

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, March 4, 2020  
7:00 PM

Ontwa Township Hall  
26225 US 12  
Edwardsburg, MI 49112

**Members Present:** Chris Marbach – Chairman, Shane Szalai – Vice Chair, Sandra Seanor-Secretary, Robert Thompson, Mike Mroczek, and Don Delong.

**Member Absent:** Richard Gates, Dawn Bolock, William Mahaney

**Minutes Recorded By:** Brigid Forlenza

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

1. **Pledge of Allegiance**
2. **Agenda Approval:**
3. **Reading and approval of past minutes:** December 4, 2019; Motion made by Mike Mroczek, seconded by Don Delong to approve minutes as presented. All in favor motion passes.
4. **Land Divisions: None**
5. **New Business:**
  - a. **Election of Officers 2020/2021:** Motion made by Sandra Seanor seconded by Don Delong to elect officers, Chris Marbach – Chairman, Shane Szalai – Vice Chairman and Sandra Seanor – Secretary. All in favor motion passes.
  - b. **Duo Form Site Plan Review:** 69836 Krause Road. Zoning Administrator, Leroy Krempec, sent plans to board members and has no objections to project. Representative Dan Lewis – A.R. Engineering addressed board regarding project. The existing detached building is being replaced and stormwater pond increased.  
**Discussion held:** Chair Marbach questioned drainage which was not shown on plan and they need to see it. Dan Lewis, A.R. Engineering replied drainage to west side and grass near road. Drainage calculated for one-hundred-year storm. They will provide this documentation. Motion made by Don Delong seconded by Robert Thompson to approve plan on condition that the Engineer provide stormwater certified drainage calculations. All in favor motion passes.
  - c. **Scapino Steel Erectors Site Plan Review:** 69735 Brizandine Street. Zoning Administrator, Leroy Krempec, provided members with plans. He reviewed project and has no objections. Mr. Scapino spoke relating drainage will be to south; there is a shared gravel drive and they will be connecting to sewer. Drainage will be to southeast and will slope to rear. Chair Marbach noted no elevations to retention basin listed. The plan meets setbacks.

Mr. Scapino related it is 2.9-acre odd lot on corner of Max St and Brizandine. The retention will help with flooding that exists.

Motion made by Robert Thompson seconded by Sandra Seanor to approve site plan. All in favor motion passes.

- d. **Home Occupations:** Zoning Administrator, Leroy Krempec, related that the weapons permit on US 12 will not renew as owner passed.

Krupp Mechanic Business has not returned his request. Zoning Administrator Krempec will go to site and check it out.

There is a new start up on Redfield and a dog groomer on Beach Drive.

Mike Mroczek inquired about the Szalai Countertop business that had not paid last year.

Zoning Administrator Krempec related he was informed by Treasurer Christensen that after last year meeting they had paid the fee.

Zoning Administrator to provide list at next meeting.

- e. **The 2019 Annual Report:** Ontwa Township Planning Commission, Edwardsburg Michigan Reviewed. Motion made by Sandra Seanor seconded by Robert Thompson to approve annual report. All in favor motion passes.

6. **Old Business:**

- a. Structures that are noted as blight as well as nuisances; The new ordinance adopting the IPMC – International Property Maintenance Code was approved, posted and published. It will be effective April 1, 2020.

7. **Committee Reports:**

- a. Zoning Ordinance review committee has met and Chair Marbach discussed with commission a need for a change to the zoning map for a section on Christiana Lake from R1A classification to R1. The lots and a PUD will then be conforming for 100-foot lots that exist. The Planning Commission will initiate this, and the committee is currently reviewing. Zoning Administrator Krempec addressed a forth coming development on the corner of US 12 and Brady Road.

b. **Sandra Seanor Ad Hoc Reviewing:**

- Living Quarters above garages
- Christiana Rezoning
- 35% impervious surface implementation
- Outside storage of boats on residential property
- Building Plan Compliance regarding occupancy permit

The committee is grappling with many issues. Robert Thompson related the County Planning Commission received Milton Township resolution to unattached – mother-in-law house. He related it is well done and available.

8. **Public Comments:** None

9. **Announcements:**

10. **Adjournment:** Hearing no further comments Chair Marbach adjourned meeting at 7:55 PM.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary



**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
- 

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

**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

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, October 7, 2020  
7:00 PM

VIA ZOOM  
# 863-7665-1551

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

**Minutes Recorded By:** Brigid Forlenza

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

1. **Pledge of Allegiance**
2. **Agenda Approved**
3. **Reading and approval of past minutes:** September 2, 2020; Motion made by Mike Mroczek to approve minutes seconded by Dawn Bolock. All in favor - motion passes.
4. **Land Divisions: None**
5. **New Business:**
  - a. **Site Plan Review Octane Properties LLC: (Krupp’s Power Sports, Inc.)** Chairman Marbach stepped off as site plan prepared by Marbach, Brady, & Weaver Inc. Vice Chair Shane Szalai steps in as chairman.

Engineer Debra S. Hughes, P.E. presented plan relating the site will consist of new store and storage.

Sandra Seanor – did they meet timing stipulation of June 1, 2020.

Response – Purchase was set for April, however, due to Covid was pushed back. Purchase of site closed on July 10, 2020.

Dawn Bolock made a motion to approve site plan seconded by Sandra Seanor. Roll Call Vote: Yeah – Sandra Seanor, Mike Mroczek, William Mahaney, Dawn Bolock, Robert Thompson, Don Delong, Richard Gates, and Shane Szalai. Nay – None

6. **Old Business:**
  - a. **5 Year Parks and Recreation Plan** – Chair Marbach passed to Andrew Moore and Whitney Newberry with William and Works.  
Review of survey conducted: Dawn Bolock – good job. Richard Gates – comprehensive and thought out. Chair Marbach – Add Little league park to list. Don Delong – addressed bike paths. Sandra Seanor – dedicated cycling path. Mike Mroczek – trails. Sandra Seanor – looks great, good comments.

Andrew Moore – survey will be online and sent throughout the community. Hard copies will be available in the Ontwa Township Hall. The five-year parks and recreation draft will be presented to the Planning Commission at their December meeting. The final draft will be presented to the Board of Trustees at their January meeting for approval. The deadline to the DNR is February 1, 2021.

7. **Committee Reports: Sandra Seanor**

- a. **Zoning Ordinance Review** – met with zoning administrator Leroy Krempec and provided him with information. Ad hoc committee to meet in November.
- b. Mike Mroczek asked if any information existed to prior inquiry regarding group homes. Zoning Administrator Leroy Krempec to review. Chairman Marbach will reach out to Leroy Krempec. Sandra Seanor will reach out to Leroy Krempec. Zoning Administrator Krempec replied they can have home up to six people and they must meet twelve criteria.
- c. Don Delong – ordinances for blight not on web site. Sandra Seanor responded Zoning Administrator has copy of most recent ordinance.

8. **Announcements:** None

9. **Adjournment:** Dawn Bolock made a motion to adjourn seconded by Richard Gates. All in favor – motion passes. 8:09 PM meeting adjourned.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, November 4, 2020  
7:00 PM

VIA ZOOM  
# 831-2292-9183

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

Members Absent: Robert Thompson 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 Approved** as amended adding – Fieldhouse escrow account to old business. Motion made by Don Delong seconded by Dawn Bolock. All in favor, motion passes.
3. **Reading and approval of past minutes:** October 7, 2020; Motion made by Mike Mroczek to approve minutes seconded by Don Delong. All in favor - motion passes.
4. **Land Divisions: None**
5. **New Business: None**
6. **Old Business:**
  - a. **Fieldhouse (Rolen Drive) – Escrow Account**

Motion made by William Mahaney to approve escrow account for project of \$2,500.00, seconded by Sandra Seanor. All in favor – motion passes.  
Discussion followed regarding sewer plans, sanitary public sewer, and Village water. Chair Marbach related waiting for permits from E.G.L.E. and Cass County Road Commission.
  - b. **5 Year Parks and Recreation Plan** – Chair Marbach passed to Whitney Newberry – Williams and Works. Survey discussed = PDF attached.
7. **Committee Reports:**
  - a. **Zoning Ordinance Review Committee** – Chair Marbach related they have not met. Sandra Seanor set a date of next meeting November 17, 2020 at 11:00 AM at the Ontwa Township Hall. Map corrections, living above garage, assessor issue, outdoor boat storage, and 75% impervious surface.

