

**Planning Commission of
Ontwa Township, Cass County, Michigan**

***DRAFT*
MINUTES**

Wednesday, January 4, 2017
7:00 PM (EST)

Ontwa Township Hall
26225 US 12, Edwardsburg, MI

Members Present: Chris Marbach, Sandra Seanor, Robert Thompson, Richard Gates, Dawn Bolock, Bill Mahaney, Mike Mroczek

Members Absent: Shane Szalai, Don DeLong

Others Present : Leroy Krempec, James Forlenza, Lori Mroczek, Randy Szalai, Dan Stutsman, Jerry Marchetti

The meeting was called to order by Chairman Marbach, followed by the Pledge of Allegiance.

Chairman Marbach confirmed the members of the Planning Commission (PC) received and reviewed the minutes from the October 5th 2016 meeting and requested their approval.

A motion was made by Dawn Bolock and seconded by Richard Gates to approve the October 5th 2016 minutes. There being no further comments or discussion, Mr. Marbach called for a voice vote .

All were in favor of the motion and the motion passed.

Land Division: none

New Business:

Election of Officers: A motion was made by Dawn Bolock and seconded by Robert Thompson to nominate Chris Marbach as Chair, Shane Szalai as Vice Chair and Sandra Seanor as Secretary. There being no further comments or discussion, Mr. Marbach called for a voice vote.

All were in favor of the motion and the motion passed.

Home Occupancy Annual Report:

Leroy Krempec Ontwa Township Zoning Administrator presented a report that references Home Occupation and Home Business Annual Review. See Attached (A) . This represented seven home occupations and two businesses that are presently permitted to

operate in the township. Mr. Krempec requested that approval of the last two listed home occupations be delayed until the next meeting as he is awaiting additional information. Mr. Krempec presented new certificates of home occupation permit and home business permit to be issued .

A motion was made by Bill Mahaney and seconded by Dawn Bolock to approve five occupations and two businesses. There being no further discussion, Mr. Marbach called for a voice vote.

All were in favor of the motion and the motion passed.

Annual Planning Commission Report:

Chairman Chris Marbach presented the Annual Report of the Ontwa Township Planning Commission for 2016 which he had prepared. See Attached (B).

A motion was made by Sandy Seanor and seconded by Robert Thompson to approve the annual report as presented. There being no further discussion, Mr. Marbach called for a voice vote.

All were in favor of the motion and the motion passed.

Old Business: none

Committee Reports:

Township Forms Committee and Master Plan Goals Committee:

Sandy Seanor related the forms committee is also looking at making additional ordinances corrections and will work with Dawn Bolock to update the Master Plan over the next quarter.

Adjournment:

Hearing no additional announcements or comments, Mr. Marbach adjourned the meeting.

Brigid Forlenza
Recording Secretary

Jerry Marchetti – Supervisor
Tina VanBelle – Clerk
Meryl Christenson – Treasurer

Jerry Duck – Trustee
Jeff Kozinski – Trustee
Dawn Bolock – Trustee
Dan Stutsman – Trustee

Ontwa Township Planning Commission Cass County, MI

“DRAFT” MINUTES

Wednesday, February 1, 2017
7:00 PM

Ontwa Township Hall
26225 US 12, Edwardsburg, MI

Members Present: Chris Marbach, Sandra Seanor, Robert Thompson, Richard Gates, Dawn Bolock, Bill Mahaney, Mike Mroczek

Members Absent: Shane Szalai, Don DeLong

Others Present: Jeff Brown, Dan Stutsman, Valerie and Russ Knapp, Roseann and Jerry Marchetti, Leroy Krempec, Paul Snaidecki, Randy Szalai, Lori Mroczek

The meeting was called to order by Chairman Marbach, followed by the Pledge of Allegiance.

Chairman Marbach confirmed the members of the Planning Commission (PC) received and reviewed the minutes from the January 4, 2017 meeting and requested their approval.

A motion was made by Dawn Bolock and seconded by Sandra Seanor to approve the January 4, 2017 minutes. There being no further comments or discussion, Mr. Marbach called for a voice vote. All were in favor of the motion and the motion passed.

Land Division:

- a. Knapp-M62 (refer to attachment A)

Zoning Administrator Krempec stated that he had received a completed Land Division application. He reviewed the terms of the application and determined that the application met the requirements for a land division. The Zoning Administrator's recommendation was to approve the application as requested.

Chairman Marbach recognized the applicant, Russ Knapp. Mr. Knapp described the land division and asked for the Commission's favorable consideration. No other comments were made.

A motion was made by Sandra Seanor and seconded by Richard Gates to approve the Land Division application. All were in favor. The motion passed.

New Business: No New Business

Old Business:

a. Home Business Update: Presented by Zoning Administrator Krempec

1) Szalai – Cabinet Making Company – US 12

Mr. Krempec, stated that he had personally visited the operation and identified it to be a Home Business. He noted that he required that the owner clean up the property in order to keep his permit in the following year. The owner is Randy Szalai and he agrees to clean up area and dispose of debris in the Spring 2017.

2) Krupp – Automotive - State Line Road

Mr. Krempec identified that he is satisfied that the Home Business meets the Zoning standards and recommended approval.

A motion was made by Bill Mahaney and seconded by Dawn Bolock to approve both permits. Motion passes.

b. The Forrest: Refer to Attachment B1 (original) and Attachment B2 (proposed)

Zoning Administrator Krempec noted that Mr. File representing the Forrest project was not present to discuss the proposed changes to the project. He stated that he had told Mr. File that in order to make any changes he would be required to first pay the current application fee of \$940 owed to the Township and then pay a second application fee to make any proposed changes before going back to the Planning Commission.

No action was taken.

Committee Reports:

Township Forms Committee – Sandra Seanor reported the Master Plan updates are being reviewed. Dawn Bolock, Jeff Brown, Chris Marbach and Sandra Seanor are working toward completion of the Master Plan updates. She also recognized that Jeff Brown is the new Zoning Board of Appeals Chairman.

Master Plan Goals Committee - Dawn Bolock reported the first 11 pages are complete. The committee is moving forward.

Chris Marbach discussed the need for an Ontwa Bike and Pedestrian Committee. He appointed Mike Mroczek the Chairman and asked that Robert Thompson and Sandra Seanor work with him to develop a plan and identify projects. Mr. Mroczek spoke of the importance of such a committee and agreed to take on the position, thanking Robert Thompson and Sandra Seanor for their agreement to assist in the work.

Adjournment:

Hearing no additional announcement or comments, Chairman Marbach adjourned the meeting.

Lori Mroczek
Recording Secretary

ONTWA

TOWNSHIP Township of Ontwa * County of Cass * State of Michigan

www.Ontwatwp.org 26225 U.S. 12 * P.O. Box 209 * Edwardsburg, MI 49112 * Fax: (269) 663-0072 * Phone: (269) 663-2347

Jerry Marchetti – Supervisor
Tina VanBelle – Clerk
Meryl Christenson – Treasurer

Jerry Duck – Trustee
Jeff Kozinski – Trustee
Dawn Bolock – Trustee
Dan Stutsman – Trustee

ONTWA TOWNSHIP
WASTE WATER BOARD MEETING
Thursday, March 22, 2017 @ 6:30 PM

Call Meeting to Order: 6:31

Chair Brigid Forlenza called the Ontwa Township Waste Water Board Meeting to order.

Pledge of Allegiance:

All were asked to rise for the Pledge of Allegiance by Chair Brigid Forlenza.

Roll Call:

Chair Brigid Forlenza took roll call;

Members present: Brigid Forlenza, John Brandt, Jeff VanBelle, Dan Stutsman, Mike Mroczek, Bruce Cassady, John Bossler

All Board members were present.

Others Present:

James Forlenza, Dave Frazer, Kathy Fox, Jerry Marchetti, Paul Sniadecki, Frank LaPierre (from Wightman & Associates),

Lori Mroczek

Approve Agenda:

Chair Brigid Forlenza asked to amend the meeting's agenda by adding to New Business line item #4. Clean Earth – gravity sewer cleaning.

Chair Forlenza then called for approval of the Amended Agenda for the evening. A motion was made to accept the Amended Agenda as presented by Dan Stutsman and supported by Mike Mroczek.

Approval of Last Meeting Minutes: February 22, 2017 and Special Meeting on March 2, 2017

Acting Chair Brigid Forlenza noted that the minutes had been distributed in accordance with Ontwa Township policy and requested approval of the February 22, 2017 minutes. With no further comments a motion to accept was made by Mike Mroczek and supported by Jeff VanBelle.

Acting Chair Brigid Forlenza noted the Special Meeting minutes on March 2, 2017 had been distributed in accordance with Ontwa Township policy and requested approval of the minutes. Dan Stutsman made a motion to accept and was supported by Mike Mroczek.

Public Comment (3 minutes per person)

Acting Chair Brigid Forlenza asked if anyone from the public wished to speak. Edwardsburg Resident Paul Sniadecki inquired about the billings for software to Ontwa Township and hopes the cost will not cause a financial loss. Resident Sniadecki inquired about the true financial position of the Asset Management Plan in regards to the SAW Grant and if the Umbaugh Report was available to the public.

Reports:

WW Administrator Report – John Harsh

1. B-3 Generator Status – Mr. Harsh feels this should be put on hold until I & M Electric Company has decided what quantity of power the large home on Island Drive will require.
2. Granger H2S problem – Mr. Harsh stated the actual discharge points are giving high amounts of H2S. Some manholes have large amounts of damage. Pipes should be coated. (Refer to New Business)
3. JPC Force main dosing station / H2S levels – Levels have been measuring high for H2S.
4. Possible water infiltration @ lift stations – During high rain events and the lake levels rise the pumping of the water is excessive.
5. Rags & Trash in system – refer to New Business
6. Elkhart Force main is running at 100%.
7. Gravity Sewer Cleaning – refer to New Business

SAW Grant

Frank LaPierre from Wightman & Associates was present to give a report on the current status of the SAW Grant. Mr. LaPierre stated all was progressing and should be ahead of deadline.

1. Computer Quote – Jeff VanBelle made a motion and the motion was seconded by Bruce Cassady to purchase a computer and Windows software not to exceed \$3,000. This purchase will come from the SAW grant. Chair Brigid Forlenza called for a roll call vote as follows: Yes votes: Bruce Cassady, Jeff VanBelle, Mike Mroczek, John Brandt, Dan Stutsman, John Bossler and Brigid Forlenza. All in favor, MOTION CARRIES. There was no further discussion.
2. Capital Improvement Plan – Thanks to all that turned the Waste Water system around. CIP update to be presented at the Wastewater Board meeting scheduled for Wednesday, April 26, 2017 @ 6:30p.m.
3. Semi Final Asset Management Plan – Will be complete by mid-summer
4. Preventative Maintenance Plan – Will have new software ahead of schedule.

Unfinished – Old Business

1. Lift Station appearance upgrades: North Star will move forward with landscaping on the Eagle Lake Road lift station after the repair of the wet well is complete. Boulderman has put the boulders that had fallen back in place.
2. Program Implementation: Non Domestic sewer use - IAI is moving forward.
3. St. Joseph County Regional Water & Sewer District: Their H2S is not under control. The cost to Ontwa Township to treat their discharge is high compared to what they are currently paying. Ontwa Township Waste Water Board offered to help consult with Granger but Granger did not respond. The Granger system is a poorly designed system. This system is contributing to the deterioration of manholes in the system.
4. Adhoc Committee Report – Dan Stutsman, Cobert Lake: MI Department of Agriculture analyzed the horse farm on Cobert Lake and found the farm to have good farming practices. The horse farm does not appear to be contributing to any environmental issues on Cobert

Lake. Board member John Bossler has contacted the Michigan Health Department to proceed with collecting water quality data.

5. Connecting standby generators to SCADA: John Harsh is waiting for response from Paul's Generator regarding viability for connecting. This is an open project.

New Business

1. Manhole lining – Wightman & Associates Survey/Recommendations: Chair Brigid Forlenza requested a motion to be made regarding 13 manholes to be repaired at the cost of \$30,550. The cost of engineering would be \$5,000. The total cost of the project is not to exceed \$36,000. The motion was moved by Mike Mroczek and supported by Dan Stutsman. Chair Forlenza called for a roll call vote.

John Brandt Yes

Jeff VanBelle Yes

Dan Stutsman Yes

Mike Mroczek Yes

Bruce Cassady Yes

John Bossler Yes

Brigid Forlenza Yes

MOTION CARRIES

2. Mass Mailing for sewer customers – Chair Brigid Forlenza presented examples of mailings to be sent out to the sewer system customers explaining how some items can negatively impact our environment and put our health at risk. Mike Mroczek inquired how many mailings would go out and how many times. John Bossler stated this information must get out to the public. Chair Forlenza stated the mailing would cost between \$1,500 and \$2,000. Ontwa Township Supervisor Jerry Marchetti volunteered to assist on this project.

Chair Forlenza requested a motion to approve funding for the Sewer System Customer mailings at a cost, which will not exceed \$2,000. There will be no mailings at this time until the board as a whole agrees on the letter. The motion was moved by Mike Mroczek and seconded by John Brandt.

MOTION CARRIES

Following the motion Supervisor Jerry Marchetti stated this is a great opportunity to express the positive success of the sewer system and to explain the current situation.

3. Establish meeting dates for 2017-2018: Chair Brigid Forlenza distributed in writing the meeting dates for Ontwa Township Wastewater Board schedule in accordance with the Ontwa Township policy. Chair Forlenza recited aloud:

A) All regular meetings shall be held on the fourth (4th) Wednesday of each month and shall commence promptly at 6:30 p.m.

B) All regular meetings shall be held in the Ontwa Township Hall located at 26225 US Highway 12, Edwardsburg Michigan 49112.

C) 2017/2018

D) Fiscal year dates of said meetings shall be:

April 26, May 24th, June 28th, July 26th, August 23rd, September 27th, October 25th,
November 22nd, December 27th, January 24th, February 28th, March 28th.

The Chair declared the motion carried on the 22nd day of March 2017. A vote is not required according to the policy of the Wastewater Board.

4. Clean Earth – gravity sewer cleaning: A motion not to exceed \$27,000 on sewer cleaning using Clean Earth at \$1.19 per foot for 22,500 feet was presented by Dan Stutsman and seconded by John Brandt.

Chair Forlenza call for a roll call vote.

