

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

Tasha Smalley
Zoning Administrator
1-800-626-5964

Memorandum: Casco Township Planning Commission

Date: May 28, 2020

From: Tasha Smalley, Zoning Administrator

RE: Amendment to an already approved Special Use Permit & Site Plan –
Special Events Venue

Owner: Bruce and Peggy Van Wagoner

Owner address: 1073 62nd Street Pullman MI 49450

Subject 1073 62nd Street

Parcel #: 0302-001-007-20

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 0302-001-007-20 is a legal pre-existing conforming lot of record

Lot area 1003x1302 = approx 30 acres

Proposed project: Amend approved site plan (9-5-18)

Construct additional building for storage and open pavilion

50x72 = 3600 sq ft

4 corners (10x24) will be enclosed for storage; rest of building open; two end will be open; sliding doors added to front and rear for some weather protection and aesthetics

Setbacks:

Building – 54 feet from existing venue building

300+ feet from any property line

This building will be used for the current number of allowed guests, 100. The intent is not to be able to increase the number of allowed guest.

The parking will be the same

The bathroom facilities will be the same

The refuse / garbage will be the same

The building will not affect the pond / storm water run off

I sent the revised plan to the Fire dept waiting for review.

Page 2 – Amend - Special Land Use – Special Events Venue

Special Use Requirements – Special Events Venue UU 1- 12
See attached from original application

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

See attached from original application

Review Standards 17.07

See attached minutes from original application

Parking 18.03 – existing

50 spaces provided; 48 regular and 2 handicap

Parking area will be paved

Parking space 10x20

Tasha'a Notes:

The site plan has a vicinity map but does not show houses. I printed an aerial to show the vicinity map. I think rest of conditions per motion 9-5-18 are on plan.

The proposed addition has been constructed. I suggest the words “proposed” be eliminated. And all other references to “proposed” that have been constructed.

I think the parking lot should say how many spots and size. The attachment can easily get lost.

And this new building be added to the plan; not just drafted in by pen.

Possible Approval Condition

Submit revised site plan

1. add this new building including size and setback from existing building
2. remove all references referring to “proposed” that have been added/built
3. add the number of spaces and size of parking spaces (lines not necessary)
4. any other items from PC

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

* APPLICATION SENT VIA EMAIL TO TASHA 5.26.20
5-29-20
Folder # 2349
0700-

SITE PLAN REVIEW/SPECIAL USE/PUD APPLICATION & REQUIREMENTS

1. Applicant Information:

Name PEGGY & BRUCE VAN WAGONER
Address 1073 62ND AVE City PULLMAN State MI Zip 49450
Telephone 269.231.9700 Fax _____
Person in charge of project MJM BUILDERS, INC & PEGGY & BRUCE VAN WAGONER

2. Property Information:

Address: 1073 62ND AVE PULLMAN, MI
Parcel #: 0302-001-001-20; Do you own the parcel? Yes ; No _____
Current Zoning _____ 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) _____

4. Engineer or Surveyor Information: N/A

Name _____ Address _____
City _____ State _____ Zip _____ Phone _____ License # _____

5. State proposed use of property: STORAGE / PAVILLION AT 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 MJM BUILDERS, INC. Steve Thelie, PRESIDENT Date 5.26.2020

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

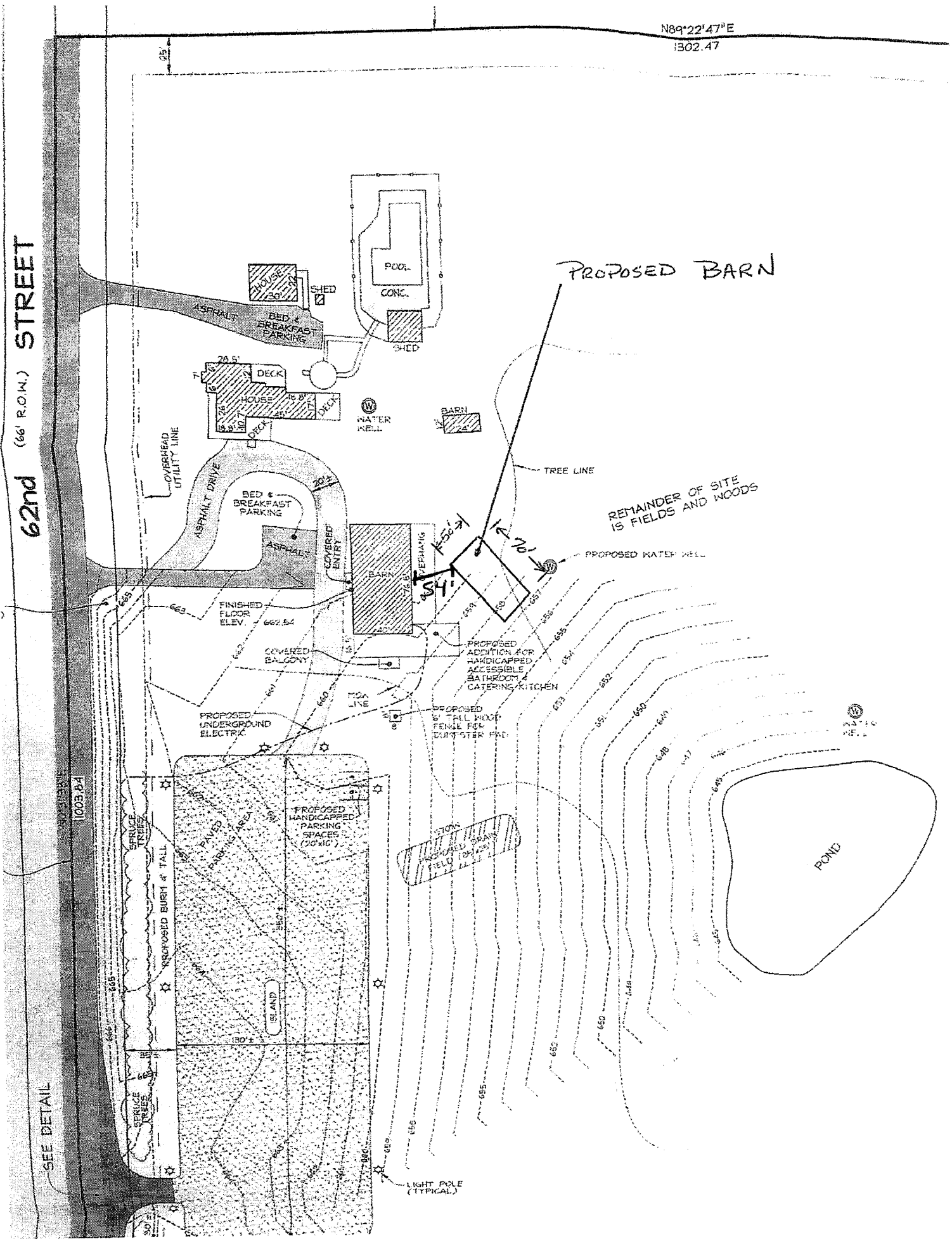
Remark : _____

N89°22'47"E
1302.47

62nd STREET
(66' R.O.W.)

PROPOSED BARN

REMAINDER OF SITE IS FIELDS AND WOODS



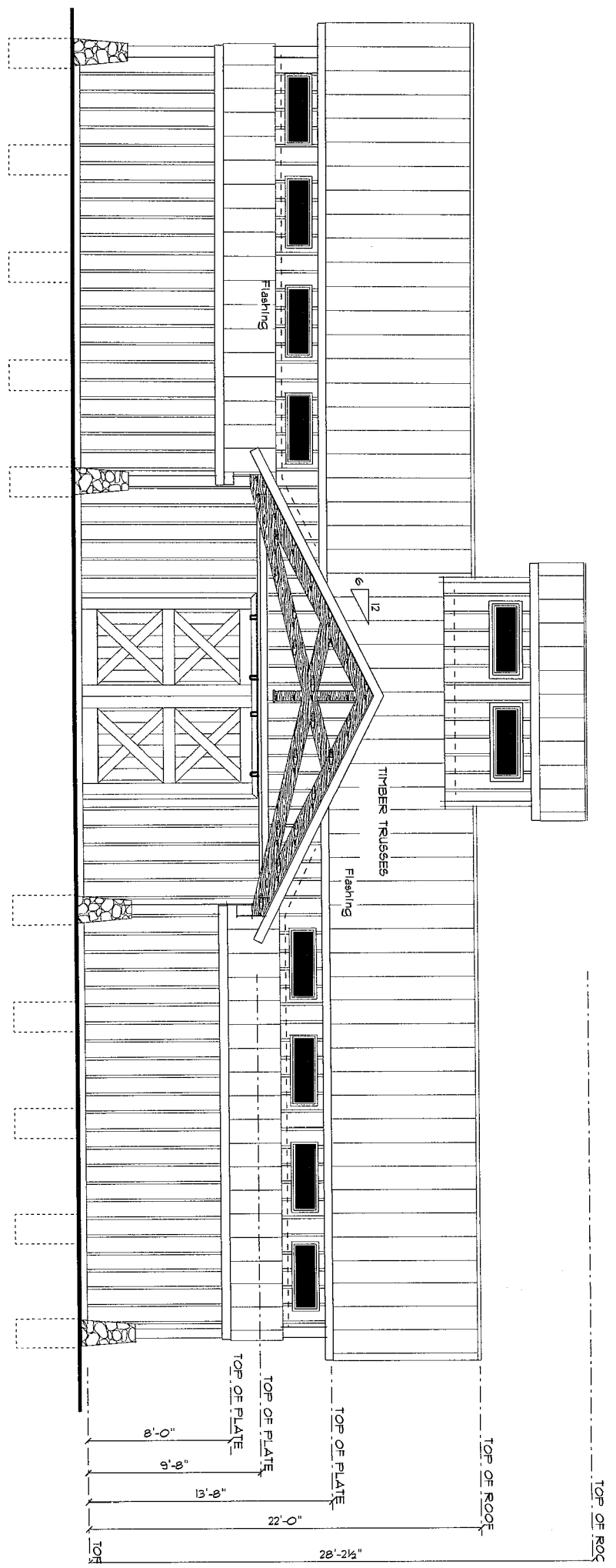
SEE DETAIL

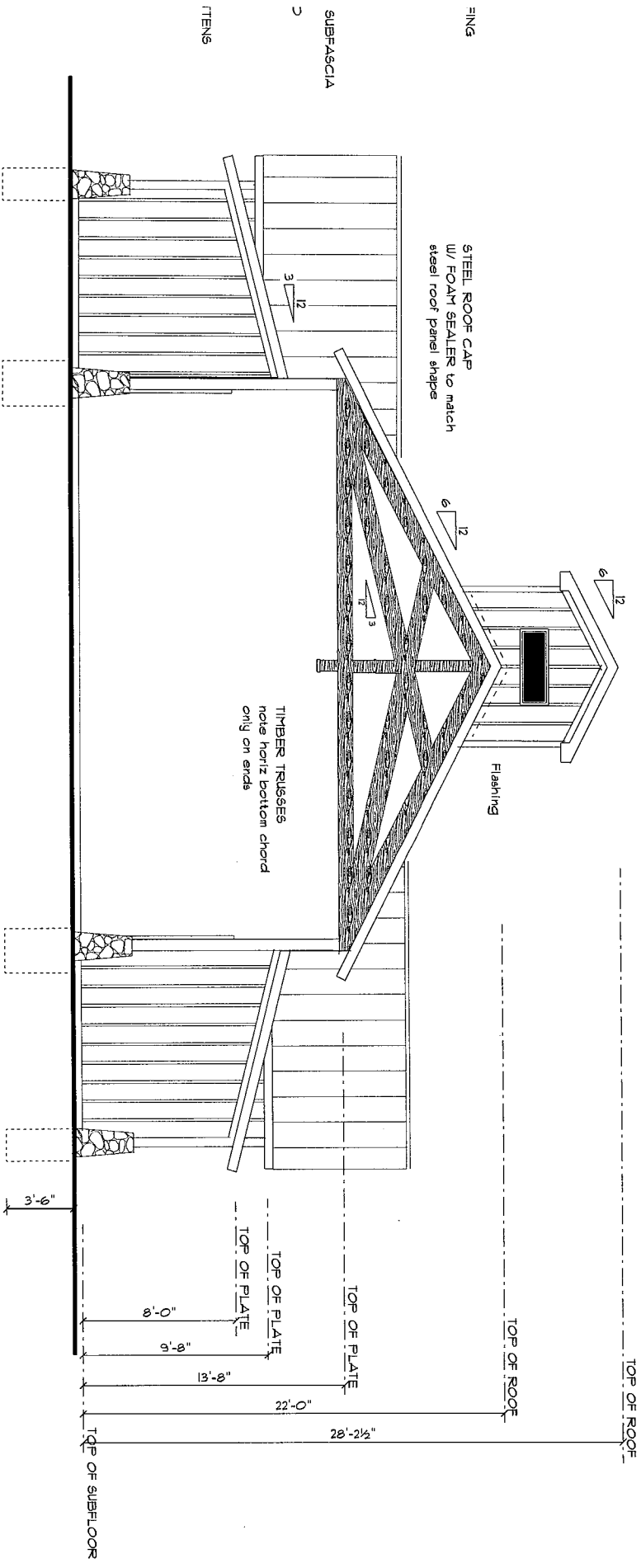
1003.04

PROPOSED HANDICAPPED PARKING SPACES (20'x10')

LIGHT POLE (TYPICAL)

AST ELEVATION 40179





SECTION - SOUTH ELEVATION 40179

TIMBER TRUSS ROOF:

#6

TO: CASCO TOWNSHIP BOARD

FROM: BRUCE & PEGGY VAN WAGONER

RE: SPECIAL USE PERMIT FOR PROPERTY @ 1073 62nd Street - to be used as an Event Venue

Under the Casco Township Planning Commission guidelines which have been approved and compliant under the Master Plan, we are submitting our site plan for your approval to obtain a Special Use permit for our property to be used as an Event Venue. Compliant with the Master Plan, the use is designed and constructed, and will be operated and maintained - harmonious and appropriate in appearance with the existing or intended character of the general vicinity. We presently reside on our property and will continue to do so so that we can monitor any events and maintain the character and integrity of our farm. We want to offer a beautiful venue that will show an appreciation for our historic barn and farm and Casco Township. We are fully aware that our barn would only be permitted for 100 inside guests without a suppression system and any number over 100 we will have outdoor space. Our intent is a venue for a maximum of 200 guests. (Please note: The guests for the events will not have access to the pool, pool house, carriage house or main house. These areas are only used for overnight guests that are part of the event.)

Site Review Checklist:

#2: Legal Description of our property:

Beginning 482.13 feet south of the West Quarter Post of Section 1, Town 1 north, Range 15 West; thence East 130247 Feet, Thence South 624.66 Feet; there West 1301.73 Feet; thence North 624.64 Feet to the place of beginning.

Also The North 379.35 Feet of the South 1518.30 feet of the West half of the southwest Quarter of section 1, Town 1 North, Range 15 West.

#4: Property Owners: Bruce & Peggy Van Wagoner

5: Our site plan was prepared by Mitchell & Morse Land Surveyor on June 25, 2018

#7: Property line setbacks:

- "Car Park" - 66' from edge of 62nd Street
- Barn — 180' from 62nd Street
- House - 90' from 62nd Street
- Carriage House - 120' from 62nd Street
- Pool House - 200' from 62nd Street

#8: Size of acres - 30 acres

Approximately 10 acres is allotted for the proposed use - which includes the car park, house, barn, carriage house, pool and pool house and pond and vineyard. The remaining 20 acres are woods.

#9: Dimensions of existing and proposed structures:

Car Park - 110' x 260'

Barn - 40' x 80'

Proposed Barn addition - 16 x 68 & 16 x 32 - irregular

House dimensions - irregular 60' x 30'

Carriage House - 26' x 30'

Pool House - 20' x 20'

#12: Driveways - Per the Allegan County Road Commission: we have a Designated Entrance driveway (one-way) which is 15" wide and a designated Exit driveway 15' wide.

We also have a 3rd driveway that is for our personal use and overnight guests.

#14: Zoning of the area is Agriculture.

#16: Specific location of lighting and design of exterior lighting:

Design - Vintage Style Gooseneck post lamps - 16' LED on Photo Cell operation. Located in strategic points in car park and main entrance - illuminating the area for 1 lumen per square foot. This will amount to 8 post lamps. The lighting will be down lighting so will not

be disruptive to the surrounding neighbors or area.

The car park is designed to accommodate 50 spaces - (11' x 20" each space), 2 handicap spaces (12' x 20') and designated area for caterer, etc. There is also a designated space for Refuse containers which will have a privacy fence around for aesthetics.

Fire lanes - one way traffic

#20: Landscape design - We planted 47 additional evergreen trees last fall in order to provide even more privacy along 62nd Street. Along with existing trees and the berms, we will continue to landscape around the entire property to further enhance the beauty and privacy.

#21: Signs: 1 sign at entrance

#22: Site grading plan. Grading was approved by Allegan County Road Commission for correct drainage.

#23: Location of New Septic Field - per Allegan County Health Department: - south of barn (pls see location on site plan)

Location of Refuse(Garbage & recycling) south of barn - with a 6' fence for privacy and aesthetics

#25: Significant natural features: Our property backs up to marsh land, pond, fields and lots of trees.

#29: Covered front entrance on barn and 12' overhang across back of barn

10

TO: CASCO TOWNSHIP PLANNING COMMISSION

Date: August 22, 2018

FROM: BRUCE & PEGGY VAN WAGONER

ADDRESS: 1073 62nd Street
Pullman, MI 49450

RE: SPECIAL EVENTS VENUE PERMIT

Section 5 - Amendment of Section 15.03 Subsection UU, we submit the following:

UU. Special Events Venue:

1. We are the owner/operator of the Event Venue and live on the property and will continue to do so.
2. Our total acreage is 30 acres.
3. We have received a letter from Rebecca Long, Allegan County Health Department stating that we are in compliance with all the rules and regulations regarding food service.
4. We understand and will fully adhere to the hours of operation from 7:00 am to 10:00 pm.
5. We fully understand our inside barn is limited to 100 guests per the South Haven Area Emergency Service and anything over will have use of an outside area.
6. We will stay within the decimal volume regulations per the township guideline.
7. There will be no activity or structure pertaining to the special events venue located within 50 feet of the public road right-of-way.
8. There will be no activity of structure pertaining to the special events venue located closer than 50 feet of the public road right-of-way.

9. Per the site plan, there will be a designated area for refuse and recyclable containers, hidden by a 6' privacy fence. They will be monitored and tended to on a regular basis - they will be kept clean!

10. Per our plan addition, we will have 2 bathroom facilities - Men and Women - each with 3 toilets and 3 sinks.

11. We have a car park right next to the venue site. - Please refer to the site plan.

12. The car park has received thumbs up from the Allegan County Road Commission in accordance with all requirements.

Special Meeting of Casco Township Planning Commission
September 5, 2018 6:00 PM

Members Present: Chairperson Dian Liepe, Secretary Lewis Adamson, Board Representative Judy Graff, Greg Knisley, Dave Hughes and Dan Fleming

Absent: Vice Chairman David Campbell is excused

Staff Present: Janet Chambers, Recording Secretary, Zoning Administrator Alfred Ellingsen,

Also Present: Clerk Brenner and Supervisor Overhiser, Bruce and Peggy VanWagoner approximately 8 interested citizens (Sign-in Sheet Attachment #1)

The meeting was called to order by Chairperson Liepe at 6:00 PM for reviewing a Special Use request by Peggy and Bruce VanWagoner, 1073 62nd Street, Pullman MI 49450 (Parcel #0302-001-007-20). The applicants wish to operate the single family residential home as a B&B and rent three or four bedrooms. The home is in the Ag Zone which allows B&B as a Special Use. The applicants also are requesting a second Special Use Permit for the operation of a Special Events Venue at the same location. The existing barn would be used for 100 guests or less but a tent may be used for additional guests.

Chairperson Liepe read notice (attachment #2) published in the South Haven Tribune on August 12, 2018.

Graff asked for clarification of which buildings are existing, and which would be added. Peggy VanWagoner said all buildings are preexisting except for an addition for bathrooms and a catering kitchen on the south end of the barn and will wrap around the side. Graff said the site plan will need to be labeled reflecting existing buildings and the additions. Graff asked that dimensions be included on the final site plan with location and sizes of the guest rooms.

Chairperson Liepe invited public comment.

Wil Hart, who owns the farm down the street, welcomed the VanWagoners to the neighborhood and stated he is not opposed to the B&B or Special Events Venue.

No correspondence was received from the public either in support or opposition.

Chairperson Liepe lead the PC through 15.02 C1 regarding the B&B request.

- 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.**
Commissioners agreed it would be compatible.

- 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.**

Commissioners agreed with this

- 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.**

Commissioners agreed with this

- 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.**

Commissioners agreed as a B&B this is ok

- 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.**

Commissioners said yes to this

Section 15.03 D. Bed and breakfast establishments

- 1. The use shall only be established in a detached single family dwelling.**
Graff questioned the guest room in the carriage house. This requires the guest room be in a single-family dwelling. Chairperson Liepe said the PC would need to come back to this.
- 2. The establishment shall be directly serviced by public water and public sanitary sewer services, or such private water and sanitary sewer systems as approved by the Allegan County Health Department.** *Chairperson Liepe said the health department has approved this.*
- 3. The establishment shall be located on property with direct access to a paved public road.** *Yes*

- 4. Parking shall be located to minimize negative impacts on adjacent properties. For bed and breakfast establishments not subject to special use approval all parking areas shall be setback ten (10) feet from any side or rear lot line and there shall be a six (6) foot high fence between such parking area and any adjacent property within fifty (50) feet of the parking area. *Graff noted the site plan does not show parking. Adamson noted that this is for the B&B, the Special Events Venue application will be discussed separately. Commissioners agreed the B&B would comply with parking requirements. Graff stated parking for B&B should be depicted on the site plan. Commissioners agreed.***
- 5. The number of guest rooms in the establishment shall not exceed three (3), plus one (1) additional guest room for each ten thousand (10,000) square feet or fraction thereof by which the lot area of the use exceeds one (1) acre, not to exceed ten (10) guest rooms in any case. *Graff said dimensions and locations of guest rooms should be shown in the site plan. Ellingsen said quantity of guest rooms should be shown, but not a floor plan showing location. Graff said location should be shown and guest rooms should be in the single-family residence, not a separate building. Ellingsen agreed, guest rooms must be in the residence, not the unattached building previously used as an office. Hughes stated labels could be added to the site plan showing where guest rooms would be located. Ellingsen said they had to do a site condominium for Adamson's B&B to use unattached buildings as guest rooms. All commissioners agreed the guest rooms must be in the single family residence. The site plan will reflect that guest rooms are located in the residence.***
- 6. One (1) sign shall be allowed for identification purposes. The sign shall not exceed sixteen (16) square feet in area, and may not exceed four (4) feet in height. If illuminated, the illumination shall only be of an indirect nature; internally lighted signs are not permitted. The sign shall be set back at least one-half (1/2) of the front yard setback area of the zoning district in which the use is located, and shall be located at least fifteen (15) feet from any side or rear lot line. *Bruce VanWagoner said they will have one sign, and it will be in compliance with the requirements.***
- 7. The establishment shall be inhabited by the operator. Yes**
- 8. Accessory retail or service uses, including but not limited to gift shops, art studios, wine tasting, antique shops, bakeries, and other similar uses may be permitted provided they are cumulatively no more than three thousand (3,000) square feet in area. N/A**

9. Meals may be served only to the operator's family, employees, and overnight guests. Yes

10. No such use shall be permitted on any property where there exists more than one (1) other bed-and-breakfast establishment within seven hundred fifty (750) feet, measured between the closest property lines. *There are no others in the area*

11. Exterior refuse storage facilities beyond what might normally be expected for a detached single family dwelling shall be prohibited. *Yes, they are currently using Republic and cans are in the garage for the B&B.*

Graff made a motion to approve the SLU for a B&B establishment for up to 10 guest rooms in the main dwelling. Hughes supported. All in favor. MSC.

Graff suggested covering the Special Events Venue requirements, followed by covering the review standards for both the B&B and Special Events Venue all at the same time. Commissioners agreed.

Peggy VanWagoner said their plan is to have various events including weddings, fund raisers, company events, reunions, etc.

Knisley asked the number of guests for an event.

Bruce VanWagoner said the Fire Chief said they could have up to 100 guests in the barn and could add tents for an additional 100 guests.

Chairperson Liepe asked if there were plans for security.

Peggy VanWagoner provided a printout (attachment #3) regarding questions posed by the township. Security is included on the sheet. Peggy VanWagoner said she would like security cameras and plans a smoke free environment. There will be exit signs, smoke alarms, first aid kits and a protocol list to share with employees. Peggy said they are working on lighting.

Graff asked if VanWagoners were aware of the new lighting ordinance the township is currently working on. Peggy VanWagoner said she has been working with Ellingsen and is planning shielded lighting.

Hughes asked if the B&B would be used by guests of the Special Events Venue. Peggy VanWagoner said she has no intent to run a B&B except for Special Events Venue guests. The purpose of the B&B is to accommodate Special Events customers.

Hughes asked if there will be handicap access. Bruce VanWagoner said the Special Events Venue will be handicapped accessible. Ellingsen said handicap access is not required for B&B.

The PC covered 25.02 C regarding Special Events Venue.

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. Yes**
- 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. Yes.** *Hughes asked how number of parking spaces is determined for anticipated occupancy. Peggy VanWagoner said the parking area of 350' x 130' is paved. Discussion continued on overflow parking, necessary parking spaces and what existed prior to paving the parking area. VanWagoners did not remove trees to create a parking area. They have added trees.*
- 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. Yes**
- 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. No**
- 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. Yes**

Chairperson Liepe led commissioners through Section 15.03 5 UU Special Events Venue.

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. Yes**
- 2. A Special Events Venue shall be located on a lot of five (5) acres or greater. Yes**
- 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. Yes. Health Department was out.**
- 4. Hours of operation shall be limited to the hours between 7:00 a.m. and 10:00 p.m. Yes**
- 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. Yes. SHAES was at the property**
- 6. Amplified music must comply with Township Ordinance limitations unless a condition of the special use is to prohibit amplified music. Yes. Ellingsen will check with a decibel meter and making a report.**
- 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. Not a problem**
- 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. Not an issue**
- 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. Yes. Location is marked on site plan.**
- 10. Suitable restroom facilities shall be provided on the lot as approved by the Allegan County Health Department. Yes. This is part of the addition. Hughes asked if the Health Department has approved. VanWagoner said**

the Health Department has approved their plan, which is part of the addition. The barn will have a separate system.

11. Parking shall be available on the same lot and in accordance with Chapter 18. Yes

12. Access to the lot and the venue on the lot shall be constructed and located in accordance with Allegan County Road Commission requirements. Yes. This has been signed off by the Road Commission.

A motion was made by Fleming, supported by Knisley to approve the Special Events Venue. All in favor. MSC.

The Planning Commission went over the Review Standards Section 17.07 for both the B&B and the Special Events Venue simultaneously.

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. *Appropriate***
- 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. *Ok***
- 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. *Ok***
- 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. . Hughes asked the number of wells. VanWagoner said there is one for the house and one for the barn and another for the pond. A 5" submersible pump was just put in and the Fire Department saw it.

- 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. Ok Road Commissioner came out and went over everything.**
- 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. Yes. Fire Department was out.**
- 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. Have covered that.**
- H. Unless a Planned Unit Development, all dimensional requirements of the zoning district(s) shall be met. Yes**
- 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. They have done this. They put in 47 trees last fall and there are many trees in front. It is difficult to see the house from the road.**

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. Graff asked if there were wetlands.

VanWagoners said there could be beyond the pond, but they do not go down there. That area will not be part of the venue.

Graff asked if the area on the site plan is the whole 30 acres or just the venue area. Bruce VanWagoner said the venue will use 10 or 12 acres. Graff said the special use is for the whole property.

Ellingsen said they would not be using the entire property.

Graff said when we approved the special use, it is for the entire property and we don't know if the entire property will be used or not. Graff asked how to find out from the DEQ if there are wetlands or not. Graff continued the requirement states it SHALL be protected or preserved. We gave an approval for the whole 30 acres.

Ellingsen said the PC could made a motion to add or stipulate the area.

Chairperson Liepe said it looks like the intent is to have the activity in one area of the property.

Knisley said if there is something going on in a wetland area, someone could pull up a map of wetlands and complain.

Graff questioned why the word SHALL in there.

Adamson said it is up to the applicants to meet the requirement.

Knisley said it is an area of natural drainage.

It was decided that this is not the responsibility of the PC.

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. *The 433 agreement does not apply.*

Graff questioned storm drainage on the property. She asked if the drain commission has been there. VanWagoners said the Drain Commission has been out.

- 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.** *Hughes asked if the Drain Commission approved. VanWagoners said yes.*

Knisley asked if there is a spring in the pond. Bruce VanWagoner said he did not know.

- M. Slopes of over fifteen (15) percent are protected and maintained in a natural state. *It is hilly. They did not change slopes. Just planted grass.***
- 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.**
N/A
- 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. *Knisley questioned the wording "all dwelling units". Fleming said this question is for all SLUs, not specifically Special Event Venues.***
- 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. *Yes, Covered previously.***
- 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. *Yes***
- 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. *Ok***
- 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. *Chairperson Liepe if anyone had comments. No comments***

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

Graff made a motion that the Site Plan Review Standards 17.07 were reviewed and approved by the PC. Supported by Fleming. All in favor. MSC.

Chairperson Liepe led commissioners through the Final Site Plan Requirements Checklist.

- 1. An inset location sketch showing at a minimum, properties, roads, and use of land within one-half (1/2) mile of the site.** *Graff asked that neighboring houses be shown on the site plan, including distance from VanWagoners' property. Commissioners agreed.*
- 2. Legal description and parcel number of the subject property.** *Yes*
- 3. The date, north arrow and scale.** *Yes*
- 4. Name and address of the property owner or petitioner.** *Yes*
- 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.** *Yes*
- 6. Seal, name, and address of the professional individual responsible for preparation of the final site plan.** *Will be on final site plan*
- 7. Property lines and required setback lines shown.** *Graff said this will need to be added to final site plan.*
- 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.** *Ok*
- 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.** *Graff said Identify which buildings are existing and show addition as "proposed".*
- 10. Specific location of existing and proposed stormwater facilities including stormwater calculations.** *N/A*
- 11. Detailed design for all utilities, including any proposed connections to public or private community sanitary sewer or water supply systems.** *N/A*
- 12. Dimensions and radii of all existing and proposed drives, cross sections of roadways, acceleration/deceleration lanes.** *Already had Road Department and SHAES*
- 13. Recreation areas, common use areas, floodplain areas, and areas to be conveyed for public use purpose.** *N/A*
- 14. Existing zoning and use of all properties abutting the subject property.** *Already there*
- 15. Design and location of sidewalks and trails.** *N/A Graff questioned why Ellingsen had a "P" (provided) on his list. Peggy VanWagoner said they have sidewalks around the house, but not in the parking area.*

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).** *Discussed, will have on final site plan*
18. **Easement descriptions and dedications.** *Not a problem*
19. **Approved road names.** *Yes*
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.** *Chairperson Liepe questioned what timing was there for. Graff stated timing is there for developmental landscaping to make sure it is done. This does not apply here.*
21. **Any signs not attached to the building(s).** *One by the road*
22. **Site grading plan.** *Grading is on the site map*
23. **Location of all solid waste disposal facilities, including recycling, and screening.** *On site plan. Will be done in next couple of weeks*
24. **Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.** *N/A*
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.** *Not necessary. Pond is shown on map.*
26. **Detailed means of protecting natural features during construction.** *N/A*
27. **Written reviews and approvals by the Allegan County Road Commission engineer, Allegan County Drain Commissioner and South Haven Area Emergency Services fire inspector.** *Completed*
28. **Where required, a 433 Agreement with the Allegan County Drain Commissioner.** *N/A*
29. **Any changes to the originally submitted narrative.** *In process of doing this. Graff said dimensions should be on site plan. Car park and proposed addition should be added. Graff said they need to finalize dimensions and get them on the site plan.*

A motion by Graff, supported by Hughes to approve the checklist 17.03C Site Plan Requirements with the following conditions: #1 add houses within ½ mile; #6 Seal of Engineer; #7 Property lines and setbacks added; #9 Identify existing and proposed and add dimensions; and #16 specific locations.

Graff wanted to be clear in the case of any discrepancies between the narrative and the site plan, the final site plan will take priority. The site plan must be accurate.

Chairperson Liepe invited public comment.

Chris Barczyk commented that it was stated the Venue occupancy would be capped at 200 with 100 max in the barn. It is a SHAES requirement that the barn capacity be limited to 100, and tents are limited, but SHAES does not dictate outdoor occupancy.

Peggy VanWagoner stated she is not interested in larger venues.

A motion by Hughes, supported by Knisley to close special meeting. All in favor.
Special meeting closed at 8:14 PM.

Attachment #1 Sign-in Sheet

Attachment #2 Public Notice

Attachment #3 Answers to questions posed by township

Attachment #4 Ellingsen Input for B&B and Special Events Venue

Attachment #5 B&B Application

Attachment #6 Special Events Venue application

Attachment #7 Parking

Attachment #8 Allegan County Health Department

Attachment #9 Road Commission

Minutes prepared by Janet Chambers Recording Secretary