Royalton Township
Planning Commission
December 2, 2024

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

II. Roll Call:

Present: Brian Lieberg, Chair
John Heil, Commissioner
Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner

Absent: Ted Kalin, Vice-Chair
Andres Sarola, Secretary

III. Approval of Minutes – November 6, 2024

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

IV. Approval of Agenda for December 2, 2024

A) Add renewal of terms that expire end of 2024 Year for Lieberg and Sarola.
Motion by Wright to approve agenda. Seconded by Ackerman.
All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business:

A) Continued review and discussion for New Sign Ordinance. May break out Residential and Agricultural districts and redesign format used in Ordinance to make it easier to read. Aligned Planning continues on this project.

VIII. New Business: None

IX. Reports/Discussion: No new items on Building Permit Report.

X. Education: None

XI. Adjournment: Motion by Heil at 8:10 to adjourn meeting. Seconded by Conrad.
All Ayes. No Nays. Motion carries

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
November 6, 2024

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

II. Roll Call:

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

Absent: Brian Lieberg, Chairman

III. Approval of Minutes – October 7, 2024

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

IV. Approval of Agenda for November 6, 2024

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business:

A) Continued discussion regarding New Sign Ordinance. Areas that continue to be reviewed are Billboards, Freestanding, Temporary, and Residential. Permanent signs would require a permit.

VIII. New Business: None

IX. Reports/Discussion

A) Building Permit Repot was submitted by Riegel, Building Official.

X. Education: None

XI. Adjournment: Motion by Sarola at 8:02 to adjourn meeting. Seconded by Heil.
All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
October 7, 2024

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

II. Roll Call:

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

Absent: Kim Wright, Commissioner

III. Approval of Minutes – September 4, 2024

Motion by Sarola to approve minutes as presented.
Seconded by Ackerman. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for October 7, 2024

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

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business:

A) Extensive discussion regarding New Sign Ordinance. Draft provided by Aligned Planning. Review and discussion will continue at future meetings.

IX. Reports/Discussion

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

X. Education: None

XI. Adjournment: Motion by Kalin at 8:07 p.m. to adjourn meeting. Seconded by Sarola. All Ayes. No Nays. Motion passes.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
September 4, 2024

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

II. Roll Call:

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

Absent: Brian Lieberg

III. Approval of Minutes from August 5, 2024.
Motion by Heil to approve minutes as presented.
Seconded by Sarola. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda: Motion by Kalin to approve as presented.
Seconded by Heil. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business

A. Review Application for Purchase of Development Rights Program for Allyn Cooper. Motion by Sarola to forward this application to Royalton Township Board for review. Seconded by Wright. All Ayes. No Nays. Motion carries.

B. Review Application for Purchase of Development Rights Program for Daniel & Mary Stockman. Motion by Sarola to forward this application to Royalton Township Board for review. Seconded by Conrad. All Ayes. No Nays. Motion Carries.

C. Possible question for the Board to review, when would the township be running Water and Sewer for these properties.

IX. Reports/Discussion

A. Building Report as of August 31, 2024 was submitted by Riegel, Building Official.

X. Education

A. A Citizens Planner class through Michigan State for the Planning Commission and Zoning Board of Appeals will be scheduled. Class will be offered on line for those interested. Recommend this class be taken.

Royalton Township
Planning Commission
August 5, 2024

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 May 6, 2024 meeting
Motion by Wright to approve minutes as presented.
Seconded by Heil. All Ayes. No Nays. Motion carries.

IV. Amendment to Agenda: Motion by Sarola to approve as presented.
Seconded by Heil. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business:

A) Review Application for Purchase of Development Rights Program for Gerald L. Jasper. Motion by Kalin to forward this application to Royalton Township Board for review. Seconded by Heil. All Ayes. No Nays. Motion carries.

IX. Reports/Discussion

A) Building Report as of August 1, 2024 was submitted by Riegel, Building Official.

X. Education: None

XI. Adjournment: Motion by Kalin at 7:05 p.m. to adjourn meeting.
Seconded by Sarola. All Ayes. No Nays. Motion passes.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
May 6, 2024

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 April 1, 2024 meeting

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

IV. Amendments to Agenda: None

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: None

VIII. New Business: None

IX. Reports/Discussion

A) Extensive discussion regarding Township Sign Ordinance.
Suggestion to develop Sign Ordinance definition in a text box for easier reading.
Lynee Wells, AICP will assist in updating the existing Sign Ordinance.

B) Building Report was submitted by Riegel, Building Official.

X. Education: None

XI. Adjournment: Motion made by Heil at 7:55 p.m. to adjourn meeting. Seconded by Kalin. All Ayes. No Nays. Motion passes.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
April 1, 2024

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
Tim Conrad, Commissioner
Absent: Andrew Sarola, Secretary
Kim Wright, Commissioner

III. Approval of minutes from March 4, 2024 meeting

Motion by Kalin to approve minutes as presented. Seconded by Ackerman. All Ayes. No Nays. Motion carries.

IV. Amendments to Agenda: None

V. Comments from the Public/Correspondence.

Three residents submitted concerns/questions regarding proposed Special Land Use Application for Self-Storage Unit on Dickinson Road. Those residents were:

- Mike and Jackie Huie, 2001 Dickinson Rd, St. Joe
- Robert Thibeault, owning neighboring parcel east of proposed Storage Facility.
- Geoff and Meghan Heddle, 5266 Mandiberry Lane, S. Joe.

VI. Public Hearing:

Meeting was closed at 7:03 p.m. by Chair Lieberg and the Public Hearing for Dickinson Rd. Special Land Use Application for Self-Storage Units was opened at 7:04 p.m.

A presentation by Tim Drews and Kathy Burczak from Abonmarche Consultants was given. Property is 10 acres in total and located in the C1 District, the parcel is located on the north side of Dickinson Road. The Self-Storage facility will be located on easterly side of the parcel and be 6.94 acres in total. The Self-Storage Units would be gated access, lighting only on Self-Storage Units, and 6-foot fencing with evergreen buffers. Additional businesses in the Multi-Tenant Units such as electrical, plumbing or car repair they will make sure no outside items would be visible. No outside storage allowed and completely enclosed within the buildings.

Molly Arnold, 2206 Autumn Ridge, St. Joe questioned why additional self-storage was needed. Her research found several self-storage units within a 5-mile area.

Ron Rayon, 1530 Miami Rd. Benton Harbor supported the proposal, stating he encouraged new business/building in Royalton Township.

VII. Unfinished Business: None

VIII. New Business:

A. Dickinson Rd. Site Plan Review for Special Land Use for Self-Storage Units. Kalin questioned hook up to sanitary sewer? Water? Sanitary sewer will be hooked up and a well will be installed.

Ackerman questioned lighting plan, signage, screening and fencing plan. Gate entrance only to units. 6' fence with evergreen buffers.

Lieberg stated a survey for public act 132 will be needed. Abonmarche will supply and also maintain landscape on site. Dumpsters if needed would be added. Additional parcels on both sides must meet size requirements for possible future use and split.

Motion by Ackerman for site plan approval if all requirements are met. Seconded by Kalin. All Ayes. No Nays. Motion passes.

Public Hearing for Dickinson Road Self-Storage was closed at 7:30 p.m. Regular Planning Commission meeting was re-opened at 7:33 p.m.

B. Change PUD Site Plan Amendment to Maiden Lane Apartments to become Villas. There will be 22 builds, with 2 units per building which will then have a total of 44 units. This change will leave more open space, better entering/existing and less traffic off Niles Road.

A Boundary Line Adjustment will take place for the Parcel along Maiden Ln and Niles Rd. that has an existing building on it to become larger in size for future growth. The PUD will have green space around the parcel and will remain that way for the future.

Motion made by Kalin to approve the minor change in the amendment with revised boundary map. Seconded by Heil. All Ayes. No Nays. Motion passes.

IX. Reports/Discussion: None

X. Education: None

XI. Adjournment: Motion by Ackerman at 9:02 p.m. to adjourn meeting. Seconded by Kalin. All Ayes. No Nays. Motion passes.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township Planning Commission
March 4, 2024
7:00 P.M.

I. Chair 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 the February 5, 2024 meeting

Motion by Wright to approve the minutes as presented. Seconded by Heil.
All Ayes. No Nays. Motion carries.

IV. Amendments to Agenda: None

V. Comments from the Public/Correspondence: None

VI. Public Hearing:

The meeting was closed at 7:02 p.m. by Chair Lieberg and the Public Hearing for the Final Draft for Amendment to Chapter 15 Flood Hazard Overlay District.

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

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

Lieberg asked if there was any correspondence received: None

Lieberg closed the public hearing at 7:04 p.m. and re-opened the meeting.

VII. Unfinished Business: None

VIII. New Business:

Motion by Heil to recommend to the Board the approval and adoption the final draft for amendment to Chapter 15 Flood Hazard Overlay District as presented. Seconded by Sarola. All Ayes. No Nays. Motion passes.

IX. Building Permit Activity Report submitted by Riegel.

X. Education: None

XI: Adjournment: Motion by Sarola at 7:09 p.m. to adjourn the meeting. Seconded by Wright. All Ayes. No Nays. Motion carries.

Respectfully Submitted,

Royalton Township
Planning Commission
February 5, 2024

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
Andrew Sarola, Secretary
Tim Conrad, Commissioner
Kim Wright, Commissioner

III. Approval of Minutes from January 3, 2024 meeting
Motion by Heil to approve minutes. Seconded by Kalin.
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:

A) Flood Hazard Overlay District Chapter 15 regulations were submitted by Lynee Wells, AICP, Township Planner.

IX. Reports/Discussion:

A) Additional discussion was held regarding Flood Hazard Overlay District Chapter15.

B) Discussion regarding Utility Grid Solar Energy was held.

1) A six month moratorium is in effect for this ordinance until it is presented to the Zoning Board.
2) Possible changes to size requirements reducing them to minimum of 40 acres and maximum of 80 acres for Solar Energy Utility Grid.
3) Completion of any Utility Grid Solar Energy System must commence within one year from the date a special land permit is granted. A one year extension may be granted by the Planning Commission provided the request is made prior to the date of the expiration of special land use approval.

C) Building Permit Report Activity Report for January 3, 2024 was submitted by Riegel.

X. Education: None

Xi. Adjournment:

Motion by Sarola to adjourn meeting at 8:08 p.m. Seconded by Heil. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
January 3, 2024

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
John Heil, Commissioner
Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner

Absent: Andrew Sarola, Secretary

III. Approval of Minutes from December 4, 2023 meeting

Motion by Heil to approve minutes. Seconded by Ackerman
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 Solar Ordinance Adoption.
Vail Harding at 202 W. Glenlord Rd. was in person to support the Solar Ordinance Adoption.
Public Hearing was closed and opened regular meeting back up.
Motion was made by Heil, Seconded by Kalin to approve and to send on to the Township Board for approval.

VII. Unfinished Business: None

VIII. New Business:

A) Confirm Officers Positions on Planning Commission. K. Wright made motion to keep positions currently in place. T. Conrad Seconded. All Ayes. No Nays. Motin passes.
B) Dates in 2024 for Planning Commission meetings will be the first Monday of each month with exceptions of September which will be held on the first Wednesday. Motion made by J. Heil to accept these dates. Seconded by K. Wright. All Ayes. No Nays. Motion passes

IX. Reports/Discussion

A) Utility Grade Solar Ordinance Discussion was discussed and will take further conversation at the next month's meeting.

B) Building Permit Activity Report for December, 2023 was submitted by Riegel.

X. Education: None

XI. Adjournment:

Motion by Heil to adjourn meeting at 7:32 p.m. Seconded by Kalin.
All Ayes. No Nays. Motion carries.

Respectfully submitted,