



**Planning Commission Regular Meeting
November 20, 2025, 6:30PM
City Hall
102 Butler Street, Saugatuck, MI**

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

3. Approval of Minutes: (Voice Vote)

A. Regular Meeting Minutes – October 16, 2025

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

5. New Business:

- A. 610 Lake – Public Hearing, Special Land Use for use of an Accessory Dwelling Unit as a Short Term Rental **(Pg. 6)**
- B. 510 Butler – Public Hearing, Special Land Use & Site Plan Review for Service of Alcoholic Beverages **(Pg. 35)**

6. Old Business:

- A. Master Plan – Proposed Project Scope **(Pg. 55)**
- B. Sign Ordinance – Updated Draft & Discussion **(Pg. 58)**

7. Communication:

8. Reports of Officers and Committees:

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

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:
gmoore@saugatuckcity.com

***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 Special Meeting Minutes - *Proposed*

The Planning Commission met for a Committee Meeting, October 16, 2025

At 6:30 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 6:30 p.m.

Present: Commission members Bagierek, Baldwin, Clark, LaChey, Manns, & Marineau.

Absent: Commission member Gaunt.

Others Present: Director of Planning & Zoning Moore, Deputy Clerk Williams, David Jirousek – online (Horizon Planning), Trent Cunningham – online (Fahey Schultz Burzich, Rhodes).

2. Approval of Agenda:

Motion by LaChey, second by Bagierek, to approve the meeting agenda for October 16, 2025. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Bagierek, second by LaChey, to approve the meeting minutes from September 18, 2025. Upon voice vote, motion carried 6-0.

4. Public Comment (Agenda Items Only): None.

5. New Business:

A. 510 Butler – Public Hearing, Special Land Use & Site Plan Review.

The commission discussed a request to expand the bed and breakfast at 510 Butler Street by including two existing structures as additional guest accommodations, with no new construction or exterior modifications proposed. The applicant agreed to combine the lots as required and addressed concerns over guest use of cooking facilities. There were no public comments, and commissioners confirmed that conditions such as fire safety would be met. The commissioners praised the applicant's work and the property's alignment with city standards.

Motion by LaChey, second by Bagierek, to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B

requirements of Section 154.022(R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval:

- 1. Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(1).*
- 2. The lots at 510 Butler and 120 Mary shall be combined.*
- 3. The proposal shall be approved by all other City Departments, as applicable.*

Upon roll call vote, motion carried 6-0.

6. Old Business:

A. Master Plan - Discussion:

The commission reviewed results from the Master Plan community survey and feedback from the recent open house. David Jirousek (Horizon Planning) presented highlights from 386 survey responses, noting priorities like downtown vibrancy, inclusivity, safe walkways, and sustainability. The survey was considered comprehensive and valuable for future decision-making, with good demographic representation. Commissioners requested comparison analyses between owners and residents, discussed how data could guide policy, and expressed appreciation for staff efforts and community participation. The open house was also praised for public engagement and valuable written feedback.

B. Sign Ordinance:

The commission reviewed updates to the city's sign ordinance, let by attorney Trent Cunningham. The main concerns were to keep regulations simple, minimize permits, and make rules practical for both residents and businesses. They discussed focusing on limits based on total square footage instead of the number of signs, and clarified regulations for temporary signs, address signs, flag displays, and neon/LED signs. They emphasized allowing common signage like security and address markers, reached consensus on general limits (e.g., 48sq ft total for temporary residential signage), and agreed to refine language for historic, mural, and flag signs. Staff were directed to revise the draft ordinance based on this feedback.

7. Communications: None.

8. Reports of Officers and Committees: None.

9. Public Comments: None.

10. Commissioner Comments:

- Commissioner LaChey: He welcomed the new Planning & Zoning Director Moore and said he was glad to have him on board.

- Commissioner Clark: He thanked the staff for all of the work they put in for the Master Plan open house.
- Commissioner Bagierek: He expressed appreciation for recent community events, highlighting the chili cook-off and open house, and noted the positive sense of local togetherness.
- Chair Manns: He closed the meeting by thanking city staff for their successful efforts in organizing the community survey and open house, expressing satisfaction with the high participation and excellent event setup. He acknowledged the team's dedication, wished there had been media coverage, and ended with positive remarks and well wishes for Halloween and the next meeting.

11. Adjournment:

Motion by Clark, second by LaChey, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 8:28 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	November 14, 2025	Meeting Date:	November 20, 2025
Request:	Special Land Use	Applicant:	CJ & Kim Bagierek
Address:	610 Lake Street	Project Name:	ADU Rental Proposal
Parcel:	03-57-514-050-00	Plan Date:	N/A
Lot Size:	0.209 acres	Zoning District:	R-2 Lake Street District (LS)
Complete:	Yes	Recommendation:	Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant has applied for special land use approval to rent an existing detached accessory dwelling unit (ADU) over a garage in accordance with Section 154.030 (C)(3) of the Zoning Ordinance. While the ADU was previously rented, no special land use permit is on file. This memo provides a compliance review of all applicable zoning standards and requirements and can assist the Planning Commission in developing findings regarding special land use and site plan standards, as well as specific requirements for renting ADUs.

Background

The existing detached upper-level ADU is approximately 525 square feet. The owner wishes to continue to rent the ADU, and the principal dwelling will not be rented. As 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 current short-term rental license expires on December 27, 2025, and the applicant has applied for a new license. License caps do not apply to the R-2 Lake Street District (LS).

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
- 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 upper-level ADU.

- 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 Fire Department has also reviewed the plans.

- 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 upper-level ADU. 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 upper-level ADU. 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 upper-level ADU.

- 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 upper-level ADU. 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 upper-level ADU. 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 upper-level ADU. 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.

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 a detached upper-level ADU are compatible with nearby properties and land uses.

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

Comment: All rental requirements have been met.

- 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 upper-level ADU. 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 result in a minor increase and a negligible impact on public services, as turnover may be more frequent than if it were used only 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 an 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 is available, with eight off-street parking 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 upper-level ADU.

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 and a detached upper-level ADU.

Rental of an Accessory Dwelling Unit

In accordance with Section 154.092 J, a rental accessory dwelling unit shall comply with 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 owners intend to remain the primary occupants of the principal 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: The current short-term rental license expires on December 27, 2025. The applicant has applied for a new license.

Recommendation

Staff recommends special land use approval for the rental of the existing detached upper-level ADU. Please note that we recommend that a motion to approve special land use specifically reference the findings against the special land use standards in this report.

The following sample motion is provided for your use:

I move to approve the special land use request to allow the rental of detached upper-level ADU at 610 Lake Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated November 14, 2025.

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



RECEIVED

Special Land Use Application

OCT 14 2025

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

LOCATION INFORMATION

CITY OF SAUGATUCK

Address 610 Lake St

Parcel Number 0357-514-050-00

APPLICANTS INFORMATION

Name Kim BAKER Address / PO Box 610 Lake St PO Box 1104
City Saugatuck State MI Zip 49453 Phone 419 340 3208 ^{248 610 3598}
Interest In Project Owner E-Mail kbaaker@yahoo.com
baake-cj@yahoo.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 Kim Baker Date 10/13/2025

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 _____ Current Use Single Family

Check all that apply:

Waterfront _____ Historic District X 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.

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?

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE



Special Land Use Application

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

FIRE INSPECTION REQUESTED SEPARATELY. PASSED PREVIOUSLY

- (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?

EXISTING STRUCTURE

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

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE



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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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.)

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

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

EXISTING STRUCTURE



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. _____

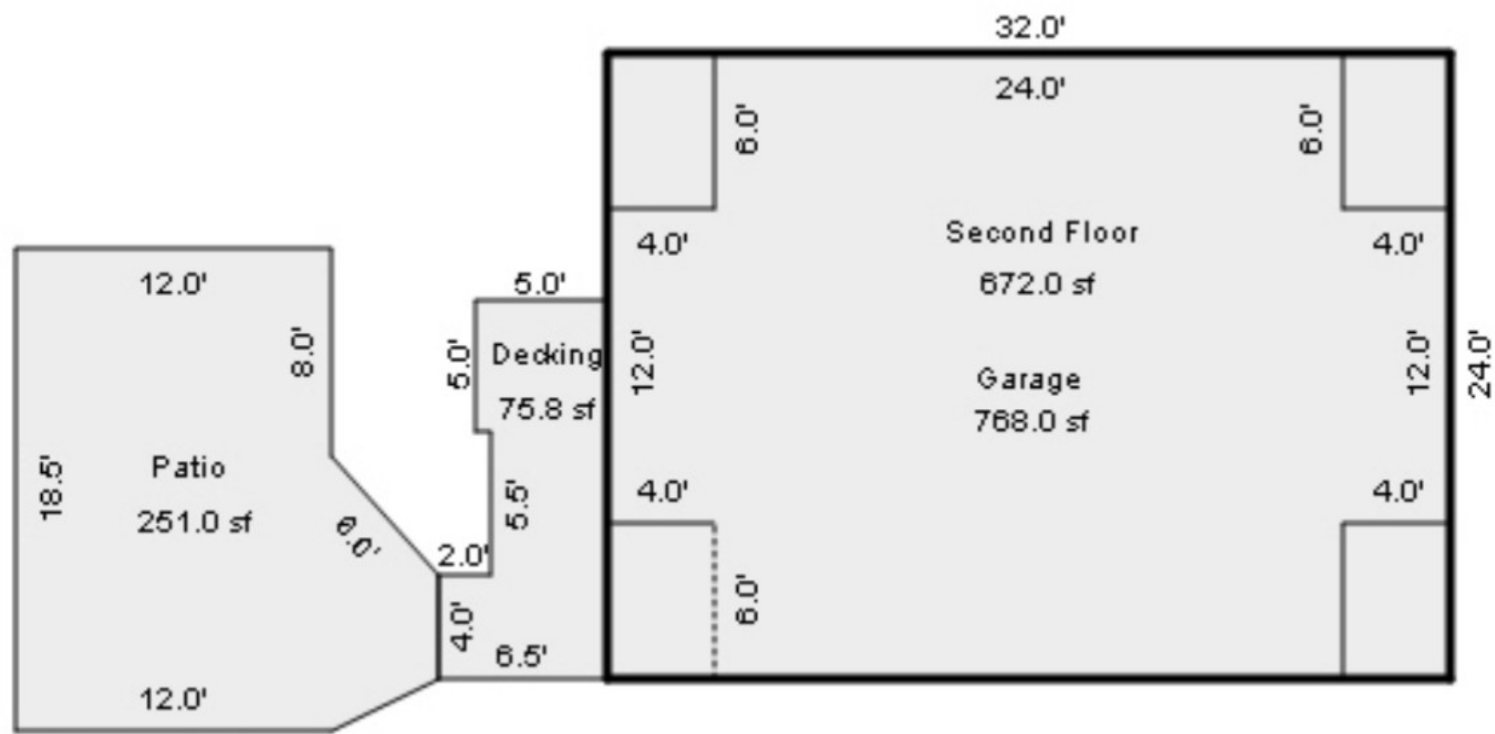
EXISTING STRUCTURE

- (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).

EXISTING TRASH STORAGE IS NOT EXPOSED TO STREET VIEW

- (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.

EXISTING LIGHTING





CKC

Architect, LLC

815-666-1550

LANDSCAPE
DESIGN

TIN ROOF

2011 SQUARE
FEET

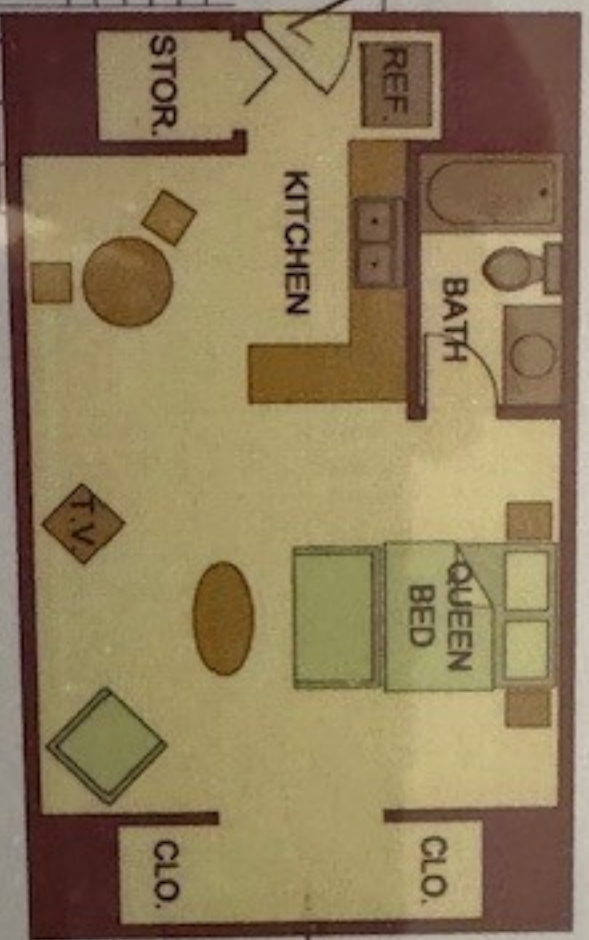
Plan

**PRELIMINARY
NOT FOR
CONSTRUCTION**

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Date	
Scale	
Drawn By	
Job No.	
Sheet	One
Of	

Primary Exit



GUEST HOUSE

525 SQUARE FEET

Secondary Exit



22



23



24



25



57-514-050-00

26

11/01/2024



27

Jamie Wolters

From: Grayson Moore
Sent: Friday, November 14, 2025 3:23 PM
To: Jamie Wolters
Subject: FW: 610 Lake St Saugatuck Short Term Rental Zoning Comments

Jamie, just got this one in. I am waiting for 2 things from Dave and then the packet is set.

Thank you,

Grayson

From: John A. Martell [REDACTED]
Sent: Friday, November 14, 2025 3:21 PM
To: Grayson Moore <gmoore@saugatuckcity.com>
Subject: 610 Lake St Saugatuck Short Term Rental Zoning Comments

You don't often get email from [REDACTED]. [Learn why this is important](#)

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

To Whom it May Concern:

We are the owners of Unit 12 at 555 Lake Street, located across the street from 610 Lake Street. We would like to express our concerns regarding the request for a short-term rental permit for this property. This would include the use of the property as a short-term rental or as a potential bed and breakfast.

We already experience significant noise from the Quaint Cottages across the street and next door to 610 Lake St. There are also a general parking issues on Lake St in this area and the overflow from this property would just exasperate those problems. Quite often there is significant noise from late-night gatherings in this area already, given the size of 610 Lake Street, we are concerned that it could attract larger group rentals or continuous bed and breakfast rentals, which would increase noise levels and further strain the already limited parking situation on Lake Street.

For these reasons, we respectfully oppose granting a short-term rental permit for this property including any possibility of this becoming a bed and breakfast as would be allowed by this section of the zoning ordinance.

Please VOTE NO on this request.

Thank you for your attention to this matter.

John and Bonnie Martell
Unit 12 555 Lake St

John A. Martell, PE



Grayson Moore

From: [REDACTED]
Sent: Thursday, October 23, 2025 5:34 PM
To: Grayson Moore
Subject: 610 Lake St Zoning Change

[REDACTED] This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Hello:

We are owners of Unit 7, located across the street from 610 Lake Street, and would like to express our concerns regarding the request for a short-term rental permit for this property.

We already experience significant noise from the Quaint Cottages across the street and next door to this home, often from late-night gatherings. Given the size of 610 Lake Street, we are concerned that it could attract larger group rentals, which would likely increase noise levels and further strain the already limited parking situation on our side of the street.

For these reasons, we respectfully oppose granting a short-term rental permit for this property.

--
Mark Jak

Grayson Moore

From: [REDACTED]
Sent: Friday, October 24, 2025 12:38 PM
To: Grayson Moore
Cc: Diana Cottrell
Subject: 610 Lake Street Zoning Request Response
Attachments: ZoningLetter.pdf

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Dear City of Saugatuck,

I am responding to the notice of zoning request for 610 Lake Street. My husband and I own at 555 Lake Street (Unit 6) in the Saugatuck Shores condo complex. We would like to voice our disapproval for this request being granted. We are opposed to the change, as the size of the property would more than likely make it a venue for larger gatherings such as bachelorette/bachelor parties, which would add noise and further strain the limited parking available on Lake Street. There is already a noise issue with the adjacent properties and parking is always an issue.

Thank you for the opportunity to voice our thoughts.

Sincerely,
Jeff and Diana Cottrell

[REDACTED]
[REDACTED]
Saugatuck, MI 49453

Grayson Moore

From: [REDACTED]
Sent: Friday, October 24, 2025 8:37 AM
To: Grayson Moore
Subject: 610 Lake St. Hearing

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern,

I have a condo at 555 Lake St. in Saugatuck. I understand that the owner of the building across the street at 610 Lake St. is requesting a zoning change for short term rentals.

I am unable to attend the public hearing but wanted to share my position.

I am opposed to the change, as the size of the property could make it a venue for large gatherings such as bachelor or bachelorette parties, which would add noise and further strain the already limited parking in front of our buildings.

Please note this comment for the hearing.

Thanks for you consideration.
Laura Glaza

[REDACTED]
Saugatuck, MI

Grayson Moore

From: [REDACTED]
Sent: Monday, October 27, 2025 11:45 AM
To: Grayson Moore
Cc: Mark Jak
Subject: Short term rental

Follow Up Flag: Follow up
Flag Status: Completed

[REDACTED]

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern:

This is Iris Allen. I have lived at Saugatuck Shores for 35 years. I hear short term rentals are being considered across the street. The is a great area and part of is because short term rentals have not be allowed. I believe this change would alter the mood and tranquility of our property.

Please consider declining this proposed change!

Thank you... Iris

Grayson Moore

From: [REDACTED]
Sent: Friday, November 14, 2025 10:37 AM
To: Grayson Moore
Subject: Concerns about ADU zoning change for 610 Lake street

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Greetings;

I do have concerns with this change, and want to understand the limits on people who could stay at this location. We have parking problems on Lake Street in the summer months already as both "day visitors" and extra cars from existing short terms rentals.

Today our residents struggle with line of site when exiting our parking lot-- extra cars would make this worse.

I cannot attend the meeting and will look to see if I can view the application onsite before then.

Art Nicholas

[REDACTED]



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	November 14, 2025	Meeting Date:	November 20, 2025
Request:	Special Land Use	Applicant:	Mike Friedman
Address:	510 Butler and 120 Mary	Project Name:	Wickwood Inn
Parcel:	57-300-055-00 57-300-053-50	Plan Date:	N/A
Lot Size:	24,729 s.f.	Zoning District:	R-4 City Center Transitional Residential (CER)
Complete:	Yes	Recommendation:	Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests special land use approval for the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment located at 510 Butler Street and the newly associated property at 120 Mary Street.

Background

Because the property is located in the R-4 zoning district, the Planning Commission provides a recommendation to the City Council for this particular use.

§ 154.049 SERVICE OF ALCOHOLIC BEVERAGES.

The Planning Commission shall conduct a Special Land Use and Site Plan Review public hearing for any establishment seeking a license for the sale or consumption of beer, wine, or alcoholic beverages on-premises that is not located in the C-1 City Center Commercial District (CC), the C-4 Resort District, the C-2 Water Street East District (WSE), the C-1 Water Street North District (WSN), or the C-2 Water Street South District (WSS). Notice of the public hearing shall be served in the manner required by the Zoning Enabling Act, Act 110 of 2006 as amended. Following its determination as to whether the proposed special land use and accompanying site plan meet the criteria of the City Code, the Planning Commission shall recommend to the City Council approval, approval with

conditions or denial. A recommendation for approval may be conditioned upon the execution of a development agreement between the applicant and the city. The City Council shall thereafter determine whether to deny, approve, or approve with conditions the special land use and site plan review.

Based on the application cover letter, representatives of the Wickwood Inn desire to serve alcoholic beverages to its guests in accordance with a Resort License by the State of Michigan Liquor Control Commission. The letter stated that alcohol service will be primarily offered to overnight guests, attendees of guest-sponsored meetings, brunch guests, and lunch guests.

It is important to note that the Wickwood Inn remains subject to all zoning requirements for bed and breakfast establishments. Further, the definition is also important to consider during the review of ancillary activities:

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.

While we take no issue with alcohol service for overnight guests of the bed and breakfast establishment, our concern is with potential uses beyond what is allowable for a limited commercial business in the R-4 zoning district. For instance, the Zoning Ordinance does not explicitly authorize a bed and breakfast establishment as an event venue, nor does it acknowledge meal service beyond breakfast.

As such, this review is specific to the service of alcoholic beverages for uses and activities that are allowable as part of bed and breakfast establishments and authorized accessory uses and activities. If the City Council approves the special land use for service of alcoholic beverages, the approval must not be construed as allowing any use or activity not authorized by the Zoning Ordinance.

Review Process and Standards

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

- Section 154.082 Standards [for Special Land Use Approval]
- Section 154.092 P Service of Alcoholic Beverages Standards

A review against Section 154.022 (R) Bed and Breakfast Establishments and Section 151.063 Standards for Formal Site Plan Approval is not necessary, as there will be no changes to the overall site plan, arrangement of rooms/buildings, and operations related to guest accommodations and rooms. The review is limited to the service of alcoholic beverages during meals or as part of the everyday enjoyment and use of the building and grounds.

Section 154.082 Standards for Special Land Use 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 standards of Section 154.082 are satisfied. 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: As long as the service of alcoholic beverages remains limited and ancillary to the general accommodations of guests, the use should remain compatible with nearby land uses.

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

Comment: The proposed special land use will expand the services offered to overnight guests. As long as the use of land remains compliant with R-4 district and bed and breakfast establishment use allowances, it will be consistent with and promote the intent and purpose of Section 154.080.

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

Comment: No site work is proposed as part of the proposal, and the service of alcoholic beverages will have no impact on the natural environment.

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

Comment: The service of alcoholic beverages to overnight guests will not create a measurable increase in demand for utilities, road access, or emergency services.

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 proposed increase in services can result in an overall improvement of the guest experience and should not impact public health, safety, and welfare as long as the service of alcohol is limited to overnight guests.

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

Comment: The proposed use will not involve the storage or use of flammable fluids beyond typical residential levels, and no hazards are anticipated.

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 site is accessible to emergency services and will not create or contribute to hazardous traffic conditions. The service of alcoholic beverages will not increase the occupancy or usage of the facility; rather, it is an expanded service to overnight guests.

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: No building or site changes are proposed, and the overall design and appearance will remain compatible with surrounding properties, which will preserve neighborhood character and property values.

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 expanded service to overnight guests is consistent with the R-4 zoning district's limited commercial allowances. These limitations ensure that commercial uses remain compatible and harmonious with 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: As long as the service of alcoholic beverages is limited to overnight guests as part of authorized activities and functions, the special land use should not be objectionable to residents of nearby dwellings.

Section 154.092 P Service of Alcoholic Beverages Standards

1. *Any new establishment seeking a license for the sale and consumption of beer, wine, or alcoholic beverages on-premises shall require special land use approval and site plan review in accordance with this division.*
2. *The applicant shall provide a copy of any licensing materials submitted to the Michigan Liquor Control Commission.*
3. *The applicant shall provide a site plan illustrating the proposed location where the alcohol sales would occur, as well as all other locations where on-premises sales presently exist within a one thousand-foot radius of the closest lot lines of the subject site.*
4. *The proposed establishment must promote the city's economic development goals and objectives, and must be consistent with the city's master plan and zoning ordinance.*
5. *Given the character, location, development trends and other aspects of the area in which the proposed use or change in use is requested, the applicant shall demonstrate that the use will: rejuvenate an underutilized property or an identifiable area within the city; provide a unique business model, service, product, or function; add to the diversity of the to the city or to an identifiable area within the city; or, that the addition of the use or proposed change in use will be otherwise a benefit or asset to the city or identifiable area.*
6. *The applicant must demonstrate that the use or change in use as constructed and operated is compatible with the area in which it will be located, and will not have appreciable negative secondary effects on the area, such as:*
 - a. *Vehicular and pedestrian traffic, particularly during late night or early morning hours that might disturb area residents;*
 - b. *Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings;*
 - c. *Excessive numbers of persons gathering outside the establishment; or*
 - d. *Peak hours of use that add to congestion or other negative effects in the neighborhood.*

Comments: The applicant must demonstrate compliance with all conditions to serve alcoholic beverages. The applicant should further describe the proposed beverage services, the location of those services, hours of service, and general operational changes resulting from the proposed special land use.

Recommendation

Staff recommends approval of the special land use to allow the service of alcoholic beverages to overnight guests, provided the applicant satisfactorily describes the proposed beverage services, the location of those services, and the general operational changes resulting from the proposed special land use.

Please note that we recommend that any motion to approve the special land use specifically reference the findings against the special land use standards in this report. As mentioned earlier, this is a rare case in which the Planning Commission must provide a recommendation on the special land use to the City Council for final approval. The following sample motion is provided for your use:

I move to recommend the special land use approved to allow service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment. This motion is based on compliance with Section 154.092 P and on the positive findings related to the special land use standards of approval in Section 154.082, as documented in the staff memo dated November 14, 2025. The following conditions apply to this approval:

- 1. The applicant shall secure the appropriate license from the State of Michigan Liquor Control Commission.*
- 2. The proposal shall be approved by all other City Departments, as applicable.*

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 510 Butler St, Saugatuck, MI 49453

Parcel Number 57-300-055-00

APPLICANTS INFORMATION

Name Mike Friedman

Address / PO Box [REDACTED]

City Chicago

State IL

Zip [REDACTED]

Interest In Project CFO

E-Mail [REDACTED]

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 [Signature]

Date 11/12/2025

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Wickwood Inn

Address / PO Box 510 Butler Street

City Saugatuck

State MI

Zip 49453

Phone [REDACTED]

E-Mail [REDACTED]

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 Soucie Horner

Contact Mike Friedman

Address / PO Box [REDACTED]

Fax [REDACTED]

email [REDACTED]

License Number [REDACTED]

Expiration Date [REDACTED]

PROPERTY INFORMATION

Depth 190.04 Width 132 Size 24,729 Sq Ft Zoning District CER Current Use Bed & Breakfast

Check all that apply:

Waterfront ☐ Historic District ☒ Dunes ☐ Vacant ☐

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

See Attached



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?

See Attached

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

See Attached

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

See Attached

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

See Attached

- (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?

See Attached



Special Land Use Application

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

See Attached

- (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?

See Attached

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

See Attached

- (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?

See Attached

- (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?

See Attached

- (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?

See Attached



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?

See Attached

- (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?

See Attached

- (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?

See Attached

- (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?

See Attached

- (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.)

See Attached

- (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?

See Attached

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

See Attached



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. _____

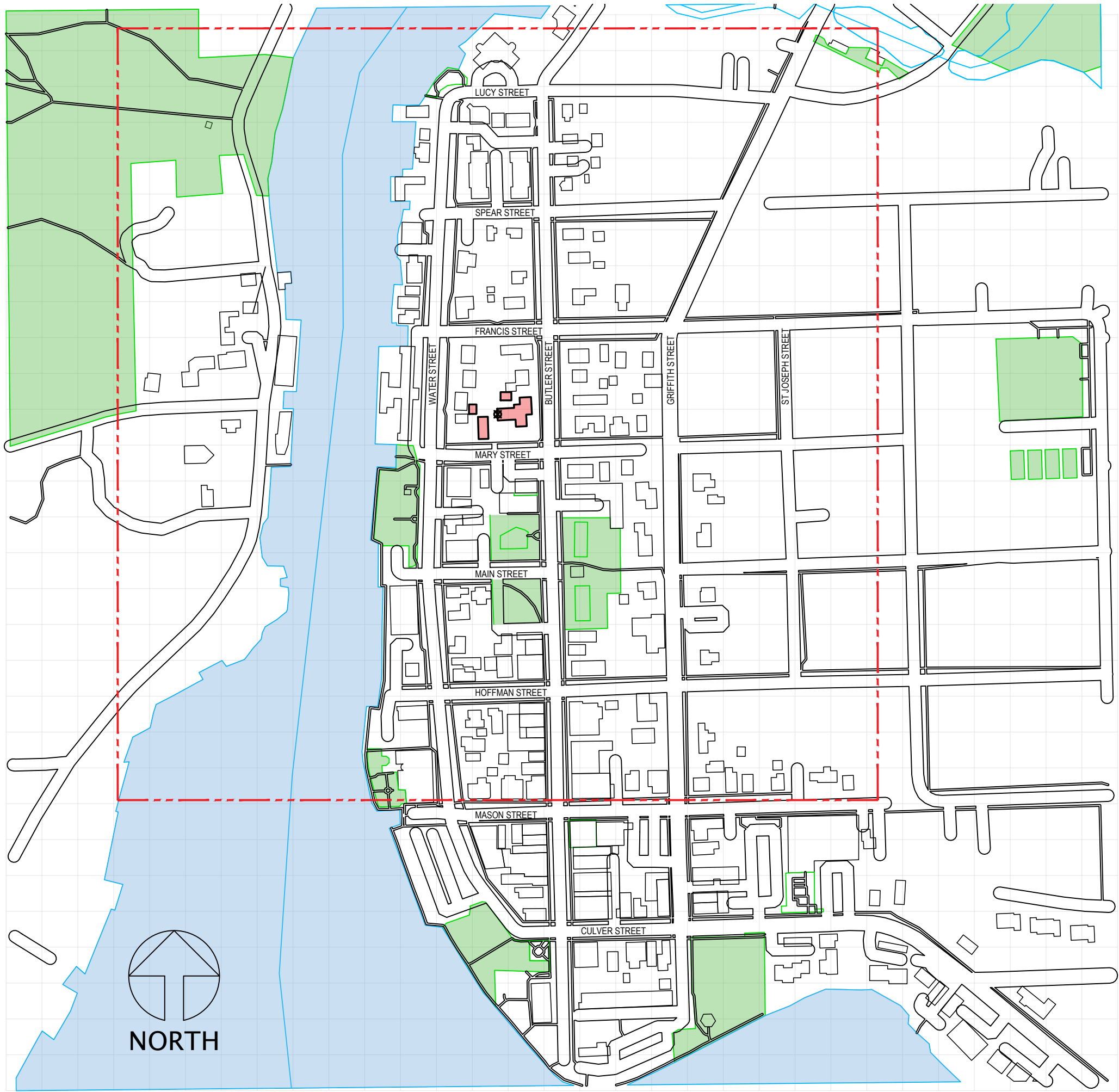
See Attached

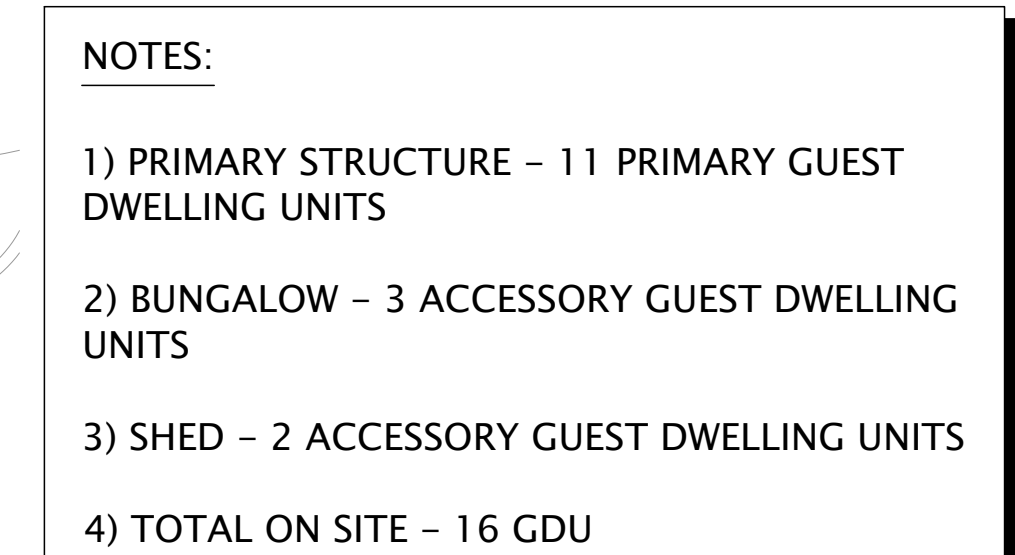
- (9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ [154.142](#)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

See Attached

- (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.

See Attached





SOUICIE HORNER, LTD.
208 West Kinzie Street, 4th Floor
Chicago, Illinois 60654
telephone: (312) 755-0202
facsimile: (312) 755-0404

NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.
DRAWING REPRESENTS DESIGN INTENT ONLY.

C-1.01



Mr. Mike Manns, Chair

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

REF: Wickwood Inn Liquor License Special Permit

Dear Mr. Manns and Planning Commission Members,

We appreciate the opportunity to present this application and thank the Planning Commission and City Council for their prior approval of our special land use request. This approval enabled us to integrate the property at 120 Mary Street with our existing location at 510 Butler Street, enhancing the amenities available to our bed and breakfast guests and expanding our capacity to accommodate Saugatuck's growing number of destination visitors.

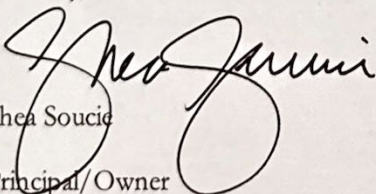
The attached application builds upon those approvals and seeks a Special Use Permit to allow Wickwood Inn to serve alcoholic beverages, contingent upon approval of a Resort License by the State of Michigan Liquor Control Commission, anticipated early next year. We understand that prior to state approval, the Planning Commission and City Council must authorize this special use within the CER zoning district.

If granted, alcohol service will be primarily offered to overnight guests and attendees of guest-sponsored meetings. Occasional service may also be extended to brunch or lunch guests during special events, in accordance with city regulations.

Our Liquor Control Application outlines a total investment exceeding \$4,000,000 in the City of Saugatuck. With the addition of new amenities and a Class C license, we anticipate creating approximately 12 year-round and 8 seasonal jobs, contributing to the local economy and enhancing the guest experience.

Thank you for your consideration of this application. Should you have any questions or require further information, please feel free to contact me directly.

Sincerely,


Shea Soucie
Principal/Owner

Wickwood Inn

510 BUTLER STREET
SAUGATUCK MI 49453

THE
WICKWOOD INN

(269) 857-1465
WICKWOODINN.COM

Liquor-Licensed Properties within ~1000 ft of 510 Butler St (Saugatuck, MI)

Working list; verify MLCC license numbers and types with MLCC database.

1. The Butler — 40 Butler St
2. Sand Bar Saloon — 141 Butler St
3. Phil's Bar and Grill — 215 Butler St
4. Pumpernickels — 202 Butler St
5. Noble Twist Taphouse — 248 Butler St
6. Marro's Restaurant — 147 Water St
7. Wicks Park Bar & Grill — 449 Water St
8. Coral Gables (Il Forno / Crow Bar / Rathskeller / Oyster Bar) — 220 Water St
9. Bowdie's (Chophouse) — 230 Culver St
10. Scooters Café & Pizzeria — 322 Culver St
11. Loco Burrito — 322 Culver St
12. New Holland Brewing — 201 Culver St, Unit 3
13. Isabel's Market (Pietsch/McWebb Hospitality Group) — 236 Culver St
14. Duck Alley (Weidman Outdoors) — 220 Culver St
15. Fenn Valley Vineyards — 310 Butler St
16. Mitten Brewing Company — 329 Water St
17. Retro Boat Rentals — 730 Water St
18. The Barge (528 Water Street, LLC & Ship 'N Shore LLC) — 528 Water St
19. Marker 14, LLC — 360 Water St, Units 1–6 & 12
20. Coppercraft Distillery LLC — 360 Water St, Units 9–11

Beloved bed-and-breakfast to add five guest units in Saugatuck



Austin Metz
Holland Sentinel

Oct. 21, 2025, 4:58 a.m. ET

[Wickwood Inn](#) has secured special use and site plan approval for a significant expansion in Saugatuck, following a meeting of the municipality's planning commission Oct. 16.

The bed-and-breakfast at 510 Butler St. sought approval to incorporate two existing structures as accessory guest accommodations. The first is currently a shed, the second a bungalow on an adjacent lot at 120 Mary St.

Commissioners explained the project was made possible following an amendment to the Saugatuck Zoning Ordinance, which expanded the definition and treatment of bed and breakfast establishments to recognize accessory guest buildings as a permissible component in certain districts.



The business will soon include a total of:

- 4,216.8 square feet in a principal bed and breakfast building with 11 guest units
- 674.6 square feet in an accessory building with two accessory guest units
- 1,403.5 square feet in an accessory building with three accessory guest units

- 413 square feet in an accessory building containing storage and recreation space

The Wickwood Inn was constructed in 1937 as the home of Frank Wicks, a former mayor of Saugatuck. In 1981, Sue and Stub Louis transformed the home into Wickwood Inn — the area's first bed-and-breakfast.

A decade later, Julee Rosso and her partner, Bill Miller, took over the business. Then, in 2021, it was purchased [by Shea Soucie and Martin Horner](#), co-founders of a luxury design firm called the Soucie Horner Design Collective.

Commissioners voted to approve the special land use and site plan request with five minor contingencies, such as including smoke detectors and applying to combine 510 Butler St. and 120 Mary St.

Learn more at wickwoodinn.com.

— Contact reporter Austin Metz at ametz@hollandsentinel.com.



Outlook

Wickwood Inn

From Felicia Fairchild [REDACTED]**Date** Mon 11/3/2025 12:12 PM**To** Grayson Moore [REDACTED]

[REDACTED]

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

To City Council:

I support the Wickwood Inn's request for special land use approval to allow the sale and service of alcoholic beverages on site.

