



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

## Approved MINUTES

The Saugatuck Township Planning Commission met October 28, 2019 at the Township Hall on Blue Star Highway Saugatuck, Michigan

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

**2) Roll call and Pledge of Allegiance**

Present: A. Prietz, J. Helmrich, D. Ihle, R. Israels, C. Lozano, B. Rowe, E. Welk



Also present: Lynee Wells, Zoning Adm.

**3) Approval of Agenda-**

**Motion** by Rowe to accept the agenda as written and seconded by Welk. Motion passes by unanimous voice vote.

**4) Approval of September 23, 2019 Planning Commission draft minutes**

A correction noted by Prietz on page 1, item 4, add "motion passed by unanimous voice vote".

A correction noted by Israels on page 1, item 6a line 8, add attorney **to be** present and comma after rules.

A correction noted by Prietz on page 1, last sentence, change language from "Andy to Prietz."

Correction noted by Israels on page two, 6b., period after Wells, third line private roads add **a** before 'second means of', and fourth lines change adhering to **adhere**.

Correction by Israels on page 4, 5<sup>th</sup> line, change medial to **medical**

Correction by Israels page 5, line 4, add comma after 'again'.

Correction by Helmrich page 5, third paragraph and halfway through #10, correct spelling of Township Managers' name to **Griffin** but replace with last name of **Graham**.

Correction by Prietz on page 5, half way through #10, capitalize '**Round Up**'.

**Motion** by Rowe to approve draft minutes of September 23, 2019 as amended and seconded by Welk. Motion passed by unanimous voice vote.

**5) Public Comment:** none

**6) New business**

**a. Site Plan Review**, 6310 Gleason, Parcel: 03-20-260-005-00 for a woodworking/boat restoration/storage studio in a 50'x80' accessory building within the Light Industrial zoning district.



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

Explained by owners and an interpreter, the purpose of the request is for woodworking. All elements will be harmonious and efficiently organized in relation to topography, size and lot, character of adjoining property and type and size of the building.

Wells explained the applicant is agreeable to our conditions and willing to exchange the wainscot to wood instead of metal. They are also willing to look at the 75' set back and resolve that. Also they are working with the fire department regarding sprinkling regulations as related to their size, and prior to a building permit, they will get approval from the fire department. They are aware of the hook up utilities. The area is zoned Industrial.

Prietz noted the wainscot height and asked if it meets our requirements. Wells will work with the applicant and verify that it meets the requirements taking into consideration doors and windows. Applicants were agreeable to working with Wells on that.

Prietz noted that there is not designated parking. Wells explained that there is not a requirement for parking.

Israels confirmed there is no outside lighting plan but any lighting on the building would be downward focused. That was confirmed.

The applicant confirmed that trash would be stored inside the building, and put out on the designated trash day. There is no need for a dumpster.

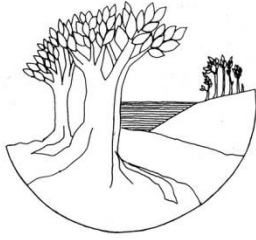
Prietz explained that the setback would have to be a minimum of 75' from the closest point of the building. Wells will work on the set back with the applicant. ~~There~~ It was somewhat unclear on the presented plan.

The applicant questioned if city sewer was a consideration now or in the future with the Township. It was explained that it was not currently in discussion.

**Motion** by Rowe and seconded by Welk to approve the application along with the 8 recommendations of the Zoning Administrator overview letter of October 15, 2019 and the addition of number 9 (set back conforms to the ordinance standards).

1. The use and structure shall at all times comply with all local, state and federal requirements.
2. All fees shall be paid prior to issuance of certificate of occupancy.
3. Saugatuck Township Fire District review shall be completed and conditions met for issuance of a building permit and/or Certificate of Occupancy.
4. Allegan County Soil Erosion permit submitted to the Zoning Administrator before any earthwork commences on site.
5. Any condition of the Township Engineer shall be complied with prior to issuance of building permit.
6. Uses on the property must be a "use by right" in the light industrial zoning district.
7. Any future changes to the lighting, landscaping, parking, or building materials shall require review and approval of the Township. The site vegetation shall remain undisturbed within the required buffer yards of 40' in the front, 15' side, and 20' in the rear yard.
8. Any other conditions as deemed necessary by the Planning Commission such as: architectural standards and waste management.
9. The building set back must conform to our 75' ordinance standards.

Motion passed by unanimous voice vote.



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

**b. Special Approval Use Public Hearing and Site Plan Review application** for parcel #20-003-001-00 (aka. 3577 64<sup>th</sup> Street.) for a medical marijuana provisioning center.

The applicant is Agri-Med and represented by Aaron Smith.

Smith presented the proposed entrance from 64<sup>th</sup> street and explained they would connect to public sewer and water.

He noted that sanitary sewer was not available from 64<sup>th</sup> and the applicant explained that it would be accessed from the existing sewer on Blue Star Highway.

Public Comments:

Clare Ray, representing Spectators, questioned the water retention and where it will be directed. He was assured by Wells that it would be retained on site. He also questioned the access driveway position in relation to his entrance off 64<sup>th</sup> St. There is no conflict noted.

Smith stated that although the property size is large, he does not have future plans for the rest of the property at this time.

Public Comments Hearing closed.

Comments from Commission:

Wells reviewed that Section 40-693 governs SAU uses and Section 40-746 governs for medical marijuana facilities.

In review of Section 40-746, there were areas not addressed or that were incomplete.

These items were reviewed with the applicant and provided to him prior to the meeting. Briefly it includes detail for disposal, building exterior, air filtration system, hours of operation and deliveries, and a Township Engineering report to include storm water and drainage.

It was found that the proposed building does not comply with the Architectural standards for the property.

The business does meet many of the SAU standards including access and landscaping standards.

A Fire Department Review was done and the applicant has agreed to meet the requested conditions. Once met, revised plans will be reviewed accordingly.

The applicant expressed he would provide the additional information in writing to meet the requirements of the Planning Commission standards.

Helmrich asked for the number of parking spaces and when we could expect to see the Architectural plan. The applicant explained that there would be 27 parking spaces and he would get us the building materials.

Wells questioned if there was a need for an easement through the property in the event that the property is split. Smith explained that there is an easement from Blue Star at the stop light area now and it could connect at some time with future development of the property.



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

It was recommended that the Planning Commission table the request for the SAU and Site Plan review due to the lack of complete information to determine compliance with our standards for a medical marijuana provisioning center, in addition to the non conformance with the building architecture. The applicant is asked to resubmit a complete application addressing all items in the review as well as the items required by the Fire District and Township Engineer at least 3 weeks prior to the next meeting to allow sufficient time for review.

Rowe moved to table both the SAU and Site Plan approval until the next meeting. Seconded by Welk. Motion passed by unanimous voice vote.

**c. Special Approval Use Hearing and Site Plan Review** application from Phenohunters, LLC for a medical marijuana Class A grow facility at 6764 Just Barns Drive for Units 6-10 only.

Chris Cabbage, representing Phenohunters, is proposing a marijuana grow facility at Just Barns for 5 units separated by walls. He explained parking, outdoor lighting, access, windows, ventilation, number of employees, small indoor dumpster, and security.

Public Comment: Joe Milauckas asked about the parking area in the lower left corner of the print. The applicant explained it was for future site plans for Just Barns. He questioned if phase two was approved and Wells explained it was approved in July.

Wells explained the application is for this property only and any additional request for expansion would have to be considered on its own and included it in the condition for approval.

Public hearing closed.

Opened to Commission questions:

Welk asked if the property would be fenced, and the applicant responded it would not be fenced.

Ihle asked to have the parking explained. There are six parking spaces and potential for more on two sides. Ihle also noted the large energy use.

Prietz affirmed that the building is in the I-2 district.

Wells confirmed that all the SAU standards have been met.

It is more than 500' from a residential property.

All other grower standards have been met. There is no signage proposed and the Fire Department requests to see the address visible on the outside of the building. Wells recommends approval of the request with the following conditions:

1. The site shall be built and the building supplied with the odor protection, security and waste disposal as shown on the site plan.
2. Lighting details shall be provided to the Township Planner for review. Lighting will conform to the Township's Zoning Ordinance.



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

3. Additional parking shall be provided to meet the need for 6 employees in addition to the spaces required for building 11-16 as the parking appears to be shared per the site plan.
4. Saugatuck Township Fire District review shall be completed and conditions met for issuance of a building permit and/or Certificate of Occupancy. Allegan County Soil Erosion permit submitted to the Zoning Administrator before any earthwork commences on site.
5. Allegan County Soil Erosion permit submitted to the Zoning Administrator before any earthwork commences on site.
6. Any conditions for the Township Engineer shall be complied with prior to issuance of building permit.
7. Review of Utility plan and storm water detention by Saugatuck Township engineer and Kal-Lake before issuance of a Building Permit, to be paid for by the developer.
8. The use and structure shall at all times comply with all local, state and federal requirements including those requirements for medical marijuana grow facilities, established by the State of Michigan.
9. All fees shall be paid prior to issuance of build permits and certificate of occupancy.
10. Any changes or addition to the use mix requires amendment to the Special Approval Use.

Motion to approve both the SAU and Site Plan with the 10 conditions as described above, by Rowe and seconded by Helmrich. Motion passed by unanimous voice vote.

**d. Zoning Ordinance Text Amendments Public Hearing** to recommend to Township Board ordinance to amend sections:

- i. Private Roads: 40-658, b, 2: To modify section 2a to read "4 or more lots".
- ii. Private Roads: 40-658, e: Remove and replace section 40-658, e in its entirety with the following: Emergency Access and Additional Means of Primary Access: A private road or interconnected private road system shall not serve more than 30 dwelling units unless a second means of emergency access is provided and regularly maintained for those dwelling units in conformance with the International Fire Code as adopted and as amended from time to time.
- iii. Passing Lanes: 40-663, c: Rescind this section in its entirety.
- iv. A-2 Dimensional Standards, Inconsistency: 40-185, c: Rescind this section in its entirety.
- v. Noticing for Site Plan Review: Section 40-812 b: Rescind paragraph entitled "Notice of Site Plan Review."



