Frederiksen to approve the minutes of the regular PC Meeting of August 11, 2025 as written. **Unanimously Approved**

Public Comment: None

Correspondence: None

Reserved Time – None

Unfinished Business

- A.** Lake overlay – rear setbacks from right-of-way – ZA, Jerry Tuin provided proposed updates to Article IV, section 4.08, Section 2B and Article IX, Lakefront (LD) District. items 2,4, and 5 as follows:

Item 2 – The minimum waterfront lot rear yard setback fronting a public road right of way line shall be no less than five (5) feet. This standard shall not apply to waterfront lots accessed by private roads (see 9.07 (B)(3)).

Item 4 – The minimum non-waterfront lot front yard setback fronting a public road right-of-way shall be no less than 5-feet, this standard shall not apply to non-waterfront lots accessed by private roads (see 9.07(B)(5)).

Item 5 – The minimum front yard setback shall not be less than twenty-five (25) feet from any private road any private road right-of-way.

Moved by Baker, **seconded** by Hance to support the above changes. **Unanimously Approved**

New Business:

- A. Clarification of fence setbacks – Following discussion, the decision was made that Ordinance language is clear and allows fencing up to the road right-of-way as long as it's 4-feet or lower, per ART XVII.
- B. Review of sign ordinance – Allowability of vehicle signs – PC member discussion determined that a vehicle sign would be considered a portable sign and allowable per Ordinance XVI.

Staff Report:

- Jerry Tuin reviewed the status through the end of August.

Public Comment: None.

Planning Commission Member Comments – Chris Wren noted that the official sale of all 13 dams would be announced tomorrow September 9th.

Adjournment: Moved by Baker, seconded by Wren, to adjourn the meeting at 7:45 PM.

Unanimously Approved

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Dianna Schaafsma
Recording Secretary