



**SAUGATUCK
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Planning Commission Minutes 06/22/20 *approved 8/24/20*

The Saugatuck Township Planning Commission met June 22, 2020 via video Zoom conferencing. Wells checked in members and guests via ZOOM.

1) Call to Order at 7:00 p.m. by Chairperson Prietz.

2) Roll call

Present: J. Helmrich, D. Ihle, R. Israels, C. Lozano, E Welk, A. Prietz

Absent: B. Rowe

Also present: L. Wells, Planning and Zoning Administrator

3) Approval of Agenda-

Wells reviewed the instructions for a Zoom Public Meeting and informed participants that the meeting is recorded.

A Motion was made by Israels to conduct the meeting via video conference, ratify the procedures for public participation and meeting conduct as described in the Notice of Public Meeting, and to approve the agenda as written. Seconded by Lozano. The Motion passed by unanimous roll call vote.

4) Approval of PC Minutes: April 27, 2020

Corrections:

- All written reference to Curcio: Correct spelling of Cursio to Curcio
- Page 3: add "ed" to address(ed) (2nd paragraph line 7)
- Page 4: Correct EAGL to EGLE twice, omit ' after evenings- last line.
- Page 5: changed by L. Goshorn in public comment #5, comment #8, under L. Goshorn , add "by EGLE" after pending approval
- Page 5: add EGLE in parenthesis after DEQ for clarification under David Swan comments
- Page 6: correct the adjournment of meeting time to 8:24 under #10 (adjourn) and # 4 (motions)

A Motion was made by Lozano to approve the minutes of 04/27/20 as amended. Seconded by Ihle. The Motion passed by unanimous roll call vote.

5) Public Comment:

- 1) Stacey Workman: In reference to tonight's agenda item, shared that she is concerned with the entrance to the project on 6333 Old Allegan and the proposed project "seems to be phase one" and would like to see the master plan for the



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development. Expressed concerns for the safety of the children who live in the residential area across the street from the development and expressed concerns about increased traffic. She is also concerned about “the unsightly aspect of the property and trees along the property line”.

- 2) Don Daugherty: Expressed concerns regarding the development along 6333 Old Allegan Rd and the entrance/exit into the development. Expressed that over 271 units there will increase septic and sewer usage and create increased traffic concerns. Asked how the Township and County will handle it.
- 3) Jeff Harding: Seconded concerned of the previous speakers and is currently a resident on Hawthorne Ct. He is impressed with the site plan but has concerns with the entrance placement and the limited ability for cars to decelerate along Allegan Rd. and 63rd St.
- 4) Lavinia Rodriquez: Lives on Hawthorne Ct. and echoed support of the concerns expressed by others and the danger of increased traffic, and again, the placement of the entrance to the project. She would like to see extensive landscape and evergreens required on the road side. She states there are 10-12 children playing in the area.
- 5) Barbara Shift: Has lived on Hawthorne Ct. for 15 years. Expressed concerns about increased traffic with the many children and pets that live there.
- 6) Matt Khuen: Is a resident of Hawthorne Ct. and has three children. Would like to see the access road moved to Old Allegan for safety reasons. Also worried about increased noise, lighting and traffic affecting the overall quality of life for the people who live there.
- 7) Arthur Offsetter: President of Pheasant Woods H.O.A. and supports the views of the previous speakers regarding this project.
- 8) Allan Kercernik: Said that on May 28 he had a conversation with Blommaert and was informed that the Road Commission selected the access to the project. Said that the entrance can be changed by 15 feet, and Blommaert would be agreeable to doing that, and increasing the forest depth. He also expressed concerns about drainage and stated the current ditches and culverts are completely clogged, which could affect the foundations of the current homes in the area, and said the sump pumps in the residences do run continuously.
- 9) Nathanial Reed: Spoke about 63rd Street and Gleason Rd. Stated the area is a dumping spot for roofing materials and they are now burying the those materials under dirt. He questioned if the area is a construction site and what is the acceptable time frame for work at the site. Nathanial provided his phone number to Wells and she will call him to discuss this further in the morning.
- 10) D. Daugherty added that he fears the property in development will be a mess and not well cared for.

6) New Business



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A. BuildSB, parcel number 20-003-049-01 located at 6523 135th for Wholesale Sales and Service Uses within the C-1 District for 4 buildings each with 11,700 square feet of building footprint.

