Royalton Township
Planning Commission
December 4, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner

III. Approval of Minutes from November 6, 2023

Motion by Kalin to approve minutes. Seconded by Heil.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Approved by all.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business: None

IX. Reports/Discussion

A) Review/discussion of On Site Solar Energy System, Draft 10.16.23.

B) Discussion with Lynee Wells, AICP on Item #5 regarding Minimum Lot Size.
Motion made by Sarola to approve as written. Seconded by Wright.
All Ayes. No Nays. Motion carries.

C) Board will discuss extending moratorium 6 months after January 10, 2024 for utility grade solar uses.

D) Draft ordinance will be prepared for Public Hearing being held in January.

E) Building Permit Activity Report for November, 2023 was submitted by Riegel.

X. Education: None

XI. Adjournment:

Motion by Heil to adjourn meeting at 7:35 p.m. Seconded by Sarola.
All Ayes. No Nays. Motion carries.

Respectfully submitted,
Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
November 6, 2023

I. Chair Brian Liebeg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner

III. Approval of Minutes from October 2, 2023 meeting

Motion by Heil to approve minutes. Seconded by Sarola
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Approved by all.

V. Comments from the Public/Correspondence: None

VI. Public Hearing:

Regular Commission Meeting was closed and Public Hearing was opened regarding Zoning Ordinance Amendment.
No attendees from Public.
Sarola made motion to close Public Hearing and re-open regular Commission Meeting. Seconded by Heil. All Ayes. No Nays. Motion carries.

VII. Unfinished Business: None

VIII. New Business:

A) A draft to amend the Zoning Ordinance of Royalton Township has been updated. This draft has added some Permitted Uses and amended the Short Term Vacation Rental period. This draft will now be forwarded to the Board for their review and approval.

IX. Reports/Discussion

A) Solar Ordinance Draft #2 will be reviewed with any questions directed to T. Riegel.

B) A Site Plan Checklist has been updated. Purpose of the checklist is to assist Applicants showing what items/areas must be addressed prior to receiving Site Plan approval.

C) Building Permit Activity Report for October, 2023 was submitted by Riegel.

X. Education: None

XI. Adjournment:

Motion by Heil to adjourn meeting at 7:35 p.m. Seconded by Sarola. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
October 2, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner

III. Approval of Minutes from September 6, 2023

Motion by Sarola to approve minutes. Seconded by Heil.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Visitor from Brooks Architectural – Ade Adewoye

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. New Business:

A. Woodland Terrace Site Plan review was presented by Ade Adewoye Architect with Brooks Architectural.

B. Addition to Woodland Terrace for additional 21 units and 10 units In Memory Care. Total of 32,000 sq. ft. located on 4.3 acres in rear of existing Woodland facility.

C. Plan has been submitted to Berrien County Drain Commission for soil erosion and storm water approval.

D. Requesting approval from County Road Commission for drive off of Hollywood Road.

E. Motion made by Heil to accept site plan with approval of storm water and Road Dept. permit. Seconded by Kalin. All Ayes. No Nays. Motion carries.

VIII. Unfinished Business:

A. Lynee Wells, AICP presented draft ordinance for the On Site Solar Energy System. This ordinance will support residential, commercial and industrial usage on sites. Discussion was held and suggested changes and additions will be added to the updated ordinance and reviewed at November meeting.

IX. Reports/Discussion:

A) Building Permit Report for September 2023 was submitted by Riegel.

X. Education: None

Xi. Adjournment:

Motion by Ackerman to adjourn meeting on 8:10 p.m. Seconded by Lieberg. All Ayes. No Nays. Motion passes.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Joint Meeting with Planning Commission & Township Board
September 6, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Planning Commission
Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner

Township Board
Present: Rachel Bernard, Clerk
Mike Eisenhart, Treasurer
Jason Ackerman, Trustee

Visitor: Ken Zebarah – Harvest Solar

III. Approval of Minutes from August 7, 2023
Motion by Kalin to approve minutes. Seconded by Heil.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Visitor from Harvest Solar – Ken Zebarah

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business:
A) Solar Ordinance Discussion. Ken Zebarah with Harvest Solar gave presentation showing and explaining possible solar uses for commercial application.
B) Lengthy discussion was held with Planning Commission and Board regarding use of solar panels in residential, commercial and industrial applications. Tony Riegel and Steve Tilly will share this information with Lynee Wells, AICP to be included in the solar ordinance.
C) Steve Tilly advised the state of Michigan may take away the option of solar application for farming. Will advise when this decision is made.

