Royalton Township
Planning Commission
December 1, 2025

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

II. Roll Call:

Present:	Brian Lieberg, Chair	Tim Conrad, Commissioner
	Andrew Sarola, Secretary	Kim Wright, Commissioner
	John Heil, Commissioner	Josh White, Commissioner
	Jason Ackerman, Commissioner	Zack Marsh, Commissioner
Absent:	Ted Kalin, Vice Chair	

III. Approval of Minutes – November 19, 2025
Motion by Sarola to approve minutes as presented.
Seconded by Marsh. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for December 1, 2025
Motion by Ackerman to approve agenda.
Seconded by White. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: Lieberg closed the regular meeting at 7:04 p.m. and opened the Public Hearing at 7:04 p.m. Riegel presented the Sign Ordinance Draft for final review and recommended submission to the Township Board of Trustee for final approval. No comments were received from the public.
Lieberg closed the Public Hearing at 7:06 p.m. and reopened the regular meeting at 7:06 p.m.

VII. Unfinished Business: None

VIII. New Business: Recommendation was made to the Township Board for final approval of the new sign ordinance.
Motion by Wright to approve final draft for submission. Seconded by Sarola.
All Ayes. No Nays. Motion carries

IX. Reports/Discussion: Building Official Riegel provided the permit report for November 2025.
A total of 16 Building Permits and 18 MEP's.

X. Education: None

XI. Adjournment: Motion by Heil to adjourn the meeting at 7:08 p.m. Seconded by Marsh.
All Ayes. No Nays. Motion carries.

Respectfully submitted,

Tony Riegel
Building Official / Zoning Administrator

Andrew Sarola
Secretary

Royalton Township
Planning Commission
October 6, 2025

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

II. Roll Call:
Present: Brian Liebereg, Chairman
Ted Kalin, Vice-Chair
Andrew Sarola, Secretary
John Heil, Commissioner
Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner
Zack Marsh, Commissioner
Josh White, Commissioner

III. Approval of Minutes – September 3, 2025
Motion by Heil to approve September 3, 2025 minutes as corrected. Seconded by Sarola. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for October 6, 2025 meeting
Motion by Sarola to approve agenda as presented. Seconded by White. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence:
A) None

VI. Public Hearing:
A} None

VII. Unfinished Business
A) Final Sign Ordinance Draft for Review.
Public Hearing to be held in November. Motion by Sarola to forward Ordinance with corrections to Board. Seconded by Marsh. All Ayes. No Nays. Motion carries.

VIII. New Business:

Kim Wright and Tim Conrad ~~were appointed as Commissioners for another three year term~~. **have agreed to remain on the Planning Commission for another term. Appointed Commissioners will be submitted to the December 8, regular Board of Trustees meeting for approval of re-appointment**
Motion by Ackerman to accept their appointments.
Seconded by Lieberg. All Ayes. No Nays. Motion carries.

IX. Reports/Discussion

A} Building Department Report submitted by Riegel for September, 2025.

X. Education:

A) MSU Citizen Planning Class for all Planning Commission Members was Offered. This class would be paid for by Royalton Township. Ackerman distributed information from Michigan Planner regarding procedures to follow by Planning Commission on various topics.

XI. The November Planning Commission meeting will be moved to Wednesday, November 5 due to the election on November 4.

XII. Adjournment: Motion by Heil to adjourn the meeting at 7:57 p.m. Seconded by Ackerman. All Ayes. No Nays. Motion carries.

Respectfully submitted,
Karen Ackerman
Recording Secretary

Andrew Serrola,
Secretary

Royalton Township
Planning Commission
September 3, 2025
7:00 p.m.

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

II. Roll Call:

Present: Brian Lieberg, Chairman
Tim Conrad, Commissioner
Andrew Sarola, Secretary
John Heil, Commissioner
Kim Wright, Commissioner
Jason Ackerman, Commissioner

Absent: Ted Kalin, Vice-Chairman
Zack Marsh, Commissioner
Josh White, Commissioner

III. Approval of Minutes – August 4, 2025
Motion by Wright to approve August 4, 2025 minutes. Seconded by Sarola. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for September 3, 2025 meeting
Motion by Sarola to approve agenda as presented. Seconded by Heil. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: Lieberg closed the regular meeting and opened the Public Hearing at 7:04 p.m. Royalton Township did not receive any correspondence verbal or written prior to the meeting.

- Mike West, 2862 E Center Rd, Portage, MI with Green Development Ventures, LLC. is requesting to rezone 14.92 acres from C-1 General Commercial to R-1 Low Density Residential. Property ID: 11-17-0017-0021-24-0. The property is located along the east side of US-31/ Niles Rd. south of Anna Lane. The plan is for four parcels for construction of single-family homes.
- Dan Dahlk, 4641 Niles Rd, St. Joseph, MI stated he lived on the property adjacent to the proposed project and had some questions.
  - Dan wanted to know if there would be a buffer placed between the properties. Lieberg explained that his property was currently R1 Low Density and the request was to change the subject property from C1 Commercial to R1 Low Density making them the same type of zoning. ~~There will be no buffer requirements.~~ Any buffering would need to align with what is outlined in our applicable ordinance.

- What will happen to the old barn located on the north side of the subject property. Mike West stated the barn would be demolished.
- Would the parcels have driveways off of M-139. The four parcels will have road frontage on M-139. Mike West stated they will request cuts from MDOT

- Michael Hein, 1217 Anna Ln, St. Joseph, MI questioned how many of the homes on the subject property will be build adjacent to Anna Ln. Mike West stated that only one of the four parcels will have a single-family home directly south of the Anna Ln subdivision.

VII. Unfinished Business: None

VIII. New Business: Lieberg closed the Public Hearing and re-opened the regular meeting at 7:11 p.m. Green Development Ventures Rezone of 14.92 acres from C-1 General Commercial to R-1 Low Density Residential. Property ID: 11-17-00017-0021-24-0.

- Kim Wright, Planning Commission Board Member spoke in support of the re-zoning. Kim is within the 300' notification area. Kim would rather see the property developed as R1 Low Density over C1 Commercial. The property is also zoned R1 Low Density on the Future Land Use Map.
- Sarola asked what the planned parcel size is. Mike West stated Three parcels will be over one acre each and the fourth will be about 10 acres.
- Heil asked if there was MDOT approval for drive cuts. Mike West states that Green Development Ventures will proceed with this request with Board approval.

IX. Reports/Discussion:

A) Building Report was submitted by Riegel.

X. Education: None

XI. Adjournment: Motion by Ackerman to adjourn the meeting at 7:18 p.m. Seconded by Sarola. All Ayes. No Nays. Motion carries.

Respectfully submitted,
Kellie Eldridge, Building Administrative Assistant
Recording Secretary

Andrew Sarola
Secretary

Royalton Township
Planning Commission
August 4, 2025
7:00 p.m.

I. Chairman Brian Lieberg called the meeting to order at 7:03 p.m.

II. Roll Call:

Present: Brian Lieberg, Chairman
Ted Kalin, Vice-Chairman
Andrew Sarola, Secretary
John Heil, Commissioner
Zack Marsh, Commissioner

Absent: Jason Ackerman, Commissioner
Tim Conrad, Commissioner
Kim Wright, Commissioner
Josh White, Commissioner

III. Approval of Minutes – July 21, 2025

Motion by Sarola to approve July 21, 2025 minutes. Seconded by Heil.
All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for August 4, 2025 meeting

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

V. Comments from the Public/Correspondence:

Aaron Bell – 3770 Derry Dr.

- Mr. Bell asked if chapter 18.13 of the Zoning Ordinance has been met regarding the Zoning Ordinance with 200' set back from PUD.
- Community disruption to neighborhood is a concern since only entrance and exits are through Shannon Drive.

Henry Lyons – 3867 Derry Dr.

- Mr. Lyons asked if the traffic impact study for Niles Rd has been looked at yet.

VI. Public Hearing: None

VII. Unfinished Business

A) Site Plan Review for Great Lakes Wrestling Facility.
B) The following items were brought forward in the May 5, 2025 PC meeting for approval or denial of Section 22.06 Site Plan. The Planning Commission denied the site plan and asked for more information to be given. The Planning Commission stated that since this parcel is within the existing PUD Oaks Development that they could ask for more setbacks between

residential and commercial facility. Even though the site plan setbacks complied with the C-1 General Commercial that they had the right to ask for more setbacks to be given from the residential to commercial because of it being in the existing PUD. The following items are listed below.

- Survey needs to be shown on site plan.
- Lighting needed to be placed on the site plan of what will be used for the facility.
- Increase the buffer and setbacks between Derry Dr. residents and Ms. Gephart to the south.
- They asked if the whole building and parking lot could be moved more to the west towards Niles Rd. and keep a green buffer strip along Niles Rd. to the edge of the parking lot, like Fire and Ice has across the street.
- Loose the berm along Shannon Way and Niles Rd. to be more visible when pulling out of Shannon Way onto Niles Rd.

Rob Andrews of Merritt Engineering

- Confirmed that the site plan shows that the building has been shifted more to the west to give a better setback from the homes in Bear Lake, the building is closer to Niles Ave.
- The plans show that a Storm Water Retention Basin will be built on the property to retain all water from the facility, and that no water will leave the property. There will be no outlet going to surrounding property.
- All lighting will be building mounted by all doors and will be shielded downward so it doesn't affect surrounding homes.
- He stated that the boundary Survey had been done and shows it on the plans. The Survey had not changed very much from the original survey that was taken year ago.
- The sewer line will be gravity going to the main along Nile Rd.

Lieberg

- Stated that the site plan review approval will be on Section 22.06 of the Zoning Ordinance, and that the review is on the PUD only.
- Asked if the southeast property line will be affected with the existing pool from the neighbors. Mr. Andrew stated that it should not be affected in any way.
- He asked if the parking lot will be asphalt when the project finished, and that the plans show stone right now. Mr. Andrews stated the stone is only for construction use, and it will be asphalt when the project is finished.

Kalin

- Asked if the sign was to stay in place as shown on the site plan. Ms. Altman stated that there was no change on sign location.

Motion was made by Sarola to approve the site plan following Section 22.06.

Seconded by Heil. All Ayes. No Nays. Motion carries.

VIII. New Business: None

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

X. Education: None

XI. Adjournment: Motion by Sarola to adjourn the meeting at 7:31 p.m. Seconded by Marsh. All Ayes. No Nays. Motion carries.

Respectfully submitted,
Karen Ackerman
Recording Secretary

Andrew Sarola,
Secretary

Royalton Township
Planning Commission
July 21, 2025
7:00 p.m.

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
Kim Wright, Commissioner
Josh White, Commissioner
Jason Ackerman, Commissioner
Zack Marsh, Commissioner

Absent: Brian Lieberg, Chairman
Tim Conrad, Commissioner

III. Approval of Minutes – July 7, 2025

Motion by Wright to approve July 7, 2025 minutes. Seconded by Sarola. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for July 21, 2025

Motion by Ackerman to approve agenda as presented. Seconded by White. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

The Planning Commission meeting was closed at 7:03 p.m. and the Public Hearing was opened at 7:03.

VI. Public Hearing:

A. Preliminary Site Plan Review for Evermore Historical Preservation Planned Unit Development. Parcel ID: 11-17-0018-0028-02-2 and 11-17-0018- 0029-04-5.

B. Mark and Nicole VanLente spoke on various items regarding the request of the Planned Unit Development.

- This Planned Unit Development would allow the size of the lots to be smaller for construction of cottages.
- Berming will be placed along the westside by the existing residents along Hollywood Rd. the berm will be in their rear yards. Berm will be 20' Wide and 8-9' tall with trees / little giants along the top.
- Some short- term rentals would also be available. Lots 8-12 are located along the west side of the property along the existing neighbors that come off Hollywood Rd. those lots will not be not be Short Term Rentals.
- Short term Rentals will not be listed on Airbnb nor VRBO websites. Cottages will be rented out through the owners.
- Road right ways will not be deeded over to the county they will stay private roads. Owners will maintain the roads on the property.

- The facility will be using a bus company for transporting people back to hotels as they do now at Etre Wedding Barn.
- Only a portion of the grapes would be removed for the homes to be built. The rest of the apples and grapes will remain for a you-pick in the fall.
- Sewer will be going towards Flora Ln. through an easement to connect into Sanitary Sewer.

C. The following individuals were in favor of the Planned Unit Development.
Allie Stahloege – 1537 S. Bonny Bruce
Greg Paulson – 4260 Flora Lane
Madeline Nickles – 4262 Flora Lane
John Nye – Property Owner

D. The following individuals were against the Planned Unit Development.
- Dan McCreary – 4361 Hollywood
  Agriculture being removed, depreciation of property and wildlife.
- Mellinda Machado – 4407 Hollywood Rd
  Traffic concerns on Hollywood, concerned the Road isn't in great shape now.
- Michelle Prochter
  Speeding & traffic, against cottages on farmland.

E. The Public Hearing was closed at 7:37 p.m. and the Planning Commission meeting was reopened.

F. The Planning Commission listed the following 5 contingencies that will need to be met.
1. They would like to see two driveways. One way in and a one way out. That would help with traffic on Hollywood Rd.
2. Phasing Plan 1 and open land or will there be a Phase 2 at a later time
3. Dedicated road right of ways for township.
4. 25' turning radius on all corners in the cottage area for the fire trucks to turn down the roads.
5. Berming along the neighbors on the westside to block the view of the cottage homes and noise.

G. A motion was made by Sarola to approve the request if contingencies are met. Seconded by Wright. All Ayes. No Nays. Motion carries.

VII. Unfinished Business: None

VIII. New Business: None

IX. Reports/Discussion: None

X. Education: None

XI. Adjournment: Motion by Heil to adjourn the meeting at 8:26 p.m. Seconded by White. All Ayes. No Nays. Motion carries.

Respectfully submitted,
Karen Ackerman
Recording Secretary

Dr Sarola
Andrew Sarola
Secretary

Royalton Township
Planning Commission
June 2, 2025

I. Chairman 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 – May 5, 2025

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

IV. Approval of Agenda for June 2, 2025

Motion by Sarola approve agenda as presented. Seconded by Conrad. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None
Regular Planning Meeting was closed at 7:05 and opened for Public hearing.

VI. Public Hearing was opened at 7:05 p.m.

A) Special Land Use Proposal for an Indoor Recreation Facility located in the C-1 General Commercial District. This facility must follow the items In Section 23.04, standards for approval, items A – H. Facility would be located at 6525 M-139 Berrien Springs and called Off the Rail Billiards, a professional level Pool Hall.
Sandra Lucas would operate as Sole proprietorship, LLC structure.

B) Jesse Smith of 2445 Linco Road spoke on behalf of the facility.
A welcoming facility offering pool tables for all ages. Tournaments may also be offered.

C) Carl Meyer of 6691 M-139 questioned who the owner would be, hours of operation and concerns for excessive noise.

Public Hearing was closed at 7:20 p.m. and the regular Planning Commission Meeting was re-opened.

VII. Unfinished Business: None

VIII. New Business:

A) Special Land Use Proposal for an Indoor Recreation Facility located at 6525 M-139, Berrien Springs. Currently zoned Commercial.

Lieberg stated there are no public utilities on that site. Questioned the size of the crowd and the possibility of outdoor events. Size and space on property as required by Planning Commission for parking, septic and Site plan with setbacks must be submitted. Lieberg stated that he would recommend having an Engineer draw up the site plan with parking and lighting for the property.

B) Ackerman asked about schedule times and possible league players.

C) Wright asked about possible alcohol license.

D) Sarola requested a site plan. Based on Section 23.04 if all requirements are met for special use and Section 22.03 site plan is submitted for review, the request would be revisited for approval.

E) New Planning Commission Members Zach Marsh and Josh White will be sworn in as Commissioners at the next board meeting.

IX. Reports/Discussion

A) A building report for May, 2025 was submitted by Riegel.

X. Education: None

XI. Adjournment: Motion by Kalin to adjourn the meeting at ~~7:16 p.m.~~ 8:16 p.m. Seconded by Ackerman. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Andrew Sarola,
Secretary

Royalton Township
Planning Commission
May 5, 2025

I. Chairman 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 – April 7, 2025

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

IV. Approval of Agenda for May 5, 2025

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

V. Comments from the Public/Correspondence

Written correspondence was received by 7 individuals supporting the Project for Great Lakes Wrestling and 1 individual against the project facility.

VI. Public Hearing was opened at 7:07 p.m.

A. Lisa Altman and William Sherman presented a project to the Planning Committee to build an Indoor Recreation facility, Great Lakes Wrestling which will be a 501C3, and are requesting a Special Land Use Permit. The facility would be open to school age students from Kindergarten through 12th grade and offer training and equipment usage. Building would be constructed by Williams Building.

The following individuals offered support for construction of the facility.
Shawn Hill, Randy Bettig, Taylor Misel, Jason Leclear and Katie Brownbush.
Their support centered around how wrestling is becoming a popular sport and there is currently no facility that offers this training.

The following residents of Royalton Township spoke of their concerns for the Facility being built at this location, which is the entrance to Bear Lake subdivision, with access only from Niles Avenue. Most comments focused around traffic safety, property values, and general congestion entering Shannon Drive.

Aaron Bell, 3770 Derry Dr.
Darlene Getz 3867 Derry Dr.
Wyatt Kline 3791 Derry Dr.
Liz Dauce, 3779 Derry Dr.
Ruth Gephart, 3857 Niles Rd.
Becca Matthews, 3842 Derry Dr.
Darren Mensing, 3746 Derry Dr.
Carter Nimitz, 3892 Derry Dr.
Greg Grancamp, 3912 Derry Dr.
Jenna Walkins, 3794 Derry Dr.
Ben Stevens, 955 Tucker Dr.
Jim Eplick, 3855 Derry Dr.
Kristen Wier, 3920 Derry Dr.
Aaron & Angela Bell, 3770 Derry Dr.

The Planning Commission addressed concerns about another entrance off Niles Rd (which was denied by MDOT), hours of operation, competitions being held at the facility. Planning Commission is requiring the building and parking lot location on site plan to be moved closer to Niles Rd. this would then leave more room between the commercial and residential property for larger buffer.

A vote was taken from the Planning Commission with a final vote of 4- 3 with approval of the indoor recreation facility special land use permit. The Planning Commission asked for a site plan change. The request will be presented at the next Board meeting for review. The site plan will be revisited again at the June 2, 2025 Planning Committee meeting. Motion by Conrad to postpone this decision till reviewed by Board. Seconded by Kalin. All Ayes. No Nays. Motion carries.

B. Mark & Nicole Vanlente have purchased 55 acres on Hollywood Road for the Evermore Historical Farm Preservation Project and are requesting approval to do a PUD called the Cottage Collection. This proposal may also include some short-term rentals with the majority being permanent residences. That parcel is currently listed in the R-1 zoning district. Parcel may also include commercial uses as permitted by right in the C-1 and C-2 zoning district. A motion by Heil to forward request to Board for approval. Seconded by Kalin. Ackerman abstained from voting. All Ayes. No Nays. Motion carries.

