

Approved 10/3/18

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 62<sup>nd</sup> 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

Regular and SLU  
9-5-2018

Attachment #1

Date \_\_\_\_\_ Planning Commission Meeting - Please sign in

Name	Address
John & Sue Barkley	646 Waters Edge
John Fallow	2332 LAKE VIEW
Will Hest	991 62nd st
Tom Tucker	
Kristin Barczyk	476 High Shores Ln
Chris Barczyk	476 High Shores Ln

Attachment #2  
#5

**Casco Township**  
**Notice of Public Hearings & Special Meeting**

Please be advised that the Casco Township Planning Commission will hold two public hearings prior to the next regular meeting, Wednesday, 5 September 2018, at 6:00 pm(note earlier time) at the Township Hall located at 7104 107<sup>th</sup> Ave., South Haven, MI 49090, to accept public comments and inquiries, and consider the following applications:

A review of a Special Use application for the addition of a new Bed and Breakfast operation submitted by Bruce and Peggy Van Wagoner, 1073 62<sup>nd</sup> Street, Pullman, Michigan 49450(Parcel # 0302-001-007-20). The applicant wishes to operate the existing single family residential structure as a B & B and rent three or four bedrooms. The building is located in the Ag(Agricultural) Zone which allows the use as a "Special Use". The applicant must also comply with the requirements of Chapter 15, Special Uses, Section 15.03D, specific requirements for a Bed & Breakfast, and Chapter 17, Site Plan Review.

Also on the agenda, from the same applicant, is a request for a second Special Use Permit for the operation of a Special Events Venue to be located on the same site. The existing barn would be used primarily for wedding events of 100 or less occupants, but may house other gatherings with a similar occupant load unless the building is protected by a sprinkler system. An ancillary tent for overflow guests may be used if allowed by the Planning Commission and approved by the Fire District. The applicant must also comply with Chapter 15, Special Uses, Section 15.03UU, Specific Use Standards for a Special Events Venue, and Chapter 17, Site Plan Review.

The Planning Commission will adjudicate the Special Uses and Site Plan and either approve, approve with conditions, or deny the uses and/or plan. If time permits, the regular meeting will occur following the hearings.

The application, site plans, and all other pertinent information may be viewed at the Township Hall during regular business hours. All interested parties may comment regarding the proposed use by attendance at the meeting or by letter or fax prior to the meeting. Your letter or comments will become part of the permanent record.

Facilities for impaired persons shall be made available upon 7 days notice to the Clerk.

Cheryl Brenner  
Casco Township Clerk  
Phone-269/637-4441

Alfred J. Ellingsen  
Zoning Administrator  
Fax-269/639-1991

(Please place in the South Haven Tribune for publishing on 12 August 2018)

WITH REGARDS TO QUESTIONS POSED BY TOWNSHIP DIRECTOR PERTAINING TO OUR EVENT VENUE:

**SECURITY:** Safety and security will be our number one objective so that all events and all attendees will in a be safe and secure environment.

1. Prior to any event, we would notify all first responders to date, type of event and times - including State Patrol and SHAES
2. We plan to install security cameras strategically placed
3. We will enforce a smoke free event venue
4. EXIT signs will be posted above doorways per code
5. Fire extinguishers will be placed in kitchen, bar area and in the main part of barn
6. Smoke alarms will be installed per code requirements.
7. First Aid Kits will be readily accessible.
8. A protocol list will be posted and also shared with the key event planners for each event.

**LIGHTING:** Per the Master Plan regulations, we plan to install 8 vintage goose neck post lamps - **down lights** - around the perimeter of the car park and at entrance of the venue. There will also be an "up" light highlighting the flagpole, and coach lights on the entrance into the

barn. . The post lamps will be 16' in height. We have discussed the illumination with the distributor and our electrician and are confident this will meet the **1 lumen square foot** requirement and will not be invasive to any surrounding properties.

**CHANGES IN FOOTPRINT OF PROPOSED ADDITION TO BARN:**

After meeting with architect, we decided, it would be best to design the new addition on the barn to be symmetrical. In order to accomplish this, the width of proposed addition was cut back to a depth from 24-28' to 16'. Hence,

in order to achieve the facilities' additions (bathrooms, catering kitchen, and dressing areas) we chose to wrap the back corner of barn for the square footage we needed. We also decided to add a covered entrance into the barn to protect guests from inclement

weather and also a overhang across rear of barn that not only provides coverage for the openings but also is more aesthetically appealing.

**SHAES** The Fire Chief, Tony Marsala, has visited the property and indicated that everything was in order. The barn for 100 guests inside without a sprinkler - anything over to be outside. Also went over the fire escape doors which have been addressed according to code on the new addition.

**ADA Compliant Bathroom Facilities:** As shown on the blueprint, the bathrooms are ADA Compliant.

*We believe we have gone over and above what has been required to create an aesthetically pleasing venue but also to insure everything meets code requirements and then some. Our goal is to provide beautiful, secure and safe environment for all our guests and a venue that will highlight Casco Township in a positive manner.*

*Approved*

# **CASCO TOWNSHIP**

**Alfred J. Ellingsen**

**Building Inspector – Registration #003075**

**Zoning Administrator**

**7104 107<sup>th</sup> Avenue**

**(269)637-4441 / Fax (269) 639-1991**

**21 August 2018**

**To: Casco Township Planning Commission**

**Re: Special Events Venue**

**Parcel # 0302-001-007-20 Approximately 30 acres**

**Applicants: Bruce & Peggy Van Wagoner**

**Property address: 1073 62nd, Pullman, Michigan 49450**

**Agricultural Zone**

**Document List:**

- 1. Site & Utility Plan prepared by Mitchell & Morse.**
- 2. Zoning Ordinance amendment adding Section 15.03UU, Special Events Venue.**
- 3. Application and documents for Special Use and Site Plan Review.**
- 4. Site Plan Review checklist prepared by Zoning Administrator.**
- 5. Notice published in South Haven Tribune and sent to property owners within 300 feet of the proposed project.**
- 6. Applicants narrative and specific answers to Final Site Plan Requirements.**
- 7. Road Commission Permit**
- 8. Health Department Permits for Well and Septic System.**
- 9. Letter from Health Dept. regarding food service on premises.**
- 10. Applicants narrative and specific answers to Section 15.03UU.**
- 11. Plumbing Code requirements for bathroom facilities.**
- 12. Draft drawing of parking area(Approximately 50 vehicles).**

**This is the first request for approval of a Special Use allowed by the new Zoning Ordinance amendment adding Section 15.03UU, Special Events Venue. Over the last five years at least 6 individuals or couples have requested this use primarily in the Agricultural(AG) Zone or the Rural Residential(RR) Zone. The PC finally recommended to the Township Board the addition of this use, and with the aid of Williams & Works, that the use be allowed only in the Ag Zone, but not the RR Zone. The Board adopted the amendment and became effective on 7 May 2018.**

**The applicant has provided information that states compliance with Section 15.03UU regarding specific requirements for the particular use as shown in**

**Document #10. The Commissioners should dialogue with the applicants in regards to these 12 requirements for this use.**

**The Commissioners would then need to address the General Standards found in Section 15.02C1 to determine if the use is 1)reasonably compatible with the general area and the Master Plan; 2) does it change the existing or intended character of the general vicinity; 3) is the use excessively detrimental to any persons, property, or the general welfare because of noise, traffic, smoke, fumes, glare, odor, or similar conditions; 4)does the use strain the capacities of public services; 5) is the use compatible with the natural environment and the rural nature of the Township.**

**Be reminded that the Planning Commission, after a duly noticed public hearing, recommended to the Township Board that the use be allowed as a Special Use as long as the 12 requirements in Section 15.03UU were diligently followed and the use would not create an excessive nuisance. The Board adopted the amendment and the applicants appear to be compliant with the precepts of the amendment.**

**The Commissioners should then weigh all of the documentation and the testimony of the applicant and the general public to determine if the Special Use should be approved, denied, or approved with conditions.**

**If the Special Use is approved or approved with conditions, the Commissioners must proceed with the process of Site Plan Review.**

**I have added the Site Plan Review Checklist into your packets based upon the 29 items listed in Section 17.03C and whether each item is Provided(P), Not Applicable(NA), or Not Provided(NP) since the applicant wishes to obtain final site plan approval for the project. The applicants have also provided a checklist with case specific information for each item applicable to this specific use.**

**Items 1 thru 7 inclusive have been provided on the Site Plan except for the seal which I do not believe is necessary since the plan was prepared by a local professional. Part of item 8 has been provided regarding the acreage for each use of land. Required setbacks are shown as requested in item 9 and dimensions of each existing and proposed structure are provided. Items 10 and 11 are not applicable. Item 12 is provided except for cross sections. Item 13 does not appear to be applicable to this project. Items 14 thru 16 inclusive are provided; approximately 50 parking spaces are available for guests. Items 17 thru 19 are not applicable. Items 20 to 23 are provided; a soil erosion permit should be issued by the Allegan County Health Department for this project since the excavation will be within 500 feet of a pond. A dense vegetative buffer currently exists between the buildings to be used for the events and on the south, north and east lot lines. Some large mature trees and other vegetation basically hide the house and the barn from vehicle traffic on the west side of the parcel adjacent to the right-of-way. No new landscaping would be added unless the Commisioners require additional buffering next to the parking area. Item 24 is not applicable. Items 25 and 26 were not provided, but may not be**

necessary for this development. Item 27 has been provided; the Allegan County Health Dept., Drain Commissioner, and SHAES have been contacted or have reviewed the project and provided attached documentation; driveway into and out of the parking area and residence is sufficient and an acceleration/deceleration lane is shown on the Site Plan. Since this is not a multi-parcel development item 28 is not applicable. Item 29 has been provided.

The Commissioners must review the 20 standards found in Section 17.07 A thru T inclusive to determine if the site plan would be granted approval. Some of the standards may not apply to this particular use and the "standards shall not be regarded as inflexible requirements, and are not intended to discourage creativity, invention, or innovation." I have enclosed a copy of Section 17.07 of the Zoning Ordinance for your convenience while you are reviewing the site plan at home to see if the plan is compliant with these standards. Use the blank page on the back for notes or questions.

I have discussed the Event Venue(Banquet Hall) use with an agent of the Liquor Control Commission and he stated that as long as the caterer or the wedding party's family provide and serve the alcoholic beverages and do not charge any remuneration, no license is necessary for the owners of the Event Venue. If any food prep is done on site the caterer would need a temporary food license for the property.

The applicant has provided a draft drawing for the parking lot configuration showing angled parking for 50 vehicles with one way internal roadway. However, assuming 200 guests/staff and 3 persons/vehicle means 16 more spaces may be necessary.

The applicants are aware that the maximum occupancy load for the barn itself is 100 persons unless an automatic fire suppression sprinkler system is installed and operational. Any guests exceeding that limit may be housed within a tent erected behind the existing barn or out of doors. The applicants have stated a maximum number of guests would be 200 persons on the property for any event.

A band or DJ will probably occupy the upper mezzanine within the barn. In order to determine compliance with the adopted noise ordinance, the applicants and I will perform a sound test to determine the decibel levels within the barn with music at a normal intensity or higher and then at the closest property line, which would be at the road with the doors open and then closed.

I believe that the Commissioners should additionally question the applicant regarding the following items:

1. Discuss who and how any security issues would be handled.
2. Determine the intensity and illumination patterns for the additional exterior on site lighting; also shielding and placement on the site plan.

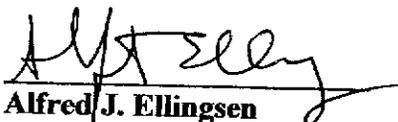
3. Discuss recent ideas regarding changes in the footprint of the proposed additions to the barn.
4. Formal Plan Review from SHAES has not yet been provided as of the date of this report.
5. Access from the parking lot to the building and bathroom area must meet Barrier Free and ADA requirements.

I have asked Mr. & Ms. VanWagoner to allow the members of the Planning Commission to tour the existing complex. I believe it would be imperative that each member of the Commission perform an on site inspection to determine if the plan is compatible with the required standards. Please call 847/345-3708 to set a time for the tour, and remember no more than 3 members could be on site at the same time due to the quorum rule for meetings.

I believe that this is a viable project and that sufficient information has been given to the Commissioners to come to an informed decision. As always, the Commissioners may also ask for any additional reasonable information or add reasonable conditional requirements that are deemed necessary to protect the health, safety, and welfare of the occupants within the project and the Township citizenry in general. If the Commission approves the Special Use and approves the Site Plan I would ask the applicants to submit an "as built" site plan if the Commissioners request any additions or changes to the submitted plan. The members can then sign off on this document at a later date.

Also, if any member of the PC believes they know of other items that I may have missed in my review, please bring it to the attention of all the members.

Please note that I have also enclosed the documents for the Bed and Breakfast Special Use Permit. The same site plan can be used for both uses. I will email a report for the B&B within a few days to each member.

  
Alfred J. Ellingsen

SITE PLAN REVIEW CHECKLIST

NA, NP, or P	Final Site Plan Requirements
P	1. An inset location sketch showing at a minimum, properties, roads, and use of land within one-half (1/2) mile of the site.
P	2. Legal description and parcel number of the subject property.
P	3. The date, north arrow and scale.
P	4. Name and address of the property owner or petitioner.
P	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.
P	6. Seal, name, and address of the professional individual responsible for preparation of the final site plan.
P	7. Property lines and required setback lines shown.
P	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.
P	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.
NA	10. Specific location of existing and proposed stormwater facilities including stormwater calculations.
NA	11. Detailed design for all utilities, including any proposed connections to public or private community sanitary sewer or water supply systems.
P	12. Dimensions and radii of all existing and proposed drives, cross sections of roadways, acceleration/deceleration lanes.
NA	13. Recreation areas, common use areas, floodplain areas, and areas to be conveyed for public use purpose.
P	14. Existing zoning and use of all properties abutting the subject property.
P	15. Design and location of sidewalks and trails.
P	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. <span style="float: right;">→ Need</span>
NA	17. Development agreement (as required).
NA	18. Easement descriptions and dedications.
NA	19. Approved road names.

<b>Final Site Plan Requirements</b>		
P	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.
P	21.	Any signs not attached to the building(s).
P	22.	Site grading plan.
P	23.	Location of all solid waste disposal facilities, including recycling, and screening.
NA	24.	Location and specifications for existing or proposed outside, above or below ground storage facilities for hazardous materials.
NP	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.
NP	26.	Detailed means of protecting natural features during construction.
P	27.	Written reviews and approvals by the Allegan County Road Commission engineer, Allegan County Drain Commissioner and South Haven Area Emergency Services fire inspector.
NA	28.	Where required, a 433 Agreement with the Allegan County Drain Commissioner.
P	29.	Any changes to the originally submitted narrative.

Key- NA = Not Applicable

NP = Not Provided

P = Provided

Table 403.1

# 11

FIXTURES, FAUCETS AND FIXTURE FITTINGS

403.2 Separate facilities. Where plumbing fixtures are required, separate facilities shall be provided for each sex.

Exceptions:

1. Separate facilities shall not be required for private facilities.
2. Separate facilities shall not be required in structures or tenant spaces with a total occupant load, including both employees and customers, of 15 or fewer.
3. Separate facilities shall not be required in mercantile occupancies in which the maximum occupant load is 50 or fewer.

R 408.30722

403.2.1 Family or assisted-use toilet facilities serving as separate facilities. Where a building or tenant space requires a separate toilet facility for each sex and each toilet facility is required to have only one water closet, two family or assisted-use toilet facilities shall be permitted to serve as the required separate facilities. Family or assisted-use toilet facilities shall not be required to be identified for exclusive use by either sex as required by Section 403.4.

403.3 Required public toilet facilities. Customers, patrons and visitors shall be provided with public toilet facilities in structures and tenant spaces intended for public utilization. The number of plumbing fixtures located within the required toilet facilities shall be provided in accordance with Section 403 for all users. Employees shall be provided with toilet facilities in all occupancies. Employee toilet facilities shall be either separate or combined employee and public toilet facilities.

Exception: Public toilet facilities shall not be required in:

1. Open or enclosed parking garages where there are no parking attendants.
2. Structures and tenant spaces intended for quick transactions, including takeout, pickup and drop-off, having a public access area less than or equal to 300 square feet (28 m<sup>2</sup>).

403.3.1 Access. The route to the public toilet facilities required by section 403.3 shall not pass through kitchens, storage rooms, or closets. Access to the required facilities shall be from within the building. All routes shall comply with the accessibility requirements of the Michigan building code. The public shall have access to the required toilet facilities at all times that the building is occupied.

R 408.30758

TABLE 403.1  
MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES\*  
(See Sections 403.1.1 and 403.2)

NO.	CLASSIFICATION	OCCUPANCY	DESCRIPTION	WATER CLOSETS (URINALS: SEE SECTION 419.2)		LAVATORIES		BATHTUBS/ SHOWERS	DRINKING FOUNTAIN** (SEE SECTION 470)	OTHER
				MALE	FEMALE	MALE	FEMALE			
1	Assembly	A-1 <sup>d</sup>	Theaters and other buildings for the performing arts and motion pictures	1 per 125	1 per 65	1 per 200		—	1 per 500	1 service sink
		A-2 <sup>d</sup>	Nightclubs, bars, taverns, dance halls and buildings for similar purposes	1 per 40	1 per 40	1 per 75		—	1 per 500	1 service sink
			Restaurants, banquet halls and food courts	1 per 75	1 per 75	1 per 200		—	1 per 500	1 service sink
		A-3 <sup>d</sup>	Auditoriums without permanent seating, art galleries, exhibition halls, museums, lecture halls, libraries, arcades and gymnasiums	1 per 125	1 per 65	1 per 200		—	1 per 500	1 service sink
			Passenger terminals and transportation facilities	1 per 500	1 per 500	1 per 750		—	1 per 1,000	1 service sink
			Places of worship and other religious services	1 per 150	1 per 75	1 per 200		—	1 per 1,000	1 service sink
A-4	Coliseums, arenas, skating rinks, pools and tennis courts for indoor sporting events and activities	1 per 75 for the first 1,500 and 1 per 120 for the remainder exceeding 1,500	1 per 40 for the first 1,520 and 1 per 60 for the remainder exceeding 1,520	1 per 200	1 per 150	—	1 per 1,000	1 service sink		

(continued)

Application Fee  
Letter - Van Wagoner  
Site Review Check

SITE PLAN REVIEW/SPECIAL USE/PUD APPLICATION & REQUIREMENTS

1. Applicant Information:

Name Bruce & Peggy VAN WAGONER  
Address 1073 62nd St City Pullman State MI Zip 49450  
Telephone 847.345.3708 Fax \_\_\_\_\_  
Person in charge of project \_\_\_\_\_

2. Property Information:

Address: 1073 62nd St  
Parcel #: 0302-001-007-20; Do you own the parcel? Yes ; No \_\_\_\_\_  
Current Zoning AG 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:

Name Mitchell & Morse Address 234 Veterans Blvd  
City South Haven State MI Zip 49090 Phone 269 637 1107 License # 47966

5. State proposed use of property:

Bed & Breakfast

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 Peggy Van Wagoner Date July 18, 2010

For Office Use: Date Rec'd: \_\_\_\_\_; Fee Rec'd \$700; Fee Amt. \_\_\_\_\_ Hearing Date \_\_\_\_\_

Remarks: \_\_\_\_\_

## SPECIAL USE PERMIT FOR BED & BREAKFAST ADDENDUM

Per the Master Plan for Casco Township regarding special permits for a Bed & Breakfast, I believe we have met and are compliant with the rules and regulations required.

We will be living on the property while accommodations are offered in our home. For the past 4 years, we have successfully owned and operated a Bed & Breakfast in Florida along with 2 separate villas we rent out on a short term basis. We have never received a negative review from our guests and have met with our township board regarding our operation. They have always been extremely complimentary in regards to how we operate our businesses and also appreciate the amount of business our guests bring into our village.

It is our goal to operate this Bed & Breakfast in the same manner - with great care and detail, so not only the guests have an incredible experience, but where we can make their stay in our area of Southwest Michigan one of their most memorable times.

Currently we will offer 3 - 4 bedroom suites but would like to eventually have a total of 6 guest suites. Our accommodations include:

4 bedroom suites - each with a private bathroom

Several common areas

Pool/Pool house with 2 bathrooms

Plenty of parking on the grounds - 3 - 4 spaces closest to house and extra spaces by the barn

Thank you for your time and consideration to grant our permit.

Bruce & Peggy Van Wagoner

August 23, 2018

TO: CASCO TOWNSHIP BOARD

FROM: BRUCE & PEGGY VAN WAGONER

RE: SPECIAL USE PERMIT FOR PROPERTY @ 1073 62nd Street - to be used as a Bed & Breakfast

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 a Bed & Breakfast - 3 to 4 bedrooms. We live on the property and will continue to reside on the property so we can monitor and maintain the integrity and character of our home. There is parking for 3 cars between carriage house and main house and an additional space for 2 cars in the front of the house. We also have ample parking around the barn area.

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. The area between the house and the carriage can accommodate 3 parked cars. We also have a parking area in the front of the house for 2 additional cars and there is ample  
for additional parking in the car park.

#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

TO: CASCO TOWNSHIP PLANNING COMMISSION

FROM: BRUCE & PEGGY VAN WAGONER

DATE: AUGUST 22, 2018

RE: BED & BREAKFAST PERMIT

In compliance with the Master Plan for Specific Use Regulations - D - Bed & breakfasts establishments, - we would like to submit :

1. Our home is a detached single family dwelling located on 30 acres.
2. Our wells and sanitary sewer systems are all compliant and approved by the Allegan County Health Department.
3. We are located on 62nd Street - Casco Township. - which is paved and maintained by Allegan County Road Services.
4. We have ample parking on all sides of house and the property is bordered with trees and woods. There is enough space for 3 cars between the house and the carriage house and an additional 2 car space in front of main house. In addition, we have ample parking close to the barn.
5. We have a 30 acre parcel. We plan to offer 3 -4 bedroom suites with the possibility of maximizing a total of 6 future suites.
6. We plan to have a custom sign made which will be in compliant with the sign size requirements. We will follow all guidelines as for the size, lighting of sign and location.
7. We are the owner and operator and will be living on site.
8. WE fully understand regarding any additional specialty accessory or gift items within

a 3000 square foot area.

9. We will only offer meals to our family, employees or overnight guests.

10. To our knowledge, there are no other Bed & Breakfast establishments close to our location -

11. We do not have any exterior refuse storage facilities other than what we normally have. Our refuse is always in containers supplied by Republic and kept in our garage until garbage day.

4. One (1) non-illuminated sign measuring no more than four (4) square feet may be permitted if attached to the principal structure.

**B. Airports and landing fields and rotorcraft**

1. The minimum lot size shall be twenty (20) acres.
2. All structures directly associated with the use shall be set back a minimum of one hundred (100) feet from all property lines.
3. The airport shall not be located within five hundred (500) feet of any school, church, or other public meeting places.

**C. Assembly Buildings**

1. Minimum lot size shall be ten (10) acres.
2. The proposed site shall front upon and have direct access to a paved County primary road.
3. Where the site abuts a residential zoning district, a buffer zone shall be provided along that property line. Grass, plant materials, and sight-obscuring fences or walls, of a type approved by the Planning Commission, shall be placed within the buffer.

**D. Bed and breakfast establishments**

1. The use shall only be established in a detached single family dwelling.
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.
3. The establishment shall be located on property with direct access to a paved public road.
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.
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.

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.
7. The establishment shall be inhabited by the operator.
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.
9. Meals may be served only to the operator's family, employees, and overnight guests.
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.
11. Exterior refuse storage facilities beyond what might normally be expected for a detached single family dwelling shall be prohibited.

**E. Campgrounds and recreational vehicle parks**

1. The minimum project size for a campground or recreational vehicle park shall be three (3) acres. The project shall provide direct vehicular access to a public or private road.
2. A minimum distance of fifteen (15) feet shall be provided between all recreational vehicles and tents within a project.
3. Public stations, housed in all-weather structures, containing adequate water outlet, waste container, toilet and shower facilities shall be provided.
4. Each project containing more than sixty (60) camping or recreational vehicle sites shall provide a masonry building containing showers and flush toilet facilities.
5. No commercial enterprise shall be permitted to operate on the project, except that a convenience shopping facility may be provided within a project containing more than sixty (60) camping or recreational vehicle sites. Such convenience store, excluding laundry and similar ancillary uses, shall not exceed a maximum floor area of one thousand (1,000) square feet.

Attachment 6

#3

\$700 For each application

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

SITE PLAN REVIEW/SPECIAL USE/PUD APPLICATION & REQUIREMENTS

- Applicant Information:**  
Name Bruce & Peggy Van Wagener  
Address 1073 62nd St City Pullman State MI Zip 49450  
Telephone 847-345-3708 Fax \_\_\_\_\_  
Person in charge of project Bruce & Peggy Van Wagener
- Property Information:**  
Address: 1073 62nd St  
Parcel #: 0302-001-007-20 ; Do you own the parcel? Yes  ; No \_\_\_\_\_  
Current Zoning AG Conforming use in zone? Yes  ; No   
Other action required?: Variance \_\_\_\_\_ ; Re-zone \_\_\_\_\_ ; Special Use
- Type of improvement (Check as many as applicable)**  
 New Building       Addition       Condominium       Site Condominium  
 Open Space Dev.       Subdivision       PUD  
 Other(Describe) \_\_\_\_\_
- Engineer or Surveyor Information:**  
Name Mitchell and Nouse Address 234 Veterans Blvd  
City South Haven State MI Zip 49090 Phone 269-637-1107 License # 47966
- State proposed use of property:**  
Event Venue
- 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.
- 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 Peggy Van Wagener Date July 18, 2018

For Office Use: Date Rec'd: \_\_\_\_\_ ; Fee Rec'd \$700 ; Fee Amt. \_\_\_\_\_ Hearing Date \_\_\_\_\_

Remarks: \_\_\_\_\_

**For Planning Commission Use:**

Hearing date: \_\_\_\_\_ Disposition \_\_\_\_\_

2<sup>nd</sup> Hearing \_\_\_\_\_ Disposition \_\_\_\_\_

3<sup>rd</sup> Hearing \_\_\_\_\_ Disposition \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Two copies of the approved site plans should be signed by the applicant and all Planning Commissioners present. One copy is retained for the permanent Township files and one copy is given to the applicant or his representative.

**Fee Policy - Added to all the pertinent non-refundable fees set forth in the Consolidated Fee Schedule will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. An escrow fund may be established at the beginning of the project based upon reasonable anticipated costs for such consultants. These costs must be paid whether the project is approved or denied. Any portion of this fund not used for the above purposes will be refunded at the completion of the review process. No building permits would be issued unless all fees are paid to the Township.**

TO: CASCO TOWNSHIP PLANNING COMMISSION

FROM: BRUCE & PEGGY VAN WAGONER

DATE: JULY 17, 2018

Under the Casco Township Planning Commission guidelines which have been approved and compliant under the township Master Plan, we respectfully submit our Site Plans for your approval for a special use permit to use our Barn/property - located at 1073 62nd Street, Casco Township - as a venue for special events. We have followed all guidelines according to the Site Plan requirements and are confident we will create an aesthetically beautiful venue while maintaining the natural beauty of our agricultural area. We would like to move forward as soon as possible and would really appreciate your timely consideration and response.

Thank you,



Bruce & Peggy Van Wagoner  
847 345 3708

Included with our Site plan:

- 1) Approval from Allegan County Road Commissioner
- 2) Approval from South Haven Fire/Emergency Services (we received guidelines from Tony Marsala - but said we are headed in the right direction)
- 3) Approval from Allegan County Drain Commissioner ( in for review with Drain Commissioner)
- 4) Allegan County Permits for Well and Septic
- 5) Scoping document from Consumer's Energy

# 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.

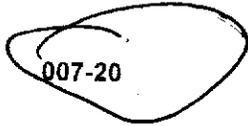
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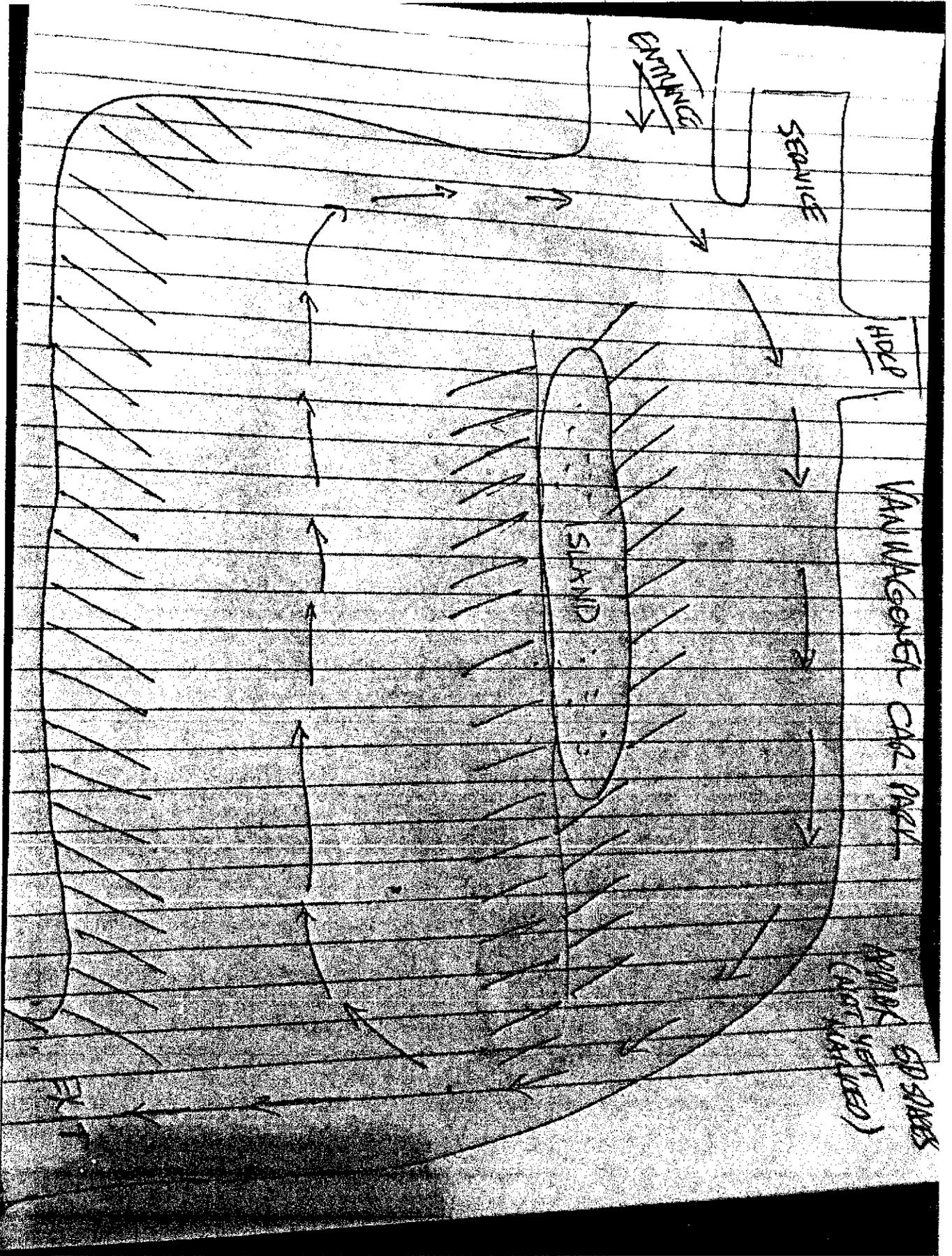
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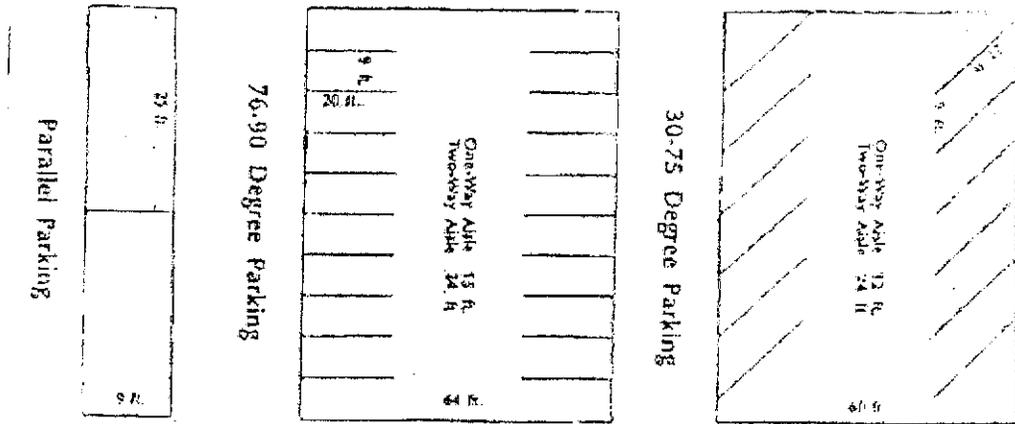
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Attachment #1

Parking

#12





layout not provided in the regulations shall be ten (10) feet in width, twenty (20) feet in length, and two hundred (200) square feet in area.

Parking Pattern	Two-Way Aisle Width	One-Way Aisle Width	Parking Space Width <sup>1</sup>	Parking Space Length <sup>2</sup>	Total Width Two Tiers of Spaces Plus Maneuvering Lane	
					One Way	Two-Way
Parallel Parking	18 feet	12 feet	9 feet	25 feet	30 feet	36 feet
30-75 degree angle	24 feet	12 feet	9 feet	21 feet	48 feet	60 feet
76-90 degree angle	24 feet	15 feet	9 feet	20 feet	55 feet	64 feet

<sup>1</sup> Measured perpendicular to the longitudinal space centerline.  
<sup>2</sup> Measured along the longitudinal space centerline.

**SECTION 18.04 PARKING LOT PLANS**

- A. Plans for the development of any parking lot must be submitted and approved, in conformance with the site plan review requirements of Chapter 17.
- B. The construction of any parking lot shall be in accordance with the requirements of the provisions of this Ordinance. Such construction shall be completed and approved by the Zoning Administrator before actual use of the property as a parking lot, and before a Certificate of Occupancy is issued.

**SECTION 18.05 OFF-STREET PARKING REQUIREMENTS**

- A. Required off-street parking spaces are noted in the table below for the uses listed. For those uses not specifically mentioned, the requirements for off-street parking shall be in accord with a use which the Zoning Administrator considers similar in type.

- B. When units of measurement determining the number of required off-street parking spaces result in the requirement of a fractional space that fraction shall require one (1) parking space.

USE	MINIMUM PARKING SPACE PER UNIT OF MEASUREMENT	
	UFA = Usable floor area	GFA = Gross floor area
<b>Residential</b>		
Senior housing, assisted living, nursing homes	One (1) for each four (4) beds	
Multiple family dwellings	Two (2) for each dwelling unit	
Senior independent living	One (1) for each dwelling unit	
Single family dwellings	Two (2) for each dwelling unit	
Two family dwellings	Two (2) for each dwelling unit	
<b>Institutional</b>		
Churches, theaters, assembly areas, auditoriums, gymnasiums	One (1) space for each three (3) seats or each six (6) feet of pew/bench length or one (1) space for each three (3) persons allowed within the maximum occupancy load established by any applicable codes or ordinances, whichever is greater	
Day care center	One (1) space per each four (4) persons, based on licensed capacity; plus six (6) off-street queuing spaces	
Group day care homes and group foster care homes	One (1) space for each four (4) clients, for which the facility is licensed	
Hospitals	Two (2) spaces per bed	
Libraries and museums	One (1) space per four hundred (400) square feet of UFA	
Schools: elementary and middle	One and one-half (1-1/2) spaces per classroom, plus amount required above for auditorium or gymnasium seating	
Schools: secondary, trade, industrial, and institutions of higher learning	One (1) space for each eight (8) students based on maximum occupancy load established by local, State, or fire code; plus one (1) space for each classroom; plus amount required above for auditorium or gymnasium seating	
<b>Commercial</b>		
Animal hospitals and kennels	One (1) space per four hundred (400) square feet GFA	
Beauty/barber shop	Three (3) spaces for each chair	
Bowling alleys	Four (4) spaces for each bowling lane plus required spaces for each accessory use	
Funeral homes and mortuary establishments	One (1) space for each fifty (50) square feet UFA	
Furniture, appliance and household goods retail sales	One (1) space for each eight hundred (800) square feet UFA	
Hotels and motels	One (1) space for each guest room, plus required spaces for any accessory uses	



ALLEGAN COUNTY HEALTH DEPARTMENT

3255 - 122nd Avenue, Suite 200, Allegan, MI 49010

Environmental Health 269-673-5415

PERMIT FOR ONSITE WATER AND/OR SEWAGE DISPOSAL SYSTEM

# 8

PERMIT NO

WS17-1176

TAX ID NO

02-001-007-20

PROPERTY INFORMATION

PROPERTY ADDRESS 1073 62ND ST CITY PULLMAN ZIP 49450

TOWNSHIP CASCO TWP SEC # 1 SUBDIVISION LOT #

OWNER/AGENT VANWAGONER BRUCE & PEGGY

ADDRESS 1073 62ND ST CITY PULLMAN ZIP 49450

HOME or CELL 847-354-9828 WORK PHONE EMAIL brucevanwagoner@gmail.com

This permit issued under the authority of Allegan County Health Department Water and Sewage Regulations. This permit authorizes the installation/alteration of a onsite water and/or wastewater system in accordance with information submitted, and Part 127 of Act 368, PA 1978 and/or Act 399, PA Act 1976, as amended. Upon issuance, this permit is valid for ONE YEAR and is subject to all conditions contained herein. This permit is not transferrable without written request. This permit is VOID if any changes are made without approval of this Department.

PERMIT TYPE

SEWAGE SYSTEM Non-Residential

WATER SUPPLY Residential

SEPTIC SYSTEM - Call for a FINAL INSPECTION at least 48 HOURS BEFORE covering the system.

WATER SUPPLY - Contact this office 24 hours prior to beginning construction of well. Well permit MUST be onsite prior to the drilling of any well. Water sample (bacteriological & nitrate) results must be submitted to ACHD prior to using the water supply.

DATE 07/04/18

[Signature]

DATE 07/04/18

[Signature]

SANITARIAN

SANITARIAN Emily McGrew

SEWAGE DISPOSAL PERMIT

X New Replacement

WATER SUPPLY PERMIT

X New Replacement

SITE CONDITIONS

Approved for conventional [checked]

Limiting Layer

Gravel or Gravelly Sand

Depth to Limiting Layer

36"

Distance from Surface

Soil Type

MINIMUM REQUIREMENTS

Dwelling Type

System Type Drained

No. of Tanks 0

Tank Size(s)

Pump Chamber

Pump Size

Absorption Field Area 1000

Aggregate Cover Straw

# of Bedrooms 0

Location Test Hole

Fill beneath field

Cut Down Depth inches

Special Construction Considerations:

Remove topsoil and ortstein at 36 inches. With remaining 24" - Place 12" on clean course sand, place gravel and tile on top of imported sand, then lay no more than 12" of cover on top of system. Maintain isolation distances from wells and any surface water (pond south/outback).

This system will serve the barn/venue, approx. 100 guests at 1065 62nd street.

REQUIRED MINIMUM PARAMETERS:

- 10 ft. from lot lines
50 ft. from ALL wells
100 ft. from ANY body of water
25 ft. from footing drains
25 ft. from steep slopes & ditches
Maximum Cover 24 inches
10 ft. from buildings & foundations

PERMITS expire in ONE YEAR.
Renewable upon request for one year.

LOCATION: As indicated on attached site plans.

Submit well log with in 60 days

Pump Type:

PLAT RESTRICTION [ ] > 70 gpm [ ]

See Attached

VARIANCE GRANTED [ ] WWAT Submitted [ ]

EXISTING WELL TO BE ABANDONED: No
Submit abandonment log within 60 days.

Use of existing well if not abandoned:

WITHIN 1/2 MILE OF CONTAMINATION SITE: [ ]

Special Construction Considerations:

Well construction activities shall comply with the Michigan DEQ Part 127, Act 368 of 1978, as amended. Installer to confirm septic location prior to drilling. For final permit approval, submit acceptable bacteria and nitrate analysis, a well log, and schedule this department for final inspection.

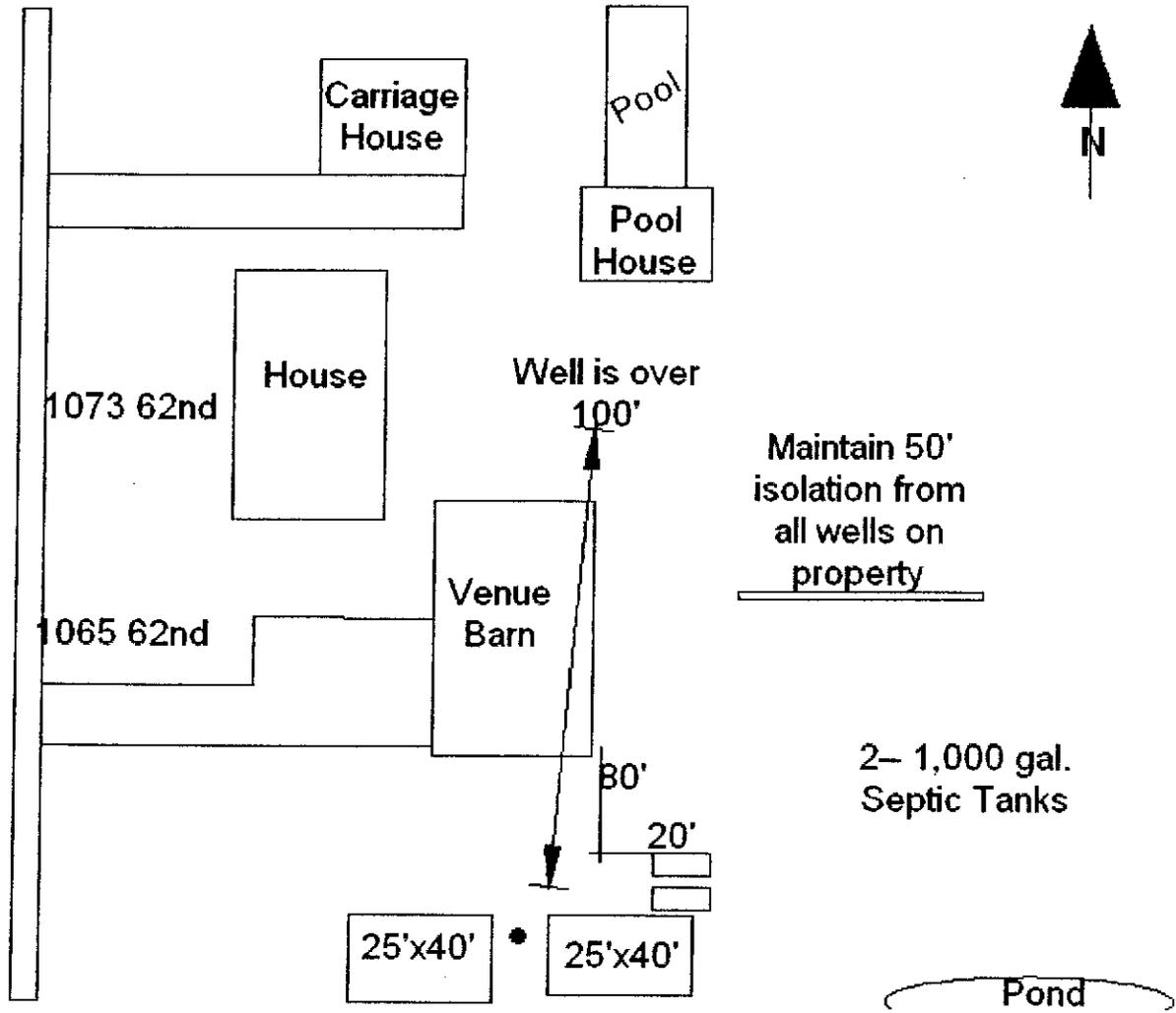
Well to serve barn/venue.

REQUIRED MINIMUM ISOLATION DISTANCES:

- 50 ft from On Site Sewage Disposal System
10 ft from municipal sewer
3 ft from overhang
10 ft from surface water
50 ft from fuel storage tanks
50 ft from basement lift pump
50 ft from basement crock

TYPE II & III Wells have additional isolation distances requirements. Contact Sanitarian for additional information.

THIS DRAWING IS PART OF THE PERMIT. THE DRAWING IS NOT TO SCALE. IF PROBLEMS OR QUESTIONS ARISE, DO NOT PROCEED: CONTACT THIS OFFICE IMMEDIATELY AT 269-673-5415.



#9



peggy van wagoner &lt;peggyvanwagoner@gmail.com&gt;

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**License requirement at wedding venue**

1 message

**Rebecca Long** <RLong@allegancounty.org>

Tue, Aug 21, 2018 at 11:29 AM

To: "peggyvanwagoner@gmail.com" &lt;peggyvanwagoner@gmail.com&gt;

Cc: Emily Mcgrew &lt;EMcgrew@allegancounty.org&gt;

Hi Peggy,

Just wanted to recap our phone conversation from this morning.

If your food providers are preparing all food at their licensed kitchen and only serving at your venue then you do not need a fixed food license.

With that I would do the following to ensure that your providers are going about this the right way:

Get a copy of their current food license

If they are doing any cooking, reheating, food prep (chopping, prepping vegetables, finishing off any food item; other than garnish) they will need to obtain a temporary food license to do so on your property)

Have a contract stating that they will adhere to the current food code. Currently the 2009 Michigan Modified FDA Food Code

I would install the separate handsink; which you stated you were already thinking of installing.

If in the future you would like to license the site, you will need to do a plan review and meet the requirements for a license kitchen.

I have attached a temporary foodservice application and the reference material. These items change so if it has been longer than a year check with us to see if there have been updates.

Thank you for contacting our department regarding this matter. Please feel free to contact me with any further questions.

Rebecca Long, REHS

Registered Environmental Health Specialist

Allegan County Health Department

3255 122nd Avenue Suite 200



Allegan, MI 49010

Phone: (269) 686-4517

Fax: (269) 673-4172

Public Health... Prevent... Protect... and Promote

Together, striving for a healthier Allegan County in which to live, learn, work, and play



Tell us how we are doing. Click on this link and go to the bottom of the webpage to provide your feedback.  
[www.allegancounty.org/health](http://www.allegancounty.org/health)

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**3 attachments**

-  **610.2.6a Temporary Food Application Process.doc**  
96K
-  **FI 231 rev. 2014 Temp Application.pdf**  
98K
-  **Guidance for Temp Application..pdf**  
479K

(269) 673-2184  
PERMIT TO CONSTRUCT A DRIVEWAY APPROACH

# 7

Permit# \_\_\_\_\_

Permission is hereby granted to construct the following driveway approach:

Date 7/12/18

DRIVEWAY TO: Residence  Commercial  Field  Private Road

Other (Description) \_\_\_\_\_

DRIVEWAY SURFACE: Pavement  Gravel  Cinders  Graded Only  Width \_\_\_\_\_ feet

CULVERT: Is a culvert required? Yes  No  Size \_\_\_\_\_ inches Length \_\_\_\_\_ feet

Type: Corrugated Metal  Reinforced Concrete  Double Wall Plastic

Installation work to be done by:

Property Owner  Contractor

LOCATION: Township CASSCO Section No. 1 County Road 62ND ST

Location in detail: \_\_\_\_\_

SPECIAL FEATURES: (Special drainage requirement, etc.) NO CONCRETE IN RIGHT OF WAY

AMOUNT OF FEE REQUIRED: 50.00 Check # \_\_\_\_\_ Cash \_\_\_\_\_

SKETCH: The attached sketch (if required) should include the exact location of the proposed driveway approach as described above, provisions for drainage; a cross-section of the right of way of there is grading in the right of way; a layout of the entire establishment if for a gasoline station or other commercial purpose (tavern, store, public garage, etc.)

Construction will begin on or about 7/12 20 18, and will be completed on or about 1/12 20 19.

THE APPLICANT HEREBY AGREES:

- (1) To provide, erect and maintain all necessary barricades, lights, warning signs and other devices to safeguard traffic properly while the work is in progress.
- (2) That the highway will at no time be closed to traffic.
- (3) To provide a deposit when requested, if the work is to be performed by the applicant or a contractor.
- (4) Where the drive is located in a curb section, the applicant will completely remove the existing curb and replace it with a standard concrete driveway return.
- (5) In all cases to notify the County Maintenance Superintendent at least 24 hours before starting work on a driveway.

A FURTHER CONDITION OF THE PERMIT shall be that the applicant shall well and truly pay all damages, fines, and penalties for which he shall become liable, arising out of the construction and maintenance of said driveway approach, including snow removal and defend and hold harmless the Allegan County Road Commission.

APPROVED BY:

[Signature]  
Date 7/12/18

Bruce Van Wagoner  
Printed Name

[Signature]  
Applicant's Signature

1065 62ND Street  
Applicant's Address

Pullman, MI 49450

This shall be a permit ONLY when signed by an authorized County Agent.