



Planning Commission Meeting Minutes

The Planning Commission met for a Regular Committee Meeting, January 19, 2023, at 7:00 p.m.
at City Hall
102 Butler St., Saugatuck, MI 49453.

1. Call to Order/Attendance:

The meeting was called to order by Chair Manns at 7:00 p.m.

Present: Chairman Manns, Vice-Chair Broeker, Commission members: Anderson, Bagierek, Gardner, Gaunt, and LaChey.

Absent: None.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, City Attorney Kyle O'Meara, and Deputy Clerk Sara Williams.

2. Approval of agenda:

Motion by Gaunt, second by Gardner to approve the agenda as presented for December 15, 2022. Upon voice vote, the motion carried unanimously.

3. Approval of Minutes:

Motion by Anderson, second by LaChey to approve the minutes as presented for regular meeting December 15, 2022. Upon voice vote, the motion carried unanimously.

Motion by LaChey, second by Bagierek to approve the minutes as presented for special meeting December 21, 2022. Upon voice vote, the motion carried unanimously.

4. Public Comment on Agenda Items:

- Nancy Kimble (resident): Mrs. Kimble had questions regarding Agenda Item 6A under New Business for the 700 N Maple lot split. She stated that if splitting the property was an existing code that she would be in favor of the lot split. She would not be in favor of giving it a special variance because it is adjacent to the Peterson Preserve and she would prefer to limit development.
- Kelsey Anderson (resident): He is here to represent the Anderson Trust, his sister Ashley Anderson, and his father David Anderson. He says the intention is not to develop the lot

into multiple homes but to remove the current structure and build a new home in that same location.

5. Old Business:

A. Public Hearing Signage: Director of Planning, Zoning, and Project Management Cummins gave brief update. He said that the signage will be used for both the Zoning Board of Appeals and the Planning Commission. After using the signage for the first time, he has heard some positive feedback.

6. New Business:

A. 700 N Maple – Lot Split:

The applicant has applied for a land division of the subject property to create two resulting parcels (see Figure 1). After several compliance reviews and discussions with the applicant, we request that the Planning Commission provide a decision on this matter and direct the Zoning Administrator to take final action on the land division application.

The primary questions and issues are as follows:

1. Is the application an attempt to further divide a flag lot? Or is the proposed lot fronting an existing “private street,” thus avoiding the issue?
2. Is the existing shared gravel drive considered a “private street?”

On a side note, the plans also show an accessory building that will be divided from the existing principal dwelling. An accessory building may not be established on a lot without a principal building. This must be addressed but can be handled administratively.

Lot A is proposed to be split out to have frontage on a 66-foot access easement used to gain access to multiple developed and undeveloped parcels (the 66-foot easement is wider than the narrow 54-foot portion of the lot extending to North Maple Street). There is an existing gravel driveway, and a 20-foot “fire lane” is proposed. The applicant argues that the fire lane within the easement is an existing private street, thus, should comply with street frontage requirements.

Zoning Administrator Cummins explained that he has the authority to ultimately make the decision on the land division. There is no formal action that the Planning Commission needs to take as he is just looking for input and feedback. The Commission discussed the application and Zoning Administrator Cummins recommended that the

applicant would still need to meet Fire Authority Standards, make sure that City Engineers are good with the setup, and that they have a Maintenance Agreement in place that would be sufficient to say that it meets the standard for a private street based on ambiguity that we have in our Zoning Ordinance.

B. 1044 Holland St -

The applicant for 1044 Holland St has withdrawn their application. The cost to build on the steep slope is beyond what their clients currently wish to spend, so they are redesigning things. They advised, in all likelihood, the new plans will have a floor area ratio below .3:1 which will negate a future Planning Commission public hearing.

C. Review of Short-Term Rental Data and Discussion of Holding a Joint Workshop with City Council:

At a special meeting of the Planning Commission held on December 21, the Planning Commission requested short term rental data, a staff recommendation on forming an ad hoc committee, and proposed timeline.

Both the City Council and the Planning Commission have established reviewing short-term rentals as a priority for 2023. Staff is recommending that the City Council and Planning Commission conduct a joint workshop to hear information about the legal landscape from the City Attorney and discuss potentially forming an advisory committee in accordance with Section 4.28 of the City Charter. During the workshop meeting, the City Council and Planning Commission should discuss the priorities for the advisory committee and what the makeup of the committee should be. The selection of actual members to serve on such a committee would follow the City Council's Boards and Commissions selection policy. All meetings of the committee would comply with the Open Meetings Act requirements which include providing public notice and gathering public comments.

The Planning Commission discussed holding a joint meeting with the City Council and ultimately decided that they would forgo the joint meeting at this time. Chair Manns proposed a Resolution to present to City Council at their next workshop February 8th, for consideration to assemble a committee. They decided to hold a Special Meeting on February 2, at 5pm to adopt the Resolution.

D. 2023 Meeting Schedule and Discussion of Start Time:

The Commission discussed and 2023 Meeting schedule and the start time for their upcoming meetings. They decided to continue with the start time of 7 pm as it works best for most members of the Commission.

E. Training Opportunities – MS Extension Citizen Planner Program:

Director of Planning, Zoning, and Project Management Cummins presented some training opportunities that are available to Commission members and said that there is funding available. He told them he will send an email with the website and training opportunities that would be of value. He will also help facilitate payment and make sure that those interested are signed up for the training.

7. Communications:

- A. Report of 2022 Planning Commission Activity.
- B. Zoning Administrator Casework Reports.

8. Reports of Officers and Committees:

Commission member Gardner said that the City Council will be very appreciative of the Planning Commission's sense of urgency and the approach that is being taken regarding the topic of Short-Term Rentals.

9. Public Comments: None.

10. Adjournment:

Motion by LaChey, second by Anderson, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned at 8:45 PM.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant