

SPECIAL MEETING OF CASCO TOWNSHIP PLANNING COMMISSION
April 17, 2019; 6 PM

Members Present: Chairman David Campbell, Vice Chair Dian Liepe, Secretary Lewis Adamson, Board Representative Judy Graff, ZBA Representative Dave Hughes and PC members and Greg Knisley

Absent: Dan Fleming

Staff Present: Janet Chambers, Recording Secretary, Zoning Administrator Tanya Smalley and Supervisor Allan Overhiser and Trustee Paul Macyauski

Also Present: Interested citizen Mary Campbell

1. **Call to order:** The meeting was called to order at 6 PM.
2. **Review / of Agenda:** The agenda was reviewed. (Attachment #1)
3. **Public comment:** There was no public comment
4. **Reading of notice:** Chairman Campbell read the public notice. (Attachment #2)
5. **Open Public Hearing:** Irene Wood stated the reason she requested the SLU was to get permission to use her barn space as a place for The Fields (her campground) to have a place to go during rain. She has a large family and would also use it for family gatherings. Primarily it would serve as a covered place to go for guests at The Fields.

Chairman Campbell invited public comment.

James Ridley 6835 107th Street said he was concerned about parking. Cars fly down 107th. After seeing parking arrangements on the site plan, he is no longer concerned.

Graff said approval of a SLU goes with the property and Irene Wood's planned use is limited. Sometime in the future she may sell, and it could become something that is not imagined today. Graff questioned if there is a way to safeguard neighbors.

Irene Wood said one way to safeguard neighbors is to require the owner is present on the property when there are guests. The fact that she cannot open before 8 and must shut down by 10 is very constrained.

Zoning Administrator Smalley said future owners would be able to operate a Special Event Venue but would have to conform to the Zoning Ordinance and conditions applied to Wood's SLU.

Knisley said neighbors would have to complain if new owners got outside of the restraints.

Discussion ensued about whether additional property was purchased in order to meet the 5-acre minimum requirement.

Wood said she is ready to purchase the additional land to meet the 5-acre requirement but would not go through with it until she gets approval for the SLU. She will own approximately 5.2 acres when she operates her Special Event Venue.

Chairman Campbell invited public Comment.

Dave Hilliard, 6776 107th, questioned the alcohol situation.

Wood said she does not have septic and water to her building so all food and beverage will be catered. Beer and wine suppliers would be licensed.

6. **Close Public Hearing:** The public hearing was closed at 6:18 PM.

7. **Discussion and decision for Special Land Use, 15.02C & 15.03 UU**

Chairman Campbell read 15.02C Review and Approval Introduction (Attachment #3)

Chairman Campbell asked for comments on questions in 15.02 C. There were none

Campbell asked for comments on Section 15.02 Section 5 UU (Attachment #4). Comments were made as follows:

#2: A special events venue shall be located on a lot of five (5) acres or greater.

That has already been dealt with.

#5: The maximum capacity of the venue shall not exceed that established by SHAES or its successor, or applicable building codes, whichever is less.

This is handled by the building inspector and SHAES. If there are no sprinklers there cannot be more than 99 people.

#6. Amplified music must comply with Township ordinance limitations unless a condition of the special use is to prohibit amplified music. *Smalley said at the final permit process, Ellingsen will do a test with a decibel meter.*

#10. Suitable restroom facilities shall be provided on the lot as approved by the Allegan County Health Department. *There will be porta-potties. The state plumbing inspector is responsible for this.*

#11. Parking shall be available on the same lot and in accordance with Chapter 18. *It will be a natural grass parking area. No grading. The Road Commission approved the access.*

A motion was made by Liepe, supported by Graff to approve the SLU request by Irene Wood with the condition that the standards of Special Events Venue 15.03 UU are met. All in favor. MSC.

8. Discussion and decision for Site Plan 17.03C and 17.07.

Chairman Campbell read 17.01 Purpose

SECTION 17.01 PURPOSE

The purpose of this Chapter is to provide for consultation and cooperation between the applicant and the Township in order that the applicant may realize planned objectives in the use of land, as described in the Master Plan, and within the regulations of this Ordinance. It is also intended to ensure that the development be completed with minimum adverse effect on the use of adjacent roads and highways, and on the existing and future uses and the environment in the general vicinity.

Discussion ensued about whether to read through all 29 items on chart.

It was decided that all 29 items did not need to be read. Wood is using an existing structure. She is not building anything, and she is not grading the property for the parking area. Comments and questions relating to the 29 questions were as follows:

Her building is already there. There will be no type of earth movement. If there is a culvert required, the drain commission would have noted it.

Wood was asked if there would be lighting in the parking lot.

Wood said right now the farm has landscape lights and she has no plan for additional lighting.

17.07 Review Standards: Commissioners commented on a couple of items:

L. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust. The use of detention or retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not restrict vehicular or pedestrian traffic, or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.

Commissioners said this is where they can put a condition on future movement of the soil, and keeping water on property.

P. Exterior lighting shall be arranged so that it is deflected away from adjacent properties, and does not interfere with the vision of motorists along adjacent roads. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the character of the Township.

Commissioners asked about the lighting on the drawing appeared to be facing upward. Casco would like lighting facing down. Wood said there is no lighting on the barn. The upward facing lighting is low level landscape lighting shining up on the trees.

A motion was made by Liepe and supported by Graff to approve the Site Plan Review for Wood's Special Event Venue with the condition that if there is any future movement of soil, all water will stay on the property. All in favor. MSC

The meeting was adjourned at 6:35 PM.

