

**Planning Commission
Regular Meeting Minutes
Tuesday, July 18, 2023 at 6:00 p.m.
Meeting held in person
Saugatuck High School Cafeteria**

Call to Order: Chair Ihle called the meeting to order at 6:00 PM.

Roll Call:

Present: Dave Ihle, Jackie Ground, Denise Webster, Ken Butler (arrived at 6:02 PM), Jon Helmrich, Gordon Stannis

Absent: Michael Wurth

Also Present: Planning and Zoning Administrator Lynee Wells, Recording Secretary Morgan Arens, Township Manager Daniel DeFranco, Building Official Cindy Osman, Clerk Becky Israels, Ed Speyers.

Approval of Agenda

Ihle introduced the agenda.

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

Approval of Minutes

Minutes from the June 20, 2023 meeting were discussed.

A **Motion** was made by Webster to approve the minutes from the June 20, 2023 meeting as presented. Supported by Stannis. Motion carried unanimously by voice vote.

Public Comments:

Ihle opened the floor for Public Comment.

1. Ed Speyers: read a letter he wrote regarding Blue Star Highway traffic.

Ihle closed Public Comment.

New Business:

1. Election of Officers

Ihle explained that in the past the Election of Officers occurred at the beginning of the calendar year, however it is supposed to happen at the beginning of the fiscal year. He stated that he spoke to the existing Officers and they all feel comfortable maintaining their positions. He also asked if there was any one who agree or disagreed.

Helmrich stated that after talking to a previous Planning Commission Chair, he confirmed in the past it was common to rotate positions every year.

A **Motion** was made by Butler to reelect Dave Ihle as Chair, Jackie Ground as Vice Chair, and Denise Webster as Secretary.

Supported by Stannis.

Roll Call Vote: 6-0

Discussion: None

Motion carried 6-0 by roll call vote.

Old Business:

1. Review of Draft Zoning Ordinance

Planning and Zoning Administrator Wells gave an update of the Draft Zoning Ordinance, going over requested changes and questions from the Commissioners from the previous Planning Commission meeting. She also explained that the Zoning Ordinance Steering committee was in the audience to explain any questions the Commissioners might have for them.

Ihle proposed reviewing the Draft in article order, which the Commissioners agreed to.

Commissioners reviewed Articles 1-5 and asked for clarification and explanation on many items including; figures and tables throughout the draft, minimum residential home size requirement, how garages face and their setbacks, home occupation, accessory dwelling units, and live/work units.

2. Discuss Next Steps

The Commissioners all agreed that they want more time with the Draft and asked that the Public Hearing be pushed back again. They also agreed on adding another meeting for them to review the Draft. The Commission requested staff to secure a location and time for an additional meeting in August.

Public Comments:

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

Report

1. Township Board Update:

Helmrich gave a summary report from the May and June Township Board meetings.

2. Staff Report/Announcements:

Planning and Zoning Administrator Wells gave an update on various Township projects.

3. Commissioner Comments: Webster stated concern with Public Comment portion on the agenda.

Suggested after council completes the review of Ordinance the council revisit this concern.

Adjourn:

A **Motion** was made by Butler to adjourn at 8:52 PM. Supported by Ground. Motion carried 6-0 by voice vote.

Motions

1. A **Motion** was made by Webster to approve the agenda as presented. Supported by Ground. Motion carried unanimously by voice vote.
2. A **Motion** was made by Webster to approve the minutes from the June 20, 2023 meeting as presented. Supported by Stannis. Motion carried unanimously by voice vote.
3. A **Motion** was made by Butler to reelect Dave Ihle as Chair, Jackie Ground as Vice Chair, and Denise Webster as Secretary.
Supported by Stannis.
Roll Call Vote: 6-0
Discussion: None
Motion carried 6-0 by roll call vote.
4. A **Motion** was made by Butler to adjourn at 8:52 PM. Supported by Ground. Motion carried 6-0 by voice vote.

Respectfully,


Morgan Arens, Recording Secretary

I, Denise Webster, Planning Commission Secretary, certify that these minutes were approved on August 14, 2023 by the Saugatuck Township Planning Commission.


Denise Webster, Planning Commission Secretary

8/14/2023
Date