

MINUTES
CASCO TOWNSHIP PLANNING COMMISSION
REGULAR MEETING
TUESDAY, July 16, 2019

Present Members: Joe Stevens, Gerald Keller, Keith Teltow, Cynthia Goulston, Jim Edwards.

Absent: Stan Pankiewicz.

Also present: Planner Joe Tangari, Brenda Loper.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairman Teltow.

2. THE PLEDGE TO THE FLAG

The Pledge to the flag was recited.

3. APPROVAL OF MINUTES

A motion was made by Member Edwards, supported by Member Keller to approve the minutes of May 21, 2019 as presented.

Ayes: Members Stevens, Teltow, Goulston, Keller, Edwards.

Nays: None.

Abstain: None.

Motion carried.

4. APPROVAL OF THE AGENDA

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

Ayes: Members Stevens, Teltow, Goulston, Keller, Edwards

Nays: None.

Abstain: None.

Motion carried.

5. COMMUNICATIONS

Discussion concerning Planning Commission Recording Secretary deferred to Report from Committees.

6. DISCUSSION FROM THE FLOOR

None.

7. PUBLIC HEARING

None.

8. UNFINISHED BUSINESS

a. ZONING ORDINANCE LANGUAGE REVISION – PAVED AND UNPAVED SURFACES

Planner Tangari reported on new language for Section 13.05.B.9. Paved Surfaces. Member Edwards inquired about paving standards and how they are related to this section of the ordinance. Planner Tangari clarified the differences between the standards for concrete versus asphalt. Members Edwards requested those requirements be laid out in a way that will be clear to a reader. Planner Tangari replied he can modify the language for the standards to be presented in a bullet point format.

Member Edwards inquired about open storage space covering requirements. Planner Tangari replied that the covering has a 4-inch requirement. Chairperson Teltow asked if the requirement should be raised from four inches to six inches. Also, it was added, that a requirement be stated that all topsoil be removed. Stevens inquired if the covering and topsoil removal requirement already established engineering standard? Planner Tangari stated that the covering for an open storage are governed by established engineering standards, and he will modify the language to provide a reference where those standards are cited.

Planner Tangari presented the definition of an Open Storage yard. Chairman Teltow asked if 50 percent of the development allowed as the maximum size of the open storage. Planner Tangari recommend that standard be higher; a 50 percent requirement may result in an increase in variance applications to the Zoning Board of Appeals. Chairman Teltow then offered that the open storage space requirement should be based upon one hundred percent of the development. If they applicant needs more space, then they would go before the Zoning Board of Appeals. Planner Tangari responded that if an applicant needed more than the maximum amount designated for open storage, it should be granted as a Special Land Use. Under a Special Land Use, it was explained, it would be up to the Planning Commission, and not the Zoning Board of Appeals to determine the conditions of the storage yard. Member Stevens noted the Planning Commission's role is to ensure the Township's zoning ordinances are written in a way to decrease the need of applicants to request variances.

It was recommended by Chairman Teltow that a maximum size be set for an open storage yard in the definition provided by Planner Tangari. Chairman Teltow asked if there should be a difference between open storage for commercial and industrial uses. Planner Tangari commented they are both the same, and recommended keeping as is. The other members of the Planning Commission agreed. Planner Tangari will revise the language for presentation at the August Planning Commission meeting.

b. ZONING ORDINANCE LANGUAGE REVISION – REVISED LIGHTING STANDARDS

Planner Tangari indicated there's nothing new other than a new intent statement which will change this to a more legible standard for lighting companies. The members of the Planning Commission added that they found the changes acceptable. This will be held for the next Public Hearing.

c. REVISED SITE PLAN APPROVAL PROCESS – ENSURING STAMPED PLANS SUBMITTED TO TOWNSHIP

Planner Tangari has added a box that reminds the applicant of their responsibilities after the Planning Commission has approved their site plan. This will ensure the administrative steps are accomplished in order for the applicant to get a building permit. Member Stevens commented that if Planner Tangari is not available to review site plans, an alternate contact number should be provided. Chairman Teltow commented that two forms need to be present during a site plan process; the one Planner Tangari presented that is given to the applicant upon site plan approval, and the second is an internal Twp. "Site Plan Flo Chart". This will help the petitioner complete the necessary steps for "Site Plan Approval" and "Bldg. Permits". The internal form is being written by the Building Department and Chairman Teltow. Township Secretary Loper stated that the form given to the applicant will eliminate some of the steps listed on the internal form. Member Edwards inquired about the steps required for fire marshal approval. Secretary Loper responded that the fire marshal accompanies the building inspector on-site inspections to ensure fire safety standards are complied with.

9. NEW BUSINESS

None.

10. PLANNER'S REPORT

None.

11. REPORT FROM COMMITTEES

a. TOWNSHIP PARK UPDATE

Member Stevens briefed the Planning Commission on the Park dedication that took place on Tuesday, June 18, 2019. In addition to Casco Township officials, members from the Six Rivers Land Conservancy, Saint Clair County Parks and Recreation, as well as Lindsay Ross, Grant Coordinator from the Michigan Department of Natural Resources were present. It was noted that the Township Board officially named the park at the June 11, 2019 Board of Trustees meeting as the Casco Township Belle River Park.

On Tuesday, June 25th the Township Park Advisory Committee, as well as several interested residents, met with park planner and architect Pam Blough. Planner Blough led a visioning session in which the participants were asked to express ideas on how they wish the park to be. The session lasted nearly two hours, and Planner Blough explained the process of designing a park. Notably, before any amenities are place, the location of trails must be identified. Planner Blough stated that in several weeks she should be ready to share a preliminary plan of the park with the Park Advisory Committee.

Member Stevens shared that Christine Ruemenapp has expressed her desire to resign from her position as Planning Commission Recording Secretary due to conflicts with her schedule. She stated that she can be present for the August Planning Commission meeting, but after that she will be unable to attend the planning commission meetings. Chairman Teltow will let the Township Supervisor know that we need to search for a new recording secretary. The Planning Commission unanimously agreed that Christine Ruemenapp as render excellent service as recording secretary and that she'll be missed.

12. ADJOURNMENT

A motion was made by Member Edwards, supported by Member Goulston to adjourn at 8:15 p.m.

Ayes: Members Stevens, Teltow, Goulston, Keller, Edwards.

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, August 20, 2019 at the Casco Township Hall, 4512 Meldrum Road.

Joseph F. Stevens, Secretary

~~Jennifer Anderson~~

~~Christine Ruemenapp, Recording Secretary~~

