

**PLANNING COMMISSION
TOWNSHIP OF ONTWA – COUNTY OF CASS
AGENDA FOR PLANNING COMMISSION HELD ON
WEDNESDAY
APRIL 3, 2019 @ 7:00 PM**

Members Attending: Chris Marbach, Sandra Seanor, Don Delong, Richard Gates, Bob Thompson, Mike Mroczek

Members Absent: Shane Szalai, Bill Mahaney, Dawn Bolock

Call to Order:

Chairman Marbach called the April Planning Commission Meeting to order and opened with the Pledge of Allegiance

Minutes:

Chairman Marbach requested approval of the regular Planning Commission meeting minutes for 1-2-2019. Don Delong motioned to approve the minutes and Dawn Bolock seconded the motion.

Chairman Marbach called discussion, hearing none asked for the voice vote.

Yay_6__ Nay_0__

Land Divisions:

This item was moved to Public Comment item a. Paul File Land Division

New Business:

a. Home Occupation

Zoning Administrator Krempec detailed the Home Occupation applications for Aven Kenneth- Drivers Education and Nathan Blair IT Consulting noting that both requests had met the requirements and the Zoning Administrator recommended approval.

a. Home-Based Business

The list of seven previous Home-Based Business applications. Mr. Krempec noted that 1. Robert Blahnik – Lumber had no violations over the past year, completed and submitted his application. 2. John Foreman – Bait and Tackle had no reported violation or complaints, completed and submitted his application 3. Barbara Howe – Day Care had no reported violation or complaints, completed and submitted his application, 4. Jeff Miller – Crystal and Guns – fire arms sold on line. Mr. Krempec contacted ATF and has identified that selling arms rather than manufacturing arms does not require a state of Michigan license. The Home-Based-Business had no reported violation or complaints, completed and submitted his application. 5. Randolph Szalai – Counter Top Manufacturing, Due to the nature of the business wood shaving, glue, provide a safety concern. The Zoning Administrator recommends that any approval for this Home-Based Business should only be made “subject to the Edwardsburg Fire Chief’s inspection and

recommendation. 6. Scott Krupp – Vehicle Repair has been contacted repeatedly and has not renewed is application and therefore cannot be approved at this time. 7. Vicki Doan – was Crafts – now Photography has been contacted repeatedly and has not renewed is application and therefore cannot be approved at this time.

There was discussion among the Board and Chairman Marbach called for a motion. Bob Thompson made a motion to approve Home Occupations 1 and 2 as reported by the Zoning Administrator and Home-Based Business applications 1 through 4. Noting that Home Based Business 5, Randolph Szalai – Counter top Manufacturing’s approval was subject to the review and fire safety approval of the Edwardsburg Fire Chief. Items 6 and 7 Scott Krupp and Vicki Doan are set aside until and if they re-apply for this Board’s Home Based Business application approval. Seconded by Don DeLong. Yay__6__ Nay __0__

Annual Report

The Annual Report was presented to the Planning Commission for its endorsement. Chairman Marbach was thank for his commitment to the Planning Commission in annually developing the report. Sandra Seanor made the motion to accept the document and Don DeLong seconded the motion Yay__6__ Nay __0__

Old Business:

There was no old business

Committee Reports

Chairman Marbach called for Committee Reports and hearing none, moved to public comment.

Public Comments

- a. Paul File Land Split – The petitioner requested that the Planning Commission review and amend its stand-alone Land Division Ordinance to comply with the less restrictive state land division ordinance. The Chair noted that he had reviewed the request with Andrew Moore the Township Planner noting that if approved it would require that the BOT then take up the change. The Chair agreed that he would request that the Township Planner make the amendment correction to be reviewed and voted forward by the Board of Trustees.

There was discussion among the Board particularly regarding easements and whether the Township needed the current more restrictive ordinance language. Hearing no further discussion Chairman Marbach asked for any motions. Don DeLong motioned to accept the change in the Land Division Ordinance to reflect the more state Land Division Ordinance language. Richard Gates seconded. Yay__6__ Nay __0__

Announcements

There were no announcements.

Adjourn Meeting

Chairman Marbach hearing no other business adjourned the meeting.

2018

Annual Report

Of the

Ontwa Township Planning Commission

Edwardsburg, Michigan



Planning Commission

Chris Marbach, Chairperson

Shane Szalai, Vice Chair

Sandra Seanor, Secretary

Brigid Forlenza, Recording Secretary

Dawn Bolock (Twp. Board Rep.)

Mike Mroczek

Don Delong

Robert Thompson

Bill Mahaney

Richard Gates

Prepared February 2019

Planning Commission Approved April 3, 2019

INTRODUCTION

The Planning Commission of Ontwa Township is governed by the Michigan Planning Enabling Act, State of Michigan Public Act 33 of 2008, and by the Ontwa Township Zoning Ordinance.

The 2018 Planning Commission was staffed by the Ontwa Township Zoning Administrator; this position was held by Leroy Krempec.

Williams & Works, a consulting firm, was also selected by the Township Board to assist the Township in zoning, planning and land use matters.

Under the Planning Enabling Act, the Planning Commission must provide an annual report to the Ontwa Township Board, as the legislative body of the Township. This report discusses:

1. Activities of the Commission during the past year
2. The status of any on-going planning activities
3. Recommendations to the legislative body related to planning and development

PLANNING COMMISSION ACTIVITIES

The Planning Commission was scheduled to meet the first Wednesday of each month in 2018. The January, March, April, June, July and September meetings were cancelled for lack of business items.

One of the duties of the Planning Commission is the review of all Land Division and Lot Line Adjustment applications. In 2018 the Planning Commission reviewed two applications and they were approved.

The Planning Commission approved zero applications for a Home Business in 2018.

In 2018 the Planning Commission approved a final site plan application for a building expansion in the Edwardsburg Industrial Park and a final site plan application for a commercial building expansion on US 12.

On November 7th, the Planning Commission held a public hearing to review the “Proposed Ontwa Township Zoning Ordinance Changes”. The purpose of the changes were to make it more understandable, simplify some of the requirements and update the accessory building requirements. The Township Board approved the amendments to the Zoning Ordinance on December 10, 2018.

The Planning Commission held a Pre-Site Condominium discussion on October 3, 2018 and then approved a Preliminary Site Condo application for Dockside Landings on December 5th, 2018.

Other activities by the Planning Commission in 2018 included the following:

1. Applications and forms have been updated and reviewed by Williams & Works and are now posted on the Ontwa Township website.
2. A Bike & Pedestrian Committee was chaired by Mike Mroczek. The committee will carefully develop a plan and identify potential projects. This will be done with the assistance of MACOG, Niles-Buchanan-Cass Area Transportation Study (NATS) and the Southwest Michigan Planning Commission (SWMPC).

Ontwa Township, partnering with the Edwardsburg Sports Complex (ESC), supports the ESC Connector Path bike and pedestrian project, funded in part by a federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) grant. It is anticipated that this project will be constructed in the spring of fiscal year 2019.

In addition, Ontwa Township, in coordination with the Cass County Road Commission, submitted and was awarded Transportation Alternatives Program (TAP) funding (2018-2020 funding) for a HAWK Signal and bike/pedestrian extension connecting to the ESC phase 1 project. The termini for phase 2 is Claire St at US12 and Claire St. East to Section St. Construction estimated in fiscal year 2019-20.

In 2019 the Plan Commission will work toward a comprehensive Bike & Pedestrian Plan.

ONGOING PLANNING ACTIVITIES

As a result of the Township Master Plan, the Planning Commission will continue to work on updating the Zoning Ordinance in 2019 as the primary implementation mechanism to achieve the Master Plan goals.

Williams & Works will continue to assist us in updating our Zoning Ordinance. Andy Moore, AICP was assigned to assist us.

RECOMMENDATIONS TO THE TOWNSHIP BOARD

As a result of the Planning Enabling Act, the Planning Commission is requesting that the Township Board exempt the Planning Commission from having to prepare a Capital Improvement Plan. This can be accomplished by means of the Township Board creating an ordinance that delegates this task to the Supervisor or to a non- elected administrative official.

Ontwa Township Planning Commission

Chris Marbach, Chairman
