

Approved 06-17-2020

Casco Township Planning Commission
May 20, 2020; 7PM

Members Present (physically and virtually due to COVID-19): Chairman David Campbell, Vice Chair Lewis Adamson, Board Representative Judy Graff, ZBA Representative David Hughes Secretary Andy Litts and PC members Dan Fleming, Greg Knisley.

Absent: None

Also Present: Zoning Administrator Tasha Smalley, Deputy Clerk Kathy Stanton and Recording Secretary Janet Chambers.

1. **Call to Order and review of agenda:** The meeting was called to order at 7 PM. A motion by Fleming, supported by Hughes to approve the agenda. Roll call: Campbell yes, Adamson yes, Fleming yes, Litts yes, Knisley, Hughes yes, Graff yes. MSC. Agenda approved with one change. Fleming would like to add continued discussion from the last meeting on “not getting things done quickly” to old business.
2. **Interested citizens will be heard on items not on the agenda, and public correspondence received:** None
3. **Accept minutes from 2/19/2020. (Attachment #1):** A motion by Knisley, supported by Litts to approve minutes of 2/19/2020. Roll Call: Campbell yes, Adamson yes, Fleming yes, Litts yes, Knisley, Hughes yes, Graff yes. MSC.
4. **Updated Calendar May 20, 2020 (Attachment #2):** Supervisor would like meetings minimized due to the current economic environment. Also, the Supervisor would like the PC to move forward with Zoning Changes for medical marijuana.
5. **Old Business:**
 - a. **Water trespass (Attachment #3) (Smalley):** Campbell said Smalley mentioned redoing the zoning compliance permit application back in March and now has a draft of the new application (Attachment #4).

Knisley suggested a supporting diagram be added to clarify the definition for “Grade, final”. Commissioners agreed. Smalley will add a diagram .

Graff suggested a number 10 be added under 2. Site Plan: **10. Site plan showing drainage.**

Smalley said that would involve a change in Section 21.06 C. A number 7 would need to be added to the requirements of a site plan as follows: *7. Drainage plan.*

Campbell recalled that in the original plan Smalley brought to the PC there was a requirement to show a drainage plan.

Commissioners thought it was a good idea to show a water management plan.

Discussion ensued about the intent paragraph and whether the word “severe” be removed. After discussion it was decided to leave it for now.

Fleming questioned whether the 2nd paragraph referred to during or after construction. Smalley said the way it is worded it refers to both during and after construction.

Graff will send an email to the recording secretary, Zoning Administrator and PC with the exact wording for number 10 on the application form (Attachment #4) and for Section 21.06 C 7 in the ordinance.

Chairman Campbell said the PC will move forward with the public hearing on July 15th.

Knisley asked when the Zoning Compliance Permit is required. Smalley said anything less than **\$200 sq. ft.** requires the Compliance Permit, and anything over **\$200 sq. ft.** requires a building permit.

b. January 2020 updated Bylaws (Attachment #5): No real changes

c. Administrative Reports:

i. **Zoning Administrators reports for February, March and April (Attachment #6) (Smalley):** Commissioners did not have any questions pertaining to the ZA report.

ii. **Township Board representative (Graff):** There was a Township Board meeting on Monday. Graff highlighted some things discussed. * The Board agreed the Master Plan update should be put on hold to save money because of the Covid shut down. *SHAES said during this time when crowds are small they are using their time to do maintenance on vehicles. *The dump is open, they are using safety practices for Covid, there will be a day for tires soon. *Allegan County reported that since

the “Stay at Home” order has been in place there has been an increase in domestic violence & increased children and parenting needs. Because Casco is so far from the county seat, ~~there will be~~ **the Allegan County Legal Services will hold** a pilot program in Casco on a monthly basis. *Supervisor Overhiser requested information from the attorney on marijuana growing. *The Board will be working on a new budget in the next couple of weeks. *Drain Commissioner made a ~~resolution~~ **recommendation** to do maintenance on Sun & Sand Drain district. ~~It will cost more than money allocated for the job, and the balance will be the responsibility of Casco and citizens in the district.~~ **The Casco Board approved a motion to complete the drain work and assess property owners.**

* In June they will be voting on an appraisal, 3-year contract. *Tax revenue will be reduced due to Covid-19, and the township will need to think about how to keep costs down. *SHAWSA will be lowering debt retirement from \$60 to \$30 effective July 1st.

