

APPROVED 05-14-2014

Regular Meeting of the Casco Township Planning Commission

April 9, 2014 - 7:00 PM

MEMBERS PRESENT: Bruce Barker, Daniel Fleming, Dian Liepe, Lewis Adamson, David Campbell, and Paul Macyauski

ABSENT: Judy Graff was excused

STAFF PRESENT: Susan West, Recording Secretary

ALSO PRESENT: Alfred Ellingsen, Zoning Administrator

1. **Call to Order and review of agenda.** Meeting was called to order at 7:00 pm. There were two additions to the agenda. Under number 6 – Resolutions requiring Planning Commission action: a request from Charles Shaw for an extension will be addressed. Under number 7 – New Business: Daniel Fleming would like to address a question to the Board.

Chairman Barker asked Ellingsen for an update on the Zoning Ordinance Book. Ellingsen stated that Attorney Bultje would like a final public hearing on the Re-Statement of the Zoning Ordinance Book. Upon Attorney Bultje's approval of the book, Ellingsen will publish a notice for the public meeting. Chairman Barker stated that if time permits, he would like to hold this meeting on May 7, 2014 at 6:00 pm. Fleming suggested that the notice in the paper should state that the Regular Meeting will immediately follow the Special Meeting so that there will not be a delay between meetings. Ellingsen said that could be done. Ellingsen also stated that once Attorney Bultje approves the book, he will make copies for everyone's review.

2. **Approval of minutes of 3/5/14 regular meeting** - Motion by Fleming, supported by Campbell, to approve the Minutes of the March 5, 2014 Regular Meeting as written. All in favor, MSC.
3. **Report from the Township Board Representative** – No report
4. **Report from the ZBA Representative** – Macyauski reported that there will be a ZBA Meeting on May 8, 2014 regarding property in Sunset Shores.
5. **Report from Water/Sewer Representative** - Adamson reported as follows:
 - a. Spring bond payments have been made with approximately \$500,000.00 left over. Chairman Barker asked how much the spring bond payments were. Adamson answered that they totaled around 1 million.
 - b. There have been 22 water and 28 sewer hook-ups
 - c. They are continuing with the loop on Miami Park to fix the low pressure problem for fire protection. Campbell asked who will pay for this loop. Adamson answered that they

will, but that they will research to see if there is a way to be reimbursed (i.e.: a grant, etc.)

d. The Court threw out the Lake Bluff lawsuit.

6. Resolutions requiring Planning Commission action: Letter dated March 17, 2014 was received from Charles F. Shaw of Charles Oerther Vineyard, LLC (attached hereto as Attachment 1) requesting a one year extension of his preliminary site plan approval. Chairman Barker asked Ellingsen if this will fall under the old rules or new rules. Ellingsen answered that it would fall under the old rules. Chairman Barker asked for a vote to grant a one year extension to Charles F. Shaw on his preliminary site plan approval. All voted in favor – Extension was granted.

7. New Business-Zoning Ordinance & Process for Zoning Amendments from adoption to codification:

- a. Chairman Barker informed the Committee that the Murdoch Winery plans to open mid-May. Campbell asked if they will have product to sell at the opening and Chairman Barker indicated that they would.
- b. Chairman Barker stated that he has received e-mails (attached hereto as Attachment 2) from John Helmrich of the Michigan Place Initiative which is a group of leaders that work together to make West Michigan a better place to live. Possible issues that could benefit from this group would be water & sewer, tourists issues, internet, etc. Chairman Barker will review and follow-up on the information.
- c. Chairman Barker received a Region 8 Notes mailing and will leave it in his mailbox in the event that anyone is interested in joining. Fleming asked who determines what region a township falls in and Chairman Barker stated that he believes it is the State.
- d. Fleming asked what are the rules concerning how committee members should act outside of a formal meeting (i.e.: whether two or more members discussing Township matters is considered a violation) and how these rules would apply to group e-mails. Ellingsen stated that they are not considered a violation because no decisions are being made and with one person e-mailing at a time, there is never a quorum. Liepe then inquired whether it was ok to hold on to e-mails for one year before deleting them. Ellingsen stated that it is fine.

8. Old Business: Review of Annual Planning Meeting: Chairman Barker stated that this was taken care of at the March, 2014 meeting.

9. Public Comment: none

Chairman Barker asked for comments from the Commissioners:

Campbell asked Ellingsen what process was used to make sure all amendments that were made will make it to the final new Zoning Ordinance Book. Ellingsen stated that he went through and compared the final draft to all the past public notices and that he has read through the entire final draft. Attorney Bultje is also reviewing the entire draft. Chairman Barker stated that we still need a written plan/checklist for future use. Ellingsen stated that there could be small minor issues that will need to be corrected, but that he is confident that all passed amendments have made it to the final draft. Chairman Barker stated that in the front of the book, there is a log sheet with corresponding dates. Campbell asked if the log sheet has been audited. Ellingsen stated that all the amendments were on the log.

Macyauski stated that he is happy with the way things are going.

Adamson stated that he didn't have anything to comment on.

Liepe stated that she will be unable to attend the May meeting.

Fleming stated that while considering the information received from the Michigan Place Initiative, it seems like we have a pretty good system in place. We have the federal, State and local governments and that sometimes diversification leads to dilution.

Chairman Barker stated that he is proud of the work that the Planning Commission has done.

Motion to adjourn by Fleming, 2nd by Macyauski. All in favor, MSC. Meeting adjourned at 7:53 pm

Minutes prepared by Susan West, Recording Secretary

Next Meeting: Regular Meeting on May 7, 2014 at 7:00 pm
(If the final review of the Zoning Ordinance Book and the required publication of same can be completed in time, the next meeting will be changed to a Special Meeting on May 7, 2014 at 6:00 pm, with the Regular Monthly Meeting immediately following.)

Attachment 1: Letter dated March 17, 2014 received from Charles F. Shaw of Charles Oerther Vineyard, LLC

Attachment 2: e-mails from John Helmrich of the Michigan Place Initiative

Bruce,
Add to the
9 Apr 2014
agenda

CHARLES OERTHER VINEYARD, LLC

520 N. KINGSBURY STREET UNIT 304 CHICAGO, IL 60654

3/17/2014

Mr. Alfred Ellingsen
Casco Township Zoning Administrator and Building Inspector
7104 107th Avenue
South Haven, MI 49090

Dear Mr. Ellingsen:

I am writing to respectfully request that the Casco Township Planning Commission extend their approval of our plans to establish a vineyard and winery on up to 17 acres near 7019 109th Avenue for a period of twelve months from the expiration day in April 2014. This requested extension will give us ample time to complete the planning and close the financing of the venture. The exact location of the proposed project is designated PARCEL "1" (10.01 acres) and "Option" (6.83 acres) on the attached Parcel Description and Map prepared by Nederveld dated 2/27/2012.

We have been working continuously since April 2012 to complete our financing and operating plans for the project, and although we have obtained commitments for most of our total financing requirements, more work is necessary to close the final financing plan. We have expended over \$263,000 through 2013 on our efforts. We are working with the Michigan Small Business Development Center at Grand Valley State in Grand Rapids who has designated our proposed project as an "A Rated" priority project for Western Michigan. Our bank and investor meeting is scheduled for March 28, 2014, and we need more time to close the transaction. In addition, our Western Michigan Contractor is still rendering the final drawings of the winery building and Consumers Power is still analyzing our three phase power request.

Again, we respectfully request a one year extension to begin work on our new Vineyard and Winery in Casco Township to enable us to complete the final stages of our financing plans.

Very truly yours,

Charles F. Shaw



Charles F Shaw
Managing Member
CHARLES OERTHER VINEYARD, LLC

March 3, 2014

Re: MiPlace Opportunity for the Saugatuck/Douglas Coastal Region

Dear Saugatuck Coastal Community Leader,

Here in the Saugatuck Dunes Coastal region, our place is critically important; it is the foundation of our multi-million dollar tourism industry, extraordinary quality of life and unique freshwater ecology. **We are writing today to ask you to invest time to join your community's land use decision makers in an opportunity to learn more about Placemaking through the MiPlace initiative.**

Across Michigan, your peer cities and regions are participating in MiPlace, an initiative, "with the purpose of keeping Michigan at the forefront of a national movement known as placemaking. It's a simple concept that people choose to live in places that offer the amenities, resources, social and professional networks, and opportunities to support thriving lifestyles." (www.miplace.org)

The MiPlace initiative recognizes that, "To revitalize Michigan we must examine our state through a new lens, taking into account the types of places where New Economy workers, entrepreneurs and businesses want to locate, invest and expand. This approach is commonly described as creating a 'sense of place' or just 'placemaking'. Michigan can attract and retain talent – especially young, knowledge-based talent – by focusing on how best to take advantage of the unique placemaking assets of our regional communities.

MiPlace curriculum is a 6-session process (description attached) that will strengthen execution of placemaking practices among the area's regional partners. **Now through August, 2013 communities in Michigan have the opportunity to leverage the MiPlace curriculum for free as a result of a grant from the Michigan State Housing & Development Authority.** The only costs associated with the curriculum are meeting space, printing and refreshments.

We hope your city or township can get engaged with us to deliver the MiPlace training to the Saugatuck Coastal Region communities in the spring of 2014. **A member of our coalition may already be in touch with you to describe the initiative and how you and your community can get involved; we're happy to be gathering lots of positive feedback from the region about participating. Our next step is to schedule a call with your community's lead contact to confirm participation from your community.** We look forward to working with you to place the Saugatuck Douglas coastal region among its peer region's in Michigan by gaining access to the MiPlace curriculum.

Sincerely,

**Felicia Fairchild - Saugatuck-Douglas Visitors Bureau
Jon Helmrich - Saugatuck Dunes Coastal Alliance
Patty Birkholz - Michigan League of Conservation Voters
Rachel Hood - West Michigan Environmental Action Council**

Enc: Reasons to Participate in MiPlace, MiPlace Curriculum Outline, MiPlace Promotional Materials

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MI Place Initiative Update and Feedback request...

From: **Jon Helmrich** (jhelmrich@earthlink.net)
 Sent: Tue 4/08/14 12:39 AM
 To: MI Place Initiative (jhelmrich@earthlink.net)
 1 attachment
 MIPlaceLO.pdf (1404.3 KB)

Dear Friends and Community Leaders,

I am writing with an update on the MI Place initiative training for the greater Saugatuck coastal area. We now have a list completed of potential participants for this 12 hour training program conducted from a grant from the Michigan State Housing and Development Authority. We are planning to hold these sessions in May. Below, I have listed the six specific training sessions for your review. We know that certain ones will be more appropriate or of special interest to you. As a reminder, there is no charge or cost for attending MI Place.

As we plan the dates, I would like to get some feedback from you:

- Do you prefer we do six 2-hour sessions or three 4-hour sessions (which would include a meal break)?
- Do you prefer a weekday evening or weekend day session? We could do some of each.

You can review more about MI Place at their website: miplace.org

I've attached an article that ran in the Local Observer on this exciting program. And, please feel free to send me any questions you may have. Again, we have invited participants from the townships of Laketown, Saugatuck, Ganges, and Casco and the cities of Saugatuck, Fennville, and Douglas. You may also suggest other people to me that you think would be good to add to the group.

I'll be sending more information soon on the schedule for the sessions and look forward to receiving your feedback this week, if possible.

With best wishes,

Jon

Module 1

People, Places and Placemaking defines and discusses a number of terms and definitions (place, placemaking, sense of place), and presents some of the most fundamental elements of people, places and

placemaking. These include why place and placemaking are important, and how form, buildings, mass, and mixed uses relate to effective placemaking.

Module 2

Economics of Place explores the economic impacts of places and placemaking. It includes discussion of form, activity, shifts in demographics and markets, and the link between place and economic development.

Module 3

Neighborhoods, Streets and Connections takes the next step in explaining the role the built environment has in creating quality places that are attractive to talented workers and businesses. Form will be explored in the context of the neighborhood, a building block for communities, as well as the role of well-designed streets and connections.

Module 4

Form Planning and Regulation outlines and describes place-based coding and human scale coding concepts. Steps to prepare form-based code will be outlined, as well as exploration of implementing and administering these codes.

Module 5

Collaborative Public Involvement in Placemaking explains the importance of effective and meaningful public participation to ensure communities get consensus on placemaking plans and projects.

Module 6

Applied Placemaking builds on all the information in the previous modules and walks participants through how to build place and apply the tools for placemaking. It explores applying the right form to each of the distinct transects and settings, and describes some of the many tools to bring projects to life. It emphasizes the importance of planning at the project/target area, local and regional levels.

Why Participate in the MiPlace Curriculum?

- Build a dialogue for placemaking that is rooted in economic and demographic facts, future trends and a shared language among partners.
- Discover tools and strategies that you can use in leadership efforts to develop your community while simultaneously protecting its unique character.
- See and discover ways to apply the best emerging practices in placemaking for neighborhood and business district development in your community.
- Develop your understanding of codes, regulation and your legal responsibilities as a land use decision maker in Michigan.
- Enhance your capacity to build a shared vision for our community's future through effective, meaningful and efficient public engagement practices.
- Get tips and tricks that will help you successfully balance the region's economic and development opportunities while simultaneously preserving the region's unique environmental assets.
- Build understanding to strengthen local communities while contributing to regional alignment and progress.

MICHIGAN PLACEMAKING CURRICULUM



Talent Attraction