



Planning Commission Meeting Minutes

The Planning Commission met for a Regular Committee Meeting, March 16, 2023, at

7:00 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 7:01 p.m.

Present: Chairman Manns, Vice-Chair Broeker, Commission members: Anderson, Bagierek, Gardner, Gaunt.

Absent: Commission member LaChey.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, City Attorney Kyle O'Meara, and Deputy Clerk Sara Williams.

2. Approval of agenda:

Motion by Gaunt, second by Gardner to approve the agenda as presented for March 16, 2023.

Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Gaunt, second by Anderson to approve the minutes as presented for regular meeting February 16, 2023. Upon voice vote, motion carried 6-0.

4. Public Comment on Agenda Items:

- Jane Underwood – Resident in favor of the STR Moratorium.
- Gregory Muncey – Resident & Council member, not for or against STR Moratorium.
- Elizabeth Estes – Resident, not in favor of the STR Moratorium.
- Catherine Simon – Resident, not for or against STR Moratorium.
- Elizabeth Lentz – Resident, not in favor of the STR Moratorium.
- Mark Klungle – Resident, not in favor of the STR Moratorium
- Mark Kongrecki – Resident, not in favor of the STR Moratorium.
- Laura Godfrey – Resident, in favor of the STR Moratorium.
- Kimberly Bagierek – Resident, not in favor of the STR Moratorium.
- Terry Leshuk – Resident, not in favor of the STR Moratorium.
- Nico Leo – Resident & HDC member, not in favor of the STR Moratorium.
- Rob Smarsch – Resident, not in favor of the STR Moratorium.

5. Old Business:

A. Short-Term Rental Task Force – Verbal Update

Director of Planning, Zoning, and Project Management Ryan Cummins and Chair Manns gave a brief update on the STR Rental Task Force process.

6. New Business:

A. ZBA Report to Planning Commission: ZBA Board Chair Kubasiak gave an update on the applications and actions that were before the ZBA in 2022.

B. Temporary Waterfront Commercial Development and Construction Moratorium

There is a recent increase in the demand to develop or expand structures and buildings along the waterfront. An increase in waterfront commercial development could pose significant environmental risks, due to the close proximity of the Kalamazoo River and Kalamazoo Lake. It is important to ensure that future waterfront commercial development is harmonious with the City by ensuring that existing zoning regulations protect the City's waterways, natural resources, economic land uses, health, safety, and general welfare.

The City Council listed a long-term vision for commercial and residential waterfront development as a desirable priority in their recent strategic planning meeting. In October, the Planning Commission raised concern about waterfront development patterns. The Planning Commission established updates to the zoning ordinance regarding waterfront development as a priority for 2023.

City Council is responsible for passing the police power ordinance. However, the Planning Commission is being asked to make a recommendation to City Council on whether to adopt the temporary waterfront commercial development and construction moratorium.

Motion by Anderson, second by Gaunt to recommend adoption of an ordinance establishing a temporary waterfront commercial development and construction moratorium.

A roll call vote was taken:

Yes: Anderson, Broeker, Gardner, Gaunt, Manns

No: Bagierek

Motion carried.

C. Temporary Moratorium for Short-Term Rentals

There has been a steadily increasing number of applications for short-term rental certificates in the City and the City already has a large number of approved short-term rentals. These uses, if left unchecked, have the potential to impact housing availability, create land use conflicts, and alter the character of the City's residential neighborhoods.

The City Council established short-term rental regulations, including minimizing damage with loss of housing stock, as an essential priority for 2023. The Planning Commission established updates to the zoning ordinance regarding short-term rentals as a priority for 2023. The City Council recently approved a recommendation by the Planning Commission to authorize

the creation of a Short-Term Rental Task Force to serve as an advisory committee to research and discuss the issue of short-term rentals.

City Council is responsible for passing the police power ordinance. However, the Planning Commission is being asked to make a recommendation to City Council on whether to adopt the temporary moratorium for short-term rentals.

Motion by Broeker, second by Anderson to recommend approval of a Temporary Moratorium for Short-Term Rentals, with the exception of the March 9, 2023, date to be replaced with the date that the ordinance is adopted by Council.

A roll call vote was taken:

Yes: Anderson, Broeker, Gardner, Gaunt, Manns

No: Bagierek

Motion carried.

7. Communications: None.

8. Reports of Officers and Committees: None.

9. Public Comments:

- Diana Decker, Resident, questioned if STR Task Force meetings will be public.
- Gregory Muncey, Resident & Council member, thanked Chair Manns & the Planning Commission. He appreciates the process and time it takes to do this work. He says that this is one example where transparency and communication can be improved.
- Mark Klungle, Resident, thanked everyone for their time. He wishes that someone could explain the numbers that are being talked about, he does not think that they are true. He thinks that is one of the things that is important to paint a fair picture for the community.

10. Adjournment:

Motion by Gaunt, second by Gardner, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned at 9:19 PM.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant