Planning Commission Regular Meeting
January 16, 2025 6:30PM
City Hall
102 Butler Street, Saugatuck, MI

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1. **Call to Order/Roll Call:**

2. **Approval of Agenda:** (Voice Vote)

3. **Approval of Minutes:** *(Voice Vote)*
   - **A.** Regular Meeting Minutes – December 19, 2024

4. **Public Comments on Agenda Items:** (Limit 3 minutes)

5. **Old Business:**
   - **A.** Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District - Review of Draft Code Ordinance Amendment and continuation of Public Hearing for a proposed text amendment.
   - **B.** Accessory Dwelling Unit Special Land Use Standards – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

6. **New Business:**
   - **A.** 880 Holland – Site Plan Review for Addition to Commercial building in Neighborhood Marine District.
   - **B.** 405 Park – Site Plan Review for Addition to Multi Family building in C-4 Resort District
   - **C.** Election of Officers

7. **Communication:**

8. **Reports of Officers and Committees:**

NOTICE:
Join online by visiting:
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(312) 626-6799 -or-
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Then enter "Meeting ID":
2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:
Luke@saugatuckcity.com

Zoning Administrator Activity Report

Planning Commission 2024 Activity Report

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

*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 **three** 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

Planning Commission Meeting Minutes - *Proposed*

The Planning Commission met for a Regular Committee Meeting, December 19, 2024, at 7:00 p.m. at City Hall,
102 Butler St., Saugatuck, MI 49453.

1. **Call to Order/Attendance:**
   The meeting was called to order by Chair Manns at 7:18 p.m., there was a delay due to lack of quorum.
   Present: Chair Manns, Commission members: Bagierek, Clark, Gaunt, & Marineau.
   Absent: LaChey.
   Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams.

2. **Approval of Agenda**:
   Motion by Bagierek, second by Gaunt, to approve the addition of item "5C – Election of Vice-Chair" to the agenda and approve the updated agenda for September 19, 2024. Upon voice vote, motion carried 5-0.

3. **Approval of Minutes:**
   Motion Clark, second by Bagierek, to approve the minutes for the special meeting December 02, 2024. Upon voice vote, motion carried 5-0.

4. **Public Comment (Agenda Items Only):**
   - Wilhelmina Kosal (825 Bridge): She requested a special consideration to allow the rental cottage at 825 Bridge Street to continue operating despite the new square footage guidelines, which require a minimum of 300 square feet. The property has been used as a rental for over 24 years, maintaining historical integrity and providing a unique getaway for visitors. The cottage measures 230 square feet, plus an outdoor deck, and is fully equipped for vacation stays. She says that guests frequently support the local businesses and restaurants during their visits. The rental income has been a key component of the property owner's retirement planning. Loss of rental income could impact the owner's ability to remain in their home.
   - Paul Whitfield (450 Spear): Expressed support for the language in the guidelines related to minimum square footage requirements. He also reiterated his support for ADU's associated with principal residences as a practical housing solution. He noted that some ADU's, such as the one at 306 Mary, exceed current size limits and questioned the necessity of maximum size

restrictions and the limit of one ADU per property, given existing lot coverage rules. Whitfield suggested making the process and regulations for ADUs easier rather than more restrictive. He appreciates the efforts to address these issues and encourages consideration of more accommodating policies.

5. Old Business:

1. Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

A. Hearing was called to order by Chair Manns 12/2/24 at 8:51 pm. However, the Public Hearing remained open from the last Planning Commission meeting 12/2/24.

B. Summary by Zoning Administrator:

As discussed at our last meeting, a zoning text amendment request was received to allow the incorporation of guest rooms into accessory buildings at the Wickwood Inn property and the newly acquired 120 Mary Street property. The applicant provided a revised comprehensive overview regarding the owner's intent and the overall development request. As noted by the applicant, several zoning changes would be necessary to authorize the use of accessory buildings as guest accommodations, and recommended language was provided.

Although ordinance amendment standards of approval in the Zoning Ordinance apply to "rezoning" property, they could be adapted to text amendments and considered similarly for this request. Among other appropriate considerations, the Planning Commission should assess the request and the proposed ordinance against the following questions:

1. Will the land use proposed in the text amendment be consistent with the Master Plan and future land use designation?
2. Will the land use proposed in the text amendment be compatible with other uses in the subject zoning district and the neighborhood in general?
3. Will public services and facilities be adversely impacted by the land use involved with the text amendment?
4. Will the land use proposed in the text amendment be equally or better suited for the subject zoning district than the uses currently allowed?

If the Planning Commission supports the overall concept of allowing bed and breakfast accessory buildings to accommodate guests, the attached ordinance has been provided for review. The applicant's original language was slightly revised and broadened to consider reasonable requests. Additionally, since the last meeting,

revisions have been included to address concerns noted by Planning Commission members.

The following changes are underlined in the proposed ordinance.

1. Added additional discretionary special land use standards that would apply to accessory guest buildings.
2. Included limitations on the number of accessory guest buildings, number of guest rooms in each building, and total number of guest rooms between all accessory guest buildings.
3. Include a clearer provision allowing the Planning Commission to approve existing buildings as accessory guest buildings even if nonconforming to certain accessory building requirements.

C. Presentation by the Applicant.

D. Public comment regarding the application:
   1. Supporting comments: None.
   2. Opposing comments: None.
   3. General comments: None.
   4. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Chair Manns.

F. Commission deliberation:

The commission deliberates and decides to postpone the decision to a later meeting to align with potential ordinance changes.

G. Commission action:

Motion by Clark, second by Gaunt, to postpone proposed discussion around Bed and Breakfast, accessory dwelling units until the January 16th Planning Commission Meeting. Upon roll call vote, motion carried 5-0. The Public Hearing remains open.

2. Accessory Dwelling Unit Standards – Discussion on requirements for Special Land use approval to allow for rental of accessory dwelling unit.

Director of Planning & Zoning Thompson provided background on the challenges faced by existing ADUs in meeting current standards. The proposed text amendment removes specific square footage requirements, allowing existing ADUs to qualify for rental licenses. The commission discussed the importance of maintaining standards for new ADUs while accommodating existing structures.

Motion by Bagierek, second by Marineau, to set a public hearing for January 16th based upon the text amendment that is in the packet. Upon roll call vote, motion carried 5-0.

6. New Business:

A. 306 Mary St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit.

Public Hearing

A. Hearing was called to order by Chair Manns 12/19/24 at 8:16 pm.

B. Summary by Zoning Administrator:

Planning & Zoning Director Thompson explained that the application for an accessory dwelling unit (ADU) at 306 Mary Street does not meet the current zoning standards. The applicants are present and willing to answer any questions about their proposal, but the recommendation is to postpone the decision until a zoning text amendment can be made. This would allow the application to be reconsidered under updated standards.

C. Presentation by the Applicant.

The applicant Phill Huffman told the commission that he appreciates anything that the commission can do to help out and that he appreciates the commission spending the time and making sure that the I's are dotted and the Ts are crossed.

D. Public comment regarding the application:

1. Supporting comments: None.
2. Opposing comments: None.
3. General comments: None.
4. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Chair Manns at 8:18 pm.

F. Commission deliberation:

The commission is reviewing a proposed revision to the accessory dwelling unit (ADU) requirements. They would like to hold a public hearing on the proposed changes. Based on the outcome of the hearing and the Commission's deliberations, a recommendation may then be made to the City Council. If the Council approves the revisions, it could impact the decision on the current ADU application for 306 Mary Street.

G. Commission action:

Motion by Bagierek, second by Clark, to postpone the Public Hearing for 306 Mary Street – Special Land Use request for rental of an accessory dwelling unit , until the

Thursday, February 20th Planning Commission Meeting. Upon roll call vote, motion carried 5-0.

B. <u>Goals and Discussion points for the upcoming year – Discussing and prioritizing key community planning initiatives for the upcoming year.</u>

Director of Planning & Zoning Thompson said that this goal-setting session provides an opportunity to discuss priorities and offer staff clear direction. The key topics included:

1. <u>Master Plan Update:</u>
   - Consideration of updating the master plan, evaluating the benefits of a tri-community master plan with Saugatuck and the City of the Village of Douglas, versus a city-specific approach.
2. <u>Commercial Zone Review</u>
   - Continued focus on reviewing commercial zones, including specific items like the bed-and-breakfast text amendment presented tonight.
3. <u>Shuttle Service and Parking in the City</u>
   - Discussion on shuttle service and connecting remote parking areas with downtown.
4. <u>Public Recommendations:</u>
   - Public feedback has been received and shared via email, including a suggestion to allow chickens in within the city.

<u>Master Plan Update:</u>

Chair Manns said that the master plan renewal is legally required by 2026 and is a critical priority. The last time the plan was reviewed was 2016 (due to COVID, it was not updated in 2021), was very high-level, emphasizing the need for a comprehensive update. Planning efforts should begin in 2025 to ensure sufficient time to meet the deadline. He suggested that they develop a detailed calendar outlining key tasks and deadlines between now and 2026. Budget considerations will be crucial, as outside consulting will be necessary. Manns said that the 2016 plan was part of a tri-community effort with Saugatuck Township and the City of the Village of Douglas. Preliminary discussions indicate Douglas may prefer completing its city-specific plan first, with the possibility of rejoining tri-community efforts afterward. There are advantages to a city-specific approach but pursuing this would require managing separate plans for Saugatuck and broader community collaboration. He suggested to discuss the master plan in their January or February meeting to decide whether to pursue a city-only master plan or continue with a tri-community approach. He would like to begin preliminary discussions and preparations to align resources and goals for the renewal process.

Commissioner Clark said that the master plan renewal was a significant topic of discussion at the last Council meeting. City Council is expected to prioritize the master plan in an upcoming Workshop meeting. Preliminary discussions suggest that Council may favor developing a city-specific master plan. The intent would me for this city-specific plan to integrate into a broader

tri-community plan, aligning with regional goals. The Council is likely to provide clearer guidance on this matter by early January, helping to shape the next steps in the master plan process.

Chair Manns said that the discussions with the Township and Douglas highlight differing priorities and development opportunities. These opportunities do not align with the City of Saugatuck's focus. Saugatuck's priorities, such as short-term rental management and revenue from Oval Beach, differ from those of its neighboring communities. Manns thinks a city-specific master plan may better address Saugatuck's unique needs and priorities. Once individual plans are completed, there may be value in integrating them into a broader tri-community plan.

The importance of collaboration among the tri-community entities Saugatuck, Douglas, and Saugatuck Township was emphasized by Commissioner Gaunt due to shared geography, resources, and community assets. She said that the communities share critical assets, such as the river, waterfront, and Blue Star Highway, which serve as gateways and resources for all. Actions by one community can impact the others, highlighting the need for cooperative planning. She believes that the collective value of the tri-community lies in shared resources and integrated strategies. While each community may have unique priorities and approaches, their strategies should support and complement one another. Developing individual plans initially may help each community define its identities and priorities. However, a unified approach is essential to ensure no conflicts arise and to maintain the cohesive character and value of the region. Collaboration and agreement among the entities should ensure strategic alignment and prevent actions that could disadvantage one another. Ultimately, a joint strategy is seen as vital for sustaining the community's collective identity and strengths.

Chair Manns thinks that a balanced approach to the master plan would accommodate both individual community priorities and shared goals. He said that while individual communities may wish to focus on their specific needs, there is still a need for consensus on overarching strategies and shared priorities. A single master plan could include dedicated sections for each community. These sections would allow each entity to address its unique priorities while maintaining alignment on shared goals and strategies. The plan would combine individualized focus areas with a cohesive overarching strategy that reflects agreed-upon regional priorities and mutual support.

Commissioner Bagierek thinks that it is too small of an area to really be separated, that they are so interconnected that they have to be talking together. Everyone has different focuses as individuals, but they have a lot in common. Manns added that he would like to see Douglas's individual plan included within the tri-community plan, which is how he would like the City of Saugatuck's to be. Gaunt said there has to be a time that they can all come together as they can't exist in the space independently of one another. Manns said that they need to make it a priority to find out if each community is all thinking the same thing. Gaunt stated that it isn't about finding out. She thinks the City Manager, Mayor, and Mayor Pro-Tem of each community needs to sit down and hash this all out.

Commissioner Gaunt said that in her last efforts , significant work went into creating tri-community master plans, but these plans were often underutilized and left on the shelf. Offices may not actively reference or implement the strategies outlined in the master plan. She believes

that the master plan should be a living document, regularly referenced and used to guide decisions and strategies. Without meaningful implementation and engagement, the effort to create a master plan loses its value. She says that her support for participating in the master planning process is contingent on a commitment to ensuring the plan is actively used for its intended purpose. They all share in resources, where lake meets river meets dunes meets forest.

Commercial Zone Review:

Chair Manns said that the review of the commercial zones remains a priority, focusing on evaluating and potentially consolidating zones for better functionality and consistency. The current commercial zones were established in 2014 based on property similarities at the time. This approach has led to multiple, highly specific zones, such as Water Street North, South, and East. There is potential to simplify by consolidating zones, such as creating a central commercial zone, while minimizing nonconformities. Discussions should also address inconsistencies in what is permitted across different commercial zones. Small zone distinctions allow for significantly different uses and building requirements, sometimes in close proximity, leading to inconsistencies. Specific concerns include zones like Water Street North, which allows 100% lot coverage despite its location near waterfront access, raising questions about alignment with community goals. Manns said the evaluation priorities are to review permitted uses, requirements for buildings, and zone boundaries. They will also need to assess whether current zoning reflects desired development and access priorities, especially near key areas like the waterfront. This comprehensive review aims to ensure zoning regulations support the city's long-term vision and practical functionality.

Commissioner Clark thinks that goals for the zoning review should be to simplify zoning regulations and ensure consistency and fairness across all zones along with driving equitable standards to support cohesive development practices. Their input sources include a public survey where they will gather feedback from the public that will provide valuable input on community preferences and priorities. That information helps provide City Council with community feedback for their January 24th Strategic Planning session. Insights from the upcoming strategy discussions may guide zoning updates. Zoning revisions should be closely tied to the master plan, which serves as the city's guiding strategy document. The master plan should ultimately drive decisions about zoning standards and updates. Acknowledging the significant effort required, the zoning review must be managed alongside other priorities, particularly the master plan renewal. Proper planning and prioritization will be essential to balance resources effectively. Clark says the process aims to create a more streamlined, equitable, and strategically aligned zoning framework for the city.

Chair Manns said that the commercial zone review is seen as a foundational step that will contribute to the master plan. Conducting the zoning review as a detailed, focused effort prior to or alongside the master plan process allows for more efficient planning. Insights and outcomes from the zoning review will directly inform and integrate into Saugatuck's portion of the overall master plan. This approach ensures that zoning updates are well-prepared and strategically aligned with the city's long-term planning objectives. Commissioner Gaunt said that

to effectively undertake tasks like zoning review and master planning, a clear vision and strategic guidance from the city are essential. The city must establish a high-level vision and strategic framework to guide subsequent work. The city's upcoming strategic planning session will be critical for setting these overarching goals and parameters. The vision should serve as advisory guidance, setting the framework within which detailed work can proceed, rather than rigid directives. Gaunt says that this foundational step ensures alignment and clarity for all future planning efforts. Commissioner Clark says that he sees it the same way as Gaunt.

Commissioner Marineau said that there is a call to act proactively on zoning concerns and leverage existing frameworks while awaiting further strategic direction. The current tri-community master plan provides a foundation for guiding efforts. He thinks that specific focus is needed on Water Street North, which is the most vulnerable to development but also the most permissive in terms of zoning regulations compared to Water Street South. Addressing inconsistencies between these zones should be a priority. While awaiting explicit direction from city leadership, there are sufficient existing guidelines and known issues to begin preliminary work. This approach ensures that critical issues, particularly those involving waterfront development, are addressed promptly and thoughtfully.

City Planner Jirousek said that Water Street North and South have already been combined into the Waterfront Preservation District, addressing prior concerns about these zones. All downtown commercial and residential zoning districts still need reassessment. Previous discussions from March 2022 on the pros and cons of city-wide versus tri-community master planning were referenced, with historical leaning toward the tri-community plan. Jirousek said that staff can revisit and provide an abbreviated version of that presentation if needed. The Planning Enabling Act requires a five-year review documented in meeting minutes but does not mandate a 10-year update. Best practices suggest periodic updates when priorities or conditions shift significantly. Collaboration with other municipalities for a tri-community plan may extend the timeline (at least a year), whereas a city-specific plan could be completed more quickly. Jirousek said the zoning ordinance updates can proceed before, alongside, or after the master plan, as long as they align with the current plan and future land use goals. Flexibility in the timing and sequence of efforts allows for prioritization of zoning updates where urgent issues exist. He said that he could help with tools and models that are available to assist in evaluating and consolidating zoning districts. Similar efforts elsewhere, such as consolidating 23 districts into 12, provide a framework for addressing Saugatuck's challenges with zoning complexities. He thinks that they should consider a strategic session to revisit past discussions on master planning. Evaluate models for zoning district updates, potentially consolidating or distinguishing districts more effectively. Determine priorities for master planning versus zoning updates based on current needs and resources.

Chair Manns questioned Jirousek on whether he could help the Commission with a template that would lay out a process and then do the comparisons of what is currently in each of the zones and also move them towards a recommendation for where the similarities are. Jirousek said that a side-by-side comparison of allowable land uses and dimensional requirements across all zoning districts is recommended. This method, previously used during

the waterfront project, can help identify necessary changes and streamline zoning districts. He said that the current zoning ordinance contains complexities and inefficiencies that complicate even routine zoning permit reviews, particularly for single-family residential development. These challenges result in significant time and resource expenditure on a weekly basis. Beyond zoning districts, the ordinance requires updates to improve clarity, streamline processes, and reduce the burden on staff and applicants. He suggests conducting a comprehensive analysis of zoning districts using side-by-side comparisons and addressing broader zoning ordinance efficiencies to simplify and enhance the permitting process. He also suggests leveraging staff experience to identify high-priority areas for reform.

Chair Manns said that the proposed focus on commercial zoning is a strategic first step due to its priority and alignment with current goals. While residential zones are also important, tackling all zones in one year is deemed impractical. The R4 zone, as a transitional area adjacent to commercial zones, is being added to the review process to ensure a cohesive approach. The R4 zone review aligns with previous discussions and is tied to a postponed public hearing, maintaining its importance in the current zoning priorities. Consensus exists on the need to start with commercial and R4 zones, ensuring manageable progress while keeping other areas in mind for future review. Listing R4 and commercial zoning as priorities ensures clarity for all stakeholders about the city's focus and ongoing efforts.

Shuttle Service and Parking in the City:

This discussion revolves around the idea of introducing a shuttle service to alleviate parking congestion, particularly during the summer months. One idea involves using vacant lots, such as those near Douglas, as parking spaces, with shuttles running regular routes into downtown areas. Questions arose about the role of planning versus city council in implementing such a service. Using Douglas lots might involve Interurban collaboration, potentially requiring review by multiple cities. Planning Commission's potential role could include evaluating parking improvements or revisiting parking-related zoning ordinances. Some parking decisions, such as allowing parking on one side of the street, have historically been made directly by the city council without the Planning Commission evaluation. A shuttle service is seen as a way to reduce parking congestion, and there is interest in how the Planning Commission might contribute to exploring parking improvement options. The shuttle service idea could help address parking challenges, but it requires clarification on jurisdictional roles and decision-making processes before moving forward.

Current zoning does not explicitly allow multi-level parking structures, which may need to be addressed if such projects are proposed. The Planning Commission could review and amend zoning ordinances to accommodate such uses. Their role would likely involve aligning zoning regulations with broader city strategies and goals, particularly as outlined in the master plan. This could include addressing transportation and space utilization issues. The topic may be a focus during the upcoming January 24th Strategic Planning discussions. The Planning Commission expects to receive direction from council, which could shape its priorities and workload for the upcoming year. The importance of alignment between the council and Planning Commission is

emphasized, as seen in past issues like short-term rentals and waterfront preservation. Input from both entities ensures cohesive and effective planning. The city's strategic meeting will likely provide more clarity and direction for the Planning Commission to incorporate into its agenda and plans for 2025. Chair Manns said that the Planning Commission is prioritizing the master plan at a tri-community level, commercial zones, and their review based upon the public hearing that opened December 2nd, and anything else that council advises.

Public Recommendations:

Suggestions from citizens, such as sidewalk additions or other zoning changes, are noted but require council prioritization before involving the Planning Commission. They are already managing a full workload but remain open to direction from the Council and other stakeholders. Other public input items, like backyard chickens, may be addressed only if prioritized by council or stakeholders. While the Planning Commission has a role in shaping ordinances and zoning, significant decisions and direction generally come from the city council. Coordination and clear priorities are essential for effective planning and zoning updates.

C. Election of a Vice-Chair.

Motion by Marineau, second by Gaunt, to temporarily suspend Article 6, subsection 1 of the bylaws for this election as they need to have a Vice-Chair in place due to Chair Manns being absent for the upcoming January meeting. Upon voice vote, motion carried 5-0.

Motion by Marineau, second by Gaunt, to nominate CJ Bagierek as the Vice-Chair of the Planning Commission for the City of Saugatuck. Upon voice vote, motion carried 5-0.

7. Communications: None.

8. Reports of Officers and Committees:

A. Zoning Administrator Activity Report: The Commission requested that Director of Planning, Zoning, and Project Management Thompson include a copy of the report he submits to Council in the Planning Commission packet each month.

9. Public Comments:

- Sevryn Nowicki (790 Simonson): He is proposing an ordinance regarding chicken coops in the City of Saugatuck. He said that the proposed ordinance is either simple or overly complicated but aligns closely with those adopted by neighboring towns. While there may be minor differences, such as the required distance for placing chicken coops, the ordinances are fundamentally similar. Neighboring towns, like Douglas, recently adopted similar ordinances, providing a foundation of research and examples that can streamline the process for this town. Nowicki urged the Commission to include this ordinance on the agenda for the upcoming year. He asked for a formal decision on whether the issue will be addressed, along with an explanation

if it is decided not to pursue it. He also expressed a desire for the matter to be clearly discussed and documented in public records to ensure accountability and transparency.

10. Commissioner Comments:

- Bagierek – He thanked the commission for the nomination for the vice chair position. He looks forward to it.
- Gaunt – She gave best wishes to all for a happy holiday.
- Marineau – Thanked the commission and apologized for arriving late.
- Manns – He thought it was an excellent meeting and wished everyone happy and safe holidays. He looks forward to hearing from Council next month and moving forward with some of the priorities that they have starting in January of 2025.

11. Adjournment:

Motion by Bagierek, second by Marineau, to approve adjournment of the meeting. Upon voice vote, motion carried 5-0. Chair Manns adjourned the meeting at 9:15 pm.

Respectfully Submitted,

_____

Sara Williams, Deputy Clerk

MCKENNA

January 9, 2025

Planning Commission
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

Subject: Proposed Zoning Text Amendment Effects on All R-4/CER Zoned Parcels

Dear Commissioners,

Below, we have analyzed the effects of the proposed Zoning Ordinance amendments for the R-4/CER District on all parcels within that district. We have reviewed each property regarding the possibility of a bed and breakfast establishment being permitted, as well as if accessory guest rooms would be permitted.

The photos provided below from the Allegan County Parcel Viewer are an attempt to show the true nature of each parcel, as all parcel lines in the viewer (marked as yellow lines) appear to be shifted slightly West from where they should be. We have reviewed the lots with the assumption the yellow parcel lines shown are incorrect and demarcated slightly West of where they should be.

The below analysis was conducted to answer the following questions for each parcel in the R-4/CER District:

- *Would a Bed and Breakfast be permitted?*
- *Are there existing accessory buildings?*
- *Could any new accessory buildings be built? If so, how big?*
- *Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?*
- *Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?*

Section § 154.046 PERMITTED ACCESSORY STRUCTURES AND USES IN ALL RESIDENTIAL DISTRICTS states the following provisions:

(A) Carports, garages or other buildings not used as a dwelling and customarily incidental to the principal use of the premises.

(B) Accessory uses customarily incidental to the principal use of the premises.

(C) State licensed residential facilities, pursuant to M.C.L.A. § 125.3206.

The above requirements for accessory structures in residential districts do not specify a maximum number of structures. Therefore, the maximum number of accessory structures utilized for this analysis references the proposed text amendment, which may allow up to two (2) accessory structures with a maximum of three (3) guest rooms each.

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SUMMARY OF FINDINGS

There are a total of 32 parcels in the City zoned R-4, City Center Transitional Residential (CER). If the proposed amendment were to be adopted, each of those 32 parcels may permit a bed and breakfast establishment by right within the principal structure. Note that the requirements applicable to accessory structures in residential districts does NOT appear to include a maximum number of accessory structures permitted per parcel. It is likely that accessory structures are regulated largely through maximum lot coverage and setback requirements.

The following list includes a general analysis of each parcel zoned CER along with how many additional guest rooms may be permitted within detached accessory structures.

NOTE: The summary is comprised of general conclusions based on the maximum guest rooms permitted and approximate measurements from Allegan County GIS parcel viewer. The list below does not consider lot combinations or boundary adjustments. Further, this analysis assumes that every parcel zoned CER is converted to a bed and breakfast, which is unlikely.

- Approximately 2 of the 32 parcels may accommodate up to **6 additional guest rooms each.**
    - (TOTAL = 12)
- Approximately 1 of the 32 parcels may accommodate up to **4 additional guest rooms.**
    - (TOTAL = 4)
- Approximately 18 of the 32 parcels may accommodate up to **3 additional guest rooms each.**
    - (TOTAL = 54)
- Approximately 3 of the 32 parcels may accommodate up to **2 additional guest rooms each.**
    - (TOTAL = 6)
- Approximately 8 of the 32 parcels may accommodate **0 additional guest rooms**.
    - (TOTAL = 0)

Given the approximate analysis above, the CER District MAY potentially accommodate around a total of **76 additional guest rooms** within detached accessory structures. It is anticipated that the maximum lot coverage requirement and setbacks for accessory structures will be the biggest barrier to any future development of guest rooms for parcels within the R-4/CER Zoning District.

120 MARY ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure on the property, an estimated 600 sq. ft. in area.
- **Could any new accessory buildings be built? If so, how big?**
    - At least one (1) additional accessory structure is permitted to be constructed on the parcel, assuming all setbacks are met. It is unlikely any accessory structure of significant size would be able to be added due to the maximum 25% lot coverage requirement for the R-4 District.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could be constructed within the existing accessory structure, as the minimum accessory dwelling unit size is 70 square feet by the requirements of the State of Michigan Building Code.
    - Newly constructed accessory structures could also likely contain up to three (3) guest rooms, though the total area for these rooms must not exceed 600 square feet. However, as noted above, the maximum 25% lot coverage may prohibit the construction of new accessory buildings. Additionally, setback requirements shall be considered, thus reducing the amount of buildable area remaining on the parcel for additional accessory structures.
    - All accessory guest rooms will require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot would be permitted to be combined with the adjacent 510 Butler Street address to make the principal structure an accessory structure to the Wickwood Inn. The lot would then no longer be allowed to construct any additional accessory buildings in order to meet lot coverage requirements for the R-4 District.

236 MARY ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one accessory shed that is less than 150 square feet.
- **Could any new accessory buildings be built? If so, how big?**
    - One detached accessory structure could be permitted on the parcel, though any future accessory structures would likely be less than 600 square feet in size due to the maximum lot coverage requirements (25%).
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, it is likely up to two (2) guest rooms could be built within existing accessory buildings.
    - Any newly constructed accessory structures could also likely contain guest rooms, though the total area must not exceed 50% of the total number of guest rooms within the principal building. However, considering the lot size, maximum lot coverage of 25%, and required setbacks, constructing any additional accessory structures may be difficult to comply with all other requirements.
    - All accessory guest rooms will require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with any one of its neighbors to become an accessory guest building, though most combinations may exceed the maximum lot coverage requirement for the R-4 District.

246 MARY ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one accessory structure, an estimated 700 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - At least one (1) additional accessory structure is permitted to be constructed on the parcel, assuming all setbacks are met. It is unlikely any accessory structure of significant size would be able to be added due to the maximum 25% lot coverage requirement for the R-4 District.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, multiple guest rooms could be constructed in the existing accessory structure, though they must not exceed 50% of the total number of guest rooms within the principal building. Considering the approximate size of the existing structure, it may be able to accommodate up to three (3) guest rooms.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with 236 Mary Street to establish an accessory guest structure, though each individual guest building shall have no more than three (3) guest rooms, with a total of six (6) combined.

510 BUTLER ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 800 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - Under the proposed text amendment, the existing accessory structure may accommodate up to three (3) guest rooms.
    - It is likely that new accessory structures would not be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, the existing accessory building could contain guest rooms, though the number of guest rooms per accessory structure is capped at 3 rooms. All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with the adjacent 120 Mary Street as an accessory guest building, though only two accessory guest buildings are permitted per lot. This means one of the existing accessory buildings would not be permitted as a guest building.

507 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would likely be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory buildings would likely be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage for the lot.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with either of the adjacent lots, though either combination may potentially violate the maximum lot coverage for the R-4 District.



521 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would likely be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory buildings would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage for the lot.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with either of the adjacent lots, though either combination may potentially violate the maximum lot coverage requirement for the R-4 District.



525 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 600 square feet.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could be constructed within the existing accessory building, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal building. All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with some of the adjacent lots, though any combination may potentially violate the maximum lot coverage requirement for the R-4 District.



526 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - One (1) new accessory building would likely be permitted in the rear yard. The structure would need to comply with all setbacks and lot coverage requirements, which would likely restrict the size of the accessory building to less than 600 square feet in area.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, guest rooms could likely be built within a new accessory structure, though the maximum number of rooms would be three (3) rooms per structure. All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with either of its adjacent neighboring properties, though maximum lot coverage requirements may be difficult to comply with.



546 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory buildings would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 526 Butler Street to turn that building into an accessory guest building, though the maximum lot coverage for the R-4 District would be a concern for combining the lots.



547 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage for the R-4 District.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot would most likely not be able to be combined with any adjacent lot and still meet the maximum lot coverage requirement for the R-4 District. The existing principal structure is non-conforming in its lot coverage.



606 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory building, an estimated 500 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks due to being a corner lot.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, guest rooms could likely be built within the existing accessory structure, though the maximum number of rooms would be three (3) rooms per structure and no more than 50% of the total number of guest rooms within the principal building.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 620 Butler Street, though one of the existing accessory buildings would not be allowed as a guest building. The maximum lot coverage for the R-4 District is also a concern for combining the lots.



607 BUTLER ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory shed, an estimated 120 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - A new accessory building could possibly be constructed on the lot, though it would need to conform to all setbacks and lot coverage requirements. This means any new accessory building would likely be less than 600 square feet in area.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, one (1) guest room could be constructed within the existing accessory building. More likely, however, would be the addition of guest rooms in a new accessory structure, which would be limited to no more than three guest rooms or 50% of the total guest rooms within the principal building.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 633 Butler Street to add two guest buildings to the lot. Based on the lot sizes, the maximum lot coverage may be in compliance for the lots.

620 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 500 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks due to being a corner lot.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 606 Butler Street, though one of the existing accessory buildings would not be allowed as a guest building. The maximum lot coverage for the R-4 District is also a concern for combining the lots.



633 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 500 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 607 Butler Street to add two guest buildings to the lot. Based on the lot sizes, the maximum lot coverage may be in compliance for the lots.



647 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 900 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 633 Butler Street, though based on the size of the existing accessory structures the maximum lot coverage would likely prevent the combination of the lots.



650 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 800 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure. All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - The parcel has no adjacent eligible parcels to be combined with, as the only parcels adjacent to the lot lie outside of the R-4 Zoning District.



710 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 300 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks due to being a corner lot.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with the adjacent 727 Butler Street, though one of the accessory structures would not be eligible for being a guest house due to the maximum of two guest structures. The maximum lot coverage is a potential concern in regard to the combination of the lots.



727 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 900 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with either of its adjacent neighboring properties, though the maximum lot coverage would be a concern for lots with accessory structures of this size.



731 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 1,100 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with either of its adjacent neighboring properties, though the maximum lot coverage would be a concern for lots with accessory structures of this size.



747 BUTLER ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 500 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 731 Butler Street, though the combination could potentially cause issues with the maximum lot coverage for the lots.



149 LUCY ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted, as the existing structure is non-conforming in regards to the setbacks and maximum lot coverage for the R-4 District.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory buildings would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with the adjacent 153 Lucy Street to create one detached accessory guest building. The number of guest rooms must not exceed 50% of the total number of guest rooms within the principal building.

153 LUCY ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted, as the existing structure is non-conforming in regards to the setbacks and maximum lot coverage for the R-4 District.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory buildings would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with the adjacent 149 Lucy Street to create one detached accessory guest building. The number of guest rooms must be a maximum of three guest rooms for an accessory guest building.

248 MASON ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory shed, an estimated 200 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to two (2) guest rooms could be built within the existing accessory structure, assuming this number does not exceed 50% of the total number of guest rooms in the principal building.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 250 Mason Street to create an accessory guest house. The accessory guest house would be allowed a maximum of three (3) guest rooms or less than 50% of the total number of guest rooms in the principal structure, whichever is less.



250 MASON ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - A new accessory structure could likely be added in the Northern portion of the lot. It is not anticipated that an overly large structure would be allowed, as all setbacks would still need to be met.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - There are no existing accessory structures on the lot, however, under the proposed amendment, guest rooms could potentially be added within a new detached accessory structure. A maximum of three (3) rooms would be permitted. Though it is likely to be less than three (3) rooms due to the size of the parcel.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could potentially be combined with the adjacent 248 Mason Street to create an accessory guest house. The accessory guest house would be allowed a maximum of three (3) guest rooms or less than 50% of the total number of guest rooms in the principal structure, whichever is less.

203 GRIFFITH ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory shed, an estimated 200 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage unless the existing accessory shed was removed.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to two (2) guest rooms could be built within the existing accessory structure, assuming the assuming this number does not exceed 50% of the total number of guest rooms in the principal building.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the adjacent lot at 320 Mason Street could be combined to create an accessory guest house. The maximum lot coverage would be a concern that may potentially prevent any combination.

320 MASON ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 600 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could theoretically be combined with either of its adjacent neighboring lots, though based on the size of the parcels and the principal structures, it is unlikely any lot combination would comply with the 25% maximum lot coverage requirement.

332 MASON ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 600 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to the existing accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the adjacent parcel at 350 Mason Street could likely be combined with the lot to create accessory guest houses from two (2) of the existing structures. The accessory guest house would be allowed a maximum of 3 guest rooms or less than 50% of the total number of guest rooms in the principal structure, whichever is less. The remaining accessory structures would not be permitted as guest houses.

350 MASON ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appear to be two detached accessory buildings on the parcel, totaling an estimated 900 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to one of the existing accessory structures, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - No new accessory structures would be permitted for the lot due to the maximum lot coverage restrictions.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the adjacent parcels at either 332 Mason Street or 408 Mason Street could likely be combined with the lot to create accessory guest houses from two of the existing structures. The accessory guest house would be allowed a maximum of 3 guest rooms or less than 50% of the total number of guest rooms in the principal structure, whichever is less. The remaining accessory structures would not be permitted as guest houses.

408 MASON ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appear to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - An accessory structure could be constructed for the property, though to meet the required setbacks and maximum lot coverage requirements, the structure would likely have to be less than 600 square feet in area.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - There are no existing accessory structures for the lot, however, under the proposed amendment, up to three (3) guest rooms could potentially be added to a new accessory structure, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could be combined with either of its adjacent neighboring properties to create accessory guest houses. The increased lot size for this address as well as a lack of existing accessory structures enables the lot to be combined with likely minimal issues.

412 MASON ST.



- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage for the R-4 District.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could likely be combined with either of its adjacent neighboring properties to create an accessory guest house. The accessory guest house would be allowed a maximum of three guest rooms, not to exceed 50% of the total number of guest rooms within the principal structure.

204 GRAND ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appear to be no detached accessory structures on the parcel.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - No accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage for the R-4 District.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?



212 GRAND ST.

- **Would a Bed and Breakfast be permitted?**
    - A Bed and Breakfast would be permitted by right for the R-4/CER Zoning District.
- **Are there existing accessory buildings?**
    - There appears to be one detached accessory structure, an estimated 750 square feet in area.
- **Could any new accessory buildings be built? If so, how big?**
    - No new accessory structures would be permitted for the lot, as any proposed structure would likely not meet the required setbacks or exceed the maximum lot coverage.
- **Under the proposed amendment, could guest rooms be built in any existing accessory buildings? What about newly constructed accessory buildings?**
    - Under the proposed amendment, up to three (3) guest rooms could potentially be added to one of the existing accessory structures, assuming the number of guest rooms does not exceed 50% of the total number of guest rooms within the principal structure.
    - All accessory guest rooms require Special Land Use approval from the Planning Commission.
- **Under the proposed amendment, could the lot be combined with any of its neighbors to make the house next door into an accessory building containing guest rooms?**
    - Under the proposed amendment, the lot could likely not be combined with the adjacent property at 204 Grand Street due to exceeding the maximum lot coverage for the R-4 District.



We look forward to further discussing the impacts on this proposed amendment with the City's leadership. Please do not hesitate to reach out if you have any specific questions or concerns.

Respectfully Submitted,

McKenna

Danielle Bouchard, AICP
Senior Principal Planner

Ethan Walthorn,
Assistant Planner

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: January 10, 2025

From: David M. Jirousek, AICP

RE: Accessory Dwelling Units and Rental

Overview

After several discussions concerning minimum square footage for new accessory dwelling units (ADUs) and the ability to rent existing non-conforming ADUs, the final draft ordinance has been set for a public hearing at the upcoming Planning Commission meeting. The two primary changes include the following:

1. Strike the 375 square foot minimum gross finished floor area requirement and refer to the State of Michigan Building Code area requirements for residential occupancy.

2. Strike the requirement that all ADUs must comply with all current requirements in Section 154.022 (W) to be rented. This would allow for non-conforming accessory dwelling units to be rented, although special land use approval would remain necessary.

Recommendation

After the public hearing, the Planning Commission should make a final recommendation to the City Council.

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.022 (W)(3) TO REVISE THE REQUIRED MINIMUM GROSS FINISHED FLOOR AREA FOR ACCESSORY DWELLING UNITS AND TO AMEND SECTION 154.092 (J) TO ALLOW EXISTING ACCESSORY DWELLING UNITS THAT DO NOT CONFORM TO THE REQUIREMENTS OF 154.022 (W) TO QUALIFY FOR RENTAL IF ALL OTHER APPLICABLE REQUIREMENTS ARE SATISFIED

Section 1. Amendment to Zoning Ordinance, Section 154.022(W). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022(W)(3) as follows:

Existing:

(3) An accessory dwelling unit shall have a minimum of 375 square feet of gross finished floor area and shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.

Revised (tracked changes shown for reference):

(3) Minimum and Maximum Size.

a. An accessory dwelling unit shall have the minimum gross finished floor area necessary to satisfy the State of Michigan Building Code for residential occupancy.

b. An accessory dwelling unit ~~shall have a minimum of 375 square feet of gross finished floor area and~~ shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in

area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet.

c. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.

Section 2. Amendment to Zoning Ordinance, Section 154.092(J). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.092(J) as follows:

Existing:

(J) *Rental of an accessory dwelling unit*. Unless otherwise specified below, a rental accessory dwelling unit shall conform to all regulations in § 154.022(W) and the following:

(1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.

(2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Revised (tracked changes shown for reference):

(J) *Rental of an accessory dwelling unit*. ~~Unless otherwise specified below,~~ A rental accessory dwelling unit shall comply with ~~conform to all regulations in § 154.022(W) and~~ the following requirements:

(1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.

(2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Section 3. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS:_____
NAYS: _____

ABSENT/ABSTAIN:_____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2024, pursuant to the required statutory procedures.

2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2024.

3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

_____
Jamie Wolters
City of Saugatuck, Clerk

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**January 10, 2025**	**Meeting Date:**	**January 16, 2025**
Request:	**Site Plan Review**	**Applicant:**	**Amy Cook**
Address:	**880 Holland**	**Project Name:**	**Southerner Restaurant**
Parcel:	**03-57-100-017-00**	**Plan Date:**	**November 17, 2024**
Lot Size:	**2.72**	**Zoning District:**	**Neighborhood Marine**
Complete:	**Yes**	**Recommendation:**	**Approval**
City Staff:	**Luke Thompson**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant proposes several improvements to the existing Southerner restaurant, including a building addition, customer-area fencing, extended 8-foot fence screening, and a generator. This memo provides a compliance review related to all applicable zoning standards and requirements, including Section 151.060 Site Plan. The project area also falls within the Historic District, and the HDC reviewed the project on January 2, 2025.

Background

The 18'x20' expansion is a minor addition, and the exterior finishes, including windows, doors, siding, and roofing, are intended to match the existing building. The new and replacement cable rail system will match what is used along the waterfront. The proposed eight-foot screening fence will be extended around the detached storage structures, electrical equipment, and coolers to the north of the building. The generator is proposed to be placed within a parking space directly in front of the screened northern portion of the facility and is not intended to be screened from view.

Zoning Review

All zoning requirements applicable to the Neighborhood Marine zoning district have been satisfied. Additionally, the proposal is consistent with all general zoning requirements.

Site Plan Standards of Approval

The following standards for site plan review and approval apply to the project per Section 154.063. Findings related to each standard are provided for consideration by the Planning Commission.

A. *All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.*

   Comment: The overall project improvements fall within the current developed area. The improvements are minor and do not impact adjacent properties.

B. *The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.*

   Comment: No change to topography is proposed.

C. *The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, to accomplish these purposes.*

   Comment: The intent of the project is to improve screening of the storage area. However, the proposed generator falls within a parking space without screening.

D. *All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department.*

   Comment: Approval of the site plan amendment is contingent upon approval of the Fire Department.

E. *There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic. All federal, state, and local barrier free requirements shall be met.*

   Comment: This standard is not applicable. The improvements have no impact on the overall pedestrian circulation system.

F. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern serving adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan.

Comment: No changes to vehicle or pedestrian access are proposed.

G. All streets shall be developed in accordance with city specifications, unless developed as a private road.

Comment: This standard is not applicable. No streets are proposed.

H. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

Comment: No changes to site drainage are proposed.

I. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height. (See §§ 154.142 through 154.144).

Comment: The overall screening plan, including outside storage areas, is proposed to be improved.

J. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

Comment: No additional lighting is proposed.

K. In approving the site plan, the Planning Commission may recommend that a bond or other financial guarantee of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like (see § 154.173).

Comment: A financial guarantee is not necessary.

Recommendation

We recommend approval of the site plan amendment contingent upon approval from the Fire Department and all applicable City Departments.

Application Fee: $750
Escrow Deposit: $2,000

Site Plan Review Application

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

LOCATION INFORMATION

Address 880 Holland St Parcel Number 57-100-17-00

APPLICANTS INFORMATION

Name Amy Cook Address / PO Box 6207 122nd Ave

City Fennville State MI Zip 49408 Phone 269-355-2112

Interest In Project Building & business owner E-Mail amy@thesouthernermi.com

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Signature Amy Cook Digitally signed by Amy Cook DN: C=US, O="Apriori, LLC", CN=Amy Cook, E=amy@thesouthernermi.com Reason: I am the author of this document Location: Date: 2024-12-16 10:01:23 Date 12-16-24

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize the applicant listed above to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Signature _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name TBD Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 420' Width 220' Size 2.2 acres Zoning District NHM Current Use Restaurant/mixed

Check all that apply:

Waterfront X Historic District X Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

ADDITION AT BUILDING SOUTH SIDE - BAR AREA.
FENCING AND OUTDOOR SPACE UPGRADES.

UPGRADE ELECTRICAL SERVICE TO 600 AMP.
INSTALL GENERATOR TRANSFER SWITCH &
NEW DISTRIBUTION PANELS. INSTALLTION OF
60 AMP GENERATOR.

MODIFY AND ADD FENCING TO SCREEN NEW
WALK-IN REFRIGERATION & STORAGE, AND
TO ENCLOSE NEW TRANSFER SWITCH

Site Plan Review Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

A) Applications for preliminary site plan approval shall consist of the following information unless waived by the Zoning Administrator.

Y	N	NA	
☒	☐	☐	Property dimensions
☐	☐	☒	Significant vegetation
☒	☐	☐	Water courses and water bodies, including human-made surface drainage ways
☒	☐	☐	Existing public right-of-way, pavements and/or private easements
☒	☐	☐	Existing and proposed uses, buildings, structures and parking areas
☒	☐	☐	Zoning classification of abutting properties
☒	☐	☐	The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared
☒	☐	☐	A north arrow

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) digital copy, at a scale of not less than one inch equals ten feet, shall include:

Y	N	NA	
☒	☐	☐	Dimensions of property of the total site area,
☐	☐	☒	Contours at 2-foot intervals
☒	☐	☐	Locations of all buildings
☒	☐	☐	Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property
☒	☐	☐	Parking areas
☒	☐	☐	Driveways
☐	☐	☒	Required and proposed building setbacks
☐	☐	☒	Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;
☒	☐	☐	Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;
☐	☐	☒	Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
☐	☐	☒	Proposed water supply and wastewater systems locations and sizes;
☐	☐	☒	Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
☐	☐	☒	Proposed common open spaces and recreational facilities, if applicable;
☐	☐	☒	Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
☐	☐	☒	Signs, including type, locations and sizes;

Site Plan Review Application

☒ ☐ ☐ Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;

☐ ☐ ☒ Exterior lighting showing area of illumination and indicating the type of fixture to be used.

☒ ☐ ☐ Elevations of proposed buildings drawn to an appropriate scale shall include:

1. Front, side and rear views;
2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
3. Exterior materials and colors to be used.

☐ ☐ ☒ Location, if any, of any views from public places to public places across the property;

☒ ☐ ☐ Location, height and type of fencing; and

☒ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:
*note: not all questions will apply for all requests.

(1) How will the elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? This project is an addition to an existing building with similar scale, materials and uses. Fencing to be added at the North property line will screen all activity from the immediate residences.

(2) How will the landscape be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter? N/A - Site is already developed

(3) How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as appropriate, be used to accomplish these purposes? N/A - commercial buildings and uses

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? The addition accomodates 22' between buildings for emergency access

(5) How will there be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic? (All federal, state and local barrier free requirements shall be met.) N/A

Site Plan Review Application

(6) How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan?

N/A - Parking and drives are existing

(7) How will all streets be developed in accordance with city specifications, unless developed as a private road?

N/A

(8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems. Storm water from the added roof area of 360 sq.ft. will be shed in the direction of existing adjacent roofs.

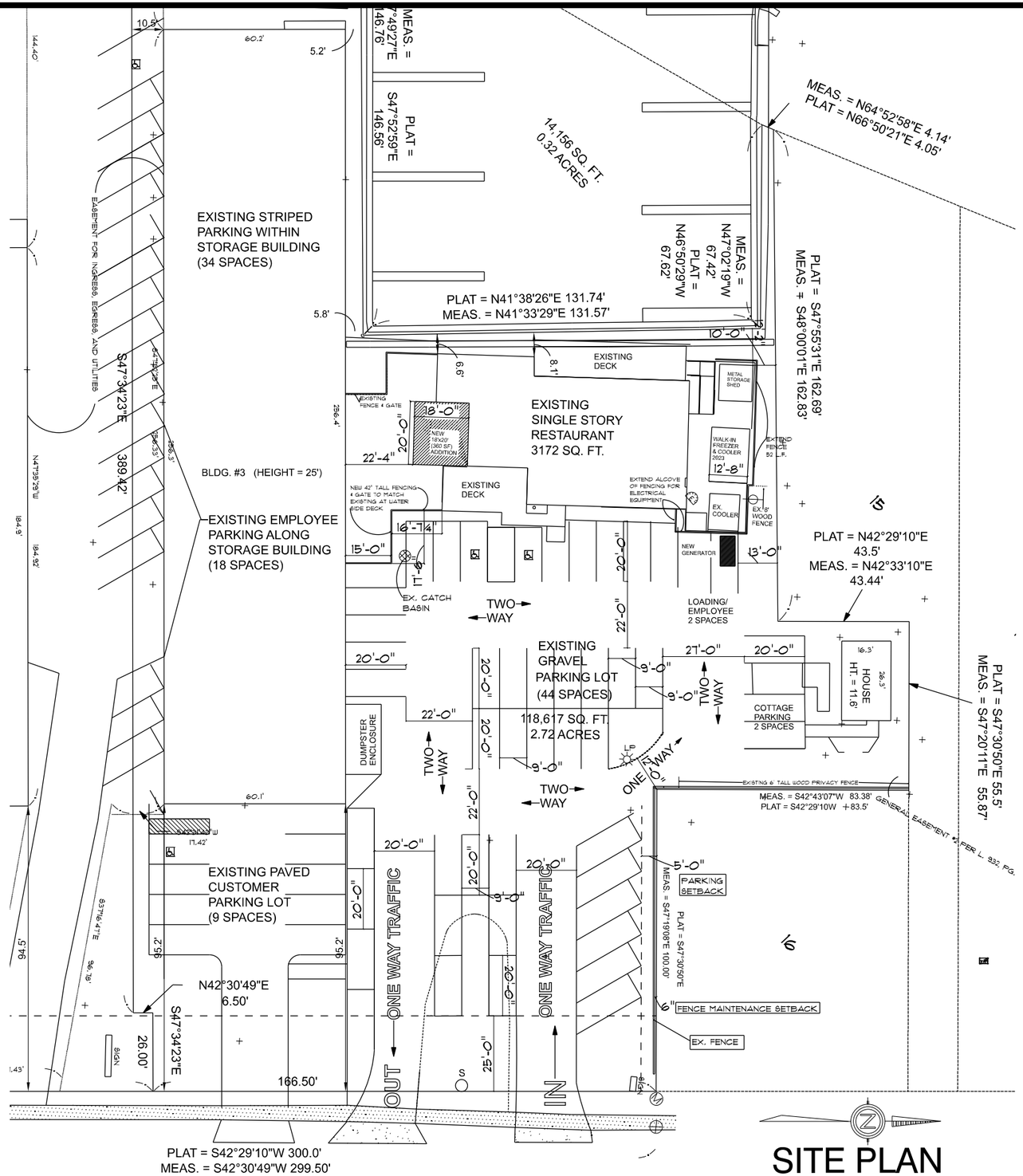
Gutter and downspout will be installed to direct water toward existing catch basin.

(9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ 154.142 through 154.144).

N/A - Existing

(10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted.

We propose a single building mounted fixture at exit door to match existing.



SITE PLAN

SCALE: 1" - 40'

THE SOUTHERNER - STORAGE ADDITION PROJECT

DESIGN:

DOVETAIL DESIGN STUDIO
AMY COOK
amy@dovetail-design-studio.com
269-355-2112

ARCHITECT:

JEFFREY M. SAYLOR
3647 PARK PLACE
ST. JOSEPH, MI 49085
LICENSE #130030836
EXP. 6/7/26

AREA INFORMATION

LOT SIZE: 118,617 SF (2.72 ACRES)

EXISTING LOT COVERAGE: 3985.6 SF (3.4%)

PROPOSED LOT COVERAGE: 4876.6 SF (4.1%)

PROJECT SCHEDULE

JANUARY 2025 - OBTAIN CITY APPROVALS
APPLY FOR BUILDING PERMITS

FEBRUARY 2025 - BEGIN CONSTRUCTION

MAY 6, 2025 - ESTIMATED COMPLETION DATE

PROJECT SCOPE

UPGRADE ELECTRICAL SERVICE TO 600 AMP.
INSTALL GENERATOR TRANSFER SWITCH & NEW DISTRIBUTION PANELS. INSTALLTIONOF 60 AMP GENERATOR.

MODIFY AND ADD FENCING TO SCREEN NEW WALK-IN REFRIGERATION & STORAGE, AND TO ENCLOSE NEW TRANSFER SWITCH

ADDITION AT BUILDING SOUTH SIDE - BAR AREA. FENCING AND OUTDOOR SPACE UPGRADES.

STATE OF MICHIGAN
JEFFREY M. SAYLOR
ARCHITECT
No. 30836
LICENSED ARCHITECT

DRAWING INDEX

TITLE	NO.
SITE PLAN - SURVEY INFORMATION	1
PARTIAL SITE PLAN	2
FLOOR PLAN	3
EXTERIOR ELEVATIONS	4

DOVETAIL DESIGN STUDIO
amy cook
6207 122nd ave.
fennville, mi 49408
269-355-2112
amy@dovetail-design-studio.com

SCALE: SEE SHEETS

DRAWN BY: a.cook

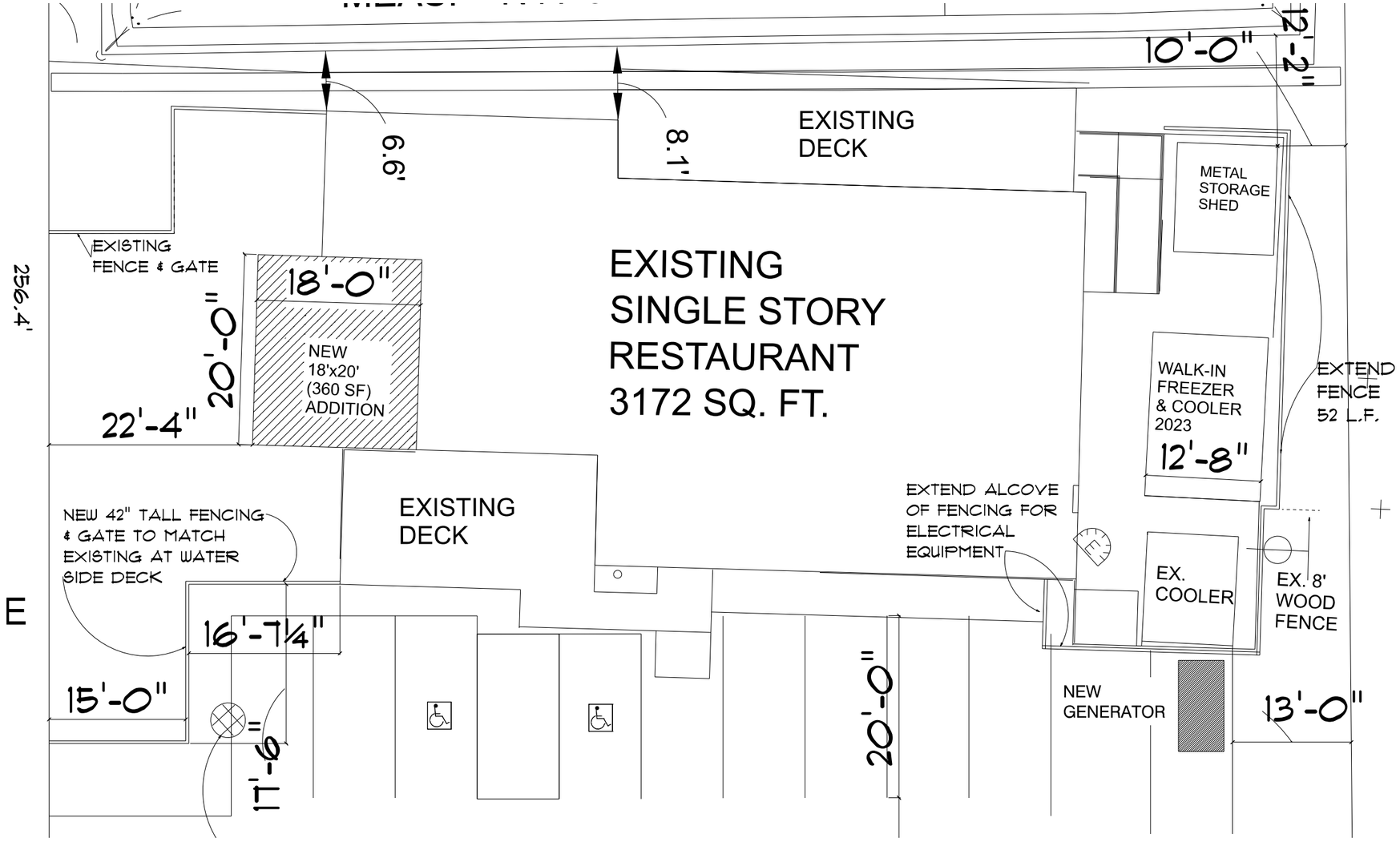
DATE: NOV 17, 2024

REVISIONS:

PROJECT: the SOUTHERNER
880 Holland Street
Saugatuck, MI 49453

DRAWING: SITE PLAN

SHEET: 1 OF 4



SITE PLAN - PARTIAL

SCALE: 1" - 20'

DOVETAIL
DESIGN STUDIO
amy cook
6207 122nd ave.
fennville, mi 49408
269-355-2112
amy@dovetail-design-studio.com

SCALE: SEE SHEETS

DRAWN BY: a.cook

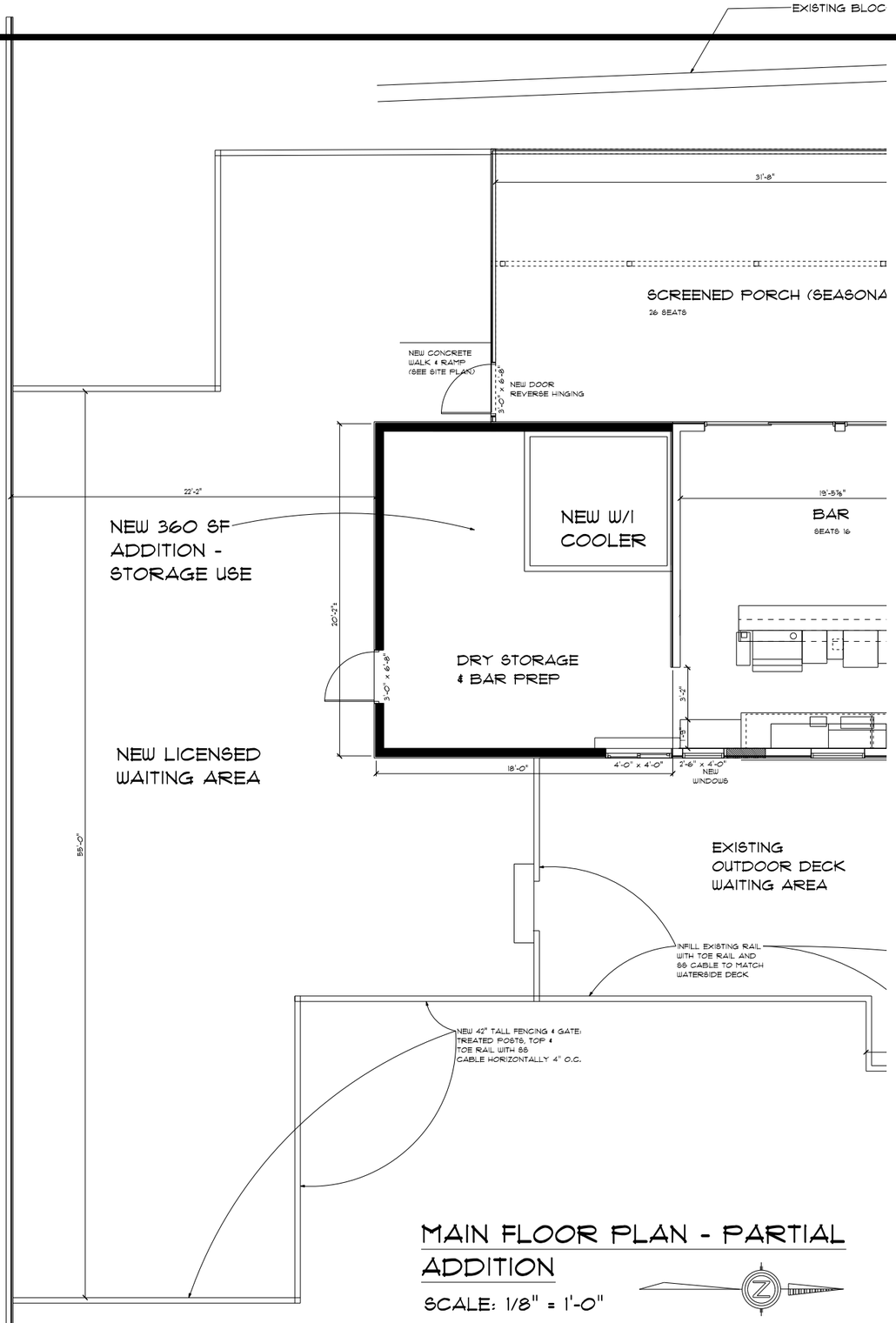
DATE: NOV 17, 2024

REVISIONS:

PROJECT: the SOUTHERNER
880 Holland Street
Saugatuck, MI 49453

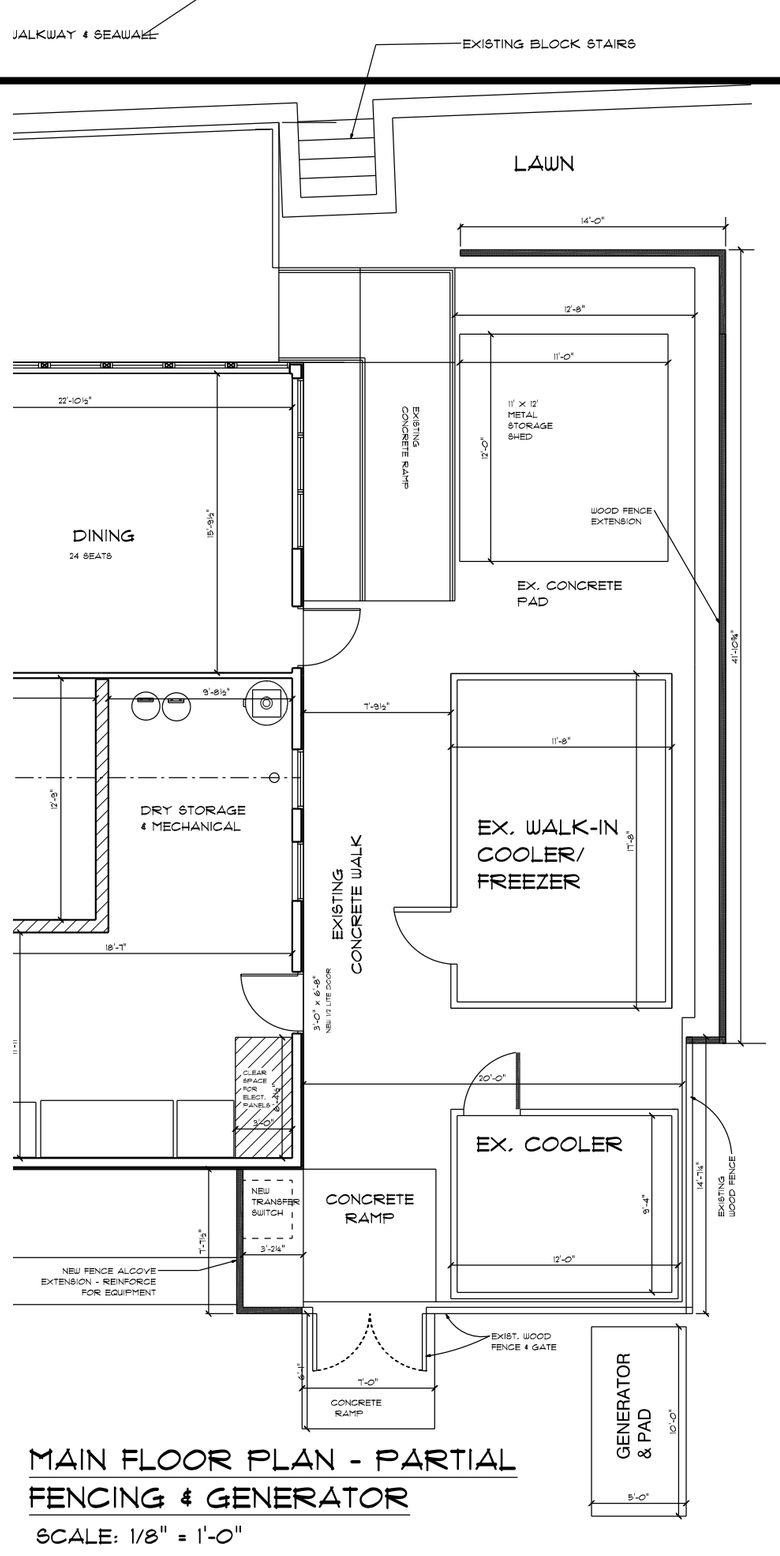
DRAWING: PARTIAL SITE PLAN - DETAILS

SHEET: 2 OF 4



MAIN FLOOR PLAN - PARTIAL ADDITION

SCALE: 1/8" = 1'-0"



MAIN FLOOR PLAN - PARTIAL FENCING & GENERATOR

SCALE: 1/8" = 1'-0"

DOVETAIL DESIGN STUDIO
amy cook
6207 122nd ave.
fennville, mi 49408
269-355-2112
amy@dovetail-design-studio.com

