



# SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



3342 Blue Star Highway  
Saugatuck, MI 49453  
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## FIRE CODE BOARD of APPEALS MEETING

3:00pm – December 19<sup>th</sup>, 2024

### APPROVED MINUTES

1. Call to Order / Roll Call: **Meeting called to order by Vice Chair Beckman at 3:01pm**  
**PRESENT: C. North, J. Verplank, E. Beckman**  
**ABSENT with Notice: None**  
**Also PRESENT: Chief Greg Janik, Deputy Chief Chris Mantels**
2. Reminder: It is requested that the board silences cell phones and put them away for the duration of the meeting.
3. Approval of Agenda (*additions / deletions*):  
**Motion by Verplank, 2<sup>nd</sup> by North to approve the agenda as presented. No discussion. Motion passes by unanimous voice vote.**
4. Approval of Minutes:
  - A. **January 17<sup>th</sup>, 2022**  
**Motion by Verplank, 2<sup>nd</sup> by North to approve the minutes of the 1/17/2022 meeting as presented. No discussion. Motion passes by unanimous voice vote.**
5. Unfinished Business:
  - A. **None**
6. New Business:
  - A. **Election of Chair and Vice Chair (*Roll Call Vote*)**  
**Motion by Verplank, 2<sup>nd</sup> by Beckman to appoint Eric Beckman as Chairperson and Cathy North as Vice-Chairperson. No discussion.**  
**YEAS: Verplank, Beckman, North**  
**NEAS: None**  
**ABSENT: None**  
**Motion Passes – 3:0**
  - B. **Review the International Fire Code (IFC) Board of Appeals Rules of Procedure**
    - i. **Rules of procedure were reviewed.**
  - C. **Discussion on Alternate IFC BOA Members**
    - i. **Discussion ensued about potentially appointing Scott Phelps, the At-Large member of the Fire Administrative Board as the alternate.**
    - ii. **Based on the current language of the Rules of Procedure and the BOA ordinances as adopted by the jurisdictions it appears the individual municipalities would need to appoint the alternate.**
    - iii. **Suggestion to have them go back to the three municipalities and request that they appoint Scott Phelps as the alternate to all three jurisdictions.**
    - iv. **Fire District staff will draft a request and letter to have the IFC BOA review prior to sending it to the municipalities.**



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## D. Schedule Hearing for 6545 Clearbrook Drive Appeal

- i. Discussion ensued about the nature of the appeal and working with the applicant since 2022 when the applicant's architect originally began the design.
- ii. A completed application and fee have not been received as of the time of this meeting, so the board is unable to schedule the hearing at this time.

## 7. Public Comments: (Limit 3 minutes):

**A. None**

## 8. Board of Appeal Member Comments:

**North – None**

**Verplank – None**

**Beckman - None**

## 9. Adjournment:

**Motion by Verplank 2<sup>nd</sup> by North to adjourn the meeting at 3:32pm. No discussion. Motion passes by voice vote.**

### NOTICE

Request for accommodations or interpretive services must be made 48 hours prior to this meeting.  
Please contact Saugatuck Township Fire District at 269-857-3000 for further information.