



Planning Commission Special Meeting Minutes - *Proposed*

The Planning Commission met for a Committee Meeting, October 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 Chair Manns at 6:30 p.m.

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

Absent: Commission member Gaunt.

Others Present: Director of Planning & Zoning Moore, Deputy Clerk Williams, David Jirousek – online (Horizon Planning), Trent Cunningham – online (Fahey Schultz Burzich, Rhodes).

2. Approval of Agenda:

Motion by LaChey, second by Bagierek, to approve the meeting agenda for October 16, 2025. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Bagierek, second by LaChey, to approve the meeting minutes from September 18, 2025. Upon voice vote, motion carried 6-0.

4. Public Comment (Agenda Items Only): None.

5. New Business:

A. 510 Butler – Public Hearing, Special Land Use & Site Plan Review.

The commission discussed a request to expand the bed and breakfast at 510 Butler Street by including two existing structures as additional guest accommodations, with no new construction or exterior modifications proposed. The applicant agreed to combine the lots as required and addressed concerns over guest use of cooking facilities. There were no public comments, and commissioners confirmed that conditions such as fire safety would be met. The commissioners praised the applicant's work and the property's alignment with city standards.

Motion by LaChey, second by Bagierek, to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B

requirements of Section 154.022(R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval:

- 1. Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(1).*
- 2. The lots at 510 Butler and 120 Mary shall be combined.*
- 3. The proposal shall be approved by all other City Departments, as applicable.*

Upon roll call vote, motion carried 6-0.

6. Old Business:

A. Master Plan - Discussion:

The commission reviewed results from the Master Plan community survey and feedback from the recent open house. David Jirousek (Horizon Planning) presented highlights from 386 survey responses, noting priorities like downtown vibrancy, inclusivity, safe walkways, and sustainability. The survey was considered comprehensive and valuable for future decision-making, with good demographic representation. Commissioners requested comparison analyses between owners and residents, discussed how data could guide policy, and expressed appreciation for staff efforts and community participation. The open house was also praised for public engagement and valuable written feedback.

B. Sign Ordinance:

The commission reviewed updates to the city's sign ordinance, let by attorney Trent Cunningham. The main concerns were to keep regulations simple, minimize permits, and make rules practical for both residents and businesses. They discussed focusing on limits based on total square footage instead of the number of signs, and clarified regulations for temporary signs, address signs, flag displays, and neon/LED signs. They emphasized allowing common signage like security and address markers, reached consensus on general limits (e.g., 48sq ft total for temporary residential signage), and agreed to refine language for historic, mural, and flag signs. Staff were directed to revise the draft ordinance based on this feedback.

7. Communications: None.

8. Reports of Officers and Committees: None.

9. Public Comments: None.

10. Commissioner Comments:

- Commissioner LaChey: He welcomed the new Planning & Zoning Director Moore and said he was glad to have him on board.

- Commissioner Clark: He thanked the staff for all of the work they put in for the Master Plan open house.
- Commissioner Bagierek: He expressed appreciation for recent community events, highlighting the chili cook-off and open house, and noted the positive sense of local togetherness.
- Chair Manns: He closed the meeting by thanking city staff for their successful efforts in organizing the community survey and open house, expressing satisfaction with the high participation and excellent event setup. He acknowledged the team's dedication, wished there had been media coverage, and ended with positive remarks and well wishes for Halloween and the next meeting.

11. Adjournment:

Motion by Clark, second by LaChey, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 8:28 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk