



SAUGATUCK TOWNSHIP

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3461 BLUE STAR HIGHWAY
P.O. BOX 100
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Planning Commission Minutes 2/28/22

The Saugatuck Township Planning Commission met February 28, 2022.

1) Call to Order at 6:00 p.m. by Chairperson Israels.

2) Roll Call

Present: M. Wurth, D. Ihle, R. Israels, J. Helmrich, D. Webster

Absent: J. Ground

Also present: L. Wells, Zoning Administrator

3) Approval of Agenda

Israels added before Approval of Minutes item “4” Guest Dana Burd, Township Engineer from Prein & Newhof to discuss his role and his processes for reviewing site plans.

A **Motion** was made by Webster to approve the agenda as amended. Seconded by Wurth. The Motion passed by unanimous voice vote.

4) Dana Burd, Township Engineer from Prein & Newhof

Dana Burd introduced himself and gave a brief background and answered questions from the commission members on the processes he uses to review site plans and other projects on behalf of the township. He serves as the Township Engineer working with Prein & Newhof for the past 8 years doing engineering reviews of developments both commercial and residential, along with private road reviews and complex land splits. Dana is a township resident and a member of the Parks & Rec Commission. He maintains public utility records on behalf of the township and also oversees special assessment district development. He works closely with township staff, including the zoning administrator and the operations coordinator. He works with Allegan County Road Commission for all roadway related projects. During his reviews he looks at the engineering aspects of developments as well as utilities including inspections to ensure the work is done correctly.

5) Approval of Minutes

Minutes from 1/24/22 PC Meeting

- Page 8, update Motion to read “to postpone a decision on Site Plan Review, six commercial warehouse buildings, located at 3500 Commercial Boulevard in the C-1 district, on parcel: 20-003-049-01.



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- Page 13, Motion #5, correct to read: Site Plan Review, six commercial warehouse buildings, located at 3500 Commercial Boulevard in the C-1 district, on parcel: 20-003-049-01.

A **Motion** was made by Webster to approve the minutes of 1/24/22 as amended. Seconded by Ihle. The Motion passed by unanimous voice vote.

6) Public Comment

None

Public Comment Closed

7) New Business

A. Public Hearing, Special Approval Use and Site Plan, Albert Blommaert, LB's Green Mitten, Marijuana Facilities for Class A Grower, 6764 Just Barns Dr., Unit 11, Zoned I1, 20-233-011-00

Wells reviewed SAU application for a marijuana grow facility within the existing building labeled Unit #11 within the Just Barns development. The proposed use is by special approval by the Planning Commission. The applicant has been preapproved by LARA under the name: LB's Green Mitten, LLC. The Applicant is seeking a Class A Cultivation License (500 Plant Count) per their letter of March 15, 2021. The unit size is approximately 1800 square feet and a two-story growing operation is proposed.

The applicant has stated they will apply for a Class A licenses upon approval by the Planning Commission.

Albert Bloomaert, 3210 62nd St, attended via zoom, identified himself as the applicant and offered to answer any questions the commissioners may have. Stated his security expert, Jessie Cordova, was with him on the zoom call.

Public Hearing Opened

No public comment

Public Hearing Closed

ZA Wells noted this SAU request is within an already existing building and therefore the site



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plan review was waived as the site plan was done at the time of the development review. Wells noted that there may be additional requirements for upgrades to the building, due to the interior use of SAU request only an interior plan was required to review.

Israels questioned if there was any intention to place a sign outside of the building. The applicant responded not at this time and he is aware that if he would like to add a sign in the future that he will need PC approval before doing so.

Helmrich questioned how many grow facilities this makes in this complex. Wells stated this is not within the same building as the Hercules grow operation, Cubbage is not currently operational, and Aficionado is 4 doors down within the same building but is also not currently operational. Helmrich questioned did Cubbage change their plans. Wells stated not that she is aware of. Wells also noted that this is the only location within the township that offers 500' distance from residential areas, offers both public water and sewer, and is already zoned for grow operations. Webster asked if the state regulated the quantity of grow facilities allowed within an area. Wells stated there are no quantity limits by the state.

Ihle questioned if the utility review and retention storm water run off was addressed. Wells reminded that this was done with the original build review of the development and that currently they are only reviewing the use change from warehouse / storage to a marijuana grow facility. Ihle explained the reason for his inquiry was that during the tour of Hercules facility it was noted that there is very minimal water discharge as much of the water is recycled within the grow process and wondered if this was a requirement by the state. Wells stated not that she is aware of and that she believes this is done to save both water usage and costs and also as a marketing method being environmentally friendly.

Ihle wanted to know what state requirements are reviewed before the facility is allowed to operate. Wells noted there are many reviews by the state before operations may begin including but not limited to security camera locations, server records, and time frame of security data kept on file. Wells clarified that even after the township grants occupancy, the state must still come in to inspect the facility and sign off for operations to begin. Once the state has done their review they notify the township with a document called an "attestation" that the township must sign within a certain time frame and return to the state.

Israels wanted to know if the county health department is required to do a review before approval can be granted for SAU. Wells was not aware of any. Israels questioned the Building Official's review. Wells confirmed that yes, the building official will perform a review prior to building permits being issued.

Israels recommended including county local inspections and reviews along with completing section IV of the application to indicate that no sign is planned at this time, grant Township Officials permission to inspect the facility, and Saugatuck Township fire code compliance all



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need to be check marked on the application. Israels also questioned if the lighting plan was still compliant with the township ordinance. Helmrich said as far as he is aware.

A **Motion** was made by Webster, to approve the SAU for Marijuana Grow Facility at Unit 11, 6764 Just Barns in an existing building in the light industrial zoning district, finding that the January 3, 2022 site plan and narrative complies with the applicable Zoning Ordinance requirements for special approval use and site plan being Sec. 40-747 and Sec. 40-692. The following conditions shall be required:

1. The site shall be built and the building supplied with the odor protection, security and waste disposal as shown on the site plan.
2. The applicant shall provide a detailed security plan and narrative for review and approval by the Township Planner prior to issuance of building permit.
3. Negative air pressure shall be maintained at all times, and carbon filters shall be replaced at least every 12 months.
4. Saugatuck Township Fire District review shall be completed and conditions met for issuance of a building permit and/or Certificate of Occupancy.
5. Any conditions of the Township Engineer shall be complied with prior to issuance of building permit.
6. Review of Utility plan and stormwater detention by Saugatuck Township engineer and Kal-Lake before issuance of a Building Permit, to be paid for by the developer.
7. The use and structure shall at all times comply with all local, county, state and federal requirements including those requirements for medical marijuana grow facilities established by the State of Michigan.
8. All fees shall be paid prior to issuance of build permits and certificate of occupancy.
9. Any change or addition to the use mix requires amendment to the Special Approval Use.

Seconded by Wurth. Motion Passed.

Yeas: Webster, Wurth, Ihle, Israels, Helmrich.

8) Old Business

A. Advisory Group Updates

- **Economic Development** Jon Helmrich gave an update noting the next meeting is 3/8/22 and they will be having Dana Burd as a special guest speaker.
- **Rural Character & Conservation** Daniel DeFranco gave an update, noting that projects have been divided up among committee members. Looking into billboard ordinance for tree preservation along I-196. MDOT allows local control to regulate billboards along interstates. Touched based on the extension of the river overlay district. Wells requested the Township Board put into writing a more detailed request of what they are looking for within the possible extension.
- **Attainable Housing** Denise Webster had nothing new to note regarding the advisory committee. She is happy to help with reviewing the definitions within the township



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ordinances. Research is ongoing for minimum square footage requirements for dwellings. Discussed the process for updating or amending ordinances.

B. Township Board Update: February 9 and 16, 2022

Submitted by Board and PC Member Jon Helmrich

The Township Board met on February 9 and 16, 2022:

- Public Comment was heard on the Old Allegan Road and Blue Star intersection.
- Auditor Report was very positive as to the financial health and operations of the Township as per the audit completed for the FYE June 2021.
- Appointed Chris Bernhardt from the Fire Department to be Township representative to the Kalamazoo Lake Sewer & Water Authority.
- Declined to act on holding referendums on Charter Township status or rejoining Allegan County Recycling Program.
- Updated personnel policy regarding office closing due to bad weather – will follow the lead of School District. Added Presidents' Day as a paid holiday following the policy of Allegan County.
- Voted to petition the Allegan County Drain District to create a new drain district along Blue Star Highway near the Ivy House event center.
- Appointed Rebecca Israels, Daniel DeFranco, Stacey Aldrich, and Jon Helmrich to form a design team to work with Abonmarche on planning and design updates to Township Hall.

Quarterly Board Workshop was held on February 16 at 11:00am.

- Discussion on American Relief Plan Act funds: what they can and cannot be spent on and potential uses by Saugatuck Township. Improved broadband/internet, office upgrades, and expanded zoning and enforcement time topped the list. Funds must be used by 2026.
- Reviewed the Strategic Plan adopted in February 2021 to assess the status of each goal.

Next Board meeting is Wednesday, March 9, 2022 at 6:00pm.

C. Staff Update

Zoning Administrator Wells updated the commission on the following items.



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- The billboard ordinance is 40-634 for the Rural Character & Conservation to look into further.
- Update on the status for the VanHorn pond permit & sand mining along 66th Street. EGLE has not finished with their review. Possibly finishing within the next month, possibly longer. Review process is still ongoing and case is still active as there is only 1 staff member to review all sand mining/ pond permits for the entire state.
- Wells will be meeting with Top Grade 3/1/22 to discuss moving forward.
- ODC report was received this morning (2/28/22) and has yet to be reviewed.
- Upcoming in March:
 - Scott Bosgraf / North Shores of Saugatuck will return for site plan approval for Phase III of the Commercial Blvd project. EGLE permits have been submitted, additional approval letters from other departments that were missing from original site plan submitted.
 - AR Engineering on behalf of the proposed Dollar General site plan review for 124th Ave on the south end of the township.
 - Tri-Community Master Plan review with Douglas and Saugatuck.
- Enforcements:
 - Otting: Waiting for snow to melt to perform cleanup this spring.
 - Big Thumper Express: Home Occupation was denied, still operating, enforcements in the works.
- Jars, 2790 Blue Star Hwy, they are requesting their Certificate of Occupancy, however there are many issues left unfinished that were required conditions when PC gave plan approval.
- Future site plan requests will not be added to Planning Commission meeting agendas unless the plans are completed.
- The applicant, or someone representing the applicant, needs to appear in person at the scheduled meeting.
- Further discussion is needed with the Building Official regarding requirements of restrooms (sewer/water) on commercial projects.
- A workshop is being planned for this summer to review allowed uses within commercially zoned districts.
- We are continuing to work to improve the planning system and process.
- A joint meeting of the Planning Commission and Township Board is planned for the 4th Monday in April at 5pm, 1 hour before the scheduled PC meeting at 6pm.

9. Adjourn

A **Motion** was made to adjourn the meeting at 8:22 pm by Webster. Seconded by Ihle. Motion passed by unanimous voice vote. Next P.C. meeting: Monday, March 28th, 2022 at 6:00 pm.



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Motions:

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Yeas: Webster, Wurth, Ihle, Israels, Helmrich.



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Respectfully,

J. Drew, Recording Sec.