

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, January 6, 2021  
7:00 PM

VIA ZOOM  
# 843-9372-1887

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

Members Absent: William Mahaney

**Minutes Recorded By:** Brigid Forlenza

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

1. **Pledge of Allegiance**
2. **Agenda Approval:** Chair Marbach requested public comments move to #3. Motion made by Sandra Seanor seconded by Mike Mroczek to approve agenda as amended. All in favor, motion passes.
3. **Reading and approval of past minutes:** December 2, 2020; Mike Mroczek request change in minutes under #8 Public comments as follows:
  - a. 2. Change “north” to south – South of the weir has deed to water.
  - a. 3. Change “south” to north – North of the weir is Cass County Road Commission.Dawn Bolock made a motion to approve minutes as corrected seconded by Sandra Seanor. All in favor, motion carries.
4. **Land Divisions: None**
5. **New Business:**
  - a. **Election of Officers:** Dawn Bolock made a motion to elect Chris Marbach – Chairman, Robert Thompson – Vice Chairman, and Sandra Seanor – Secretary seconded by Mike Mroczek. All in favor, motion carries.

**Public Comments:** Dale Snow commented that he appreciates changes to the Parks and Recreation Plan. Dale Snow related the entire frontage of Eagle Lake north and south of the weir should be included.

Chair Marbach spoke relating the plan is considered a master plan and a general plan of ideas. It is not legally binding. It prepares for the future.  
Sandra Seanor spoke relating as a longtime grant writer you do not want to be specific and political. The plan defines the entire scope of the situation and a broad concept of the recreation plan. Identifies generalized area.

Chair Marbach we will ask Andy Moore to respond when we get to this on agenda.  
Dale Snow wants boat ramp language to be eliminated and wants the picture on page 18 to be centered as words and pictures matter. Feels the word boat ramp should be eliminated as it risks promoting a false expectation to the public and potentially creating a legal conflict.  
Lastly page 32 goal #4 -verbiage about townships stewardship responsibility to actively manage our natural resources. Question he asked: Has a carrying capacity study been done for all the lakes? He strongly recommends that before we overly promote access that in fairness to the township's commitment that a study of that nature be conducted.

Sandra Seanor – This doesn't have to do with this Park and Recreation Plan. The fact of the matter is when you look at DEQ regulations carry and capacity does not have a lot to do with how they determine if you can do certain things. This issue has nothing to do with the recreation plan. However, she does agree with your interest, but it does not have to do with the efficacy of the plan. This plan allows the Township to ask for Michigan Natural Resources Trust Funds.

**NEW BUSINESS:**

- b. **Review of Annual Report:** Motion made by Sandra Seanor to approve annual report seconded by Dawn Bolock.

Mike Mroczek point of discussion – The IMPC was approved in March and was sent to the Board of Trustees for approval. The IMPC is not on website. The IMPC ordinance change should be in this document.

Chair Marbach will amend report to include this and forward to Board of Trustees.

Sandra Seanor made the motion to approve report with that sentence seconded by Dawn Bolock. All in favor, motion carries.

**6. Old Business:**

- a. **2021 – 2025 Park and Recreation Plan approval:** Whitney Newberry and Andrew Moore of Williams and Works have made changes as requested by Planning Commission. A resolution has been supplied to the Board and the deadline is at the end of this month.

Chris Marbach asked Andrew Moore to address comments made by Mr. Snow.

Andrew Moore: As to North or South of the weir the plan says what it says. East end public access is east end of Eagle Lake. He would include most of that land. Tried to keep the language on page 15 as neutral as possible. The map is drawn to be as accurate as possible recognizing the area on Eagle Lake is most usable. Last, as to the question regarding if the Township should do a carry and capacity study, he thinks it could be done in the future. The plans general and overarching policy is to be a good steward of the land and to promote responsible use of the township's water resources. Moving forward a carry and capacity study could be beneficial depending on the circumstances.

Public meeting is schedule for January 11, 2021 and has been noticed in the paper for Board of Trustees.

Sandra Seanor has two comments:

1. The Sports Complex connector path is concrete not paved.
2. Did grant numbers provided make it into the report? The majority was funded through Congestion Mitigation and Air Quality Funding – Of which \$40,000 happened to be from the Natural Resource Trust Fund. She wants to make sure the numbers are correct.

Andrew Moore has the correct numbers for the report.

**Motion to Adopt the resolution.**

Sandra Seanor moves to adopt 2021-2025 Five Year Parks and Recreation Plan to the Township Board seconded by Dawn Bolock. Ontwa Township Resolution #2021-01-06-1

Yeas, - Chris Marbach, Shane Szalai, Sandra Seanor, Richard Gates, Robert Thompson, Don Delong, Mike Mroczek, Dawn Bolock.

Nays, - -0-

1 absent member – William Mahaney

All in favor, motion carries.

**7. Committee Reports:**

- a. Scheduled to meet via zoom January 12, 2021. Sandra Seanor related there will be six or seven items for discussion. One item brought up has been VRBO's and she has engaged Andrew Moore for additional information. Short term rentals, accessory dwelling units looking at regulatory responsibilities. Clerk Tina VanBelle wants zoning changes amendment process.

**8. Announcements:** None

9. Adjournment: Hearing no further comments Chair Marbach adjourned meeting at 7:40PM. All in favor – motion passes.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary

**Ontwa Township Planning Commission  
Cass County Michigan  
Draft**

Wednesday, March 3, 2021  
7:00 PM

VIA ZOOM  
# 896-8017-3135

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

Members Absent: None

**Minutes Recorded By:** Brigid Forlenza

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

1. **Pledge of Allegiance**
2. **Agenda Approval:** Chair Marbach requested agenda item (5.a) Rezoning – Brady Road be removed from agenda – postponed until April 7, 2021 meeting. Hearing no other adjustments to agenda – agenda approved. All in favor, motion passes.
3. **Reading and approval of past minutes:** January 6, 2021. Dawn Bolock made a motion to approve minutes as presented seconded by Sandra Seanor. All in favor, motion passes.

For the record Shane Szalai and William Mahaney joined Zoom a little late.

