

MINUTES
CASCO TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
TUESDAY, OCTOBER 21, 2014

Present Members: Eric Reeve, Stan Pankiewicz, Denise Page, Keith Teltow, Sue Macker, Cynthia Goulston.

Excused: Joe Stevens.

Also Present: Supervisor Ruemenapp, Planner Rod Arroyo, Debbie Lipps-Carbone, John Monte, Ron Draper, Rebecca Dunn.

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairperson Reeve.

THE PLEDGE TO THE FLAG

The Pledge to the flag was recited.

APPROVAL OF MINUTES

A motion was made by Member Pankiewicz, supported by Member Goulston to approve the August 19, 2014 minutes as presented.

Ayes: Members Pankiewicz, Page, Teltow, Reeve, Macker, Goulston.

Nays: None.

Abstain: None.

Motion carried.

APPROVAL OF AGENDA

A motion was made by Member Page, supported by Member Goulston to approve agenda as submitted.

Ayes: Members Teltow, Pankiewicz, Reeve, Page, Macker, Goulston.

Nays: None.

Abstain: None.

Motion carried.

COMMUNICATIONS

Chairman Reeve has had difficulty sending email communications and receives approximately half of them back undeliverable. Provide email addresses to Chairman Reeve prior to leaving tonight.

DISCUSSION FROM THE FLOOR

Rebecca Dunn plans to rent an office in the front of CCI Driveline on 26 Mile Road to run a small video and photography business. She and her husband are trying to branch out of their home and expand clientele to a larger location. They specialize in music videos, real estate videos, promotional videos, MMA fights, special events. They do 90% of their business off site and will use the office space for editing and meeting up to five clients weekly. Still photography and video is 50/50 of their current business. Equipment on site would be computers and digital equipment. It's estimated 300-400 sq. feet to be rented. There is approved parking onsite.

Planner Arroyo stated it falls under an industrial office building. There won't be any retail at the location. Chairman Reeve requested a copy of their business plan. Ms. Dunn requested approval as soon as possible. Planner Arroyo felt based on discussions he believes what she has submitted will be appropriate.

A motion was made by Member Goulston, supported by Member Pankiewicz to approve the zoning compliance permit for this site subject to review and approval by Planner Arroyo.

Ayes: Members Pankiewicz, Reeve, Page, Macker, Goulston.

Nays: Member Teltow.

Abstain: None.

Motion carried.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

- A) TOWNSHIP BOARD REQUEST FOR CLARIFICATION ON TOWNSHIP KENNEL AND ANIMAL HOSPITAL ORDINANCE

Township Board reviewed the proposed kennel ordinance and there were questions. Supervisor

Ruemenapp reported there was misunderstanding when they read the ordinance. A Board member got the impression these would be allowed in residential zoning without enough set back. Supervisor Ruemenapp asked her today if she had the same concerns and did not receive a reply. Supervisor Ruemenapp asked that the Planning Commission include language regarding having an owner on site and a resident must reside on the premises.

Planner Arroyo will add the requested amendment, which will amend an existing section and will not trigger a public hearing. This would be in the Ag district only, would not apply to commercial properties. Planner Arroyo would add it to Subsection 1, in an Ag district the kennel shall be operated by the owner and occupant of a single family residence on the same parcel.

Ron Draper had questions regarding the proposed ordinance, such as the intent and expressed a concern that this would not invite large scale kennels to the township. Limit on number of dogs as a part of a kennel are mandated by Animal Control and commercial kennels could only be placed in Ag. Mr. Draper had questions about what constituted a nuisance.

A motion was made by Member Goulston, supported by Member Pankiewicz by to add under Subsection 1, in an Ag district the kennel shall be operated by the owner and occupant of a single family residence on the same parcel.

Ayes: Members Teltow, Pankiewicz, Reeve, Page, Macker, Goulston.

Nays: None.

Abstain: None.

Motion carried.

NEW BUSINESS

A) FORMER McKENZIE ELECTRIC BUILDING SITE PLAN REVIEW

Site plan was distributed and a letter from Planner Arroyo. Planner Arroyo stated this is a request to add 1,000 s.f. to an existing 6,000 s.f. building, which will be added to the back of the building. Building material will be matched and there is adequate existing parking. Parties will be adding additional landscape to bring the site to compliance.

