



## **Planning Commission Meeting Minutes**

The Planning Commission met for a Regular Committee Meeting, December 15, at 7:00 p.m. at  
City Hall  
102 Butler St., Saugatuck, MI 49453.

### **Call to Order:**

The meeting was called to order by Chair Manns at 7:03 p.m.

### **Attendance:**

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 Christopher Patterson, and Deputy Clerk Sara Williams.

### **Approval of agenda:**

*Motion by Manns, second by Gardner to amend the agenda to add item C under New Business. This will be short term rental discussion to build a Tentative Schedule, Calendar Planning and Objectives discussion. Upon voice vote, the motion carried unanimously.*

*Motion by Gaunt, second by LaChey to approve the amended agenda. Upon voice vote, the motion carried unanimously.*

### **Approval of Minutes:**

*Motion by LaChey, second by Broeker to approve the minutes as presented for October 26, 2022. Upon voice vote, the motion carried unanimously.*

### **Public Comment on Agenda Items:**

Barry Johnson (resident) proposed tabling Item 6A on the agenda regarding the site plan review due to non-compliant issues that need to be answered.

**Old Business:** None.

**New Business:**

**A. 383 Dunegrass Cir. – Site Plan Review (Roll call)**

The applicant has applied to construct a three-level single-family residential dwelling within a previously approved Planned Unit Development (PUD). While it is not common for the Planning Commission to review a site plan for a single-family dwelling, it is required per Resolution No. 150610-A (Resolution approving a planned unit development for the property commonly known as 631 Perryman).

The proposed home is three levels. The lower level includes the garage, storage areas, and utility space, while the main and upper levels are the primary living spaces. The total conditioned floor area is 3,584 square feet. A driveway is proposed to provide access to Dunegrass Circle, and it is a sweeping design that allows access to a side-loaded garage.

Zoning Administrator Cummins provided an overview of the applicant's request and noted concerns with the lot coverage and height being exceeded. He also provided background information on prior approvals in this PUD area.

The applicant provided an overview of their project. The applicant explained prior conversations with the previous zoning administrator related to lot coverage and height. The applicant advised other approved homes in this PUD overlay exceeded 5% lot coverage. The applicant also believed that others exceeded the PUD height requirement.

The Planning Commission discussed the requirements of the PUD and zoning, the prior approvals, and how to administer the regulations for this site plan review.

*Motion by LaChey, to approve the site plan for 383 Dunegrass subject to the conditions that it secures the fire department approval, and they secure the EGLE critical dune permitting requirements. They must also secure staff approval of landscaping in accordance with section 1504.027 and site restoration for resolution #1506.110A. The motion received no second, and the discussion continued.*

*Motion by Broeker to deny the site plan on the basis that it does not meet the lot coverage requirement and height requirements as set forth in the PUD. The motion received no second, and the discussion continued.*

*Motion by LaChey, second by Gaunt, to table the current consideration of the submitted site plan and return it to the city zoning administrator for determination of whether the previously approved site plans in this PUD did use average grade as in our zoning ordinance as the determinant of a compliant height or residence in this PUD. The commission will hold a Special Meeting on December 21, 2022 to continue the conversation after collecting more information and to better analyze the PUD. Upon voice vote, motion carried unanimously.*

**B. Public Hearing Signage (Roll call)**

*Motion by Gardner, second by Anderson to move Agenda item B, underneath New Business, Public Hearing Signage and item C, Short-Term Rental discussion for Tentative Scheduling, Calendar Planning and Objectives to their special meeting on Wednesday, December 21, 2022.*

*Via voice vote, motion passed 6-1.*

*Commission member yeas: Anderson, Bagierek, Broeker, Gardner, Gaunt, and Chairman Manns*

*Commission member nays: LaChey*

**Communications:**

- A. Zoning Administrator Casework Reports
- B. E-mail from Craig Baldwin

Per Chairman Manns, the email is regarding Mr. Baldwin's research on Short-Term Rentals. The commission will discuss this at the special meeting December 21, 2022.

**Reports of Officers and Committees: None.**

**Public Comments:**

Gary Medler (resident): Mr. Medler explained his opposition to the application for a site plan review at 383 Dunegrass.

Jim Bouck (resident): Mr. Bouck voiced his opposition that the PUD is clear and straightforward, the administration of the PUD is the problem for 383 Dunegrass.

**Adjournment:**

*Motion by Gaunt, second by Gardner, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned at 9:45 PM.*

Respectfully Submitted,

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Sara Williams, City Deputy Clerk & DPW Administrative Assistant