4. **Land Divisions:** Dan Stutsman – 24483 May Street, one land split on northwest corner of property. All necessary documents in package. 1.86 acres parcel A. Zoning administrator, Leroy Krempec, related it is less than two acres. Sandra Seanor made a motion to approve seconded by William Mahaney. All in favor motion carries.
5. **New Business:**
  - a. **Rezoning along Christiana Creek:** Chair Marbach – currently zoned R1A new zoning LR. Leroy Krempec related needs zoned Lake Residential as it is along creek. The rezoning is regarding green properties on map. The advertisement in newspaper covered all properties within 300 feet for notification also. The re-classification of zoning R1A to LR does not affect taxes. This brings rezoned properties into compliance.

Sandra Seanor – this clears up issues.

Chair Marbach – is confused – the green is the change – not just what is on creek.

Mike Mroczek – public is misinformed which way is the change.

Dawn Bolock – Is map wrong or notice wrong.

Mike Mroczek – map needs revised.

Chair Marbach – Green is to change to Lake Residential. Map is amended – Red line is drawn via computer to correct map and delineate the correct properties.

7:20 PM – Chair Marbach opens Public Hearing:

1. Jennifer McKenzie – 69525 Christiana Creek Drive, Question once this is rezoned the landowners can sell their lots? She does not understand rezoning, and could smaller properties not be rezoned? Chair Marbach replied the properties do not comply to the current standards. The Lake Residential zoning is a benefit to smaller lots as they will not need to seek a variance.
2. Jacob Harrel – 69572 Christiana Creek Drive – He got a variance and does not know anyone needing a variance. Chair Marbach replied – people needing to remodel get into setback issues. This zoning is a better fit for the size of lots in this area. Jacob Harrel – what are the tax implications. Chair Marbach replied – no tax implications. Leroy Krempec replied – zoning is for setbacks and regulations – classification is for taxes. The lots were not zoned correctly: R1A – 20 ft side setbacks, LR – 10 ft side setbacks, front and side setbacks are the same.
3. Scott Gramm – 69522 Christiana Creek Drive– Spoke saying what is the point to rezone – he is opposed to any change. Why now? Chair Marbach replied currently R1A going to LR. Zoning Administrator Krempec – to correct to make lots fit their size. Sandra Seanor reiterated the bottom line is properties meet LR. R1A is 20 feet setbacks. This is an improvement for lot owners.
4. Virginia Helvey – 69515 Christiana Creek Drive – questioned the red line location – middle of street? Chair Marbach replied the red line is behind houses on east side of road.
5. Robert Curry – 69535 Christiana Creek Drive – Was told by Zoning Administrator Leroy Krempec that any home on water will not be affected. He is opposed. Zoning Krempec replied he did not mean to say that he misunderstood and misspoke. Sandra Seanor – the issue is the side setbacks, and this is a benefit not a negative. Don DeLong explained the advantage. Chair Marbach requested is there anyone else who wants to speak. Table – deny or approved are motions.

Dawn Bolock – We have heard from five people is there anyone else. None heard.  
Chair Marbach – one last call for public comments. None. Do we have a motion to close public hearing?

Sandra Seanor made a motion – move to close public hearing seconded by Don DeLong – All in favor, motion carries – 7:42 PM.

Chair Marbach – back to agenda – directing any motion needs to address red line on map.

Dawn Bolock spoke regarding 120 notices out and five people spoke.  
Zoning Administrator Krempec related it was published in the newspaper according to law.

Robert Thompson – asked how many lots are 125 feet versus 80 feet on east side of road?

Sandra Seanor replied not very many and they do not meet R1A, they are already nonconforming lots. The purpose is to get people into zoning compliance.

Chair Marbach requested to move forward.

Sandra Seanor made a motion to approve with the change made by Chair Marbach seconded by William Mahaney. Roll Call Vote – All yeas – Motion carries for rezoning. Map – Attachment #1.

**NEW BUSINESS:**

**b. Home Occupation:** Zoning Administrator Krempec has received no complaints, and all is going well. There are ten home occupation permits. Mike Mroczek requested a spread sheet of these in the minutes. Attachment #2. Zoning Krempec replied he will give recording secretary a copy.

Motion made by William Mahaney to approve home occupations seconded by Don Delong. All in favor, motion carries.

6. **Old Business: - None**

7. **Committee Reports:**

a. Sandra Seanor stated next zoning ordinance working group meeting will be March 9, 2021 and she has been working with planner.

1. Review accessory dwelling units and second living quarters above garage. Trying to correct this by ordinance that makes sense. Planner Andy Moore working through this.
2. Short term rentals – VRBO has come up and Planner Moore is looking at this with attorney.
3. Bubbler issue – The group will be looking at this issue also. The group is gathering information on this and there is much to review.

8. **Public Comments:** Chair Marbach asked for public comments.

a. Jill Meuninck on North Shore, Eagle Lake has a written statement. This is attachment #3 to minutes. She wants bubblers outlawed. She wants a police ordinance.

b. Patty Reddy – spoke and is concerned also.

Chair Marbach related March 9<sup>th</sup> is an ad hoc committee meeting. Five members review items prior to bringing to board.

Sandra Seanor – We have a planner we work with on issues, and it is a process. We will look at this issue.

Don Delong – Will send information to committee that are alternate solutions for bubblers.

Mike Mroczek – The DNR/EGLE issues permits to people with permanent piers for bubblers.

9. **Announcements – None**

10. **Adjournment:** Hearing no further comments Chair Marbach adjourned meeting at 8:17PM. All in favor – motion passes.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary



**Ontwa Township Planning Commission  
Cass County Michigan  
draft**

Wednesday, April 7, 2021  
7:00 PM

VIA ZOOM  
# 898-2162-1303

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

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 Approval:** Motion made by Dawn Bolock to approve agenda as presented seconded by William Mahaney. All in favor, motion passes.
3. **Reading and approval of past minutes:** March 3, 2021. Motion made by Don Delong to approve minutes as presented seconded by Sandra Seanor. All in favor, motion passes.
4. **Land Divisions:** None
5. **New Business:**
6. **1. Rezoning - Brady Road. Property ID#14-090-002-031-02 and 14-090-011-06-00.**  
Rezoning hearing for property on Brady Road for 61.77 acres on US 12 and Brady Road. Owner – Brady Byron M Trust. This is a public Hearing - Chairman Marbach this is a request to rezone from AR – Agricultural to R1 – Residential. Chair Marbach read rules for the public hearing for the State of Michigan.
  - a. Remarks from Zoning Administrator
  - b. Applicant makes presentation
  - c. Opposition comments
  - d. Applicant can present rebuttal
  - e. Public Hearing closed
  - f. Planning Commission will vote
  - g. If approved to County Planning Commission for review
  - h. Finally, to Board of Trustees for approvalZoning Administrator Leroy Krempec. This is a hearing for rezoning from Agriculture to Residential. This is a matter of the Board deciding if the Master Plan stands pat. The only issue tonight is whether the zoning is changed from Agricultural to Residential.

Chair Marbach – adds that there have been layouts floating around that are irrelevant. Lots must conform to R1 sizes and standards. The concept plan will not work as drawn. If this is approved it must conform to R1 standards, the drawing is preliminary. Chair asks for someone from applicant to make presentation.



Mike Danch - Danch Harner and Associates, 1633 Commerce Drive, South Bend, IN is representing the petitioner. Mainly trying to rezone 61.7 acres on north east corner of Brady Road and US 12 to take it to R1 for a residential development. The plan submitted is a concept – site condo and is subject to change. The plan seen is to give the board members a concept of what they would like to do with the property. Develop it for single family residences. The property is vacant, and they will maintain existing farm buildings. The property will be serviced by the sanitary sewer lines that exist on Brady road. Water will be from wells. They will meet R1 standards of 12,000 feet if connected to sanitary sewer. One access point out to Brady Road at this point. We are asking Planning Commission to give us favorable recommendation to the R1 selling standards.

Chair Marbach – informed that the standard for over forty lots is two entrances.

Pat Mathews – developer, feels it is an appropriate zoning for this property to be R1. Zoning consistent with area and there is tremendous demand for housing.

Craig Taelman – 52961 Winterberry Drive, South Bend, IN owns Touchstone Builders. There is a huge demand for housing and homes, creates 2.9 jobs per every home built.

Mason Rusk – 71781 Adams Road, Granger IN. The quality of soil is great for drainage. He is building on Brady road. The market is strong for homes. He is in favor and sees a great need for development.

Steve Smith – Realtor, Weichert. Owner of Irish Builder, 2010 Bovine Court, South Bend IN. In favor as a realtor there is a housing shortage. Desperate need for homes. Please respond to needs of citizens so they can have a home in Edwardsburg.

Nick Brady, 50569 Harborwood Court, Granger IN. He is the current property owner and wants everyone to know he is in favor of this. He is the trustee in charge of this property. It is not practical for him to maintain this property or lease it for farming. He has had multiple offers for this property and the person he wants to sell it to for development will be right for the community. This land has been in the family for 150 years. His father, Mr. Brady wanted to develop this property for the past thirty years.

Chair Marbach asked Planning Commission members for questions to applicant.

Member Dawn Bolock – What are average prices of homes as these lots are small? Answer - \$250,000 to \$350,000. Plan still on 130 homes? Answer – it will fit R1 requirements.

Member William Mahaney – Where will your second entrance be?

Chair Marbach – We are not approving a site plan this is for rezoning.

Member Sandra Seanor – As I understand this the future land use for this property in the Master Plan is R1. The current Master Plan and two prior Master Plans have had this property as R1.

Chair Marbach – This has been in three Master Plans as R1 for future land use – low density residential with no complaints.

Sandra Seanor – The only thing on table tonight is a conversation whether we move from AG to R1. There will be a site plan future date if we approve changing zoning.

Chair Marbach – that is correct, the zoning ordinances list the steps they must go through. There will be more public hearings regarding development.

Sandra Seanor – The site condo application is also available. Site Plan – they follow to get all information.

7:25 PM – Hearing no further questions Chair Marbach opens to the opposition. Please keep to 3 minutes.

Vicki Lints, 23597 South Shore Drive. Everyone that benefits from this project are all from out of state. She has turned in petition that opposes this project containing 47 signatures. The letter gave us no information other than agricultural to residential. There is no benefit for residents, and this will contain too much traffic. The congestion is too much on Brady Road, Eagle Lake Road, and South Shore Drive. The Board should represent us and the best interest of Ontwa Township. Hire more police there will be more break ins and crimes. Need more schools for children. Burden on taxpayers. Moved here for agricultural and rural. This should remain agricultural. The sewer system is not great to begin with and several times she has smelled sewage. What will this do to the lake. We need to protect environment. Destroy everything for the developers to make money.

Sandra Seanor – we are at six minutes.

Tom Pabreza – 68951 Brady Road, Edwardsburg. His property will abut development. Environmentally that land cannot support 130 homes. His issues are with land itself. He cannot say honestly, he is against this. Asked Nick to look at his father's original plan with two or three acres lots. Do not green light so many homes. Brady Road is a nightmare. Think not in terms of dollars and cents but environmentally.

Nancy Pabreza – 68951 Brady Road, Edwardsburg. Looked at Master Plan 2017 and we are deficient for starter homes. Master Plan Developments will be low density with green space. This plan does not reflect this. No mention of green space. One to five homes per acre is urban planning. When was this changed in Master Plan? She does not think Elkhart wants more sewage.

Chair Marbach – 2017 was last Master Plan. This was public notice and there was an online survey. The Master Plan was for whole township.

Polly Mitchell – 23633 South Shore Drive. Has three lots abut to this property. She agrees with others that we need to stay rural. She missed the property being changed in plan. Once you lose farmland you cannot turn it back. She asks that zoning thinks about this and doing something that you cannot undo.

Sandra Hagen – 23708 South Shore Drive. She is a commercial residential broker with Caldwell Banker. Her concern is Brady Road. The school creates backup traffic on Brady Road. She is not in favor of quantity of homes. This will create an increase of traffic on Eagle Lake. She must boat early to pull people on her boat. She is not in favor of so many homes.

Chair Marbach – there is no private lake access to this property. They would have to launch at Brady Road.

Nicole Nasco – 23664 South Shore Drive, as a current educator she is worried about the impact this would have on schools. How will they work with schools? How are they partnering with DNR regarding the increase of boat traffic on Eagle Lake? What is the plan with this development to not add stress to the sewer system? They do smell the sewer from time to time and it is disgusting. Is there enough well water? Lastly, why would you zone for another subdivision when we have had vacant lots in existing subdivisions – Chicago Trails, east and west end of Eagle Lake? We are speaking in opposition to this.

Dorothy Derringer – 23713 South Shore Drive, the developer said this creates jobs. The jobs are temporary not permanent.

Chair Marbach – 7:41PM Last call for opposition – None  
Do Planning Commission members have questions for opposition.

Sandra Seanor – Wants the folks here tonight to understand that if they do rezone tonight there will be another process. They will have a chance to speak to that. This group will need to come back to Planning Commission with a preliminary site plan.

Chair Marbach – If rezoned the preliminary site plan will address traffic, sewer capacity, drainage/retention, and road layouts. That would be the next step.

Bob Thompson – For the people's benefit will you touch on the site condo as an act for development. The development would not be condominiums.

Chair Marbach – In Michigan there are two methods to develop property.

1. Standard Subdivisions Process – State Controls
2. Site Condominium Process – More local control – ownership is different and review process has more local control. It looks like a subdivision.

Chair Marbach – Master Plan Low Density. Residential 2 to 3 lots per acre for this district. 130 lots on 66 acres fits requirements. He does not believe it will be this many lots.

Sandra Seanor – this area has been identified for three master plans regarding land use.

Chair Marbach – this has been in the plan for fifteen years. The rezoning is a first step in process. If plan submitted does not work, it can be denied.

Bob Thompson – to further emphasize if he comes back with a plan that does not work it will not be approved.

Last call for opposition:

Amy Coughlin – 23718 South Shore Drive, talking tonight about R1 she understands R2 is less dense. Is R2 up for discussion as well?

Chair Marbach – the request is for R1. That is how it was noticed. As of tonight – no. It could be a factor of review.

Ms. Coughlin feels R2 sounds more in line with the Master Plan.

Vicki Lints – Question regarding sewer hook-up, will they have to pay?

Mike Mroczek – The sewer hook-ups will be at a cost to each home. An example is the east end, which is a current sewer extension.

7:55PM closed to opposition.

Rebuttal:

Mike Danch – they did look at Master Plan. This is a reasonable request. Fifty percent of township remains agricultural. The Master Plan looks at residential and expanded that. This will be single family houses. They will address traffic.

Pat Mathews – The developer – this is consistent with Master Plan. This will benefit community to create move-up housing. The burden on community will not be all at once. They anticipate 10 to 12 units per year for ten years in his opinion. Project will benefit community. The streets in development can be public or private. He would entertain community meeting, so they have input and to talk to developer.

Chair Marbach – this will be built in phases? Answer – correct.

William Mahaney – Will lots be sold to builders – who will build? Answer – This will be an open subdivision for any builders.

Sandra Seanor – Assume you will be working with CCRC and Joe Bellina. I would be cautious of a speed study.

Don Delong – Look at Master Plan and look at need for green space in the development.

Sandra Seanor – Motion to close public hearing seconded by Bob Thompson. All in favor motion passes.

Chair Marbach – We are back to Planning Members for this discussion and deliberation for this application. Rezone from AR to R1.

William Mahaney – I agree with some of the folks about rezoning. We have several subdivisions that are not full. Look at May Street, look at Chicago Trails. We have other developments that need to be filled first before we go out and rezone more land.

Sandra Seanor – proximity to school will be a driver.

William Mahaney – school buses are already a problem and traffic. We need to fill other developments first.

Chair Marbach – from process side the applicant will be back in front of the Planning Commission, the public, the sewer district, the health department, the road commission. They have lots of hoops to jump through if this is rezoned.

Sandra Seanor – Is our only question here is do we follow the future land use plan and transfer this from Agricultural to R1?

Chair Marbach – I will entertain a motion for this application.

Robert Thompson made a motion to approve this per the Master Plans direction. Sandra Seanor Seconded.

Roll Call Vote: Yeas: Chair Marbach, Sandra Seanor, Mike Mroczek, Dawn Bolock, Richard Gates, and Robert Thompson. Nays: William Mahaney, Don Delong.

Motion passes.

7. **Old Business: - None**

8. **Committee Reports: Zoning Ordinance Review Committee**

a. Draft Ordinances submitted to members for review:

1. Short term rental ordinance
2. Accessory dwelling units

Purpose is for Planning Commission members to review – mark it up with changes and submit to planner for amendment. Then once approved will be forwarded to the Board of Trustees.

Future discussion will be regarding bubblers. Working on this to present to Board of Trustees.

IMPC – Updated and should be on website.

Mike Mroczek – Where are we regarding blight. What is left to do for IMPC for blight.

Zoning Administrator Leroy Krempec responded:

We have building committee set up – and people have a right to appeal for homes uninhabitable.

Mike Mroczek who is on committee. Zoning Administrator, Leroy Krempec replied the Assessor and a builder/contractor and an independent. He cannot remember who the third person is. Supervisor Jerry Marchetti would know. It is a three-member board.

a. **Public Comments:** Dawn Bolock – Chicago Trails expired for future growth – no lots just acreage.

9. **Announcements** – Ron Weiner requested where the land division is that he has submitted for 24468 North Shore Drive. Zoning Administrator Leroy Krempec replied it is on his desk waiting for survey. The applicant Weiner replied he handed the zoning administrator Krempec the survey over a month ago. He furthered that he would drop off another survey if that is what it needed. He was told it would be on agenda.

Chair Marbach apologized and related he takes the agenda from Zoning Administrator Leroy Krempec when he has the packages ready.