IX. Reports/Discussion:
A) Building Permit Report was submitted by Riegel.

X. Education: None

XI. Adjournment:
Motion by Liegerg to adjourn meeting at 8:55 p.m. Seconded by Sarola. All Ayes. No Nays. Motion passes.

Respectfully submitted,
Karen Ackerman
Recording Secretary

Royalton Township Planning Commission
Regular Meeting
August 7, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner

Visitors: Vail Rubber representatives Brian Nimetz and Vale Harding

III. Approval of Minutes from June 5th and July 10th, 2023 meetings
Motion by Heil to approve minutes. Seconded by Ackerman.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Two visitors from Vail Rubber.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business:

A) Maiden Village Apartments, request from Greg Fenner for an additional 180 day extension. Extension to begin September, 2023.
Kalin made motion to extend the requested 180 days. Heil seconded the motion.
All Ayes. No Nays. Motion carries.

B) Vail Rubber is requesting addition of a solar farm, 4 – 4/2 acres on the SW corner of their property. Estimated height of solar panels off ground would be 6/12' tall, with panels angled south. Estimated completion in 2024, per Harvest Solar. As a future building addition of 60,000 sq. feet for production and 11,000 sq. feet for headquarters is being planned as Vail Rubber combines facilities in Royalton Township, these solar panels are to meet utility needs.

C) Approval of this request is on hold pending additional review and discussion of the Moratorium on solar panels in Royalton Township. Additional information regarding fencing, screening, lighting and maintenance will also be needed.

D) The members of the Planning Committee will supply T. Riegel with questions regarding zoning and solar panels to be submitted to Lynee Wells, AICP. September is the target date from Lynee for solar ordinance suggestions.
Industrial applications would be first, with commercial and residential areas next.

E) Planning Commission will supply Tony Riegel with questions for solar use for different districts. Zoning requirements will be Presented to Lynee. An October Public Hearing to discuss solar zoning for industrial will be planned.

F) Zoning review changes discussion will be held. Fencing, permitted uses, remove zoning from C3 back to C1 and short-term rentals with a maximum of 30 days.

IX. Reports/Discussion

A) Building Permit Report was submitted by Riegel.

X. Education: None

XI. Adjournment:
Motion by Ackerman to adjourn meeting at 8:50 p.m. Seconded by Sarola.
All Ayes. No Nays. Motion passes.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township Planning Commission

Special Meeting

July 10, 2023

I. Vice-Chair Ted Kalin called the special meeting to order at 6:35 p.m.

II. Roll Call:

Present: Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner

III. Approval of minutes: Will take place at the next regular meeting August 7, 2023

IV. Amendments to Agenda: None

V. Comments from the Public/Correspondence: None

VI. Public Hearing:

The meeting was closed at 6:37 pm by Vice-Chair Kalin and the Public Hearing for the Ordinance to Impose a Temporary Moratorium for Solar Panels, Solar Farms and Solar Arrays was opened. The ordinance would impose up to a 6-month moratorium on the acceptance of new building and zoning applications for solar panels, solar farms and solar arrays.

Kalin asked for comments for the approval of the special use permit: None

Kalin asked for comments in opposition to the special use permit: None

Kalin asked if there was any correspondence received: None

Kalin closed the public hearing at 6:50 p.m. and re-opened the meeting.

VII. Unfinished Business: None

VIII. New Business:

A. Building Permit Activity Report submitted by Riegel.

B. "Royalton Township Solar Moratorium;" Ackerman stated that this moratorium would allow the Planning Commission time to finalize a Solar Panel, Solar Farm and Solar Array Ordinance. Sarola made a recommendation to the Board to approve and adopt the "Royalton Township Solar Moratorium Ordinance." Seconded by Heil. All Ayes. No Nays. Motion passes.

XI. Education: None

XII: Adjournment: Motion by Heil at 6:52 p.m. to adjourn the meeting. Seconded by Ackerman. All Ayes. No Nays. Motion carries.

Respectfully Submitted,

Secretary

Royalton Township Planning Commission
Regular Meeting
June 5, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:
Present: Brian Lieberg, Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner

III. Approval of Minutes – May 1, 2023
Motion by Heil to approve minutes. Seconded by Sarola.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Approved

V. Comments from Public/Correspondence: None

VI. Chair Lieberg closed the regular meeting and opened to the public at 7:10 p.m.
No Public discussion.
Chair Lieberg closed the public meeting and returned to regular planning meeting.

VII. Unfinished Business: None

VIII. New Business:
A) Gerald Jasper, 2044 Jasper Dairy Rd., St. Joseph submitted Open Space Preservation Application to State of Michigan. Property consists of 98 acres of tillage land. Mr. Jasper currently has provision that upon his death, the property will be donated to Berrien County. If State approves his request his application, he will rescind the offer to the County. Property is currently zoned as agricultural. Future Zoning Ordinance shows property to remain as agricultural.
B) Motion was made by Sarola that request be forwarded to the Board to review and approval. Heil seconded the motion. All Ayes. No Nays. Motion passes.
C) Planning Commission reviewed Zoning Ordinance Amendment. Motion was made by Sarola to forward to the Board to review and approval. Heil seconded the motion. All Ayes. No Nays. Motion passes.

IX. A) Building Permit Report was submitted by T. Riegel, Building Official.

X. Motion by Heil to adjourn meeting at 7:49 p.m. Seconded by Sarola. All Ayes. No Nays. Motion passes.
There will be no Planning Commission meeting for the month of July due to the Holiday.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township Planning Commission
Regular Meeting
May 1, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
John Heil, Commissioner
Jason Ackerman, Commissioner

Visitors: Frank DeFrancesco
Jerome Kuhnlein
Steve Mauro

III. Approval of Minutes – April 3, 2023

Motion by Ackerman to approve minutes. Seconded by Heil.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Approved

V. Comments from the Public/Correspondence: None

VI. Chair Lieberg closed the regular meeting and opened to the public at 7:10 p.m.

VII. New Business:

A) PUD Amendment to Royalton Market Place Condominium Parcel Number 17-6766.

B) F. DeFrancesco reviewed plan to reduce size of existing Planned Unit Development in Royalton Market Place Condominium by 4.6 acres. T. Dockerty as owner of the current Assisted Living Facility would purchase this 4.6 acre lot to enlarge the existing Assisted Living Facility.

C) Steve Mauro of Mauro Real Estate, New Buffalo represented T. Dockerty as the buyer of this parcel.

D) J. Kuhnlein explained that the area is already designated as a PUD. That would remain in effect.

E) Ackerman questioned if the existing parcel owned by Roger's Foodland would be affected. The parcel in question remains part of Roger's ownership.

F) Motion was made by Heil that this request be approved by the Planning Commission and referred to the Board to approve the changes to the PUD as presented. Ackerman seconded the motion. All Aye. No Nays. Motion carries.

VIII. Chair Lieberg closed the Public Hearing at 7:40 and returned to regular meeting.

IX. Unfinished Business:

A) Lynee Wells, AICP continues to review the current Future Land Use Map and Zoning Ordinance of Royalton Townships. Extensive discussion was held on the Zoning Ordinance including building set-back, increasing heights on R3 buildings, minimum sizes for garages, barriers around swimming pools, and minimum dwelling unit size.

B) A Public Hearing will be held in June to discuss ordinance updates and changes. The Master Land Use plan would then be updated.

X. Reports/Discussion

A) Building Permit Report was submitted by T. Riegel, Building Official.

XI. Education: None

XII. Adjournment: Motion by Kalin to adjourn meeting at 8:37 p.m. Seconded by Ackerman. All Ayes. No Nays. Motion carries.

Respectfully submitted,
Karen Ackerman
Recording Secretary

Royalton Township Planning Commission
Regular Meeting
April 3, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola
John Heil, Commissioner
Jason Ackerman, Commissioner
Visitor: Gary Klutts, 770 Hinchman Rd., Baroda, Mi.

III. Approval of Minutes of the March 6, 2023 meeting. Motion by Heil to approve as presented. Seconded by Ackerman. All Ayes. No Nays. Motion passes.

IV. Approval of Agenda with one adjustment.
Gary Klutts will discuss future land use change for vacant land.

V. Comments from the Public/Correspondence:
Gary Klutts requesting rezoning change of property from R1 to C1, approximately 1 and ½ acres. Water and sewer already there. Plans to build large building for car storage.

Lieberg stated a formal application is required to change zoning. Current future land use shows R1. A Public Hearing will be held in a few months regarding future land use. Recommend Klutts attend that Public Hearing.

VI. Public Hearing: None

VII. Unfinished Business:
A workshop with extensive discussion was held regarding Future Land Use Map.
Lynee Wells, AICP will review the Future Land Use Map. These discussions will continue at the May meeting.

VIII. New Business: None

IX. Reports/Discussion:
Building Permit Activity Report was submitted by T. Riegel, Building Official.

X. Education: None

XI. Adjournment: Motion by Ackerman at 8:45 to adjourn meeting. Seconded by Heil. All Ayes. No Nays. Motion carries.

Respectfully Submitted,
Karen Ackerman
Recording Secretary

Royalton Township Planning Commission

Regular Meeting

March 6, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner

III. Approval of minutes of the February 6, 2023 meeting. Motion by Heil to approve as presented. Seconded by Ackerman. All Ayes. No Nays. Motion passes.

IV. Amendments to Agenda: Add Klutts Rezoning to New Business

V. Comments from the Public/Correspondence: None

VI. Public Hearing:

The meeting was closed at 7:04 p.m. by Lieberg and the public hearing for McGuire's Big Boy Toys special use permit was opened. Chris McGuire of 68470 George Smith Ct., Edwardsburg, MI 49112 is purchasing parcel number 17-0020-0001-13-4 located off Niles Rd and Dickinson Rd. This property is currently in the C-1 General Commercial District. McGuire would like to purchase this property to put storage sheds available for purchase on. Sheds will be on display only and not built on the site. This use would require the approval of this special use permit he is applying for.

Lieberg asked for comments for the approval of the special use permit:

Lawrence Shirk of Shirk's Wood Products, Inc. 4920 State Road 110, Rochester, Indiana 46975 stated that he has owned Sunrise Structures since 2016 and that no one in the area is currently representing their products and stated that Mr. McGuire would be an asset for the area.

Lieberg asked for comments in opposition to the special use permit: None

Lieberg asked if there was any correspondence received: Joey Andrews III sent a letter to the Township stating that the property was farmed in the past and to his knowledge is zoned commercial.

Lieberg closed the public hearing at 7:09 p.m. and re-opened the meeting.

Ackerman asked about the layout of the property. McGuire stated that there will be a circular driveway large enough for a semi-truck to be able to drive through and drop the sheds off and where customers can drive through and stop and look at the sheds; probably 15 ft. wide like at the Three Rivers location. The drive would likely be asphalt millings so it wouldn't get muddy like crushed concrete would.
Heil asked if there would be someone there during certain set hours. McGuire responded that no, there would be a phone number posted so that a meeting could be set up. A shed would be set up as an "office." He stated that he would like to grow large enough where a full-time employee would be needed and would not require a port-a-potty until that time.

Ackerman inquired about lighting and signage. McGuire responded that no at this time, but yes at some point in the future.
Lieberg asked if the signage would be in line with the site plan requirements and asked about the number of sheds on display. Riegel responded that the signage would need to meet the site plan requirements and McGuire stated that there would be 15 – 20 sheds on display.
Heil asked if the units are sold directly off the lot. McGuire responded that they can be or they can be custom ordered and delivered directly to the customer from the building site.
Ackerman inquired about other locations. McGuire stated that he currently has other lots including Edwardsburg and Three Rivers. There are no dumpsters at any of the locations.
Sarola asked if the buildings near True Value were Sunrise Sheds. McGuire stated that yes, they were.
Ackerman asked about the approval of the Drain Commission and MDOT. Riegel stated that the Drain Commission Site Plan Review was approved and MDOT's correspondence states approval pending property purchase.
Lieberg asked about upkeep on the rest of the property. McGuire stated that the lot will be mowed and kept up so that it all looks nice.
Sarola asked if the sheds on display would be set on the grass. McGuire responded that they are set on the grass and are set up on runners to level them out so that the doors will swing correctly. Gravel patches would be preferred in the future.
Kalin made a motion to approve the special use permit for McGuire's Big Boy Toys for Parcel Number: 17-0020-0001-13-4 Niles Rd with the condition of MDOT's final approval of a driveway. Seconded by Ackerman. All Ayes. No Nays. Motion passes.

