



**Planning Commission Meeting
January 20, 2022, City Hall
102 Butler Street, Saugatuck, MI
7:00 PM**

1. **Call to Order/Roll Call:**
2. **Approval of Agenda:**
3. **Approval of Minutes:** 12/16/2021, 1/8/2022
4. **Public Comment on Agenda Items:** Limit 3 minutes
5. **Old Business:** None
6. **New Business:**
 - a. **Election of officers**
 - b. **Adopt a plan for goals and objectives for the 2022 and 2023 calendar**
7. **Communications:** None
8. **Reports of Officers and Committees:**
9. **Public Comments:** Limit 3 minutes
10. **Adjournment**

NOTICE:

This public meeting will be held in person at Saugatuck City Hall. Interested parties may attend in person or participate by using Zoom video/audio conference technology.

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to:

cindy@saugatuckcity.com

***Public Hearing Procedure**

- A. Hearing is called to order by the Chair
- B. Summary by the Zoning Administrator
- C. Presentation by the Applicant
- D. Public comment regarding the application
 - 1) Participants shall identify themselves by name and address
 - 2) Comments/Questions shall be addressed to the Chair
 - 3) Comments/Questions shall be limited to five minutes
 1. Supporting comments (audience and letters)
 2. Opposing comments (audience and letters)
 3. General comments (audience and letters)
 4. Repeat comment opportunity (Supporting, Opposing, General)
- E. Public comment portion closed by the Chair
- F. Commission deliberation
- G. Commission action



**PROPOSED PLANNING COMMISSION MEETING MINUTES
SAUGATUCK, MICHIGAN, DECEMBER 16, 2021**

The Planning Commission met for a Regular Commission Meeting at 7:00 p.m at City Hall, 102 Butler St., Saugatuck, MI 49453 via Zoom due to Covid.

1. Call to Order:

The meeting was called to order by Chairperson Fox at 7:00 p.m.

Attendance:

Present: Crawford, Gaunt, Heriford, Broeker, Gardner & Fox

Absent: Manns, VanMeter

Others Present: Zoning Administrator Osman

2. Approval of Agenda:

A motion was made by Gaunt, 2nd by Gardner, to approve the agenda with a correction to the date of the previous minutes. Upon roll call vote, the motion carried unanimously.

3. Approval of Minutes:

A motion was made by Gaunt, 2nd by Crawford, to approve the Planning Commission Meeting Minutes from October 21, 2021. Upon voice vote, the motion carried unanimously with Broeker and Heriford abstaining as they were not present.

Ann Broeker and Richard Heriford, both introduced themselves and were welcomed as new members.

4. Public Comment:

None

5. New Business:

A. Public Hearing - Amendment

The public hearing opened at 7:10 p.m. ZA Osman reviewed the proposed amendment. Fox called for comments there were none. Fox closed the public hearing at 7:23 p.m. The Planning Commission

A motion was made by Gardner, 2nd by Gaunt, to table the amendment until such a time that staff can prepare a block-by-block report on where the impacted areas are located and how many homes are affected similar to what was done for the R-4.

B. Planning Commission 2022 discussion -

C. 2022 meeting schedule:

A motion was made by Gardner, 2nd by Heriford, to approve the 2022 meeting schedule as submitted. Upon roll call vote, the motion carried unanimously.

8. Old Business:

None

6. Communications:

None

7. Reports of Officers and Committees:

None

8. Public Comments:

None

9. Adjournment: A motion was made by Gardner 2nd by VanMeter, to adjourn at 8:12 p.m. Upon voice vote, the motion carried unanimously.

Respectfully Submitted,

Kate White
Deputy Clerk/Intern



**PROPOSED PLANNING COMMISSION MEETING MINUTES
SAUGATUCK, MICHIGAN, JANUARY 8, 2022**

The Planning Commission met for a Special Commission Meeting at 10:00 p.m. at City Hall, 102 Butler St., Saugatuck, MI 49453.

1. Call to Order:

The meeting was called to order by Chairperson Fox at 10:06 p.m.

Attendance:

Present: Gaunt, Heriford, Broeker, Manns, Gardner & Fox

Absent: Crawford

Others Present: Zoning Administrator Osman

2. Approval of Agenda:

A motion was made by Gardner, 2nd by Manns, to approve the agenda. The motion carried 6-0.

3. Approval of Minutes: None

Ann Broeker and Richard Heriford, both introduced themselves and were welcomed as new members.

4. Public Comment: None

5. Old Business:

None

6. New Business:

A. Planning Commission Duties as presented by ZA Osman.

B. Master Planning reviewed presentation prepared by zoning consultant Jirousek who was not able to attend due to technology difficulties.

C. A six-week training opportunity was identified. This is the Citizen Planner Program by Michigan State University Extension Services. Broeker, Gardner, Gaunt, and Fox expressed interest in attending. Manns completed the program last year, Heriford will be out of the country on those dates, and Crawford was not at the meeting.

D. Some brainstorming took place and Gardner proposed some broad goals and objectives for 2022 and 2023. There was consensus that these broad goals and objectives should be fleshed out and adopted at the next regular meeting.

7. Communications:

None

8. Reports of Officers and Committees:

None

9. Public Comments:

None

10. Adjournment: A motion was made by Manns, 2nd by Gaunt, to adjourn at 12:02 p.m. Upon voice vote, the motion carried unanimously.

Respectfully Submitted,

Jamie Wolters, Saugatuck City Clerk



MEMORANDUM

TO: Planning Commission
FROM: Cindy Osman, Zoning Administrator
DATE: January 20, 2022
RE: Target activities for calendar years 2022 and 2023 - DRAFT

Authority: The Michigan Planning Enabling Act is the enabling statute for creation of a planning commission, local government adoption of, master plans, and more. This act is for counties, townships, cities, and villages. P.A. 33 of 2008, as amended, M.C.L. 125.3801 *et seq.*

Planning Commission: The planning commission is an important advisory group that is appointed by the legislative body to review plans for site plan review, special land use, and planned use development. For communities with zoning authority, it also prepares and makes recommendations on zoning ordinances, zoning changes, and the master plan. The planning commission can serve as the final authority on some of these matters - but only when authorized by the zoning ordinance.

Goals for 2022 and 2023:

Goal 1: Continued Improvement of Zoning Code - Enable anyone to make reasonably accurate predictions, recognize violations, and feel secure in their investment decisions by reviewing the ordinance (law) to be sure that it is clear and complete and to identify and correct inconsistencies.

Housekeeping – commercial districts

Marinas and waterfront construction

Parcels in two zone districts

Vacating streets

Goal 2: Master Plan Development/2026 Review

Goal 3: Increase Citizen Participation in the Planning Process
Additional signage for projects under review

Goal 4: Identify Planning Commissioner (and others) Education & Training Opportunities
Citizen Master Planner



To: Saugatuck City Council
From: Saugatuck Planning Commission
Date: January 8, 2022
Re: 2021 Planning Commission Activities

The purpose of this memo is to provide an overview on the activities for the Planning Commission for the 2021 calendar year. Permit activity is as follows:

Year	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Permits*	75	52	98	107	108	89	77	62	100	80

*includes 71 permits issued administratively including zoning permits, historic district permits, and sign permits – does not include street cut permits, water and sewer permits, and permits for dumpsters in the ROW permits, or other miscellaneous permits.

In 2021, the Planning Commission met 6 times and held public hearings regarding the following projects:

- Three public hearings for ordinance amendments.
- Public Hearing to place a fish shanty at 730 Water Street
- Public Hearing for a garage space conversion to meeting space 900 Lake Street
- Public Hearing for a two-story patio at 40 Butler Street
- Public Hearing to create condos from existing tenant spaces at 133 Butler Street

The Planning Commission also held public hearings and made recommendations for amendments to the Zoning Ordinance in 2021:

- Reviewed and recommended zoning ordinance and regulatory ordinance regarding floating homes.
- Reviewed and recommended zoning ordinance to allow for a reduced front yard setback in the R-4 Zone district
- Reviewed and tabled zoning ordinance to allow for reduced front yard setbacks in R-1 Community Residential district.
- Set brainstorming meeting for January 8, 2022

If you should have any further questions, please contact Planning Director Cindy Osman.