



**TSEGO
TOWNSHIP**
EST 1833

**OTSEGO TOWNSHIP
PLANNING COMMISSION
MEETING MINUTES**

**October 6th, 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, Open Position & Roger Rumble

Chair Ade called the meeting to order at 7:01 p.m.

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

Members Absent: Open Position, Noah Boyd

Approval / Correction of Minutes: Motion by Roger Rumble, support by Andy Webb, to approve September 17th, 2025, Planning Commission meeting minutes as presented. Motion carried: 6 – Yes, 0 – No, 2 – Absent.

Note: Mike Bosch arrived after approval of the minutes. Several typographical errors were found after the approval, and the minutes were amended to correct those errors. Also, Trent Martin provided a letter requesting a correction to the minutes after the meeting ended. Because this is a content change the meeting minutes were not amended, however, the letter was added as an attachment to the minutes.

Special Use Permit – New Leaf Management LLC, Case 25-04.

The special Use Permit is for expanding the currently allowed number of occupants from 6 to 8. To expand above 6 requires a special use permit from the township. Township review is also required by the State of Michigan. The Adult care facility is in a residential neighborhood located at 1565 Woodlea Drive. No one from New Leaf Management was present to state their case for the special use permit at the September 17th meeting. Sami W. Al Jallad, MPA, was at the meeting to answer our questions. Brad state several issues that were brought up at the last meeting such as insufficient parking with cars parking on the grass, patient/resident run aways, was the house designed for this application, are the utilities (water and septic) sufficient for the added residents and difficulty with neighbors contacting management. Sami provided answers to those questions which follow:

- He stated that the clients are referred to them by county and other institutions and service organizations. They run 6 similar houses around the state.
- Run away residents is not the correct wording. Because the residents are there on a voluntary basis. The staff can only assist them back to the house if they walk away.
- Adding two additional residents does not mean that extra staff is needed. The number of staff depends on the service level the residents need.
- Scott R asked about parking. Sami stated they have two employees at a minimum so there would be at least 2 vehicles plus the homes van. Goggle maps pictures show 5 vehicles present at the time the pictures were taken. Sami stated that the number of vehicles will vary depending on staff needed, if they are having staff meetings and resident family visits. He was willing to review their needs for additional parking.
- Scott asked about signage for the home. There were complaints about people asking where the home was. Sami stated there is a sign on the house only which is consistent with their other properties. None have stand alone signs.

- Mike B asked what standards the house was built to. The house was built to the standards necessary for this type of business. The house was built with fire protection which with the addition of two more residents will be required. The State determines if the house is compliant and works directly with the health department for water and septic reviews and approvals if required.
- Trash containers were asked about. They have three curb side containers.

Chair Ade reviewed the report submitted by PCI and completed by Jason Derry. The summary identified parking adequacy as a potential discussion point the planning Commission should discuss. Chair Ade completed the “findings of Fact” contained in the report. This section is taken from Section 18.08 – General Requirement for Special Use / Site Plan Approval and contains a list of 10 questions (a – j) asking if the proposed use complies or does not comply with the ordinance. By unanimous consent, the review shows all but one question complies with the ordinance. The only non-compliance question dealt with the parking, drives etc. Again, by unanimous consent, increasing parking is necessary for approval.

On a motion by Roger Rumble, support Andy Webb, to recommend approving the special use permit with stipulations. Make additional parking spaces for 7 vehicles to be approved by the Township zoning administrator (PCI). Reason being, see sec 19.01, page 134 – parking requirements for Childcare, day care and nursery centers which requires 1 parking space per 400 ft² and 1 parking space per employee. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

Special Use Permit and Site Plan Review – High Grade Materials Company, Case 25-05.

The special use and site plan is for gravel and sand mining operation. The operation will be located off the south side of Jefferson Road and 104th Avenue commonly known as 2264 104th Ave. The operation will be located on 4 parcels of land: 03-17-030-002-00, 03-17-030-001-10, 03-17-029-006-10, 03-17-020-014-50 totaling approximately 158 acres. At the September 17th meeting, the presentation was conducted by Chip Tokar of Natural Resources Management LLC. The company produced application documents in binder format for High Grade Materials Co. Also, Amber Hoover, High Grade CEO and Greg Kolodziej of High Grade were present to answer questions. The request was tabled at the September 17th meeting to allow for updates and requested changes to be submitted for review. Chip Tokar, Amber Hoover and Greg Kolodziej were present at the meeting.

Chip Tokar started the presentation with the bullet point list of updates they completed and submitted. He passed out updates for the application binder they supplied in September.

- He stated that a portable crusher will be used periodically to break up large stone and boulders and will use water spray to control dust. Water will be brought in by truck.
- They supplied a letter of credit rather than a bond. This has been accepted by other municipalities that they dealt with for their other operations. Amber stated they provide updated copies annually. This will be up to the Township Board to decide.
- While it appears that they have complied with what the Planning Commission was asking for it was submitted on the previous Thursday and made available to the planning commission on the same day as the meeting which makes it difficult to do a complete review prior to the meeting.

On a motion by Brad Ade, support Scott Reising, to table the review to allow time for adequate time to review documents submitted on Thursday, only 1-2 business days ago. Motion carried: 7 – Yes, 0 – No, 2 – Absent.

Master Plan Update.

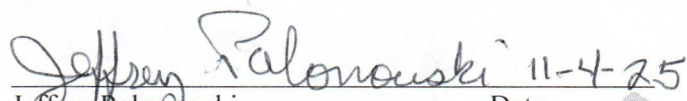
Jason Derry, PCI, was present to review the updates he previously submitted by email. An open discussion and suggested corrections were made. The designated districts in the future land use map were reviewed and suggest removing Rual Open Space and including it with the adjacent districts.

Brad Ade suggested that PCI prepare a blank future land use map of the township so each Planning Commission member can draw/color what the future land use map should look like. Jason will also provide a larger map at the next meeting for the same purpose.

A discussion on what ordinances need updating and concluded with Secretary Polonowski volunteering to create a list of needed updates and provide the list to the Planning Commission members to add ordinances that need updating or new ordinances. The brief list includes Mining, Solar, Wind and Guest House updates. Also discussed were new ordinances to cover Data Centers, Battery Storage, Small Houses (as a Special Use).

Andy Webb made a motion, support Brad Ade, to adjourn. Motion carried: 7 – Yes, 0 – No, 2 – Absent. Meeting adjourned at 9:42 pm.

Respectfully submitted,


Jeffrey Polonowski 11-4-25
Planning Commission Secretary Date

Note: There are two attachments to the Planning Commission minutes.

APPROVED