

**West Branch Township Planning Commission  
Regular Meeting  
March 3rd 2021**

Meeting opened by Chairman Bell at 6:00 pm with the Pledge of Allegiance.

**PRESENT AT MEETING** : Andrew Bak, Al Evans, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Mark Dantzer Absent

**MINUTES OF PREVIOUS MEETING (s): October 6th 2020.** Motion by Evans and 2nd by Bak, All yes on Roll call - Approved, Dantzer Absent.

**Members of the Public: NONE**

**OLD BUSINESS:**

**Review of DDA Infrastructure Project:** Chairman Bell gave the board a bit of an overview of the ongoing M-55 infrastructure project. Information included the possible retention wall and also grading issues. It was mentioned that there has been increasing costs because of safety changes to the project as well. Overall though the project is on schedule for the most part and that there continues to be issues to try to work out with ATT.

**NEW BUSINESS:**

**Election of Officers** - The board decided to nominate Scott Bell as the continued Chairman of the Planning Commission and also to Nominate Mark Dantzer as the Vice Chairman of the Planning commission.

Motion Bak and 2nd by Selinski to elect Scott Bell as Planning Chairman. All Yes on Roll Call - Approved Dantzer Absent, Bell - abstain

Motion by Bak and 2nd by Bell to elect Mark Dantzer as Vice Chairman of the Planning Commission. All Yes on Roll call. Dantzer Absent.

**Zoning 2020 Report:** The zoning administrator Jeremy hickmott provided the board with a summery of the Zoning permits and other permits issues for the 2020 year. It was noted that even considering the Virus issues around permits did hold fairly steady.

**Peach Lake Road End Ordinance** - The zoning administrator provided the board with a copy of the final proposed Peach Lake Road end ordinance. There were a few question regarding the ordinance and the information in it.

Motion by Evan and 2nd by Selinski to recommend the adoption of the peach lake road end ordinance to the township if needed to be adopted. All Yes on Roll Call, Dantzer Absent

**Final Grass Ordinance** - Hickmott provided the board with the Final Weeds and grass ordinance for the planning commission to review. He stated that the ordinance was similar to the one he brought them a year ago and that it was getting voted on at the next board meeting.

Motion by Bak and 2nd by Selinski to recommend adoption of the West Branch Township Noxious Weeds and Grass Ordinance. All Yes on Roll Call, Dantzer Absent.

**Fencing Amendment** - Hickmott brought it to the boards attention that the township zoning ordinance does not cover fencing well and almost not at all. The board brought up things like materials, size, zone districts, and height that would need to be addressed in any proposed change. the board requested Hickmott bring them a proposed change next month.

**Essential Services** - Hickmott also brought to the boards attention the need to have n expanded essential service section in the zoning ordinance. This is primarily due to the fact that the township has a lack of records on where public utilities are. This has become very clear with the work that has been happening on M-55. The board also recommended that Hickmott develop this amendment as well and propose it at the next meeting.

**Fee Schedule** - A new zoning and fee schedule was brought to the attention of the Planning commission by Hickmott. He had mentioned that for the most part west branch townships fees are behind the standard for a lot of communities but that in the proposed fee schedule some rates have increased and some have decreased like condo developments and planned unit developments as well.

**Zoning Reports** - Hickmott did state that there is an increase in permits as we are getting closer to the spring season but the largest amount of work over the past couple months has been peach lake and getting ordinances in development before spring.

**PUBLIC COMMENTS: NONE**

Motion by Bell, 2nd by Evans to adjourn the meeting. Motion carried unanimously  
To adjourn the Meeting which was adjourned at 7:02 PM

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Approval Date

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Jeremy R. Hickmott , Planning Commission Clerk

**West Branch Township Planning Commission  
Public Hearing and Regular Meeting  
April 6th 2021**

Public Hearing opened by Chairman Bell at 6:00 pm

**Public in Attendance** - Harry Coco and Staff from Sunrise Towing, Mr. Hodges from Team Hodges.

**Board Members Present** - Al Evans, Mike Selinski, Scott Bell, Mark Dantzer and Zoning Administrator Jeremy Hickmott. Absent - Bak

**Public Comments** - Harry Coco provided detail about the business including information about a good deal of the staff living in the area, information about the storage containers and the fact there used for storage of items, and the fact that the lot is meant to be a temporary spot as they continue to look at other options in the area. Mark Dantzer did have questions regarding size of the property and if they were leasing the property. Mr. Hodges also brought up about the concerns he had regarding the storage containers on the property as well.

**After NO additional comments from the public, chairmen Bell closed the public hearing at 6:12 PM**

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Regular Meeting opened by Chairman Bell at 6:13 pm with the Pledge of Allegiance.

**PRESENT AT MEETING** : Mark Dantzer, Al Evans, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Andrew Bak Absent

**MINUTES OF PREVIOUS MEETING (s): March 3rd 2021.** Motion by Selinski and 2nd by Bell, All yes on Roll call - Approved, Bak Absent.

**Members of the Public:** Harry Coco and Staff from Sunrise Towing, Mr. Hodges

**OLD BUSINESS:**

**Review of DDA Infrastructure Project and Pole Lighting:** Chairman Bell gave the board a bit of an overview of the ongoing M-55 infrastructure project. Information included updates regarding the connection of the water and also some continued issues with the utility companies in the area. Also that back fill in the area will be starting soon and also that the plan has changed a bit and a boardwalk appears to be needed over the ditch area before Fox Run. Hickmott provided the board with information about the Lighting repairs on the business loop which including information about the DDA having ordered parts for the lights and that the goals is to have the repairs complete by July.

**NEW BUSINESS:**

**2338 M-76 Special Use Permit:** The board had lengthy discussion regarding the uses and concerns of having that business in that location on the business loop. Concerns of the board included, fencing issues around the property to block the view of cars stored on the property from the loop and also the campground. Concerns were also made regarding the amount of cars there at one time, signage, and also the fact that storage units ARE NOT ALLOWED in the

business over-lay district. The board also had concerns over the lack of an improved surface for the car storage area where vehicles will be stored at.

MOTION BY SELINSKI AND 2ND BY DANTZER TO APPROVE THE SPECIAL USE PERMIT WITH THE FOLLOWING CONTINGENCIES.

- INSTALLATION OF AN EIGHT (8) FOOT PRIVACY FENCE AROUND THE CAR STORAGE AREA
- REMOVAL OF ALL STORAGE UNITS AND BUILD A STRUCTURE IF NEEDED.
- STORAGE LOT MUST BE AN IMPROVED SURFACE INCLUDING BUT NOT LIMITED TO CRUSHED LIME STONE, CONCRETE, ASPHALT, OR AN ASPHALT WRAP MATERIAL.
- IF NEW ACCESSORY STRUCTURE IS ADDED IT MUST MEET SET-BACK REQUIREMENTS OF THE ZONE DISTRICT
- SIGN MUST BE SPUN TO MEET STANDARDS OF OTHER SIGNS IN THE AREA.

ROLL CALL: ALL YES WITH BAK ABSENT. MOTION APPROVED

**Fencing Amendment & Essential Services** - Hickmott presented the board with a template of an ordinance amendment for both fencing options and also essential services. He provided details regarding why these amendments are needed and also what the next steps in the process would be if the planning commission would like to proceed further on these subjects.

**M-76 Zoning changes** - Hickmott also presented information for a large scale zoning change for the M-76 area. He explained that this is a multi pronged approach to an eventual over-haul of the entire M-76 area. He also mentioned that this decision is partly based on the fact that it will open the entire area up to new economic opportunities including expanded business and residential option. Also considering its proximity to the County Airport that this area is prime for future expanded development.

The General consensus of the board was to have the zoning administrator proceed with the next steps to have these zoning amendments adopted. Hickmott stated the next steps would be to have a public hearing on the subject which he will schedule for next month.

**Zoning Reports** - Not Much to report for April

**PUBLIC COMMENTS: NONE**

Motion by Bell, 2nd by Dantzer to adjourn the meeting. Motion carried unanimously  
To adjourn the Meeting which was adjourned at 7:13 PM

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Approval Date

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Jeremy R. Hickmott , Planning Commission Clerk

**DRAFT MINUTES**  
**West Branch Township Planning Commission**  
**Public Hearing - May 4th 2021**

Public Hearing opened by Chairman Bell at 7:00 pm

**Public in Attendance** - Zoning Administrator Jeremy R. Hickmott

**Board Members Present** - Al Evans, Mike Selinski, Scott Bell, Mark Dantzer and Andrew Bak.

**Public Comments** - No public comment or correspondence were presented at the Public hearing regarding the three proposed amendments including re-zoning, replacing section 4.8, and replacing section 4.7 for essential services.

**After NO additional comments from the Public, Chairmen Bell closed the public hearing at 7:05 PM.**

  
Jeremy R. Hickmott , Zoning Administrator and  
Planning Commission Clerk

**West Branch Township Planning Commission  
Public Hearing and Regular Meeting  
May 4th 2021**

Regular Meeting opened by Chairman Bell at 7:06 pm after Public Hearing with the Pledge of Allegiance.

**PRESENT AT MEETING** : Mark Dantzer, Andrew Bak, Al Evans, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott.

**MINUTES OF PREVIOUS MEETING / Public Hearing (s): April 6th 2021.** Motion by Selinski and 2nd by Dantzer, All yes on Roll call - Motion Approved.

**Members of the Public: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**Zoning Amendments - Ordinance 51** - Hickmott presented the board with a final copy of ordinance 51 which includes zoning amendments for changes to the fencing section 4.8, essential services section 4.7 and zoning map changes of the West Branch Township Zoning Ordinance. He provided additional details regarding why these amendments are needed and mentioned that if the board approved the ordinance tonight that the information would then move to the county and township boards, the county for review and the township for a final vote and approval.

MOTION BY SELINSKI AND SECOND BY BAK TO RECOMMEND ORDINANCE 51 BE APPROVED AND HAVE THE ZONING ADMINISTRATOR PROCEED WITH IT THE COUNTY PLANNING COMMISSION AND TOWNSHIP BOARD. ROLL CALL : YES - DANTZER, BAK, SELINSKI, EVANS, AND BELL, NO - NONE, ABSNET OR ABSTAIN - NONE - MOTION APPROVED.

**Zoning Reports** - The zoning administrator did give an update regarding zoning permits and progress with the newly implemented grass ordinance which has been effective in getting some re-accusing problem areas addressed. Selinski did bring up questions regarding the property on Flowage lake road and also the dilapidated house on Birchcrest as well as a dangerous structure.

**PUBLIC COMMENTS: NONE**

Motion by Bell, 2nd by Selinski to adjourn the meeting. Motion carried unanimously  
To adjourn the Meeting which was adjourned at 7:20 PM

8-3-2021

Approval Date

  
Jeremy R. Hickmott, Planning Commission Clerk

**West Branch Township Planning Commission  
Public Hearing and Regular Meeting  
August 3rd 2021**

Regular Meeting opened by Chairman Bell at 7:00 pm after Public Hearing with the Pledge of Allegiance.

**PRESENT AT MEETING :** Mark Dantzer, Andrew Bak, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Evans - Absent

**MINUTES OF PREVIOUS MEETING / Public Hearing (s): May 4th 2021.** Motion by Selinski and 2nd by Bak. All yes on Roll call - Motion Approved.

**Members of the Public: NONE**

**OLD BUSINESS:** **Ordinance 51** - Hickmott provided the Planning commission copies of the Finalized Ordinance 51 zoning amendments that included details of the vote from the township board members.

**NEW BUSINESS:**

**Marijuana Establishments** - The board was presented information regarding a possible Marijuana Facilities ordinance. This ordinance and packet included information regarding number of facilities in the township, types of facilities, early application concepts, scoring rubric, and an application flow chart.

Many issues were brought up during the the discussion regarding this early concept ordinance. Dantzer brought up concerns regarding the scoring rubric and also maybe considering instead of restricting numbers we regulate numbers through zoning. Bell mentioned he does like the concept of having the number of facilities limited to two but he did have questions regarding who should be completing the scoring rubric. Bak also had some concerns over legal issues regarding facilities being limited.

No motion was needed on the above Subject Matter.

**Committee Report:** - Hickmott provided the board with some updates regarding zoning issues in the township including a few up coming projects including a potential remodel of the Murphy Gas Station at Wal-Mart and the potential trucking facility at the old Waste Management transfer station site.

**PUBLIC COMMENTS:** Board members did ask the Zoning administrator for a bit of an update regarding Sunrise Towing. He had mentioned that the facility has complied with the requested regulations of both the township and the Planning Commission under the contingencies of his Special Use Permit Approval.

Motion by Bell, 2nd by Selinski to adjourn the meeting. Motion carried unanimously  
To adjourn the Meeting which was adjourned at 7:20 PM

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Approval Date

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Jeremy R. Hickmott , Planning Commission Clerk



**West Branch Township Planning Commission  
Regular Meeting  
October 10th 2021**

Regular Meeting opened by Chairman Bell at 7:00 pm after Public Hearing with the Pledge of Allegiance.

**PRESENT AT MEETING** : Mark Dantzer, Al Evans, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Andrew Bak - Absent

**MINUTES OF PREVIOUS MEETING (s): August 3rd 2021.** Motion by Selinski and 2nd by Dantzer. All yes on Roll call - Motion Approved.

**Members of the Public: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**Marijuana Establishments Ordinance 52 / Public Hearing -** The board was presented information regarding ordinance 52 which are the zoning regulations for recreational Marijuana facilities in the Business I-75 overlay district and also for the creation of new regulations for caregivers to operate in the township and what zones they would be allowed in. The board did have questions regarding enforcement of the caregiver portion. The zoning administrator did state that these need to be recommenced as the township has implemented a policing powers ordinance for recreational marijuana facilities and if this was not implemented it could actually allow for recreational facilities pretty much anywhere in the township being there would be no regulations from zoning.

The zoning administrator told the board that if the board wants to pursue implementing these zoning changes that the next course of action would be to schedule a public hearing regarding the zoning amendments. He recommended to the board special meeting be held on October 21st 2021.

MOTION BY SELINSKI AND SECOND BY DANTZER TO SCHEDULE A SPECIAL MEETING PUBLIC HEARING FOR OCTOBER 21ST AT 7:00 PM. ROLL CALL: YEA - BELL, DANTZER, EVANS, AND SELINSKI. NAY - NONE MOTION CARRIED.

**Legal Opinion on Dangerous Building Blight issues** - The board was presented with information from the townships attorney regarding updates to the Dangerous building ordinance and blight ordinance. the zoning administrator stated that updating these ordinance will make the township more efficient in pursuing blight issues which is part of the problem now and updating the dangerous building ordinance will help to combat the issues with the birch crest house after the first of the year.

NO MOTION WAS NEEDED ON THIS SUBJECT.

**Committee Report:** - Hickmott provided the board with some updates regarding zoning issues in the township including the biggest of which has been the marijuana work in the township and working to get ordinances developed and implemented. Also he informed the board about other things on going including work on permits for the proposed trucking facility in the old waste management building on foliage lake road.



**PUBLIC COMMENTS: NONE**

Motion by Bell, 2nd by Selinski to adjourn the meeting. Motion carried unanimously  
To adjourn the Meeting which was adjourned at 7:25 PM

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Approval Date

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Jeremy R. Hickmott , Planning Commission Clerk

**West Branch Township Planning Commission  
Public Hearing and Special Meeting  
October 21st 2021**

Open Public Hearing at 7:00 PM by Chairman Bell.

**Present at Public Hearing:** Zach Learman, two reps. from Pollicella Law., Damion Fraser, and Jim Delahanty.

**Special Use / Site Plan Review for 2430 West Flowage Lake: Proposed Trucking company**  
- Damion Fraser gave the board a presentation about the use of the property which includes building a new office on the property. They also plan to repurpose the old building on the property, have 3 to 4 dispatchers, 45 drivers by 2022, and that 4 Star Transportation has been around for almost 100 years as a family business. The board did have questions about the road and Fraser did mention that they checked with the road commission and the road is a Class A road. He also mentioned that the location is not a loading facility.

**Zoning Amendments / Recreational Marijuana Facilities, Ordinance 52** - The zoning administrator presented the board with a finalized ordinance for the proposed zoning amendments for recreational marijuana facilities and mentioned that the ordinance has been reviewed and approved as written by the township attorney. Zack Learman with Pollicella Law presented the board with information regarding concerns about limiting the number of licenses available and recommended to the board that they reconsider approving these amendments and recommended that the township reconsider the plan to limit licenses. Mr. Learman's claims included it creates an adversarial situation, slows the process, potential legal situations and claims there could be high levels of human error. There was some debate among the board about the validity of Mr. Learman's claims, zoning administrator Hickmott echoed this is why all of these has been revised and developed by the township attorney over the past 5 months.

**Public Hearing CLOSED at 7:28 PM by Chairman Bell.**

Regular Meeting opened by Chairman Bell at 7:28 pm after Public Hearing with the Pledge of Allegiance.

**PRESENT AT MEETING :** Mark Dantzer, Al Evans, Mike Selinski, Scott Bell, and Zoning Administrator Jeremy Hickmott. Andrew Bak - Absent

**MINUTES OF PREVIOUS MEETING (s): NONE**

**Members of the Public:** Zach Learman, two reps. from Pollicella Law., Damion Fraser, and Jim Delahanty.

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

**Special Use Permit / Site Plan Review for 2430 West Flowage Lake Road** - The board was presented information for the proposed Four Star Trucking facility. The board did have questions pertaining to potential customer traffic at the location. Damion Fraser said that actual customers coming to the facility would be very very limited. Fraser also mentioned that the gate structure at the building would need to be updated and changed in the future. There were

also some questions regarding parking lot materials and parking spots in general including handicapped parking spaces and where the trucks would be parked on the property. The site plan did reflect where the parking spots for the larger trucks would be.

MOTION BY DANTZER AND SECOND BY SELINSKI TO APPROVE THE SPECIAL USE PERMIT AND SITE PLAN REVIEW FOR FOUR STAR TRUCK WITH THE CONTINGENCIES THAT A HANDICAPPED PARKING SPOT BE ADDED TO THE PROPERTY IN FRONT OF THE OFFICE. ROLL CALL: YEA - BELL, DANTZER, EVANS, AND SELINSKI. NAY - NONE. ABSENT - BAK. MOTION CARRIED.

**Marijuana Establishments Ordinance 52** - The board had a lengthy discussion about the proposed ordinance amendments including asking questions if the township board could potentially overturn their approval of ordinance 53 which is the policing powers ordinance recently approved. Bell and Hickmott both reiterated that there is always a possibility of legal issues with any zoning decision. Even is the township limits by way of zoning it could still present a challenge to a person who wants to open a facility and there is not available space.

MOTION BY DANTZER AND SECOND BY EVANS TO ADOPT ORDINANCE 52. ROLL CALL YEA - DANTZER, SELINSKI, EVANS, NAY - NONE, ABSTAIN - BELL ( OVER PERSONAL INVOLVEMENT ) ABSENT - BAK. MOTION CARRIED

**Committee Report:** - Hickmott did not have much to report since the last meeting held on October 5th 2021.

**PUBLIC COMMENTS:** Board members did ask the Zoning administrator for a bit of a time line on how all of the marijuana stuff is going to unfold in the township. The zoning administrator slayed out a detailed time line from implementation of the ordinances, to when the township will be accepting applications, to potentially when facilities could be opening.

Motion by Bell, 2nd by Evans to adjourn the meeting. Motion carried unanimously  
To adjourn the Meeting which was adjourned at 7:56 PM

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Approval Date

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Jeremy R. Hickmott , Planning Commission Clerk