



Planning Commission Meeting Minutes

The Planning Commission met for a Regular Committee Meeting, January 16, 2025, at
6:30 p.m. at City Hall,
102 Butler St., Saugatuck, MI 49453.

1. Call to Order/Attendance:

The meeting was called to order by Vice Chair Bagierek at 6:30 p.m.

Present: Commission members: Bagierek, Baldwin, Clark, Gaunt, LaChey & Marineau.

Absent: Chair Manns.

Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams.

2. Approval of Agenda:

Motion by Lachey, second by Gaunt, to approve the updated agenda for January 16, 2024. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion Clark, second by Marineau, to approve the minutes for the regular meeting December 19, 2024. Upon voice vote, motion carried 6-0.

4. Public Comment (Agenda Items Only):

- Steve Manns (568 Weirich): He apologized for missing the meeting as he is volunteering at an event. He welcomed Commissioner Baldwin to his first meeting and wished the team good luck. He mentioned that the agenda is straightforward and discussed the guest ADU's.

5. Old Business:

1. Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

- A. Hearing was called to order by Vice Chair Bagierek 1/19/25. However, the Public Hearing remained open from the Planning Commission meeting 12/2/24.

B. Summary by Zoning Director:

Planning & Zoning Director Thompson provided an update on the ongoing effort to evaluate and update zoning regulations in the R4 District.

C. Presentation by the Applicant.

D. Public comment regarding the application:

1. Supporting comments: None.
2. Opposing comments: None.
3. General comments: None.
4. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Vice Chair Bagierek at 7:04 pm.

F. Commission deliberation:

The commission deliberates and decides to postpone the decision to a later meeting due to the commission requesting that the text amendment specify the number of rooms to be permitted and that the full text amendment was not included in the current packet for further review by the commission.

G. Commission action:

Motion by Clark, second by Baldwin, to delay finalization of this current open meeting around Bed and Breakfast, accessory dwelling units until the February 20th Planning Commission Meeting for the purposes of reviewing the final considerations around the number of rooms to be permitted under one specific Bed and Breakfast license, as well as to review the proposed language. Upon roll call vote, motion carried 6-0. The Public Hearing remains open.

2. Accessory Dwelling Unit Special Land Use Standards – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

A. Hearing was called to order by Vice Chair Bagierek 1/19/25 at 7:06pm.

B. Summary by Zoning Director:

Planning & Zoning Director Thompson introduced the draft ordinance to amend the special land use standards for accessory dwelling units. The proposed amendment would remove the requirement that all ADU's must comply with current zoning requirements to be rented.

C. Presentation by the Applicant.

D. Public comment regarding the application:

5. Supporting comments:

- a. Paul Whitfield (450 Spear St)
- b. Russ Gardner (245 Spear St)

6. Opposing comments: None.

7. General comments: None.

8. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Vice Chair Bagierek at 7:11 pm.

F. Commission deliberation:

The commission deliberates and makes a motion to adopt the ordinance.

G. Commission action:

Motion by Clark, second by Gaunt, to adopt an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck, to amend Section 154.022 (W)(3) to revise the required minimum gross finished floor area for accessory dwelling units and to amend Section 154092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Upon roll call vote, motion carried 6-0.

6. New Business:

A. 880 Holland – Site Plan Review for Addition to Commercial Building in Neighborhood Marine District.

Motion by Gaunt, second by Marineau, to approve the site plan amendment contingent upon approval from the Fire Department and all applicable City Departments. Upon roll call vote, motion carried 6-0.

B. 405 Park – Site Plan Review for Addition to Multi Family building in C-4 Resort District.

Motion by Clark, second by Marineau, to approve the site plan for 405 Park Street subject to the approval from all applicable City Departments and compliance with Section 151.04 of Chapter 151, Flood Damage Prevention. Upon roll call vote, motion carried 6-0.

C. Election of Officers.

Motion by Bagierek, second by Baldwin, to elect Commissioner Manns as Chair of the Planning Commission for the City of Saugatuck. Upon roll call vote, motion carried 6-0.

Motion by Marineau, second by LaChey, to elect CJ Bagierek as the Vice-Chair of the Planning Commission for the City of Saugatuck. Upon roll call vote, motion carried 6-0.

7. Communications:

Director of Planning & Zoning Thompson discussed the availability of ordinances online and gave them the option to request paper copies via email. He demonstrated the website's functionality, showing where to find the zoning code and unpublished ordinances.

8. Reports of Officers and Committees:

A. Zoning Administrator Activity Report: Planning and Zoning Director Thompson reviewed his report, including open and closed cases.

B. Planning Commission 2024 Activity Report: Vice Chair Bagierek noted that the 2024 Activity Report will be presented to the City Council by Chair Manns.

9. Public Comments:

- Steve Manns (568 Weirich): He expressed gratitude for being re-elected as chair and looks forward to working with Commissioner Bagierek as vice chair.

10. Commissioner Comments:

- Baldwin – He is honored to be part of the group and has admiration for the commission's previous work.
- LaChey - He highlighted the importance of having attorneys on the commission and defends their value.
- Clark – He welcomed Commissioner Baldwin and thanked him for volunteering. He is pleased that they got the ADU special land use standards amended to make it reasonable for the people, the existing residents that already have ADU's in place.
- Marineau – He welcomed Commissioner Baldwin. He would like to continue to look at ADU's. He believes that if someone is a full-time resident and they want to rent out a structure on their property, that they should make it as easy as possible for them. He looks forward to getting the bed and breakfast thing resolved.
- Gaunt – She appreciates the diverse expertise on the commission and welcomes new Commissioner Baldwin.
- Bagierek – He commented on the importance of maintaining a balanced commission and the value that lawyers bring. He expressed concern for the people of California affected by the fire disaster and the importance of resource management.

11. Adjournment:

Motion by LaChey, second by Gaunt, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Vice Chair Bagierek adjourned the meeting at 8:02 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk