



Planning Commission Meeting Minutes

The Planning Commission met for a Regular Committee Meeting, February 16, 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 7:01 p.m.

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

Absent: Commission member Bagierek.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, City Attorney Jacob Witte, and Deputy Clerk Sara Williams.

2. Approval of agenda:

Motion by Gaunt, second by LaChey to approve the agenda as presented for February 16, 2022. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Anderson, second by Gaunt to approve the minutes as presented for regular meeting January 19, 2023. Upon voice vote, motion carried 6-0.

Motion by Anderson, second by Gaunt to approve the minutes as presented for special meeting February 2, 2023. Upon voice vote, motion carried 6-0.

4. Public Comment on Agenda Items: None.

5. Old Business:

A. Recommendation to Council to create Short-Term Rental Task Force:

Director of Planning, Zoning, and Project Management Cummins gave a brief update to the Commission. He said that City Council has taken the recommendations from the Planning Commission to form a Short-Term Rental Task Force at their

Workshop meeting last Wednesday, February 8, 2023. They discussed the resolution and there is consensus to form a task force. The Council further discussed the resolution language on Monday, February 13, 2023, during their regular meeting and requested a few changes and clarification be added to the resolution. The City Council met Thursday, February 16, 2023, for a Special Meeting right before the Planning Commission regular meeting. There was a majority vote to pass a resolution forming a Short-Term Rental Task Force. Staff have sent out the application to the public and it is also posted on the City website. The application will be open for a week or two to gauge the interest in the public serving on the task force, and then they will work with the Mayor and Chair Mann's to schedule interviews with those applicants. Ultimately, the Mayor will bring forth recommendations on who will serve on the task force to the City Council for a vote. The task force will be formed and, in the meantime, staff will be working to identify a consultant planner that has familiarity with and experience in working through Short-Term Rental regulations to help guide and facilitate the task force's work. Over the next several months, the Planning Commission will get regular updates on the status of the task force.

6. New Business:

A. 324 N Maple St – Public Hearing for a Special Land Use Request for a Rented Accessory Dwelling Unit and Site Plan Review:

Public Hearing Information

A. Hearing is called to order by Chair Manns at 7:21 PM.

B. Summary by the Zoning Administrator:

The applicant has applied for a special land use approval to rent an existing accessory dwelling unit (ADU) at 324 North Maple Street (R-1 Maple Street District-MS) in accordance with Section 154.031 (C)(3) of the Zoning Ordinance. The ADU is located above their garage and has already been built. An ADU can be built for the use of guests or others that may be visiting you. Once the owner decides to rent the ADU separate from the single-family home, the single-family home must be owner occupied. In this case, Mr., and Mrs. Bowman will be renting the ADU and require a special land use approval from the Planning Commission. Our Planning consultant has gone to great lengths to provide some comments on the various regulations that apply to their ADU regulations as they relate to special land use. There are General ADU standards, and then there is the overall site plan and special land use standards that are in your zoning ordinance.

C. Presentation by the Applicant:

Applicant Chris Bowman presented his and his wife Kelli's application to the Commission.

D. Public comment regarding the application: None.

1. Participants shall identify themselves by name and address.
2. Comments/Questions shall be addressed to the Chair.
3. Comments/Questions shall be limited to three minutes.

1. Supporting Comments (audience & letters): None.

2. Opposing Comments (audience & letters):

- Terry Shanahan, City of Saugatuck resident.

3. General Comments (audience & letters): None.

4. Repeat Comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by the Chair.

F. Commission deliberation:

The Commission had some questions regarding how it affects the ADU if the owner decides to rent the home and the ADU or if ownership of the home changes. Director of Planning, Zoning, and Project Management Ryan Cummins explained that if the Applicant later decided to rent the home, it must be rented as one unit with the ADU on a single contract. They would not be able to separately rent the ADU under the zoning ordinance. If the ownership of the home changes, the land use permit carries with the land and same rules would apply as previous property owner. The Commission also questioned how they would monitor the compliance of the ordinance. Chair Manns explained that this would be one of the issues that the task force will be looking into.

G. Commission action: Chair Manns closed the Public Hearing at 7:43 PM.

Motion by Gaunt, second by Anderson to approve the application as presented. Upon voice vote, motion carried 6-0.

7. Communications:

- A. Jim Bouck - Email regarding the proposed Short Term Rental Advisory Committee Resolution.

B. Linda DeWindt – Email in support of STR Task Force and issues with Short Term Rentals.

C. Terri Lynn Shanahan - Email regarding issues with Short Term Rentals.

8. Reports of Officers and Committees: None.

9. Public Comments: None.

10. Adjournment:

Motion by LaChey, second by Broeker, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned at 7:50 PM.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant

APPROVED 3.16.23 BY PLANNING COMMISSION