



**Saugatuck Township
Regular Meeting Minutes
Wednesday, April 9, 2025, at 6:00 p.m.
Saugatuck Township Hall
Meeting held in person & via Zoom**

A **Motion** was made by Helmrich to appoint Clerk Cindy Osman as chair for the meeting due to Bigford's excused absence. Supported by Marcy.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Call to Order: Clerk Osman called the meeting to order at 6:00 PM

Pledge of Allegiance

Roll Call:

Present: Clerk Cindy Osman, Treasurer Jon Helmrich, Trustee Brenda Marcy, and Trustee Stacey Aldrich.

Absent: Supervisor Abby Bigford

Also Present: Manager Daniel DeFranco, Recording Secretary Morgan Coulston, Lynn Kirkaldy, Doug Manning, Char Manning, Kaye Clements, Jeanne Triner, Nancy Bonham, Sue Fencil, Brad Lubbers, Peter Keith, Chris Machiela, Bill Garrity, Todd Needham, Kat Needham, Bruce Burg, Claudia Burg.

Reports: Clerk Osman opened the floor for reports.

1. Chris Machiela, Allegan County Drain Commissioner

Machiela gave an update on the Drain Office activity and updates.

2. Treasurer's Report

Helmrich gave an update on the Township finances; the report is on file.

3. Planning Commission

Osman shared highlights from the March Planning Commission meeting, including the Lakeside Overlay Ordinance and proposed new office building on Blue Star Hwy.

4. Manager's Report

Township Manager DeFranco gave an update on the Township projects; the report is on file.

Public Comment:

- Allegan County Commissioner Brad Lubbers provided an update on county activities and highlighted key points from the County Commission newsletter.

Public Comment Closed

Agenda Approval:

Clerk Osman introduced the agenda.

A **Motion** was made by Aldrich to approve the agenda as presented. Supported by Marcy.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Approval of Consent Agenda: Clerk Osman introduced the consent agenda.

1. Bills & Review of Invoices

- a) Total Bills and Payroll: \$205,597.15
- 2. **Approval of Minutes**
 - a) March 11, 2025, Committee of the Whole Meeting Minutes
 - b) March 26, 2025, Workshop Minutes
- 3. **Disbursements**
 - a) \$138K
- 4. **Reports**
 - a) Clerk Report
 - b) Road Commission
 - c) Fire Board
 - d) Parks Commission
 - e) Emergency Services Committee
 - f) Interurban Board
 - g) Harbor Authority
 - h) KLSWA Commission
 - i) Tri-Community Wildlife Committee
- 5. **Correspondence**
 - a) None
- 6. **Operations**
 - a) Consolidated Fee Schedule Escrow Policy, Res. 2025-09
 - b) Dangerous Structure Removal Agreement
 - c) Clearbrook Street Light Agreement
 - d) CVB July 4th Firework Funding Request
 - e) Site Work Solutions Application for Payment 1

A **Motion** was made by Helmrich to approve the consent agenda as presented. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Fiduciary Oversight: N/A

Policy Development, Evaluation, and Actions: N/A

Legislative Actions (Ordinances):

1. Lakeside Overlay Ordinance Adoption

At its most recent meeting, the Planning Commission recommended that the Township Board adopt the proposed Lakeside Overlay District Ordinance. This recommendation followed a four-month moratorium on building and zoning permits along the lakeshore—enacted by the Township Board to allow time for the Planning Commission to develop appropriate regulatory language in response to the area's unique and sensitive environmental conditions.

The purpose of the Lakeside Overlay (LO) District was to protect the ecological and structural integrity of the Lake Michigan shoreline by introducing development standards designed to limit erosion, preserve bluff and dune stability, and maintain the natural and scenic character of the lakeshore. The overlay district applied to all parcels west of Lakeshore Drive, extending from the Township's northern boundary (north of Wiley Road) to 124th Street at the southern boundary.

Key elements of the ordinance included:

- **Rezoning and Applicability:** All land west of Lakeshore Drive was rezoned into the newly created Lakeside Overlay District. The ordinance amended the Township's Zoning Map and several related sections of the Zoning Ordinance.
- **Development Standards:**
 - **Lot Coverage:** Limited to 40% of the buildable area west of Lakeshore Drive, excluding setbacks and land between the bluff and the erosion hazard line.

- **Building Requirements:** Basements were prohibited. Structures were required to be built on crawlspaces or pilings, with a mechanical room (up to 100 sq. ft.) permitted within the building footprint.
- **Setbacks:** Waterfront setbacks were defined by EGLE's 60-year erosion recession line; side setbacks were 15 feet, and front setbacks 40 feet. Fences and walls were not allowed in the waterfront yard.
- **Driveways and Surfaces:** Required to be permeable and located outside of side yard setbacks; private roads were not permitted.
- **Earthwork:** Limited to within 10 feet of the building footprint. Grading and drainage plans signed by a licensed engineer were required.
- **Environmental Protections:**
 - **Vegetation:** Native, dune-stabilizing vegetation—such as beach grass—was required.
 - **Tree Removal:** Trees greater than 8 inches in diameter could only be removed if diseased, dying, or otherwise justified, with root systems to remain intact.
 - **Irrigation and Pools:** Underground irrigation systems and in-ground pools were prohibited.
- **Permitting:** All construction—including accessory structures and erosion control measures—required zoning permits and compliance with all applicable local, county, state, and federal regulations.

The Township Board was tasked with considering the formal adoption of the Lakeside Overlay District Ordinance as recommended by the Planning Commission.

A **Motion** was made by Helmrich to adopt Ordinance No. 2025-01, an Ordinance to amend the Saugatuck Township Zoning Map, sections 5.20, 7.120, 11.90, 22.10, and Table 2.20 B of the Township Zoning Ordinance to create a new Lakeside Overlay (LO) district, and to rezone all land within the township that lies to the west of Lakeshore Drive to be within the boundaries of the district. Supported by Marcy.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

Strategic Discussions and Actions: N/A

Professional Development: N/A

Other Unfinished Business: N/A

Other New Business:

1. Wildlife Management Committee Recommendations, Res. 2025-10

The Tri-Community Wildlife Advisory Committee completed its review of strategies to manage the local deer population and submitted a resolution with specific recommendations for the Township Board's consideration. Following an evaluation of various methods, the Committee concluded that controlled culling—on both private and public lands—offered the most practical and cost-effective approach. Based on this determination, the Committee recommended that the Township amend its Zoning Ordinance to:

1. Permit controlled deer culls by Licensed Nuisance Wildlife Control Operators (NWCOs) on public lands; and
2. Establish a Township permit system to allow bow culling on public lands during the regular fall deer season.

Under the current Zoning Ordinance, deer culling is permitted on private property without a Township-issued permit, but it is not allowed on public lands, nor does the ordinance authorize the use of NWCOs. Adopting the Committee's recommendations would broaden the Township's wildlife management options and enable controlled culling on public property at the Township's discretion.

If the Board supported the proposal, the next step would be to adopt the resolution and direct staff to draft an ordinance amendment consistent with the recommended framework.

A **Motion** was made by Marcy to adopt Resolution 2025-10, a resolution acknowledging recommendations of the Tri-Community Wildlife Advisory Committee and direct staff to prepare necessary draft ordinance to permit controlled culling on public lands. Supported by Aldrich.

Discussion: None

Voice Vote: 4-0.

Motion Carried Unanimously.

2. KLHA Request for Funding

The Kalamazoo Lake Harbor Authority received a proposal from Edgewater Resources to provide professional support in developing strategies to address ongoing challenges in Lake Kalamazoo Harbor. Edgewater, a firm specializing in marine, civil, and coastal engineering, had previously partnered with the Authority on harbor-related initiatives.

The Authority, which currently lacks dedicated staff and a consistent funding source, faced limitations in responding to the complex issues affecting the harbor. To advance this effort, it requested a \$4,000 contribution from each of its constituent municipalities to fund Edgewater's services.

If supported by the Township Board, the contribution would be incorporated into the Township's budget for the upcoming fiscal year.

A **Motion** was made by Helmrich to approve \$4,000 in funding to the Kalamazoo Lake Harbor Authority to support the Ongoing Services proposal from Edgewater Resources contingent upon funding approval by the Cities of Douglas and Saugatuck. Supported by Marcy.

Discussion: Helmrich expressed enthusiasm for the proposal, noting its potential to significantly benefit the Kalamazoo Lake Harbor Authority.

Voice Vote: 4-0.

Motion Carried Unanimously.

Future Topics: N/A

Public Comment:

- Lynn Kirkaldy expressed gratitude to the Board for approving and adopting the new Lakeside Overlay District.

Public Comment Closed

Board Member Comments:

- Helmrich expressed enthusiasm for the upcoming Tri-Community sessions with Representative Joey Andrews' office, noting that the meetings were scheduled to begin the following day.

Adjournment: Clerk Osman adjourned the meeting at 6:34 PM

MOTIONS

1. A **Motion** was made by Helmrich to appoint Clerk Cindy Osman as chair for the meeting due to Bigford's excused absence. Supported by Marcy.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
2. A **Motion** was made by Aldrich to approve the agenda as presented. Supported by Marcy.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
3. A **Motion** was made by Helmrich to approve the consent agenda as presented. Supported by Aldrich.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
4. A **Motion** was made by Helmrich to adopt Ordinance No. 2025-01, an Ordinance to amend the Saugatuck Township Zoning Map, sections 5.20, 7.120, 11.90, 22.10, and Table 2.20 B of the Township Zoning Ordinance to create a new Lakeside Overlay (LO) district, and to rezone all land within the township that lies to the west of Lakeshore Drive to be within the boundaries of the district. Supported by Marcy.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
5. A **Motion** was made by Marcy to adopt Resolution 2025-10, a resolution acknowledging recommendations of the Tri-Community Wildlife Advisory Committee and direct staff to prepare necessary draft ordinance to permit controlled culling on public lands. Supported by Aldrich.
Discussion: None
Voice Vote: 4-0.
Motion Carried Unanimously.
6. A **Motion** was made by Helmrich to approve \$4,000 in funding to the Kalamazoo Lake Harbor Authority to support the Ongoing Services proposal from Edgewater Resources contingent upon funding approval by the Cities of Douglas and Saugatuck. Supported by Marcy.
Discussion: Helmrich expressed enthusiasm for the proposal, noting its potential to significantly benefit the Kalamazoo Lake Harbor Authority.
Voice Vote: 4-0.
Motion Carried Unanimously.

Respectfully,

Morgan Coulston

Recording Secretary

I, Cindy Osman, Township Clerk, certify that these minutes were approved on May 14, 2025 by the Township Board.



Township Clerk

5/15/2025

Date

