

SAUGATUCK TOWNSHIP

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3461 BLUE STAR HIGHWAY
SAUGATUCK, MI 49453

PHONE (269) 857-7721
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MINUTES

The Saugatuck Township Planning Commission met on July 22, 2019 at the Township Hall on Blue Star Highway, Saugatuck, Michigan

Present: Prietz, Helmrich, Ihle, Israels, Lozano, Rowe, Welk.

Absent: None

Also present: Lynee Wells Zoning Adm.

1) Call to Order at 7:00 p.m. by chairperson Prietz.

Chairman Andy Prietz welcomed Dave Ihle to the planning commission, and his first meeting. He also welcomed Lynee Wells, the new Zoning Administrator for the Township, to her first planning commission meeting.

Andy sincerely thanked Maggie Conklin for ten years of service to her community on the Planning Commission. He acknowledged the great job she did and wisdom she brought to the commission.

2) Roll call and Pledge of Allegiance

3) Approval of Agenda-

- Request by Prietz under item 6. (c) to add the "appointment of Chairperson and Vice Chairperson to PC, as current positions are up."
- Request by Rowe to include in new business "a discussion of tiny homes."

Motion by Rowe to accept the agenda with additions and seconded by Lozano. Motion passes by unanimous voice vote.

4) Discussion of June 3, 2019 meeting minutes.

- a) corrections: page one, line one date change from April 22 to June 3, 2019
- b) Helmich questioned if there was follow up to the applicant at 3493 Blue Star in regards to the removal of a commercial sign. Lynee explained the applicant was sent a letter after the June, 2019, P. C. meeting, with the Boards decision and with a 60 day time period to remove the sign.

Motion by Rowe to approve draft minutes of June 3 as amended and seconded by Israels. Motion passes by unanimous voice vote.

5) Public Comment: None



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6) New business/Public Hearings –

a) Public Hearing for text amendment to the Medical Marijuana ordinance 40-747 with respect to measuring separation distance and renumbering of the ordinance.

Public Comments: none

Discussion: Rowe explained, as the liaison to the zoning and planning boards, there were questions to the ZBA regarding clarity on the intent of the 500 feet separation. Is it lot line to lot line, or building to building? Item 12. b was changed to provide the clarity. “Any lot, parcel or unit used as a grower facility must be located at least 500 feet from any lot, parcel or unit on which a residential dwelling exists (i.e. has a valid certificate of occupancy) as of March 1, 2019. This 500 foot buffer shall be calculated by measuring a straight line from the closest point on the property line of each of the two lots, parcels or units.”

Motion from Rowe and seconded by Helmrich to adopt the change to the ordinance language.

Approved by unanimous role call vote.

b) Public Hearing: Application for SAU from Chris Zawila, 6297 Blue Star highway, for the BP Gas Station to replace their existing pylon sign with a new, smaller pylon sign. Applicant requested Special Approval Use consideration as new sign will be larger than allowable in C-3 zoning, yet smaller than the current sign, and “cleaner and fresher”. Reference Section 40-478 (c) (11)

Public Comments: none

Discussion: applicant (Zawila) explained:

- 1) it was the sign by the road (it has two sides)
- 2) there would be no change to the intensity of the lighting
- 3) the sign would be shifting a bit closer to the building and the
- 4) the sign base would remain the same material.

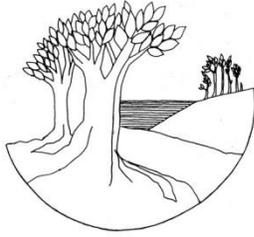
The Board acknowledged the new sign would be a nice improvement to the site and it met the conditions for Special Approval Use.

Motion to approve by Rowe and seconded by Welk, with conditions recommended by the zoning administrator in a memo dated July 22, *Re: Chris Zawila, 6397 Blue Star Highway, BP Gas, i.e.*

1. Pylon sign shall be located at least 10’ from the right-of-way line.
2. The SAU is for two pylon signs (one sign, double sided) only, all other signage may be modified in conformance with the standards of the C-3 district.
3. The applicant shall submit all paperwork for building permit, and shall comply with applicable local, state and federal standards.

Motion Approved by unanimous role call vote.

c) Motion by Helmrich, to appoint Rebecca Israels to the position of Planning



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Commission Secretary. Seconded by Rowe.