Campbell noted the medical marijuana ordinance will be a regulatory ordinance like STRs. The Board will take care of the regulatory ordinance and the Planning Commission will take care of the zoning part of it.

- iii. **ZBA representative (Hughes):** The ZBA had two meetings since the last update. On 3/19/20 there were two applicants. One was a 3’ variance to move a house from eroding over the bluff. That was granted. The other was an applicant requesting 2 variances. One was a front yard setback (Lake side), the other for a side yard setback for 18’ relief (the public notice was for 13)’. Both were granted knowing the ZA would contact the attorney to see if something needed to be done due to the number of feet being larger than stated in the published notice. The attorney advised to republish the request for 18’ and redo the variance request to give the public a chance to comment. The front yard setback was redone on 5/14/2020 for 18’ and there was no public opposition. It was granted. A 2nd applicant at the 5/14/2020 meeting was a side yard variance to construct a pool on a pie shaped lot. He wanted to put in a pool on lake side and needed 11.5’ relief. The ZBA was concerned & had discussion about the stability of bank and proximity of pool to neighbor. The request was granted with a 3-2 vote.
- iv. **Water/Sewer representative (Adamson):** There was a meeting on April 28th. *They went over the 2021 budget and came up with a 7-year capital improvement plan. They reduced the debt retirement from \$60 to \$30. *They had an appeal against a bill that was turned down. *They will

acquire a new lift station at Highland once it is brought up to standard. It will require \$30,000 to \$40,000 to bring up to standards. Once up to standards SHAWSA will take it over. *The sledge pump at the water treatment plant was from 1983 and has been repaired multiple times. They finally decided it was time to replace it. *Evergreen Bluff road is in danger of falling in from erosion. The watermain is compromised. They could fix the compromise watermain or donate \$29,000 to Shoreline Protection and they would take care of it. They opted for the donation rather than the repair.

Knisley asked if it would be a reasonable fix.

Adamson brought the same concern up to Ross Stein and this is what Stein would like to do. They will be putting more rocks there as was done on the southern portion. It will be up to Stein to see that it is done correctly.

d. Any old business that may come before the Commission:

Fleming brought up a discussion from the last meeting about the PC not getting things done quickly. Fleming said he is not frustrated by the process. We learned a lot and have gone back and forth, learning all the way. Commissioners should not be frustrated by this. It is a good thing to take our time. You can go through a speedy process and not feel like you succeeded. Even if there is discussion and you do not end up changing it. That is still a success. It would be good to work on 2 or 3 things at a time so that there is time for a thought process.

Knisley agreed, juggling a couple of things at once is good. It does take time and frustrating things have come up. We worked hard for a long time on STRs and then got relieved of what we worked on.

Litts agreed working on a few things at a time is good.

Adamson said the only problem he sees is we seem to go off on tangents. There should be a time limitation or some way to keep it focused. Otherwise, we start chasing our tails. We need to discuss but stay focused.

Campbell said when he sets the agenda, he has copied Lou on everything because he is the Vice Chairman and should be up on what is going on.

6. New Business: None

7. **General Public Comment:** None

8. **Adjourn:** Meeting was adjourned at 8:05 PM.

Attachment #1: Minutes from 2/19/2020

Attachment #2: Updated Calendar

Attachment #3: Water trespass current and proposed

Attachment #4: Zoning Compliance Permit Application

Attachment #5: Updated proposed Bylaws

Attachment #6: ZA reports

Minutes prepared by Janet Chambers, Recording Secretary