VII. Unfinished Business:

Sign Ordinance Draft Review will continue to be discussed at the June 2, 2025 Planning Commission meeting.

VIII. A Master Plan Review of Existing Land Use, Community Facilities, Circulation, Natural Resources, Farmland and Open Space Preservation is being completed.

IX. Reports/Discussion

The Township Trends for Royalton Township based on the US Census, 2000-2020 have been created.

X. Education: None

XI. Adjournment: Motion by Ackerman to adjourn the meeting at 10:05 p.m. Seconded by Wright. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Andrew Sarola,
Secretary

Royalton Township
Planning Commission
April 7, 2025

I. Chairman 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
Absent: Kim Wright, Commissioner

III. Approval of Minutes – March 3, 2025

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

IV. Approval of Agenda for April 7, 2025

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

V. Comments from the Public/Correspondence:

A) A number of residents from Bear Lake subdivision attended this month's meeting inquiring about the construction beginning at the entry to the subdivision.

Tony Riegel, Building Official, responded that no formal plans or requests have been received by the Township regarding possible use and plans for this site. After receiving necessary paperwork this item will be brought to the Planning Commission for review. Neighbors would then be notified and a public hearing would be held.

VI. Public Hearing: None

VII. Unfinished Business:

A) Continued review and group discussion for New Sign Ordinance. Aligned Planning continues to work on this project with input and review from Planning Commission.

VIII. New Business:

A) Master Plan Review of Existing Land Use, Community Facilities, Natural Resources, Farmland, Open Space Preservation and Implementation.
Additional discussion on the Master Plan document and review will continue each month with a community meeting scheduled for September. Initial draft of Master plan will be written.

IX. Reports/Discussion: Building Official Riegel provided permit report for March 2025.

X. Education: None

XI. Adjournment: Motion by Kalin to adjourn the meeting at 8:17 p.m. Seconded by Heil. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
March 3, 2025

I. Chairman 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 – February 3, 2025

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

IV. Approval of Agenda for March 3, 2025

Motion by Kalin to approve agenda. Seconded by Sarola. All Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspondence: None

VI. Public Hearing: None

VII. Unfinished Business: Continued review and discussion for New Sign Ordinance. Consider placing signage information in a grid style format making it easier to read. Aligned Planning continues to work on this project. Finalization may ready in a couple of months.

VIII. New Business: None

IX. Reports/Discussion: Building Official Riegel provided permit report for February 2025. A total of 8 Building Permits and 27 MEP's.

X. Education: None

XI. Adjournment: Motion by Kalin to adjourn the meeting at 8:00 p.m. Seconded by Heil. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Karen Ackerman
Recording Secretary

Royalton Township
Planning Commission
February 3, 2025

I. Chairman 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 – January 6, 2025

Motion by Sarola to approve minutes as presented.
Seconded by Heil Support all Ayes. No Nays. Motion carries.

IV. Approval of Agenda – February 3, 2025

Building Inspector Riegel made changes to the agenda. The Sign Ordinance Review and Discussion will take place next month.

V. Comments from the Public/Correspndence: None

VI. Public hearing: None

VII. Unfinished business:

A) M-139 & Miners Rd Site Plan Review for Final Approval for New Gas Station.

B) Tom Fisher representative for Mandeep Singh, the property owner presented new materials addressing the six addition/correction that were required by the Planning Commission from the January 6, 2025 meeting.

C) Ackerman asked Fisher to walked the Planning Commission through each of the requirement confirming all addition/corrections have been met and fully documented by the applicant.

D) Lieberg asked if there was any further discussion or comments. Motion by Heil to approve the Site Plan. Seconded by Conrad. Lieberg request a roll call vote of each board member, and remained abstained from the vote. Support all Ayes. No Nays. Motion Carries.

Engineering Contractor for the project. Decision to be based Zoning Ordinance Section 22.06 Criteria for Site Plan Approval, items A – H. Discussion between Tom Fisher, Project Representative and Planning Commission resulted in a Motion for Postponement by Kalin and seconded by Conrad. Support all Ayes. No Nays. Motion Carries.

D) A special Planning Commission meeting may take place prior to the regular scheduled monthly meeting with the following addition/corrections to be made and reflected on the new site plan.

- New property line adjustment along the south side of True Value. Survey & Legal Description needs to be submitted to the Township.
- MDOT letter stating that they're ok with the existing curbs and its fine that you modified them on your side.
- Per Section of Royalton Township Ordinance 18.26 (I). screening will need to be placed along the west side along the property line and current driveway off Miners Rd. The screening must also comply with Royalton Townships Ordinance Sections 20.04 (A), 20.05.
- Pump Canopy height needs to be shown on site plan. Plans need to reflect height of canopy and where the 16' will be located at. Per Fire Chief the canopy cannot be less than 15' for fire apparatus to get under.
- Driveway off Miners Rd. was stated that it will become 33' in width from the front throat curb and continue north up to north property line, it will then bend to the right and will be 24' in width along that stretch, those measurements will need to be shown on site plan with all dimensions.
- Gas Station Sign locations will need to be located on Site Plan.

IX. Reports/Discussion:

A) Building Inspector Reigel provided the permit report for the 2024 business year. A total of 203 Building Permits were issued with a fee income of $273,057.25 in 2024. This is a record setting year for permits issued. A total for all categories 532 permits issued and total fees collected $364,291.00.

X. Education: None

XI. Adjournment: Motion by Kalin at 8:26 p.m. to adjourn meeting. Seconded by Heil All Ayes. No Nays. Motion carries.

Respectfully submitted,

Kellie Eldridge.
Building Administrative Assistant

Andrew Sarola,
Secretary.

Royalton Township
Planning Commission
January 6, 2025

I. Chairman 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
Kim Wright, Commissioner
Absent: Andrew Sarola, Secretary

III. Approval of Minutes - December 2, 2024

Motion by Heil to approve minutes as presented.
Seconded by Wright. Support all Ayes. No Nays. Motion carries.

IV. Approval of Agenda - January 6, 2025

Motion by Heil to approve agenda as presented.
Seconded by Ackerman. Support all Ayes. No Nays. Motion carries.

V. Comments from the Public/Correspndence: None

VI. Public hearing:

A) Request for Special Land Use Approval to build new BP Gas Station at the corner of M-139 & Minors Rd. Parcel # 11-17-0007-0024-14-0.

VII. Unfinished business:

A) New Sign Ordinance review and discussion continues. Completion targeted for end of Q1.

VIII. New Business:

A) Tom Fisher representative for Mandeep Singh, property owner spoke in support of the request for both Special Land Use and Site Plan Review.

B) Leiberg calls for Planning Commission to review and vote on the request for Special Land Use. Decision to be based on Zoning Ordinance Section 23.04 Criteria for Approval, items A – H.
Motion made by Heil to approve Special Land Use request. Motion seconded by Ackerman. Support all Ayes, no Nays. Motion carries.

C) Leiberg calls for Planning Commission for Site Plan Review. Leiberg removes himself from voting on this request to avoid any conflict due to his involvement with Wightman Engineering, which is also the

VIII. New Business: None

IX. Reports/Discussion:

A) Building Inspector Riegel provided the permit report for January 2025. A total of 5 Building Permits and 20 MEP's.

X. Education: None

XI. Adjournment: Motion by Sarola at 7:42 p.m. to adjourn meeting. Seconded by Heil All Ayes. No Nays. Motion carries.

Respectfully submitted,

Kellie Eldridge.
Building Administrative Assistant