

OAKFIELD TOWNSHIP PLANNING COMMISSION
REGULAR MEETING MINUTES
March 18, 2025 – Approved 4/15/2025

CALL TO ORDER

The Regular meeting of the Oakfield Township Planning Commission was held on March 18, 2025, at 10300 14 Mile Road, Rockford, MI and was called to order by Chairman Jim Tilton at 7:00 PM.

Attendees: J. Tilton, D. Puszczak, K. Rittersdorf, W. Pelak, J. Beehler and D. Marko

Absent: K. Gascho

Guests: Darcia Kelly-Supervisor, Betsy Koett-Treasurer, Sue Trainer-Clerk, Dan Hula & Bob Robinson representing the Holmden property and Corey Near with Derek Cushman, representing the Sassafras Property.

APPROVAL OF MEETING AGENDA

Motion by Dave Puszczak 2nd Jeff Beehler

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-Y, W. Pelak-Y, J. Beehler-Y, D. Marko-Y

APPROVAL OF MINUTES

Approval of meeting minutes from January 2025 meeting - Motion by Ken Rittersdorf, 2nd Bill Pelak

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-Y, W. Pelak-Y, J. Beehler-Y and D. Marko-Y

Approval of meeting minutes from February 2025 meeting - Motion by Dannie Marko, 2nd Dave Puszczak

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-Y, W. Pelak-Y, J. Beehler-Y and D. Marko-Y

OLD BUSINESS

Wabasis Ridge Contractor Suites and Storage Site Plan Review for property located at 11572 Holmden Ct NE, PPN 41-08-16-127-002

Jim Tilton provided a list of 10 items (attached) missing from the plan documents or needing to be addressed. Because Zoning Chapter 8.5.1 stipulates setbacks, (rear, front and sides), clarification was needed as to the determination of “front” on the property. Per Bob Robinson, Greg Dean said that the front yard is on Holmden, not M57, therefore, front & rear setbacks are acceptable on the site plan. The Plans provide no outside indication of lighting, only a statement that the construction will meet the zoning regulations. The landscaping plan is only a note that they will plant grass. Site plan lacked dimensions for ADA and other parking spots. A signed agreement with Holmden Estates HOA on payments to the HOA for clarity on what is provided by the HOA for these payments and what Mr. Robinson is required for maintenance (i.e. trash, snow removal, grounds maintenance). Significant disagreements on this matter were exchanged, however, the Commission gave direction on how to achieve. Contractor spaces are 16x20 with a small office space and a 2-piece bath unit (sink and toilet) only in each. Each unit has an access door and an overhead door. The drawing is missing the location of the dumpsters and will require screening. Future building on the NW corner is too close to the entry driveway and may need to be moved to a different location when built. Future building at the rear of the

property is too close to the septic drain field and dumpsters to allow for easy access for garbage trucks or storage of large RV's.

Additional documents needed: KCHD septic and drain fields approval; KCDC and KCRC approvals/permits for storm water management and agreement with Township on maintenance; Field Soil Boring documents and Fire Department review documents.

Property owner still needs to address the downed trees on the property.

Motion to recommend approval to trustee board provided issues raised are addressed, required agreements, permits, fire department review and KCHD, KCRC, KCDC approvals are provided to township for the 4-unit contractor offices and storage units at Holmden before occupancy permits are issued – site plan conditionally approved. MOTION by Dave Puszczak, 2nd Jeff Beehler.

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-N, W. Pelak-Y, J. Beehler-Y and D. Marko-Y

NEW BUSINESS--

Private Road to be built for property split at 12525 Sassafras, PPN 41-08-01-352-014

Owner wants to split original 10+ acre property into 2 lots. Owner met with township and given conditional approval provided a survey and site plan included specific items required. In addition, the private road must conform to ordinance 4.20, obtain written approval by township Civil Engineers, a permit is granted by the Planning Commission, all permits from KCRC are provided to the Township, the Fire Department approves the cul-de-sac, there is an agreement on the maintenance of the private road between KCRC, the township and the owner and a certification by a civil engineer that the road has been completed in accordance with the approved site and construction plans. The owner has already moved their original septic system per KCHC. The new build will have its own septic and well. A small portion of the original lot creates an EGLE wetland issue which owner will address. Each property will have a separate driveway starting at the cul-de-sac. All plans have been turned into KCRC and approved for an entrance at Sassafras Rd. Need agreement on storm water easement maintenance along with a final site inspection by township engineer.

Motion to recommend approval of private road with conditions outlined above and referencing Letter from Assessor and Engineers letter. MOTION by Dave Puszczak, 2nd Ken Rittersdorf

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-Y, W. Pelak-Y, J. Beehler-Y and D. Marko-Y

Two zoning maps were reviewed for inconsistencies. After identifying where changes should be made, a motion was made as follows:

Motion to correct Master Plan Zoning Map by making 2 corrections: one acknowledging the commercial property on Old 14 Mile & Lincoln Lake and one changing camp color for Wabasis Lake.

MOTION: by Dave Puszczak, 2nd Dannie Marko

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-Y, W. Pelak-Y, J. Beehler-Y and D. Marko-Y

PUBLIC COMMENT

Septic issue on Wabasis Lk – Darcia to look into for KCHC to ticket

Roll call vote – make sure issues are addressed in discussion and then vote; Commission can table vote until further needed information is given.

Zoning Administrator and Supervisor roles for Darcia – next meeting of Board of Trustees on PCI taking commercial administrator responsibilities

BOARD COMMENTS

ADJOURNMENT

Meeting adjourned at 9:15 PM.

Motion by Dannie Marko, 2nd Ken Rittersdorf

Roll Call Vote: J. Tilton-Y, D. Puszczak-Y, K. Rittersdorf-Y, W. Pelak-Y, J. Beehler-Y and D. Marko-Y

Respectfully submitted,
Dannie Marko, Secretary