

**Planning Commission  
Regular Meeting Minutes  
Tuesday, August 20, 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: Dave Ihle, Denise Webster, Ken Butler, Jon Helmrich, Steve McFadden, Gordon Stannis

Absent: Jackie Ground

Also Present: Bruce Zeinstra, Planning and Zoning Administrator Lynee Wells, Recording Secretary Morgan Arens.

**Approval of Agenda**

Ihle introduced the agenda.

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

**Approval of Minutes:**

Minutes from the May 21, 2024 were reviewed.

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

**Public Comments:**

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

**New Business:**

**1. Elect Officers for FY 2024-2025**

All current officers—Dave Ihle as Chair, Jackie Ground as Vice Chair, and Denise Webster as Secretary—expressed interest in retaining their positions.

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

**Roll Call Vote:**

**Yes:** Ihle, Webster, Butler, Helmrich, McFadden, Stannis

**No:**

Discussion: None

Motion carried unanimously via roll call vote.

**2. Public Hearing and Consideration of a Zoning Ordinance Amendment, Article 5, Section 5.20.**

Planning and Zoning Administrator Lynee Wells provided background and an overview of the amendment. Commissioners debated retaining Article 5, Section 5.20, considering the enforcement challenges, required manpower, and the responsibilities compared to those already regulating the Critical Dunes.

A **Motion** was made by Webster to approve the removal of Article 5, Section 5.20. Supported by Butler.

**Roll Call Vote:**

Yes: Ihle, Webster, Butler, Helmrich, McFadden, Stannis

No:

Discussion: None

Motion carried unanimously via roll call vote.

3. Ihle and Blue Star Brewery Site Plan Review and Approval, 6525 Blue Star Highway, parcel 20-003-040-10 to construct a new auto repair building, and repurpose existing auto repair for brewery use

Ihle recused himself due to a conflict of interest, and Webster took over the meeting. Planning and Zoning Administrator Lynee Wells introduced the project, comparing the previous and current applications, emphasizing key differences. Commissioners discussed lighting requirements, shared parking, operating hours related to live music, loading zones, dumpster locations, and the placement of mechanical equipment. They also expressed concerns about approving the Site Plan Review without a memo from the Saugatuck Township Fire District, which had not yet been received. A **Motion** was made by Webster to postpone the Ihle and Blue Star Brewery Site Plan Review until the Saugatuck Township Fire District memo was available. Supported by Butler.

**Voice Vote:**

Discussion: None

Motion carried unanimously via voice vote.

Ihle resumed his position in the meeting.

**Old Business:** None.

**Communications**

- A. Correspondence: None.
- B. Commission Comments: Helmrich reminded the Board of the upcoming Michigan Planning Association Conference in Grand Rapids.
- C. Township Board Report: Helmrich gave an update from the previous 3 Board Meetings.
- D. Staff Updates: Wells gave an update on various projects.

**Public Comments:**

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

**Adjourn:**

A **Motion** was made by Butler to adjourn at 7:35 PM. Supported by Helmrich. Motion carried unanimously by voice vote.

## MOTIONS

1. A **Motion** was made by Butler to approve the agenda as presented. Supported by Webster. Motion carried unanimously.
2. A **Motion** was made by Webster to approve the minutes from the March 18, 2024 meeting as presented. Supported by Butler. Motion carried unanimously.
3. A **Motion** was made by Helmrich to reappoint Dave Ihle as Chair, Jackie Ground as Vice Chair, and Denise Webster as Secretary. Supported by Butler.

**Roll Call Vote:**

**Yes:** Ihle, Webster, Butler, Helmrich, McFadden, Stannis

**No:**

Discussion: None

Motion carried unanimously via roll call vote.

4. A **Motion** was made by Webster to approve the removal of Article 5, Section 5.20. Supported by Butler.

**Roll Call Vote:**

**Yes:** Ihle, Webster, Butler, Helmrich, McFadden, Stannis

**No:**

Discussion: None

Motion carried unanimously via roll call vote.

5. A **Motion** was made by Webster to postpone the Ihle and Blue Star Brewery Site Plan Review until the Saugatuck Township Fire District memo was available. Supported by Butler.

**Voice Vote:**

Discussion: None

Motion carried unanimously via voice vote.

Ihle resumed his position in the meeting.

6. A **Motion** was made by Butler to adjourn at 7:35 PM. Supported by Helmrich. Motion carried unanimously by voice vote.

Respectfully,

*Morgan Coulston, Recording Secretary*