10. **Adjournment:** Sandra Seanor made a motion to adjourn seconded by Don Delong at 8:28PM. All in favor – motion passes.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary



**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, May 5, 2021  
7:00 PM

VIA ZOOM  
# 815-1864-6231

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

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 Approval:** Motion made by Sandra Seanor to approve agenda as presented seconded by Don Delong. All in favor, motion passes.
3. **Reading and approval of past minutes:** April 7, 2021. Motion made by Dawn Bolock to approve minutes with change to #8 = IMPC should be IPMC (International Property Management Code) seconded by William Mahaney. All in favor, motion passes.
4. **Land Divisions:**
  1. Lois Myers – 24468 North Shore Drive. Zoning Administrator – there were issues with property paperwork and survey.  
Chair Marbach – requested if the tax clearance form had been obtained.  
ZA Krempec responded he will check.  
Representative Ron Weinberg offered no comments regarding this.  
Mike Mroczek noted a sewer hookup will be required.  
Motion made by Sandra Seanor to approve land division subject to tax information receipt seconded by Don Delong. All in favor – motion passes.
5. **New Business: Short Term Rental**
  1. Ordinance to Board of Trustees. Chair Marbach requested recording secretary read memorandum from Andy Moore of Williams and Works (Ontwa Township Planner) Attachment #1 to minutes.  
Sandra Seanor named members of Ad Hoc – Zoning Ordinance Review Committee.  
Chris Marbach – Planning Commission Chair, Jeff Brown – Zoning Board of Appeals Chair, Dawn Bolock – Planning Commission and Board of Trustees, Sandra Seanor – Planning Commission and Zoning Board of Appeals, Leroy Krempec Zoning Administrator, Jerry Marchetti – Ontwa Township Supervisor. Planner Andy Moore – Williams and Works unable to attend tonight. Sandra Seanor offers to answer any questions.  
Chair Marbach requests questions from Planning Commission members before opening to public.

Mike Mroczek – When was the letter sent out that Andy refers for VRBO and Airbnb persons?

Zoning Administrator Leroy Krempec said letter was sent out Monday the day the phone call was received from Andy Moore.

Tim Leman responded he received the letter today.

Member Don Delong #5 rental must be 7 to 29 days. How does this work?

Sandra Seanor example if you rent for 3 days must wait until 7 days are up to rent again. This reduces in and out of people. It is about how this effects residential neighbors.

Mike Mroczek – This is a Police Power Ordinance. How many Police Power Ordinances do we have?

Sandra Seanor – Police Power ordinance as it is about health and safety.

Mike Mroczek – Questioned is Chief Westrick on board with this?

Dawn Bolock responded they will respond like any other complaint.

Mike Mroczek – This ordinance is seven pages long. This will take administration.

Sandra Seanor – This is complaint driven.

Mike Mroczek: Feels most common complaints will be noise and parking which have no fines.

Chair Marbach – Fines are under #3. As to first question – The ordinances on website are police ordinances except Zoning Ordinances, Master Plan, Zoning and Wetland map.

William Mahaney – If police find infractions who assesses the fines – the police department or Ontwa Township.

Sandra Seanor – Zoning Administrator Leroy Krempec will assess the fines.

William Mahaney – So the police must give the information to Leroy, and he will assess the fines?

Jeff Brown – If the registered agent is contacted and issue is solved there will not be a fine. If not corrected in timely manner, then Leroy will get involved.

Sandra Seanor – I will say some townships have been very restrictive. We are trying to maintain safety and number of people in house is based on Michigan's construction code and IPMC code.

Chair Marbach the application process is basically filling out information, so we have the contact information and proper insurance.

Jeff Brown – Wants to make it clear that the seven-day standard came from a supreme court ruling from the State of Michigan. It has been a published case that less than seven days is a commercial use like hotel/motel. So, the seven days came from the supreme court ruling.



Sandra Seanor – What we are looking for from the Planning commission is a recommendation to the Board of Trustees because it is a Board of Trustees ordinance. The zoning working group did the work.

Chair Marbach opened meeting for public comments @ 7:27 PM.

Marc Donati – Owns a home on Eagle Lake. He was caught off guard regarding this and was just made aware of it today. He will have to increase price as he often rents less than 7 days. Why was this written? Police would respond to complaint without this ordinance. He has lacked in police action and has had his vehicle broken into. Have there been issues that has made this come before the board?

Jeff Brown replied it is not issues they have had. It comes from people living near VRBO's. The township consulted with Andy Moore, Williams and Works. VRBO's are against the township ordinances. He advised them to ban them, regulate them, or look the other way. This is to protect neighbor's rights and we are being proactive. This is for the health and safety of the community.

Dawn Bolock – The numbers are growing and yes, the police will come as this is complaint driven.

Sandra Seanor – Police issue and what is required of applicant is to make sure you have an agent of record for the police to have contact ability. Police can contact this agent to get the problem resolved.

Marc Donati – There were no issues that made this happen, the township is getting in front of it and the seven-day deal is a supreme court ruling? He feels there is a bigger problem on the lake with kids on jet skis than there are with renters. The added cost is \$250 per year for inspection?

Sandra Seanor responded the cost for inspection could be \$250 or \$300.

Jeff Brown – Inspector looks for health and safety issues as listed in ordinance. This is to protect renters, landlords, and community.

Dan Stutsman asked who will police the 3 days vs 7 days.

Chair Marbach – The neighbors will and call police or zoning administrator.

Jack Leman – His concern TJ Property Valet is with less than 7-day rentals. How can people explore if they cannot explore less than 7 days?

Jeff Brown – The 7 days is a court ruling. We went with 7 to 29 days.

Chair Marbach – Guests can stay 3 days, but you cannot rent again until the 7 days are up.

James Solarec – TJ Property Value and Lake Rentals. They have two properties on Eagle Lake. They use this to help guide youth with work and mentoring. They want to employ Cass County youth. They have kids lined up for the summer and they pay them to work. They pay them one hour a week not to work but to be mentored. Let them experience a paycheck. He

appreciates clarification. How were they supposed to know about this tonight, when there was miscommunication about when the letters went out? He was never notified and requests time to review. This seems rushed and secretive. He has issues with occupancy issues and length of stay. There was not much time to review and have input. Who determines this is a violation? Some neighbors are and some are not supportive. Wants the occupancy to be higher. His recommendation is that this is tabled for further discussion to answer questions and not rush this.

Sandra Seanor – The occupancy numbers we identified are from Michigan Construction code – this is not arbitrary. This is a Planning Commission meeting, but this will go to the Board of Trustees in May or June.

Jeff Brown – The speed of this ordinance is because bookings for this summer are in violation. This will be in front of the Board of Trustees. The longer this takes, you should not be renting your property because you are in violation of the code.

Chair Marbach – Lastly the Board of Trustees hears this it will be an open meeting and you will be able to discuss this with them as well.

Dawn Bolock – Confusion regarding the letter but it was on website. We are trying to work with you not against you.

Mr. Solarec - When was this posted? With this being posted on Monday and receiving the letter today it is rushed and not a fair notification.

Jeff Brown – We tried to get letters and notices out in January. The draft took months, and the lawyer Catherine Kaufman approved the letter Monday. They were also going to have Andrew Moore from Williams and Works read the memo, but he could not attend. That is when we went ahead and released the memo.

Tim Leman – What court case are you referencing? Reaume is one that is often referenced.

Jeff Brown – Responded he will look it up and share.

Tim Leman – The thing that concerns him is how many people have rented. Lakeview is rented through October. Can this be enacted post this season? This messes with people's vacations and will kill them financially. VRBO keeps deposits from people, and he is totally booked up.

Dawn Bolock – Responded no one is asking them to change this. Going forward this would apply.

Sandra Seanor – The letter was to make them aware. The interest is this move forward. Making sure the Board of Trustees has the best information for this ordinance. No one is interested in beating you up the first year. After that you will have a process to affect your business.

Tim Leman – Thank you for clarifying this. We want to be a good landlord. Glad that they have not had any complaints. They have been harassed on Lakeview. How will this work when complaints come in?

Dawn Bolock – If the police department brings a complaint and property management does not handle this. You get a demerit.

Sandra Seanor – This was brought to the Planning Commission by James Solarec. We want to be fair to short term rental folks and the residents that want to live in peace. This covers all properties not just lake property.

Jim Freeman – South Shore Drive. Supports Tim and James. His mom will be renting one and his family will be coming. He appreciates the tenor and wants Planning Commission to look at details. Supports TJ Valet business model. He is next door to a VRBO and has not had any issues.

Alicia Nonson – Property owner must be within 20 miles, can you clarify?

Jeff Brown – You can have a property manager. You need a contact manager to handle this situation, so we don't burden the police or burden the township. If you are leasing this for profit it is your burden.

Sandra Seanor – Police will be dispatched and come out and assess and make the call on whether to contact the property manager.

Patty Reddy – Rents a small 800 square foot cottage. Can they park on grass at other property?

Dawn Bolock – Familiar with the property and assures this is complaint driven.

Todd Haberland – Appreciates the clarification and it has been inciteful. The only comment or clarification is the effective date. Section 9 says it goes into effect in 30 days. How are property owners going to comply or are you going to turn a blind eye to this, or will you amend Section 9 for the effective date?

Dawn Bolock – You will let us know what you have rented. We are not asking you to change what is done.

Jeff Brown – You must register immediately and give us a list of your bookings. This needs to be made clear. We cannot grandfather them for not complying. They must comply now. Moving forward you must comply.

Sandra Seanor – Will communicate this to Andy Moore.

Ryan Colvin – His son is working for TJ Rentals. He appreciates grandfathering in for bookings now. He appreciates the discretion.

Brock Squire – Splits time from Arizona and Eagle Lake. Rushing to have an ordinance that is not completely understood is dangerous. This has been informative and wants to be an involved resident. The guidance from Andrew or lawyer was to regulate it, ban it, or ignore it? You have referenced Supreme Court rulings. He would like chance to read this. The speed, cadence and urgency of this seem artificially urgent. Wants input, wants to be educated on this and worries about lack of time to research. As a resident, he worries about

the precedence this sets. Seems like the township has thumbed its nose at the Supreme Court ruling for years.

Tim Leman – Do you want every renter and rental agreement?

Sandra Seanor – Give us your calendar and a template of rental agreement. This is on Ontwa Township website. Take a look, it will provide information. We are not trying to make this difficult. Trying to make sure everyone is covered whether you are a business or a resident.

Tim Leman – He appreciates the ability to grandfather in current bookings. He has children employed. He has fixed a blighted property on South Shore.

8:20 PM Chair Marbach – Back to Planning Commission members. Suggestion for recommendation for effective date. Not our decision Planning Commission recommends to Board of Trustees. The Board of Trustees will schedule when.

Dawn Bolock – Important to remember short term rentals are against our ordinances now. We are creating this to help them.

Don Delong – Are there rentals on other Lakes? Have others been contacted, are they aware of this?

Sandra Seanor – This is the entire Township. A letter has been sent to ones on Airbnb and VRBO. This is complaint driven. It will get around.

William Mahaney – First complaint not-fined, second complaint fined.

Chair Marbach – Once Board of Trustees approves it must be published.

Mike Mroczek - On the table tonight is whether to refer this to the Board of Trustees. The Board of Trustees will then consider accepting our recommendation to move forward.

Chair Marbach – Up to Board of Trustees to make final decision. The Board of Trustees can accept it as is, reject it, or make any changes they feel necessary. The Planning Commission is a vetting process prior to getting to Board of Trustees. Planning Commission is a recommendation body. The Board of Trustees could vote on this even if we say no.

Richard Gates – We are recommending in principle only.

Dawn Bolock – The attorney and planner have approved this.

William Mahaney – Made a motion to approve this adding an effective date in Section 9 – October 2021. Grandfather in all current reservations. Seconded by Robert Thompson.

Roll Call Vote: Yeas: Sandra Seanor, Dawn Bolock, Mike Mroczek, Richard Gates, Robert Thompson, Don Delong, William Mahaney, & Chair Marbach. All in favor motion passes.

**6. Old Business: - None**

7. **Committee Reports: Zoning Ordinance Review Committee**  
Sandra Seanor working on accessory dwelling units - zoning  
the bubblers in July or August.

a. **Public Comments:** None

8. **Announcements –** None

9. **Adjournment:** Hearing none meeting adjourned at 8:36 PM.

Respectfully Submitted:

Brigid Forlenza  
Recording Secretary

**Ontwa Township Planning Commission  
Cass County Michigan**

Wednesday, June 2, 2021,  
7:00 PM

VIA ZOOM  
# 889-3509-5120

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

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 Approval:** Motion made by Robert Thompson to approve agenda moving public comments before new business seconded by Sandra Seanor. All in favor, motion passes.
3. **Reading and approval of past minutes:** May 5, 2021. Motion made by Dawn Bolock to approve minutes as presented seconded by Sandra Seanor. All in favor, motion passes.
4. **Land Divisions:** None
5. **Public Comments: All regarding short term rental ordinance:**  
James Solarec: 26654 Deer Path Court, Edwardsburg MI  
He has four concerns:
  1. Parking – Why limit and make a separate law. By what authority and why single out short-term rentals
  2. Occupancy – IPMC is complex and over lapping regarding this. IMPC is vague.
  3. 5H the availability of owner or local agent has two standards 20 miles and 30 minutes. Would failure at this be considered a strike.
  4. Inspections need limitations as to when demanded and who can inspect.

Jack Leman – 24267 High Street, Edwardsburg MI

He has three concerns regarding short term rental ordinance.

1. Violation for advertising
2. Why is it a violation for a renter requesting a date a year in advance?
3. Revocation
4. B3/B2 Fines are problematic violation under 2 sections
5. Insurance – township cannot be named as insured.
6. Quiet hours: measurable – can be biased with a bad neighbor. Violation is a strike and a fine. People are outside on holidays like the local neighbors. We need a clear definition. Sandra Seanor responded there is a noise ordinance on the website.

Brock Squire – 68645 Oak Springs Rd, Edwardsburg MI

1. Violation – revocations regarding two incidents in a calendar year, Subsection C1 – wording if renter causes strike about quiet hours or occupancy.

2. Appeals – Section B1 – references wrong bullet. It should be A1 or C1.
3. Grandfathering: 5E – nothing in IPMC
4. Parking is not reasonable. He feels township is rushing to punish.

Jordan Florian – Attorney – 317 Center St, South Haven MI 49090

1. There are many issues identified such as occupancy and parking. Parking should be an ordinance for all residents.
2. IPMC – occupancy 2021-2022 needs defined the required 20 miles or 30 minutes is an issue if traffic is backed up and he does not see the reasoning. This sets traps for the owners regarding advertising. Cannot advertise beyond current year permit.
3. Regarding Inspections: Who can request inspection and times for time frames need set.
4. Violations are confusing regarding occupancy, parking, insurance, issue with township being insured. The township should not be named as they have no interest in property.
5. Quiet hours are hard to be defined.
6. Grandfathering – parking clause limits this.
7. Revocation section is confusing. This needs more time to be worked out.

#### **6.New Business: Accessory Dwelling Units – Public Hearing – Chair Marbach recited rules for public hearing.**

Williams & Works: Planner Andy Moore – has no further comments on this ordinance.

7:31 PM – Public Hearing opened. Chair Marbach requested public comments. None Heard. Last call for public comments.

Sandra Seanor made a motion to close public hearing seconded by Don Delong. All in favor – motion passes.

Planning Commission:

Don Delong – Is there a listing of these and how do we monitor grandfathering?

Mike Mroczek- This is land based and it is not retroactive. Does this apply to a new building?

Andy Moore – This applies to people moving forward. This enables this to happen in the township. The existing ones are grandfathered in unless in violation before this. The township will take no action, and these will be grandfathered in for existing units.

Sandra Seanor – This grandfather's existing A.D.U.'s in. This came to be as a couple wanted to build on their property and could not.

Mike Mroczek questioned one sewer bill for two houses, and this is not fair to current sewer customers. They are commercial uses.

Sandra Seanor – replied no short-term rentals will be allowed with accessory dwelling units.

Chris Marbach – Could sewer ordinance cover this? REU could be doubled.

Sandra Seanor – We are trying to get control.

Sandra Seanor – No short-term rentals are allowed in an A.D.U.

Mike Mroczek - A.D.U. should not be a long-term rental as that is running a business.

Sandra Seanor made a motion to approve the Accessory Dwelling Unit Ordinance adding units connected to public sewer must meet requirements, seconded by Dawn Bolock. Roll call vote, yeah, Chair Marbach, Sandra Seanor, Mike Mroczek, Don DeLong, William Mahaney, Dawn Bolock, Robert Thompson, Richard Gates. Motion passes.

## **7.Old Business: Short Term Rental Ordinance**

Chair Marbach – Pushed back to Planning Commission from the Board of Trustees. The Planning Commission Ad Hoc Committee reviewed a few items. In May everyone received a letter from Tim Leman, and he wants that put into the record, (attachment #1) this covers their concerns. The Board of Trustees returned this as their concerns were the time frame of this going into effect, the violations and the occupancy. Ad Hoc Planning Commission changed some items which are highlighted in yellow.

Chair Marbach turns over to Andy Moore. Andy Moore has no more to add to the draft. He will walk through some of the public comments.

1. Parking – two spaces for short term rental plus one for every three occupants. STR – small lots – usually this is a public safety concern. The IPMC adopted version is 2015.
2. Local Agent – name an agent eighteen miles away but not available does not work. We need a nearby person to address concerns.
3. Inspections – are a regular occurrence for health and safety. No one can barge in on a Friday night.
4. Advertising – 2021-2022 does not see this as an issue to change this tool for the township.
5. Insurance – township does not care if we take this out.
6. Quiet time – refer to township ordinance.

Dawn Bolock – Inspection is annual, one a year. We are not trying to trap – try to protect everyone.

Sandra Seanor – Done by a certified whole house inspector. This is complaint driven and gives the police help in resolving issues if there is a contact name. This helps police take care of issue.

Mike Mroczek – No one has talked to the Chief about this, he was notified. He cannot go into the house and count noses. People park on grass all the time. How can he enforce this? He will be enforcing noise and complaints.

Sandra Seanor – You are not correct. We are not asking him to count heads. He will contact the agent to take care of the complaint. This is not about a police action. We are trying to protect the residents. This is asking people to have good behavior. This covers all properties. We are not asking the Chief to do anything more than he already does.

Dawn Bolock – Spoke to Chief and he was concerned about evictions. Researched and the sheriff and owner are responsible for this.

Richard Gates – How much insurance is required?

Andy Moore – One million.

Sandra Seanor – The cost of application and fee will be about \$500.00.



