Planning Commission Regular Meeting
October 17, 2024 6:30PM
City Hall
102 Butler Street, Saugatuck, MI

NOTICE:
Join online by visiting:
https://us02web.zoom.us/j/2698572603

Join by phone by dialing:
(312) 626-6799 -or-
(646) 518-9805

Then enter "Meeting ID":
2698572603

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

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

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

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

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

5. **Old Business:**

6. **New Business:**
   - **A.** 515 St Joseph St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit
   - **B.** 149 Lucy St - Public Hearing for a Special Land Use request for a proposed Single-Family Residence with a floor area that exceeds 0.3:1.
   - **C.** First Floor apartments in the C-2 Waterfront Preservation District and PUD departures - Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.
   - **D.** 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.
   - **E.** Accessory Dwelling Unit Standards – Discussion on requirements for Special Land use approval to allow for rental of accessory dwelling unit.

7. **Communication:**

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

Zoning Administrator 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, September 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 7:00 p.m.
   Present: Chair Manns, Commission members: Anderson, Bagierek, Clark, Gaunt, & LaChey.
   Absent: Broeker.
   Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams.

2. **Approval of Agenda**:
   Motion by Gaunt, second by LaChey, to approve the agenda as presented for September 19, 2024. Upon voice vote, motion carried 6-0.

3. **Approval of Minutes:**
   Motion by Clark, second by Bagierek, to approve the minutes for the regular meeting August 15, 2024. Upon voice vote, motion carried 6-0.

4. **Public Comment (Agenda Items Only):**
   - Chris Peterson (742 Pleasant): She thanked the Commission for quickly bringing forward the issue of first-floor residential, she considers this very important. She expressed appreciation for anything the Commission can do to preserve the boardwalk and public access, and she believes this is important to the community and one of the top five attractions in Saugatuck.

5. **Old Business**: None.

6. **New Business:**
   A. 450 Spear St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit.

Public Hearing

A. Hearing is called to order by Chair Manns at 7:03 pm.

B. Summary by Zoning Administrator:

The applicant has applied for a special land use approval to rent an existing detached accessory dwelling unit (ADU) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance.

The detached ADU is located in the rear yard of the subject property and was remodeled in 2018 based on assessing records. The gross finished floor area provided by the applicant is 356.5 square feet.

The owner wished to rent the ADU, and the principal dwelling will not be rented. If it is a short-term rental, all applicable requirements will also need to be met in accordance with Section 154.022 (V) and a license shall be required pursuant to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Chapter 99.5 of the City Code.

The application requires review in accordance with the following sections of the City of Saugatuck Zoning Ordinance:

- Section 151.060 Site Plan
- Section 154.022 W- Accessory Dwelling Unit
- Section 154.080 Special Land Use
- Section 154.092 J- Rental of an Accessory Dwelling Unit

C. Presentation by the Applicant: Paul Whitfield.

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 7:16 pm.

F. Commission deliberation:

The Commission began deliberation. City Planner Jirousek clarified the ordinance changes that affect the unit's compliance and suggested a text amendment to accommodate slightly non-conforming ADU's. The Commission discussed the need for a text amendment to allow slightly non-conforming AUD's to be rented. Jirousek suggests a draft for the October meeting to address the ordinance changes.

G. Commission action:

Motion by Bagierek, second by Gaunt, to table the special land use for 450 Spear until after the zoning amendment is updated. Upon roll call vote, motion carried 6-0.

B. 133 Butler St – Public Hearing for a Special Land Use request for a proposed condominium subdivision.

Public Hearing

H. Hearing is called to order by Chair Manns at 7:42 pm.

I. Summary by Zoning Administrator:

The applicant has applied for approval to convert an existing building into condominium ownership. Section 154.047 Condominium Subdivisions regulates the establishment of condominiums in the City of Saugatuck, and the project is reviewed through the site plan and special land use process.

The Planning Commission previously approved a similar application on October 21, 2021. Although previously approved, the master deed was never recorded, and the project was not established as a condominium before the expiration of the approval. The final minutes from the meeting are included below.

> **6. New Business:**
>
> **A. Public Hearing - Create Condominiums of Existing Tenant Spaces at 133 Butler Street:**
>
> The public hearing opened at 7:05 p.m. The building owner, Shimon Nissim, at 133 Butler commented that there would be one parking space per unit, after inquiries from the Planning Commission. Nissim also noted that the plan to create condominium units within the property at 133 Butler Street. This will change the ownership structure but will not change the exterior or the floor plan or the use. The public hearing closed at 7:10 p.m.
>
> A motion was made by Peterson, 2nd by VanMeter, to conditionally approve the site plan, including the plans and supplemental materials provided by the applicant for property located at 133 Butler Street conditioned upon no exterior change, and no change to the floor plans. Upon roll call vote, the motion carried unanimously.

The request remains the same as previously reviewed by the Planning Commission. The building will have five (5) condominium units, including three (3) commercial/retail units and two (2) residential units. These spaces currently exist within the building, and no expansion or major interior alterations are proposed. Five (5) parking spaces are dedicated to the building tenants/owners.

J. Presentation by the Applicant Simon Nissim.

K. 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.

5. Public comment portion closed by Chair Manns at 7:45 pm.

6. Commission deliberation:
   The commission deliberated, all agreed that the application is pretty straightforward, and they were ready for a motion.

7. Commission action:
   Motion by Clark, second by Bagierek, to approve the condominium conversion with the condition that the Fire Department's approval be secured. Upon roll call vote, motion carried 6-0.

C. Review of Draft Code Ordinance Amendment and Set Pubic Hearing – An ordinance 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.

Motion by LaChey, second by Bagierek, that a public hearing be set for October 17, 2024 to amend the downtown water preservation district ordinance and have the ordinance number particulars that are being discussed tonight. Upon roll call vote, motion carried 6-0.

D. Discussion of meeting start time:
Motion by Gaunt, second by Anderson, to change the starting time for future Planning Commission regular meeting to 6:30 p.m. Upon roll call vote, motion carried 6-0.

7. Communications: None.

8. Reports of Officers and Committees:

A. Zoning Administrator Activity Report: Director of Planning, Zoning, and Project Management Thompson included brief update of his report.

9. Public Comments:

- Chris Peterson (742 Pleasant): She implied that currently, property owners can find ways around restrictions on first-floor commercial, and she wanted the commission to address that issue. She suggested the commission could simply prohibit first-floor commercial, both in the front and back of buildings, and put that into the zoning ordinance. However, she acknowledged that it

may not be that simple, and suggested the commission find a way to maneuver in case they get caught in a situation where someone tries to circumvent the prohibition.

10. <u>Commissioner Comments:</u> None.

11. <u>Adjournment</u>:

Motion by Bagierek, second by Gaunt, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned the meeting at 8:15 pm.

Respectfully Submitted,

_____

Sara Williams, Deputy Clerk

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**October 12, 2024**	**Meeting Date:**	**October 17, 2024**
Request:	**Special Land Use**	**Applicant:**	**Doug & Bonnie Lowe**
Address:	**515 St. Joseph**	**Project Name:**	**ADU Rental Proposal**
Parcel:	**03-57-203-008-00**	**Plan Date:**	**N/A**
Lot Size:	**0.40**	**Zoning District:**	**R-1 Community Residential**
Complete:	**Yes**	**Recommendation:**	**Ord. Amendment Necesssary**
City Staff:	**Luke Thompson**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant has applied for special land use approval to rent an existing detached accessory dwelling unit (ADU) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the rental of ADUs.

Background

The detached ADU is located behind the principal dwelling and above a three-car garage. The applicant provided an interior measurement of 589 square feet (gross finished floor area).

The owner wishes to rent the ADU, and the principal dwelling will not be rented. If it is a short-term rental, all applicable requirements will also need to be met in accordance with Section 154.022 (V), and a license shall be required pursuant to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Chapter 99.5 of the City Code.

Review Process and Standards

The application requires review in accordance with the following sections of the City of Saugatuck Zoning Ordinance:

- Section 151.060 Site Plan
- Section 154.022 W- Accessory Dwelling Unit
- Section 154.080 Special Land Use
- Section 154.092 J- Rental of an Accessory Dwelling Unit

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: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage.

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: This standard is not applicable. No site work is proposed as part of the proposal.

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: Screening is not necessary or recommended for a single residential dwelling with an existing ADU in an established residential area.

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: Site improvements were previously approved by all applicable City departments. The City previously issued rental permits for the ADU, and the dwelling was subject to two

fire inspections over the years. As part of an effort to secure a short-term rental permit, an additional inspection will be required.

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 site has already been developed and improved with a single-family dwelling and a detached ADU over a garage. No changes to pedestrian access are proposed.

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: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage. 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. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage.

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: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage. 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: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage. No changes to loading or trash storage are proposed.

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: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage. 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. The site is already developed.

Accessory Dwelling Unit

In accordance with Section 154.022 W, an accessory dwelling unit shall meet the following criteria:

1. *An accessory dwelling unit shall be permitted on a lot where the principal use is an existing single-family detached dwelling.*

   Comment: The principal use is an existing single-family detached dwelling.

2. *Occupancy of an accessory dwelling unit permitted by right shall be limited to the following:*

   a. *Owners/occupants of the single-family detached dwelling on the same property.*

   b. *Non-renting invited guests of the owners/occupants of the single-family detached dwelling on the same property, such as family or friends.*

   c. *Renters of the single-family detached dwelling on the same property if both the single-family detached dwelling and accessory dwelling unit are rented under*

a single contract. Renting both the single-family detached dwelling and the accessory dwelling unit under a single contract does not require a special land use approval. If an accessory dwelling unit is rented in conjunction with a single-family detached dwelling for less than 31 days, each dwelling unit must obtain 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.

Comment: Until it is approved for renters, the ADU occupancy is limited to owner/occupants and non-renting guests. As stated within the application, the ADU received two three-year rental permits in the last several years but has yet to receive special land use approval.

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.*

Comment: The ground floor is 1,020 square feet and the Assessor's data shows the second floor measured at 765 square feet. Excluding the storage areas and closets, the applicant states that the gross finished floor area is 589 square feet. If the area under the dormers is counted, the square footage is 660.75 square feet. It is questionable whether the area under the dormers was previously considered "area intended for living, sleeping, bathing, eating and cooking."

FLOOR AREA, GROSS FINISHED. The sum of all gross horizontal areas of all floors of a building or buildings measured from the inside dimensions of the inside face of the outside wall. Unenclosed and uncovered porches, court yards or patios shall not be considered as part of the GROSS FINISHED FLOOR AREA.

