



**RAISINVILLE TOWNSHIP  
PLANNING COMMISSION MINUTES  
September 18, 2023**

**CALL TO ORDER**

A meeting of the Raisinville Township Planning Commission was called to order by Vice-President Craig Assenmacher at 7:00 p.m. on Monday, September 18, 2023. Craig led the Pledge of Allegiance.

**ROLL CALL**

Tom Woelmer, Keith Henderson, Craig Assenmacher, Ryan Timiney, Catherine Acerboni and Ann Nickel-Swinkey were present, along with Township Planner, Lucie Fortin and Engineer Mark Mathe. John Delmotte was a few minutes late. Applicant Sean & Lori Zabawa were also present.

**APPROVAL of MINUTES**

**Motion to approve the minutes of the July 17, 2023 meeting and place on file by Tom, Supported by Keith. Motion carried.**

**NEW BUSINESS:** Zabawa Wedding Venue Site Plan review

Planner Lucie Fortin discussed her review (MSG Project No. R16660028 dated 9/11/2023), Page 4:

- 1.) Need a floor plan & building view
- 2.) Overflow parking needs to be addressed
- 3.) A lifesaving station near the pond
- 4.) Landscape plan
- 5.) Concerns regarding fencing being shown on the site plan

Engineer Mark Mathe discussed his review ((MSG Project No. R16660028 dated 9/11/2023):

- 1.) There are few deficiencies noted on page 1:
  - Seal of design professional on plans
  - Elevations contours need to be added to plans
  - Type of proposed water system should be noted on plan
  - Building elevations views and typical floor plan shall be provided

Applicant Sean Zabawa comments-

- 1.) No kitchen; no dishwashing or food prep, just a simple sink for handwashing (All shall be catered)
- 2.) Parking Lot- Sean questioned what more is required? Lucie stated she is concerned that the overflow would be inadequate, people shouldn't have to park on the road. Chairman Delmotte stated the plans need to show where additional parking would be and Tom said to note it on the plans in case more parking will be needed. Tom asked about soil type in reference to water drainage for parking. Pavement vs. gravel discussed for all parking spots  
John- This is a Special Use in AG, we need it noted on the plans. Lighting in the parking lot needs to be adequate also.
- 3.) Landscape Plan, Building Elevation and Floor plan is required. Greenbelt issue discussed. Sean stated that he submitted hand drawn plans to Lucie showing preliminary landscape and never received an answer; Lucie does not recall receiving this email.

**Motion to table Site Plan Approval for the Zabawa Wedding Venue by Ann, Supported by Craig. Motion carried**

**OLD BUSINESS:** Lucie provided the preliminary draft Master Plan after the July meeting to PC members for review. The Community Goals were discussed at the September meeting. The final draft Master Plan will be finalized and presented at the October 16 meeting for PC approval and recommendation to the Township Board. After further review of the procedures, it was determined that the public hearing will be scheduled only after the required 63-day public review.



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**MISCELLANEOUS:**

- 1.) John asked if the Township has heard anymore from Dollar General. As of today, nothing has been submitted for review.
- 2.) What was the rezoning request? An applicant would like to rezone the former Dr. Lammers parcel. They are required to submit additional information before the Public Hearing will be scheduled.

**PUBLIC COMMENT:**

**NEXT MEETING:** October 16, 2023

**ADJOURN**

**Motion to adjourn** by Ryan. **Supported** by Craig. **Motion carried.** Meeting adjourned at 8:38 pm.

Minutes are preliminary until approved.