Member Teltow inquired whether the plans submitted have been reviewed by the Drain Commission and the Fire Marshal. John Monte stated they have been submitted to the Drain Commission due to a necessary modification to the drainage basin, and have not heard from the Drain Commissioner. The drainage basin will be deeper and reconfigured. Supervisor Ruemenapp stated the Drain Commission used to send a copy of the plans stamped after approval, but they don't do that anymore. Supervisor Ruemenapp will call the Drain Commissioner.

Member Teltow requested that any recommendation for approval be conditioned upon review and approval of the Drain Commission and Fire Marshal.

A motion was made by Member Teltow, supported by Member Goulston to approve the McKenzie Electric site plan conditioned upon receipt of written approval from the Fire Marshal and the Drain Commission.

Ayes: Members Teltow, Pankiewicz, Reeve, Page, Macker, Goulston.

Nays: None.

Abstain: None.

Motion carried.

B) REVIEW AND DISCUSS POSSIBLE CHANGES TO CURRENT LANDSCAPE REQUIREMENTS

Chairman Reeve stated this topic was placed on the agenda as a result of an internal discussion between Supervisor Ruemenapp, Chairman Reeve and Planner Arroyo regarding landscape requirements.

Planner Arroyo stated there has been a misunderstanding regarding changes to landscape requirements. The overall impact to property owner is more beneficial now than it was prior to amendments. Planner Arroyo supplied the following to illustrate the changes:



Planning Commission members, Chairperson Reeve asked as Planning Commission members travel outside Casco township to look at how other townships landscape in front of their businesses. Then be prepared to discuss at our next meeting. The goal is to see if our current landscaping requirements are appropriate or do they need to be updated.

C) DEVELOP A PROCESS FOR MINOR SITE PLAN CHANGES

Chairman Reeve asked for consideration in developing a process to allow for minor site plan changes which could potentially eliminate most of the hard and fast engineering rules and formal reviews for tiny changes in operations and/or uses and develop an internal process of approval.

Supervisor Ruemenap stated this might be allowed one time for a small increase in a building without having to go through a formal site review, being proposed to support business in the township. This could eliminate the expense of an engineer and a site plan review.

Planner Arroyo stated that an administrative review for a site plan is fairly common and wouldn't come to the Planning Commission, would save time and benefit residents and business owners in Casco Township. Discussion held regarding whether professional or non-professional drawing would be accepted and ability to make sure residents/business owners stuck to their submissions. Additionally, who at the township would review this to make sure it meets ordinances. Discussion was held regarding the requirement to submit drawings with less detail, enough to conform to ordinances and setbacks, which would be more cost effective.

Chair Reeve suggested this would not be for new development, limited to existing operations, the request not to exceed 10% of the existing structure, in other words expansion. Member Teltow expressed concern that it may not give the community a voice in the development process. Planner Arroyo will put together some proposals for further discussion.

John Monte requested that the Planning Commission spend time discussing this because it would be a big deal if approved. In his business as an engineer he often gets people that wish to expand their business or pave parking lots but find it cost-prohibitive due to cost of engineering and site approval.

D) SET A PUBLIC HEARING DATE FOR SPECIAL LAND USE REVIEW – CASCO TOWNSHIP PARKLAND

Supervisor Ruemenapp requested the Planning Commission set a public hearing to allow farming of the Casco Township Parkland.

A motion was made by Member Pankiewicz, supported by Member Page to set a Public Hearing for November 18, 2014 for a Special Land Use of the Casco Township Parkland.

Ayes: Members Teltow, Pankiewicz, Reeve, Page, Macker, Goulston.

Nays: None.

Abstain: None.

Motion carried.

) PLANNER'S REPORT

Planner Arroyo attended the State Planning Conference in Mackinaw and did a presentation.

) REPORT FROM COMMITTEES

Supervisor Ruemenapp distributed an opinion letter from Attoreny Dloski regarding a riding stable that's for sale and that a riding stable falls under Right to Farm. Richmond Township is swapping land to establish a new EMS site.

) ADJOURNMENT

A motion was made by Member Pankiewicz, supported by Member Page to adjourn at 8:43 p.m.

Ayes: Members Teltow, Pankiewicz, Reeve, Page, Goulston, Macker.

Nays: None.

Abstain: None.

Motion carried.

The next regular meeting of the Casco Township Planning Commission will be held at 7:00 p.m. on Tuesday, November 18, 2014 at the Casco Township Hall, 4512 Meldrum Road.

Chairman

Eric

Reeve

Christine

Ruemenapp,

Recording

Secretary

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