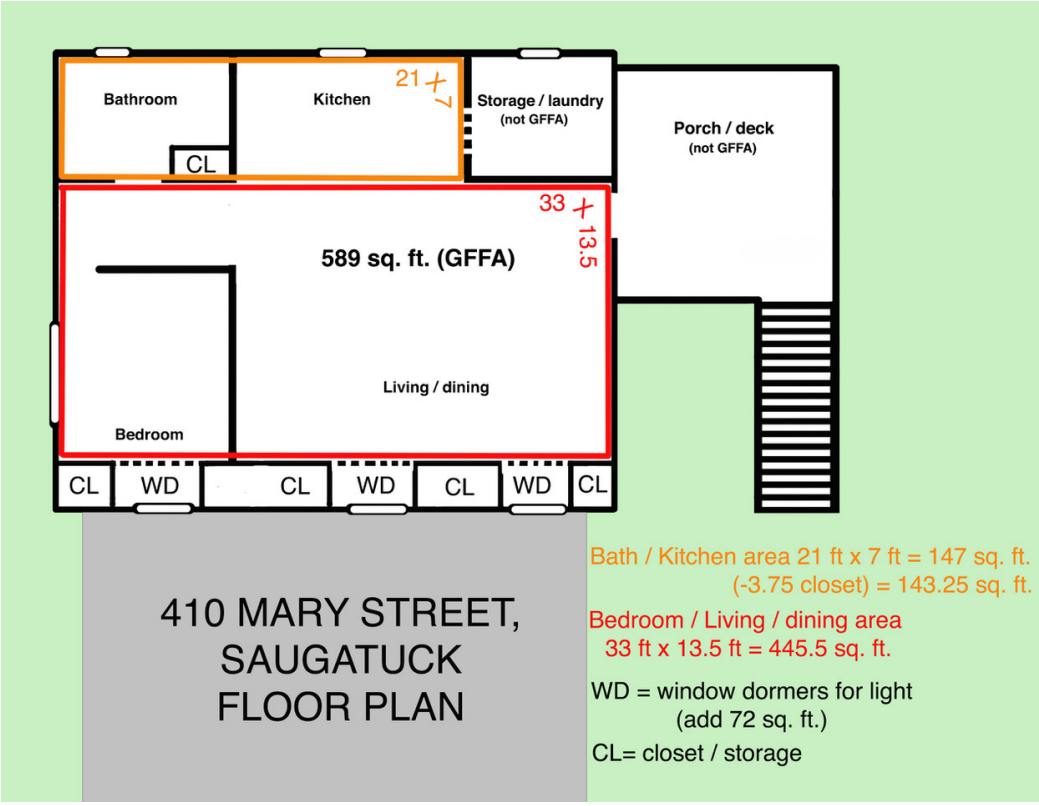


Figure 1: Image and Measurements Provided by Applicant

4. *An accessory dwelling, which is not located within the single-family detached dwelling, shall not be located between the front door of the single-family detached dwelling and the public right-of-way, unless located above an existing detached accessory structure.*

   Comment: The ADU complies with this requirement.

5. *An accessory dwelling shall be subject to all setback and lot coverage requirements applicable to a single-family detached dwelling in the district in which it is located.*

   Comment: The building was previously confirmed as compliant with dimensional requirements for the subject zoning district.

6. *No more than one accessory dwelling unit is permitted on any lot.*

   Comment: Only one ADU exists on the site.

7. *Accessory dwellings shall not be permitted to have independent electric, gas, or water meters from the single-family detached dwelling.*

Comment: The building is served by separate water, sewer, electric, gas, and internet service. The ADU does not comply with this requirement.

8. *An accessory dwelling unit attached to a single-family detached dwelling shall have a separate entrance from the exterior of the single-family detached dwelling.*

   Comment: Not applicable. The ADU is detached.

9. *A lot with an accessory dwelling unit shall provide one additional parking space on a fully improved surface of concrete, asphalt, or brick, gravel, stone, or other surface approved by the city.*

   Comment: Parking for the ADU is available on an existing driveway. The garage includes three bays, and at least three cars can be accommodated in the driveway.

10. *The rental of an accessory dwelling unit independently from the single-family detached dwelling on the same parcel shall be prohibited without receiving special land use approval from the Planning Commission as authorized in § 154.092(J).*

    Comment: The applicant is seeking approval for renting the ADU.

Special Land Use Standards of Approval

In accordance with Section 154.080, before any special land use permit is granted, the Planning Commission shall make findings of fact based upon competent evidence certifying compliance with the specific regulations governing individual special land uses and, in addition, ensure that the following general standards have been met. Findings related to each standard are provided for consideration by the Planning Commission.

1. *In location, size, height and intensity of the principal and/or accessory operations, be compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property;*

   Comment: The existing principal dwelling and ADU are compatible with nearby properties and land uses. Permits were secured for improvements to the dwelling and construction of the detached accessory building.

2. *Be consistent with and promote the intent and purpose of this chapter;*

   Comment: Except for the size and utility service requirements mentioned earlier, all other standards and zoning requirements have been met for the ADU and its rental.

3. *Be compatible with the natural environment and conserve natural resources and energy;*

   Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage. No changes to the site are proposed.

4. *Be consistent with existing and future capabilities of public services and facilities affected by the proposed use;*

   Comment: Renting the existing ADU may have a minor increase but negligible impact on public services, as there may be more frequent turnover than if it were only used for guests or by the primary resident.

5. *Protect the public health, safety, and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the City as a whole;*

   Comment: Renting the existing ADU will have no additional impact on public health, safety, welfare, or the social and economic well-being of the community.

6. *Not create any hazards arising from storage and use of inflammable fluids;*

   Comment: This standard is not applicable to a single ADU.

7. *Not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development. In particular:*

   (a) The property shall be easily accessible to fire and police; and
   (b) Not create or add to any hazardous traffic condition.

   Comment: The rental of the existing ADU will have a negligible impact on traffic conditions. Sufficient parking exists in the garage and driveway (six spaces).

8. *Be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site shall not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;*

   Comment: Renting the existing ADU will not impede the use of adjacent properties or negatively impact them.

9. *That in the nature, location, size, and site layout of the use, be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping*

habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district; and

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and a detached ADU over a garage.

10. *That in the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located.*

    Comment: This standard is not applicable to a single-family residential dwelling with an ADU.

Rental of an Accessory Dwelling Unit

In accordance with Section 154.092 J, a rental accessory dwelling unit shall conform to all regulations in Section 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.*

   Comment: The owner intends to remain the primary occupant of the principal detached single-family dwelling. This will remain an ongoing requirement for renting the ADU.

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*

   Comment: If intended to be rented on a short-term basis, the proper permit must be secured by the applicant.

Recommendation

Based on the findings in this report, all approval standards have been satisfied, except for the restriction on separate services and utilities for the ADU. Additionally, the Planning Commission should consider whether the gross finished floor area under the dormers should be counted as "living space." Section 154.092(J) states that to rent an ADU, all requirements of 154.022(W)

must be met, yet it appears that minor nonconformities may exist. As such, it appears that a zoning text amendment will be required to formally approve the special land use.

September 17, 2024

Saugatuck Planning Commission
102 Butler Street
Saugatuck, MI 49453

Dear Planning Commission members,

In 1998 my husband and I bought the double lot across the street from us from the Estelle Dowding's estate. My husband is an artist and wanted someplace specially set aside for a painting studio. So, we built our house on one lot of the parcel and built a three-car garage (to store all of the items he collects to use in his artwork) with a painting studio above on the other lot. Over the years, as we have gotten older, Doug has moved away from painting and into assemblage sculpture. The painting studio became a guest house for family and friends.

We are both retired now and decided to rent the space when no family or friends were visiting. We have had two three-year rental certificates and two inspections by the fire department. The building followed all the setback and lot coverage requirements when it was built. This building is on its own lot, but that lot is part of our parcel. It has always had its own water, sewer, electric, gas, and internet service billed separately from ours. The building footprint is 30 ft by 34 ft but because of the roofline the upstairs space is slightly smaller. It has its own entrance, driveway, and parking for 3 vehicles, but it is only a one-bedroom. So, we normally rent to one or two people. Sometimes we have a special request to have a third friend and child also present. As far as we know, this rental has never caused a problem for any of our neighbors. Some of our neighbors have asked to use the rental when they have too many house guests.

We turned in the forms to renew of STR certificate, but the new licensing requires us to submit the attached Special Land Use Application to the Planning Commission.

Respectfully,

Doug and Bonnie Lowe
515 St. Joseph Street, P O Box 655
Saugatuck, MI 49453

Application Fee: $1,000
Escrow Deposit: $2,000

Special Land Use Application

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

LOCATION INFORMATION

Address 515 ST JOSEPH + 410 MARY Parcel Number 03 57-203-008-00

APPLICANTS INFORMATION

Name Douglas Bonnie Lowe Address / PO Box 515 ST JOSEPH / PO BOX 655
City SAUGATUCK State MI Zip 49453 Phone 269 455-9192
Interest In Project TRUSTEES E-Mail lymlee@wmol.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 Douglas Lowe Bonnie Lowe Date 9-17-24

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 _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
E-Mail _____
License Number _____ Expiration Date _____

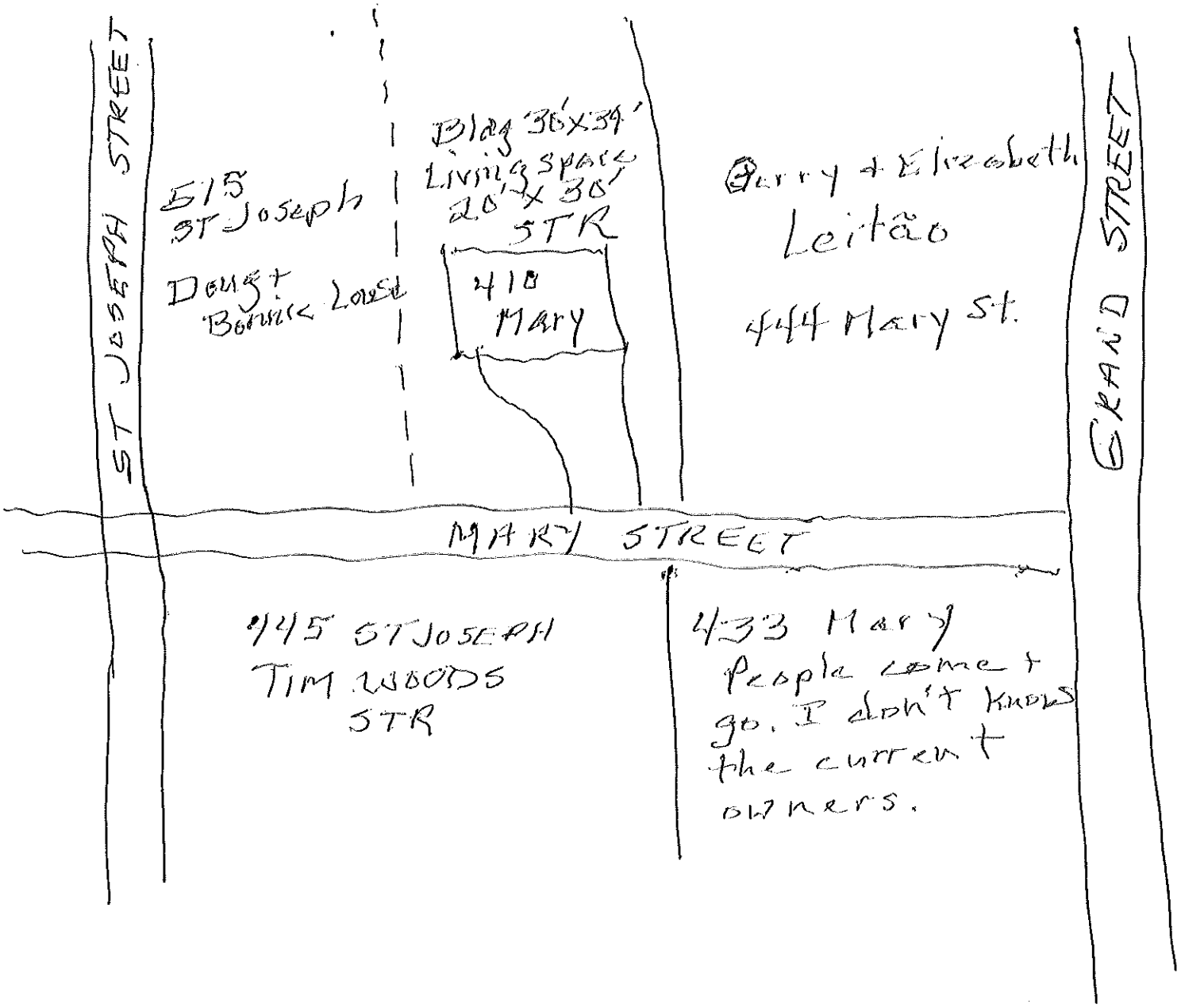
PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District R-1 Current Use STR

Check all that apply: 1 parcel of 2 lots 66X132 each for 410 Mary

Waterfront _____ Historic District _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



Special Land Use 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. This is not a site plan request.

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;

Special Land Use 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 SPECIAL LAND USE APPROVAL (SECTION 154.082)

Please respond to how the request will meet each of the following standards for special land use:

(1) How will the location, size, height and intensity of the principal and/or accessory operations, compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property?

The building met all the set-back and height requirements when it was built.

(2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter?

It is basically a one-bedroom single family home on its own lot.

(3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy?

The same as all the buildings here on the hill. This one may be smaller.

(4) How will the proposed request consistent with existing and future capabilities of public services and facilities?

This lot will eventually have a single family home on it considering the demand in the area and the lack of available lots.

(5) How will the proposed request protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole?

The building has been inspected by the fire department several times for the STR certificate.

Special Land Use Application

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids?

No hazards

(7) How will the proposed request not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development? In particular:

(a) Will the property be easily accessible to fire and police?

YES

(b) Will measures be taken as to not create or add to any hazardous traffic condition?

yes - there is adequate off street parking.

(8) How will the proposed request be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof?

There has been no impact to adjacent land, buildings, or their values in the years this extra building has been on one of the two lots.

(9) How will the nature, location, size and site layout of proposed request be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district?

This building was okayed as a STR under the certificate system. The license system has made this request necessary.

(10) How will the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located?

This is a one bedroom STR. We live next to it. We do not know of any complaints by neighbors about anything. Some has asked to use it when they have an overflow of visitors.

Special Land Use Application

STANDARDS FOR SITE PLAN 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. The building was built on a residential lot following set back rules.

(1) How will the elements of the site plan 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?

(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?

(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?

(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? There is a wide short driveway off Mary street.

(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.)

(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?

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

Special Land Use Application

(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. _____

_____

_____

(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).

_____

_____

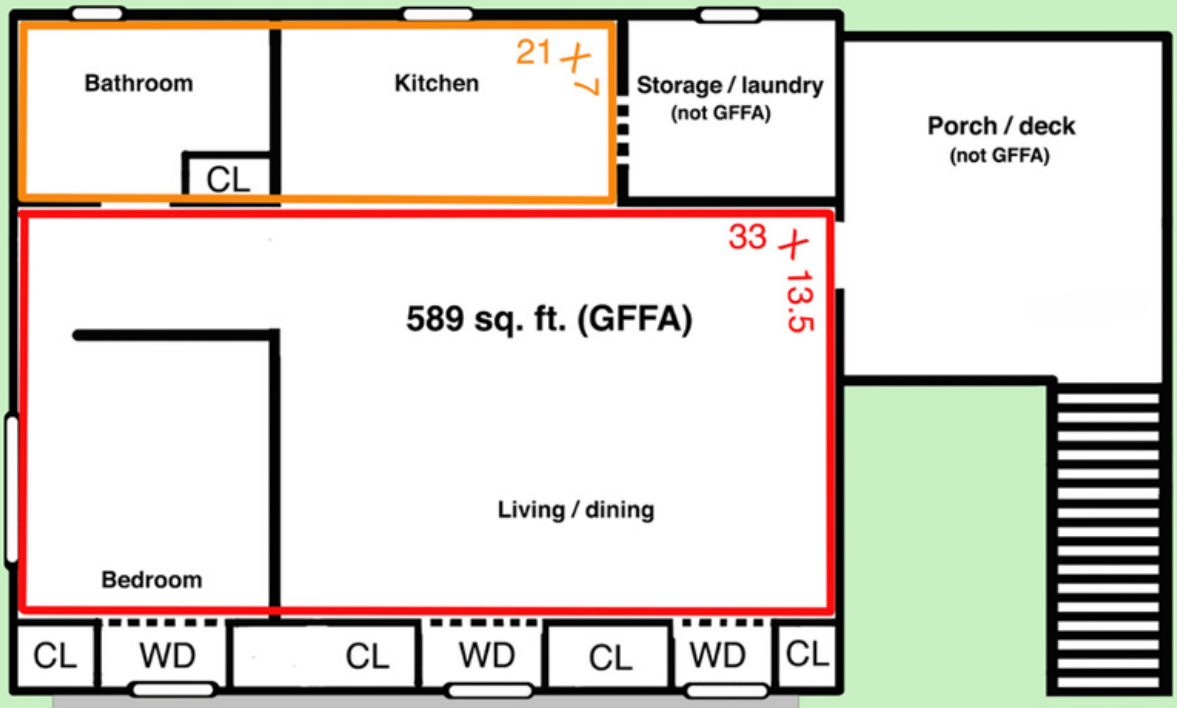
_____

(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.

_____

_____

_____



410 MARY STREET, SAUGATUCK FLOOR PLAN

Bath / Kitchen area 21 ft x 7 ft = 147 sq. ft.
(-3.75 closet) = 143.25 sq. ft.

Bedroom / Living / dining area
33 ft x 13.5 ft = 445.5 sq. ft.

WD = window dormers for light
(add 72 sq. ft.)

CL= closet / storage

To: The Planning and Zoning Commission, City of

Saugatuck, Michigan

From: Karen and Lewis Wessel, 346 Mary Street, Saugatuck

RE: 515 St. Joseph Auxiliary Structure

We are one of the three closet neighbors to Bonnie and Doug Lowe at 515 St. Joseph St.

We urge you to take whatever action is necessary to grandfather their accessory building so that they may continue a six-year history of renting their one-bedroom apartment as a short term rental. The Lowes have complied with all Saugatuck regulations regarding approvals and permits for the past six years. They are due for a renewal of their short-term license this year and have been summoned before the Planning Commission because their accessory dwelling supposedly does not comply with the new regulations because it has its own utilities and address.

We believe that this structure is exactly the type of short-term rental we should have in Saugatuck in that it is beautifully maintained, well managed, and has been in compliance with all fire and city regulations and they live full time on the same parcel of land, though it is actually two lots.

Need we point out that the new regulations have "grandfathered" the problem rentals in our neighborhood? The Lowes rental unit has never been a problem in any way; in fact, if you ask the neighbors most don't even know it is a rental. They offer a very nice unit for people to visit our city and have many repeat customers who are well behaved and spend money in town.

Again, we urge you to grant an exception for this dwelling.

Thank you,

Karen and Lew Wessel

Karen and Lew Wessel

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**October 12, 2024**	**Meeting Date:**	**October 17, 2024**
Request:	**Special Land Use**	**Applicant:**	**Barry Chesterman**
Address:	**149 Lucy Street**	**Project Name:**	**Building Addition**
Parcel:	**03-57-300-005-00**	**Plan Date:**	**September 18, 2024**
Lot Size:	**4,356 square feet**	**Zoning District:**	**R-4 City Center Trans. Res.**
Complete:	**Yes**	**Recommendation:**	**Approval**
City Staff:	**Luke Thompson**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant has applied for special land use approval to exceed the 0.3:1 floor area ratio (FAR) requirement in accordance with Section 154.025 (C)(3). The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards related to the request.

Background

The applicant proposes an 850 square feet second story to an existing dwelling. The property is located in the R-4 City Center Transitional Residential Zoning District and Historic District. Although the ground floor of the dwelling does not conform to side and rear setback requirements (7 ft. and 10 ft., respectively), the second-story addition will comply with the minimum setbacks. The current and proposed conditions are shown below:

Lot Size	4,356 s.f.
Current Area	1,922 s.f.
Current FAR	0.44:1 (currently exceeds maximum FAR)
Proposed Total Area	2,772 s.f.
Proposed FAR	0.64:1

Applicable definitions are as follows:

> *FLOOR AREA, GROSS. The sum of all horizontal areas of all floors of a building or buildings, measured from the outside dimensions of the outside face of the outside wall. Unenclosed and uncovered porches, court yards or patios shall not be considered as part of the gross area except where they are utilized for commercial purposes such as the outdoor sale of merchandise.*
>
> *FLOOR AREA RATIO. A quantitative relation between the total gross floor area of a structure (minus the square footage of areas such as basements, unfinished attics, or garages) and the lot area.*

The project was scheduled for review by the Historic District Commission (HDC) earlier this month, but the meeting was canceled due to a lack of quorum. The applicant proposes two shed roof options, which the HDC will review and decide upon. The dwelling is not listed as a contributing resource.

Review Process and Standards

The application requires review in accordance with the following sections of the City of Saugatuck Zoning Ordinance:

- Section 151.060 Site Plan
- Section 154.080 Special Land Use

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 second-story addition fits within the architectural scale of the surrounding homes and does not impede the normal development or improvement of neighboring properties. The size of the addition is modest, ensuring compatibility with adjacent uses and maintaining the neighborhood's aesthetic.

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: The addition is to the second floor, which means minimal disturbance to the existing vegetation and land during the construction process. No alteration to the land 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: As a residential addition, screening is not necessary or recommended.

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: The arrangement of the building addition should have no impact on emergency vehicle access, and no changes are being made to the driveway or other access points.

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: The addition does not introduce any new demands on pedestrian circulation, and the existing layout accommodates all necessary pedestrian and vehicular movements safely.

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: The existing circulation system for vehicles and pedestrians will remain unchanged. The proposed addition will not impact or require changes to the connections with public streets or pathways.

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

Comment: This standard is not applicable.

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: The second-floor addition does not create additional surface water runoff. As the project does not expand the building footprint, existing stormwater management systems are sufficient. There will be no adverse impact on neighboring properties or the public drainage system.

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: No new outdoor storage or loading areas are associated with the addition. Any trash storage will continue to comply with existing standards, and no additional screening is required.

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: It is anticipated that any exterior lighting associated with the addition will be residential in nature and deflected away from neighboring properties, ensuring it does not affect the vision of passing traffic or impact adjacent homes. Details will be assessed during HDC and zoning permit review.

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.

Special Land Use Standards of Approval

In accordance with Section 154.080, before any special land use permit is granted, the Planning Commission shall make findings of fact based upon competent evidence certifying compliance with the specific regulations governing individual special land uses and, in addition, ensure that the following general standards have been met. Findings related to each standard are provided for consideration by the Planning Commission.

1. *In location, size, height and intensity of the principal and/or accessory operations, be compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property;*

   Comment: The location, size, height, and intensity of the proposed second-floor addition are fully compatible with surrounding buildings and uses. All structures on the same block are two or three stories in height. The overall bulk and scale are far less than the three-story townhomes to the rear of the site.

   The addition reflects the scale and character of homes in the neighborhood, ensuring that the dwelling fits harmoniously within the existing residential context. It does not introduce any operations or uses that would be out of place in this area.

2. *Be consistent with and promote the intent and purpose of this chapter;*

   Comment: The addition is consistent with the intent and purpose of the zoning ordinance, which supports the orderly and appropriate development of residential properties. It respects the existing zoning regulations and enhances the residential use of the property without creating any conflicts with the established standards.

3. *Be compatible with the natural environment and conserve natural resources and energy;*

   Comment: The proposed second-floor addition is compatible with the natural environment. Since it is located on the second floor, there will be minimal disturbance to the landscape during construction, conserving natural resources. The project does not increase energy consumption beyond typical residential use.

4. *Be consistent with existing and future capabilities of public services and facilities affected by the proposed use;*

   Comment: The project addition aligns with the current capabilities of public services and facilities. As there is no increase in the demand for public services, such as emergency response, utilities, or transportation infrastructure, the addition does not burden or exceed the service capacity in the area.

5. *Protect the public health, safety, and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the City as a whole;*

   Comment: The project safeguards the public health, safety, and welfare. It does not negatively impact the surrounding residents or businesses and maintains the economic and social well-being of adjacent property owners. The addition enhances the home in a manner that contributes to the overall residential character of the area.

6. *Not create any hazards arising from storage and use of inflammable fluids;*

   Comment: This standard is not applicable to a residential dwelling unit.

7. *Not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development. In particular:*

   (a) The property shall be easily accessible to fire and police; and
   (b) Not create or add to any hazardous traffic condition.

   Comment: The addition does not interfere with or negatively affect vehicular or pedestrian traffic patterns. The property will remain easily accessible to emergency services, and no changes are required to the current access points. This addition also does not create hazardous traffic conditions, as it does not alter the existing street or pedestrian routes.

8. *Be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site shall not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;*

   Comment: The design and location of the addition, along with its scale, ensure it does not discourage the use or development of adjacent land. There are no fences, walls, or landscaping changes that would impair visibility or the value of neighboring properties. The second-floor addition aligns with surrounding structures in height and form.

9. *That in the nature, location, size, and site layout of the use, be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district; and*

   Comment: The addition integrates well into the neighborhood, maintaining harmony with the district's residential use patterns. The layout of the site and the modest scale of the addition ensure that it complements the existing homes and prevailing characteristics of the district.

10. *That in the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located.*

    Comment: The addition does not generate any objectionable noise, fumes, pollution, vibration, litter, or glare. The addition will be unobtrusive and fit seamlessly into the neighborhood without causing disturbances to nearby dwellings.

Recommendation

Based on the findings in this report, all approval standards have been satisfied. I recommend approval of the increased FAR in accordance with the plans submitted by the applicant.

Application Fee: $1,000
Escrow Deposit: $2,000

Special Land Use Application

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

LOCATION INFORMATION

Address 149 Lucy Street Parcel Number 57-300-005-00

APPLICANTS INFORMATION

Name Barry Chesterman Address / PO Box 13132 Ludlow Ave

City Huntington Woods State MI Zip 48070 Phone 248-910-2957

Interest In Project Owner E-Mail 149lucy@gmail.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 _____

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 Nugent Builders, Inc Contact Name Matt Boelema

Address / PO Box 11625 Northland Dr. NE City Rockford

State MI Zip 49341 Phone 616-866-7663 Fax 616-866-7726

E-Mail mattboelema@nugentbuilder.com

License Number 2102095564 Expiration Date 5/31/2026

PROPERTY INFORMATION

Depth 66 Width 66 Size 4356 sf lot Zoning District R4 Current Use Personal/Residential

Check all that apply:

Waterfront _____ Historic District X Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Add partial second story with three bedrooms and three bathrooms to accommodate family needs.
Current setbacks are met - 20' from front, 10' from back
Total square footage is anticipated to be 1,922 (existing) + 850 (proposed) = 2,722 sf, 63.6% of lot, comparable to adjacent properties (see below)

Special Land Use 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;

Special Land Use 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 SPECIAL LAND USE APPROVAL (SECTION 154.082)

Please respond to how the request will meet each of the following standards for special land use:

(1) How will the location, size, height and intensity of the principal and/or accessory operations, compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property?

Location, height, and intensity of the building is consistent with surrounding properties, specifically two adjacent, and another three houses away

153 Lucy Street: 46x66' lot, 1740 sf building, 57.3% of lot 852 Newnham Street: 108x70.5' lot, 3285 sf building, 43.1% of lot

747 Water Street: 66x66' lot, 4300 sf building, 98.7% of lot

(2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter?

The addition maintains the overall historic look of the area (although non-comforming. Since it remains within the overall boundaries of the existing home it promotes the intent of the chapter as it is consistent with surrounding structures.

(3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy?

Construction will include high efficiency heating and cooling, LED lighting, and insulation to meet or exceed existing Michigan and Energy Star standards.

(4) How will the proposed request consistent with existing and future capabilities of public services and facilities?

The home is not expected to affect in this in any way during or after construction.

(5) How will the proposed request protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole?

The home is not expected to affect in this in any way during or after construction.

Special Land Use Application

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids?

It will not create any hazards.

(7) How will the proposed request not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development? In particular:

(a) Will the property be easily accessible to fire and police?

There will be no impact on vehicular or pedestrian traffic flow.

It will be easily accessible to fire and police.

(b) Will measures be taken as to not create or add to any hazardous traffic condition?

Yes - construction will take place within the current bounds of the property.

(8) How will the proposed request be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof?

The property will be consistent in height with adjacent buildings, thus not impairing sight lines.

It is anticipated that this construction will enhance overall property values in adjacent properties by beautifying the neighborhood.

(9) How will the nature, location, size and site layout of proposed request be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district?

Please see design, which will have been approved by the historic commission.

(10) How will the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located?

This will be a residential property. It is not a rental property. Construction will take place at times approved by Saugatuck ordinances.

Special Land Use Application

STANDARDS FOR SITE PLAN 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 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 home is not expected to affect in this in any way during or after construction. It remains within the existing structure borders and setbacks will meet current guidelines

(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?

No vegetation need be removed for this project.

(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?

The home is not expected to affect in this in any way during or after construction. No new fences, walks, barriers, or landscaping are needed to meet these purposes

(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 home is not expected to affect in this in any way during or after construction.

(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.) Not applicable

(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?

Not applicable

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

Not applicable

Special Land Use Application

(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. _____

Not applicable

(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).

Not applicable, no changes are being made

(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.

Not applicable - no changes are being made

149 LUCY STREET NORTH ELEVATION

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:	9/19/2024
SCALE:	N/A
SHEET:	A-1

149 LUCY STREET, EAST & SOUTH ELEVATIONS

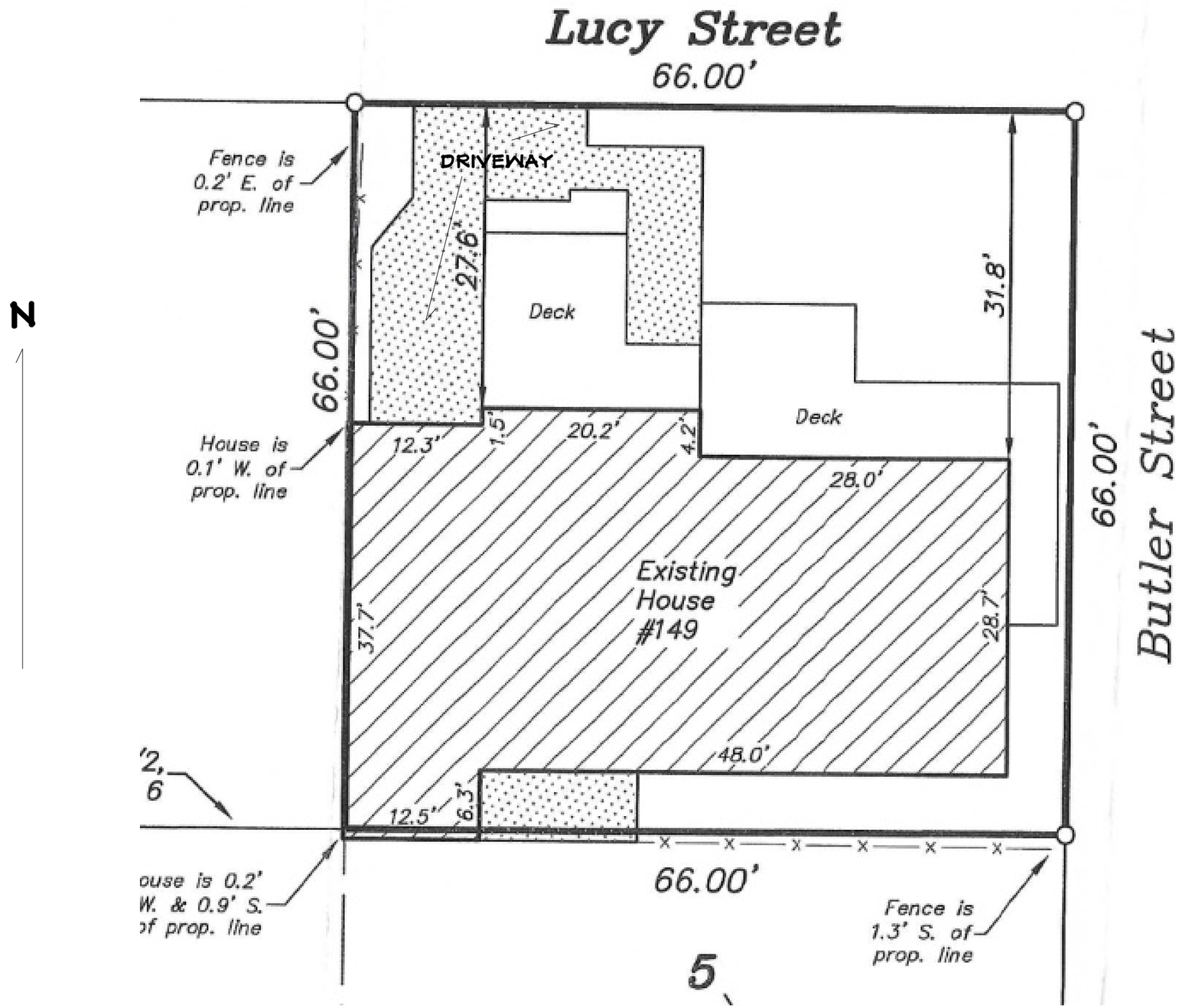
DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:	9/19/2024
SCALE:	N/A
SHEET:	A-2



149 LUCY STREET, SITE PLAN
TOTAL LOT COVERAGE 4,356 SQ FT

PREPARED BY:
JEFFREY BIANCHI
312-636-3970
SEPTEMBER 19, 2024

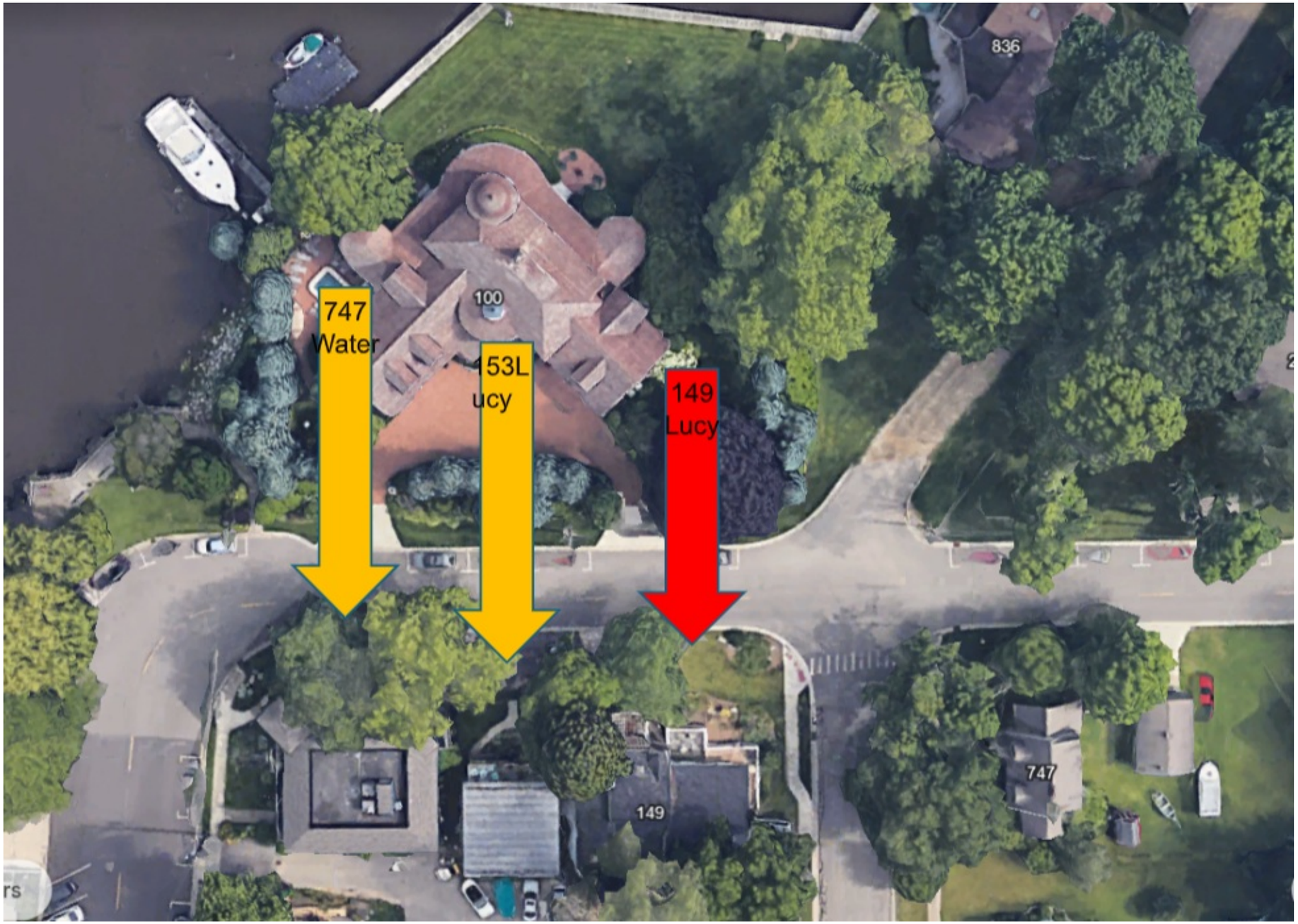
DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-3



LOCATION OF ADJACENT BUILDINGS

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:	9/19/2024
SCALE:	N/A
SHEET:	A-4

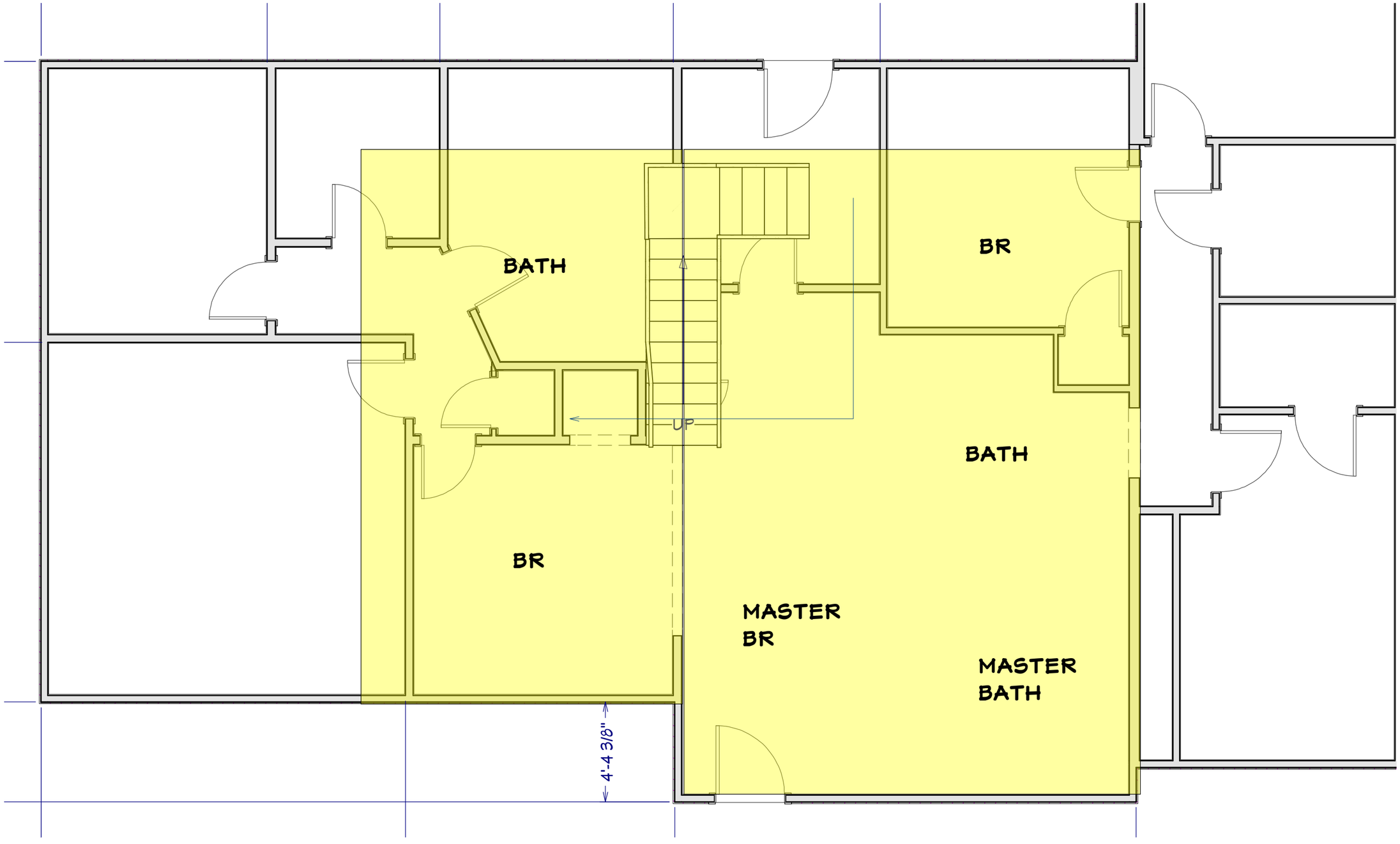
DESIGN:
NORTH MAIN
DESIGN
(312) 636-3470

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-5



149 LUCY STREET, PROPOSED SECOND STORY ADDITION, 850 SQUARE FEET ACCOMMODATES 20' SIDE AND 10' REAR SETBACKS

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3970

SHEET TITLE:

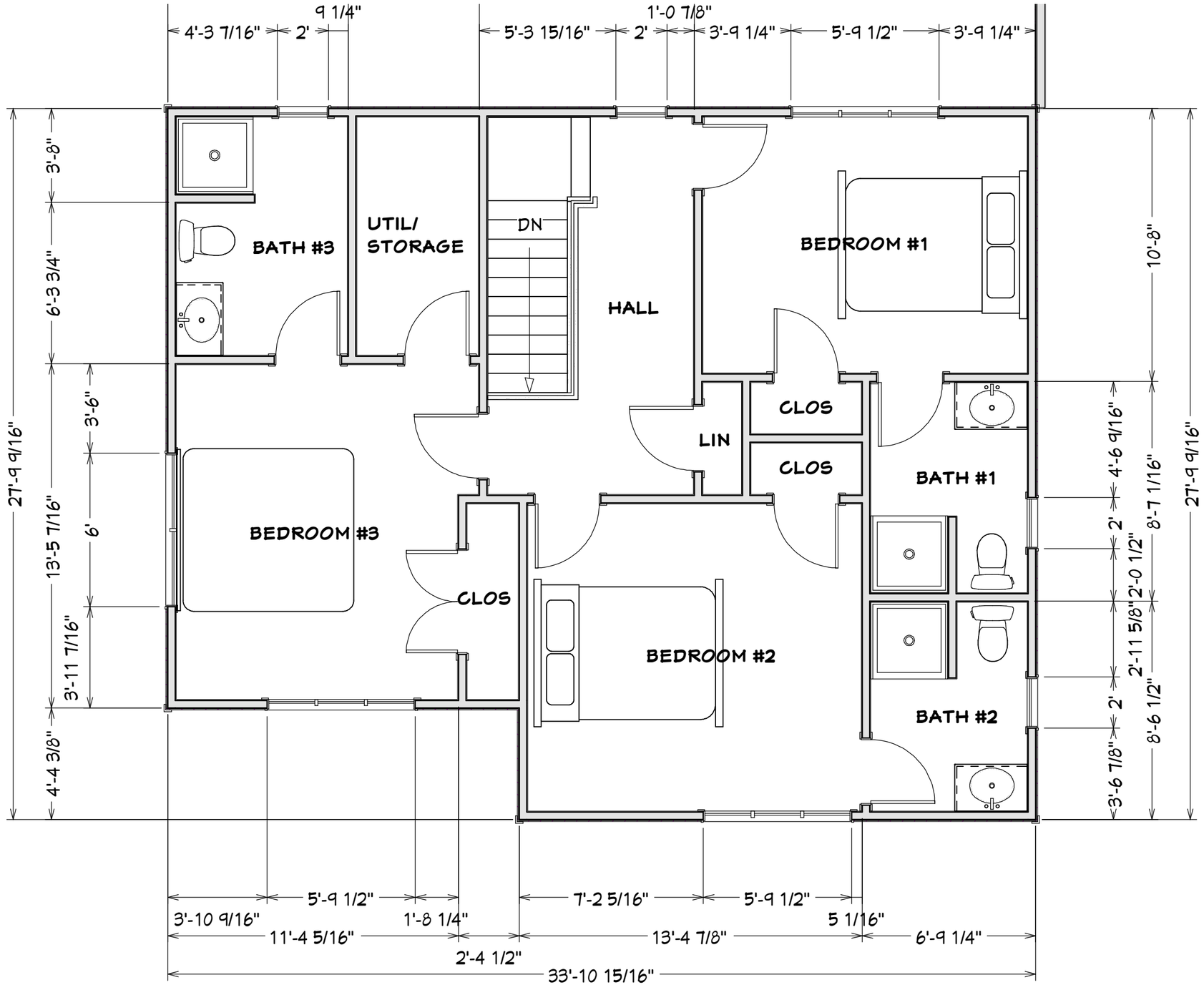
PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024

SCALE:
N/A

SHEET:
A-6



149 LUCY STREET, PROPOSED SECOND STORY ADDITION, 850 SQUARE FEET

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:	9/19/2024
SCALE:	N/A
SHEET:	A-7

149 LUCY STREET, NORTH ELEVATION
OPTION 1: STANDING SEAM METAL ROOF

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-8

149 LUCY STREET, NORTH ELEVATION
OPTION 2: POLYCARBONATE ROOF

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024

SCALE:
N/A

SHEET:
A-9

POLYCARBONATE ROOF SAMPLE

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024

SCALE:
N/A

SHEET:
A-10

EAST ELEVATION

DESIGN:
NORTH MAIN
DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-11

SOUTH ELEVATION

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-12

WEST ELEVATION

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

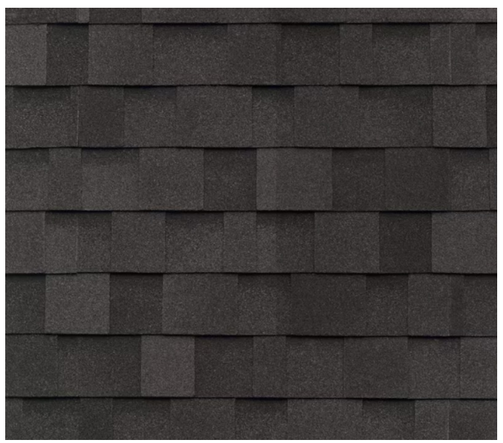
PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-13

MATERIALS (TO MATCH EXISTING RENOVATION)

CertainTeed Cedar Impressions Double 7 Inch Straight Edge Perfection Shingles Siding (1/2 Square)



IKO CAMBRIDGE DUAL BLACK LAMINATED ROOF SHINGLES

ANDERSEN CASEMENT & AWNING WINDOWS CLAD EXTERIOR; WOOD INTERIOR

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

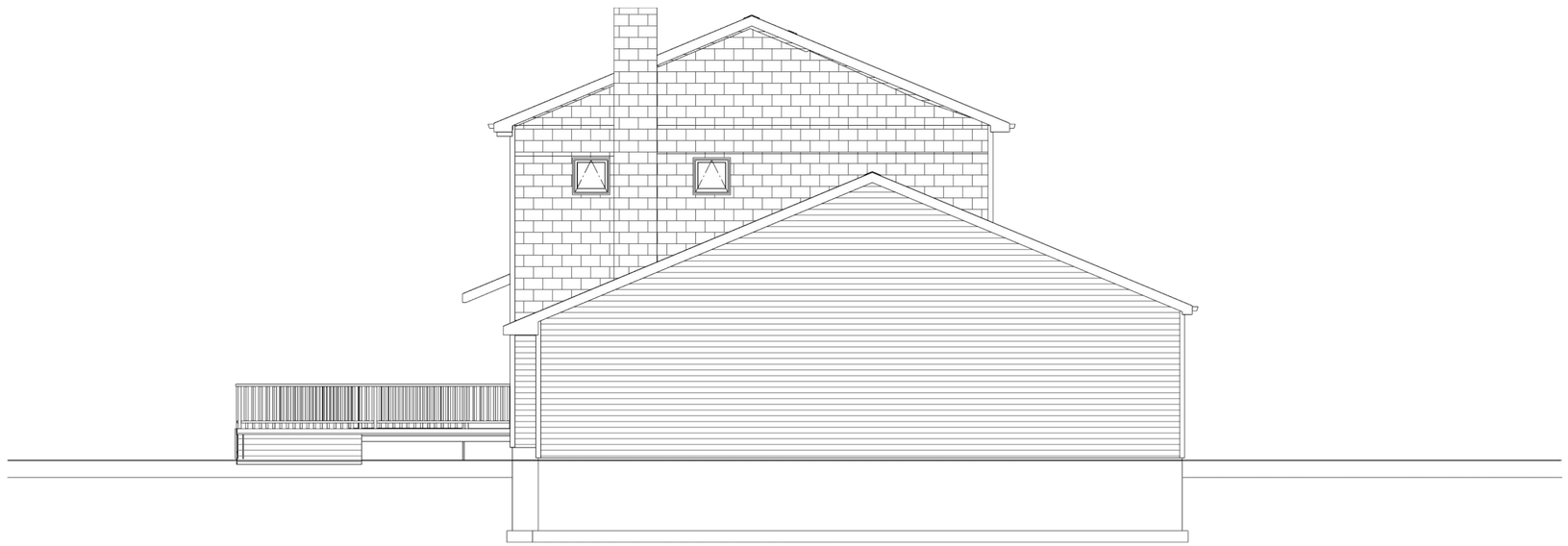
PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024

SCALE:
N/A

SHEET:
A-14



WEST ELEVATION

SOUTH ELEVATION

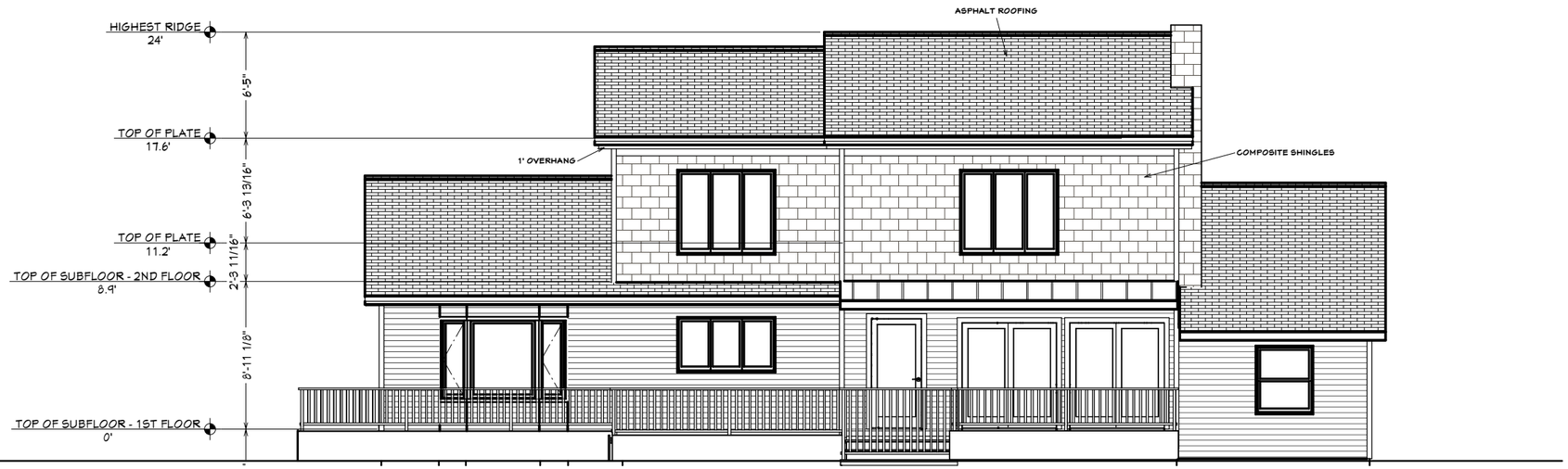
DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

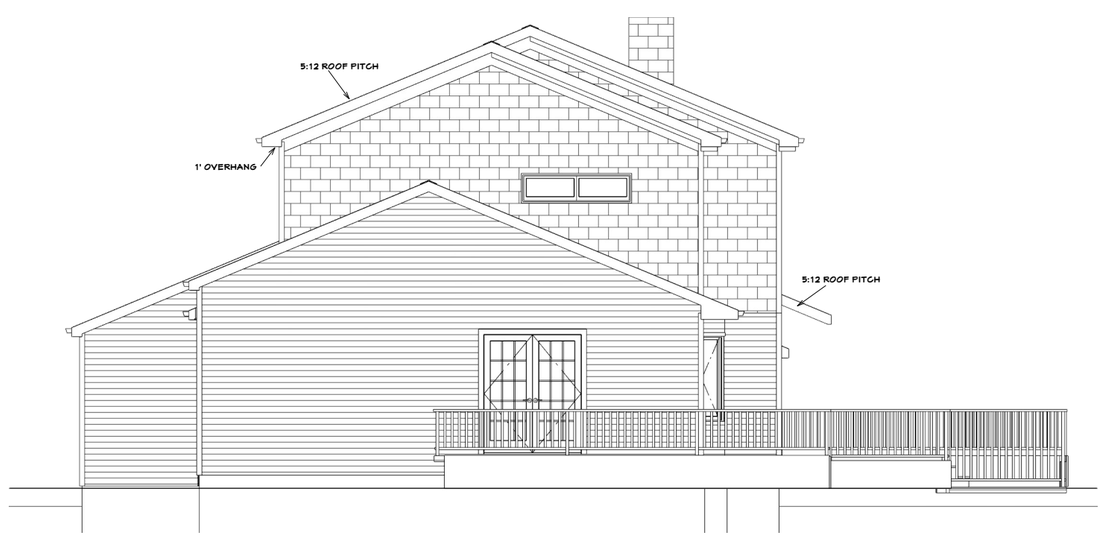
PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:	9/19/2024
SCALE:	N/A
SHEET:	A-15



NORTH ELEVATION



EAST ELEVATION

DESIGN:
NORTH MAIN DESIGN
(312) 636-3970

SHEET TITLE:

PROJECT DESCRIPTION:
CHESTERMAN
149 LUCY STREET
SAUGATUCK, MI 49453

CONSTRUCTION:

DATE:
9/19/2024
SCALE:
N/A
SHEET:
A-16

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: October 11, 2024

From: David M. Jirousek, AICP

RE: Waterfront Preservation District- First Floor Apartments and PUD Departures

Overview

Based on our discussion in September, this agenda item includes a review of amendments to the Downtown Waterfront Preservation (DWP) District and allowable departures to the district requirements through the Planned Unit Development (PUD process). The primary intent of this effort is to remove first-floor waterfront-facing apartments as permitted and special uses from the DWP district (Sections 1-2 of the attached ordinances). This was based on concerns that a developer may be less willing to allow public access to the waterfront when there are first-floor residents. However, this memo also expands on the PUD departure provision of the Zoning Ordinance.

After lengthy legal discussions, we have also removed the option to allow first-floor waterfront-facing apartments through the PUD process if a developer committed to providing public access to the waterfront yard. I will defer to the City's Attorney if more explanation is necessary, but the basic concept is that imposing a condition or incentivizing public access must be directly related to the impact of the land use. While we could spend additional time on this to justify the PUD allowance, the current priority is to remove first-floor waterfront-facing apartments and not overcomplicate the conversation.

Since we previously proposed changes to the PUD section concerning DWP zoning departures, I recommend that this section remain in the proposed ordinance to clarify the public access incentives (Section 3).

Additionally, internal conversations led us to the topic of building height. Currently, a PUD applicant could request a building height departure for a taller building with additional stories. Because the ordinance is silent on the matter, there is no "maximum request." Although approval of four or five stories would be unlikely, the possibility for a request remains. As such, two options are present in two separate ordinances. These ordinances are identical as they relate to first-floor waterfront-facing apartments but treat height departures differently.

- **Option 1- Height Departures Restricted**. Prohibit building height departures in the DWP District.
- **Option 2- Height Departures Limited**. Allow building height departures if public open space is provided in the DWP District, but set a maximum (for instance, three stories and 35 feet in height).

Also, as requested by the Planning Commission, the City Attorney added language concerning the legal instrument required to memorialize public access.

Recommendation

Overall, we recommend that the ordinance include Sections 1-2. We also recommend that we establish our position on building height departures and whether they are appropriate for consideration (Options 1 or 2 for Section 3 of the ordinances).

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 154.038 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 AND REVISE PLANNED UNIT DEVELOPMENT (PUD) MODIFICATIONS FOR THE C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT CONCERNING QUALIFYING PUBLIC ACCESS AND ALLOWABLE DEPARTURES INCLUDING A RESTRICTION ON HEIGHT INCREASE REQUESTS

Section 1. C-2 Downtown Waterfront Preservation District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of 154.038 C-2 Downtown Waterfront Preservation District, paragraph B, subparagraph 4, letter c, to be changed from "c) First-floor and upper-floor apartments, except that first-floor apartments shall not face Water Street;" to "c) upper-floor apartments;".

Section 2. C-2 Downtown Waterfront Preservation District. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of 154.038 C-2 Downtown Waterfront Preservation District, paragraph C, subparagraph 9, letter c, to be changed from "c) First-floor and Upper-floor apartments, except that first-floor apartments shall not face Water Street;" to "c) Upper-floor apartments;".

Section 3. Planned Unit Development Project Design Standards. The City of Saugatuck Zoning Ordinance is hereby amended by the amendment of Section 154.113, Project Design Standards, to amend subparagraph (E) to read in its entirety as follows:

(E) Regulatory flexibility.

(1) General Departures. To encourage flexibility and creativity consistent with the planned unit development concept, departures from the regulations in division (D), above, may be permitted, subject to review and approval by the Planning Commission and City Council. For example, such departures may include but are not limited to modifications to: lot dimensional standards; floor area standards; setback requirements; parking, loading and landscaping requirements; and similar requirements. These modifications may be permitted only if they will result in a higher quality of development or a better design or layout than would be possible without the modifications. In no case shall departures from the maximum building height requirement and maximum number of stories requirement in Section 154.038 D & E be authorized in the Downtown Waterfront Preservation District.

(2) Authorized Downtown Waterfront Preservation District Departures.

(a) Although other departures may be approved for Downtown Waterfront Preservation District zoned lots in accordance with division (E)(1), the following departures from the Zoning Ordinance shall only be considered by the Planning Commission and City Council when qualifying public waterfront access is provided:

1. reduction or elimination of one or more minimum side setback requirements;
2. reduction of the minimum waterfront setback down to 10 feet; and
3. reduction or elimination of the lot coverage requirement, if applicable.

(b) For the purpose of this section, qualifying public access means:

1. at least 33 percent of the waterfront yard is available for public access; or
2. a waterfront walkway or boardwalk, at least five feet wide and available for public access, traverses the entire waterfront yard from one side to another.

(c) The mechanism or legal instrument that memorializes public access shall be considered as part of the PUD approval process and is subject to review by the City Attorney and City Manager

Section 4. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 5. 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.

_____

Lauren Stanton
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

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 154.038 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 AND REVISE PLANNED UNIT DEVELOPMENT (PUD) MODIFICATIONS FOR THE C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT CONCERNING QUALIFYING PUBLIC ACCESS AND ALLOWABLE DEPARTURES INCLUDING A LIMIT ON HEIGHT INCREASE REQUESTS

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(E) Regulatory flexibility.

(1) General Departures. To encourage flexibility and creativity consistent with the planned unit development concept, departures from the regulations in division (D), above, may be permitted, subject to review and approval by the Planning Commission and City Council. For example, such departures may include but are not limited to modifications to: lot dimensional standards; floor area standards; setback requirements; parking, loading and landscaping requirements; and similar requirements. These modifications may be permitted only if they will result in a higher quality of development or a better design or layout than would be possible without the modifications.

(2) Authorized Downtown Waterfront Preservation District Departures.

(a) Although other departures may be approved for Downtown Waterfront Preservation District zoned lots in accordance with division (E)(1), the following departures from the Zoning Ordinance shall only be considered by the Planning Commission and City Council when qualifying public waterfront access is provided:

1. reduction or elimination of one or more minimum side setback requirements;
2. reduction of the minimum waterfront setback down to 10 feet;
3. reduction or elimination of the lot coverage requirement, if applicable; and
4. increase of the maximum building height requirement and maximum number of stories requirement, not to exceed 35 feet in building height and three stories.

(b) For the purpose of this section, qualifying public access means:

1. at least 33 percent of the waterfront yard is available for public access; or
2. a waterfront walkway or boardwalk, at least five feet wide and available for public access, traverses the entire waterfront yard from one side to another.

(c) The mechanism or legal instrument that memorializes public access shall be considered as part of the PUD approval process and is subject to review by the City Attorney and City Manager

Section 4. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 5. 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.

_____
Lauren Stanton
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

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: October 12, 2024

From: David M. Jirousek, AICP

RE: Bed and Breakfast Establishments and Accessory Guest Buildings

Overview

A zoning text amendment request was received to allow for 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 comprehensive overview regarding the intent of the owner 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.

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 ordinance was primarily modeled from the applicant's recommended language but includes light revisions (red text). Based on the complexities of nonconformities and unanticipated scenarios, the language was broadened to ensure that the Planning Commission could consider all reasonable requests.

Please note that the applicant recommends that the accessory guest buildings be considered through the special land use review process and that this option only be allowable in the R-4 City Center Transitional Residential (CER) Zoning District. This limited applicability is supported, as the expanded bed and breakfast model appears more appropriate for this "transitional" zoning district than in standard residential zoning districts where the traditional single-building model is most suitable.

Recommendation

After the public hearing, the Planning Commission should decide if it is appropriate to provide a recommendation to the City Council or to adjust or revise the ordinance language.

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 154.005 TO REVISE THE DEFINITION OF BED AND BREAKFAST ESTABLISHMENT; TO AMEND SECTION 154.022(H)(7) TO EXPAND ON THE HABITATION OPTIONS OF ACCESSORY STRUCTURES; TO AMEND 154.022(R) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS TO HOST GUESTS IN ACCESSORY GUEST BUILDINGS IN THE R-4 CITY CENTER TRANSITIONAL RESIDENTIAL (CER) ZONING DISTRICT IF CERTAIN CONDITIONS ARE SATISFIED; TO AMEND 154.025 (B)(4) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS AS PERMITTED USES WHEN GUEST ROOMS ARE IN THE PRINCIPAL BUILDING; AND TO AMEND SECTION 154.025 (C) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS WITH ACCESSORY GUEST BUILDINGS AS SPECIAL LAND USES

Section 1. Amendment to Zoning Ordinance, Section 154.005. The City of Saugatuck Zoning Ordinance is amended to revise Section 154.005 to replace the existing definition of Bed and Breakfast Establishment with the following:

BED AND BREAKFAST ESTABLISHMENT. A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable under certain circumstances, which has sleeping rooms available for rent by transient people on a short-term basis.

Section 2. Amendment to Zoning Ordinance, Section 154.022(H)(7). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (H)(7) to read in its entirety as follows:

(7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M), (R), or (W).

Section 3. Amendment to Zoning Ordinance, Section 154.022(R). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (R) to include paragraph 10 to read in its entirety as follows:

(10) An accessory building or buildings on the same lot as a principal building used as a B&B may be used as accessory guest buildings, provided the following requirements are met:

(a) The lot must be located in the R-4 City Center Transitional Residential (CER) Zoning District.

(b) Special land use approval shall be required, as described in Sections 154.080-92.

(c) All requirements of Section 154.022 (R) 1-9 must be met.

(d) Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).

(e) The conversion and incorporation of an existing building or buildings that previously served as a principal building or accessory building into an accessory guest building must meet all requirements of Section 154.022 (H). However, if a building does not conform to one or more requirements of Section 154.022 (H), the Planning Commission may consider approval as long as it:

1. was established lawfully; and
2. is compliant with the State of Michigan Building Code and Fire Code.

(f) Renovating any existing building(s) to create guest rooms without altering the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.

(g) Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).

(h) ~~Accessory buildings used for Hotel/Inn guest rooms shall not be subject to this section, and shall instead be subject to Section 154.092.C.3~~.

Section 4. Amendment to Zoning Ordinance, Section 154.025(B)(4). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (B)(4) to read in its entirety as follows:

(4) Bed and breakfasts with guest rooms only in the principal building.

Section 5. Amendment to Zoning Ordinance, Section 154.025(C). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (C) to read in its entirety as follows:

(C) Special land uses. Special land uses are subject to review and approval by the Planning Commission in accordance with §§ 154.060 through 154.068 and §§ 154.080 through 154.092 :

(1) Home businesses;

(2) Rented accessory dwelling units in accordance with § 154.092(J);

(3) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1; and

(4) Bed and breakfasts with guest rooms in the principal building and in an accessory guest building or buildings.

Section 6. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 7. 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.

_____
Lauren Stanton
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

MCKENNA

September 18, 2024

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

Subject: Proposed Zoning Text Amendment – Multi-Building Bed and Breakfast

Dear Commissioners,

On behalf of Wickwood Inn (510 Butler Street), we are proposing an amendment to the City of Saugatuck Zoning Ordinance to allow bed and breakfast uses in the CER/R-4 Zoning District to construct guest rooms within accessory buildings, after approval of a Special Use Permit and upon meeting other criteria and requirements.

As permitted by the Michigan Zoning Enabling Act and Section 154.176.B of the City of Saugatuck Zoning Ordinance, Wickwood Inn has proposed this amendment for consideration by the City through the Zoning Amendment process laid out in both State law and the City's Zoning Ordinance.

We look forward to discussing this amendment with the City's Staff, Consultants, Planning Commission and City Council. We are open to revisions and alterations as it moves forward.

