

Planning Commission Regular Meeting Minutes

A regular meeting of the Saugatuck Township Planning Commission was held on August 22, 2022 at 6:00pm at the Saugatuck Township Hall, 3461 Blue Star Highway.

1. **Call to Order** at 6:02pm by Chairperson Israels.

2. **Roll Call**

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

Others present: L. Wells, Zoning Administrator, D. DeFranco. Township Manager

3. **Approval of Agenda**

Israels added under **Old Business** A. Update of Bylaws and Procedural Document; **New Business**

A. Resignation of Chair and B. Discussion of Commission Officers

A **Motion** made by Butler to approve the agenda as amended. Seconded by Ihle. Motion carried unanimous by voice vote.

4. **Approval of Minutes**

Minutes of July 25, 2022

- Page 3. Paragraph 1, fourth sentence: Change "for" to "*from the Ravines' irrigation ponds.*"
- Page 3. Paragraph 4, third sentence: Change "well" to "*pond to prevent water leaking.*"
- Page 3. Paragraph 5, third sentence: Change "rely" to "*relay PC members' comments...*"

A **Motion** by Ihle to approve the regular meeting minutes of July 25, 2022 minutes as amended. Seconded by Ground. Motion carried unanimous by voice vote.

5. **Public Comments**

Open: 6:09pm No comments offered. Closed: 6:10pm

6. **Old Business**

Israels provided update of progress of Bylaws and Procedural Document. It is currently being reviewed by township attorney.

7. **New Business**

A. Resignation of Chair: Israels announced she is resigning from the PC due to recent appointment as Township Clerk. Commissioner Helmrich on behalf of the PC and Township Board expressed thanks to Israels for her years of service on the PC. Commissioner Ihle also acknowledged Israels for her dedication to the PC and community, and wished her success in her new position.

- **Remainder of meeting conducted by Vice Chair Ihle.**

B. Discussion of Officers: Will revisit board officers in September.

C. Public Hearing and Consideration of Special Approval Use amendment application to expand parking lot at the rear of the building and move dumpster. Applicant is JARS Holding,

LLC to operate a Medical Marijuana Provisioning and Retail Center on parcel #20-029-002-11 (aka. 2790 Blue Star Highway).

Wells reviewed application and provided an overview of the submitted site plan.

- Parking Request: Proposed 10 additional spaces, 22 spaces are shown on site plan. Current ordinance-Retail space is 650sf, between 17-18 spaces are required per ordinance. Parking spaces should not be less than 200sf per Sec. 40-647 (e). 1.
- Stormwater: It was noted by the Township Engineer additional information and soil borings are needed. Engineer notes there is a high-water table and stormwater design, as presented, would not meet the Township's or County's standards.
- Landscape Plan: The plan included in the PC packet is from May 2022. Landscape plan needs to be updated to include new parking area and the required buffers.

Ground asked if the parking lot needed to be paved. Wells referred to Sec. 40-647 (10).

Helmrich asked for clarification of requested parking spaces. Request is for four (4) additional spaces above required per ordinance.

Public Hearing:

Open 6:31pm No comments offered. Closed 6:32 pm.

Applicant reviewed request: Business has been good since opening and they have realized the need for more parking to accommodate employees and customers.

Commission member discussion: Webster voiced concern regarding incomplete materials related to stormwater drainage and updated landscape plan. Ihle also was concerned with stormwater drainage and felt the need for more clarification of plans. Butler commented a concern of lighting Wells informed commissioners of lighting was adequately addressed at the time of original approval and no new lighting plan is proposed. Ground commented about parking space size. Wells mentioned Ordinance states space shall be not less than 200sf per space. Change of sf would require variance. Per section 40-647 (h) *...minimum Parking Space requirements shall not be exceeded by more than 30 percent*. Following this standard, the requested 22 spaces could be permitted upon review of updated site plan.

A **Motion** by Butler to postpone Special Approval Use amendment application to expand parking lot at the rear of the building and move dumpster by JARS Holding, LLC a Medical Marijuana Provisioning and Retail Center on parcel #20-029-002-11 (aka. 2790 Blue Star Highway) due to the need for an updated stormwater management plan, updated landscape plan which includes parking space design per ordinance. Seconded by Wurth. Motion carried unanimous by roll call vote.

8. Report

A. Township Board Update

Helmrich delivered the Board update. Report on file.

B. Staff Update

- a. New administrative assistant hired, Morgan Arens. Will start Monday, August 29
- b. Site Plan for Midwest V, LLC parcel # 20-032-046-00 for a convenience store (Dollar General) at M-89 and 68th on property zoned C-1 has been withdrawn by applicant.

C. Other

Ground updated commissioners on progress of Township Hall redesign. Progressing on schedule.

9. Adjourn

A **Motion** by Butler was made to adjourn 7:03pm. Seconded by Helmrich. Motion carried unanimous by voice vote. Next PC meeting: Monday, September 26, 2022 at 6:00pm.

Motions:

1. A **Motion** made by Butler to approve the agenda as amended. Seconded by Ihle. Motion carried unanimous by voice vote.
2. A **Motion** by Ihle to approve the July 25, 2022 PC minutes as amended. Seconded by Ground. Motion carried unanimous by voice vote.
3. A **Motion** by Butler to postpone Special Approval Use amendment application to expand parking lot at the rear of the building and move dumpster by JARS Holding, LLC a Medical Marijuana Provisioning and Retail Center on parcel #20-029-002-11 (aka. 2790 Blue Star Highway) due to the need for an updated stormwater plan, updated landscape plan which includes parking space design per ordinance. Seconded by Wurth. Motion carried unanimous by roll call vote.
4. A **Motion** by Butler was made to adjourn 7:03pm. Seconded by Helmrich. Motion carried unanimous by voice vote. Next PC meeting: Monday, September 26, 2022 at 6:00pm.

Submitted by D. Webster, PC secretary.

I Denise Webster, Planning Commission Secretary, certify that these minutes were approve on September 26, 2022 by the Saugatuck Township Planning Commission.

Planning Commission Secretary

Date