

Chairman adjourned the meeting at 7:50PM.

Respectfully submitted,

  
Marilyn H. Cobb,

Secretary

CC: Planning Commission Board members, Zoning Adm., and Ontwa Twp. Clerk.

PLANNING COMMISSION  
TOWNSHIP OF ONTWA –COUNTY OF CASS  
EDWARDSBURG, MI 49112

FEBRUARY 4, 2015

MEMBERS PRESENT: Chris Marbach, Shane Szalai, Dawn Bolock, Teri McNaughton, Sandra Seanor and Bill Mahaney.

MEMBERS ABSENT: Phil Steele, Richard Bruno and Don DeLong.

OTHERS PRESENT: Wayne Hardin, Zoning Adm., Randy and Barbara Szalai.

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

Chris introduced new member, Sandra Seanor. New member Don DeLong will be at the next meeting.

Minutes of the December 3, 2014 meeting were approved on motion by Bill, supported by Dawn. All in favor. Motion carried.

LAND SPLITS: Carl Burger and Sharon Burger. Property one block south of May Street on west side of M-62. After discussion and lack of information, Bill made a motion to table the application until information is complete. Supported by Sandra. All in favor. Motion carried.

LAND SPLIT: Barbara and Randolph Szalai – lot line adjustment. 12' parcel transferred to Thomas and Colleen Harris at 69601 Garver Lake Rd. This is a gravel drive. On motion by Dawn, supported by Bill that Lot Line adjustment be approved. All in favor. Motion carried.

NEW BUSINESS: Election of Officers: Dawn nominated Chris Marbach for Chairman, supported by Sandra. All in favor. Motion carried. Dawn nominated Shane Szalai for Vice Chairman, supported by Bill. All in favor. Motion carried. Teri nominated Dawn as Secretary, supported by Bill. All in favor. Motion carried.

Home Occupation Permit list was presented. List was approved as present on motion by Sandra, supported by Dawn. All in favor. Motion carried.

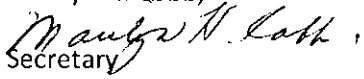
OLD BUSINESS: Chris announced that the Planning Commission is receiving duplicate information. One person supplies the information regarding Zoning Applications. A check list will be used to make sure the packet is complete. Sandra, Teri and Dawn will review the check list for further questions or comments.

ANNOUNCEMENTS: The County Planning Commission was presented an award from the Southwest Planning Commission.

There being no further business to come before the Board, meeting adjourned by Chairman.

Respectfully submitted,

Marilyn H. Cobb,

  
Secretary

CC: Planning commission members, Zoning Administrator and Ontwa Twp. Clerk.

Minutes approved 3-4-2015 as presented on motion by Sandra, supported by Phil. All in favor. Motion Carried.

PLANNING COMMISSION

TOWNSHIP OF Ontwa-County of Cass

EDWARDSBURG, MI 49112

MARCH 4, 2015

MEMBERS PRESENT: Chris Marbach, Phil Steele, Don DeLong, Teri McNaughton, Sandra Seanor, Shane Szalai and Marilyn Cobb.

MEMBERS ABSENT: Richard Bruno, Dawn Bolock and Bill Mahaney.

OTHERS PRESENT: John Bossler, Paul Sniadecki and Cyndy Herms.

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

Minutes of the February 4, 2015 meeting were approved as presented on motion by Sandra, supported by Phil. All in favor. Motion carried.

LAND SPLITS: Chairman was given an application from Charles and Sharon Burger. No additional information was included and no representative appeared.

NEW BUSINESS: Cobus Creek Watershed Study Presentation by Cyndy Herms. Cyndy is a member of the Friends of Cobus Creek and they have combined with the Elkhart Conservation Club. The Indiana side of Cobus Creek is part of the St. Joseph Valley River Basin. They have applied for a Grant to study the area that includes endangered species. The Committee would like Ontwa Township to be a part of the study. Financial support is needed. The Cobus Creek Watershed committee is scheduled to be on the Township agenda for April.

NEW BUSINESS: Review 2014 annual report: The 2014 Annual Report was prepared by the Chairman. No corrections or additions were considered. On motion by Phil, supported by Sandra that the Annual Report be adopted as presented. All in favor. Motion carried.

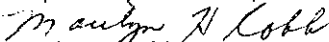
OLD BUSINESS: Zoning Maps were given to members of the Planning Commission which was adopted in December, 1996 and revised January 2015.

QUESTIONS/COMMENTS: John Bossler advised that the Board has a new budget ready for adoption at the next Township Board meeting. The Township has a poorly designed sewer system and we are still spending \$50,000.00 a year for chemical supplies. Time to implement plans to improve the Township. The Township Board and Planning Commission can pull things together by seeking grants for services to the community and have a Master Plan with the Village.

ANNOUNCEMENTS: Committee is working on new forms to be used by the Zoning Administrator. Clean up days are April 24<sup>th</sup> and 25<sup>th</sup>.

Chairman adjourned the meeting at 7:50PM.

Respectfully submitted,

  
Marilyn H. Cobb,

Secretary

CC: Planning Commission Board members, Zoning Adm., and Ontwa Twp. Clerk.

Minutes approved April 1, 2015 with correction, on motion by Phil, supported by Bill. All in favor. Motion carried.

PLANNING COMMISSION  
TOWNSHIP OF ONTWA-COUNTY OF CASS  
EDWARDSBURG, MI 49112

APRIL 1, 2015

MEMBERS PRESENT: Chris Marbach, Dawn Bolock, Bill Mahaney, Phil Steele, Sandra Seanor, Teri McNaughton, Don DeLong, Shane Szalai and Marilyn Cobb.

MEMBERS ABSENT: Richard Bruno.

OTHERS PRESENT: John Bossler and Paul Sniadecki.

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

Minutes of the March 4, 2015 meeting were approved as corrected on motion by Phil, supported by Bill. All in favor. Motion carried.

LAND SPLITS: Carl and Sharon Burger, Tax number 14-090-018-005-01, located one block south of May Street on west side of M-62. The Zoning Administrator and Assessor have signed off on request. On motion by Sandy, seconded by Phil that Land split be approved. All in favor. Motion carried.

LAND SPLITS: Sam and Margaret Clason tax #14-090-010-013-02 and tax #14-090-010-012-01, property address is 24285 US 12, Edwardsburg, Mi 49112. (Dawn Bolock excused herself because of a conflict of interest). Land split approved on motion by Phil, supported by Don, provided all paper work is completed on Tuesday and Wayne has made all corrections. All in favor. Motion carried.

**NEW BUSINESS: None.**

**OLD BUSINESS: Implementation of Master Plan Goals.** The Chairman explained that dedication, volunteer time, money and support is necessary to implement the Master Plan. The purpose of zoning is to help support and guide Master Plans. Many hours are needed to implement ideas. A professional planner would be the ideal situation but very costly. Capital funding could be available but takes a lot of time and effort. The "Edwardsburg Corridor" could be activated if there was more interest. On motion by Sandra that Chairman Marbach write to the Ontwa Township Board requesting that a Professional Planner and Capital Improvement Planner be considered to help with further development in our Community. Supported by Dawn. All in favor. Motion carried.

**COMMITTEE REPORTS: Township forms committee.** A new application for land splits and land divisions was presented by the committee. Continuing to work on changes.

**Trails committee – Don DeLong has been in contact with Road Commission and with County Planning.**

**Master Plan Goals Committee: Dawn attends the Southwest Planning Group. Interesting meetings and very helpful providing resource information.**

**ANNOUNCEMENTS: Clean up days are April 24<sup>th</sup> and 25<sup>th</sup>.**

**No further information to come before the Board. Chairman adjourned the meeting at 8:00 PM.**

**Respectfully submitted,**

**Marilyn H. Cobb,**

*Marilyn H. Cobb*  
**Secretary**

**CC: Planning Committee Board members, Zoning Adm., and Ontwa Twp. Clerk.**

**Minutes approved May 6, 2015 on motion by Dawn, supported by Don. All in favor. Motion carried.**

Planning Commission

Township of Ontwa – County of Cass

Edwardsburg , Michigan 49112

July 1,2015

Members present: Chris Marbach, Don DeLong, Shane Szalai, Dawn Bolock, Sandra Seanor, Teri McNaughton, Phil Steele, Bill Mahaney and Robert Thompson

Others present: Wayne Hardin, John Bossler, Paul Sniadecki, John Collum atty for Tylor Ross,Thomas Stephenson, surveyor.

Called to order by Chris Marbach at 7:00 PM followed by the Pledge of Allegiance.

Minutes of the May 6,2015 meeting where approved as written by a motion from Sandra and supported by Bill. All in favor, motion carried.

Public Hearing for Site Condo: Preliminary Plan Approval and a variance request for no sidewalks or street lamps per the Site Condo Ordinance No. 11-96-2 was requested by Tylor Ross for Oak Springs Crossings Site Condo.

Public opposition came in the form of a letter written by Adam Mast and in person by Bob Wornack stating that if approved, sidewalks were needed.

Concerns the variance request for no sidewalks and lamp posts were discussed by Sandra Seanor and Don DeLong.

Paul Sniadecki had hand outs and expressed concerns about the master deed and its deed restrictons. Per Tylor Ross the deed restrictions were removed 2-18-2009, no supporting verification of this makes it an incomplete application per Sandra.

Dawn asked if there would be sewer hook ups for all 9 lots. Discussion followed. There is no lake access for these lots.

Chris said the Master Deed is not perfect and needs more review before final approval.

A motion was made by Phil to approve the application provided the site condo application showed sewer connections and included sidewalks. Supported by Teri.

Discussion followed. Bill is concerned about traffic. The Master Deed specifies single family.

Phil withdraws his motion.

Dawn made a new motion to approve according to the Master Deed for single family dwellings and include sidewalks, sewer connections, landscaping and no street lights. Supported by Don. All in favor motion passed.

Rezoning: Carl Burger request to rezone parcel 14-090-018-005.01 from C2 General Commercial to I2 Heavy Industrial for the expansion of North American Forest Products. There was no opposition. Ken Jones with Jones Petrie and Rafinski, representing North American Forest Products made a presentation to the Board. Speaking in favor of the rezoning were John Harsh, Jerry Marchetti, Joe Soberialski and Paul Sniadecki.

Sandra Seanor made a motion to approve that was supported by Bill. All in favor motion carried.

#### Committee Reports:

Forms- Sandra asked that we all review the new forms by July 10, 2015 so they can be presented to the Township Board.

Trails- Don updated us on his communication with the road Commission and Southwest MI Planning.

Master Plan- Margie Allen will be on the agenda in August with a power point program about wet lands and water shed issues.

Meeting adjourned

A handwritten signature in cursive script that reads "Dawn Balock". The signature is written in black ink and is positioned below the text "Meeting adjourned".



Planning Commission

Township of Ontwa—Cass County

Edwardsburg Michigan 49112

October 7,2015

Members present: Chris Marbach, Don DeLong, Shane Szalai, Dawn Bolock, Sandra Seanor, Robert Thompson, Richard Gates,

Others present: Cathryn Kaufman, Seth Koches, Leroy Krempec, Jerry and Roseann Marchetti, Jerry Duck, John Bossler, Jeff Brown, Brigid Forlenza, Margie Allen, Tom Stephenson

The meeting was called to order at 7:06 PM followed by the Pledge of Allegiance.

Minutes from the Aug 5,2015 meeting were approved as corrected.

Andrew Harman from J<sup>A</sup>.Wagner Construction was there to represent Duo Form for their final site plan approval. Don DeLong question the use of the additional 1200 sq ft being added which was explained as additional space for more of the same use that already exists. A motion was made by Sandra and seconded by Richard to approve the plan, all in favor , the motion passed.

Tom Stephenson presented some changes for the Oak Springs Site Condominium Project . The changes would allow for accessory buildings and single family homes in the same area Per the Lake Residential zoning district. The 31 foot right of way and an additional 10 foot utility easement would be clear of any plantings, no sidewalks and no lighting. They have shown the sewer taps on the site plan.

Township attorney Cathryn Kaufman advised that more time is needed for the review of the 2006 Warranty Deed for Oaksprings Master Deed language.

Sandra made a motion to table the request for further attorney review , there was a second by Don. Roll call vote was a unanimous yes. Leroy Krempec added that the drainage for this project was also under review.

#### Committee Reports

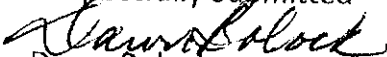
Forms- Sandra still has some forms under review

Trails- Don held a successful public meeting and there is a 25K annual commitment by Ontwa Township towards the Complete Streets project.

Master Plan- Margie Allen presented the results of our work with Andrew Moore , planner with Williams and Works in the form of a draft Waterfront overlay ordinance .

There was no further business and the meeting adjourned at 8:10 pm.

Respectfully Submitted

  
Dawn Bolock

Minutes approved on December 2, 2015 with correction on motion by Sandi Seanor and supported by Don DeLong. All in favor. Motion carries.

PLANNING COMMISSION

TOWNSHIP OF ONTWA - COUNTY OF CASS

EDWARDSBURG, MI 49112

DECEMBER 2, 2015

MEMBERS PRESENT: Chris Marbach, Dawn Balock, Sandra Seanor, Bill Mahaney, Robert Thompson, Don Delong, Richard Gates, Teri McNaughton and Marilyn Cobb.

MEMBERS ABSENT: Shane Szalai.

OTHERS PRESENT: John Bossler, Leroy Krempec, Jerry Marchetti, Roseann Marchetti, Mike Mroczek and Paul Sniadecki.

The meeting was called to order by Chairman Marbach, followed by the Pledge of Allegiance. Minutes of the October 7, 2015 were accepted as presented with one correction, on motion by Sandy, supported by Don. All in favor.

NEW BUSINESS

- A. A listing of Home Occupation Permit Renewals was presented for review. All current Permits are acceptable. Two businesses did not pay in 2015 so assume they no longer operating and were not renewed. Presently the application fee is \$150.00 and \$25.00 per year.
- B. ONTWA TRAILS: Presentation by Don: Don distributed several documents which included informal meetings with the community, Road Commission, neighboring community activity, maps, pictures, and costs for application, administration and maintenance, and a Resolution of the Planning Commission Supporting a grant in the amount of \$250,000 for a 4-5 foot biking shoulder along Elkhart Rd. After listening to Don's presentation, Mr. Marbach noted that he felt there were some questions that he had earlier provided to Don and that there still seemed to be inconsistencies in the documents as presented, and questions still remained. Sandra Seanor further noted that the timetable for grant submission will not be discussed for several weeks. Sandra explained her concerns and in detail the necessary documents that are needed in order to proceed. She noted that the approval of the Elkhart Rd Bike project should be considered premature until the Township had time to understand all of the CCRC requirements for grant submission. Seanor also noted that the consultant document was unclear as to whether the estimates provided were for one or both sides of the roadway. Seanor went on to note that based on the consultant documents provided to her by Don, the cost for the Elkhart project appeared to be at least \$360,000 not the 250,000 listed in the Resolution being considered by the PC. Chris Marbach further noted that his review of the costs put the project closer to \$425,000. Sandra also expressed a concern that utility relocation may add to the costs.—Seanor suggested that a better alternative might be to consider a project connecting the ESC to downtown and beyond.

Discussions continued – Don said he talked to Pat Bellaire, Village Council member, and Tim Kozal, of the Township Police Dept. Survey presented at a local meeting to build bike trails, showed 53 responded. The Township has a population of about 5,000. Robert Thompson, who is a member of the Road Commission, stated that at the next work session "Trails" is scheduled for discussion. All discussions by the Trails Committee should be with the Administrator, Don Lucas.

Don DeLong attended the Michigan Citizens Planner Fundamentals of Planning and Zoning Classes Master Planning Meeting at the Court House in Cassopolis. The Course is \$275.00 and hopes other members can attend future meetings. It covers history, ethics, legal foundations of Planning & Zoning, Master Plans, complete streets and resources available.

OLD BUSINESS: None

COMMITTEE REPORTS: Township forms – still in process.

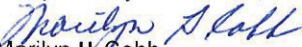
Master Plan Goals – working with Andrew Moore and Margie Allen.

COMMENTS: Mike Mroszek, presented information for resurrecting the Parks and Recreation Plan for years 2016-2021. They are having an open meeting on Dec. 15, 2015 at 6:30 PM.

Announcements: Dec. 7, 2015, Cass Co. Rural Task Force & Funding AT **THE** Cass County Court House and on Dec. 8, 2015 at 10:00 AM, Southwest Planning Commission.

There being no further business, Chairman adjourned the meeting.

Respectfully submitted,

  
Marilyn H. Cobb

Recording Secretary

CC: Planning Commission members, ZBA Adm., and Ontwa Twp. Clerk

Minutes approved as corrected on motion by Robert Thompson, supported by Teri. All in favor.

Motion carried.