PROPOSED AMENDMENT TO BED AND BREAKFAST STANDARDS (SECTION 154.022.R)

Wickwood Inn proposes a new Subsection 10 to Section 154.022.R, reading as follows:

10. *Accessory Buildings, on the same lot as a principal building used as a Bed and Breakfast, may be used for guest rooms, provided the following requirements are met:*

a) The lot in question must be located in the R-4 City Center Transitional Residential (CER) Zoning District.

b) Special Use Approval shall be required, as described in Sections 154.080-92.

c) All requirements of Section 154.022.R.1-9 must be met for the accessory building guest rooms.

d) The accessory building must meet all requirements of Section 154.022.H or, if a legal non-conformity under Section 154.022.H, shall be subject to the restrictions of Section 154.174.C. Renovating the accessory building to create guest rooms without altering the footprint or height of the building shall not be considered to be an expansion of a dimensional non-conformity.

d) Accessory buildings used for Bed and Breakfast guest rooms shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022.W,

e) Accessory buildings used for Hotel/Inn guest rooms shall not be subject to this section, and shall instead be subject to Section 154.092.C.3.

GRAND RAPIDS
124 East Fulton Street
6th Floor, Suite B
Grand Rapids, Michigan 49503

O 616.226.6375
F 248.596.0930
MCKA.COM

ASSOCIATED AMENDMENTS

The following amendments are also proposed to ensure that the new Section 154.022.R.10 does not conflict with other parts of the Zoning Ordinance. Proposed alterations are in bold.

Section 122.005, Definition of Bed and Breakfast.

BED AND BREAKFAST ESTABLISHMENT. A residential structure, **and associated accessory structures,** occupied by the owner(s) or resident manager, which has sleeping rooms available for rent by transient people on a short-term basis.

154.022.H.7 Habitation of Accessory Structures

7) Habitation of Accessory Structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M), **(R),** or (W).

154.025.B-C R-4/CER Permitted Uses

(B) *Permitted uses:*

(1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;

(2) Dwelling, two-family;

(3) Essential public services;

(4) Bed and breakfasts **with guest rooms only in the principal building**

(5) Home occupations; and

(6) Short-term rental unit.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ 154.060 through 154.068 and §§ 154.080 through 154.092 :

(1) Home businesses;

(2) Rented accessory dwelling units in accordance with § 154.092(J); and

(3) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1.

(4) Bed and breakfasts with guest rooms in both the principal building and accessory building(s).

We look forward to further discussions on this proposed amendment with the City's leadership. Thank you for your consideration of this proposal.

Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President

City of Saugatuck EST. 1868

Rezoning / Amendment Application

LOCATION INFORMATION **APPLICATION NUMBER** ____ - _____

Address 510 Butler Street Parcel Number 57-300-055-00

APPLICANTS INFORMATION

Name McKenna Address / PO Box 124 E. Fulton, Suite 3B

City Grand Rapids State MI Zip 49503 Phone 248-596-0920

Interest In Project Owner's Consultant E-Mail JKhorey@ mcka.com

Signature [signature] Date 9/7/2024

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Wickwood Inn Address / PO Box 510 Butler Street

City Saugatuck State MI Zip 49453 Phone 269-857-1485

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. 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.

Signature [signature] Date 9/19/24

REQUEST:

Map Amendment ☐ Text Amendment ☑

Description of Requested Amendment See attached

Rezoning/ Amendment Application

Application # ___ - _____

STANDARDS FOR APPROVAL PER SECTION 154.176

1. Please explain how the rezoning is consistent with the policies and uses proposed for that area in the city's Master Land Use Plan;

   See attached

2. Please explain how all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;

   See attached

3. Please explain how any public services and facilities would not be significantly adversely impacted by a development or use allowed under the requested rezoning; and

   See attached

4. Please explain if the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.

   See attached

OFFICE USE ONLY:

Application Complete _____ Date _____ Fee Paid _____ Date Paid _____

Notices Sent Paper _____ Resident Notification _____

Notes: _____

MCKENNA

RECEIVED

SEP 26 2024

CITY OF SAUGATUCK

September 18, 2024

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

Subject: Proposed Zoning Text Amendment – Multi-Building Bed and Breakfast Application Form Responses

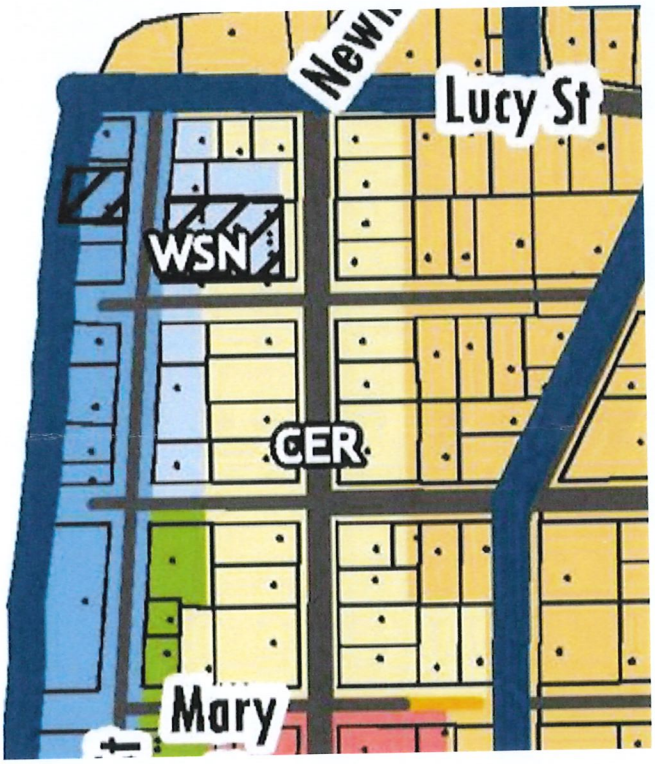
Dear Commissioners,

In support of Wickwood Inn's application for a text amendment to the City of Saugatuck Zoning Ordinance, below please find our response to the questions on Page 2 of the application form.

QUESTION 1

Please explain how the text amendment is consistent with the polices and uses proposed for that area in the city's Master Land Use Plan.

The text amendment would apply only in the R-4/CER Zoning District, shown below.



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124 East Fulton Street
6th Floor, Suite B
Grand Rapids, Michigan 49503

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F 248.596.0930
MCKA.COM

Communities for real life.

In the Tri-Community Master Plan that covers the Cities of Saugatuck and Douglas, as well as Saugatuck Township, that area is on the edge of the "Commercial" and "Medium to High Density Single and Multi-Family Residential" categories.

Specifically, on Page 10-5, the Plan states *"Downtown Saugatuck features larger, older homes that contribute to the downtown's charm, many of which have been converted to profitable bed and breakfast establishments"* and, on Page 10-6, *"Downtown Saugatuck will continue to serve as the major center for commercial tourist activities. This should be encouraged. However, the downtown area should not be permitted to expand outside the area presently zoned for downtown commercial use. Appropriate measures should be instituted as necessary to mitigate impacts of the city center on adjoining residential areas."*

Allowing Bed and Breakfast operations along Butler Street north of the downtown to expand their operations without altering their historic principal buildings is not only consistent with the Master Plan's vision, it could be a key implementation tool. Allowing the construction of guest rooms within accessory buildings in the rear yards of the historic homes keeps the street frontage pristine and historical while expanding the City's hospitality capacity.

QUESTION 2

Please explain how all of the uses allowed under the proposed text amendment would be compatible with other zones and uses in the surrounding area.

The text amendment does not propose any additional land uses to be allowed in the R-4/CER District. Bed and Breakfasts are already allowed and a prominent feature of the built character. Allowing guest rooms in accessory buildings would not change the overall character of the district.

QUESTION 3

Please explain how public services and facilities would not be significantly adversely impacted by development or use allowed under the requested text amendment.

While the number of guest rooms at the Bed and Breakfast establishments in the R-4/CER District could increase under the amendment, the limitations on the size and location of accessory buildings would limit the number of additional rooms that could be created, preventing adverse impacts on public services and facilities.

QUESTION 4

Please explain if the uses allowed under the proposed text amendment would be equally or better suited to the area than uses allowed under the current zoning of the land.

Currently, guest rooms in accessory buildings are not explicitly allowed for Bed and Breakfasts (though they are for Hotel/Inns), and the closest option for Bed and Breakfast operators has been to establish an Accessory Dwelling Unit. The regulations on Accessory Dwelling Units are not compatible with the needs of a Bed and Breakfast. Targeted regulations that apply specifically to accessory building guest rooms would create a simple and clear process for both the City and Bed and Breakfast operators.

The Butler Street corridor north of Downtown Saugatuck features several large, historic homes that are attractive for conversion to Bed and Breakfasts, which is why Bed and Breakfast is a permitted use by right in the district.

When these homes have substantial rear yards, or existing accessory buildings, is it logical to allow accessory building guest rooms to increase lodging capacity without impacting the historic and quaint street frontage.

We look forward to further discussions on this proposed amendment with the City's leadership. Thank you for your consideration of this proposal.

Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: October 11, 2024

From: David M. Jirousek, AICP

RE: Accessory Dwelling Units and Rental

Overview

Based on the discussion during the consideration of 450 Spear, I have attached initial language to address the Planning Commission's concerns. The draft can reduce or eliminate the accessory dwelling unit (ADU) minimum square footage in 154.022 W.3 (both options are shown). If reduced, we could set a reasonable minimum square footage, such as 300 square feet. This would allow some previously conforming ADUs to be rented since we changed the measurement to "gross finished floor area." Alternatively, we could rely on the building code, which requires habitable rooms to be at least 70 square feet and kitchens to be at least 49 square feet.

I have also included changes to 154.092 J to allow for the rental of ADUs that do not conform with other requirements of 154.022 W as long as they were lawfully established and comply with building and fire codes. It should be noted that the rental of ADUs remains a special land use. As such, if there was a future concern with a particular ADU being "too nonconforming" to approve the rental of the unit, it could be denied based on the increased discretionary review authority of the special land use process.

Additionally, the Planning Commission may wish to discuss whether renting a conforming ADU should be a permitted use instead of a special land use.

Recommendation

The Planning Commission should consider the options presented for lowering or reducing the minimum square footage for ADUs and the flexibility to rent nonconforming ADUs. Once your direction is provided, changes can be made and a future public hearing can be set.

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 REDUCE OR ELIMINATE THE REQUIRED MINIMUM GROSS FINISHED FLOOR AREA FOR ACCESSORY DWELLING UNITS AND TO AMEND SECTION 154.092 (J) TO ALLOW NONCONFORMING ACCESSORY DWELLING UNITS TO BE RENTED UNDER CERTAIN CIRCUMSTANCES

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), which shall now read in its entirety as follows:

(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. OR An accessory dwelling unit shall have a minimum of 300 square feet of gross finished floor area.

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), which shall now read in its entirety as follows:

(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 requirements:

(1) An accessory dwelling unit shall only be rented if it complies with all requirements of §154.022(W) or if currently nonconforming with one or more requirements of §154.022(W) but:

a. was established lawfully; and

b. is compliant with the State of Michigan Building Code and Fire Code.

(2) 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.

(3) 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.

_____

Lauren Stanton
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