VII. Unfinished Business:

A. Preliminary/Final Site Condominium application for the Royal Glen Site Condominium project proposed along Anna Lane:
Mike West of 2186 E. Centre Street Portage MI 49002 representing Westview Capital, LLC/Allen Edwin Homes presented the preliminary/final site plans for the Royal Glen Site Condominium project along Anna Lane showing a revision date of 1-25-23. West stated that there are 10 acres with 14 proposed lots which would make the total lots along Anna Lane a total of 17 with 1 lot being retained by the owners of the property. He stated that the lot sizes of the proposed lots are almost identical to those of the existing three lots.
Lieberg asked about the gas pipeline running through unit 8 and how the house will sit. West responded that they had to take 2 lots and combine them into one to create lot 8 so that there would be enough area for a structure to be able to be built with the pipeline setback requirements, and that a driveway would be able to run over the pipeline.
Heil made a motion to approve the preliminary/final site plans for the Royal Glen Site Condominium Plans as submitted and revised 1/25/22023. Seconded by Ackerman. All Ayes. No Nays. Motion carries.
Christine Hein of 1217 Anna Lane questioned the Homeowners Association (HOA) rules and who would enforce them and asked about the bylaws. Lieberg explained the platting vs. site condominium process and that the Master Deed and Condominium Bylaws would be attached to the deeds and filed and recorded at the County. Riegel stated that the bylaws were submitted to the Township and are available to the public upon request. The homeowners will make up the HOA and will be responsible for enforcing the rules and changing them as they see fit. Hein stated she is concerned about the HOA upkeep and Kalin responded that the upkeep and enforcement are up to the HOA.

B. Future Land Use Map & Development Plan Amendment:

Riegel presented the current future land use map and discussed the areas of Marquette Woods to John Beers and Hollywood to M-139 being changed in the future to R-1 districts. Lieberg asked about the sewer and water plans being submitted to the Township and where the Township Board was with those plans. Riegel stated that the board has not reviewed them at this time. Lieberg stated that when they worked on the future land use map in the past they focused on transitioning from high/medium residential to low density residential/agriculture and would like to make sure any revisions in the future have similar transitions. Lieberg stated that when plans or rezonings are presented to the commission the two items they look at to see if the plan or rezoning conforms are the current zoning map and the future land use map. Ackerman stated that the plans for water and sewer extensions and public input are needed to move forward. Riegel stated that there are more calls coming in about future sewer projects as more residents are interested in connecting. Lieberg asked if they could have a workshop style meeting with large maps to mark up changes on as well as the new water and sewer plans when they are available so that the commission can come up with changes to present to the residents for their input and feedback. No action was taken.

VIII. New Business:

A. Building Permit Activity Report submitted by Riegel.

B. Gary Klutts, owner of property on M-139 asked if the commission could comment on possible re-zoning of his parcel from R1 to C1. Lieberg stated that again, the commission uses two things to determine such requests and they are the current zoning and future land use map. No action was taken.

XI. Education: None

XII: Adjournment: Motion by Kalin at 8:23 p.m. to adjourn the meeting. Seconded by Ackerman. All Ayes. No Nays. Motion carries.

Respectfully Submitted,

Secretary

Royalton Township Planning Commission
Regular Meeting
February 6, 2023

I. Chair Brian Lieberg called the meeting to order at 7:00 p.m.

II. Roll Call:

Present: Brian Lieberg, Chair
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner

III. Approved minutes of January 4, 2023 meeting.

IV. Amendment to Agenda: None

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business:

A) Wightman and Associates will provide information for the March meeting on sewer project.
B) Dollar General looking at site at John Beers and Hollywood for possible construction. Water monitoring is needed.
C) Future Land Use map looking at changes needed for sewer on Hollywood Road. Re-zoning of Land Use map to align with future development is needed, along with addition of R1 district.
D) Direction needed from Board regarding re-zoning. Public hearing possible in April or May showing zoning map and utilities.

VIII. New Business:

A) Lynee Wells, AICP with "Aligned Planning" in Grand Rapids will review ordinances, lighting and signage. A. Sarola made a motion that this request to hire her be submitted to the Board. T. Kalin seconded the motion. All Ayes. No Nays. Motion carries.
B) T. Riegel discussed creating a user friendly on-line document showing ordinance requirements. Guidelines are also needed for rentals and AirB&B.

IX. Reports/Discussion:

A) Building Permit Activity Report submitted by T. Riegel, Building Official.

X. Education: None

XI. Adjournment:

Motion by T. Kalin to adjourn at 8:22 p.m. Seconded by J. Ackerman. All Ayes. No Nays.

Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township Planning Commission
Regular Meeting
January 4, 2023

I. Vice-Chair Ted Kalin called the meeting to order at 7:00 p.m.

II. Roll Call

Present: Ted Kalin Vice-Chair
John Heil, Commissioner
Jason Ackerman, Commissioner

Absent: Brian Lieberg, Commissioner
Drew Sarola, Secretary

III. Approved minutes of September 2022. There were no meetings in October, November or December for 2022. J. Heil made motion to approve and seconded by J. Ackerman. All Ayes. No Nays. Minutes approved.

IV. Amendment to Agenda. None.

V. Comments from the Public/Correspondence. None.

VI. Public Hearing:

A) Mike West of 2186 E. Center Street, Portage, Mich. representing Westview Capital, LLC/Allen Edwin Homes reviewed plans for Royal Glen, also known as Anna Lane. 19 lots were proposed originally, with 3 existing houses on Anna Lane. 10 acres remain with proposal to build 14 singe homes, detached with 2 car garage. Lots are designated as R1 low density. Site will be listed as a Site Condo and will establish an HOA for the 14 lots. Home prices will be $300,000 to $400,000 as the starting range.

B) Sally Hulling of 1160 Anna Lane asked if the 3 existing residents would be required to the HOA? M. West responded no.

C) Christine Hein of 1217 Anna Lane asked who pays for maintenance of the Common Area? M. West responded that Royal Glen would be responsible. C. Hein asked if exterior home requirements would be covered and could the prices of the homes be increased to insure resale and attract nicer neighborhood? J. Ackerman stated that no set prices can be determined on a project like this.

D) J. Ackerman made a motion that this plan for Royal Glen be submitted to the Board for approval. J. Heil seconded the motion. All Ayes. No Nays. Motion passes.
T. Kalin suggested the letter from Greg and Lisa Schilling regarding a natural barrier or fence area in the Royal Glen proposal be given to M. West for review.

VII. Unfurnished Business:
Request from Greg Fenner to extend the permit for the Maiden Village Apartments for an additional 180-day period starting after March 1, 2023. The site conditions have not changed in any way that would affect the final P.U.D. plan.
Motion made by J. Heil and seconded by T. Kalin to extend the permit. All Ayes. No Nays. Motion approved.

VIII. New Business:

A) Confirm Officers Positions on Planning Commission. J. Heil made motion to keep positions currently in place. T. Kalin seconded. All Ayes. No Nays. Motion passes.

B) Continue assessment for sewer in John Beers area.

C) Dates in 2023 for Planning Commission meetings will be the first Monday of each month with the exceptions of July, September and December which will be held on the first Wednesday. Motion made by J. Ackerman to accept these dates. Seconded by J. Heil. All Ayes. No Nays. Motion passes.

IX. Building permits for September through December 2022 were submitted to each Planning Commission member by Tony Riegel, Building Official.

X. Education: None

XI. Adjournment:

Motion by J. Heil to adjourn at 7:47 p.m. Seconded by J. Ackerman. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary