

**Planning Commission
Regular Meeting Minutes
Tuesday, October 3, 2023 at 5:00 p.m.
Meeting held in person & via Zoom
Saugatuck Township Hall**

Call to Order: Chair Ihle called the meeting to order at 5:00 PM.

Roll Call:

Present: Dave Ihle, Jackie Ground, Denise Webster, Ken Butler, Jon Helmrich, Gordon Stannis, Michael Wurth

Absent:

Also Present: Planning and Zoning Administrator Lynee Wells, Zoning Ordinance Consultant David Jirousek, Recording Secretary Morgan Arens, Building Official Cindy Osman, Joe Milauckas.

Approval of Agenda

Ihle introduced the agenda.

A **Motion** was made by Webster to approve the agenda as presented. Supported by Butler. Motion carried unanimously by voice vote.

Approval of Minutes:

Minutes from the August 30, 2023 were discussed.

A **Motion** was made by Webster to approve the minutes from the August 30, 2023 meeting as presented. Supported by Butler. Motion carried unanimously by voice vote.

Public Comments:

Ihle opened the floor for Public Comment. There was none. Ihle closed Public Comment.

New Business: None.

Old Business:

1. Review of Draft Zoning Ordinance

Jirousek gave a brief overview of the new draft of the zoning ordinance and gave an overview of the changes that were made. He also noted that changes are highlighted in either yellow or green.

Helmrich requested that the review be done page by page, to which Ihle agreed and asked that the Commissioners conduct informal votes on any disagreements to keep the meeting moving at a steady pace.

Commissioners reviewed Articles 1-7 and asked for clarification, explanation, requirements, and reworkings of many items including; site plan and condo checklists, consistency in abbreviations between the draft and the zoning map, Accessory Dwelling Units (ADUs), agrotourism regulations, formatting consistency across tables, guidelines for duplexes and townhomes, minimum square footage for residential dwellings, water body classifications, front yard specifications, commercial building height restrictions, primary siding materials, housing style options and their minimum requirements, garage orientation requirements, accommodations, mixed-use zoning, distinctions between grocery, convenience, and retail stores, setback requirements, decorative facades, overlay

districts, FEMA floodplain maps, flag poles, shipping container regulations, and private road stipulations.

Public Comments:

Ihle opened the floor for Public Comment. There was none. Ihle closed Public Comment.

Report

1. Township Board Update: Helmrich gave an update.
2. Annual Report: Planning and Zoning Administrator Wells gave an update.
3. Staff Report/Announcements: Planning and Zoning Administrator Wells gave an update.
4. Commissioner Comments: Commissioners discussed the timeline for the Zoning Ordinance review and the public open house and input.

Adjourn:

A **Motion** was made by Butler to adjourn at 7:56 PM. Supported by Stannis. Motion carried 5-0 by voice vote.

Motions

1. A Motion was made by Webster to approve the agenda as presented. Supported by Butler. Motion carried unanimously by voice vote.
2. A **Motion** was made by Webster to approve the minutes from the August 30, 2023 meeting as presented. Supported by Butler. Motion carried unanimously by voice vote.
3. A **Motion** was made by Butler to adjourn at 7:56 PM. Supported by Stannis. Motion carried 5-0 by voice vote.

Respectfully,
Morgan Arens, Recording Secretary