8. **Public Comments:**

- a. **Fieldhouse** – Trish Gardini and Tom Sotebeer related checks have been sent for permits today. Zoning Administrator asked for leeway to complete framing the building. Mike Mroczek stated they need permits before project can begin. Chair Marbach – they can begin once permits have arrived and turned in to Zoning Administrator Krempec. Sandra Seanor, they need permits, they were told they could excavate not construct. Dawn Bolock - They had misinformation.

Tom Sotebeer – interjected he misunderstood the excavation and the retention pond is a barrow pit.

Chair Marbach responded it was a unanimous decision – get your permits then you can start.

9. Announcements: None

10. Sandra Seanor made motion to adjourn seconded by Dawn Bolock. All in favor – motion passes. Meeting adjourned at 8:09 PM.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, December 2, 2020  
7:00 PM

VIA ZOOM  
# 814-8943-2333

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

Members Absent: Shane Szalai

**Minutes Recorded By:** Brigid Forlenza

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

1. **Pledge of Allegiance**
2. **Agenda Approved** Motion made by Mike Mroczek seconded by Sandra Seanor. All in favor, motion passes.
3. **Reading and approval of past minutes:** November 4, 2020; Motion made by Dawn Bolock to approve minutes seconded by Richard Gates. All in favor - motion passes.
4. **Land Divisions: None**
5. **New Business: None**
6. **Old Business:**
  - a. **Parks and Recreation Plan-** Whitney Newberry and Andy Moore of Williams and Works presented updated draft of Parks and Recreation Master Plan 2021-2025.

Mike Mroczek asked Andy Moore to review the process: The plan is updated every five years. It is necessary to update in order to seek grants. The plan sets direction for funding and projects. The Plan is submitted to the DNR for approval by February 1, 2021 and must meet their (DNR) guidelines. The chapter titles follow DNR guidelines and plan follows DNR guidelines. Prior to DNR deadline the Ontwa Township Board of Trustees holds a public meeting. The meeting is published. The plan is approved by resolution of the Planning Commission and the Board of Trustees.

Whitney Newberry reviewed draft plan for Planning Commission. Sandra Seanor requested they add MACOG. Chair Chris Marbach commented it is a well-done report.

**7. Committee Reports:**

**a. Zoning Ordinance Review Committee** – Sandra Seanor explained the Ad-Hoc committee purpose is to research and review zoning ordinances. The committee is comprised of the following: Jeff Brown – Zoning Board of Appeals, Chris Marbach – Planning Commission, Dawn Bolock – Board of Trustees and Planning Commission, and Sandra Seanor – Zoning Board of Appeals and Planning Commission.

1. 35% impervious surface implementation – to be consistent
2. Living quarters above garages
3. Storage of Boats – Commercial portion
4. Building Compliance permits
5. Occupancy compliance permits
6. VRBO – short term corporate rentals  
(Sandra Seanor will be contacting Any Moore – Williams and Works for information.)

**8. Public Comments:**

- a. Dale Snow addressed the Parks & Recreation Plan.
1. Public Access to the lake north and south of the weir.
  2. North of weir has deed to water.
  3. South of the weir is Cass County Road Commission.
  4. Requests general verbiage to include entire waterfront along Eagle Lake Road.
  5. Page 24 there is no beach at the dock property.

Chair Marbach thanked him for his input and related he has another chance to speak at the Board of Trustees Public Hearing.

Don Delong spoke regarding trails and pathways adding an action plan is needed for bike trails.

James Solarek has questions regarding short term rentals and requested to attend Ad-hoc meeting. Chair Marbach responded no, as it is a research group that brings information to the Planning Commission.

Chair Marbach asked Zoning Administrator the status of the Fieldhouse project. Zoning Administrator replied he has not currently reviewed.

9. Announcements: None

10. Adjournment: Hearing no further comments Chair Marbach adjourned meeting at 8:22PM. All in favor – motion passes.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary

