



# SAUGATUCK TOWNSHIP

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3461 BLUE STAR HIGHWAY  
P.O. BOX 100  
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## Planning Commission Minutes 8/30/21

The Saugatuck Township Planning Commission met August 30, 2021.

**1) Call to Order** at 6:00 p.m. by Chairperson Israels.

**2) Roll Call**

Present: D. Ihle, R. Israels, J. Helmrich, D. DeFranco, D. Webster, M. Wurth  
Also present: L. Wells, Zoning Administrator

**3) Approval of Agenda**

A **Motion** was made by Webster to approve the agenda as written. Seconded by Ihle. Motion passed by unanimous roll call vote.

**4) Approval of Minutes:** PC Meeting 7/26/21

A **Motion** was made by Webster to approve the minutes of 7/26/21 as written. Seconded by Ihle. The Motion passed by unanimous roll call vote.

**5) Public Comment:**

No Public Comment

**Public Comment Closed**

**6) New Business**

**A. Special Approval Use Public Hearing and Consideration for Nick Cappelletti, Capp Properties, at 3279 Blue Star Highway, for the Special Approval Use of Accessory Apartments in the C-2 district, with a Commercial Use, parcel number: 20-010-036-00**

Wells reviewed staff analysis of the SAU, emphasizing that if the SAU were to be approved that the accessory use apartments in question must remain accessory to the principal business use.

Nick Cappelletti, the applicant, thanked the PC for considering the project. Noted that it had been three years since Capizzo Studio, his existing business, had been approved by the PC, and in that time he was able to create a special space that demonstrated he could follow through with promises in the creation of a quality product. Cappelletti explained that to be successful as an art



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gallery it was necessary to be creative. Cappelletti stated that many businesses dabble in the area of experiences, and envisions that the accessory apartments he is proposing would be used by both artists and buyers of art. Explained that the accessory apartments would facilitate attracting out-of-area artists for residencies or for teaching courses, and that this expanded aspect of the studio could improve the sustainability of his business. Cappelletti also noted that the accessory apartments could fill an attainable housing need. Stated that he did not anticipate each unit housing more than two people at a time, but he would follow the conditions established by the PC.

Project architect, Chuck Carlson, P.O. Box 111 Douglas, noted that there were some discrepancies on the plans submitted and submitted new plans that had updated total square footage for the accessory apartments and added parking spaces to satisfy ordinance requirements. Carlson explained that the applicant had submitted the plans to the Fire Department for review and had received detailed notes in response. Carlson said that the current plans satisfy the Fire Department's concerns. Carlson also noted that the visuals of the accessory apartments submitted to the PC were inspiration images for the aesthetic of the units and did not reflect actual renderings.

## **Public Hearing Opened**

1. Sean Steele, 3291 Blue Star Highway, thought the proposal was an interesting idea but felt that clarification of the plans was necessary. Requested that the use of the accessory apartments be clarified and that the use be tied to the use of the primary business.
2. Rob Job, 423 Center Street Douglas, stated that he was interested to see how BSH was developing. Explained that he has known the applicant for a long time and believes that Mr. Cappelletti has contributed a great deal to the art community in town.

## **Public Hearing Closed.**

Webster expressed concern with (1) the fact that the proposed square footage of the accessory apartment units was far below the minimum established for a single-unit residential home in the current zoning ordinance, thus going against the zoning ordinance, and (2) that the apartments may be rented in a way not associated with the primary business. Referred to Zoning Ordinance guiding minimum square footage for single home dwellings.

Mr. Cappelletti said that in setting the proposed square footage he was guided by the fact that the proposal was for an accessory apartment and that there was some precedence with other properties in the TWP having small dwellings on-site. Mr. Cappelletti thought he could be on the forefront of the activities of attainable housing. Mr. Cappelletti expressed that it was not his intention to mislead the PC; he intended to use the accessory apartments in the way presented in



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his SAU application and would not be bothered if he could not rent the units in the off-season. Webster said that the PC should not connect the proposal with the work being done by the Special Committee on Attainable Housing. Israels said that the housing committee has not finished its work nor has any recommendations at this point in time.

Webster said that the use under consideration appeared to be a mixed-use parcel. Commissioners questioned the definition of “motel.” Wells read the definition of a motel from the Zoning Ordinance, clarifying that the definition did not exclude free-standing units and that the minimum square footage was set at 180 square feet of Floor Area for each unit. Webster asked the applicant if there would be kitchens in the accessory apartments. Cappelletti said he would include only a small refrigerator and microwave, but not a full kitchen. Webster asked if there would be bathrooms in the units. Cappelletti confirmed that to be the case.

Helmrich asked if the PC could limit the number of nights guests could stay in the accessory apartments. Webster referenced the 180 minimum square feet of Floor Space for motel rooms and asked about the maximum number of guests per room. Israels asked whether this was an application for a PUD and said that it was not an application for a motel. Wells read the definition of “dwelling.” Wells said she was not considering the accessory apartments in the application to be “dwellings,” and that the apartments would be part of the business use. Wells considered the units to be detached accessory apartments in association with a business on the same parcel. Ihle inquired about utilities. Cappelletti explained that the accessory apartments would have access to municipal water and septic.

Webster asked whether the PC needed to include a condition in any approval stating that the accessory apartments could not be used as accessory dwellings. Wells did not believe such a condition was necessary. Israels asked if there was a limit to the number of accessory apartments on the property. Wells said that not more than 5% of the property can be used for accessory buildings. Helmrich asked about signage. Wells said that the content of the signage could not be regulated, but allowed only one sign per parcel. Ihle and DeFranco thanked Cappelletti. Israels said the apartments should remain incidental to the business.

A **Motion** was made Webster to approve the Special Approval Use of Accessory Apartments in the C-2 district, with Commercial Use, parcel number: 20-010-036-00, with the first five conditions outlined by staff with amendment to condition 4 to read “Accessory apartments shall remain accessory and incidental to a principal business use on the property, and lands shall not be divided to separate uses,” and amendment to condition 5 to read, “The minimum square footage of the interior main floor space of the accessory apartments shall be 544 square feet, excluding garage and porch.” Seconded by Ihle. The Motion passed by unanimous roll call vote.

## **B. Public Hearing to consider an ordinance to amend zoning section 40-637 and 40-**



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## 780(c)(5) of chapter 40 of the Code of Ordinances, Township of Saugatuck

Wells reviewed recent updates made to the proposed ordinance amendment.

Public Hearing Opened.

Public Hearing Closed.

Israels relayed a message from Roy McIlwaine, who recommended adding that if material is to be removed from the site that there should be a plan identifying where that material is to go. Wells noted that this concern was addressed in subsection B.1 of the proposed ordinance.

Wurth asked about water overflow. Ihle mentioned that overflow is considered by engineers. Wells mentioned that the proposed ordinance included setbacks and that any plan for a manmade waterbody would need to be reviewed by a professional engineer.

Ihle was pleased with the proposed ordinance, and said that he would like to see clarification on what would constitute “completion” of a manmade waterbody. Commissioners discussed the length of time before a final survey would need to be submitted. Wells recommended additions to sections 14 and 15 such that they read “All manmade waterbodies shall be completed *according to the approved plan*” and “Within 2 months of completion of any waterbody *according to the approved plan,*” respectively, and that wherever the word “pond” appeared in the ordinance that it be replaced with “manmade waterbody.”

A **Motion** was made by Ihle to approve an ordinance to amend zoning section 40-637 and 40-780(c)(5) of chapter 40 of the Code of Ordinances, Township of Saugatuck. Seconded by Helmrich. Motion passes by unanimous vote.

### **C. Site Plan Review for Michael Widdes to build a light industrial building in the I-1 district at 6322 Gleason Road, parcel number: 20-260-007-00**

Wells reviewed the project. Wells called attention to trash removal, floor drains and building exterior as it did not meet architectural standards. Wells noted that the project met all other standards.

Widdes introduced the project, and expressed his willingness to do anything that the PC recommended for waste removal. Widdes mentioned that he would be moving his family and business to Saugatuck, and stated that the proposed building would be used primarily for storage and hobby related activities.



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Wurth asked if the building was for a hobby or business. Widdes said it was mostly for a hobby and that he would be the only person on-site. Wurth asked if there would be any hazardous materials on-site. Widdes said that there would only be metal. Helmrich asked if there were any pre-existing buildings on the property. Widdes said there was a shed he intended to keep. Israels stated that Widdes could keep a waste receptacle inside, but if kept outside there would be standards to be met. Israels asked about visitors to the site and parking. Webster asked about future buildings on the property. Ihle asked about plans for floor drains. DeFranco asked about meeting the architectural standards. Webster inquired about waste removal and recommended adding a condition if the applicant chose to move his waste receptacle outdoors.

A **Motion** was made by DeFranco to approve site plan review for Michael Widdes to build a light industrial building in the I-1 district at 6322 Gleason Road, parcel number: 20-260-007-00, with the eight conditions identified by staff and a ninth condition to read, "Should a dumpster be required it shall be enclosed to conform with ordinance standards." Seconded by Ihle. Motion passes by unanimous roll call vote.

## **D. Select Liaison to the ZBA**

Ihle volunteered to be the PC liaison to the ZBA if he could step down from committee responsibilities on the Special Committee on BSH Safety. Helmrich was willing to support Ihle. Israels said she would find someone to take over the Safety Committee. Commissioners discussed possibility of dissolving Safety Committee.

Unanimous roll call vote to endorse Ihle as PC Liaison to the ZBA. Ihle abstains.

## **7) Old Business**

### **A. Committee Reports**

Planning Commissioners heard special committee chairs report on progress of their special committee. Commissioners heard reports from Ihle (Blue Star Safety), Helmrich (Economic Development), DeFranco (Rural Character and Conservation), and Webster (Attainable Housing).

### **B. Township Board Update**

**August 11 and 17, 2021**

**Submitted by Board and PC Member Jon Helmrich**



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- **The Township Board met August 11, 2021:**

- Public Comment heard by County Mental Health director re: ARPA funds; Commissioner Kapenga praised the work of Fire Chief Janik and gave an update on County animal shelter. Other comments on Zoom meetings and recycling.
- Public Hearing on Special Assessment District for 66th Street (Van Horn properties).
- Manager update on Branding proposal which passed 3-2.
- Appointment to Parks & Recreation Commission: Jane Dickie and Kenneth Butler appointed.
- Appointed Dick Waskins to the Kalamazoo Lake Harbor Authority.
- Rotary Club request for funds for the September fireworks. Passed.
- Accepted contract for new Building Inspector, Eric Davis.
- Accepted proposal for a full-time Community Development/Assessing Coordinator; a promotion for Jennifer Drew.
- Voted 5 - 0 to approve 66th Street Special Assessment district.
- Discussion of COVID-19 protocols for office: requiring vaccination or weekly testing, wearing masks in office, limiting amount of public entrance.
- Reviewed a draft response to ACE regarding a proposed alternative marina plan for the Padnos property. Approved 3-2.
- Adopted the MTA's Principles of Governance.
- Openings on Planning Commission (Shipley resignation), ZBA, and Harbor Authority.

- **The Township Board held a Committee of the Whole Workshop on August 17, 2021:**

Meeting was held for Manager's review, long-term Capital Improvement Plan, review of office upgrade plans, and items from Strategic Action Plan. Discussion only, no actions were taken due to the nature of such a meeting.

- **Next Board Meeting is Wednesday, September 8 at 6:00pm (new time) via Zoom.**

## C. Staff Update

No Staff update.

## 8. Adjourn

A **Motion** was made to adjourn the meeting at 9:00 pm by Webster. Seconded by Ihle. Motion passed by unanimous voice vote. Next P.C. meeting: Monday, September 27th, 2021 at 6:00 p.m.



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Respectfully,

D. DeFranco, P.C. Sec.