



**TSEGO
TOWNSHIP**
EST 1833

**OTSEGO TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES**

**January 4th, 2023
Wednesday at 7:00 PM**

Planning Commission Members;

*Chair Andy Webb, Vice Chair Bill Rohr, Secretary Jeff Polonowski,
Scott Reising, Karen Burns, Mike Bosch, Tammy Hoppe, Brad Ade & Roger Rumble*

Chair Andy Webb called the meeting to order at 7:00 p.m.

Members Present: Andy Webb, Roger Rumble, Jeff Polonowski, Mike Bosch, Tammy Hoppe, Bill Rohr.

Members Absent: Brad Ade, Scott Reising, Karen Burns.

Approval / Correction of Minutes:

Motion made by Roger Rumble, support by Tammy Hoppe, to approve the November 9th 2022 Planning Commission meeting minutes as presented. Motion carried; 6 – Yes, 0 – No, 3 – Absent.

Site Plan Review – Casa Real Bistro – Case 22-06:

A preliminary Site Plan was presented at the November 9th 2022 meeting. Several changes were requested and agreed to by the Casa Real representative from Ledbetter Construction. The final Site Plan is being presented and a review of the plan to ensure the changes were made. The primary changes were to replace the split rail fence and shrubs with a solid fence along the areas that abut to the non-commercial property. The second change addressed the proper enclosure of the waste dumpster. Both changes were made. Public comment period opened at 7:10 pm and closed at 7:11 with no comments being made.

Motion was made by Roger Rumble and supported by Bill Rohr to approve the revised (Final) site plan that addresses the stipulations from the November 9th 2022 Planning Commission Meeting. Motion carried; 6 – Yes, 0 – No, 3 – Absent.

Special Use Permit – Bryan Winn – Case 22-07:

At the November 9th 2022 Planning Commission meeting, Bryan Winn discussed his plan to build pine box caskets inside the existing building on his property. The caskets are mostly for pets, but he will build for humans if contracted to do so. There will be no employees and negligible traffic. The Special Use hearing was conducted at the November 9th 2022 meeting; however, PCI did not receive his request and therefore was not properly noticed in the papers for that meeting. The Special Use review will need to be repeated. Public comment period opened at 7:15 pm and closed at 7:16 with no comments being made.

Motion made by Mike Bosch, supported by Bill Rohr to recommend approval of the special use permit for PC Case 22-07 as presented to build pine box caskets for mostly pets but may build for humans if contacted. There are to be no employees.

Motion carried; 6 – Yes, 0 – No, 3 – Absent.

Otsego Township Master Plan Review:

Chair Webb contacted Brian Keeseey, McKenna Associates concerning the review of the Otsego Township Master Plan. The current Plan was prepared in 2017 and adopted on May 8, 2017. When the issue of the Master Plan came up at previous Planning Commission meetings the consensus was an update was not required. Chair Webb asked Brian how best to proceed where an update is not required. Brian sent an email in which he states that the review of the Master Plan is required every 5 years to ensure it is up to date according to Section 125.3845(2) of the Planning Enabling Act: "At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan. The review and its findings shall be recorded in the minutes of the relevant meeting or meetings of the planning commission."

Brian added that if the Planning Commission feels that Master Plan still reflects the current conditions and land use goals then a full formal update is not warranted at this time. Brian also stated that a roll call vote should be used to record the vote.

The Planning Commission reviewed the plan and decided that the Otsego Township Master Plan still reflects the current conditions and land use goals so a full formal update is not warranted at this time.

On a motion by Mike Bosch, support Bill Rohr, to continue with the current Master Plan adopted May 8th 2017 because it reflects the current conditions and land use goals and that a formal update is not warranted at this time.

Roll Call Vote:

Chair Andy Webb - Yes
Roger Rumble - Yes
Jeff Polonowski - Yes
Mike Bosch - Yes
Tammy Hoppe - Yes
Bill Rohr - Yes
Brad Ade - Absent
Scott Reising - Absent
Karen Burns - Absent

Motion carried; 6 – Yes, 0 – No, 3 – Absent.

Because this action is reviewed and approved by the Township Board, the Planning Commission suggests that a resolution by the Board be adopted similar to the existing "Resolution to Adopt Updated Master Plan", in the current Master Plan, to show that the review has done and that no updates to the Plan is required at this time

Motion made by Roger Rumble, support by Mike Bosch, to adjourn the meeting at 8:04 p.m. Motion carried; 6 – Yes, 0 – No, 3 – Absent.

Respectfully submitted,

Jeff Polonowski
Planning Commission Secretary

Date