

**Ontwa Township Planning Commission
Cass County Michigan**

Wednesday, August 5, 2020
7:00 PM

VIA ZOOM
#890-0785450

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

Member Not Participating: Vice Chair Shane Szalai

Minutes Recorded By: Brigid Forlenza

Chair Marbach called the meeting to order at 7:04 PM.

1. **Pledge of Allegiance**
2. **Agenda Approval:** Motion made by Dawn Bolock to approve agenda as amended adding New business – change to Routing sheet for splits adding Wastewater Administrator, seconded by Mike Mroczek. All in favor – motion passes.
3. **Reading and approval of past minutes:** March 4, 2020; Motion made by Sandra Seanor to approve minutes as presented seconded by Robert Thompson. All in favor motion passes.
4. **Land Divisions:**
 - a. **Virginia Gard – (Twilight Drive) Property #14-090-001-028-00.** Virginia Gard spoke. Their home is on Parcel B – There is an out lot for access to Parcel A split. Sandra Seanor questioned if the remaining parcel can be used for emergency vehicles. Chair Chris Marbach asked if parcel is to be sold for what purpose. Virginia Gard responded house and outbuilding. Mike Mroczek – Is there a sewer tap on this new parcel? Virginia replied yes. Sandra Seanor – related the assessor has approved the split and there is certificate of paid taxes, verifying the taxes are paid. Dawn Bolock related the sign off document is at the Zoning Administrator’s office. Chair Marbach questioned access to lot regarding ingress and egress. Private road needs to be 66 ft wide. Virginia Gard – asked how to take the 66 feet further. Chair Marbach related you need to extend the 66ft forward and to add a cul-de-sac. Dawn Bolock made a motion to approve split with a change to existing plan – adding a 66-foot road and a cul-de-sac with a 60-foot radius. Seconded by Robert Thompson. Chair Marbach – asked for any further comments. All in favor - motion passes. Virginia Gard to provide Chair Marbach the corrected document.

- b. **Ryan Jay – (Rolen Drive) Property #14-090-008-025-01.** Chair Marbach related this is a split behind the current facility (Edwardsburg Fitness) and the applicant is trying to build another building. They will have to run a sewer line. Parcel meets zoning requirements and a survey has been provided. Chair Marbach is not aware of splits and does not have routing sheet provided by assessor. Chair asked if there was anyone out there (on zoom) for this split. No one responded.
- Sandra Seanor – do we know if there are splits available and have they provided a certificate of paid taxes from Cass County?
- Chair Marbach related they could approve contingent upon proof of taxes and splits being available.
- Dawn Bolock related this is the original Family Dollar property and they have a split available.
- Sandra Seanor reiterated we must know if splits are available.
- Mike Mroczek related that he observed they are building on this site, to which William Mahaney agreed.
- Sandra Seanor per 20.02 of the current ordinances related that the Zoning Administrator needs to issue a certificate of compliance prior to construction. She understands that the building inspector told them they could excavate.
- Dawn Bolock related the building inspector allowed them to excavate.
- Sandra Seanor – The ordinance is not being followed.
- Robert Thompson stated we have had this conversation before, and nothing has changed. In agreement were Mike Mroczek, William Mahaney and Sandra Seanor.
- Chair Marbach – let's focus on land division first and table for more information
- William Mahaney made a motion to table pending information on splits and taxes seconded by Don Delong.
- William Mahaney inquired as to documents existing to allow the start of construction or was this all verbal.
- Chair Marbach related he did not have any. Chair Marbach hearing no further discussion. All in favor – motion passes.

5. **New Business:**

a. **Rolen Drive – Site Plan Review**

Chair Marbach placed this on agenda and has not received anything additional. The preliminary site plan is not stamped – Michigan P.E. on board.

The have asked Chair Marbach for a sewer and drainage analysis.

Sandra Seanor has observed this being constructed already and no compliance permit has been issued. This has occurred before.

Chair Marbach further stated that there is no Final Site Plan to vote on. It is disheartening to see this continue to happen. This happens two or three times a year. They presented this problem to Supervisor Marchetti who was on zoom.

Don Delong commented Tom Sotebeer is listening on Zoom.

Robert Thompson – a complete application is needed. If applicant wants a special meeting, they can pay to have one.

William Mahaney made a motion to table until the completed application documents are submitted (sewers, drainage), and to red tag this site, seconded by Sandra Seanor.

Chair Marbach hearing no further discussion – All in favor motion passes.

Builder is to secure site.

- b. Change to routing sheet to include Wastewater. Mike Mroczek – our current ordinance was written prior to construction of sewers.

Sandra Seanor related she will contact Andrew Moore, Williams and Works about adding wastewater to check off sheet and research the forms regarding wastewater.

Chair Marbach stated in the short term to add a paragraph to application regarding sewers.

6. **Old Business:** None

7. **Committee Reports:**

a. **Zoning Ordinance review committee.** Sandra Seanor reported no meeting has been held.
Still to review:

- Living Quarters above garages
- Christiana Rezoning
- 35% impervious surface implementation
- Outside storage of boats on residential property
- Building Plan Compliance regarding occupancy permit
- Wastewater issue
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8. **Public Comments:** None

9. **Announcements:** None

10. **Adjournment:** Hearing no further comments Chair Marbach adjourned meeting at 8:07 PM.

Respectfully Submitted:

Brigid Forlenza
Recording Secretary