

APPROVED 9/12/12

Special Meeting and Public Hearing
Of Casco Township Planning Commission
August 29, 2012, 6 PM

MEMBERS PRESENT: Bruce Barker, John Stroud, Dian Liepe, Daniel Fleming, David Campbell, Paul Macyauski, and Judy Graff **ALSO PRESENT:** Alfred Ellingsen, Building Inspector, Brian Bosgraff of Cottage Homes, and approximately 8 interested citizens and Janet Chambers, Recording Secretary

1. Call to order and review of agenda

The meeting was called to order at 6:06 PM. The agenda was reviewed. There were no changes.

2. Reading of meeting noticed in the South Haven Tribune on August 12, 2012.

Review for final approval of a 14 unit Single Family Site Condominium project submitted by Cottage Homes. The project named "Haven Shores" application and site plan reviewed for compliance with Chapter 17 "Site Plan Review" and other pertinent sections contained in the Casco Township Zoning Ordinance. Chairman Barker read the notice. Graff recommended the meeting be postponed because of all the last minute information. There was new information added to the Commissioners mail boxes that they have not seen prior to arriving at the meeting. There were several other new pieces of information received by the Commissioners within the last couple of days. Some of the information was changed, therefore making others obsolete, and Commissioners did not know which was current. Chairman Barker concurred, and suggested that the meeting be continued on September 19th, 2012 at 6:00 PM. He added there is nothing to be gained by continuing the meeting until Commissioners and the Planning Consultant had a chance to go over the materials. It would not be fair to the Commissioners or the public.

Barker asked Ellingsen if all of the information has now been received. Ellingsen said all of the information has been received. He explained that there were several last minute questions. After conversations with the Road Commission and ~~Grade Drain~~ *Grade Drain* Commission, etc., the list of required documentation changed. Although Brian Bosgraff responded the very next day with the new list of required documents, it was not until August 26th that Ellingsen had everything he needed to complete his report, but because the meeting was noticed in the paper, it could not be cancelled.

Chairman Barker asked that Ellingsen and Bosgraff take all of the papers back from the Commissioners, sort through and come up with a packet containing only the current information. Barker asked that the Commissioners receive the new packets of information by Wednesday, September 5th, 2012 giving Commissioners two weeks to review the information, as required in Chapter 17.

Barker requested that Ellingsen notice the September 19th meeting in the paper. Ellingsen stated that because it is a continuation of the meeting, a formal notice is not required, and neighbors within 300 ft. would not have to be notified. Barker requested that, even though it is not required, he would like a notice in the paper, and property owners within 300 ft. of the proposed development notified.

Barker told Bosgraff he appreciated the fact that Bosgraff got the information to Ellingsen quickly, but it would not be fair to the Commissioners to continue without time to review the documents as required in Chapter 17.

Campbell asked that Macyauski work with Ellingsen on the *Site Plan Review: Finding of Fact* sheet because Macyauski had issue with the form.

3. **Public Comment Correspondence; From, Date Received & Subject** none
4. **Public Hearing on proposed "Haven Shores" project**
5. **Resolutions requiring Planning Commission action; none required but vote for final site plan approval may occur** None

6. Public Comment

Chairman Barker asked for public comment. Klindt Houlberg, 138 74th Street, South Haven, asked if he could present a photo showing erosion on the bluff, taken only a few hours ago, to the PC. To avoid information coming in a little at a time, Chairman Barker requested that Houlberg give the photo to Ellingsen to be labeled and added to the packet of documents that will be given to commissioners.

A motion to postpone the meeting and continue it on September 19th at 6:00 PM was made by Campbell, supported by Macyauski. All in favor. MSC.

A motion to adjourn was made by Stroud, supported by Campbell. All in favor. MSC. Meeting was adjourned at 6:20 PM.

The September Planning Commission Meeting will be Wednesday, September 12, at 7 PM

The continuation of the Special Meeting and Public Hearing will be Wednesday, September 19, at 6 PM

Minutes prepared by Janet Chambers, Recording Secretary