

**Planning Commission
Regular Meeting Minutes
Tuesday, May 21, 2024 at 6:00 p.m.
Meeting held in person & via Zoom
Saugatuck Township Hall**

Call to Order: Secretary Webster called the meeting to order at 6:00 PM.

Roll Call:

Present: Denise Webster, Jon Helmrich, Gordon Stannis, Michael Wurth

Absent: Dave Ihle, Jackie Ground, Ken Butler

Also Present: David Swan, Richard Runowski, Theresa Runowski, Chuck Hoyt, Maria Mendoza, Cathy Gillette, Ric Gillette, Peter Davis, Planning and Zoning Administrator Lynee Wells, Recording Secretary Morgan Arens.

Approval of Agenda

Webster introduced the agenda.

A **Motion** was made by Wurth to approve the agenda as presented. Supported by Stannis. Motion carried unanimously.

Approval of Minutes:

Minutes from the March 18, 2024 were discussed.

A **Motion** was made by Stannis to approve the minutes from the March 18, 2024 meeting as presented. Supported by Wurth. Motion carried unanimously.

Public Comments:

Webster opened the floor for Public Comment.

1. David Swan from the Saugatuck Dunes Coastal Alliance requested an amendment to the minutes of the March 2024 Planning Commission meeting to accurately reflect his public comments. He also raised concerns regarding the VanHorn pond.

Webster closed Public Comment.

New Business:

1. Best Buds Special Land Use and Site Plan One Year Extension Request

A request for a one-year extension was submitted by Best Buds regarding their Special Land Use and Site Plan. Commissions asked clarifying questions regarding the extension.

A **Motion** by Wurth to approve Best Buds' request for one year extension on their approved Special Land Use and Site Plan extension per Section 14.70 (c) of the zoning ordinance due to unforeseen circumstances. Original approval granted on May 20, 2023, and extension to May 20, 2025.

Supported by Stannis.

Roll Call Vote:

Yes: Webster, Helmrich, Stannis, Wurth

No:

Discussion: None

Motion carried unanimously via roll call vote.

2. Public Hearing and consideration of a site condominium request, Meadow Woods, applicant is Ric and Cathy Gillette, Parcel: 20-275-000-02. Agent: Nederveld

Planning and Zoning Administrator Lynee Wells introduced the agenda item and provided an overview of the project's request. Chuck Hoyt, project engineer from Nederveld, presented the project's history and current status. Webster then opened the public hearing for comments:

- Peter Davis asked for clarification on the differences between site condos and land division.
- Rich Gillette raised concerns about preserving farmland, the impact of short-term rentals, and urged the property owner to be mindful of property lines.

Webster closed the public hearing and opened the floor for commissioner discussion.

Commissioners discussed the project's location, the number of dwellings, existing duplexes within the project area, common element access and area, wetlands, and the water system.

A **Motion** by Stannis to approve a site condominium request from Meadow Woods regarding Parcel 20-275-000-02 with all 15 conditions from the Township Planning and Zoning Administrator.

Supported by Helmrich.

Roll Call Vote:

Yes: Webster, Helmrich, Stannis, Wurth

No:

Discussion: None

Motion carried unanimously via roll call vote.

Old Business:

1. Discuss Moratorium Next Steps

Planning and Zoning Administrator Wells reviewed the memo on the moratorium and provided an update on the status of critical dunes, waterways, and high-risk erosion areas. Commissioners requested that staff review and revise section 5.2 of the Zoning Ordinance.

Communications

- A. Correspondence: acknowledged by the Planning Commission, on file
- B. Township Board Report: Helmrich gave an update.
- C. Staff Updates: Wells gave an update.
- D. Commission Comments: Commissioners discussed recording minutes going forward.

Public Comments:

Webster opened the floor for Public Comment.

- 1. David Swan from the Saugatuck Dunes Coastal Alliance emphasized the size of VanHorn Pond, referencing various documents to support his points.

Webster closed Public Comment.

Adjourn:

A **Motion** was made by Stannis to adjourn at 8:08 PM. Supported by Helmrich. Motion carried unanimously.

Motions

1. A **Motion** was made by Wurth to approve the agenda as presented. Supported by Stannis. Motion carried unanimously.
2. A **Motion** was made by Stannis to approve the minutes from the March 18, 2024 meeting as presented. Supported by Wurth. Motion carried unanimously.
3. A **Motion** by Wurth to approve Best Buds' request for one year extension on their approved Special Land Use and Site Plan extension per Section 14.70 (c) of the zoning ordinance due to unforeseen circumstances. Original approval granted on May 20, 2023, and extension to May 20, 2025. Supported by Stannis.

Roll Call Vote:

Yes: Webster, Helmrich, Stannis, Wurth

No:

Discussion: None

Motion carried unanimously via roll call vote.

4. A **Motion** by Stannis to approve a site condominium request from Meadow Woods regarding Parcel 20-275-000-02 with all 15 conditions from the Township Planning and Zoning Administrator. Supported by Helmrich.

Roll Call Vote:

Yes: Webster, Helmrich, Stannis, Wurth

No:

Discussion: None

Motion carried unanimously via roll call vote.

5. A **Motion** was made by Stannis to adjourn at 8:08 PM. Supported by Helmrich. Motion carried unanimously.

Respectfully,

Morgan Arens, Recording Secretary