- Attachment #1: Agenda
- Attachment #2: Public Notice, Published 3/31/19 in the South Haven Tribune
- Attachment #3: Section 15.02 C
- Attachment #4: Section 15.03 UU
- Attachment #5: Section 17.03 C
- Attachment #6: Section 17.07
- Attachment #7: Application
- Attachment #8: SHAES Permit
- Attachment #9: Road Commission Permit
- Attachment #10: Platt Map
- Attachment #11: Irene Wood narrative statement
- Attachment #12: Zoning Administrator report
- Attachment #13: Merritt Midwest Venue Site Plan

Minutes Prepared by Janet Chambers, Recording Secretary

Agenda

Attachment #1

**Public Hearing & Special Meeting
Casco Township Planning Commission
Special Land Use – Special Events Venue
April 17, 2019
6:00PM**

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. Reading of the Public Hearing Notice
5. Open Public Hearing
 - Irene Wood, 6895 107th, 0302-017-003-10, Special Events Venue
 - 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
7. Discussion and decision for Special land use, 15.02C & 15.03UU
8. Discuss and decision for Site plan, 17.03C & 17.07
9. Public comment; please keep comments to no more than 2 minutes
10. Adjournment of Special Meeting

NOTICE OF 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 then to follow with the regular scheduled meeting concerning the following matters on Wednesday, April 17, 2019 at 6:00 p.m. at the Casco Township Hall, 7104 107th Ave, South Haven, MI 49090, within the Township.

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

Irene Wood of South Haven MI has petitioned for a special land use permit for a Special Events Venue at 6895 107th Ave, 0302-017-003-10.

PLEASE TAKE FURTHER NOTICE that the site plan for the special events venue can be reviewed at the Township Hall during regular business hours of regular business days at 7104 107th Ave, South Haven.

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, during regular business hours of regular business days or by mail to the Township Clerk at the address set forth below, 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

South Haven Tribune

3/31/2019 (Pg. B3)

15.02 C

C. Review and Approval. Following the public hearing, the Planning Commission shall review the application for a special use, the site plan and other materials submitted by the applicant, as well as all other information available to it through comments received at the public hearing, and information available from any other sources, including recommendations or reports from the Township planner, engineer, Fire Department, or other agencies or professionals. The Planning Commission shall make a determination on the special use application in accordance with the general standards for approval stated in this Section , and such standards contained in Section 15.03 which relate to the specific use under consideration, to either approve, approve with conditions or deny the request. The Planning Commission will incorporate, as part of its motion, the basis for the decision and any conditions which will be imposed. Upon the approval or approval with conditions by the Planning Commission, the applicant may apply for a building permit.

1. In addition to the standards established for specific special uses in Section 15.04, an application for a special use approval shall satisfy the following general review standards which are basic to all special uses:
 - a. The use is generally compatible with the intent of the Master Plan.
 - b. The use is designed and constructed, and will be operated and maintained, so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, will be compatible with adjacent uses of land, and will not change the essential character of the area in which it is proposed.
 - c. The use is, or will be as a result of the special use permit, served adequately by public services and facilities, including, but not limited to roads, police and fire protection, drainage structures, refuse disposal, and schools. Adequate water and sanitary sewer facilities must be available.
 - d. The use does not involve activities, processes, materials and equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of traffic, noise, smoke, fumes, glare or odors.
 - e. The use will be compatible with the natural environment and will be designed to encourage conservation of natural resources and energy and will be compatible with the rural nature of the Township.
2. The general standards and requirements of this Section are basic to all special uses. The specific and detailed requirements set forth in the following Section relate to particular uses and are requirements which must be met by those uses in addition to the foregoing general standards and requirements where applicable.

Prior to approval of a special use application, the Planning Commission shall ensure that the standards specified in this Section, as well as applicable standards established elsewhere in this Ordinance, shall be satisfied by the completion and operation of the special use under consideration.

3. With the approval of a special use, the Planning Commission may impose reasonable conditions which are necessary to ensure compliance with the standards for approval stated in this Chapter and any other applicable standards contained in this Ordinance. Such conditions shall be considered an integral part of the special use approval.

CASCO TOWNSHIP
ALLEGAN COUNTY, MICHIGAN
Zoning Text Amendment Ordinance
Ordinance # 0416-2-18

AN ORDINANCE TO AMEND THE CASCO TOWNSHIP ZONING ORDINANCE; TO AMEND SECTION 2.17, DEFINITIONS – P TO ADD DEFINITION ‘PRIVATE ROAD’; TO AMEND SECTION 2.19, DEFINITIONS – S TO ADD DEFINITIONS ‘SHARED DRIVEWAY’, AND ‘SPECIAL EVENTS VENUE’; TO ADD SECTION 3.39, SHARED DRIVEWAYS; TO AMEND SECTION 5.02, PERMITTED USES AND SPECIAL USES TO INCLUDE A NEW SPECIAL USE CALLED ‘SPECIAL EVENTS VENUE’; AND TO AMEND SECTION 15.03, SPECIFIC USE STANDARDS TO INCLUDE A NEW SUBSECTION UU CALLED ‘SPECIAL EVENTS VENUE’.

CASCO TOWNSHIP, ALLEGAN COUNTY, MICHIGAN HEREBY ORDAINS:

Section 1. Amendment of Section 2.17. Section 2.17 – Definitions – P is amended to amend the following defined term to read as follows:

PRIVATE ROAD

A privately owned and maintained thoroughfare meeting the requirements of Section 3.26 of this Ordinance and providing access to three (3) or more individual lots or parcels.

Section 2. Amendment of Section 2.19. Section 2.19 – Definitions – S is amended to add the following defined terms in alphabetical order:

SHARED DRIVEWAY

A privately owned and maintained thoroughfare meeting the requirements of Section 3.39 of this Ordinance and providing access to no more than two (2) individual lots or parcels.

SPECIAL EVENTS VENUE

Rental space in a barn, accessory building, outside area, or tent for functions such as, but not limited to: wedding parties, conferences, service club meetings, and other similar gatherings, with or without the serving of food.

Section 3. Amendment of Section 3.39. Section 3.39 – Shared Driveways is added to read as follows:

SECTION 3.39 SHARED DRIVEWAYS

- A. Purpose. The Township determines that it is in the best interest of the community to regulate the construction, improvement, extension, relocation, and use of shared driveways. Shared driveways are only permitted in the AG

and RR districts. These provisions have been enacted to assure that proposed shared driveways:

1. Will not be detrimental to the public health, safety, or general welfare;
2. Will not adversely affect the long term development policies of the Township;
3. Will be designed and constructed with width, surface, and grade to assure safe passage and maneuverability of private vehicles, police, fire, ambulance, and other safety vehicles; and
4. Will be constructed so as to protect against or minimize soil erosion and prevent damage to the lakes, streams, wetlands, and natural environment of the Township.

B. Frontage and Access.

1. A shared driveway shall be directly accessible from a public road.
2. All lots utilizing a shared driveway shall have frontage on the approved shared driveway for a distance equal to or greater than the minimum lot width required for the zoning district in which the lot is located.

C. Permits.

1. No person shall construct or extend a shared driveway without first obtaining a zoning compliance permit from the Zoning Administrator.
2. All required Allegan County and State of Michigan permits shall be obtained.

D. Design Requirements. The construction of a shared driveway shall conform to the following construction standards.

1. A shared driveway that extends for a distance of more than one hundred fifty (150) feet shall require review and approval by South Haven Area Emergency Services (SHAES).
2. A shared driveway shall have a recorded permanent easement with a minimum width of at least thirty-three (33) feet. The easement shall also expressly permit public or private utilities to be installed within the easement.
3. The area in which the shared driveway is to be located shall have a minimum cleared width of twenty (20) feet, which clearing shall always be maintained.

4. A shared driveway shall have a finished width of sixteen (16) feet constructed of a minimum of six (6) inch 22A aggregate over a minimum of six (6) inches compacted sand base.
5. The shared driveway surface shall have a crown sufficient enough to provide for the drainage of stormwater.
6. The method and construction technique to be used in the crossing of any natural stream, wetland, or drainage course shall satisfy the requirements of the Township engineer and any other agency with jurisdiction.

E. Maintenance and Repairs. Shared driveways shall be maintained in a manner that complies with the provisions of this Section.

1. All costs for maintenance and repair of the shared driveway shall be the responsibility of the property owners served by the shared driveway.
2. The applicant(s) of the proposed shared driveway shall provide the Zoning Administrator with a recorded shared driveway maintenance or restrictive covenant agreement among the owner(s) of the shared driveway and the owners of the lots accessed by the shared driveway; the agreement shall provide that the shared driveway shall be regularly maintained, repaired, and snowplowed to assure that it is safe for travel at all times. The agreement shall at a minimum contain the following:
 - a. A method of initiating and financing of the shared driveway improvements and maintenance to keep it in a reasonably good and usable condition;
 - b. A workable method of apportioning the costs of maintenance and improvements;
 - c. A notice that no public funds of the Township will be used to build, repair, or maintain the shared driveway;
 - d. Perpetual easements to the public for purposes of emergency and other public vehicles rendering necessary public services.

F. Performance Guarantee, Drawings, and Indemnification.

1. The Zoning Administrator may require that the applicant provide a performance guarantee, in accordance with the provisions of Section 21.05.
2. The applicant(s) shall agree by applying for or securing a permit to construct the shared driveway to indemnify and hold the Township harmless from all claims for personal injury or property damage arising

out of the use of the shared driveway or the failure to properly construct, maintain, use, repair, and replace the shared driveway.

Section 4. Amendment of Section 5.02. Section 5.02 – Permitted Uses and Special Uses is amended such that the following land use is added in alphabetical order:

USES	AG
Special Events Venue	SU

Section 5. Amendment of Section 15.03. Section 15.03 – Specific Use Standards is amended to include a new subsection UU which reads as follows :

UU. Special events venue

1. The use shall be owner-operated, and the owner shall live in a single-family dwelling located on the same lot during the operation of the special events venue.
2. A special events venue shall be located on a lot of five (5) acres or greater.
3. The use shall be licensed and inspected by the Allegan County Health Department and comply with all applicable laws and regulations regarding food service.
4. Hours of operation shall be limited to the hours between 7:00 a.m. and 10:00 p.m.
5. The maximum capacity of the venue shall not exceed that established by South Haven Area Emergency Services (SHAES) or its successor, or applicable building codes, whichever is less.
6. Amplified music must comply with Township ordinance limitations, unless a condition of the special use is to prohibit amplified music.
7. No activity or structure pertaining to the special events venue may be located within fifty (50) feet of the public road right-of-way.
8. No activity or structure pertaining to the special events venue may be located closer than fifty (50) feet from any dwelling unit on another lot.
9. Suitable containers for rubbish shall be placed on the lot for public use and shall be properly disposed of on a regular basis to avoid overflowing and a foul odor.
10. Suitable restroom facilities shall be provided on the lot as approved by the Allegan County Health Department.
11. Parking shall be available on the same lot and in accordance with Chapter 18.

12. Access to the lot and the venue on the lot shall be constructed and located in accordance with Allegan County Road Commission requirements.

Section 6. Effective Date. The foregoing amendment to the Casco Township Zoning Ordinance was approved and adopted by the Township Board of Casco Township, Allegan County, Michigan on _____, 2018, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended. This Ordinance shall be effective on _____, 2018, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Allan Overhiser,
Township Supervisor

Cheryl Brenner,
Township Clerk

Casco 42 Zoning Text Amendment Ordinance - Shared Driveways and Special Events Venue 03232018

CERTIFICATE

I, Cheryl Brenner, the Clerk for the Township of Casco, Allegan County, Michigan, certify that the foregoing Casco Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2018. The following members of the Township Board were present at that meeting: _____

_____. The following members of the Township Board were absent: _____.

The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in favor and members of the Board _____

_____ voting in opposition. A copy of the Ordinance or a summary was published in the _____ on _____, 2018.

Cheryl Brenner, Clerk
Casco Township

17.03 C. Applications for final site plan reviews shall include the information as listed below, unless deemed unnecessary by the Zoning Administrator.

Final Site Plan Requirements

1. An inset location sketch showing at a minimum, properties, roads, and use of land within one-half (1/2) mile of the site.
2. Legal description and parcel number of the subject property.
3. The date, north arrow and scale.
4. Name and address of the property owner or petitioner.
5. Name and address of the person or firm who drafted the plan and the date the plan was prepared and any subsequent revision dates.
6. Seal, name, and address of the professional individual responsible for preparation of the final site plan.
7. Property lines and required setback lines shown.
8. Size (in acres) of the subject property and number of acres allotted to each proposed use and gross area in building, structure, parking, public roads and drives, and open space.
9. Dimensions of all existing and proposed structures on the subject property, and building setbacks on each building site including dwelling unit densities by type, if applicable.
10. Specific location of existing and proposed stormwater facilities including stormwater calculations.
11. Detailed design for all utilities, including any proposed connections to public or private community sanitary sewer or water supply systems.
12. Dimensions and radii of all existing and proposed drives, cross sections of roadways, acceleration/deceleration lanes.
13. Recreation areas, common use areas, floodplain areas, and areas to be conveyed for public use purpose.
14. Existing zoning and use of all properties abutting the subject property.
15. Design and location of sidewalks and trails.
16. Specific location and design of exterior lighting, curbing, parking areas (including the dimensions of a typical parking space and the total number of parking spaces to be provided), fire lanes, and unloading areas.
17. Development agreement (as required).
18. Easement descriptions and dedications.
19. Approved road names.

20. Detailed landscape design, including method of protecting existing vegetation, species listing and sizes for new landscaping materials and profile of proposed buffer strips, screening, berm and fence design, as appropriate. Timing of landscaping must also be provided.
21. Any signs not attached to the building(s).
22. Site grading plan.
23. Location of all solid waste disposal facilities, including recycling, and screening.
24. Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.
25. Detailed inventory of significant natural features, and other natural characteristics, including but not limited to open space, wetlands, landmark trees, stands of trees, brooks, ponds, floodplains, hills, slopes of over fifteen (15) percent, and similar natural assets or hazards.
26. Detailed means of protecting natural features during construction.
27. Written reviews and approvals by the Allegan County Road Commission engineer, Allegan County Drain Commissioner and South Haven Area Emergency Services fire inspector.
28. Where required, a 433 Agreement with the Allegan County Drain Commissioner.
29. Any changes to the originally submitted narrative.

SECTION 17.07 REVIEW STANDARDS

The following standards shall be utilized by the Planning Commission in reviewing all site plans. These standards are intended to provide a frame of reference for the applicant in the preparation of site plans as well as for the reviewing authority in making judgment concerning them. These standards shall not be regarded as inflexible requirements, and are not intended to discourage creativity, invention, or innovation.

A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site shall take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site.

B. The site shall be adequately served by essential public facilities and services, such as roads, police and fire protection, drainage systems, water supply and sanitary sewage facilities. C. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

C. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

D. Safe, convenient, uncongested, and well-defined vehicular and pedestrian circulation shall be provided for ingress and egress points, and within the site. Drives, roads and other circulation routes shall be designed to promote safe and efficient traffic operations within the site and at ingress and egress points. Shared drives with adjacent uses are encouraged if practical. The arrangement of vehicular and pedestrian connections to existing or planned roads in the area shall provide a safe and efficient circulation system for traffic within the Township.

E. All roads and driveways shall be developed in accordance with Township ordinances, the County Road Commission, or Michigan Department of Transportation specifications, as appropriate. Except that the Planning Commission may impose more stringent requirements than those for the Road Commission or Department of Transportation with respect to driveway location and spacing. In addition, sidewalks shall be required if determined to be necessary or appropriate for pedestrians and non-motorized vehicles. The Planning Commission shall require trails or sidewalks within developments and along the frontage of all public roads adjacent to a development. For frontage trails, the Planning Commission may permit a dedicated, recorded easement for future trail development if immediate trail development is not warranted.

F. All buildings and groups of buildings shall be arranged so as to permit necessary emergency vehicle access. To this end the Township shall refer all site plans for review and comment by the Township Fire Department.

G. Off-street parking and loading areas shall be provided where required, with particular attention to internal circulation, vehicle conflicts and effects of noise and glare on adjoining properties and properties in the proposed development.

H. Unless a Planned Unit Development, all dimensional requirements of the zoning district(s) shall be met.

I. Removal or alteration of significant natural features shall be restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Planning Commission may require that landscaping, buffers, and greenbelts be preserved or provided to ensure that proposed uses will be adequately buffered from one another, and from surrounding public and private property.

J. Areas of natural drainage such as swales, wetlands, ponds, or swamps shall be protected and preserved, insofar as practical, in their natural state to provide areas for natural habitat, preserve drainage patterns, and to maintain the natural characteristics of the land.

K. Stormwater drainage design shall recognize existing natural drainage patterns. Stormwater removal shall not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater on-site, as deemed necessary by the Allegan County Drain Commissioner or designee, using sound engineering practices. In accordance with the Michigan Drain Code of 1956, the drainage of any proposed plat/site condominium shall be contained within either an established or new drainage district or districts. The Township requires a Section 433 Agreement for any multiple property development or alteration of an existing multiple property development affecting more than one (1) acre of land.

Section 433 of the Drain Code provides for enlargement of existing drains and districts and the creation of new drains and districts where none currently exist. A formal agreement is required between the proprietor and the Drain Commissioner or Drainage Board. Owners of adjoining properties who will be included in the assessment district for maintenance of the drain must be parties to the agreement. The property of any adjoining landowner who refuses to sign cannot be included in the assessment district for assessment purposes. However, surface and subsurface runoff from the adjoining property must be accommodated by the stormwater collection system and outlet. An "Agreement to Establish a County

Drain” will be used to establish a drainage district per Sec. 280.433(5) of the Drain Code of 1956. An “Agreement for the Extension of a County Drain and County Drainage District” will be used to add lands or storm drainage systems to an existing 433 District Agreement. The developer/land owner must contact the office of the Drain Commissioner to determine which agreement will be necessary. This document will be prepared by the developer or the developer’s agent and submitted to the Allegan County Drain Commissioner’s Office for review and approval. The approval of the County Drain Commissioner is required prior to final site plan approval by the Township.

L. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater, prevent erosion and the formation of dust. The use of detention or retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not restrict vehicular or pedestrian traffic, or create puddles in paved areas. Catch basins may be required to contain oil filters or traps to prevent contaminants from being discharged to the natural drainage system.

M. Slopes of over fifteen (15) percent are protected and maintained in a natural state.

N. As appropriate, pedestrian gathering and seating plazas, greenways and tree lined drives shall be within parking lots and throughout the site to provide an inviting pedestrian environment, protection of the pedestrian from vehicular circulation for improved traffic operations and views. Other site amenities to create a pedestrian scale environment shall be provided such as bike racks, benches, information kiosks, art, planters, or streetscape elements to separate principal buildings from the parking lots.

O. The site plan shall provide reasonable visual and sound privacy for all dwelling units located within the site and adjacent thereto. Fences, walls, barriers, and landscaping shall be used, as appropriate, to accomplish these purposes.

P. Exterior lighting shall be arranged so that it is deflected away from adjacent properties, and does not interfere with the vision of motorists along adjacent roads. Lighting of buildings or structures shall be minimized to reduce light pollution and preserve the character of the Township.

Q. The compatibility of any signs and their proposed lighting, if any, relative to glare, traffic safety, economic effect, and compatibility and harmony with adjoining properties, shall be considered.

R. All loading and unloading areas, outside storage areas, and areas for the storage of trash which are visible from residential zoning districts or public roads, shall be screened by a vertical screen consisting of opaque structural or plant materials no less than six (6) feet in height.

S. Site plans shall conform to all applicable requirements of County, State, Federal, and Township statutes and ordinances. Approval may be conditioned on the applicant receiving necessary County, State, Federal, and Township permits before site plan approval or an occupancy permit is granted.

T. The general purposes and spirit of this Ordinance and the goals and policies of the Master Plan shall be maintained.

Attachment #17

Casco Township

7104 107th Avenue
South Haven, Michigan 49090
(269) 637-4441 / Fax (269) 639-1991

P A I D
3-5-19 02H5003
Cw700-
J.S.

SITE PLAN REVIEW/SPECIAL USE/PUD APPLICATION & REQUIREMENTS

1. Applicant Information:

Name IRENE WOOD
Address 6895 107th City SOUTH HAVEN State MI Zip 49090
Telephone 269-341-0154 Fax _____
Person in charge of project IRENE WOOD

2. Property Information:

Address: 6895 107th Ave
Parcel #: 0302-017-003-10 ; Do you own the parcel? Yes ; No _____
Current Zoning A₁ Conforming use in zone? Yes ; No _____
Other action required?: Variance _____ ; Re-zone _____ ; Special Use

3. Type of improvement (Check as many as applicable)

New Building Addition Condominium Site Condominium
 Open Space Dev. Subdivision PUD
 Other (Describe) Venue

4. Engineer or Surveyor Information:

Name Merritt Midwest, Inc Address 13560 76th St, South Haven, MI
City SOUTH HAVEN State MI Zip 49040 Phone 269.637.9205 License # 6201040931

5. State proposed use of property: Site to be used for venue site

6. Provide site plan as per Chapter 17 of the Casco Township Zoning Ordinance.

Did you receive a copy of Chapter 17 and the Checklist? Yes ; No _____

Provide information requested in Chapter 15 if Special Use.

Provide information requested in Chapter 16 if PUD.

Provide information requested in Section 15.04(Z) if Open Space Preservation project.

7. Provide a brief narrative describing the items listed in Section 17.03(a) and the following:

- a. Types and size of structures to be erected.
- b. Timetable regarding stages of project and completion date.
- c. Any objective or subjective information you wish to convey to the Planning Commission.

Applications with completed site plan and other required information must be filed with the Zoning Department at the Township Office 35 days before the scheduled Planning Commission meeting. All amended site plans must be submitted at least 21 days before the meeting or the hearing/ review will not be held. All applicable fees must be paid at that time. By signing this application, I agree to pay all applicable fees and costs associated with the site plan review process as detailed on the reverse of this application.

I hereby authorize Casco Township Planning Commission members and Township staff to inspect the proposed site at their discretion.

Applicant Signature Irene Wood Date 12-21-18

For Office Use: Date Rec'd: _____ ; Fee Rec'd _____ ; Fee Amt. _____ Hearing Date _____

Remarks: _____

Attachment #8

SITE PLAN REVIEW

Preliminary Site Plan Final Site Plan

Name of Applicant: Merritt Midwest inc

Address of Applicant: 13560 76th st South Haven, Mi. 49090

Applicant Telephone No: 269-637-9205

Project name, if any: Irene Wood Venue Site

Project location: 107th

Brief project description: Natural parking and driveway

Are fire hydrants available at the site? Yes No
Comments: _____

Is water pressure adequate for the project? Yes No
If no, explain: no water system. tanker schuttle required

Does project layout provide easy access for fire protection? Yes No
If no, explain: _____

Are the proposed plans acceptable to the Fire Department? Yes No
If no, explain: _____

Other comments / recommendations:

Review performed by Tony Marsala Date 02-22-2019

Attachment #9

APPLICATION AND PERMIT

to construct, operate, maintain, use and/or remove within a county road right-of-way

Board of County Road Commissioners of Allegan County, Michigan
ADDRESS: 1308 Lincoln Road, Allegan, MI 49010-9762
PHONE: (269)673-2184 FAX (269)673-5922
EMAIL: isharp@alleganroads.org

RECEIVED
MAY 3 2019

ROAD COMMISSION USE ONLY	
Permit Number	19.02.17.158
Issuance Date	3.1.19
New/Annual:	NEW CONSTRUCTION

If applicant hires a contractor to perform the work, BOTH must complete this form and BOTH assume responsibility for the provisions of this Application and Permit

APPLICANT	CONTRACTOR
Name: <u>IRENE WOOD</u>	Name: _____
Mailing Address: <u>6895 107TH AVENUE</u> <u>SOUTH HAVEN, MI 49090</u>	Mailing Address: _____
Telephone No: <u>2693410154</u>	Telephone No: _____
Email address: <u>wood.j.irene@gmail.com</u>	Email address: _____

Applicant's Signature: <u>Irene Wood</u>	Applicant's Signature: _____
Print Name: <u>IRENE WOOD</u>	Print Name: _____
Title: <u>OWNER</u> Date: <u>2/8/19</u>	Title: _____ Date: _____

FINANCIAL REQUIREMENTS	ATTACHMENTS REQUIRED
Application Fee \$ _____	Plans and Specs _____
Permit Fee \$ <u>200.00</u>	Bond _____
Est. Inspect Fee \$ _____	Proof of Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No
Bond \$ _____	P.I. \$ _____ P.D. \$ _____
Deposit \$ _____	Other _____
Other \$ _____	
To Be Billed \$ _____	
Receipt Number _____	
Dated _____	

APPLICATION

Applicant and/or Contractor request a permit for the purpose indicated in the description of work below and attached plans and specifications at the following location
TOWNSHIP CASCO SECTION 17 NAME OF ROAD 107TH AVENUE between 68TH STREET
and 70TH STREET for a period beginning MARCH 2019 and ending MAY 2019 and agrees to the terms of the permit

FOR A DRIVEWAY PERMIT FOR A NEW DRIVEWAY TO SERVE A PARKING AREA FOR A VENUE SITE, DRIVEWAY ENTRANCE TO MEET ACRC STANDARDS, SEE ATTACHED SITE PLAN.
DRIVE APPROACH SHALL BE PAVED AND A 12" CONCRETE CURB/ERT INSTALLED

PERMIT

A permit is granted in accordance with the foregoing application for the period stated above subject to the following terms agreed to by the Permit Holder. When Applicant hires a Contractor, the "Permit Holder" is the Applicant and the Contractor.

RECOMMENDED FOR ISSUANCE:
Investigator: W. SHARPE
Title: Safety and Traffic
Date: 2/19/19

BOARD OF COUNTY ROAD COMMISSIONERS
ALLEGAN COUNTY, MICHIGAN
By: [Signature]

Attachment #11 (a)

Overall Objective of the development;

The objective of this project is to be able to use our barn that currently is at my home on 6895 107th Avenue, South Haven Michigan 49090 for events that include but are not limited to, Birthday's, Reunions, Weddings, Art Classes and various Community Events.

I have been approached by dozens of individuals looking to host dinners, film commercials, photograph magazine shoots, host special birthdays and weddings in our restored 1880's barn. That interest led me to look into what was necessary to be permitted to do so.

Our goal is to leave the barn in its original remodeled state without any additional changes to the landscape. As such, we plan to require renters to bring in licensed caterers (no onsite kitchen or prep area) and Port-a-Jons (no additional well or septic needs).

As for parking – we will utilize the area on the east side of our property line to accommodate cars. Two handicap parking spots are located by the garage.

Project feasibility;

Growing demand for "Rustic" themed weddings has caused a surge in Barn Weddings in recent years. More and more Barn Wedding Venues are popping up all across the United States. People have begun to use Barns for intimate dinners, Farm to Table Events, Weddings, Reunions, Birthdays and even Proms.

Since this is our home and we are close with our neighbors - our intent is to use this very sparingly with guests who are wanting an intimate – elegant - event. We have no intent on publicizing but rather using it for our own personal use with family and friends and guests of The Fields in a licensed manner.

Progression of development introducing pertinent timelines and specifics regarding phasing;

The goal of this timeline is to allow guests to begin use Summer of 2019.

Just to note*

All Proposed parking will be natural and will utilize the natural landscape – no additional grading is proposed.

No additional Utilities are necessary:

1. Bathroom Facilities will be brought in via a port-a-potty
2. All Food Services will be Catered. No onsite Food Preparations

No additional Landscaping is proposed:

1. In the past three years, my husband and I have invested heavily in landscaping for the property. Our goal is that guests now will be able to enjoy all the hard work that we've already put in.

Once Site Plan review is complete – we will submit a building permit to allow assembly use at the Barn.

Attachment # 12 (3)

Memorandum: Casco Township Planning Commission
Date: March 22, 2019
From: Tasha Smalley, Zoning Administrator
RE: Special Use Permit & Site Plan Review – Special Events

Owner: Irene Wood
Owner address: 6895 107th Ave, South Haven MI

Subject 6895 107th Ave
Parcel #: 0302-017-003-10

AG - Agricultural District

5.03 District Regulations

- Minimum lot area – 2.5 acres
- Minimum lot width - 250 ft
- Front setback - 50 feet
- Rear setback – 50 feet
- Side setback – 50 feet
- Lot coverage - 20%
- Maximum building height - 35 feet

Chapter 15 Specific Use Regulations, 15.03 UU Special Events Venue

Chapter 17 Site Plan Review

Chapter 18 Parking

Analysis

Property 0302-017-003-10 is a legal pre-existing conforming lot of record
Lot area 518 x 455 = approx 5.02 ac

Proposed project:

1. Special Events Venue
2. Proposed facility building is existing. The building will be brought up to the commercial code for a assembly use.
3. Construct Parking area

Setbacks:

- Event building – 50 feet ROW, 50 feet any dwelling on another lot
- Parking – 50 feet ROW

Special Use Requirements – Special Events Venue UU 1- 12

1. yes, owner lives on property
2. yes, lot is 5 acres; purchasing property from neighbor to get 5 acres
3. will comply, required license(s) shall be submitted for the file after issued
4. yes, hours 7a-10p
5. SHEAS regulations will be complied with
6. music will be in compliance of the noise ordinance
7. provided, meets 50 ft requirement
8. provided, meets 50 ft requirement
9. provided
10. yes, the Plumbing Inspector is the permitting and approving body for restrooms, not the health depart. The Health Dept would issue a permit if a new septic/well is required.
11. meets parking requirements
12. permit already obtained for new driveway

Review Standards 15.02C

1. a. yes **b. this is subjective**
c. public services will be met **d. this is subjective**
e. yes. Plan is to keep natural.
2. standards for special events venue stated above
3. May impose conditions for approval

Site plan review 17.03C 1-29

- #1 - #9 provided
- #10 storm water, drain commission tbd
- #11 - #16 provided
- #17 - #19 n/a
- #20 - #23 provided
- #24 n/a
- #25 - #27 provided
- #28 - #29 n/a

Review Standards 17.07

- A. subjective**
- B. yes, public services will be met
- C. little improvement made for this project.
- D. drives designed to promote safety
- E. proper permits obtained for driveway
- F. fire dept review letter attached
- G. No screening or fencing proposed.
Noise and glare subjective.
- H. yes
- I. keeping property natural. PC may require buffer.
- J. N/A property, building already established.
- K. Drain Comm tbd
- L. N/A property, building already established.
- M. n/a N. n/a
- O. no buffering, screening, fencing proposed.

Page 3 – Special Land Use – Special Events Venue

P. all lighting will shine down, and minimize light pollution.

Q. No light shown to be on sign R. Property is AG not residential

S. Standard condition: see below T. yes.

Parking 18.03

37 spaces provided; 35 regular and 2 handicap

Parking area will remain natural grass.

Parking space 10x20

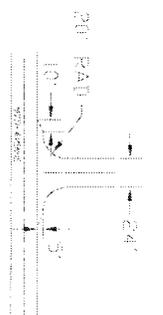
Possible Approval Condition, this is just a standard condition, you may require more:

-Required licenses, permits and approval from regulatory agencies be provided to Zoning Administrator within 15 days of issuance.

- No on-street parking

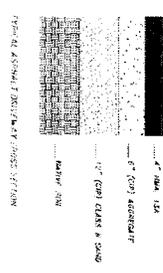
Attachment #13

DRIVEWAY ENTRANCE DETAIL



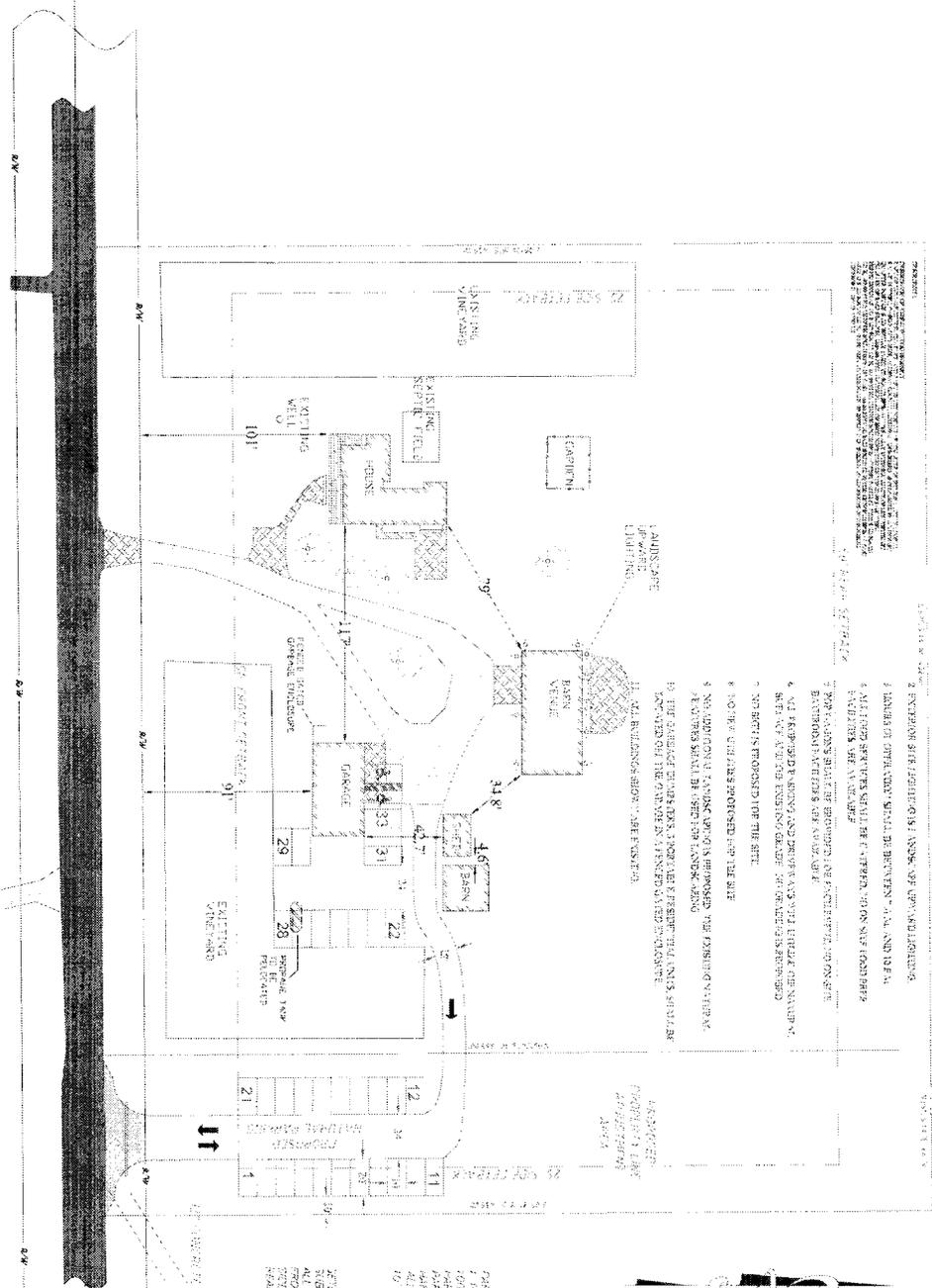
DRIVEWAY NOTES

1. DRIVEWAY ENTRANCE TO BE BUILT TO EXISTING DRIVEWAY ROAD EXISTING SIDEWALKS.
2. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
3. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
4. A 2" CONCRETE CURB SHALL BE INSTALLED UNDER DRIVEWAY ENTRANCE FOR ROAD SIDE DRAINAGE.



LAND USE

GENERAL HEIGHTS: 5.00 - 6.00 FEET
 BUILDING COVERAGE: 0.15 ACRES
 DRIVEWAY COVERAGE: 0.16 ACRES
 OPEN SPACE: 4.71 ACRES



NOTES

1. PROPERTY OWNER: [Name]
2. PROJECT: [Name]
3. DATE: [Date]
4. SCALE: [Scale]
5. SHEET NO. [Number]
6. TOTAL SHEETS: [Total]
7. PREPARED BY: [Name]
8. CHECKED BY: [Name]
9. APPROVED BY: [Name]
10. [Other notes]

1. EXISTING SIDEWALKS SHALL BE REPAIRED TO MEET ALL CITY REQUIREMENTS.
2. ALL DRIVEWAY ENTRANCES SHALL BE BUILT TO EXISTING SIDEWALKS.
3. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
4. A 2" CONCRETE CURB SHALL BE INSTALLED UNDER DRIVEWAY ENTRANCE FOR ROAD SIDE DRAINAGE.
5. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
6. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
7. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
8. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
9. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.
10. DRIVEWAY ENTRANCE SHALL BE BUILT TO EXISTING SIDEWALKS.



PERMITS REQUIRED:

- 1. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 2. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 3. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 4. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 5. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 6. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 7. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 8. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 9. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH
- 10. PERMIT TO EXCAVATE - 100 FEET OR MORE DEPTH

OWNER/CLIENT ADDRESS:
 6000 WOOD
 6000 WOOD
 SOUTH HAVEN, MI 48089

<p>MERRITT MIDWEST INC.</p> <p>1000 WOOD SOUTH HAVEN, MI 48089</p>	
<p>PROJECT NO. [Number]</p> <p>DATE: 11/17/18</p> <p>SCALE: 1/8" = 1'-0"</p>	<p>SITE PLAN</p> <p>18-245</p>
<p>18-245</p>	