SCALE: SEE SHEETS

DRAWN BY: a.cook

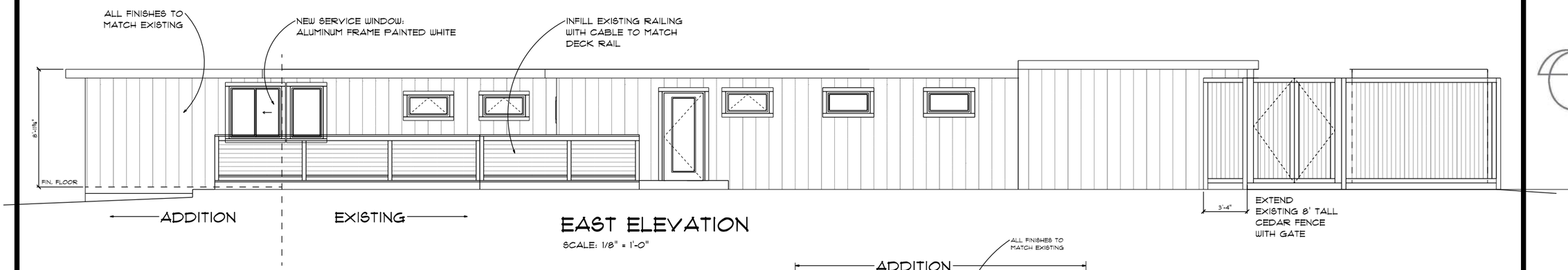
DATE: NOV 17, 2024

REVISIONS:

PROJECT: the SOUTHERNER
880 Holland Street
Saugatuck, MI 49453

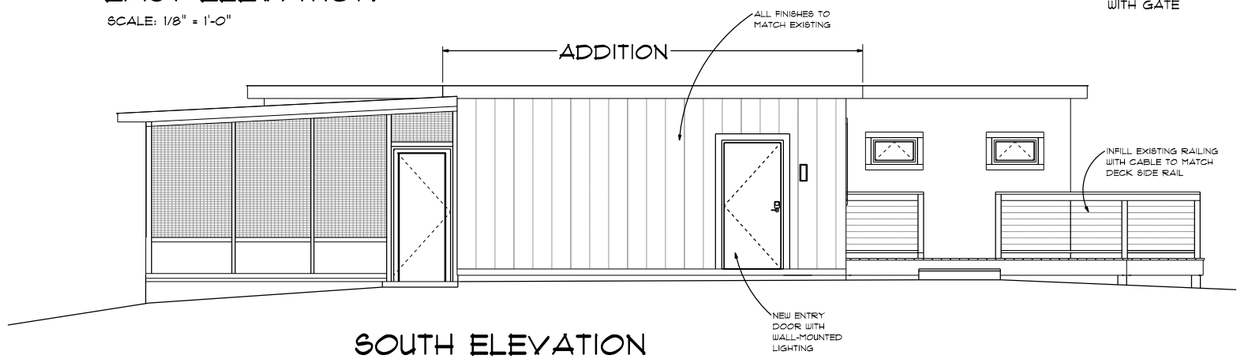
DRAWING: FLOOR PLAN DETAIL

SHEET: 3 OF 4



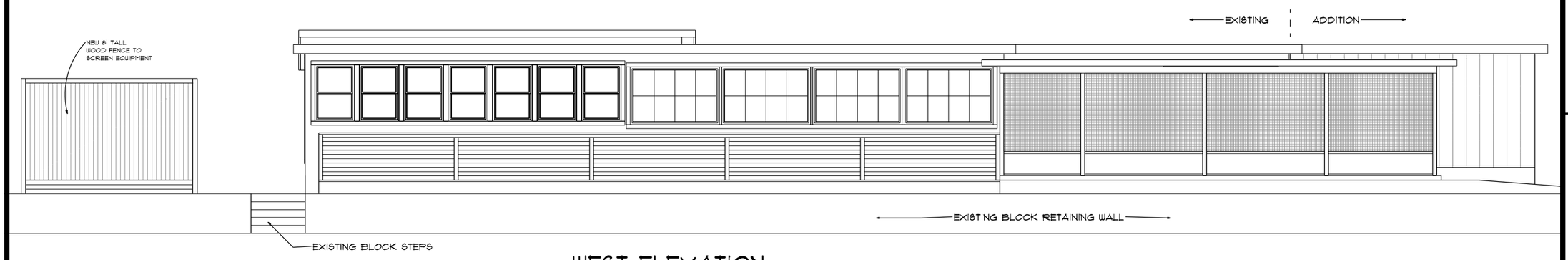
EAST ELEVATION

SCALE: 1/8" = 1'-0"



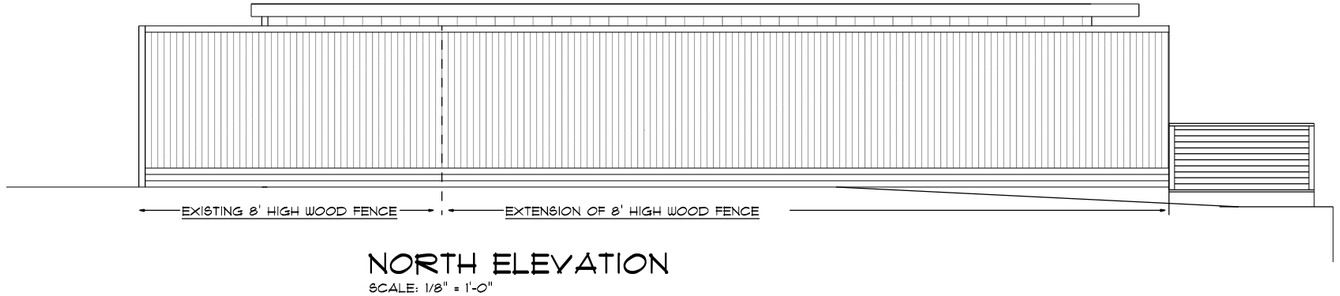
SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



WEST ELEVATION

SCALE: 1/8" = 1'-0"



NORTH ELEVATION

SCALE: 1/8" = 1'-0"

DOVETAIL DESIGN STUDIO
amy cook
6207 122nd ave;
fennville, mi 49408
269-355-2112
amy@dovetail-design-studio.com

SCALE: SEE SHEETS

DRAWN BY: a.cook

DATE: NOV 17, 2024

REVISIONS:

PROJECT: the SOUTHERNER
880 Holland Street
Saugatuck, MI 49453

DRAWING: EXTERIOR ELEVATIONS

SHEET: 4 OF 4

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**January 10, 2025**	**Meeting Date:**	**January 16, 2025**
Request:	**Site Plan Review**	**Applicant:**	**1AC Real Estate Holding Co.**
Address:	**405 Park Street**	**Project Name:**	**Casa Loma Marina**
Parcel:	**03-57-550-025-00**	**Plan Date:**	**December 11, 2024**
Lot Size:	**0.71 acres**	**Zoning District:**	**Resort District C-4**
Complete:	**Yes**	**Recommendation:**	**Conditional Approval**
City Staff:	**Luke Thompson**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant proposes internal renovations to the "lodge building" and new restrooms, storage rooms, and a three-season room underneath the existing deck. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements, including Section 151.060 Site Plan.

Zoning Review

All zoning requirements applicable to the C-4 zoning district have been satisfied. Additionally, the proposal is consistent with all general zoning requirements.

Site Plan Standards of Approval

The following standards for site plan review and approval apply to the project per Section 154.063. Findings related to each standard are provided for consideration by the Planning Commission.

A. *All elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings. The site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.*

Comment: The proposed improvements fall within the developed area, either indoors or under an existing deck. The improvements are minor and do not impact adjacent properties.

B. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.

Comment: No changes to topography outside of the limits of the existing deck are proposed.

C. The site plan shall provide reasonable visual and sound privacy for all dwelling units located therein. Fences, walks, barriers and landscaping shall be used, as appropriate, to accomplish these purposes.

Comment: Not applicable.

D. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department.

Comment: Approval of the site plan amendment is contingent upon approval of the Fire Department.

E. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic. All federal, state, and local barrier free requirements shall be met.

Comment: This standard is not applicable. The improvements have no impact on the overall pedestrian circulation system.

F. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and pedestrian or bicycle pathways in the area. Streets and drives which are part of an existing or planned street pattern serving adjacent development shall be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan.

Comment: No changes to vehicle or pedestrian access are proposed.

G. All streets shall be developed in accordance with city specifications, unless developed as a private road.

Comment: This standard is not applicable. No streets are proposed.

H. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate storm water, prevent erosion and the formation of dust. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

Comment: No changes to site drainage are proposed.

I. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height. (See §§ 154.142 through 154.144).

Comment: Not applicable.

J. Exterior lighting shall be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.

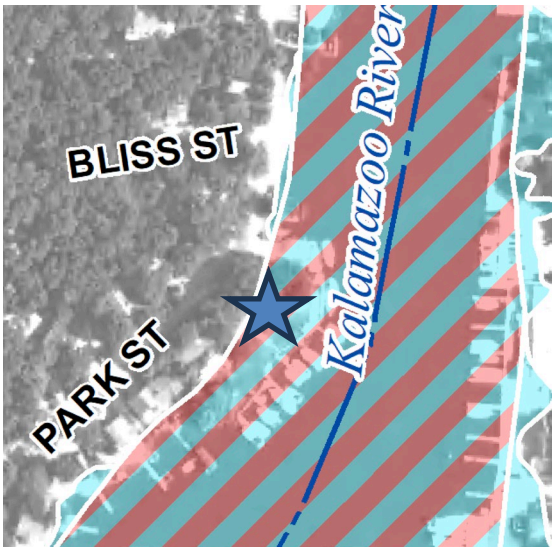
Comment: No additional lighting is proposed.

K. In approving the site plan, the Planning Commission may recommend that a bond or other financial guarantee of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like (see § 154.173).

Comment: A financial guarantee is not necessary.

Flood Damage Prevention

An important consideration is compliance with Chapter 151, Flood Damage Prevention. Section 151.04 states that all development shall be prohibited within areas of special flood hazard. An area of special flood hazard is the land in the floodplain within a community subject to a 1% or greater chance of flooding in any given year. Based on FEMA mapping, it appears that half of the subject property falls within an area of special flood hazard.



The applicant must confirm the location of the area of special flood hazard line on the property, and this must be confirmed by the Building Official. If improvements are proposed within this area, they would be prohibited based on Section 151.04 of Chapter 151.

Recommendation

We recommend approval of the site plan amendment contingent upon:

1. Approval from all applicable City Departments.
2. Compliance with Section 151.04 of Chapter 151, Flood Damage Prevention.

Application Fee: $750
Escrow Deposit: $2,000

Site Plan Review Application

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

Location Information

Address 405 Park Street, Saugatuck, MI 49453 Parcel Number 57-550-025-00

Applicants Information

Name 1AC Real Estate Holding Company, LLC Address / PO Box 405 Park Street

City Saugatuck State MI Zip 49453 Phone (616) 690-5856

Interest In Project Owner E-Mail dcook@truenorthcompanies.com

I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Signature _____ Date 12/4/24

Owners Information (if different from applicants)

Name J. Daniel Cook Address / PO Box Same

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize the applicant listed above to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances and regulations will be complied with. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

Signature _____ Date 12/4/24

Contractors/ Developers Information (unless proposed work is to be done by the property owner)

Name Scott Van Eerden Builders, LLC Contact Name Scott Van Eerden

Address / PO Box 5560 Blakely Drive NE City Belmont

State MI Zip 49306 Phone (616) 862-8448 Fax _____

E-Mail vaneerden.scott@gmail.com

License Number 2100208886 Expiration Date 05/31/26

PROPERTY INFORMATION

Depth _____ Width_____Size 30,492 _____ Zoning District_____Current Use Marina Resort, Boat Rental and event c

Check all that apply:

Waterfront_X_____Historic District_____Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Renovation of existing clubhouse in the first floor of the "lodge" building.

Addition of two exterior ADA compliant bathrooms under the existing deck on the North side of the building with a small storage room.

Addition of a 3 seasons room under the existing deck on the east side of the building.

Site Plan Review Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

A) Applications for preliminary site plan approval shall consist of the following information unless waived by the Zoning Administrator.

Y	N	NA	
☐	☐	☐	Property dimensions
☐	☒	☐	Significant vegetation
☐	☐	☐	Water courses and water bodies, including human-made surface drainage ways
☐	☐	☐	Existing public right-of-way, pavements and/or private easements
☐	☐	☐	Existing and proposed uses, buildings, structures and parking areas
☐	☐	☐	Zoning classification of abutting properties
☐	☐	☐	The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared
☐	☐	☐	A north arrow

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) digital copy, at a scale of not less than one inch equals ten feet, shall include:

Y	N	NA	
☐	☐	☐	Dimensions of property of the total site area,
☐	☐	☐	Contours at 2-foot intervals
☐	☐	☐	Locations of all buildings
☐	☐	☐	Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property
☐	☐	☐	Parking areas
☐	☐	☐	Driveways
☐	☐	☐	Required and proposed building setbacks
☐	☐	☐	Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;
☐	☐	☐	Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;
☐	☐	☐	Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
☐	☐	☐	Proposed water supply and wastewater systems locations and sizes;
☐	☐	☐	Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
☐	☐	☐	Proposed common open spaces and recreational facilities, if applicable;
☐	☐	☐	Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
☐	☐	☐	Signs, including type, locations and sizes;

Site Plan Review Application

☐ ☐ ☐ Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;

☐ ☐ ☐ Exterior lighting showing area of illumination and indicating the type of fixture to be used.

☐ ☐ ☐ Elevations of proposed buildings drawn to an appropriate scale shall include:

1. Front, side and rear views;
2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
3. Exterior materials and colors to be used.

☐ ☐ ☐ Location, if any, of any views from public places to public places across the property;

☐ ☐ ☐ Location, height and type of fencing; and

☐ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:
*note: not all questions will apply for all requests.

(1) How will the elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? The spaces are within the existing structures. They do not impede any future development or change the character of this or adjoining properties.

(2) How will the landscape be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter? These improvements do not require any removal or relocation of landscape.

(3) How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as appropriate, be used to accomplish these purposes? These are all interior spaces. They are not visible to neighboring properties.

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? These improvements do not change or restrict accessibility in any way.

(5) How will there be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of schools, playgrounds, local shopping areas and other uses which generate a considerable amount of pedestrian traffic? (All federal, state and local barrier free requirements shall be met.) The entrances and exits to these areas are well within the private property and not near pedestrian areas.

Site Plan Review Application

(6) How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development be of a width appropriate to the traffic volume they will carry and shall have a dedicated right-of-way equal to that specified in the City's land use plan?

These improvements do not require any changes to existing or new streets, pathways or traffic patterns.

(7) How will all streets be developed in accordance with city specifications, unless developed as a private road?

There is no street development as a part of these improvements.

(8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems.

There is not additional surface water removal required. We will add gutters and downspouts to each area with proper drainage onto the gravel parking lot.

(9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ 154.142 through 154.144).

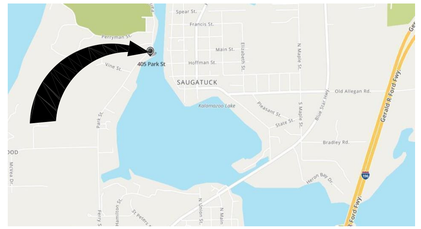
There is not expected loading or unloading area. Also no intention to have additional storage of trash or trash recepticals as a result of these improvements.

(10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted.

There will be four small exterior lights added as a result of these improvements. Each my and entry/exit door. No outward shinning or flashing lights.



AERIAL PHOTO "1"
1"=40'



LOCATION MAP
NO SCALE

FACILITY RENOVATION & ADDITION
1ST FLR CLUBHS REDO

CASA LOMA MARINA, 405 PARK STREET
SAUGATUCK, MICHIGAN 49453

ARCHITECT

dlb david lee bareman Architects, LLC
956 College Ave.
Holland, Michigan 49423
tel 616-392-6935
fax 616-392-2120 (call first)

P,M&E ENGINEER

MJW Consulting, LLC
840 Brookville Plaza, SE
Grand Rapids, MI 49508
tel 616-243-8650
fax 616-825-6208

EXIST HOME & DECK STRUCTURAL ENGINEER

SERVINSKY ENGINEERING, PLLC
280 Douglas Avenue
Holland, MI 49424-1281
tel 616-738-1281
email marks@servinskieng.com

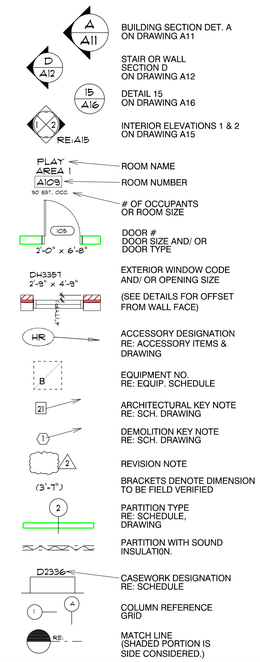
GENERAL CONDITIONS:

1. THE CONSTRUCTION DOCUMENTS ESTABLISH THE SCOPE & DESIGN INTENT OF THE NEW WORK & PROVIDE THE CONTRACTOR W/ KNOWLEDGE OF THE EXISTING CONDITIONS. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS & ACCOMPLISHING THE INTENT OF NEW WORK WITH MINIMAL REMOVAL OF EXISTING.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE W/ ALL FEDERAL, STATE & LOCAL CODES & ORDINANCES IN EFFECT IN THE PROJECT AREA, AS WELL AS OTHER REQUIREMENTS OF THE LOCAL AUTHORITY HAVING JURSIDICTION.
3. REFER TO DOCUMENTS WHICH SHOW THE WORK OF OTHER TRADES TO COORDINATE INSTALLATION & METHODS OF CONSTRUCTION.
4. COORDINATE LOCATION OF ALL MECHANICAL & ELECTRICAL INSTALLATIONS W/ ARCHITECTURAL WORK. REFER QUESTIONS TO GENERAL CONTRACTOR/ BUILDER.
5. WHERE CONFLICT MAY EXIST, BETWEEN DRAWINGS &/OR SPECIFICATIONS, THE MORE STRINGENT REQUIREMENT SHALL APPLY.
6. THE CONTRACTOR IS RESONSIBLE TO CONFIRM ALL DIMENSIONS W/ FINAL MATERIAL SELECTIONS & COORDINATE ACTUAL SIZES W/ CONSTRUCTION.
7. THE CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION OF ALL PARTS OF THE WORK SO THAT NO WORK SHALL BE LEFT IN AN UNFINISHED OR INCOMPLETE CONDITION.
8. ALL WORK SHALL CONFORM TO INDUSTRY & MANUFACTURER'S PUBLISHED STANDARDS & THE BLDG OWNER'S REQUIREMENTS FOR QUALITY OF MATERIALS & WORKMANSHIP AS WELL AS ALL REQMTS OF THESE DWGS.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SECURING THE BLDG PERMIT FOR THE WORK SHOWN ON THESE DWGS. INDIVIDUAL SUBCONTRACTORS SHALL SECURE PERMITS FOR THEIR PORTION OF THE WORK UNLESS DIRECTED OTHERWISE BY THE CONTRACTOR.
10. THE CONTRACTOR SHALL SECURE COPIES OF THE CONSTRUCTION DOCUMENTS, SHOP DWGS & OTHER DOCUMENTS NECESSARY TO COORDINATE ALL WORK, INCLUDING THE OWNER'S SUPPLIED ITEMS. COPIES OF ALL DOCUMENTS SHALL BE KEPT & MADE AVAILABLE AT THE JOB SITE FOR THE ENTIRE DURATION OF THE WORK.
11. DO NOT SCALE DWGS. USE PROVIDED DIMENSIONS.
12. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS & SHALL VERIFY ALL NEW & EXISTING CONDITIONS SHOWN ON THE DWGS. IF DISCREPANCIES EXIST IN THE CONSTRUCTION DOCUMENTS, CONTACT THE ARCHITECT FOR CLARIFICATION BEFORE PROCEEDING.
13. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR & HAVE CONTROL OVER THE SCHEDULING, SEQUENCING & CONSTRUCTION MEANS/ METHODS EMPLOYED IN THE EXECUTION OF THE WORK & FOR SAFETY ON THE PROJECT SITE.
14. COMMENCEMENT OF WORK IN AN AREA SHALL CONSTITUTE THE CONTRACTORS ACCEPTANCE & UNDERSTANDING OF THE NEW & EXIST CONDITIONS. THE ARCHITECT & OWNER WILL NOT BE RESPONSIBLE FOR CORRECTIVE MEASURES NECESSARY AS A RESULT OF THE CONTRACTOR'S FAILURE TO FULLY UNDERSTAND OR COORDINATE THE WORK.
15. ALL DOORS LEADING TO EXITS SHALL BE OPERABLE WITHOUT A KEY OR SPECIAL KNOWLEDGE & SHALL BE PROPERLY IDENTIFIED AS SUCH.
16. PROVIDE TEMPORARY, PORTABLE FIRE EXTINGUISHERS AS REQ'D BY THE BLDG CODE, INTERNATIONAL FIRE CODE & LOCAL AUTHORITY HAVING JURISDICTION OVER THE PROJECT.
17. NO SUBSTITUTIONS FOR ITEMS SPECIFIED WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL OF THE ARCHITECT & OWNER. CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING SAMPLES OR PRODUCT INFORMATION AS NECESSARY TO EVALUATE THE PROPOSED SUBSTITUTION IN A TIMELY MANNER SO AS NOT TO PRECLUDE THE PROCUREMENT OF THE ORIGINALLY SPECIFIED PRODUCT.
18. THE CONTRACTOR SHALL PROVIDE A FLD SUPERVISOR FOR THE PROJECT & SUPPLY CONTACT INFO TO THE OWNER.
19. PROTECT ALL AREAS & NEW & EXISTING MATERIALS & FINISHES FROM DAMAGE THAT MAY OCCUR FROM CONSTRUCTION, DIRT, DUST, WATER, ETC. ANY DAMAGE RESULTING FROM CONSTRUCTION OPERATIONS OR IMPROPER PROTECTION SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.
20. THE CONTRACTOR SHALL PROVIDE APPROPRIATE MEANS & BARRIERS TO PROTECT THE PROJECT SITE, & THE PUBLIC, AS REQUIRED BY APPLICABLE LOCAL, STATE & NATIONAL CODES & REGULATIONS.
21. COMPLY W/ SMOKE DEVELOPED & FLAME SPREAD RATINGS AS INDICATED ON THE DWGS. IN THE ABSENCE OF DEFINED RATINGS, PRODUCTS SHALL COMPLY W/ CLASS "A" REQMTS. COORDINATE THE INSTALLATION OF WORK &/OR EQUIPMENT PROVIDED BY THE OWNER.
18. ALL WORK IN THIS PROJECT SHALL BE WARRANTED AGAINST ANY DEFECT IN MATERIALS OR WORKMANSHIP FOR A PERIOD OF ONE YEAR COMMENCING AT THE DATE OF SUBSTANTIAL COMPLETION, UNLESS A LONGER PERIOD IS SPECIFIED IN THE CONSTRUCTION DOCS OR OFFERED BY THE MANUFACTURER. ANY DEFECTIVE MATERIAL OR WORKMANSHIP SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR, AT NO COST TO THE OWNER.
19. PROVIDE MARKED AS-BUILT DWGS ALONG W/ COPIES OF ALL WARRANTIES & OPERATING MANUALS TO THE OWNER AT THE CONCLUSION OF THE PROJECT.
20. REMOVE ALL RUBBISH & WASTE MTLS ON A DAILY BASIS TO PREVENT THE ACCUMULATION OF DIRT & DEBRIS. PROVIDE FINAL CLEANING AT THE END OF THE PROJECT.
21. THE CONSTRUCTION DOCUMENTS, DWGS & SPECS ARE INSTRUMENTS OF SERVICE OF THE ARCHITECT & REMAIN THE PROPERTY OF THE ARCHITECT & SHALL NOT BE USED WITHOUT HIS EXPRESSED WRITTEN CONSENT.

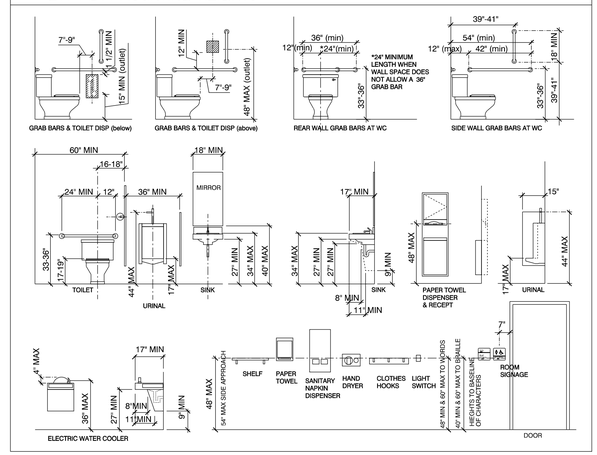
ABBREVIATIONS:

AC	ACOUSTICAL	N	NONE
ACPL	ACOUSTICAL PLASTER	NA	NOT APPLICABLE
ACP	ACOUSTICAL PANEL	NS	NO SUBSTITUTIONS
ACT	ACOUSTICAL TILE	PLYWD	PLYWOOD
AL	ALUMINUM	PNT	PAINT(ED)
ANOD	ANODIZED	PLAS	PLASTER
AT	ASPHALT TILE	PLAM	PLASTIC LAMINATE
B	BASE	QT	QUARRY TILE
BRZ	BRONZE	QTB	QUARRY TILE BASE
BE	BAKED ENAMEL	RB	RUBBER BASE
BRK	BRICK	RT	RUBBER TILE
CPT	CARPET	SACP	SUSPENDED ACOUST CEILING PANEL
CPTB	CARPET BASE	SCW	SOLID CORE WOOD
CPPL	CEMENT PLASTER (PORTLAND)	SGB	SUSPENDED GYPSUM BOARD
CT	CERAMIC TILE	SGT	STRUCTURAL GLAZED TILE
CTB	CERAMIC TILE BASE	SHT	SHEET
CONC	CONCRETE	STN	STAIN
CMU	CONC MASONRY UNIT	SV	SHEET VINYL
CPR	COPPER	S	SEALER
CC	CUBICLE CURTAIN	TC	TERRA COTTA
DWG	DRAWING	TZ	TERRAZZO
EPNT	EPOXY PAINT	TP	TOILET PARTITION
ES	EXPOSED STRUCTURE	UCT	UNGLAZED CT
EIFS	EXTERIOR INSULATION FINISH SYSTEM	UCTB	UNGLAZED CT BASE
EXIST	EXISTING	VAR	VARNISH
FV	FIELD VERIFY	V	VINYL
FWC	FABRIC WALLCOVERING	VB	VINYL BASE
GCT	GLAZED CERAMIC TILE	VCT	VINYL COMPOSITION TILE
GCTB	GLAZED CERAMIC TILE BASE	VT	VINYL TILE
GCMU	GLAZED CONCRETE MASONRY UNITS	VWC	VINYL WALLCOVERING
GYPB	GYPSUM BOARD	WSCT	WAINSCOT
GYPPL	GYPSUM PLASTER	WD	WOOD
HCW	HOLLOW CORE WOOD	WB	WOOD BASE
HM	HOLLOW METAL	WS	WOOD STAIN
INSUL	INSULATION	X	EXISTING WHEN USED AS A CODE PREFIX (XCONC)
INTER	INTEGRAL		EXISTING TO REMAIN
ME	MATCH EXISTING	2	COLOR # WHEN USED AS A SUFFIX (PNT.2). REFER
MISC	MISCELLANEOUS		TO FINISH COLOR SCHED
MTL	METAL		

ARCHITECTURAL SYMBOL LEGEND



BF/ ADA MOUNTING HEIGHTS



DRAWING INDEX:

CIVIL

T1 LOCATION MAP & AERIAL PHOTO
C1 SITE PLAN

ARCHITECTURAL

A1 EXIST & PROP 1ST FLR PLANS
A2 EXIST & PROP EXT ELEVATIONS
A3 1ST FLR REF CLG & 2ND FLR FRMG PLANS
A4 BLDG & WALL SECTIONS, & DETAILS

PLUMBING & MECHANICAL

MP1 PLUMBING & MECHANICAL PLANS

ELECTRICAL

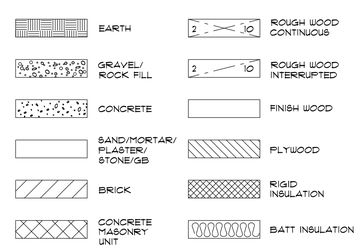
E1 ELECTRICAL & LIGHTING PLANS

SITE DESIGN, FIRE PROTECTION, STRUCTURAL (OTHER THAN 2ND FLR FRMG), AND CIVIL DESIGN/ DRAWINGS FOR THIS PROJECT HAVE BEEN PREPARED BY OTHERS AND ARE NOT INCLUDED IN THIS SET. THE ARCHITECT MAKES NO REPRESENTATION REGUARDING THE DESIGN PROVIDED BY OTHERS, OR FOR THE COORDINATION OF THESE DRAWINGS WITH THE ARCHITECTURAL DRAWINGS.

APPLICABLE CODES :

2015 MI BUILDING CODE (MBC)
2015 MI REHABILITATION CODE (MRC)
2015 INTERNATIONAL FIRE CODE (IFC)
ASHRAE 90.1 2015 (ECC)
2021 MI PLUMBING CODE (MPC)
2021 MI MECHANICAL CODE (MMC)
2023 NATNL ELECT.CODE (NEC) W/ MI PART 8 ADMDMTS

MATERIAL LEGEND



SET NUMBER

dlb david lee bareman Architects, LLC
956 College Ave.
Holland, Michigan 49423
tel 616-392-6935
fax 616-392-2120 (call first)

FACILITY RENOVATION & ADDITION
1ST FLR CLUBHS REDO
CASA LOMA MARINA, 405 PARK STREET
SAUGATUCK, MICHIGAN 49453

TITLE SHEET

PRELIMINARY
NOT FOR CONSTRUCTION

DATE:	ISSUED FOR:
11/5/2024	50% OWNER REVIEW (REDO)
12/06/2024	90% OWNER REVIEW (REDO)
12/11/2024	98% OWNER REVIEW (REDO)

Wednesday, December 11, 2024

dlb Architects, LLC

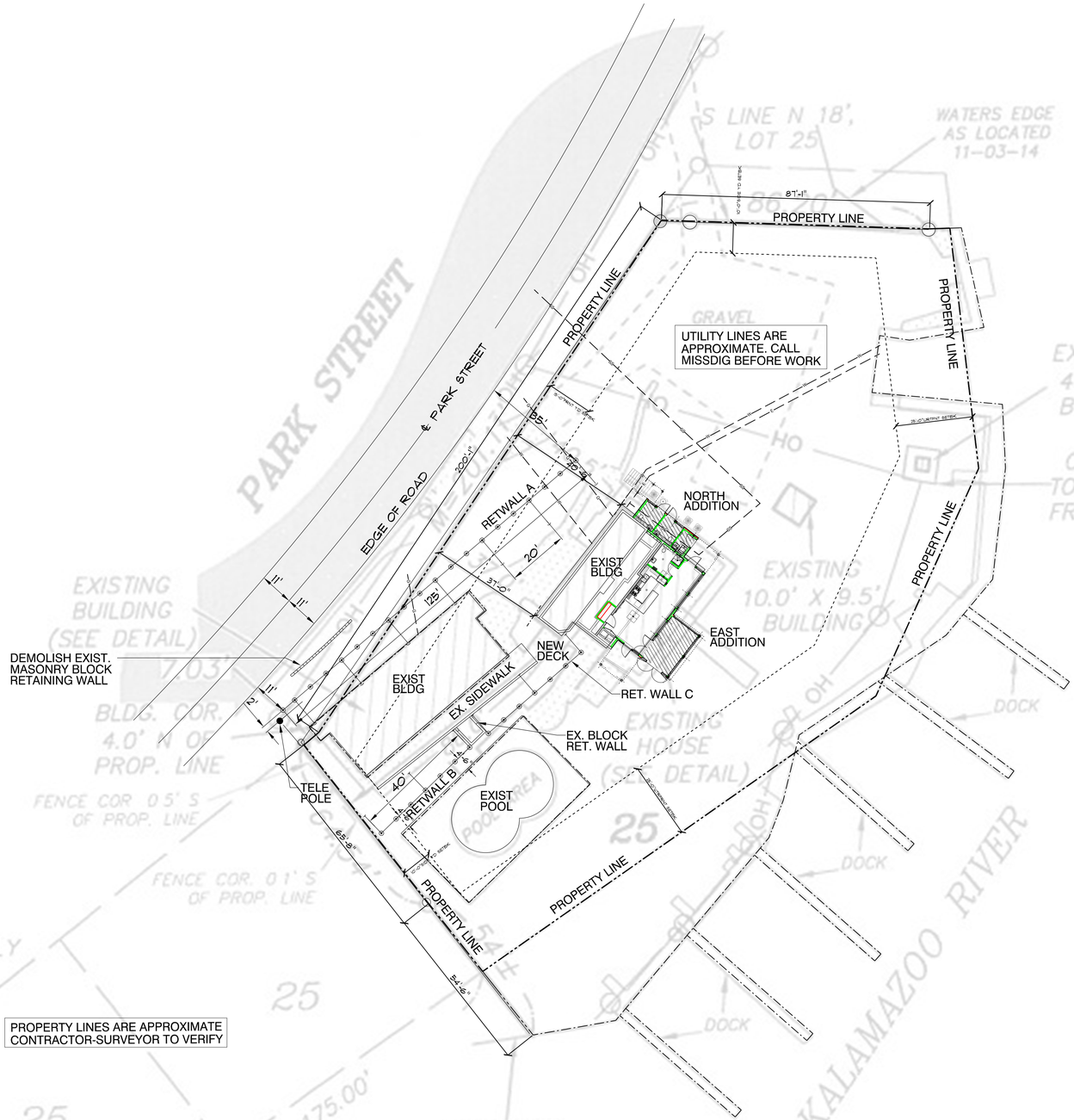
24-25

T1

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AERIAL PHOTO 2
1"=40'-0"



SITE PLAN "D"
1"=20'-0"

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FACILITY RENOVATION & ADDITION
1ST FLR CLUBHS REDO
CASA LOMA MARINA, 405 PARK STREET
SAUGATUCK, MICHIGAN 49453

SITE PLAN

DATE:	ISSUED FOR:
11/15/2024	50% OWNER REVIEW (REDO)
12/06/2024	90% OWNER REVIEW (REDO)
12/11/2024	95% OWNER REVIEW (REDO)

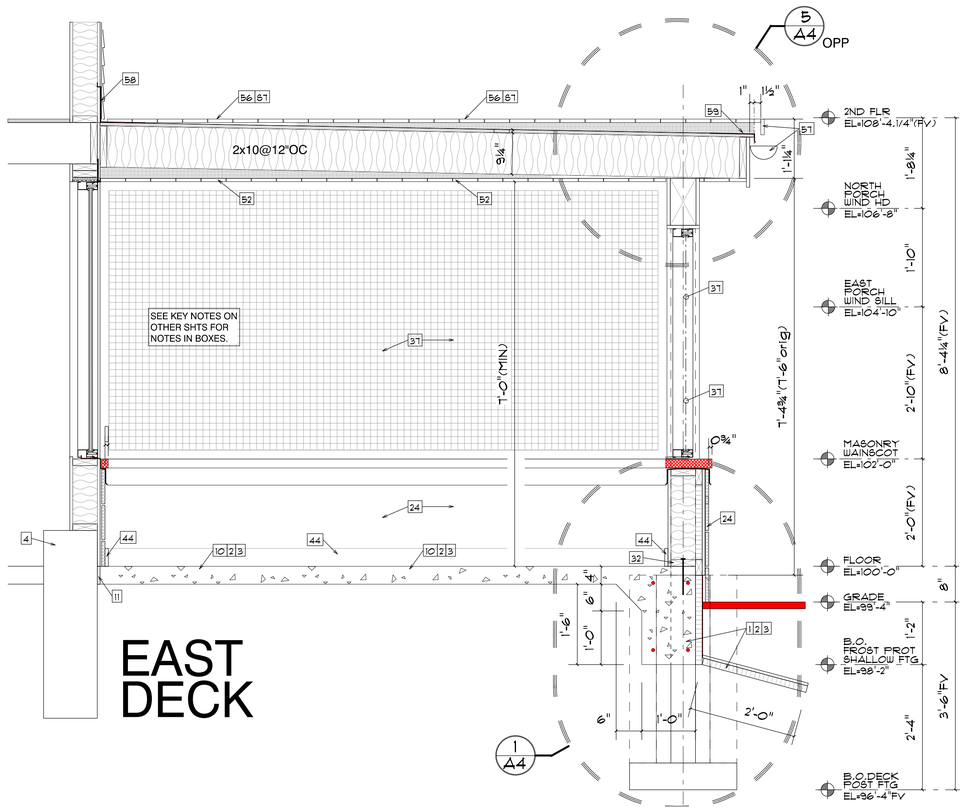
PRELIMINARY
NOT FOR CONSTRUCTION

Wednesday, December 11, 2024

dlb Architects, LLC

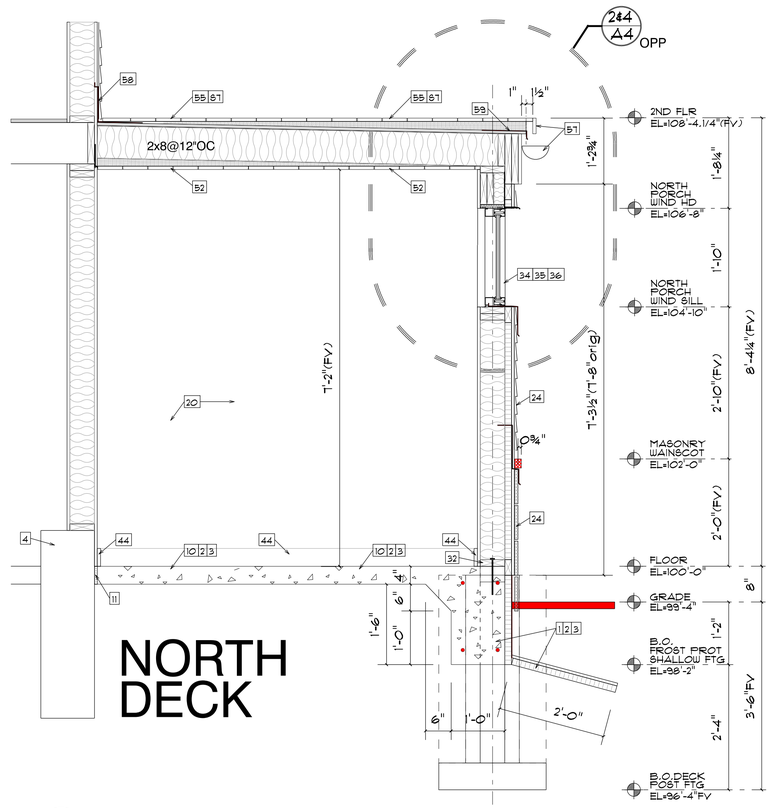
24-25 | C1

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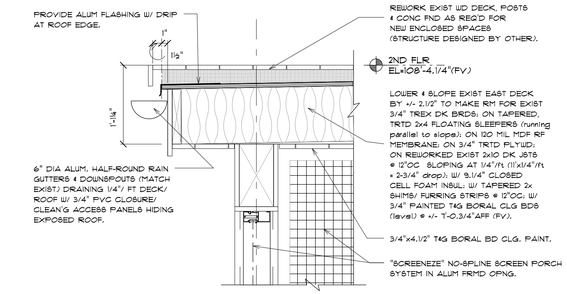
EAST DECK

A-A / A4 BUILDING SECTION A-A
3/4"=1'-0"

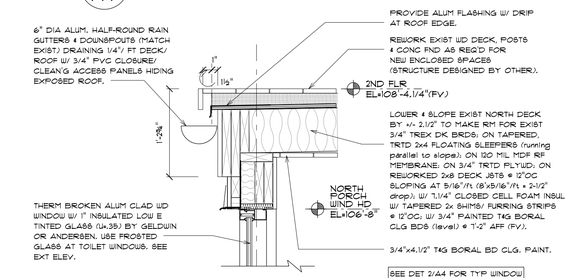


NORTH DECK

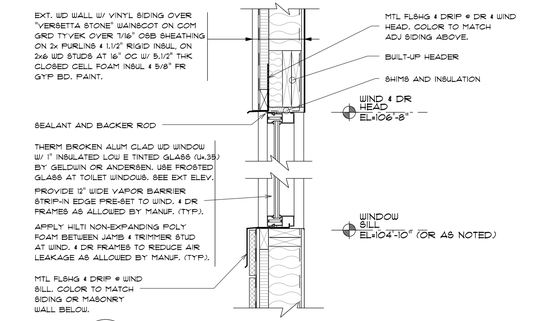
B-B / A4 BUILDING SECTION B-B
3/4"=1'-0"



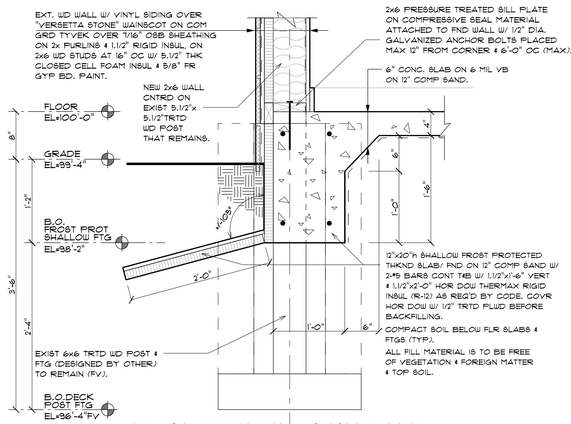
5 / A4 EAST DECK EAVE
1"=1'-0"



4 / A4 NORTH DECK EAVE
1"=1'-0"



2 / A4 WIND HD & SILL AT 2x6 WD WALL
1"=1'-0"



1 / A4 FROST PROTECTED SHALLOW FTG AT EXIST DECK & NEW 2x6 WD WALL
1"=1'-0"

dlb david lee boreman Architects, LLC
704 Michigan Ave., Su B
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tel 616-392-6935
fax 616-392-2021 (call first)

MJW Consulting, LLC
840 Brookville Plaza, SE
Grand Rapids, MI 49508
tel 616-243-8650
fax 616-828-6208

FACILITY RENOVATION & ADDITION
1ST FLR CLUBHS REDO
CASA LOMA MARINA 405 PARK STREET
SAUGATUCK, MICHIGAN 49453

BLDG & WALL SECTIONS, & DETAILS

PRELIMINARY NOT FOR CONSTRUCTION

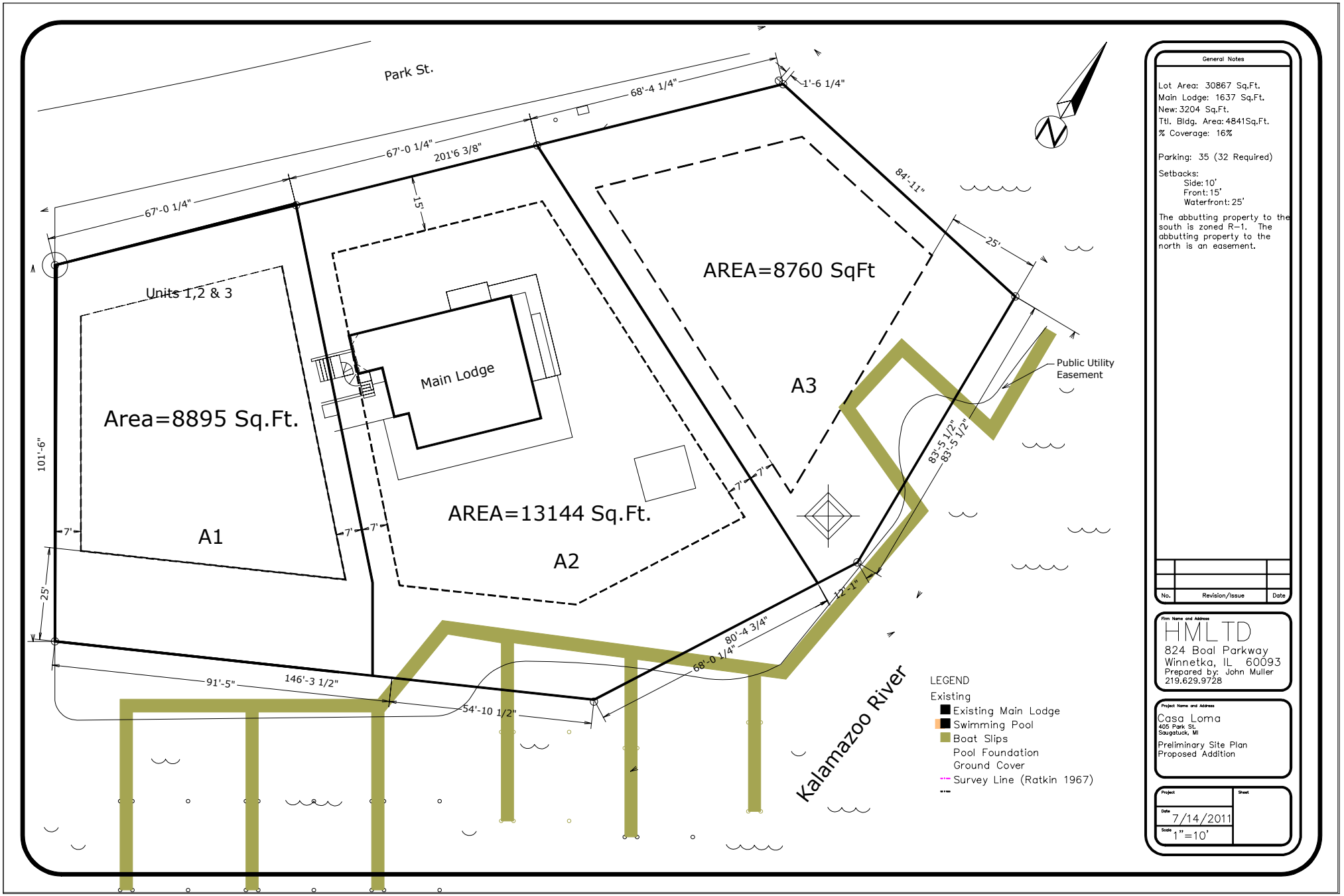
DATE: ISSUED FOR:
12/11/2024 99% OWNER REVIEW

Wednesday, December 11, 2024

dlb Architects, LLC

24-25 A4

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General Notes

Lot Area: 30867 Sq.Ft.
Main Lodge: 1637 Sq.Ft.
New: 3204 Sq.Ft.
Ttl. Bldg. Area: 4841Sq.Ft.
% Coverage: 16%

Parking: 35 (32 Required)

Setbacks:
Side: 10'
Front: 15'
Waterfront: 25'

The abbutting property to the south is zoned R–1. The abbutting property to the north is an easement.

No.	Revision/Issue	Date

Firm Name and Address
HMLTD
824 Boal Parkway
Winnetka, IL 60093
Prepared by: John Muller
219.629.9728

Project Name and Address
Casa Loma
405 Park St.
Saugatuck, MI

Preliminary Site Plan
Proposed Addition

Project

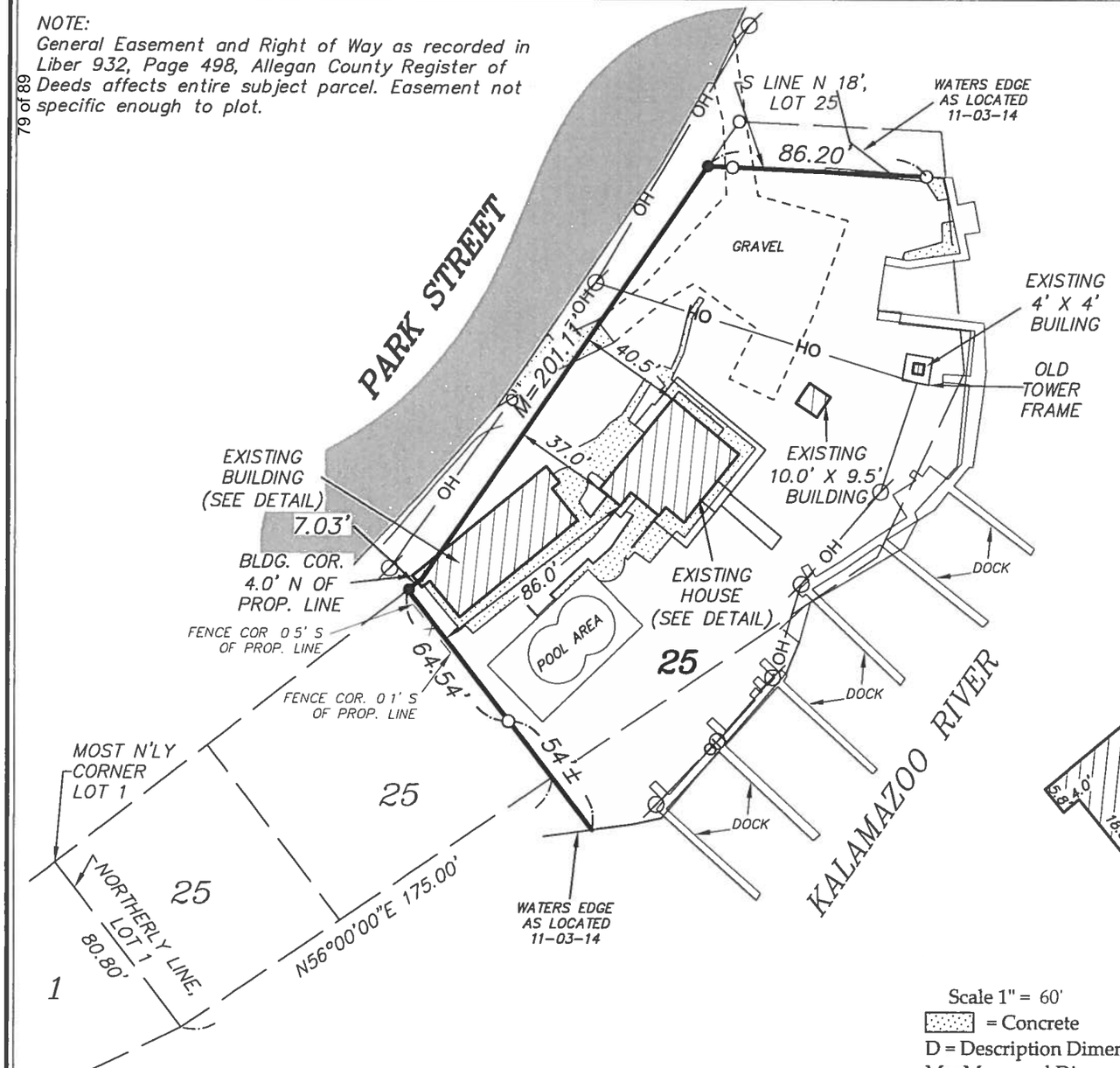
Sheet

Date 7/14/2011

Scale 1"=10'

79 of 89

NOTE:
General Easement and Right of Way as recorded in Liber 932, Page 498, Allegan County Register of Deeds affects entire subject parcel. Easement not specific enough to plot.



Scale 1" = 60'
= Concrete
D = Description Dimension
M = Measured Dimension
P = Platted Dimension
● = Set Iron Stake
O = Found Iron Stake
——x—— = Fence Line

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon.

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

PREPARED FOR: John Muller
405 Park Street
P.O. Box 906
Saugatuck, MI 49453

RE: 405 Park Street

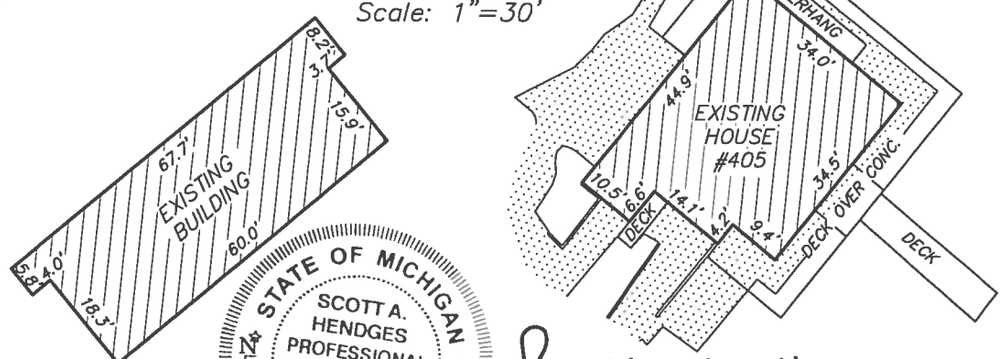
The following described lands and premises situated in the Village of Saugatuck, County of Allegan, and State of Michigan.

All of Lot 25 of Oak Knolls Plat, Village of Saugatuck, County of Allegan, State of Michigan, excepting: That part of Lot 25, Oak Knolls Plat described as follows: Commencing at the most Northerly corner of Lot 1 of said Oak Knolls Plat running thence Southeasterly along the Northeasterly line of Lot 1, 80.8 feet to the most Southerly corner of Lot 25; running thence North 56 degrees East, 175 feet along the Southeast boundary of said Lot 25; running thence Northwesterly parallel with the Northeasterly line of Lot 1 to the Southeasterly line of Park Street; running thence Northwesterly along the Southeasterly line of Park Street to the point of beginning. Also excepting the North 18 feet of Lot 25, Oak Knolls Plat. Together with all riparian rights appurtenance thereto.

(Warranty Deed recorded in Liber 739, Page 330 at the Allegan County Register of Deeds)

HOUSE DETAIL

Scale: 1"=30'



STATE OF MICHIGAN
SCOTT A. HENDGES
PROFESSIONAL SURVEYOR
No. 47953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges
Scott A. Hendges Licensed Professional Surveyor No. 47953

14201473 JN 11/10/14 10:43

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HOLLAND
347 Hoover Boulevard
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1082 National Parkway
Schaumburg, IL 60173
PHONE: 312.878.3897

GRAND RAPIDS
217 Grandville Ave., Suite 302
Grand Rapids, MI 49503
PHONE: 616.575.5190

INDIANAPOLIS
8459 Castlewood Dr., Suite B
Indianapolis, IN 46250
PHONE: 317.288.3762

rev.:	date:
project no.: 14201473	date: 11/03/14 JN

From: Luke Thompson, Director of Planning and Zoning
Date: January 16, 2025
Subject: Annual Election of Officers

Members of the Planning Commission

By our Bylaws, elections for new officers will take place during the first Planning Commission meeting in January, as the last item of business. Nominations for the positions of Chair and Vice-Chair will be made by the members present at the meeting, and elections will follow immediately thereafter. A candidate will be elected if they receive a majority vote from all members of the Planning Commission. Officers will serve a two-year term, or until a successor is elected. In the event of a vacancy in any office, a new election will be held immediately, following the same nomination and voting process.

Planning, Zoning and Project Report

January 13, 2025

Planning and Zoning

- Created packet for Planning Commission.
- Created packet for Zoning Board of Appeals.
- Created packet for Historic District Commission.
- Prepped for and attended Historic District Commission.
- Prepped for and attended Zoning Board of Appeals.
- Attended monthly staff meeting.
- Created Quarterly report for Short Term Rentals.
- Created end of year report for Short Term Rentals.
- Created Draft notice of available Short Term Rental Licenses.
- Created end of year report for Zoning Board of Appeals.
- Created end of year report for Planning Commission.
- Arranged and interviewed for available Zoning Board of Appeals Seats.
- Followed up on general code enforcement.
- Had meeting with resident regarding multi lot combination, further discussion needed.
- Reviewed regulations for building within floodplain zones.
- Gave presentation to new council members regarding job duties.
- Issued permits and completed casework as outlined below.

Open Casework

120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description. Emailed for updated. Spoke to owner in regards to new proposal, asked engineer for input. Proposal has changed from lot line adjustment to lot split, discussion continues.	Zoning
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan. issue with plan was that adu in in front of the house and first floor. new plan shows 1 continuous foundation to connect adu to primary structure. Emailed concerns raised by the City Engineer. Water sewer application received. sent water sewer connection fees to contractor water sewer permit issued. Plans require amending as original plan for driveway have changed. New plans submitted asked developer questions on structure attachment. Reached out to legal to draft Easement agreement, reached out to mts with Michigan building code questions, asked contractor for further documentation of proposed connection.	Zoning
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date.	PC
550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed owner to follow up. HDC Application received. Sent to Contract Planner . HDC approved application, sent resources for Zoning Permits. and emailed about change of use permit requirements. Reached out to applicant for update on process.	Enforcement

568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update.	KLWSA
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information. Reached out to owner as no response was received.	HDC
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes.	PC
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected. Had discussion with applicant on processes. Provided resources. Discussions continue with applicant and fire department. Spoke with applicant about timelines for approval. Continued discussion with applicant and fire department.	Zoning
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review.	PC
405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc.	Zoning
880 Holland	Received Site Plan Review application, expecting HDC application soon. Proposal is for additional onsite storage. HDC Application received. HDC Permit issued.	PC
401 Elizabeth St	Answered questions and provided resources for future repaving project for Saugatuck Public Schools.	Zoning
954 Elizabeth St	STR renewal. Sent to fire department	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR
128 Elizabeth st 10	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR

133 Main St	STR Renewal of first floor apartment in C2. First floor apartment does not front public st and is allowable dwelling unit. Info received, sent to fire department.	STR
549 Hoffman St	STR renewal. Information needed, emailed local agent. Info received, sent to fire department.	STR
324 N Maple St	STR Renewal of Accessory Structure. SLU previously approved. Info missing, sent email to agent. Info received. Sent to fire department	STR
991 Ridgeview Ln	Spoke to resident regarding SLU requirements for ADU STR. Application received, awaiting payment. Payment and application received, scheduled for Feb meeting, sent info to contract planner.	PC
534 St Joseph	Received questions from resident, emailed legal.	STR
160 N Maple St	STR Renewal received, sent to fire department.	STR
202 Butler St	Began discussions for SLU requirement for outdoor seating at pumpernickels. Also discussed Expanded outdoor seating regulations. Provided resources.	PC
132 Mason	STR App received, sent to fire department.	STR
234 Butler	Spoke with applicant in regard to replacing door at commercial establishment. Advised that property is within historic district and provided resources.	HDC
450 Spear St	Received application for new garage with livable space above, sent applicant request for further information.	Zoning

Closed Casework

246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of $200.00 is required. Still awaiting response from owner. Emailed owner to see if they would like to proceed with application. Applicant decided to wait on HDC meeting. No further action at this time. Potential future application.	HDC
5 Park St	Provided easement information requested by resident.	Zoning
242 Park	Spoke to concerned resident about driveways.	Zoning
339 N Maple St	Tree removal application received within City ROW. DPW director performed site visit. Emailed applicant for payment. Payment received, permit issued.	ROW
120 Mary St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
447 Butler St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
433 Main St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
525 Grand St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
997 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
989 Singapore Dr	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
748 Holland St	Brush and Leaf violation. Follow up 12-20-2024. Leaves removed.	Enforcement
133 Butler	Had meeting with resident about renting within CC district	STR
149 Lucy St	Zoning app and plans received, payment still needed. Sent to Contract Planner for final review. Permit issued, app, plans, and permits sent to MTS.	Zoning
1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee. Reached out to owner again for fee. Called owner for payment. License issued.	STR
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of $200.00 is required. Still awaiting response from owner. Emailed owner to see if they would like to proceed with application. Applicant decided to wait on HDC meeting. No further action at this time. Potential future application.	HDC

977 Lake St	Received concerns for advertising of rental without a license. Emailed owner to confirm. Owner confirmed that condo association doesn't allow for renting less than 30 days and changed advertisement to reflect minimum renting period of 5 weeks.	STR
142 Butler St	Received updated plans. Discussed at HDC meeting. HDC agreed that administrative review is appropriate. Permit updated with revised plans and sent back to applicant.	Zoning
135 Grant St	Had discussion with owner of STR who's license expired in R-1. explained that currently there is no way to obtain license in this district.	STR
888 Holland	Answered questions on maximum occupancy and ability to obtain rental license.	STR
807 Lake St 2	Answered questions regarding previous short term rentals.	STR
3239 N Maple St	New SF Res in Saugatuck township, looking to build driveway apron in ROW. Advised that ROW permit may be needed. Awaiting engineers thoughts. Sent invoice to applicant. Permit issued and provided resources for future water sewer hookup,	ROW
449 Frederick St	Discussion with resident on potential lot line adjustment, created illustration and emailed contract planner, engineer and assessor to ensure that correct processes are followed. Forwarded information back to resident explaining potential issues with size of parcels. no further action needed.	Zoning
565 Weirich Dr	Spoke to resident in regards to STR License application. Application received, sent to fire department. License Issued.	STR
807 Lake St 2	STR Application received. More information needed. Information provided, sent to fire department. Permit issued.	STR
37 Park St	Received questions regarding fire department STR regulations, referred to fire department.	
611 Lake St	Pool application received. Advised that property is located within the Historic District and will require HDC approval. HDC meeting rescheduled from dec to Jan, called applicant with no response. Sent email. HDC conditioned permit on spec sheet. spec sheet delivered, HDC Permit issued. Zoning permit issued. Sent to MTS.	HDC
333 Culver	HDC Application received for replacement of garage doors. Emailed applicant for payment. Payment received. HDC Permit issued. Sent to MTS.	HDC

Planning Commission 2024 Activity Report

FROM: Luke Thompson, Director of Planning and Zoning

MEETING DATE: January 16, 2024

SUBJECT: Planning Commission Activity Report for 2024

DESCRIPTION:

The purpose of this memo is to provide an overview of activities to the Planning Commission for the 2024 calendar year.

Zoning Permit Activity

Year	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Permits*	57	95	68	75	52	98	107	108	89	77

*Includes permits issued administratively including zoning and sign permits. This does not include short-term rental certificates, historic district permits, street cut permits, water and sewer permits, temporary ROW, or other miscellaneous permits.

Enforcement Activity

Year	2024	2023	2022	2021	2020	2019
Total Cases	87	86	35	39	19	71

2024 Case Breakdown	
Type of Case	**Total**
Dangerous Structures	1
Garbage Out Day After	7
Historic District	3
Nuisances	2
Streets and Sidewalk	31
Zoning	16

Short Term Rental	20
Unregistered Rental	1
Other	6

Short-Term Rental Activity
129 renewal or new short-term rental certificates were issued this year.

Planning Commission Activity
The Planning Commission met 11 times for regular and special meetings.

Public hearings and/or site plan review regarding the following projects and ordinance amendments were held this year:

- 650 Water Street – Restaurant with expanded dining area and service of alcoholic beverages.
- Short Term Rentals – Review Draft Zoning, Noise and Police-Powers Ordinance Language.
- 311 Water Street – Restaurant with outdoor seating and expanded outdoor dining area.
- 449 Water Street - Restaurant with outdoor seating and expanded outdoor dining area.
- 831 Holland – Rented accessory dwelling unit.
- 132 Mason Street – Restaurant with outdoor seating and expanded outdoor dining area.
- 128 Hoffman Street - Restaurant with outdoor seating and expanded outdoor dining area.
- 322 Culver Street –Restaurant with outdoor seating and expanded outdoor dining area.
- 201 Culver Street - Restaurant with outdoor seating and expanded outdoor dining area.
- 350 Mason – Signage for Bed and Breakfast
- Review of Draft Zoning Ordinance Amendment to amend the City of Saugatuck's Zoning Ordinance to provide a mechanism for the City Council to limit the maximum number of short-term rentals in specific zoning districts and to adjust such limit when advisable.
- 450 Spear St – Rental of an accessory dwelling unit
- 133 Butler St - Proposed condominium subdivision
- Review of Draft Code Ordinance Amendment to amend title XV, Chapter 154, of the Code of the City of Saugatuck to amend section 154.038 c-2 downtown waterfront preservation district to eliminate first floor apartments as permitted and special land uses and to amend section 154.113 to clarify planned unit development (PUD) modifications for the c-2 downtown waterfront preservation district and to allow first-floor apartments if certain conditions are met through the PUD review process
- 515 St Joseph St – Rental of an accessory dwelling unit
- 149 Lucy St - Proposed Single-Family Residence with a floor area that exceeds 0.3:1.

- Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District - Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.
- Accessory Dwelling Unit Standards – Discussion on requirements for Special Land use approval to allow for rental of accessory dwelling unit.
- 306 Mary St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit

2024 Priorities

The Planning Commission set the following priorities for 2023. A summary of the progress is provided for each:

1. Master Plan Update:
   - Updating the master plan and evaluating the benefits of a tri-community master plan with Saugatuck and the City of the Village of Douglas.
2. Commercial Zone Review
   - Reviewing all commercial zones to potentially simplify and streamline regulations.