



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: January 13, 2025

SUBJECT: Appointment of Scott Phelps as the Alternate to the Fire District Board of Appeals

DESCRIPTION:

Saugatuck's Fire District Representatives, Jane Verplank (Chair) and Dan Fox, submitted a request for at large member, Scott Phelps, to serve as the City's alternate member to the Fire District Board of Appeals (FDBOA). The FDBOA is established under 150.01(B)(3) of the City Code:

108.1 Board of appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this code, there is hereby created a board of appeals comprised of three (3) members of the Fire Administrative Board. Elected or non-elected officials may be appointed to serve as members of the board of appeals in any capacity. Each jurisdiction which is a constituent member of the Saugatuck Township Fire District shall appoint one (1) regular member to the board of appeals consistent with this code. **Each jurisdiction shall also appoint one (1) alternate member who will be called to serve in the absence or disqualification of the jurisdiction's regular member. Members appointed to the board of appeals shall serve at the pleasure of the appointing jurisdiction's governing body; provided, however, that a board of appeals member must also be a member of the Fire Administrative Board.** The fire code official shall be an ex officio member of the board of appeals but shall have no vote on any matter before the board. The board of appeals shall adopt rules of procedure for conducting its business, and shall render all decisions and findings in writing to the appellant with a duplicate copy to the fire code official.

108.3 *Qualifications.* The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems.

Chair Verplank reports that Mr. Phelps is a previous firefighter and inspector and understands the International Fire Code. Chair Johnson, Rep. Fox, Chief Janik, and Mayor Anderson are recommending approval. Saugatuck Township and the City of the Village of Douglas have also appointed Mr. Phelps as their alternate member.

Policy Review

The Council's 2020 Board and Commission Selection Policy lists the FDBOA as a board that is subject to the policy. The policy requires the City to provide notice of the vacancy, accept applications, and conduct interviews. In this case, the request and recommendation to appoint has come from the Fire District representatives with a concurring recommendation from the Mayor. The policy allows the City Council to suspend it by majority vote, which would be required in this case.

In this specific case, staff does recommend that Council consider suspension of the policy given the limitations on who is eligible to serve on the FBOA and the appointment recommendations you have been provided.

LEGAL REVIEW:

Legal has been consulted. Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to suspend the 2020 Boards and Commissions Selection Policy related to this appointment of an alternate to the Fire District Board of Appeals, and to appoint Scott Phelps to serve on the Fire District Board of Appeals as the City's alternate member.

Jamie Wolters

From: Holly Anderson
Sent: Friday, January 10, 2025 11:00 AM
To: Jamie Wolters; Ryan Cummins
Subject: Fw: Request for Consideration of a New Chicken Ordinance in Saugatuck

Holly Anderson
Saugatuck City Council
Holly@saugatuckcity.com
615-319-6123
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From: Seweryn N
Sent: Thursday, December 19, 2024 9:28:30 PM
To: Holly Anderson <Holly@saugatuckcity.com>
Cc: Lauren Stanton <lstanton@saugatuckcity.com>; Joe Clark <jclark@saugatuckcity.com>; Russ Gardner <Russ@saugatuckcity.com>; Gregory Muncey <Gregory@saugatuckcity.com>; Chris Peterson <cpeterson@saugatuckcity.com>; Scott Dean <sdean@saugatuckcity.com>
Subject: Request for Consideration of a New Chicken Ordinance in Saugatuck

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Saugatuck City Council,

This email is to respectfully request the City Council to consider the implementation of a new ordinance that would allow residents to keep a limited number of backyard chickens within the city limits of Saugatuck.

Keeping a small flock of chickens offers numerous benefits, including:

- **Fresh, locally sourced food:** Backyard chickens provide residents with fresh, nutritious eggs.
- **Reduced food waste:** Chickens can consume food scraps, minimizing waste and promoting sustainability.
- **Educational opportunities:** Raising chickens can be a valuable learning experience for children and adults alike, teaching responsibility and the importance of animal husbandry.
- **Environmental benefits:** Chickens can help control insect populations and contribute to a more self-sufficient and environmentally friendly community.

I understand that careful consideration must be given to potential concerns such as noise, odor, and property maintenance. However, a well-drafted ordinance could effectively address these issues by:

- **Limiting the number of chickens allowed per household.**
- **Establishing setback requirements from property lines and neighboring residences.**
- **Requiring proper coop construction and maintenance.**
- **Outlining regulations for noise and odor control.**

I urge the City Council to reach out to the Saugatuck Planning Commission to initiate the process of developing a responsible and inclusive chicken ordinance. I did address the planning commission and was sent back to you!. I was told that without your involvement no work on the new ordinance will be done.

Thank you for your time.

Sincerely,

Sevryn Nowicki