Scott Bosgraaf represented and introduced this project. ^(SEP)He explained that it is in a C-1 area and that 'C-1 use' is his expectation. The proposed buildings are similar to the buildings already on the property across Commercial Road. Currently there is not water or sewer hook up to the buildings proposed in the plan.

Ihle questioned the number of acres of the project and the developer responded that it is appx. 3.5 acres in this phase and the one prior was a little less. There is a sand dune which prohibits the development to the North of the project and Bosgraaf is not sure if there will be a project development South toward the Blue Star. Ihle questioned the landscape along 135th. Bosgraaf explained there is currently a split rail fence and tree line there and the goal is to leave that in place. Israels questioned the type of business that might go into the development. Bosgraaf explained that they would be conforming to the C-1 zone. Ihle questioned the physical appearance and Bosgraaf explained the buildings would mirror the project across the street. Israels questioned water and sewer and Bosgraaf explained that use would determine if there would be water and sewer in the buildings. There are hook ups in place in the project across Commercial Dr.

Wells reviewed the Standards for Site Plan Approval and recommendations for this project. (See Addendum A) She explained that Bosgraaf has met with her several times about the project and she appreciated his willingness to work with the Township on this. She would like to see an updated site plan showing the appx. 250' frontage on 135th, his intentions to create condominium lots, and clarify the amount of feet from the center line. She explained conditions from the Township Engineer that need to be approved prior to permitting. She also requested the landscape plan be updated on the site plan that adheres to requirements along Commercial Road. Bosgraaf explained that at this time there is no anticipation of an outdoor trash enclosure but if the need occurs, he will address this with the Township. Wells explained that if there is determined to be floor drains and plumbing, additional permitting is required. Bosgraaf also said he is happy to conform to window requirements for the side of the building and will address this further with Wells. Wells informed the commission that the roof is metal and does have recesses in the design and changes in the front elevation that meet our standards.

A **Motion** was made by Welk to approve the site plan for parcel number 20-003-049-01 located at 6523 135th for Wholesale Sales and Service with the understanding that we incorporate changes discussed and agreed upon this evening by the commission to include updated landscaping and East side (Commercial Rd.) windows, along with the 12 recommendations in the memo from the Township Planner to the Planning Commission



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dated June 16, 2020 (See below) . Seconded by Israels. The motion passed unanimously by role call vote.

RECOMMENDATIONS for BuildSB (20-003-049-01) from June 16, 2020 memo from the Planning & Zoning Adm. to the Panning Commission.

1. The use and structure shall at all times comply with all local, state and federal requirements. [L] [SEP]
2. All fees shall be paid and conditions met prior to issuance of building permit and certificate of occupancy. [L] [SEP]
3. Outdoor storage shall be prohibited. [L] [SEP]
4. Saugatuck Township Fire District review shall be completed and conditions met for issuance of a [L] [SEP] building permit and/or Certificate of Occupancy. All conditions included in a review by the Fire [L] [SEP] District shall be met prior to issuance of building permit. [L] [SEP]
5. Allegan County Soil Erosion permit submitted to the Zoning Administrator or Building Inspector [L] [SEP] before any earthwork commences on site. [L] [SEP]
6. Any conditions of the Township Engineer shall be complied with prior to issuance of building [L] [SEP] permit, including items related to grading and drainage. Drainage calculations shall be provided, as well as detailed plans for review that depict drainage solutions. All grading and drainage shall also meet any requirement of the Allegan County Drain Commission. [L] [SEP]
7. Uses on the property must be a "use by right" in the C-1 zoning district. The applicant shall provide detail about building use and any restrooms or other facilities within the buildings to determine hookup fees. [L] [SEP]
8. The site plan shall be updated to include dimensions for the proposed new parcel, which shall also meet the requirements of the C-1 district. Dimensions for building setbacks shall be included on the updated site plan. [L] [SEP]
9. The applicant shall include a dumpster enclosure detail if applicable. [L] [SEP]
10. A landscaping plan shall be prepared (updated) that meets the buffer and parking area landscape requirements, and adheres to the provisions of 40-877-40-880.
11. Building renderings shall be updated and also provided for the side walls (East side facing Commercial Road, as discussed this evening consistent with the Township architectural standards) of the building; building [L] [SEP] architecture shall comply with the standards of the zoning ordinance, unless waived by the Planning Commission. Items to be discussed with the Planning Commission include materials for the building and the roof to determine compatibility. [L] [SEP]
12. Any other conditions as deemed necessary by the Planning Commission. [L] [SEP] [L] [SEP]

B. Just A Mere, parcel number 20-260-015-01 located at 6333 Old Allegan Road within the



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I-1 District for 18 buildings for storage and warehouse uses, square footage of buildings ranges from 7,200 square feet to 2,800 square feet. [SEP]

Albie Blommaert represented his property. He explained that he is proposing to build several (8) buildings on his property that is zoned I-1. They will be plumbed for restrooms. He will also build storage units to the South. Prietz asked how he would phase in the project. He explained he would start with foundation work in the first building(s) to the north. Then continue building after winter. He also explained that he would start the site work for the storage units and the outside storage area, but will not provide storage for semi's. He stated that the area would not be visible because it is behind the retention pond. He has reports from Lakeshore Environment that support the absence of hazardous waste on the property and will provide it if necessary. Prietz asks about his intended time frame, but Blommaert was not sure about his time frame. He explained that he does a nice job with landscaping and expressed that curb appeal is important to him. Israels asked Blommaert to respond to concerns of the neighbors regarding traffic, children safety concerns and property access. He explained that he wanted the entrance to be farther north of the project but the road commission wanted the entrance to be where it is designated on the plan because of traffic and safety issues. He offered to put up any signage that would appease the neighbors of Hawthorne Ct. and will work with them to do that. Ihle questioned how much traffic would come in and out. Blommaert explained that there will be minimal traffic for storage although folks will have access 24 hours per day. He does not anticipate a lot of traffic. Helmrich asked about the number of homes on Hawthorne Ct. and there are 11 homes on Hawthorne and additional homes on another road near by. Wells explained that if there is any contamination found, the applicant is responsible for reporting it. There is also a review/recommendations from the Fire District and Township Engineer. The site has been graded and is zoned industrial. 63rd is the dividing line. The applicant intends to add to the buffering. The applicant does have a permit. He also said he would include trash enclosures. His buildings will be similar to the ones at Just Barns and he will submit renderings to the Township. Helmrich questioned if a bond needs to be addressed for the infrastructure Wells said the engineer for the project is addressing this with Blommaert.

A **Motion** was made by Welk to approve the site plan for parcel number 20-260-015-01 located at 6333 Old Allegan Road for 18 buildings for storage and warehouse use with the understanding that we incorporate the changes discussed and agreed upon this evening by the commission and including the 12 conditions in the memo from the Township Planner to the Planning Commission dated June 16, 2020, (see below) and add an item #13 indicating Blommaert will work with the Hawthorne neighbors to add a cautionary sign to the area for safety. Seconded by Helmrich. The motion passed unanimously by role call vote.



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RECOMMENDATIONS for Just A Mere (920-260-015-01) from June 16, 2020 memo from the Planning & Zoning Adm. to the Planning Commission.

1. The use and structure shall at all times comply with all local, state and federal requirements.
2. All fees and applicable conditions of approval shall be paid prior to issuance of building permit and [SEP] certificate of occupancy. [SEP]
3. Saugatuck Township Fire District review shall be completed and conditions met for issuance of a building permit and/or Certificate of Occupancy. [SEP]
4. Allegan County Soil Erosion permit submitted to the Zoning Administrator before any earthwork [SEP] commences on site. [SEP]
5. Any conditions of the Township Engineer shall be complied with prior to issuance of building [SEP] permit and add that if contamination is found on the property EGLE would be notified and a plan would be put in place to address the problem and a bond will be put in place for the engineering.
6. Uses on the property must be a "use by right" in the light industrial zoning district. [SEP]
7. Any future changes to the lighting, landscaping, parking or building materials shall require review [SEP] and approval of the Township. The site vegetation shall remain undisturbed within the required [SEP] buffer yards of 40' in the front, 15' side, and 20' in the rear yard. [SEP]
8. A dumpster detail shall be provided, if required by the Planning Commission. [SEP]
9. The applicant shall provide detailed building renderings for all elevations to ensure compliance with [SEP] Section 40-662 of the Zoning Ordinance. [SEP]
10. Parcel 20-260-015-01 and parcel 20-260-014-02 shall be combined to ensure setbacks are achieved [SEP] and that buildings are not spanning two parcels. [SEP]
11. A note shall be added to the landscape plan that any vegetation that fails to establish within one [SEP] year shall be replaced. [SEP]
12. Any other conditions as deemed necessary by the Planning Commission such as: architectural [SEP] standards and waste management. [SEP]

C. Master Plan Review Memo, 5-year review request

Wells introduced an overview and brief summary of the Township Master Plan. See Memo dated May 13, 2020 from the Zoning and Planning Administrator. It is a joint plan with Saugatuck, Douglas and the Township. It is extensive and is required by the State to update every 5 years. [SEP] It was recommended that the Planning Commission participate in the review in a session with the board sometime this year. It is important for everyone to understand what is in the document as it provides direction for our future decisions. It addresses the Character of the Community, Growth, Land use and Community Facilities, Agriculture, Economic Development, Commercial Development, Industrial planning, Culture, Historic and Archaeological appreciation, Housing and Development, Special



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Environment and Open Space, Waterfront, Recreation, Transportation, Water and Sewer, Police/Fire/Emergency Services, Social Services, Waste Management, and Energy. Israels expressed appreciation for the plan and noted that she was grateful for the effort put into this work and would like to see accountability measures put in place in the future so we can measure how well we are progressing with our plan. Israels also mentioned that it is important for us to understand how projects we are approving fit into our long range Master Plan. Prietz mentioned that Douglas may desire to leave the tri-community but at this time Wells was not familiar with their intent to go solo. Wells recommends a bi-annual tri-community meeting with the folks involved in order to discuss the project goals. Israels commended the Board in starting this project and including the community on a Saturday. She noted the importance of a master plan and appreciates having the planning commission be part of it. Helmrich noted that he included a separate review of the plan and had forwarded it to Israels to share with the Planning Commission by email. It is also included in these minutes as an addendum. Wells shared the cost of construction today and talked about the challenges of affordability for new housing. Israels supported reading outside sources for community planning and mentioned some things that she has read that other towns find important in their communities as they recognize their strengths. Wells proposed next steps to facilitate this work over the next few months to 4 years. She explained the importance of discussion around zoning issues related to housing, commercial development, sidewalk and trail connections for the road commission, and independent study. Helmrich would like to see the commission meet with the board in the near future to discuss the elements of the Master Plan. Israels suggested it be a facilitated meeting. Prietz and Israels voiced support for collective learning around this subject. Wells offered herself as a resource to others on the board and suggests we continue to discuss this at future meetings.

8. Public Comment:

Stacey Workman: Thanked the Commission for their work but does not feel the Master Plan was executed this evening. She said that when Industrial meets residential there should be more balance within the harmonious nature of the area. Felt it was not there in tonight's meeting.

Don Daughtry: Said signs going up will not deter the traffic and there will be so much traffic going in and out of this development. It is becoming so commercialized and it is going to be impossible to walk their dogs. Asked, "how about adding sidewalks?"

Al Kercinik: Asked if the retention pond on the property is used for the fire department. Prietz replied retention is used for drainage. Kercinik said he is concerned about fire in the storage units caused by combustible materials. He questioned if there is fire suppression in the units.

9. Saugatuck Township Board Update from May 13 & June 10, 2020: Helmrich



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Submitted by PC Member and Township Treasurer, Jon Helmrich

- Township board conducted remote meetings via Zoom on May 13 and June 10, 2020. Last Monday the Township reopened with safety measures in place.
- Public comment focused on buoy placement in the River and the Van Horn property project.
- Zoning Administrator presented a review and overview of the current Master Plan; noted that MAP encourages an annual joint meeting of the Board and PC to review Master Plan together.
- Tabled consideration of a Wellhead Protection Ordinance
- Public Hearing held on FY2021 budget which was passed unanimously; has been posted on the website. The Township is expecting a 25% decrease in State profit sharing.
- Approved placement of buoys in Kalamazoo River as per past year plan; no increase in number this year.
- Approved contract for Southern portion of Township with Life Ambulance to replace AMR; assessments will show an increase on Winter bills in the ambulance district.
- Tax Collection season begins on July 1 presenting various new challenges in light of the COVID-19 pandemic; the office has started to outfit itself appropriately. Urging people to mail in their taxes.
- Discussion begun on Code Enforcement Process and Options.
- Planning Commission matters: request for further study and recommendations on ordinance changes to allow for smaller home and lot sizes (Ryan Kilpatrick presented to the board, as well) and acknowledgement that 2 member of PC and 2 of ZBA have terms expiring on June 30; public notice has been made to solicit interest. Expect vote on appointments in July at the Board meeting.
- Bigford and Helmrich to investigate potential recommendations for Township investment practices and action. We currently have only one with Chemical Bank.
- Proclaimed June as Pride Month for second year (with no drama) and fly the flag outside of the office.
- Next meeting is Wed., July 8, 2020 at 6:00pm (Zoom or Township Hall TBD).

Israels questioned using Life Amb. vs AMR. Helmrich explained that it was a decision based on response time, cost, strategy and value. Israels expressed the importance of continuing to monitor response time. Welk added that Lakeshore Dr. was paved today.

Addendum:

Tri-Community Comprehensive Plan (the Master Plan) Review and brief summary



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As requested by Township Board member and PC representative Helmrich in reference to the May 13, 2020 master plan overview submitted by The Planning and Zoning Administrator Wells, to the Township Board. (and shared by email from Israels)

- 1. Community Character. Reference to demand for alternative housing is strongly supported by the board who voted on June 10 to request the Zoning Administrator and Planning Commission begin the process to review applicable ordinances to consider changing minimum requirements of lot and house sizes.
- 1. Community Character. Suggestion to review tree preservation ordinances to tighten standards and require a 'caliper for caliper' replacement for trees is interesting.
- 4. Agriculture. Recently Douglas adopted an ordinance to allow a limited number of chickens on residential properties. Cities such as Grand Rapids and Ann Arbor have done so. We have residential ordinances that do not allow 'farm' animals which I personally would like to see reviewed and amended.
- 5. Economic Development. Would be nice to include language encouraging solar panel farms and other renewable energy businesses.
- 9. Housing/Residential. Again, pursuing development of smaller and more affordable housing is great.
- 10. Special Environments and Open Space. Consideration of amending ordinances to strengthen standards for mining, ponds, and land clearing sound worth pursuing.
- 14. Water & Sewer. Review and update of the connection fee schedule seems timely and critical to pursue.
- Next Steps-Short Term. Suggest an 'e.' Michigan Association of Planning encourages an annual meeting of a Township's board and its Planning Commission to review a Master Plan together. We should consider this.
- Medium Term. Tri-Community Quarterly Planning meeting needs to be evaluated as to logistics and necessary planning to occur.
- At the May Township Board meeting, a motion was passed 5-0 to accept the Master Plan Overview and direct ZA Wells to share with Planning Commission for further review and comment.

10. Adjourn

A **motion** was made to adjourn the meeting at 9:34 p.m by Welk. Seconded by Lozano. Motion passed by unanimous roll call vote.



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Next P.C. meeting: TBD... 2020 07:00 p.m.

Motions:

1. A **Motion** was made by Israels to conduct the meeting via video conference, ratify the procedures for public participation and meeting conduct as described in the Notice of Public Meeting, and to approve the agenda as written. Seconded by Lozano. The Motion passed by unanimous roll call vote.
2. A **Motion** was made by Lozano to approve the minutes of 04/24/20 as amended. Seconded by Ihle. The Motion passed by unanimous roll call vote.
3. A **Motion** was made by Welk to approve the site plan for parcel number 20-003-049-01 located at 6523 135th for Wholesale Sales and Service with the understanding that we incorporate changes discussed and agreed upon this evening by the commission to include updated landscaping and East side (Commercial Rd.) windows, along with the 12 recommendations in the memo from the Township Planner to the Planning Commission dated June 16, 2020 (See below) . Seconded by Israels. The motion passed unanimously by role call vote.
4. A **Motion** was made by Welk to approve the site plan for parcel number 20-260-015-01 located at 6333 Old Allegan Road for 18 buildings for storage and warehouse use with the understanding that we incorporate the changes discussed and agreed upon this evening by the commission and including the 12 conditions in the memo from the Township Planner to the Planning Commission dated June 16, 2020, (see below) and add an item #13 indicating Blommaert will work with the Hawthorne neighbors to add a cautionary sign to the area for safety. Seconded by Helmrich. The motion passed unanimously by role call vote.
5. A **Motion** was made to adjourn the meeting at 9:34 p.m by Welk. Seconded by Lozano. Motion passed by unanimous role call vote.

Respectfully,

R. Israels, P.C. Sec.



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