

**BROOKS TOWNSHIP PLANNING COMMISSION
REGULAR MEETING May 11, 2026 @ 7:00 PM
APPROVED**

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

Members Absent: None

Staff Present: Jerry Tuin, Zoning Administrator

Approval of Agenda: Moved by Hance, seconded by Pitzer to approve the agenda as written.
Unanimously Approved

Approval of Minutes: Moved by Schultz, seconded by Hance to approve the minutes of the regular PC Meeting of April 13, 2026, as presented. **Unanimously Approved**

Public Comment: None

Correspondence: None

Reserved Time: None

Unfinished Business:

1) Sign Ordinance Discussion – Jerry Tuin provided an overview of issues that might be considered in the sign ordinance revamp as follows:

- Digital reader board with screens on both sides of a ground/monument sign
- Changing the current 6-foot requirement to 8-10 feet due to the potential of winter snow/ground conditions blocking the sign.
- Adjustment of setbacks from the street to prevent blocking the view of taller signs.
- Addressing brightness, and speed of change in digital readers.
- Addressing information and or wording contained on the signs. It was agreed that signage information needs to pertain to the specific business.

Jerry will check with Williams and Works to determine if they have suggestions for addressing issues and prepare a draft with noted changes.

New Business:

1) Small Home Memo from Williams and Works – Minimum floor areas and suggested text amendments for Residential Dwelling Standards 3.05c - Following discussion it was decided to make no changes to the Residential Dwelling Standards ordinance.

Staff Report:

- Jerry Tuin reviewed the status through the end of April and noted that requests are beginning increase.

Public Comment: None.

Planning Commission Member Comments – Mark Pitzer noted that there is a ZBA meeting scheduled for May 27th.

Adjournment: Moved by Baker, **seconded** by Fredericksen to adjourn the meeting at 7:44 PM.
Unanimously Approved

Respectfully Submitted,

Pat Baker
Planning Commission Secretary

Dianna Schaafsma
Recording Secretary