



**OTSEGO TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES**

**July 7th, 2025
Monday at 7:00 PM**

Planning Commission Members;

*Chair Brad Ade, Vice Chair Andy Webb, Secretary Jeff Polonowski,
Scott Reising, Karen Burns, Mike Bosch, Noah Boyd, Michelle Morton & Roger Rumble*

Chair Brad Ade called the meeting to order at 7:00 p.m.

Members Present: Andy Webb, Roger Rumble, Brad Ade, Jeff Polonowski, Mike Bosch, Noah Boyd,
Karen Burns.

Members Absent: Open Position, Scott Reising.

Approval / Correction of Minutes: Motion by Mike Bosch, support by Noah Boyd, to approve the June 2nd 2025 Planning Commission meeting minutes as presented. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

Rezoning Request – Laws (R1- R2) Case 25-02.

Steven Laws, of 327 15th Street, is requesting an adjoining property located at 321 15th Street be rezone from R1 to R2. This request was suggested by Otsego Township ZBA. Jeff Polonowski who also serves on the ZBA passed out copies of the June 11th, 2025 hearing on the subject property. Steven Laws was present at that hearing and provide his reasons for the variance. He owns both properties. The smaller property at 321 15th street is a non-conforming lot of record due to a narrow property width of 82.5 feet and exceeds the state mandated max lot width to length ratio of 1 to 4. The lots were part of the Kitsmiller Acres subdivision established in 1965 which is prior to Zoning Ordinance established in 1975. His plan is to remove the existing house and replace with a modular. He also wants to split the parcel into two parcels with the front parcel having a depth of 250ft and the remainder being combined with the parcel located at 327 15th Street.

The result of the hearing is as follows: Steven Laws agreed to have the site plan and legal description changed to move the back lot line to 265ft and apply for rezoning. Based on that decision, “a motion was made by Jeff Polonowski, support by Rick Moll, to deny the requested variance presented because it would result in a new non-conformity (lot size). During the meeting, applicant agreed to change the rear lot line from 250ft to 265ft which allows a lot size that meets the lot size requirement for R2. Because other properties in the area are zoned R1 and R2, Steven Laws will request the property to be rezoned to R-2. This prevents increasing the non-conformity of the property.” Motion passed.

Steven Laws was present to answer any questions. He stated that the Health Dept. approved the current septic as it is. He will be providing a well water sample for approval. Health Department letter attached to minutes. The public hearing was opened at 7:10 pm and with no comments from the audience was immediately closed. Mr. Laws confirmed that only the smaller lot will be rezoned. Chair Ade completed the findings of fact for approval of the rezoning request and determination of spot zoning. Both support the rezoning request and are attached to the minutes.

On a motion by Noah Boyd, support Andy Webb, to recommend to the Township Board approval of the rezoning request with stipulations: The site map is updated to show the 265 ft. distance to the rear lot line and is now conforming to R-2 lot size. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

Site Plan Review – Otsego Properties LLC Case 25-03.

The applicant Rick Schell of Otsego Properties LLC was present to make the presentation. The property address is 1291 M-89 highway and is also known as parcel 03-17-024-062-01. It is currently zoned C General Business District with surrounding properties also zoned Commercial. The plan is to raze the existing house and build a new fast food facility for a Tropical Smoothie Café' equipped with a drive-thru. Chair Ade confirmed that the Planning Commission Members and the Applicant has reviewed the letter from the Township Engineer (Michael Schwartz, Prein&Newhof).

They will provide a light survey if required (the motion requested a photoelectric plan). Rick also stated that they move the light on the front of the parcel to the side lot and add a light in the rear for security purposes. Noah Boyd requested that Prein&Nowhof review the storm drain retention pond for its suitability rather than having Allegan Drain Commission approval. All agreed. Jeff Polonowski asked if a cement pad was planned for the waste dumpster. Rick mentioned that they may and it will be left up to his discretion. They will not be fencing in the dumpster area due to the problems with damage to the doors and fence that usually occurs. All members agreed to leave it up to the applicant's discretion. Discussed needing an easement for retention pond and rear access to the adjoining property to the east. Because Otsego Properties owns both parcels, Rick Schell agreed to create a cross easement access for both the retention pond and traffic access.

Chair Ade opened the public hearing at 7:35 and hearing no comments closed the public hearing.

On a motion by Noah Boyd, support Mike Bosch, to recommend to the Township Board approval of the Site Plan with stipulations: To approve contingent upon approval from the Township Engineer Prein&Newhof (see letter) a submission of a photometric plan to be approved administratively by PCI and provide an easement for cross access to the adjacent property to the east and shared easement of the storm water pond to the north. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

Future Land Use / Master Plan Update:

Acting Zoning Administrator, Jason Derry from PCI was present to continue the discussion concerning what we will need to consider as we update the Otsego Township Master Plan. Jason provided an updated Demographics Section which was reviewed and typos identified. The survey is up and running and access information was placed with the township tax bill and also Chair Ade put it on Face Book. Jason stated that we have receive 45 responses so far and the PC discussed leaving it open to at least into September.

Jason moved on to the map section. Discussed the Soils map. Not sure how deep the soil samples represent. Jason will check into it. Jason was asked to add a Utility Map for the township. The Existing Land Use map was reviewed. Jason had removed the "Exempt" parcels from the map but it was explained that the Exempt group of parcels were nontaxable properties such as governmental and public properties. Jason will add back.

Next up will be Goals and Objectives.

House Keeping Items:

Brad Ade will not be attending the August meeting. At this point, Andy Webb, Vice-chair, will be able to cover.

Chair Ade asked about job descriptions for members of the Planning Commission and the process for appointing new members. State law has the Township Supervisor appoint a new member to the Township Board and the Board approves. Currently is not clear if the planning Commission needs to take a more