John Brandt No

Jeff VanBelle No

Dan Stutsman NO

Mike Mroczek No

Bruce Cassady No

John Bossler No

Brigid Forlenza No

MOTION FAILED

Discussion was as follows:

John Brant asked we get more quotes before going forward. Bruce Cassady asked if this was an emergency, informed it was not. Mr. Cassady agrees to get more quotes. Jeff VanBelle offered to give the Waste Water Administrator three more names of companies to request quotes from. Jeff VanBelle requested this be put on next meeting agenda. Chair Forlenza related there are approximately 171,000 feet of sewer pipe per Wightman & Associates. The gravity sewer cleaning will be an ongoing project.

ADJOURN 7:39 PM

Dan Stutsman made a motion to adjourn the meeting, which was seconded by Mike Mroczek

**WW Board,
Approved**

Date _____ 2017

WW Board Secretary _____

**Ontwa Township Planning Commission
Cass County, MI**

**“DRAFT”
MINUTES**

Wednesday, May 3, 2017
7:00 PM

Ontwa Township Hall
26225 US 12, Edwardsburg MI

Members Present: Chris Marbach-Chair, Sandra Seanor, Mike Mroczek, Don DeLong, Richard Gates, Bill Mahaney, Bob Thompson, Brigid Forlenza-recording secretary.

Member Absent: Shane Szalai

The meeting was called to order by Chairman Marbach at 7:00PM, followed by the Pledge of Allegiance.

Reading/approval of past minutes from February 1, 2017. Motion made by Sandra Seanor to approve past minutes, seconded by Bob Thompson. Motion carries.

New Business:

a. Duo Form – Final Site Plan Review

1. Zoning Administrator Leroy Krempec addressed the Board. Mr. Krempec stated the Planning Commission passed the preliminary site plan. Wood Building and concrete to be removed. Drainage will remain the same. They are adding new for old which will improve aesthetics. Mr. Krempec, Zoning Administrator, has no objection to this project. Andrew Harmon from J. Wagner Construction for Duo Form related that the site will appear to be one new building when completed.

Motion made by Dawn Bolock to approve final site plan for Duo Form, supported by Don DeLong. Motion Carries.

Master Plan Review:

Chairman Marbach noted that the Planning Commission Master Plan and Forms Committee reviewed and updated the current Master Plan over the past 5 months. This includes an update to the Land Use map, the Future Land Use map and various social- economic data updates using the American Community Survey and other source (2015).

Marbach further explained that the Michigan Planning Enabling Act requires certain procedures in any minor or major Master Plan update. The Plan Commission is first responsible for requesting that the document be forwarded to the Ontwa Township Board of Trustees recommending that they start the review and approval process by sending the update to neighboring communities and others in

accordance with the Michigan Planning Enabling Act. He noted the the document will be put on the Ontwa website after the BOT has acted. Chairman Marbach also noted that Planning Commission welcomed comments and questions, which should be put in writing and addressed to the Ontwa Township Planning Commission.

Chairman Chris Marbach stated there will be a public hearing.

A motion was made by Sandra Seanor to recommend to the Board of Trustees to distribute the plan to neighboring communities and others in accordance with the Michigan Planning Enabling Act. Motion seconded by Bob Thompson.

Motion Carries.

Committee Reports:

Township Forms Committee - Sandra Seanor notes that the forms responsibilities have been taken over by the Zoning Administrator. He has been making adjustments as the need arises.

Master Plan Goals Committee – Dawn Bolock related now the Master Plan will move to the Board of Trustees to begin the process of approval.

Bike and Pedestrian Committee – Mike Mroczek – Ad Hoc Committee – Mike Mroczek, Bob Thompson, and Sandra Seanor met to develop a framework for discussion. Bike and pedestrian facility types, bike lane, walking paths and signed bike route map are under consideration.

Bike/Pedestrian Map Development – draft conceptual map being developed for public input. Goal to publish map with our MACOG and NATS (SWMPC) partners and on our website.

Develop and seek grant opportunities and constructed facilities.

- ESC Connector Path on schedule 2018 construction
- NATS – approved transportation alternatives grant application (TAP) hawk signal @ US 12 and Claire St
- Continuation of multi use path along south side of US 12 to Section Street
- Considering safe routes to school – application in future.

Develop and publish an Ontwa Township Bike and Pedestrian map for publication.

- Completed first round review
- Plan to review and discuss coordination with Michigan and Indiana MPO maps
- Distribute for economic development opportunities.

Questions and comments

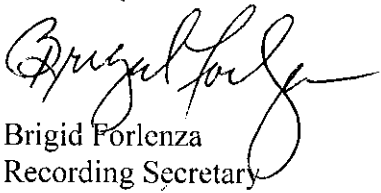
One member of the audience asked to speak and was accommodated by the Chairman. He stated that he hoped the Master Plan Update would allow for public comment. Chairman Marbach had already stated that there would be a public review as part of the process.

Announcements:

Supervisor Marchetti related he is meeting with the DNR May 10, 2017 to view and discuss the proposed boat access site on Eagle Lake Road. The meeting will consist of Supervisor Marchetti, Planning Chair Chris Marbach, Zoning Administrator Leroy Krempec, DNR Plainwell District Manager Gary Jones, and DNR Joseph Strach.

Adjournment:

Hearing no additional announcement or comments, Chairman Marbach adjourned the meeting.

A handwritten signature in black ink, appearing to read "Brigid Forlenza", written over the printed name and title.

Brigid Forlenza
Recording Secretary

**Ontwa Township Planning Commission
Cass County, MI**

**“DRAFT”
MINUTES**

Wednesday, June 7, 2017
7:00 PM

Ontwa Township Hall
26225 US 12, Edwardsburg MI

Members Present: Chris Marbach-Chair, Sandra Seanor, Mike Mroczek, Don DeLong, Richard Gates, Bill Mahaney, Bob Thompson, Dawn Bolock, Brigid Forlenza-recording secretary.

Member Absent: Shane Szalai

The meeting was called to order by Chairman Marbach at 7:00PM, followed by the Pledge of Allegiance.

Reading/approval of past minutes from May 3, 2017. Motion made by Bob Thompson to approve past minutes, seconded by Richard Gates. Motion carries.

Land Divisions:

Chair Marbach announced adjustment to agenda Chris Merrill land division cancelled.

New Business:

a. Paul File – Site Plan

1. Mr. File sought to adjust original approved application for The Forest at Eagle Lake. Mr. File maintained that in order to sell the parcels as originally approved he would need to add a private road. The Chairman discussed the requirements for a private road which would need to be completed within a year. The Zoning Administrator was asked to provide his insight regarding the ability for each parcel to be sold and developed having the required access or easements that meet the Zoning Ordinance requirements. Mr. Krempec had reviewed the easements for ingress and egress to each parcel in question and noted that all parcels as originally approved were sufficient for development once all township requirements are met.
2. After a lengthy discussion, the original splits of this property will remain as previously approved. Easements on South Shore Drive and Eighth Street will remain as the ingress and egress to each property owner's parcel. The petitioner withdrew the request, upon understanding that the parcels as originally approved had the appropriate ingress and egress.

3. All properties are zoned R1 and can be developed in accordance with the Ontwa Township zoning ordinances governing same. Permits can be issued for dwellings once requirements are met.

Committee Reports:

Township Forms Committee – Zoning Administrator Leroy Krempec related forms are moving along fine. The committee adjusted forms and clarified them. Williams & Works and Township Attorney were consulted to ensure forms met standards. The committee has completed this endeavor.

Master Plan Goals Committee – Dawn Bolock – We are currently in the 42 day period as required by the Michigan Planning Enabling Act. A Public Hearing is scheduled for July 5, 2017.

Sandra Seanor – The Public Notice will be published and a public hearing will be held prior to the July Board of Trustees meeting for Master Plan and Zoning Amendments.

Bike and Pedestrian Committee – Mike Mroczek – Meetings will be held in July and August and a possible public input process in September.

Questions and comments:

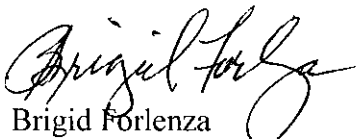
Announcements:

Zoning Administrator Leroy Krempec announced Chris Merrill (South Beach) land divisions will be reviewed at a special meeting.

Chair Marbach disseminated information to board members regarding upcoming relevant classes held by Michigan Township Association.

Adjournment:

Hearing no additional announcement or comments, Chairman Marbach adjourned the meeting.


Brigid Forlenza
Recording Secretary

**Ontwa Township Planning Commission
Cass County, MI**

**MINUTES
PUBLIC HEARING
ZONING ORDINANCE AMENDMENT**

Wednesday, July 5, 2017
7:00 PM

Ontwa Township Hall
26225 US 12, Edwardsburg MI

Members Present: Chris Marbach-Chair, Shane Szalai-Vice Chair, Sandra Seanor, Mike Mroczek, Don DeLong, Richard Gates, Bill Mahaney, Bob Thompson, Dawn Bolock, Brigid Forlenza-recording secretary.

Member Absent: None

The Public Hearing was called to order by Chairman Marbach at 7:00PM, followed by the Pledge of Allegiance.

In response to a written public comment, which was received during the review period, Chairman Marbach related on page three last sentence under #5 should read:

5. An attached structure to a principal building shall not exceed the main floor square footage of the principal building.

PUBLIC COMMENTS:

Margie Allan – 68870 South Shore Drive

Ms Allan noted that she is a long-time resident of Ontwa Township and a member of the Eagle Lake Improvement Association. She thanked the Planning Commission and those that created the new ordinances. She stated that “Your work is greatly appreciated and is particularly appropriate because agriculture, lakes, and streams are such a prominent part of Ontwa Township. Thank you”.

Mr. Tom Kendle – 26179 May Street

Mr. Kendle related he had an issue with page 1, section 4. Amendment of Section 3.17 (a) (3), that a farmer can’t be a farmer with these limitations. He was concerned that the provisions of the Zoning Ordinance Amendment could restrict his ability to have farm animals.

Chairman Marbach explained page 2 of the amendment explains further that the limitations do not apply to greater than 20 acres.

Chairman Marbach announced last call for public comments.

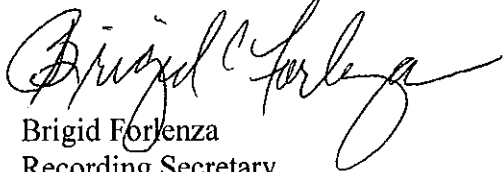
Bob Thompson motioned to close public comment period, seconded by Sandra Seanor. Motion Carried.

Chairman Marbach asked for discussion. Hearing none request motion to approve.

Don Delong made motion to approve zoning amendment with correction on page 3, #5 as presented, and send to Cass County Planning Commission. Supported by Sandra Seanor. Motion Carried.

Chairman Marbach adjourned meeting at 7:13pm.

Respectfully submitted,



Brigid Forlenza
Recording Secretary

**Ontwa Township Planning Commission
Cass County, MI**

**MINUTES
PUBLIC HEARING
MASTER PLAN UPDATE**

Wednesday, July 5, 2017
7:15 PM

Ontwa Township Hall
26225 US 12, Edwardsburg MI

Members Present: Chris Marbach-Chair, Shane Szalai-Vice Chair, Sandra Seanor, Mike Mroczek, Don DeLong, Richard Gates, Bill Mahaney, Bob Thompson, Dawn Bolock, Brigid Forlenza-recording secretary.

Member Absent: None

The Public Hearing was called to order by Chairman Marbach at 7:15PM.

Chairman Marbach related it has been six years since the previous Master Plan was adopted. There were several ad hoc committee meetings held and community input was solicited. The utility companies and adjoining townships were sent copies.

Chairman Marbach requested public comments from members of the audience.

PUBLIC COMMENTS:

Margie Allan – 68870 South Shore Drive

Ms Allan noted that she is a long-time resident of Ontwa Township and a member of the Eagle Lake Improvement Association. She thanked the Planning Commission and those that developed the Master Plan Update. She stated that “Your work is greatly appreciated and is particularly appropriate because agriculture, lakes, and streams are such a prominent part of Ontwa Township. Thank you”.

Mr. Tom Kendle – 26179 May Street

Mr. Kendle stated that he read the Master Plan and he noted that the Planning Commission did a great job. He noted that there is a picture of an eagle, however, there is no mention of eagles on the list. He asked that the Planning Commission add eagle to the list of wildlife. Under Sections 16 and 17, which address environmental issues Mr. Kendle expressed concern that the maps in these sections showed what he perceived as incorrect information for his farm. It was explained to him that the maps are generalized pictures in time and are developed by outside source. The Planning Commission noted that they would verify that these are the most recent maps available. Number of maps included in document.

He asked that the board review these and said he would provide updated maps in his possession. He had a question regarding sewer district boundaries.

Board Member Bob Thompson

Mr. Thompson related that they cannot change sewer district boundaries.

Roseann Marchetti – 68222 Christiana Drive

Roseann Marchetti commented she loves the changes and how the document turned out.

Chairman Marbach announced last call for public comments.

Sandra Seanor motioned to close public comment period, seconded by Don Delong. Motion Carried.

Chairman Marbach asked for discussion. Hearing none requested recording secretary Brigid Forlenza read the resolution recommending approval of the amended Ontwa Township Master Plan to the Township Board and constituting Planning Commission approval of such Master Plan.

Sandra Seanor made a motion to approve resolution with further information in Master Plan, seconded by Dawn Bolock.

- Page 20 add eagle to wildlife
- Add page numbers for all pages including maps
- Verify maps to ensure they are up to date. Prime Farmland, Environmental Limitation, and Wetland Inventory and note that they are generalized
- Rename Existing Land Use Map to what it is a Zoning Map

Chairman Marbach asked for discussion.

Bob Thompson stated that technically the board must approve the amendment made by Sandra Seanor to the resolution then approve the resolution as amended.

Sandra Seanor made a motion to approve amendment to resolution seconded by Dawn Bolock. Motion carried.

Bob Thompson made a motion to approve resolution as amended, seconded by Don Delong. Roll call vote – All yeah, motion carries.

Chairman Marbach adjourned meeting at 7:42pm.

Respectfully submitted,

Brigid Forlenza, Recording Secretary

**Ontwa Township Planning Commission
Cass County, MI**

**“DRAFT”
MINUTES**

Wednesday, July 5, 2017
7:45 PM

Ontwa Township Hall
26225 US 12, Edwardsburg MI

Members Present: Chris Marbach-Chair, Shane Szalai – Vice Chair, Sandra Seanor, Mike Mroczek, Don DeLong, Richard Gates, Bill Mahaney, Bob Thompson, Dawn Bolock, Brigid Forlenza-recording secretary.

Member Absent: None

The meeting was called to order by Chairman Marbach at 7:45PM.

Reading/approval of past minutes from June 7, 2017. Motion made by Bob Thompson to approve past minutes, seconded by Sandra Seanor. Motion carries.

Land Divisions:

Chris Merrill – South Beach land split request

Zoning Administrator LeRoy Krempec addressed the board stating that he has spent a great deal of time and effort to document past activity on the property file in question. Several pieces of information regarding this property have been misplaced/or are missing. Given his extensive review and based on the investigation he has developed, past minutes, and documentation his opinion as Zoning Administrator is that the land division as requested meet the requirements for land divisions. (See the attached Zoning Administrator opinion letters to Planning Commission dated July 2, 2017 and July 6, 2017.)

Chairman Marbach asked the applicant, Mr. Chris Merrill several questions regarding the timing of past purchases and land divisions. Mr. Merrill was unsure of various dates in responding to the Chairman but went on to detail and show the members the two additional land divisions (map) he is requesting on his four remaining acres. Chairman Marbach further noted that Mr. Merrill owned the point (parcel - H) in 1997. In 2004 Mr. Merrill purchased the remaining acres from James Clipp. In 2012 there was a lot line adjustment and a second cul-de-sac added.

Dawn Bolock recalled that Mr. Merrill was at the Planning Commission regarding storm water and runoff problems on the private road. Dawn Bolock recalled the requirement for an engineer to certify

the storm drainage system. A report from Veldman Engineering was subsequently submitted by Mr. Merrill.

Bob Thompson noted that he still did not understand the land division being requested. Chairman Marbach explained that regarding land divisions property may only have 10 land divisions available to it within a 10-year period. In this applicant request, the question is whether or not there are any land divisions remaining because of the lack of information.

Mr. Merrill explained he was asking for land divisions on remaining property. There was additional discussion on the matter.

Sandra Seanor asked the Zoning Administrator if he felt that given the information and documentation he had before him, there was evidence that the two land divisions being requested were available. The Zoning Administrator stated that based on all he could gather from files the two land divisions are available. He noted that the decision for land divisions is based on last land division occurring over ten years prior.

Sandra Seanor noting that the Zoning Administrator had made an exhaustive review of all existing documentation, made a motion to approve the applicants request for two land divisions. The motion was supported by Richard Gates. Hearing no further discussion Chairman Marbach asked all in favor.

Nays – Chairman Marbach and Bill Mahaney

Yays – Shane Szalai, Sandra Seanor, Mike Mroczek, Don Delong, Richard Gates, Bob Thompson, Dawn Bolock

Motion carries.

New Business:

Master Plan – Public meeting held and Master Plan is moving forward.

Old Business – None

Committee Reports:

Master Plan Goals Committee – Dawn Bolock said this will soon be off agenda

Bike and Pedestrian Committee – Mike Mroczek –No report

Questions and comments:

Chairman Marbach presented flyer for training in Frankenmuth. Hot topics in Planning and Zoning for anyone interested.

Announcements:

Supervisor Marchetti announced the township can send one person a year to Citizen Planner training free of charge for any member interested.

Adjournment:

Hearing no additional announcement or comments, Chairman Marbach adjourned the meeting at 8:05 PM.

Respectfully submitted,

Brigid Forlenza
Recording Secretary

**Ontwa Township Planning Commission
Cass County, MI**

**“DRAFT”
MINUTES**

Wednesday, October 4, 2017
7:00 PM

Ontwa Township Hall
26225 US 12, Edwardsburg MI

All Members Present: Chris Marbach-Chair, Shane Szalai – Vice Chair, Sandra Seanor, Mike Mroczek, Don DeLong, Richard Gates, Bob Thompson, Dawn Bolock, Bill Mahaney, Brigid Forlenza-recording secretary.

Member Absent: None

The meeting was called to order by Chairman Marbach at 7:00PM.

Reading and approval of past minutes from August 2, 2017.

Motion made by Sandra Seanor to approve minutes, seconded by Bob Thompson. Motion carries.

Land Divisions: None

New Business:

Susan Broadbent presentation regarding automatic weapons used for target practice in her neighborhood, which is zoned R1A, spoke to concerns that Ontwa Township has no ordinances or rules governing gunfire in closely populated areas.

Chairman Marbach passed out two ordinances to the board from other townships. Chairman Marbach requested that the board review the documents over the next month and then the board will revisit this.

Chief Westrick spoke regarding target shooting law that it is vague. He did convey that the properties in that neighborhood are very close to have targets.

Sandra Seanor suggested that this issue be addressed by the Ad-Hoc Committee that has reviewed the Master Plan and Ordinances. The committee can reconvene to review this and other current issues. Chair Marbach agreed.

Final Site Plan Review – Bentzer Properties LLC

Bentzer LLC – Carl Bentzer owner of business on Section Street. Last year he had completed one addition and now needs a second addition. Business is good.

Zoning Administrator, Leroy Krempec, spoke regarding plan and the fact this is the last time for Bentzer, as he is out of area to expand. There was a small problem with driveway to setback, which was rectified. The drainage is fine and zoning administrator approves of this.

Chair Marbach asked if the addition will impede school system. Mr. Bentzer replied no.

Dick Gates asked what the business is to which Mr. Bentzer replied plastic injection moldings.

Sandra Seanor made a motion to approve the final site plan. Motion seconded by Dick Gates. All in favor. Motion carries.

Old Business: - None

Committee Reports:

Bike and Pedestrian Committee – Mike Mroczek

Still getting input from various stakeholders over the next month:

Edwardsburg Sports Complex, Cass County Road Commission, NATs Staff, & Edwardsburg School

Still planning to develop a public input meeting after obtaining various stakeholder comments in order to develop preliminary talking points.

Ontwa Township Bike & Pedestrian Federal Aid projects

- **Ontwa Township Complete Street Phase I**

US 12 Edwardsburg Path to the Edwardsburg Sports Complex – Construction of a 10' multi use plan Claire Street to the Sports Complex. Construction Phase in FY 2018

- **Ontwa Township Complete Streets Phase 2 – TAP funds (Transportation Alternative Program)**

HAWK Signal at US 12 @ Claire Street, and Bike Pedestrian Pathway (south side of US 12 from Claire Street east to Section Street. Proposed Construction Phase FY 2019/2020.

Public Comments/Questions - None

Announcements:

Supervisor Jerry Marchetti – has been contacted by MDOT. Meeting to be held in the Ontwa Township Hall regarding US 12 project in Village of Edwardsburg in spring of 2018.

Supervisor Marchetti is currently working on getting Master Plan and Zoning Ordinance Books printed.

Bob Thompson – M 62 to be done in 2018 from Edwardsburg to Cassopolis.

Adjournment:

Hearing no additional announcements or comments, Chairman Marbach adjourned the meeting at 7:21 PM.

Respectfully Submitted,

Brigid Forlenza
Recording Secretary

**Ontwa Township Planning Commission
Cass County, MI**

**"DRAFT"
MINUTES**

Wednesday, November 1, 2017
7:00 PM
49112

Ontwa Township Hall
26225 US 12, Edwardsburg, MI

Members present: Chris Marbach-Chair, Shane Szalai-Vice Chair, Sandra Seanor- Secretary, Mike Mroczek, Don DeLong, Richard Gates, Bob Thompson, Dawn Bolock

Members Absent: Bill Mahaney

Recording secretary: Lori Mroczek

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

1. Pledge of Allegiance

2. Reading and Approval of past minutes from October 4, 2017.

Chairman Marbach stated someone else asked the question on page 2, 2nd paragraph of the October 4, 2017 minutes that states, "Chair Marbach asked if the addition would impede the school system. Mr. Bentzer replied no". After discussion, the decision was made that it was Bill Mahaney that had asked the question.

Chairman Marbach made the motion to replace his name with Bill Mahaney in the minutes. Don DeLong seconds the motion. The vote was unanimous. Motion carried.

3. Land Divisions – none

4. New Business

a.) Site Plan Review – Red Barn, 24040 US 12

Chairman Marbach stated the packet was distributed to the Planning Commission Board members for their review. Chairman Marbach noted there was no site-plan included in the packet and the application is incomplete. He further noted that incomplete applications cannot be reviewed by the Planning Commission. Chairman Marbach tabled matter for further action.

Additional discussion continued regarding the presentation of incomplete applications and the inappropriate issuance of permits prior receiving a Zoning Certificate, as to the required by the Ontwa Township Zoning Ordinance and Rules. The Zoning Administrator will follow up on the matter.

There is no new business.

5. Old Business

a.) Continued discussion regarding firearms.

DNR Hunter Education documents were distributed to all board members in their packets. Chairman Marbach questioned whether creating any township ordinance governing gunfire is within Ontwa Township legal jurisdiction. Sandra Seanor mentioned she was unsure, if the Governor had or will sign the legislation recently passed by the legislature limiting Michigan units of government's, ability to make more stringent firearms regulations. Chairman Marbach requested that the board research the upcoming state legislation on firearms and then revisit at the next board meeting.

6. Committee Reports

No Committee Reports

Sandra Seanor thanked Jerry Marchetti for distributing the "Master Plan" and "Ontwa Township Zoning Ordinance" books.

7. Public Comments

Paul Snaidecki suggested a "stop order" be placed on permits not reviewed by the Planning Commission.

8. Announcements

Don DeLong thanked the committees for their hard work on completing the "Master Plan" and "Zoning Ordinance" amendment.

9. Adjournment

Hearing no additional announcement or comments, Chairman Marbach adjourned the meeting at 7:25 PM

Respectfully submitted,

Lori Mroczek
Acting Recording Secretary