

ONOTA TOWNSHIP PLANNING COMMISSION
MINUTES OF REGULAR MEETING
MARCH 10, 2026

I. CALL TO ORDER

The regular meeting of the Planning Commission was called to order at 7pm.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

Present: Brian Mahoney, Fred Ivers, Brian Bresette, Vicki Ray, Michael Tarr, Erin Putvin, Mark Zitnik (late arrival)

IV. ADOPTION OF AGENDA

A motion was made to adopt the agenda as presented.

Motion: Michael Tarr

Support: Vicki Ray

Motion carried: 6-0

V. APPROVAL OF MINUTES

A motion was made to approve the minutes of the 2-10-26 meeting as presented.

Motion: Vicki Ray

Support: Brian Bresette

Motion carried: 6-0

VI. PUBLIC COMMENT

Comment was received from: Jarrod Biebel stating that he has filed a FOIA request on Jason McCarthy. Jarrod was advised to send this request to the township supervisor.

VII. REPORTS

- Zoning Administrator: Jason McCarthy (absent)

Attached

- Township Board Representative: Brian Bresette

- Mark Zitnik was appointed to the Planning Commission
- The board is working on the budget on March 11 at 5:30 pm & 15 at 9am
- No new news about the post office.

VIII. CORRESPONDENCE

- A letter from the township attorney Roger Zappa was received. Michael Tarr summarized the letter (attached)

IX. UNFINISHED BUSINESS

- Article discussion

Article IX Changes

Section 9.03 – B.

Currently reads:

“If the Zoning Administrator shall find that any provision of this Ordinance is being violated, the Administrator shall immediately order discontinuance of any illegal work and shall take such action as authorized to prevent violation of the provisions of this Ordinance.”

We agreed to replace it with:

“If the Zoning Administrator believes a violation of this Ordinance exists, the Administrator shall provide written notice of the alleged violation to the property owner. If the matter involves interpretation of this Ordinance or a disputed application of its provisions, the issue shall be referred to the Planning Commission or Township Board for clarification before enforcement action is taken.”

Section 9.03 - D.

Currently reads:

“The Zoning Administrator shall interpret the provisions of this Ordinance, both the text and map, in such a way as to carry out the intent and purpose of this Ordinance. Any determination of the Zoning Ordinance may be appealed to the Zoning Board of Appeals.”

We agreed to replace it with:

“The Zoning Administrator shall administer and enforce the provisions of this Ordinance. If a question arises regarding the interpretation of this Ordinance that is not clearly addressed by its language, the Zoning Administrator shall refer the matter to the Planning Commission for clarification or interpretation before taking enforcement action.”

Article X Changes

Section 10.03:

Add a new paragraph at the end -

D. The Zoning Board of Appeals shall have the authority to interpret the provisions of this Ordinance when the meaning of the text or zoning map is unclear or when a dispute arises regarding the interpretation of this Ordinance.

X. NEW BUSINESS

- Planning Commission Elections:
 - Brian Bresette nominated Michael Tarr for the Chair position Fred Ivers supported the motion. Roll call vote: 7-0. Michael Tarr is now Planning Commission Chair.
 - Brian Bresette nominated Brian Mahoney as Planning Commission Co-Chair. Vicki Ray supported the motion. Roll call voted: 7-0. Brian Mahoney is now Planning Commission Co-Chair.
 - Vicki Ray nominated Erin Putvin as Secretary. Michael Tarr supported the motion. Roll call vote: 7-0. Erin Putvin will remain Planning Commission Secretary.

XI. PUBLIC COMMENT

Comment was received from Jason Copeman. Jason questioned whether the township will do anything in response to “frivolous and unwarranted complaints” sent to the township by neighbors.

Brian Bresette responded that all anonymous letters are trashed.

There was a fair amount of discussion about Jarrod Biebel’s Bed and Breakfast and the Resort application submitted by Mr. Biebel.

XII. ADJOURNMENT

A motion was made to adjourn the meeting at 8:27pm

Motion: Michael Tarr

Support: Vicki Ray

Motion carried: 7-0

Respectfully Submitted,

Erin Putvin

Planning Commission Secretary