Royalton Township
Planning Commission
July 6, 2026

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

II. Roll Call:

Present: Ted Kalin, Vice-Chair — Tim Conrad, Commissioner
Kim Wright, Commissioner — Zack Marsh, Commissioner
John Heil, Commissioner — Josh White, Commissioner

Absent: Brian Lieberg, Chair, Jason Ackerman, Commissioner & Andrew Sarola, Secretary

III. Approval of Minutes – June 1, 2026

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

IV. Approval of Agenda for July 6, 2025

Motion by White 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:

- Utility Grade Solar Draft Review. The committee member reviewed the Utility Grade Solar Ordinance draft. There are some concerns over wording, height requirements, and how we obtaining usage reports.
- Master Plan Update. Final stages of updating are underway. A draft copy has been printed and provided for each committee member. Everyone is to do their due diligence and read through both the Solar and Master Plan drafts. Riegel will be sending a group email looking for input, suggestions, and corrections. Committee is to reply to all on this group email so everyone can review each other's findings.

VIII. New Business: PUD Sketch Plan Review for Scottdale Rd. 12 Acre parcel, 4 new lots. PUD Sketch Plan Review must meet the standards of Section 21.05 Items A – E.

- Mark Valenti presented the Sketch Plan on a 12 Acre parcel. Creating 4 new lots and a renovation of the current residence and garage located on Scottdale Road. Additionally, he will be moving an existing pole barn to Lot 1. Valente is planning to construct custom homes between 1500 to 1800 sq ft. He is requesting PUD approval for this project. Property will be a private paved road with an HOA.
- With approval Valenti with request a Perk Test with the BCHD. He will also work with the BCDC regarding the storm water basin and drainage. Property does not have sewer at this time. Residence will require septic systems.

Subject to Approval

- Conrad stated that the current sketch is missing required information in Section 21.05, Items A-9-a: *A sketch plan, drawn to scale, showing the following: a. The entire PUD and all of the proposed uses, including the percentage of the total PUD area dedicated to each use*; and A-9-e *Delineation of anticipated common open space areas*.

    - Motion made by Heil for recommendation of the sketch plan to the township board with updates made to fulfil Section 21.05 Sketch Plan Review requirements. Seconded by Conrad. No further discussion. All Ayes. No Nays. Motion carries.

IX. Reports/Discussion

A) MSU Citizen Planner Class will be taking place at the City of St. Joseph. This is a six-week class every Tuesday from 6-9 PM. Planning Commission Members are recommended to attend a Citizen Planner Class. There is also an online option available at your own pace. MSU requires you complete the class in a 90-day period. It takes approximately 15 hours to complete.

B) Building report for June 2026 was submitted by Riegel. June was the departments best month yet. Building has issued 15 permits more than last year at this time.

X. Education: None

XI. Adjournment: Motion by Heil to adjourn the meeting at 8:10 p.m. Seconded by White. All Ayes. No Nays. Motion carries.

Respectfully submitted,

Kellie Eldridge
Recording Secretary

Subject to Approval