Motion approved, role call vote 6 yes, with Israels abstaining.

d) Motion by Rowe to appoint Andy Prietz to position of Planning Commission Chairman and Rebecca Israels to Planning Commission Vice Chair. Seconded by Welk.

Motion Approved by unanimous role call vote.

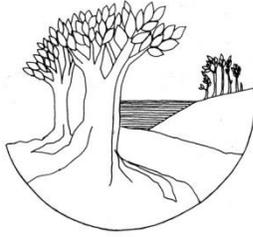
7. Old Business/Continued Business

SAU application from JARS Holding, LLC to operate a Medical Marijuana Provisioning Center on parcel # 20-029-002-11 (2790 Blue Star Highway)

Jason Abro represented JARS Holdings, LLC., 812 S. Main St Ste 200 Royal Oak, MI 48067. Also accompanied by Lisa Dowd.

Discussion:

- Helmrich questioned if JARS intended to keep the current façade of the building and the applicant explained they would keep the current building.
- Israels questioned the proposed fence and applicant explained that the existing fence will be removed and a new 6' fence will be installed on the perimeter of the property. Applicant explained that parking will be asphalt and the barn will be taken down in the back.
- The applicant explained the waste disposal area located off the vault, and the fenced outdoor locked dumpster.
- The applicant has done a comprehensive traffic study and provided it to the Township.
- Israels questioned the location of a water detention area and Lynee explained that the previous plan did not have paved parking and it was not an issue, but she recommends that, if approved, "there will an engineer review of the parking area and detention."
- Lynee explained that, if the applicant is willing, an easement could be provided for the use of the Blue Star Trail, a tri-community initiative, and it would be in the set-back. She stated the commission could add, as a condition, a request for a documented legal easement with description on record. Lynee explained that we will continue to look at incremental easements along the trail area.
- Helmrich asked if any of the JARS facilities are in West Michigan. Mr. Abro explained that Grand Rapids, Muskegon and Benton Harbor facilities are pending and two facilities are now open in the Detroit and Flint areas.
- Ihle questioned if there will be any issue with the State of Michigan for the right of ways. It was explained that the R.O.W. is existing and the only change is paving.
- Rowe complimented the applicant on the thorough application submission and stated, "you certainly know what you are doing."



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- Conditional approval was granted and provided in a memo from the Saugatuck Township Fire Department on July 12, 2019, signed by Chris Mantels, Deputy Chief, with 25 points addressed. Final Approval was granted and provided in a memo from the Saugatuck Township Fire Department on July 20, 2019, signed by Chris Mantels, Deputy Chief with 25 points addressed.

Motion by Rowe to approve the Special Approval Use and the Site Plan for JARS Holding, LLC with the nine conditions as set forth from a memo from Lynee Wells, Township Planner, dated July 15, 2019, and with the addition of condition #10: The applicant shall provide an engineering review of parking and drainage, and condition #11: (the language to be drafted by Lynee) allowing easement of 20" 20' for future trail alignment running the length of the property from the East property line. Motion seconded by Welk. Prietz read SAU conditions and it was agreed the applicant has met all the conditions. **Motion approved** by unanimous roll call vote.

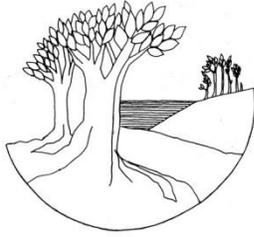
8. Public Comments: none

9. Board Discussion

i.) Training opportunities: Michigan Assoc. of Planning is in Kalamazoo this year. Lynee explained that opportunities for training will be shared as they occur. There is a good one day planning conference coming up for Township planning, addressing things that Townships are dealing with. Andy and Griffin will look further at benefits to the Township if we have individual memberships to the Professional Association. Prietz and Israels expressed interest in the one-day session on August 14.

- Helmrich expressed the Boards' support of members receiving training and education opportunities. He explained that the Board highly values having informed members of Boards and Commissions. The Board will continue to address training and education and has currently budgeted additional funds for this.
- Israels expressed that we have a responsibility to share information learned with each other when we attend education events.

ii.) Tiny Homes discussion: Rowe explained that a ZBA guest was not able to comply with the ordinance in converting a building on 10 acres to a small home. This predicated the discussion, and question. Is there a way to look at our current ordinance and allow tiny homes individually and/or in clusters? Helmrich suggested that someone attend the session on the 14th at Mi. Assoc. of Planning. The 16th and Central Ave. small house block in Holland was also brought up as one example. Lynee mentioned that community populations are aging, and small homes may fill a township need. Lozano mentioned that services such as septic and water could be a challenge. It was noted that it would be a good session to attend at the conference.



