



Planning Commission Special Meeting Minutes

The Planning Commission met for a Special Committee Meeting, December 21, at 7:00 p.m. at
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

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

Attendance:

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

Absent: Commission member Gaunt.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins

Approval of agenda:

Motion by LaChey, second by Gardner to approve the agenda. Via voice vote, motion passed 6-0.

Approval of Minutes: None.

Public Comment on Agenda Items: None

Old Business: None.

New Business:

A. 383 Dunegrass Cir. – Continued 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 updated information regarding height that was in question during the December 15th, 2022 Planning Commission meeting. He also provided background information, that the Commission members requested, on prior approvals in this PUD area.

The applicant reiterated their concerns for 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 and believed that others exceeded the PUD height requirement as well.

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, second by Bagierek to approve the site plan for 383 Dunegrass, noting that the site plan complies with the 5% lot coverage requirement as measured against the 1.6-acre average lot area as noted in the general notes of the PUD, with the following conditions to be confirmed administratively:

- 1. Update the building plan to comply with PUD height requirements.*
- 2. Provide a landscaping plan in accordance with Section 154.027 and site restoration per Resolution No. 150610-A.*
- 3. Secure Fire Department approval of access and sprinkling system.*
- 4. Secure EGLE Critical Dune permitting requirements, as applicable.*

Via roll call vote, motion passed 4-2.

Commission member yeas: Bagierek, Gardner, LaChey, and Manns

Commission member nays: Anderson and Broeker

B. Public Hearing Signage Discussion:

Zoning Administrator Cummins gave an overview of the new Public Hearing Signage that will be placed at locations that are subject to a zoning hearing. He explained that the signage will be in addition to the public notices that are published in the Commercial Record.

C. Short Term Rental Discussion to Build a Tentative Schedule, Calendar Planning and Objectives:

The Commission discussed Short-term Rentals due to the community survey results notating that his is a high priority for the City. The Commission stated that the first step is collecting and analyzing data received regarding Short-Term Rentals and figure out the issues that people are concerned about in the City. They discussed laying the framework for a task force or ad-hoc committee to be formed with members from other Boards, Committees, and Commissions along with members of the community with different viewpoints so everyone's voice in the community is heard and taken into consideration before any action is taken.

Communications: None.

Reports of Officers and Committees: None.

Public Comments: None.

Adjournment:

Motion by Broeker, second by Gardner, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned at 9:07 PM.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant