

Approved 11/18/2020

**Regular Zoom Meeting of Casco Township  
Planning Commission  
October 21, 2020, 6 PM (immediately following Public Hearing)**

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

**Absent:** None

**Also Present:** Zoning Administrator Tasha Smalley, Janet Chambers Recording Secretary, Paul Macyauski and Deputy Clerk Stanton

1. **Call to order and review agenda:** A motion by Hughes supported by Campbell to approve the agenda. Roll call: Campbell-yes; Adamson-yes; Litts-yes; Graff-yes; Hughes-yes; Fleming-yes; Knisley-yes. Motion carried with a 7-0 vote.
  
2. **Interested Citizens in the audience will be heard on items NOT on the Agenda, and Public Correspondence received:** None
  
3. **Accept Minutes**
  - a. **9/16/2020 Public Hearing on Lighthouse Estates (Attachment 1):** A motion by Hughes, supported by Campbell, to approve the minutes of 9/16/2020 Public Hearing. Roll call: Campbell-yes; Adamson-yes; Litts-yes; Graff-yes; Hughes-yes; Fleming-yes; Knisley-yes. Minutes approved as written with a 7-0 vote.
  
  - b. **9/16/2020 Regular Meeting (Attachment 2):** A motion by Hughes, supported by Campbell, to approve the minutes of 9/16/2020 Regular meeting. Roll call: Campbell-yes; Adamson-yes; Litts-yes; Graff-yes; Hughes-yes; Fleming-yes; Knisley-yes. Minutes approved as written with a vote of 7-0.
  
4. **Proposed 2021 Planning Commission Calendar (Campbell):**
  - a. **Approve Regular Meeting dates for 2021 (Attachment 3):** Campbell asked commissioners to look at the new 2021 calendar. He said officers will be elected at the January 20<sup>th</sup> meeting. The calendar lists the third Wednesday of each month as meeting dates, with possible extra meetings on the 4<sup>th</sup> Wednesday if needed.

A motion to approve the 2021 calendar as printed was made by Hughes and supported by Campbell. Roll call: Campbell-yes; Adamson-yes; Litts-yes; Graff-yes; Hughes-yes; Fleming-yes; Knisley-yes. MSC 7-0.

Fleming thanked Smalley for helping the PC get through Public Meetings in a timely manner, avoiding extra meetings.

Campbell said the Governor signed an act to allow virtual meetings due to Covid-19. Beginning January 1, 2021 members of a public body could participate virtually, via zoom, if they meet one

of three ~~medical~~ conditions. Any members participating virtually must state in the minutes who is attending remotely and where they are attending from. If they do not meet one of the 3 medical conditions, they must be present in the building.

Campbell will discuss this with the supervisor to see how they will handle it.

5. **Old Business:**

- a. **Update: Bylaws posting at Casco website (Smalley):** Campbell said they are still requesting the bylaws be posted on the website.
  
- b. **Update: Board decisions on amendments voted on by PC at our July 15, 2020 Public Hearing (Campbell):** Graff reported on the Board's decisions on amendments from the July 15<sup>th</sup> public hearing.
  - Adding a definition "Glaring" was approved
  - A definition for "nuisance" was not approved. The board would like the PC to relook at where the word nuisance is used and see if it can be replaced with other wording.
  - The firepit ordinance was not approved, but the board thought they could compromise by changing the 25' setback to 15'. Because there is a 15' building setback, adding this 15' setback for fire pits would still give 25' from the firepit to a dwelling. The Board also said the firepit ordinance should pertain to all single-family dwellings, not just rentals.
  - The excavation ordinance was discussed and tabled to the next board meeting after they have time to consider how it would be enforced.
  - The B&B amendment was approved unanimously.

Campbell said interpretation is the problem with the excavation ordinance. Campbell added the firepit ordinance will need a new draft and public hearing.

- c. **Planning Commission bylaw "around screen" discussion (Campbell):**
  - i. **Section 3.D "Other duties of the Township Zoning Act reserves for the Planning Commission "See your Bylaws:** Campbell pointed out Section 3, Duties of the PC include a capital improvement plan for parks, roads, etc. This would explain why the annual joint meeting was done in February in the past. If you want input from the community on capital improvements, February is a good time. Campbell asked PC members to give this some thought for future discussion.
  
- d. **2021 ZO Initiatives (Campbell):** Campbell said the following 3 items will need to be discussed by the PC in the future.
  - i. **Section 3.23 Projections into yards (previously distributed):**
  - ii. **Section 15.03.O Farm Market (Zoning Administrator):**
  - iii. **Section 19 Signs (previously distributed):**
  
- e. **Administrative Zoning Ordinance links at Casco website (Campbell)**
  - i. **Zoning Administrator FAQs:** Some of the points covered on the monthly report could be answered with a FAQ section.

f. **Any old business that may come before the Commission:** None

**6. New Business:**

- a. **Marijuana Regulations Ordinance Update (Graff):** Graff gave an update from the last board meetings. In August, the board reviewed a draft from Bultje. In September they discussed and made changes and wanted to see how an update would look. They discussed whether growing or activities should be in AG and RR. Smalley said it would only be allowed in AG or Commercial. The Board came to a consensus that if growing is allowed, a license to transport should also be approved. They also discussed whether if medical marijuana growing is allowed, maybe recreational marijuana growing should also be allowed, limiting both to growing. Monday Bultje will have another draft to discuss. Nothing was discussed about PC involvement.
- b. **Any new Business that may come before the Commission:** Campbell got information on Planning for Resilient Coastal Communities, a group being formed by Casco, City of South Haven and South Haven Township for discussion and planning for the coast. Campbell will forward information to all PC members. There is a virtual joint workshop meeting on Wed. 28<sup>th</sup> at 6 PM. Advanced registration is required and information on registering will be included in an email Campbell will be sending out. A subcommittee to represent Casco could be comprised of a couple of PC members and a couple of citizens knowledgeable or interested in the erosion problems along the coast.

Graff agreed with previous suggestions by Campbell for an overlay zone and erosion problems. Graff expressed interest in attending. She asked if she could pass the information on to interested residents. Campbell said it is open to the public if they register.

Litts also expressed interest in attending.

**7. Administrative Reports**

- a. **Zoning Administrator (Smalley) (Attachment 4):**
- Campbell asked about inquiries on Blue Star. Smalley said people want to know if cabins could be rented. They cannot. It is residential. Realtors have been advertising them as rentable cabins, so people call in and find the answer is no. The cabins need to be torn down.
  - Campbell asked if anymore came up on a Day Care Center. Smalley said no.
  - Litts asked about citations issued on the corner of 68<sup>th</sup> and 103<sup>rd</sup>. Smalley said there is property with 10 campers and 2 mobile homes, a park model and camper on the property and they are occupied. She sent them a letter and the Township will be taking them to court.
  - Campbell asked about blight letters and where the property is located. Smalley said Lakeview on the east side at the end of the road.
  - Graff asked if Smalley has checked into camping on Adams Road. Smalley sent a letter but has not heard back yet.

- b. **ZA Chair (Hughes):** Hughes said there have no been any meetings. He will be retiring after December. His spot on the PC will be filled by whoever fills his ZBA Chair seat.
- c. **Water/Sewer representative (Adamson):** Adamson said next Tuesday will be a meeting.
- d. **Township Board representative (Graff):**
  - Clerk Brenner reported that as of Monday there have been 900 requests for mail-in ballots and 530 have been returned.
  - A new lawn mower has been purchased to replace the stolen one. Insurance will pay full cost.
  - For the 2<sup>nd</sup> time Ron Ridley was named Fire Fighter of the Year. He has been on the force over 40 years.

8. **General Public Comment:** None

9. **Adjourn:** 7:30.

Attachment 1: Minutes 09/16/2020 Public Hearing  
Attachment 2: Minutes 09/16/2020 Regular Meeting  
Attachment 3: 2021 Proposed Calendar  
Attachment 4: Zoning Administrator report

Minutes prepared by Janet Chambers, Recording Secretary