Dawn Bolock – This is not being rushed through. This has been approved by an attorney (Kaufman) and planner (Moore).

Chair Marbach – The date of enactment will never make everyone happy example, October vs. December.

Sandra Seanor – Issue with occupancy – 1 person per 70 square feet, and 2 people per 100 square feet. Lakeview Drive has 14 people, and the bedrooms equate to 5 people not 14 per IPMC.

Dawn Bolock – The Chief will be provided with list containing addresses and phone numbers to local agents that are responsible for the properties.

Mike Mroczek – We regulate, and register will we keep track of occupancy? One property has a PRE on it and if it is rented more than allowed the PRE should be removed. Regarding tax concerns most are secondary residences. I have spoken to the assessor about this, and he is aware.

Sandra Seanor – These are commercial entity. To be frank this was started last year then took up again in January. People that live on either side have a right to peace. People with good behavior are not an issue. This is a commercial entity. We must know about this, PRE, sewer, and township. This protects all.

Mike Mroczek – This sounds like a solution in search of a problem. I do not know why we are trying so hard to fix something we have not had any issues. Properties have been rented on these lakes for decades. Really this is all about control.

Sandra Seanor – That is what zoning is.

Don Delong – Has questions regarding inspections and administration. Who pays for all this? What is the Plan?

Dawn Bolock – 20 exist and the Zoning Administrator will handle. Inspections will be paid out of administration fee.

Sandra Seanor – Fee should be \$500.00 to cover all.

Mike Mroczek – So Leroy is the official to enforce?

Sandra Seanor – Leroy will not enforce until people start complaining. Zoning Administrator Krempec will not go looking as this is complaint driven. He is not going to count heads.

Mike Mroczek – There have been no complaints in the last 50 years.

Chair Marbach – There are a couple of things that Andy needs to tweak. Do we go there as the Planning Commission and recommend to the Board of Trustees?

Dawn Bolock – The only attorney on board tonight recommends removing township in liability insurance. I am fine with this.

Dawn Bolock made a motion to strike liability insurance naming township seconded by Don Delong.

Richard Gates – Explain this removing insurance.

Chair Marbach – Item K – delete last sentence – Ontwa Township will be removed.

Sandra Seanor – We spoke with Catherine Kaufman, and she did not believe it would be enforceable.

Andy Moore – Agreed and said he understood the township has no interest. This is between the owner and renter a private arrangement.

Richard Gates – Home inspection does not involve us.

Dawn Bolock – We give them a list.

Chair Marbach – The homeowner will pay directly.

Dawn Bolock – Township will give them three days.

Sandra Seanor – Will put criteria together for this for the home inspection.

Motion made by Dawn Bolock to strike Ontwa Township being named on the liability insurance issue seconded by Don DeLong. Roll call vote, all in favor, motion passes.

Sandra Seanor made a motion seconded by Dawn Bolock. Motion to recommend approval of the Short-Term Rental Ordinance to the Board of Trustees, including a suggested application fee of no less than \$500.00 per property application fee to cover inspection and township costs. Additionally, we can agree to change the fully compliant date to January 01, 2022, date under Section 3p. 2 of pa9 and require applicant to provide the contact information for the liability insurer.

Don DeLong – what about the bill pending in house and senate regarding short term rentals? We may be doing this with no cause. We could cover noise, traffic, and advertising. Broad sweeping legislation.

Sandra Seanor – That has been out there for five years, and this is nothing new.

Chair Marbach – this legislation has been before state every year for five years. It has never made it at state level. It has failed to pass. We opted to move forward to create the ordinance. If it is passed, then it is mute. We wanted to create the mechanism to monitor that activity. It went to the floor for discussion. If passed it overrides us.

Mike Mroczek – Occupancy rules IPMC are very draconian – this eliminates small people – bunk rooms.

Sandra Seanor – IPMC are codified in our ordinance. We cannot stick too many people in these small rooms. You were concerned about sewer issues in A.D.U. and you are not concerned about fifteen people in one house. IPMC does not allow for overcrowding. I think it is practical. This has to do with police, fire – ingress and egress.

Chair Marbach – this is a recommendation to the Township Board. We have a motion on the floor. People have concerns. This is not the final approval. Just because we approve this does not mean the Board of Trustees will.

Roll Call Vote:

Yea: Dawn Bolock, Robert Thompson, Sandra Seanor, William Mahaney, Chris Marbach  
Neah: Mike Mroczek, Don DeLong, Richard Gates  
Motion passes.

**8. Committee Reports:**

Sandra Seanor – Next will be whole issue of Bubblers in July or August.

**9. Announcements:** None

**10. Adjournment:** Hearing no further comments Chair Marbach adjourned meeting at 8:31 PM.

Respectfully submitted:

Brigid Forlenza  
Recording Secretary

**Ontwa Township  
Planning Commission  
Cass  
County Michigan**

Wednesday, August 4, 2021  
7:00 PM

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

Members Absent: None

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

**Pledge of Allegiance**

**Agenda Approval:**

Motion made by Dawn Bolock to approve agenda moving public comments before new business seconded by Sandra Seanor. All in favor, motion passes.

**Reading and approval of past minutes:**

June 2, 2021. Motion made by Sandra Seanor to approve minutes as presented seconded by Mike Mroczek. All in favor, motion passes.

**Land Divisions:**

Alban – South Shore Drive 14-090-060-020-00 a request for a Land Division presented by the Zoning Administrator. Owner Marilyn Ablan to split off 23421 South Shore for two additional parcels. Sandra Seanor asked if all the Land Division requirements had been met. Zoning Administrator Krempec noted that the Land Division had been signed by the Assessor indicating that the splits were available. Motion made by Sandra Seanor to approve the Land Division as presented seconded by Bob Thompson. All in favor, motion passes.

**New Business:**

None

**Old Business:**

None

**Committee Reports:**

**Zoning Ordinance Review Report:**

Sandra Seanor noted that the Board of Trustees reviewed and approved the Short-Term Rental Ordinance at their last meeting. Dawn noted that the BOT will entertain a discussion of Ice Retardant Systems at their August meeting.

**Announcements:** None

**Adjournment:** Hearing no further comments Chair Marbach adjourned  
The meeting.