

MINUTES  
CASCO TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
TUESDAY, JANUARY 20, 2015

Present Members: Eric Reeve, Stan Pankiewicz, Joe Stevens, Keith Teltow, Sue Macker, Cynthia Goulston.

Also Present: Supervisor Ruemenapp, Planner Rod Arroyo.

Absent: Denise Page.

1. CALL TO ORDER

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

2. THE PLEDGE TO THE FLAG

The Pledge to the flag was recited.

3. APPROVAL OF MINUTES

A motion was made by Member Macker, supported by Member Goulston to approve the December 16, 2014 minutes as presented.

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

Nays: None.

Abstain: None.

Motion carried.

4. APPROVAL OF AGENDA

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

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

Nays: None.

Abstain: None.

Motion carried.

5. COMMUNICATIONS

Packets passed around dealing with Right to Farm, running public hearings for controversial subject matters and talking about accepted practices.

6. DISCUSSION FROM THE FLOOR

None.

7. PUBLIC HEARING

None.

8. UNFINISHED BUSINESS

A. ADMINISTRATIVE SITE PLAN APPROVAL ORDINANCE

Draft ordinance has been presented. Planner Arroyo made a number of changes as requested. Under Administrative approval he under (A) language to specify that 10% applies to 10% expansion from the original approved base and that it can also apply to an expansion of a building as well as

adding a new building up to 1000 sq. feet. Added (K), which is compliance with Americans with Disabilities Act and added notification that the Zoning Administrator shall notify Planning Commission within 30 days of any request for waiver. Supervisor Ruemenapp indicated the goal of this is if it was a minor revision, parking lot, etc. will give an option of waiving a seal of an architect, engineer or surveyor and that discretion is found under (6).

Chairman Reeve stated this provision assumes there is a good drawing to start with to base the waiver off of, and Planner Arroyo indicated if there's a question, such as an older plan, it may need to be brought up to date if there's a concern. Supervisor Ruemenapp indicated the Zoning Administrator would be reviewing the plans for setbacks and things like that.

Member Teltow indicated that the language regarding the Zoning Administrator shall notify the Planning Commission within 30 days of any administrative site plan review, when the Planning Commission hears about it it's a done deal. Planner Arroyo indicated if an issue arises out of an approval, such as an error or something approved against the ordinance, they would not be free from not doing it and Planning Commission could request the administrator to direct compliance. Chairman Reeve questioned if there would be a narrative by the Zoning Administrator regarding waiver requests. Planner Arroyo indicated Zoning Administrator would have to notify of approval and notify of waivers.

Supervisor Ruemenapp does not anticipate that there will be many waivers requested since it's limited to 10% or 1000 sq. feet. Planner Arroyo indicated many communities have ordinances such as this and they are principal permitted uses that really don't require any special requirements; expansion of a special land use would not qualify under administrative review.

Supervisor Ruemenapp indicated under (J) with the paving, currently ordinance says if you hit 8000 sq. feet you need a drainage plan and Casco's setbacks are so big if they wanted to do the driveway they won't have a lot left to play with if they get behind the building, and paving only changes the amount of water that's absorbed, not a lot of change in runoff. Planner Arroyo will change (5)(J) to 8,000, and will leave (L), expansion of a principal structure associated with a special land use cannot be approved administratively. Planner Arroyo indicated paving of a parking lot isn't a change in a special land use. Supervisor Ruemenapp indicated this process would require pretty comprehensive drawings to be reviewed by the Zoning Administrator for ordinance compliance. Chairman Reeve requested that the rationale for approval be placed in narrative form by the Zoning Administrator to the Planning Commission.

Planner Arroyo will make the three changes and it can be set for public hearing next month.

A motion was made by Member Stevens, supported by Member Pankiewicz to set a Public Hearing to Review/Amend Casco Township Zoning Ordinance 30, Section 13.14, Site Plan to amend Subsection 5 and add Subsection 6.

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

Nays: None.

Abstain: None.

Motion carried.

#### B. MASTER PLAN REVIEW DISCUSSION

Supervisor Ruemenapp stated that he would like to see a fine-tuning of the Master Plan, but doesn't want to spend a lot of money to do that because the township will be working on something with Parks and Recreation in order to use the funds available to the township through the Parks and Recreation mileage.

Discussion held regarding the need for a review of the Master Plan. Planner Arroyo indicated if the Planning Commission decides not to review the Master Plan that needs to be documented and minutes sent to the Casco Township Board. Member Stevens stated that if anything needs to be addressed it's the setbacks in the Adair District, but it's a zoning issue not to be addressed in the Master Plan.

Discussion was held regarding Parks and Recreation mileage money and township's options for those funds. Planner Arroyo reported that they have worked with townships on getting grants for recreation. Chairman Reeve reported there are USDA grants available for disadvantaged communities in agricultural areas.

A motion was made by Member Goulston, supported by Member Pankiewicz to note in the minutes that the Casco Township Planning Commission has reviewed the existing master plan, including text and maps, and finds there is no need to amend or update the Master Plan, and then directs that a certified copy of the minutes be supplied to the Casco Township Board.

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

Nays: None.

Abstain: None.

Motion carried.

9) NEW BUSINESS

A. ELECTION OF OFFICERS

A motion was made by Member Pankiewicz, supported by Member Macker to open nominations for chairman.

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

Nays: None.

Abstain: None.

Motion carried.

A motion was made by Member Stevens, supported by Member Goulston to put forward the name of Eric Reeve as Chairman of the Planning Commission.

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

Nays: None.

Abstain: None.

Motion carried.

A request was made for additional nominations. Upon receiving no additional nominations, a motion was made by Member Stevens, supported by Member Macker to cast a unanimous consent ballot for Eric Reeve as Chairman of the Planning Commission.

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

Nays: None.

Abstain: None.

Motion carried.

A motion was made by Member Stevens, supported by Member Pankiewicz to open nominations for Vice Chairman of the Casco Township Planning Commission.

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

Nays: None.

Abstain: None.

Motion carried.

A request was made for additional nominations. Upon receiving no additional nominations, a motion was made by Member Teltow, supported by Member Stevens to put forward the name of Stan

Pankiewicz as Vice Chairman of the Planning Commission and cast a unanimous consent ballot for that nomination.

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

Nays: None.

Abstain: None.

Motion carried.

A motion was made by Member Macker, supported by Member Goulston to put forward the name of Joe Stevens as Secretary of the Planning Commission and cast a unanimous consent ballot for that nomination.

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

Nays: None.

Abstain: None.

Motion carried.

A request was made for additional nominations. Upon receiving no additional nominations, a motion was made by Member Stevens, supported by Member Goulston to nominate Stan Pankiewicz for the Zoning Board of Appeals and cast a unanimous consent ballot for that nomination.

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

Nays: None.

Abstain: None.

Motion carried.

**B. 2015 MEETING DATES**

A motion was made by Member Stevens, supported by Member Pankiewicz to set the 2015 meeting schedule as follows: February 17, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15, January 19, 2016 at Casco Township Hall at 7:00 p.m.

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

Nays: None.

Abstain: None.

Motion carried.

**10) PLANNER'S REPORT**

Planner Arroyo is going to be making a presentation next week to the Michigan City Manager's Conference on Best Management Practices on Zoning and Site Plan Review. Member Stevens questioned why is it that no townships have become a city in 40 years. Planner Arroyo felt some of the reason is charter Townships are greater ability to raise more revenue, cities tend to have higher taxes and people are happy to accept a lower level of service to keep taxes down.

**11) REPORT FROM COMMITTEES**

Member Pankiewicz reported that the ZBA approved a variance for someone on Fred Moore Highway who wanted to build an outbuilding, only one spot to do it and had to make two exceptions, offset from the property line and the building to the front of the house instead of the rear. Due to the location and layout of the land it's not noticeable from the road.

Member Stevens reported the Casco Township Board has entered into discussion on expanding and/or renovating the township hall.

**12) ADJOURNMENT**

A motion was made by Member Teltow, supported by Member Pankiewicz to adjourn at 8:38 p.m.

Ayes: Members Baumgarten, Pankiewicz, Reeve, Stevens, 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, February 17, 2015 at the Casco Township Hall, 4512 Meldrum Road.

Joe Stevens, Secretary \_\_\_\_\_

Christine Ruemenapp, Recording Secretary \_\_\_\_\_