Royalton Township
Planning Commission
January 5, 2026
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
Ted Kalin, Vice-Chairman
Zack Marsh, Commissioner
Josh White, Commissioner

III. Approval of Minutes – December 1, 2025

Motion by Sarola to approve December 1, 2025 minutes. Seconded by White. All Ayes. No Nays. Motion carries.

IV. Approval of Agenda for January 5, 2026 meeting

Motion by Kalin to approve agenda 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:

* Planning Commission has recommended Kellie Eldridge to be appointed as the new Recording Secretary. Recommendation will be submitted to the Township Board on January 12, 2026. Motion by Conrad to approve recommendation. Seconded by White. All Ayes. No Nays. Motion carries.

* Royalton Farms Site Condominium Sketch Plan. John Lovely, Project Manager, and Mike West, Land Project Manager, Allen Edwin Homes, Green Development Ventures LLC, 2186 Centre Ave STE A, Portage MI 49002 presented the 120-home development plan for the Royalton Farms at the corner of Hollywood Rd and Glenlord Rd, parcel #11-17-0018-0025-02-3, 54 acres.

- Construction will be completed in 4 phases. Phase 1 – 31 homes, 2 – 33, 3 – 33, & 4 – 23. Est. 6 years to completion.
- Two access points one off Hollywood Rd and one from Glenlord Rd.

- Open space areas including two water basins. One located in the North West corner of Hollywood and Glenlord, and the second in the South East corner of the which is adjacent to Grace Lutheran Church and Hart Dr.
- Buffer areas: 40' along Hollywood Rd, 50' along Glenlord Rd and 20' between adjacent Grace Lutheran Church property. These will include tree, plants and natural vegetation.
- 5' interior subdivision sidewalks. Open area will be completed as the phases go, residential will be completed as homes are constructed. A two-year Surety Bond will be in place for guaranty of 100% sidewalk completion.
- Brownfield TIF Grant approved. 10% Work Force Rentals required for 10-year period.
- HOA will be created and enforced by developer. Once occupancy reached 80% an Association will be created and control the HOA.

Open Discussion & Questions: Dave Wolf, Grace Lutheran Church, Board of Property stated he has a good working relationship with the prior property owners the Nye's and has already address concerns with Allen Edwin Homes regarding the water basin and sees no issues there. He does have concerns about the covert that runs under Hart Dr. Lovely stated they are currently working with the BCDC. The covert will need some attention in the future. Currently there is no intent to do any work there.
Sarola - lighting plans within the subdivision. Lovely said this was in the beginning stages and not quite there. They will work with AEP when ready.
Wright - Phase 1 would be 100% complete prior to Phase 2 starting. Lovely stated no, the next phase would start about 60% of completion to keep things moving. Allen Edwin Homes intends to leave no vacant lots within the subdivision. Wright also expressed concern regarding HOA continuing. The developer will have the Master Deed and Bi-laws established before passing on the HOA.
Conrad – Stated Lift Station concerns. The township is aware updating and maintenance will be required.
Lieberg – Asked about a pedestrian walkway from within the subdivision leading to the church. Due to the drainage ditch a bridge would be required and safety concerns that the walk way would lead to a busy parking lot.
White & Ackerman – Discussed exterior sidewalks along Hollywood and Glenlord Rd. Allen Edwin Homes was in agreement to extend and exterior side walk along the Glenlord Rd access street and continue East on Glenlord Rd to Grace Lutheran Church. Exterior sidewalks from Glenlord Rd street access heading west to Hollywood Rd, continuing South on Hollywood Rd to street access was requested. The developer feels this expansion of the sidewalk is not reasonable because of cost, maintenance, and the safety and security leading to a busy intersection with no pedestrian walk ways in place.

Based on the Two-year Surety Bond held for sidewalk completion. Sidewalk heading North along lot 37 thence East on Glenlord Rd to Grace Lutheran Church, and West along lot 31 thence South on Hollywood is in agreement. Motion by Marsh to submit recommendation for approval to the Township Board with the above revisions. Seconded by Heil. All Ayes. No Nays. Motion carries.

IX. Reports/Discussion:

A) Building Report was submitted by Riegel.

X. Education: None

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

Respectfully submitted,
Kellie Eldridge,
Building Administrative Assistant