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10) Board Update:

Helmrich reports: The Saugatuck Township Board last met on July 3, 2019.

- The Board voted to rejoin Emergency Services out of Fennville bringing AMR to Fennville Saugatuck Township, south of the Kalamazoo river. The cost is covered by a mileage approved 30 years ago, and joining will decrease response time of Emergency services to those residents. There is an open position on the EMR board representing the Township, which meets quarterly, and it has been posted to the WEB site.
- The Board is currently renewing agreements with Douglas and Saugatuck for the cemetery.
- The Board
 - i) reappointed Bill Rowe to the Planning Commission, and
 - ii) appointed Dave Ihle to the open seat on the Planning Commission, and
 - iii) reappointed Bill and Catherine to the ZBA, and
 - iv) welcomed Becky Israels to the Board of Review.
- The Board voted unanimously to accept a contract, and welcomed Griffin Graham to the Saugatuck Township Manager position.
- The Board voted to grant conditional rezoning to Aaron Smith for a provisioning center on Blue Star across from Spectators. Prietz questioned the vote to approve this application and Helmrich responded the applicant may have been misled by previous staff in terms of the process and not given full consideration.
- The Board has taken the next steps in revisiting joining of the Kalamazoo Lake Harbor Authority.

11) Adjourn

1st Welk, 2nd Rowe. Approved by unanimous voice vote 8:12 p.m.

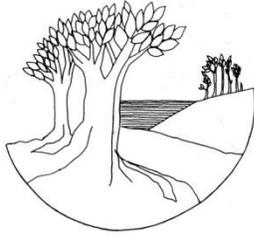
Next scheduled meeting August 26, 2019. Currently there are no agenda items.

Respectfully,
R. Israels, P. C. Sec.

Motions: 07/22/2019

1. Motion by Rowe to accept the agenda with additions and seconded by Lozano.

Motion passes by unanimous voice vote. [SEP]



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2. Motion by Rowe to approve draft minutes of June 3 as amended and seconded by Israels. Motion passes by unanimous voice vote. [SEP]

3. Motion by Rowe and seconded by Helmrich to adopt the change to the Medical Marijuana ordinance 40-747 with added language, "Any lot, parcel or unit used as a grower facility must be located at least 500 feet from any lot, parcel or unit on which a residential dwelling exists (i.e. has a valid certificate of occupancy) as of March 1, 2019. This 500 foot buffer shall be calculated by measuring a straight line from the closest point on the property line of each of the two lots, parcels or units." Motion passes by unanimous role call vote.

4. Motion by Rowe and seconded by Welk to approve the SAU application from Chris Zawila, 6297 Blue Star highway, for the BP Gas Station to replace their existing pylon sign with a new, smaller pylon sign with three conditions:

1. Pylon sign shall be located at least 10' from the right-of-way line.
2. The SAU is for two pylon signs (one sign double sided) only, all other signage may be modified in conformance with the standards of the C-3 district.
3. The applicant shall submit all paperwork for building permit, and shall comply with applicable local, state and federal standards.

Motion passes by unanimous role call vote.

5. Motion by Helmrich and seconded by Rowe to appoint Rebecca Israels to PC Secretary. Motion approved by roll call vote, 6-0, with Israels abstaining.

6. Motion by Rowe and seconded by Welk to appoint Andy Prietz to Chairperson of the PC and Rebecca Israels to Vice- Chairperson of the PC. Motion approved by unanimous role call vote.

7. Motion by Rowe and seconded by Welk to approve the Special Approval Use and the Site Plan for JARS Holding, LLC to operate a Medical Marijuana provisioning center on parcel #20-029-002-11 with the nine condition as set forth from a memo from Lynee Wells, Township Planner, dated July 15, 2019, with the addition of condition #10: The applicant shall provide an engineering review of parking and drainage, and condition #11: (the language to be drafted by Lynee) allowing easement of 20" for future trail alignment running the length of the property from the East property line. Motion approved by unanimous role call vote.

8. Motion to Adjourn by Welk, seconded by Rowe. Motion approved by unanimous voice vote. Meeting adjourned at 8:12 pm



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