

REGULAR MEETING OF CASCO TOWNSHIP PLANNING COMMISSION

August 7, 2019; 7 PM

Approved with correction 9-18-19

Members Present: Chairman David Campbell, Secretary Lewis Adamson, Board Representative Judy Graff, ZBA Representative Dave Hughes and PC members Greg Knisley & Dan Fleming

1. **Call to order/Review-Approval of Agenda:** Meeting was called to order by Chairman Campbell at 7:00 PM. One item was added to the Agenda Master Plan Up Date.

2. **Interested Citizens in the audience will be heard on items NOT on the Agenda & Public Correspondence received:**

No correspondence from the audience.

3. **Approval of minutes:**

a. **07/17/2019 Joint PC/Board Meeting:** A motion by Fleming, supported by Graff to approve the minutes of 7/17/2019. All in favor. Minutes approved with 3 changes and one addition.

Attachment # 9 MZEA Laws available up on request

Attachment # 10 Planning Commission ByLaws available up on request

Attachment # 13 Off Road Vehicle Ordinance available up on request

Attachment # 14 Short Term Rental Report (Added)

4. **Calendar review (Campbell):** The most up to date calendar was issued on 6/17/2019

5. **Old Business:**

a. **Lighting** Lighting Ordinance Revised per 6/19/19 After a lengthy discussion one minor change was made. Roll call vote to have public hearing. Campbell yes, Adamson yes, Fleming no, Knisley yes, Litts no, Hughes yes, Graff yes

b. **Drainage** Drainage Ordinance Revised per 6/19/19. After a lengthy discussion it was approved by a Roll call vote to have a Public Hearing on 9/25/19. Campbell yes, Adamson yes, Fleming no, Knisley yes, Litts yes, Hughes yes, Graff yes

c. **Municode update:** Smalley reported almost ready just some minor changes needing to be made.

d. **Bed & Breakfast update:** Postponed to next meeting

e. **Special Meeting/Public Hearing Overview:** Public meeting will be scheduled for 9/25/19

f. **Master Plan Update:** Campbell will come up with question for PC review that will be sent to Casco Residents.

g. Any old business that may not be on the Agenda: None noted

6. New Business:

- a. Public Comment on New Business items:** None
- b. No New Business**

7. Township Report:

- c. Report of Zoning Administrator (Smalley):** Gave report
- d. Report from Township Board representative (Graff):** Gave report
- e. Report from Water/Sewer representative (Adamson):** There has not been a meeting.
- f. Report from ZBA representative (Hughes):** There has not been a meeting.

8. Adjourn: The meeting was adjourned at 8:57.

Added per corrected minutes 9-18-19

- Attachment #1: Agenda
- Attachment #2: Calendar
- Attachment #3: Lighting text
- Attachment#4: drainage text
- Attachment#5: Bed and Breakfast text
- Attachment #6: future text amendment tickle file
- Attachment#7: zoning administrator monthly report

Minutes prepared by Lou Adamson, Board Secretary

REGULAR MEETING OF CASCO TOWNSHIP PLANNING COMMISSION
August 7, 2019
7 PM

1. Call to order
2. Review/Approval of Agenda
3. Interested Citizens in the audience will be heard on items **NOT** on the Agenda & Public Correspondence received (2 minutes each)
4. Approval of minutes:
 - a. 07/17/2019 Regular Meeting
5. Calendar review (Campbell)
6. Old Business:
 - a. Lighting (Smalley)
 - b. Drainage (Smalley/Graff)
 - c. MUNICODE Update (Smalley)
 - d. Bed and Breakfast update (Smalley/Adamson)
 - e. Special Meeting/Public Hearing Overview (9/252019)
 - f. Any old business that may come before the commission
7. New Business:
 - a. Any new business that may come before the commission
8. Administrative Reports
 - a. Zoning Administrator (Smalley)
 - b. Township Board representative (Graff)
 - c. Report from ZBA representative (Hughes)
 - d. Water/Sewer representative (Adamson)
9. General Public Comment (2 minutes each)
10. Adjourn

Casco Township

Planning Commission

2019 Revised Calendar
6/17/2019

Month	Regular Mtg*	Special/Public Mtg**	Annual Mtg***
January	9th	(16th)****	
February	6th	(20th)****	
March	20th	27th	
April	17th	17th	6th
May	15th		
June	19th		
July	17th		
August	7th		
September	18th	25th	
October	16th		
November	20th	25th	
December	18th		

- *Regular meetings are scheduled for 3rd Wednesday of month. **Bold dates for February & August are 1st Wednesday and January 9th is the 2nd Wednesday** . All regular meetings will start at 7PM.
- ** Special/Public Hearings will be determined by PC Chair & Zoning Administrator based on PC criteria with required paper advertising and posting on Casco Website as needed. All Special Meetings will start at 6PM. The dates in this column are tentative until need is determined, PC members please hold these dates open at this time for possible scheduling.
- *** Focus of meeting will be PC operating procedures, minutes review, etc.
- ****To be determined by PC Chair & Zoning Administrator based upon applications/Board request in hand by December 17th, 2018 for a special/public hearing.

Section 1. Amendment of Section 2.31. Section 2.08 – Definitions – G is amended to add the following defined term to read as follows:

GLARE

The effect produced by brightness sufficient to cause annoyance, discomfort, or loss in visual performance and visibility.

GLARE, NUISANCE

Glare that creates an annoyance, aggravation, or discomfort but does not create a potentially hazardous situation.

GLARE, DISABLING

Glare that impairs visibility to the extent that it creates a potentially hazardous situation for either pedestrians or motorists.

SECTION 3.41 EXTERIOR LIGHTING

All outdoor lighting fixtures in the LDR, LR-A, LR-B, MDR Zoning Districts shall be designed and constructed in such a manner as to:

- A. Prevent direct light trespass across property lines and prevent light pollution that result in light glare, including nuisance glare or disabling glare.
- B. Lamps and luminaires shall be shielded, hooded and/or louvered to provide a glare free area beyond the property line and beyond any public right-of-way.
- C. The light from any illuminated source shall be designed so that the light intensity or brightness at any property line shall not exceed one foot candle.
- D. There shall be no lighting of a blinking, flashing, or fluttering nature, including changes in light intensity, brightness or color. Holiday lighting is exempt.
- E. Ensure that direct light is confined to the subject property per Figure 3-4.
- F. Lighting fixtures shall have 100% cut off above the horizontal plane at the lowest part of the light source per Figure 3-5.

Figure 3-4

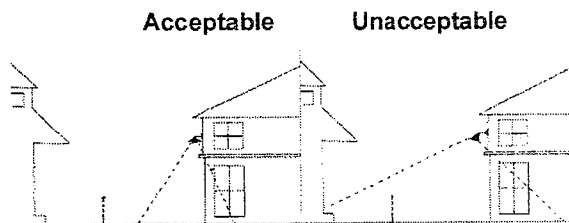
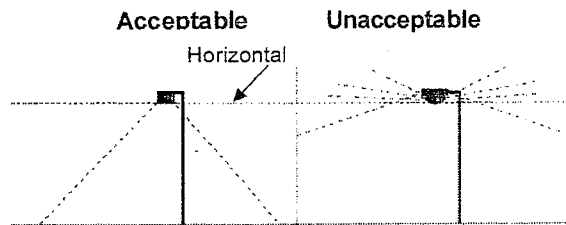


Figure 3-5



Casco Planning Commissioners Fwd: Next meeting

From: David Campbell Sr. (davecmich@yahoo.com)

Date: Thursday, August 1, 2019, 09:15 PM EDT

Dear all,

As a follow up to the August 7, 2019 Regular Meeting Agenda just distributed, I'm forwarding an email from Andy Litts asking several questions as part of his start up as a new member of the Commission effective July 17, 2019. I'm forwarding Andy's email to all Commissioners, Tasha Smalley (Zoning Administrator), and Janet Chambers (Recording Secretary). This email is being sent Bcc to all above noted recipients in order to **not** encourage an email discussion among the Commission prior to our open meeting on August 7, 2019 at 7PM.

Begin forwarded message:

From: Andy Litts <1andy.litts@gmail.com>
Subject: Next meeting
Date: July 31, 2019 at 7:59:09 PM EDT
To: davecmich@yahoo.com

Dave,

I was reviewing what was discussed at the last meeting. I know the lighting ordinance was voted to move on but can that be discussed again at the next meeting. I had a couple concerns with the language and wondered if that can be discussed. Also I know there is history here but have there been any formal complaints that have driven the need for an ordinance? Can those be reviewed? I understand I am late to the party here.

I would argue the same last two questions for the fire pit ordinance.

Thanks

Andy Litts
269-214-7736

David R. Campbell Sr., Chair
Casco Twp Planning Commission

AUG 7 2019

Tasha's revised text per 6-19-19 PC comments

Chapter 3 General Provisions

3.43 Grading and Filling

In order to protect adjacent properties, public roads, public water courses, and to provide adequate drainage of surface water, the following rules shall apply to all construction activities requiring a permit in the LDR, LR-A, LR-B, MDR zoning districts:

1. Flow restrictions: The final grade surface of ground areas surrounding a building or structure shall be designed and landscaped such that surface water flow away from the building or structure and is managed in a manner which avoids: increased flow into adjacent properties or public roads, the erosion or filling of a roadside ditch, the blockage of a public water course or the creation of standing water over a private sewage disposal drainage field.

2. Elevation restrictions: Filling with earth or other materials of a parcel of land to an elevation above the established grade of adjacent developed land is prohibited unless an engineer certifies that the adjacent properties will not be affected by the raise in grade

3. Natural watercourses which provide drainage from or through a proposed site shall be maintained in a natural state, or as an open grass swale, unless design flow clearly warrants the enlargement of the watercourse or deepening of the drain.

3.44 Storm Water Management

All lots shall retain storm water run off on-site, or detain it so as to allow discharge without any impact on adjacent lands, streams or water bodies, above the existing predevelopment runoff impact.

D. Bed and breakfasts establishments

1. The use shall only be established in a detached single family dwelling.
2. The establishment shall be inhabited by the owner or innkeeper.
3. The establishment shall be directly serviced by public water and sanitary sewer services, or such private water and sanitary sewer systems approved by the Allegan County Health Department.
4. The establishment shall be located on property with direct access to a public road.
5. Parking shall be located to minimize negative impacts on adjacent properties. All parking area 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 dwelling within fifty (50) feet of the parking area.
6. The number of quest rooms shall not exceed **nine (9)** guest rooms in any case.
7. 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.
8. Accessory retail or service uses, including but not limited to gift shops, art studio, wine tasting, antique shop, may be permitted provided the retail or service is for overnight guests only.
9. Meals may be served only to residents, employees, family members, and overnight guests.
10. Exterior refuse storage facilities beyond what might normally be expected for a single-family dwelling will be prohibited.

D. Bed and breakfasts establishments

1. The use shall only be established in a detached single family dwelling.
2. The establishment shall be inhabited by the operator.
3. The establishment shall be directly serviced by public water and sanitary sewer services, or such private water and sanitary sewer systems approved by the Allegan County Health Department.
4. The establishment shall be located on property with direct access to a ~~paved~~ public road.
5. Parking shall be located to minimize negative impacts on adjacent properties. ~~For B&B establishments not subject to special use approval~~ All parking area 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~~ *dwelling* within fifty (50) feet of the parking area.
6. The number of ~~guest rooms in the establishment shall not exceed three (3), plus one (1) additional quest 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 nine (9) quest rooms in any case.~~ *shall X* **nine (9)** quest rooms in any case.
7. 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.
8. Accessory retail or service uses, including but not limited to gift shop, art studio, wine tasting, antique shops, ~~bakeries, and other uses~~ **may be permitted** provided ~~they are cumulatively no more than three thousand (3,000) square feet in area.~~ *The retail or service is for overnight guests.*
9. Meals may be served only to residents, employees, family members, and overnight guests.
10. ~~No such use shall be permitted on any property where there exists more than one (1) other B&B establishment within seven hundred fifty (750) feet, measured between the closest property lines.~~ *Remove*
10. Exterior refuse storage facilities beyond what might normally be expected for a single-family dwelling will be prohibited.

Casco Township Planning Commission

Future Text Amendment Tickle File

Revised per 7-17-19 PC comments

7-17-19 Drainage issue / storm water retention – proposed text discussed;
More discussion at 8-7-19 meeting

_____ **Bed & Breakfast provisions** – to discuss 8-7-19

_____ **Site Plan Review provisions / simplify; 17.03 C #1 clarify provision to be on site plan; 17.03 C #18 clarify easements**

_____ **add Winery provision for SLU** – postponed for further discussion

_____ **add Telecommunication provisions for internet antenna**

7-17-19 Revise exterior lighting text – discussed revisions; revised text to look at 8-7-19

6-19-19 recreational fire pits – proposed text amendment was discussed; not an urgent matter; idea was ok'd to discuss in future for possible amendment.

_____ **review all special land use provisions for possible updates; make sure provisions are current with possible law changes, etc...**

_____ **MZEA updated March 2019, go thru ordinance for updates; revised definitions and new regulation** – postponed future discussion

Michigan Township Services Allegan

111 Grand
Allegan, MI 49010

~~Invoice~~

Date	Invoice #
8/5/2019	3417

Bill To
Casco Township 7104 107th Ave South Haven MI 49090

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Zoning July 2019		
0.25	7/18 violation letter Pershing Ave, rustic camping	50.00	12.50
2	7/2 office hours	48.00	96.00
2	7/9 office hours	48.00	96.00
0.5	7/9 misc tasks, municode update; minute packet for website	48.00	24.00
0.25	7/10 planning commission packet 7-17 meeting	48.00	12.00
0.25	7/12 Dan Way, Greenridge Realty, sunset shores setbacks attached garage	48.00	12.00
0.25	7/15 Sebastian Way 676 62nd, land div and min dwell regs	48.00	12.00
0.25	7/15 Devynn May, 802 64th pole barn regs	48.00	12.00
2	7/16 office hours	48.00	96.00
0.25	7/17Lynn Rogan setbacks in windcliff	48.00	12.00
2	7/17 planning commission	48.00	96.00
0.25	7/19 Adelstein, LD approval Longfellow	48.00	12.00
2	7/30 office hours	48.00	96.00
		Total	588.50