

Approved 11-20-19

Regular Meeting of
Casco Planning Commission
October 16, 2019, 7 PM

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

Absent: None

Staff Present: Zoning Administrator Tasha Smalley and Recording Secretary Janet Chambers and Allan Overhiser, Supervisor

1. **Call to Order:** The meeting was called to order at 7:00 PM by Chairman Campbell.
2. **Review/Approval of Agenda:** (Attachment #1) A motion by Hughes, supported by Adamson to approve the agenda with Administrative Reports being moved to #5 on the Agenda. All in favor. Agenda approved.
3. **Interested Citizens in the audience will be heard on items NOT on the Agenda & Correspondence received:** None
4. **Approval of minutes:**
 - a. **09/18/19 Regular Meeting:** A motion by Fleming, supported by Adamson, to approve minutes of 9/18/19. All in favor. Minutes approved as presented.
5. **Administrative Reports**
 - a. **Zoning Administrator (Smalley):** (Attachment #2) Smalley gave a report that included questions about a venue barn, tent camping on vacant properties, questions on possible development on 10 acres on 74th Street.
 - b. **Township Board representative (Graff):** Graff said the board will be meeting next Monday, October 21, 2019.
 - c. **Report from ZBA representative (Hughes):** Hughes said there will be a meet tomorrow (Thursday, October 17, 2019), with two variance requests.
 - d. **Water / Sewer representative (Adamson):** Water & Sewer Board reelected officers. Alan Overhiser was reelected as Chairperson. There will be a change on bills changing a \$5.00 O&M charge to township payment. This will not change the total charged, just the classification on the bill.
6. **Calendar review (Campbell):** Revised 2019 calendar. (Attachment #3) Goal to come up w/ final calendar by Dec. to publish. Special meetings.

- a. **Review remainder of 2019:** (Attachment #3). It was noted that November 25th is a Monday and is the next date for a Special Meeting. The date will not be used unless something comes up in the next couple of days.
- b. **Planning for 2020:** (Attachment #4) Smalley said she has been getting agendas out a week before the meetings. Site plans have been out in a timely manner. Smalley said she understands the reason for a "Special Meeting" date every other month was because applicants were coming in at the last minute. Smalley said in her opinion the applicant should come first before regular meetings. They are paying a \$700. fee and should take priority.

Discussion ensued about starting meetings for SLU at 6:00, followed by a regular meeting. One suggestion was to start all meetings at 6:00, whether there is a SLU or not. SLU meetings should be schedule one month in advance. Commissioners were agreeable to having all meetings start at 6:00. Discussion included having "Regular Meetings" be for SLUs and other meetings considered "Special Meetings" or "Workshops".

It was agreed the "Annual" meeting be called "Joint PC and Board" meeting and be in April but avoiding the school's Spring Break week.

It was requested that meetings not go on past 9:00. Discussion ensued about whether to put a time limit or not.

The calendar will be presented and voted on before December.

7. Old Business:

- a. **Master Plan – Survey Update (Campbell):** Campbell has been looking at other surveys. He suggested an exercise like what was done and the Joint PC and Board meeting, possibly sometime in January. ~~Campbell, Litts and Hughes will work as a committee to discuss a Master Plan Survey.~~ The hope is to have something in January or February.
- b. **Bylaw review process (Campbell):** Campbell said based on "A Guide to Planning & Zoning" the bylaws look pretty good. ~~Committee to discuss a Master Plan Survey~~ **Campbell, Litts and Hughes will work as a bylaw review subcommittee.** Discussion included the fact that approval and amendments to the Master Plan requires 2/3 vote.

Graff said she would like discussion and clarification on the "conflict of interest" section of the bylaws. What process is used to bring up a conflict of interest? Commissioners said a person with a conflict of interest not only does not vote, but also does not participate in discussion. The current conflict of interest section reads "if one has a direct financial involvement". Graff would like this clarified.

- c. **Public hearing summary / next steps (Campbell):** There was confusion on who was writing the minutes and they were not presented at the meeting. Lighting Ordinance (Attachment #6). Campbell said because they have not added anything new to the lighting ordinance, and because the PC approved part of the ordinance, another public hearing would not be required.

Discussion ensued on the proposed drainage issue, including the roll of the road commission and drain commission. It was agreed if there is more information to gain by inviting the Road Commission and the Drain Commission, that should happen.

Graff voiced her concern of urgency to get this done. It has been close to a year and she would not like it to be another year.

Campbell said drainage was a big issue when someone brought in a request for apartments on baseline. There were significant water issues.

Supervisor Overhiser said the ordinance is dealing with individual property owners. Not developments.

Discussion ensued including the fact that Building Codes covered drainage at one time. Building Codes have dropped the drainage issue, and some townships covered it in their zoning ordinances. Casco did not so it is not regulated. The drain commission has not kept ditches clear. New construction causes a lot of run off.

EGLE (previously DEQ) would deal with water that runs into the lake.

Commissioners and Supervisor Overhiser agreed that Supervisor Overhiser will talk to both the Road Commission and the Drain Commission about meeting with the PC to understand responsibilities, and what is needed in zoning.

- d. **Any old business that may come before the PC:** Graff said regarding the Tickle file, water trespass should be on the top of the list. When we get that done, work on the next item. Smalley said she has many things to add to the list and will bring them to the next meetings.

Discussion ensued on the topic of taping meetings. Minutes could be a brief overview and meetings could be taped. Smalley said typically if a tape is used, it would be used to type the minutes, then destroyed after minutes are approved.

Fleming said if meetings were more motion based, you could have discussion points and the vote.

Campbell said when he first came to the commission, minutes were not detailed. Minutes must be reviewed carefully to be sure they are reflecting the meeting accurately.

Fleming suggested if a commissioner feels something is missing, he/she could write a statement and have it attached to the minutes. The consensus of commissioners was to continue with minutes as we have been.

8. New Business:

- a. **Any new business that may come before the commission:** City of South Haven is in discussion about affordable housing not being available in surrounding townships. They are actively in discussion with South Haven Township about property East of McFadden's. In order to bring in industry, there needs to be affordable housing.

Supervisor Overhiser said there is more commercial property in South Haven Township, not in Casco.

Fleming said we don't allow farmers to subdivide and put houses on their land. That would be a zoning issue and a Master Plan issue.

9. General Public Comment:

Bill Chambers stated regarding affordable housing issues, STR has gotten hold and prices are going up. Professionals are leaving.

Chambers added, if you want to see the fruits of not watching water shedding correctly, two guys came in and bypassed the site plan requirements for a water & sewer district. The Kochs property on Beachview (Previously 102nd), is under water and trees are dying. They came in and piled 3+ ft. of spoils from the road on top of their development with no green space, sheds into subdivision behind it. Ditches are full. They were out trying to restore the ditch to get the weather off their own property. They did this under the idea that they are just individual property owners not developers. Developers or not, they bypassed the rules and guidelines.

10. **Adjourn:** Motion by Graff, supported by Knisley to adjourn. Meeting adjourned at 9 PM.

Attachment #1: Agenda

Attachment #2: Zoning Administrator Report (2 pages)

Attachment #3: 2019 Calendar

Attachment #4: 2020 Calendar

Attachment #5: PC Bylaws *-available upon request*

Attachment #6: Lighting Ordinance as approved by PC

REGULAR MEETING
CASCO TOWNSHIP PLANNING COMMISSION
October 16, 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 & Correspondence received (2 minutes each)
4. Approval of minutes:
 - a. 09/18/2019 Regular Meeting
5. Calendar review (Campbell)
 - a. Review remainder of 2019
 - b. Planning for 2020
6. Old Business:
 - a. Master Plan–Survey Update (Campbell)
 - b. Bylaw review process (Campbell)
 - c. Public hearing summary/next steps (Campbell)
 - d. 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

Michigan Township Services Allegan

111 Grand
Allegan, MI 49010

Invoice

Date	Invoice #
10/4/2019	3443

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
0.25	Zoning and Code Enforcement September 2019 Code Enforcement 1092 61st Street, Taylor, Blight letter	50.00	12.50
0.25	9/5 Andy Popowic, 117 66th St, garage setbacks	48.00	12.00
0.25	9/5 Mike, Apex Appraisal, 7364 North Shore & 800 North Shore zoning	48.00	12.00
0.25	9/5 Ed Tarkowski, sunset shores, setbacks and variance information	48.00	12.00
2	9/10 office hours	48.00	96.00
0.25	9/10 Tony Quinn, Kevin Whiteford, 46 68th St, event barn questions	48.00	12.00
0.25	9/10 Adam, LR-A&B min dwell regs	48.00	12.00
2	9/17 office hours	48.00	96.00
0.25	9/18 Robert Hubbard, purchased lots on Pershing, min dwell & setback questions	48.00	12.00
1	9/18 overnight camping memo, all properties on Pershings, Euclid, etc, North Shore Manor	48.00	48.00
2	9/18 Planning Commission meeting	48.00	96.00
2	9/24 office hours	48.00	96.00
2.5	9/25 ZBA packets process, Ph notice, 300 feet, review, copy, mail, etc - 2 applicants 10-17-19 meeting	48.00	120.00
0.5	9/25 Greg O'Neil 02-075-011-10 PUD information, possible 14 unit development	48.00	24.00
0.25	9/25 Nate, Merritt Midwest, 199 72nd, Land Div questions	48.00	12.00
Total			

Michigan Township Services Allegan

111 Grand
Allegan, MI 49010

Invoice

Date	Invoice #
10/4/2019	3443

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
2.5	9/25 Special Planning Commission meeting	48.00	120.00
0.25	9/30 Allan, 5 star realty, re: how many lots to build in Sunset shores	48.00	12.00
Total			\$804.50

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.

Casco Township

Planning Commission

2020 Calendar

Month	Regular Mtg*	Special/Public Mtg**	Annual Mtg***
January	15th		
February	19th		
March	17th		
April	15th		
May	20th		
June	17th		
July	15th		
August	19th		
September	16th		
October	21st		
November	18th		
December	16th		

1. Keep 3rd Wednesday for regular meeting dates?
2. Special meetings?
3. Annual meeting?

CASCO TOWNSHIP
ALLEGAN COUNTY, MICHIGAN

Ordinance No: _____

Approved Date: _____

Effective Date: _____

AN ORDINANCE TO AMEND THE CASCO TOWNSHIP ZONING ORDINANCE; ADD SECTION 3.41 EXTERIOR LIGHTING

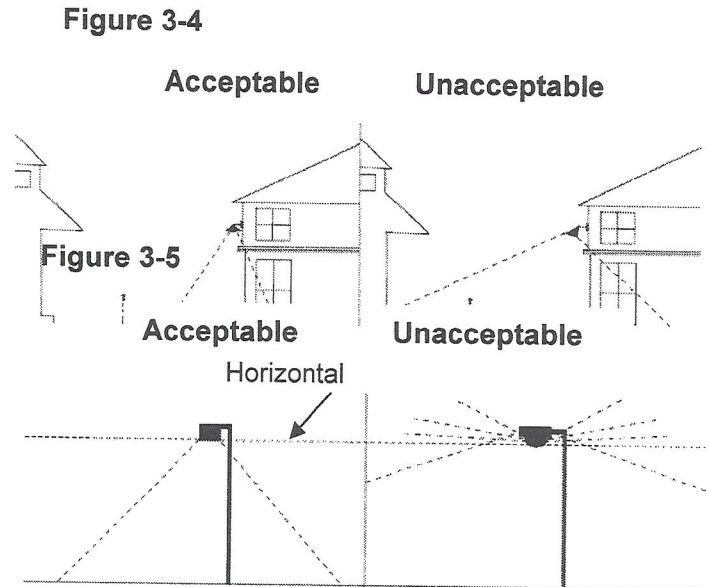
CASCO TOWNSHIP, ALLEGAN COUNTY, MICHIGAN HEREBY ORDAINS:

Section 1. Add to Chapter 3. Section 3.41 Exterior Lighting is added to the Zoning Ordinance to include the following:

SECTION 3.41 EXTERIOR LIGHTING

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

- A. Ensure that direct light is confined to the subject property per Figure 3-4 and 3-5.



Section 2. Effective Date. The foregoing amendment to the Casco Township Zoning Ordinance was approved and adopted by the Township Board of Casco Township, Allegan County, Michigan on _____, 2019, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended. This Ordinance shall be effective on _____, 2019, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Allan Overhiser,
Township Supervisor

Cheryl Brenner,
Township Clerk

CERTIFICATE

I, Cheryl Brenner, the Clerk for the Township of Casco, Allegan County, Michigan, certify that the foregoing Casco Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2019. The following members of the Township Board were present at that meeting: _____
_____. The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor and members of the Board _____ voting in opposition. A copy of the Ordinance or a summary was published in the _____ on _____, 2019.

Cheryl Brenner, Clerk
Casco Township