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

Public Comments: Joe Milauckas: Discussed history related to the reason for the original wording of i. Originally people wanted to eventually divide their properties to house family members and/or children. When lot size zoning increased the R-1 size to 40,000', it limited what owners could do with their property. That is why the '4 lot size' remained the cut off. He suggested changing 2b rather than 2a wording. 2a. "private roads serving more than 4 sites (5 or more) would require 66' width" and b. would say "a private road serving 4 or less sites would require 33' width". It would be consistent and makes sense with the 4 lot cut off.

ii. Joe Milauckas on Emergency Access: Addressed point of clarity that the fire code determines the need for access, both primary and additional access. Wells explained that the fire code will determine the access and the Township will support the requirements of the Fire Code. They have factors to consider and may or may not have a 66' requirement for the second access.

v. Joe Milauckas on Noticing for Site Plan Review: Requests that adjacent properties should be included in the notice. He cited an example with Bigby's and explained that if he had not been noticed, the structure would have been placed without a setback to his property line.

Members thanked Joe for his comments.

Public Hearing closed.

Moved by Rowe and seconded by Welk to recommend the changes discussed this evening to the Township Board regarding Zoning Ordinance Text Amendments Public Hearing, Item 6d. (i.) and (ii.), approve (iii.) and (iv.) and strike (v.) regarding site plan noticing, from the proposed recommendations. Motion passed by unanimous voice vote.

**7. Old Business:** None

**8. Public Comments:** None

**9. Board Update:** Helmrich reports the Board met on Weds. Oct 2, 2019

There is a Harbor grant resolution and financial commitment from Saugatuck, Douglas and the County for hydrology and toxicology study along the entire Harbor Area. The commitment from the Township is \$5,000.00.

~~We~~ The Township re-entered the Emergency Services commitment with Fennville AMR ambulance services and a special assessment will be on the next tax bills.

He noted a special thank-you to our Township Manager, Griffin Graham, for updating personnel policies and financial policies. The policies received final approval from the Governing Board.



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

The Board moved to formally say that, if accepted, they would like to be a full member of the Kalamazoo Lake Harbor Authority.

The Board approved a sidewalk that could temporarily serve as a link to the bike trail. It will be at Old Allegan Road and Blue Star Hi-Way and run toward the church.

Helmrich said some building maintenance was completed. Both entry doors have been repaired and given new locks, and resurfacing was completed to the parking area.

Wells reports: The Township has received the draft updates to the Flood Insurance Rate Maps and the Flood Insurance Study Report for Allegan County, and the Township.

This is the link to the study and maps:

<https://hazards.fema.gov/femaportal/prelimdownload/searchResult.action>

There are several flood line maps that cover the Township, with Panel numbers coded in the file name in the leftmost column of the list of maps. Several of the maps of the Township are being updated. To determine which maps apply to the Township, you will want to look at the ID column, and the last three numbers represent the panel number for the map. The following are applicable panel numbers: 162, 164, 166, 170, 330, 335. Each has the letter 'F' after the panel number.

FEMA will host a community meeting about the maps but has not set the date for that meeting. At some time we may decide to amend our zoning map to show flood lines.

**Next meeting:** November 25, 2019 **7:00p.m**

The Township Attorney will be present and the topic will be 'a community conversation about recreational marijuana'.

Wells stated we currently do not prohibit real estate signs with a marijuana symbol. She will look further into this.

**10. Adjourn** Motion to adjourn by Rowe and seconded by Welk at 8:55 p.m. Motion passes by unanimous voice vote.

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



# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

Motions: 10/28/2019

1. Motion by Rowe to accept the agenda as written and seconded by Welk. Motion passed by unanimous voice vote.
2. Motion by Rowe to approve draft minutes of September 23, 2019 as amended and seconded by Welk. Motion passed by unanimous voice vote.
3. Motion by Rowe and seconded by Welk to approve the site plan application for 6310 Gleason with the 8 recommendations of the Zoning Administrator as identified in an overview letter dated October 15, 2019, and the addition that the setback conforms to ordinance standards. Motion passed by unanimous voice vote.
4. Rowe moved to table both the SAU and Site Plan approval for a provisioning center at 3577 64<sup>th</sup> street until the next meeting. Seconded by Welk. Motion passed by unanimous voice vote.
5. Motion to approve both the SAU and Site Plan for Phenohunters, LLC for a *marijuana* grow facility at 6764 Just Barns Drive for Units 6-10 only, with 10 conditions as described above, by Rowe and seconded by Helmrich. Motion passed by unanimous voice vote.
6. Moved by Rowe and seconded by Welk to recommend language changes to the Township Board regarding Zoning Ordinance Text Amendments from Public Hearing Item 6d. (i.) and (ii.), approve (iii.) and (iv.) and strike (v. ) from the proposed recommendations. Motion passed by unanimous voice vote.
7. Motion to adjourn by Rowe and seconded by Welk at 8:55 p.m. Motion passes by unanimous voice vote.