

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, September 2, 2020  
7:00 PM

VIA ZOOM  
#830-8833-9193

**Members on Zoom:** Chris Marbach – Chairman, Sandra Seanor-Secretary, Robert Thompson, Mike Mroczek, William Mahaney, Don Delong, and Dawn Bolock.

**Member Not Participating:** Vice Chair Shane Szalai and Richard Gates

**Minutes Recorded By:** Brigid Forlenza

Chair Marbach called the meeting to order at 7:00 PM.

1. **Pledge of Allegiance**
2. **Agenda Approval:** Motion made by Sandra Seanor to approve agenda add New Business D. Site Plan/Fitness Center. Seconded by William Mahaney. All in favor – motion passes.
3. **Reading and approval of past minutes:** August 5, 2020; Motion made by Sandra Seanor to approve minutes changing word (The) to (They) (under 5a – line 4) seconded by William Mahaney. All in favor motion passes.
4. **Land Divisions:**
  - a. **Ryan Jay – (Rolen Drive) Property #14-090-008-025-01.**

Motion made by Sandra Seanor to un-table this from previous meeting and bring back up, seconded by William Mahaney. All in favor motion passes.  
Taxes are paid and splits are available. Sandra Seanor made a motion move to approve, seconded by Don Delong. All in favor motion passes.
5. **New Business:**
  - a. **AEP Laydown Yard:** Chair Marbach asked Zoning Administrator, Leroy Krempec, for comments: None  
Mike Mroczek – it needs trees along fence line to mirror other laydown yards.  
Don Delong – Krupp’s has upcoming project and we don’t want an eyesore, stipulate landscape  
Mike Mroczek – it needs trees along fence lines.  
  
Mike Mroczek made a motion to approve with modifications that they have trees along M62 and south fence lines, seconded by Dawn Bolock. All in favor motion passes.

- b. 5 Year Parks and Recreation Plan – Andrew Moore and Whitney Newberry of Williams and Works presented information for updating the Parks and Recreation Plan. In process to update plan from 2016 Inventory facilities, action plan objective to follow DNR guidelines. Public input via survey or focus groups.  
 Discussion followed: Don DeLong – tap into school children  
 Mike Mroczek the survey in the prior plan was adequate and worked well.  
 Sandra Seanor – walking areas around lakes, bike and pedestrian walkways, and recent maps.  
 Dawn Bolock – the survey will work  
 Andrew Moore – DNR requires one method of public input and a survey will be an online survey.  
 Sandra Seanor – There is a group of people working on safe routes to school. Additionally, this is an update.  
 Andrew Moore – This still needs public input to look at new trends. The process will be survey to go out end of September through October. Draft plan to Planning Commission and Board of Trustees in December, DNR deadline is February 1, 2021.
- c. Dan and Debi Kimbrell – questions about RV barn/living quarters. The owners related they want to build an RV barn with living quarters and seek guidance from Planning Commission to know if it is okay.  
 Sandra Seanor questioned is this a commercial endeavor for breeding horses? Reply from owners that they are not breeding.  
 Discussion held – this would create a second principal building on a parcel. The issue is one set of living quarters on a parcel.  
 Chair Marbach suggested they obtain a land division – cut corner out and create a new parcel for new building.  
 Leroy Krempec – Zoning Administrator sent this to Planning Commission to get answers and agrees that a split is the best way to go.
- d. Site Plan Review – Fitness Center  
 Chair Marbach – signed and sealed plans arrived yesterday.  
 Zoning Administrator Krempec related he thinks building can go up and they have enough to move forward.  
 Sandra Seanor – do they have soil erosion permit?  
 Mike Mroczek – Is retention pond on their parcel or a different lot?  
 Tom Sotebeer – builder related it is on separate parcel owned by Ryan Jay.  
 Chair Marbach – drainage easement needs to be written around pond to ensure parcel to north has the right.
1. Condition – revised site plan with easement.
  2. Bearings or distances on site plan.
  3. No dimensions on the plan.
  4. No indication of lighting or signage.
- Chair is following check list for site plan.  
 Kevin Marks of Wightman – they need E.G.L.E., MDOT, and CCRC permits.  
 Sandra Seanor – Soil erosion permit needed.
- Sandra Seanor made motion for project to obtain all their permits, MDOT, EGLE, CCRC, drainage easement on a survey by a Michigan Surveyor, lights, signage; retention pond easement for approval, seconded by Mike Mroczek. Chair Marbach hearing no further discussion: Roll Call, Yeah – Sandra Seanor, Mike Mroczek, William Mahaney, Dawn Bolock, Robert Thompson, Chair Chris Marbach. Nay – Don DeLong. Motion passes 6 to 1.

6. **Old Business:** None

7. **Committee Reports: Sandra Seanor**

- a. Andrew Moore – Land Division tax payment – eligible for split on new form  
Mike Mroczek – add sewers to this form
- b. Subdivisions – PUD changes – unlawful to excavate. Certificate of Zoning compliance is issued prior to permit.  
Sandra Seanor commented that Andrew Moore has done a phenomenal job on amending the forms. She has spoken to Clerk VanBelle to upload new forms on website and secretary Obren will have copies at front desk.  
Chair Marbach thanked Sandra Seanor for the update.
- c. **Public Comments:**  
Ms. Shelly – 69898 Elkhart Road wants to make this a residential group home.  
Sandra Seanor advised her to contact Zoning Administrator Krempec.  
Zoning Administrator Krempec – this is located in R1 and questions if this fits in Master Plan.  
Sandra Seanor – we are not well versed in this and we will need to review and research.  
Chair Marbach – Zoning Administrator will need to research zoning and Master Plan.

8. **Announcements:** None

9. **Adjournment:** Hearing no further comments Chair Marbach adjourned meeting at 8:20 PM.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary