

Approved 07/15/2020

Casco Township Planning Commission
Public Hearing
Amend Site Plan Existing Special Land Use
June 17, 2020; 6 PM

Members Present: Chairman Dave Campbell, Vice Chair Lewis Adamson, Secretary Andy Litts, Board Representative Judy Graff, ZBA Representative Dave Hughes and PC members Dan Fleming and Greg Knisley

Absent: None

Also present: Zoning Administrator Tasha Smalley, Applicants Bruce and Peggy VanWagoner, and Recording Secretary, Janet Chambers and Kathy Stanton.

1. **Call to order:** The meeting was called to order at 6:00 PM by Chairman Campbell
2. **Review and Approve Agenda:** A motion by Adamson, supported by Hughes to approve the agenda. Roll call vote: Campbell-yes; Adamson-yes; Litts-yes, Graff-yes; Hughes-yes, Fleming-yes, Knisley-yes. MSC.
3. **Public comment:** None
4. **Overview of the Public Hearing notice** (Attachment #1): Published in the South Haven Tribune on May 31, 2020.
5. **Open Public Hearing: The public hearing was opened at 6:02 PM. VanWagoner at 1073 62nd Street, 02-001-007-2. Amend site plan to an existing Special Events Venue SLU (9-5-18):**
 - A. **Applicants present brief description of proposal:** Peggy and Bruce VanWagoner were invited to explain their request. They would like to build a pavilion with storage area. It would be for rain cover and storage of tables and chairs.
 - B. **Public Comment:** None
 - C. **Planning Commission comments/questions:** Campbell asked if there were changes to the original application, or the facility itself? And what kind of storage it would be? VanWagoner said it would be tables and chairs.

Knisley asked if it is required to do an update if it is just for storage. The Zoning Administrator said it was not on the initial site plan, and there is going to be an open pavilion for people. That is why it requires an amendment.

Smalley has received the SHAES review. They have signed off on it and Smalley will email it to commissioners.

- D. **Final comments / questions:**

6. **Close Public Hearing:** A motion by Litts, supported by Hughes to approve Chapter 17 Site Plan Review as one item. Roll call vote: Campbell-yes; Adamson-yes; Litts-yes, Graff-yes; Hughes-yes, Fleming-yes, Knisley-yes. MSC.

Campbell asked for questions in 17.03 c or 17.07.

Graff had two conditions. 17.03 c #3, current date on site plan and #4 the name of the owners on the site plan.

A motion by Graff, supported by Knisley, because the applicants have met conditions in Chapter 17.03 C and 17.07, to approve Chapter 17 with the following conditions:

- 17.03 c 3 current date on site plan;
- 1703 c 4 name of the owners on the site plan;
- update initial site plan adding new building with sizes and setbacks from existing buildings;
- remove all references to “proposed” on items that have been completed;
- add number of parking spaces and size of parking spaces to parking lot area on site plan.

Roll call vote: Campbell-yes; Adamson-yes; Litts-yes, Graff-yes; Hughes-yes, Fleming-yes, Knisley-yes. MSC

7. **Discussion and decision:** Chapter 15 Section 15.03 UU Specific Use for Special Events Venue, Questions on Specific Standards 1 -12. Graff questioned why we go through the amendment as if it were a new project? Smalley said the ordinance says an amendment goes through the same process as an original request.

Campbell asked if there were questions on 15.02 c General Standards or 15.03uu Specific Standards.

A motion was made by Adamson, supported by Knisley, that because Chapter 15.2c General Standards and 15.03uu Specific Use standards are complied with, the applicant meets the conditions of Chapter 15. Roll call vote: Campbell-yes; Adamson-yes; Litts-yes, Graff-yes; Hughes-yes, Fleming-yes, Knisley-yes.

8. Adjournment of Public Hearing: 6:20
9. Open regular scheduled Planning Commission meeting.

Attachment #1: Public Notice

Attachment #2: Memo from Zoning Administrator

Attachment #3: Application Peggy & Bruce Van Wagoner

Attachment #4: Minutes of Special meeting, September 5, 2018, where Special Events Venue was originally granted.

Minutes prepared by Janet Chambers, Recording Secretary

Approved 7/15/2020

Regular Meeting of
Casco Township Planning Commission
June 17, 2020
Following Special Meeting

Members Present: Chairman Dave Campbell, Vice Chair Lewis Adamson, Secretary Andy Litts, Board Representative Judy Graff, ZBA Representative Dave Hughes and PC members Dan Fleming and Greg Knisley.

Absent: None

Also Present: Zoning Administrator Tasha Smalley and Recording Secretary Janet Chambers

1. **Call to order and review agenda:** Chairman Campbell called the meeting to order at 6:22 PM and reviewed the agenda. A motion by Fleming, supported by Hughes to approve agenda as presented. Roll call vote: Campbell – yes; Adamson – yes; Litts – yes; Graff – yes; Hughes – yes; Fleming – yes; Knisley – yes. MSC.
2. **Interested Citizens in the audience will be heard on items NOT on the Agenda & Public correspondence received:** None
3. **Accept minutes:**
 - A. **5/20/2020 Special Seedling LLC Venue Site Plan (Attachment #1):** A motion by Fleming, supported by Hughes to approve minutes of the Special meeting of 5/20/2020 as presented. Roll Call Vote: Campbell – yes; Adamson – yes; Litts – yes; Graff – yes; Hughes – yes; Fleming – yes; Knisley – yes. MSC.
 - B. **5/20/2020 Regular Meeting (Attachment #2):**

A motion by Fleming, supported by Hughes to approve minutes of the 5/20/2020 Regular Meeting. Roll call vote: Campbell – yes; Adamson – yes; Litts – yes; Graff – yes; Hughes – yes; Fleming – yes; Knisley – yes. Minutes approved with the following corrections:

 - * Page 2, 8th paragraph, 2nd sentence regarding when a 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.
 - * Page 3; 1st paragraph, regarding the “Stay at Home” order resulting an increase in domestic violence & increased parenting needs, the following will be added to clarify: Because Casco is so far from the County Seat, ***the Allegan County Legal Services will hold a pilot program in Casco on a monthly basis.***
 - * Page 3, 1st paragraph, 7th line the word resolution will change to recommendation and the following sentence changed to clarify: 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.***

4. May 20, 2020 Calendar Review (Campbell): July 15th will be a public hearing followed by a brief regular meeting. Campbell asked the Zoning Administrator if there were any applications requiring a July 22nd meeting. There was not.

5. Administrative Reports

A. Annual PC 2019 (Smalley) (Attachment #3): Campbell asked Smalley about the request at 700 Blue Star Hwy. Smalley said Brian Silvernail was inquiring about what is allowed in the district.

Graff asked about Joe Darby on Lake Michigan Drive getting a zoning permit to move a house. Graff asked if there was room to move the house. Smalley said yes, there is over 200'.

Fleming asked about inquiries on a B&B and other allowed uses at 7073 Baseline. Smalley said they just wanted to know what would be allowed.

B. ZBA Chair (Hughes): No meetings since last report.

C. Water/Sewer Representative (Adamson): No meeting since last report.

D. Township Board Representative (Graff): Graff reported on the 6/15/2020 Board meeting including the following:

* Officer Katje said the County and Casco policing is going back to normal functions after changes were made due to Covid-19.

*Regarding the upcoming August 4th election, voting will take place at the Township Hall, and absentee ballots will be available to every voter. There is one person who has requested to be a challenger.

*Improvements to stairs and plantings on 1st Street access were completed. A bid of \$2100 was approved for seasonal maintenance at the Preserve as well as \$3825 for cutting and removal of 13 trees. The Porta potty near the bluff will be removed due to there being no access to the beach.

*The Board approved a \$36,000 per year contract for the next 3 years for assessing services.

*The Board approved an annual payment of \$3,000 for Allegan County Legal Aid services to be provided free to Casco and Allegan County residents.

*The Board approved a resolution from SHAWSA to apply for a CARES grant for \$5,500,000 for rehabilitation of the system standpipe.

*There was a major bluff slide at Miami Park near Beach Street. The Road Commission is evaluating the street for safety.

6. Old Business:

A. Annual PC 2019 Minutes Certification per Bylaws (Smalley): Smalley verified that all minutes are safely stored and complete for 2019.

B. ZO Amendments Public Hearing(s) July 15th, 2020 (Campbell/Smalley)

i. Excavations (Sec. 3.30.A) (Attachment 4): Smalley prepared two versions, Text I with an intent paragraph and Text II without. Graff recommended deleting the word

“undeveloped” in the intent paragraph. After discussion it was decided to go with Text I, with the intent paragraph, and the word “undeveloped” left out.

- ii. Definitions – Section 3.08 Glare, Sec. 3.08 Grade, final, Sec. 2.a5 Nuisance (Attachment #5): Chairman Campbell did a search for the number of times Glare and Nuisance appeared in the ordinance. Glare appeared 9 times and nuisance appeared 7 times. It was decided they were significant enough in the ordinance to warrant a definition.

Discussion ensued on “Final Grade” definition. After discussion, it was decided to leave Final Grade out of definitions.

Fleming said in the definition of “Nuisance” 4th line down, the word “of” needs to be removed or the word “affects” needs to be “effects”. Smalley will look at it.

- iii. Rental of single-family dwellings: fire pit (Sec. 3.39.A.4) Chairman Campbell said this is the same wording the Planning Commission discussed previously, just waiting until there were enough items to move forward with.
- iv. Bed & Breakfast Establishments (Sec 15.03.D) (Attachment #7) Discussion ensued about the differences in what exists and what is proposed. Campbell said #11 is new. #10 Exterior refuse containers were previously referred to as storage facilities. #9 did not change. #8 bakeries were deleted and for guests only was added. #7 No change. #8 was changed to comply with State laws from 10 guest rooms to 9 guest rooms and owner.

Discussion ensued about why rooms should not have a sink or bar sink. Smalley said “no sink” or bar sink” applies to unattached buildings. Smalley said the reason for no sink is to keep it from being a residence.

Rules on being 750’ away from an existing Bed and Breakfasts has been deleted. Parking in B&B is not subject to Special Use approval.

Chairman Campbell said a Public Hearing could be scheduled for all for of these changes. There may not be much of a regular meeting other than approval of minutes.

Chairman Campbell said it needed to be decided if the meeting would be a virtual meeting. Smalley said it would depend on the Governor’s orders. Wearing masks and social distancing would still be in effect.

Discussion ensued about how to make a virtual meeting go smoothly, and how to handle public questions. Ideas were moving the computer to face the public when they speak, adding a microphone(s), and / or multiple computers. With the current setup, not everyone can be seen without moving the computer back and forth. A screen showing documents would be nice. Campbell said they will speak to Kathy

Stanton about how to make it work. He added Zoom meetings are taped if anything needs clarification. Kathy Stanton said she can make something work.

At the conclusion of the discussion it was decided that Graff will bring updating technology to the board.

Knisley said it should not be a casual comment to the board about technology. We need to let the board know that something must be done about technology and something needs to be done soon.

Chairman Campbell asked members who would be Zooming and who would be present at the township hall. Judy, Lou, and Janet will Zoom. Greg will either Zoom or be present. Dave Campbell, Dave Hughes, Andy and Dan and Tasha will be at the hall.

- C. 2020 Planning Commission Annual Report (Campbell) (Attachment #8): Campbell provided an annual report of the PC.
- D. Any old business that may come before the Commission. None
- 7. New Business: Graff would like Smalley to recommend to PC members what she feels needs to be looked at in the ordinance.
- 8. General Public Comment: None
- 9. Adjourn: The meeting was adjourned at 7:32 pm.

Attachment #1: Minutes of 5/20/2020 Special Meeting Seedlings Venue Site Plan

Attachment #2: Minutes of 5/20/2020 Regular Meeting

Attachment # 3: Zoning Administrator Report

Attachment #4: Proposed change Excavations (Sec. 3.30.A)

Attachment #5: Proposed change Definitions (Sec 2.08 and 2.15)

Attachment #6: Proposed change to Fire pits in rentals (Sec. 3.30.A.4)

Attachment #7: Proposed change to Bed & Breakfast Establishments (Sec. 15.03.D)

Attachment #8: 2020 Planning Commission Annual Report

Minutes prepared by Janet Chambers, Recording Secretary

Casco Township Planning Commission

Public Hearing

Amend Site Plan existing Special Land Use

June 17, 2020

6:00PM

Regular meeting immediately after

1. Call to order
2. Review and Approve agenda
3. Public Comment – other than agenda items; please keep comments to no more than 2 minutes
4. Overview of the Public Hearing Notice
5. Open Public Hearing 0:02
VanWagoner 1073 62nd St, 02-001-007-20 - Amend site plan to an exiting Special Events Venue SLU (9-5-18)
Applicant present brief description of proposal
Public Comment – Please keep comments to no more than 2 minutes per person
Planning Commission comments / questions
Final comments / questions
6. Close Public Hearing 0:09
7. Discussion and decision
8. Adjournment of Public Hearing session
9. *Open regular scheduled planning commission meeting*

**CASCO TOWNSHIP PLANNING COMMISSION
ALLEGAN COUNTY, MICHIGAN**

**NOTICE OF INTENT (POSSIBLE) TO USE A VIRTUAL PLATFORM
FOR PUBLIC HEARING**

TO: THE RESIDENTS AND PROPERTY OWNERS OF CASCO TOWNSHIP, ALLEGAN COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the Planning Commission of Casco Township will conduct a public hearing and regular meeting concerning the following matter on Wednesday, June 17, 2020 at 6:00 p.m. at the Casco Township Hall, 7104 107th Ave, South Haven, MI 49090, within the Township.

PLEASE TAKE NOTICE if Executive Orders 2020-42 and 2020-48 are not lifted by this meeting date, this meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer's Executive Order 2020-48. Pursuant to Executive Order 2020-48, the Township gives notice of the following:

1. Reason for Electronic Meeting. The Board is holding its meetings by electronic means only because, pursuant to Executive Order 2020-42, the Township Hall is closed to the public, residents must remain at home or in their place of residence to the maximum extent feasible, and all in-person government activities have been suspended except for critical infrastructure workers and workers necessary to conduct minimum basic operations.
2. Procedures. The public may participate in the meeting electronically and may make public comment: Casco Township website cascotownship.info Homepage will have the link and specific log in information, or call Zoning Administrator, 1-800-626-5964 for information.

PLEASE TAKE FURTHER NOTICE that the item(s) to be considered at said public hearing include the following:

Bruce and Peggy VanWagoner of Pullman MI have petitioned for a site plan amendment to an existing approved Special Land Use for Special Events Venue to erect a building for storage and open pavilion area at 1073 62nd Ave (0302-001-007-20).

PLEASE TAKE FURTHER NOTICE that the application can be reviewed by contacting the Zoning Administrator 1-800-626-5964 or mtsallegan@frontier.com and will also be available at the time and place of the hearing.

PLEASE TAKE FURTHER NOTICE that written comments will be received from any interested person concerning the foregoing by the Township Clerk at the address set forth below, or by email to the Township Clerk cascoclerk@gmail.com up to the date of the hearing and will also be received by the Planning Commission at the hearing.

Casco Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the hearing upon seven (7) days' notice to the Casco Township Clerk. Individuals with disabilities requiring auxiliary services should contact the Casco Township Clerk at the address or telephone number listed below.

Cheryl Brenner
Casco Township Clerk
7104 107th Ave, South Haven MI 49090
269-637-4441

Tasha Smalley
Zoning Administrator
1-800-626-5964