I hope that it will eventually lead to permission for full service dining as has been the norm and tradition for most classic country Inns throughout the United States.

Sincerely,
Felicia Fairchild
[REDACTED]
Saugatuck, Mi

Sent from my iPhone

Memorandum

To: City of Saugatuck Planning Commission
Date: November 14, 2025
From: David M. Jirousek, AICP
RE: Master Plan Process, Scope, and Priorities

Meeting Objectives

1. Recap the steps of the master planning process.
2. Provide an overview of the general suggested scope/timeline and adjust as necessary.
3. Plan roundtable discussions, focus groups, etc.
4. Discuss general priorities and areas of focus.

Formal Steps

The following are the formal steps of the master planning process per the Michigan Planning Enabling Act.

1. ~~Notification letters to adjacent jurisdictions and relevant agencies.~~
2. Planning process (the bulk of the project lives here!).
3. Formal draft plan.
4. Recommendation to City Council to distribute the formal draft plan to adjacent jurisdictions and relevant agencies for review.
5. City Council resolution to approve distribution for formal draft plan review and assert the right of final approval.
6. Formal review period:
 - a. 42-day review for updated master plan.
 - b. 63-day review for new master plan.
7. Public notice 15 days in advance of the public hearing.
8. Public hearing after expiration of 42/63-day review.
9. Planning Commission approval/recommendation by resolution
10. City Council approval by resolution.
11. Approval notification letters to adjacent jurisdictions and relevant agencies.

General Suggested Project Scope

Phase 1: Kickoff, Reconnaissance, Public Involvement (November to January)

1. ~~Legal notices.~~
2. Finalize scope, timeframes, milestones, and expectations.
3. ~~Community survey:~~
 - a. ~~Development.~~
 - b. ~~Implementation.~~
4. Public input process development and implementation, including but not limited to:
 - a. ~~Open house event.~~
 - b. ~~Drop in display.~~
 - c. ~~Pop ups.~~
 - d. Interviews.
 - e. Special topic roundtable discussions, focus groups.
5. Assessment of data and conditions:
 - a. Study physical conditions of the community, identify building form, and assess development patterns, assets, opportunities, and constraints (tour and study of aerials).
 - b. Housing assessment.
 - c. Demographics (population, housing, economy).
 - d. Prepare base maps.
 - i. City map.
 - ii. Transportation/mobility.
 - iii. Existing land use and/or character area map..
 - iv. Community facilities.
 - v. Environmental resources.
6. Analyze and summarize community survey data and open house input, and prepare a feedback report.
7. Discussion of what was learned and conclusion of phase 1.

Phase 2: Work Sessions and Drafting (February-April)

1. Master Plan outline and content discussion.
 - a. Introduction and vision.
 - b. Existing conditions, needs assessment, demographics.
 - c. Summary of public involvement.
 - d. Topic area chapters.
 - e. Future land use.
 - f. Zoning plan.
 - g. Implementation (action, responsible party, priority, timeframe).
2. Facilitated discussions on major topic areas/chapters.
 - a. Goals.
 - b. Principles.
 - c. Recommendations.
3. Future land use planning and mapping.
4. Implementation strategy.
5. Draft plan 1 discussion.
6. Draft plan 2 discussion.

Phase 3: Review and Adopt (May-August)

1. Final draft and distribution.
2. Optional: Public input process development and implementation, including but not limited to:
 - a. Open house event.
 - b. Drop-in display.
 - c. Pop-ups
3. Official public hearing presentation.
4. Approval meetings.

MEMORANDUM

TO: City of Saugatuck Planning Commission
FROM: Trent Cunningham (tcunningham@fsbrlaw.com)
DATE: November 14, 2025
RE: Draft Zoning Ordinance Amendment (Signs)

As you know, the Planning Commission has been considering amendments to the City's current sign regulations to align those provisions with recent constitutional precedent from the Supreme Court. At the last meeting, the Planning Commission provided some additional policy directions. My office has worked closely with City staff and consultants to implement those revisions. Below is a bullet point list of the relevant changes to assist with the Planning Commission's review of this revised draft:

- **Abandoned Signs.** This definition now provides factors for the Zoning Administrator to consider when determining if a sign has been abandoned. One of these factors considers whether the sign has historical significance to the City. Once a sign is deemed abandoned, the owner then has 30 days to repair the sign or the sign structure.
- **Flagpole (Permanent vs. Temporary).** We have added definitions to distinguish between permanent and temporary flagpoles. The intent of this change was to clarify the flag provisions to prevent flags from being tacked to walls. In other words, under this current draft, flags must be displayed on some form of flagpole.
- **Illumination Requirements.** The previous draft did not allow any sign illumination. We have revised to allow certain types of low intensity illumination provided that it does not shine into the right-of-way or neighboring properties. Internally illuminated signs remain prohibited.
- **Neon Signs.** We have revised the definition of neon signs to also allow for certain LED signs. We have left the maximum square footage of neon signs as 12 square feet as indicated by the Planning Commission at the prior meeting. However, if the intent is to only allow



for illuminated neon/LED signs in limited capacities, this square footage limit may require revision.

- **“Use” vs. “Property.”** The previous draft distinguished between residential and non-residential “uses.” We have revised to use the terms “residential property” and “non-residential property” as this more closely aligns with other provisions in the City’s Zoning Ordinance and it avoids inconsistent or conflicting terms and definitions.
- **“Off Premises” and “On-Premises.”** We have clarified these definitions. They now read “[a] sign that advertises or *is meant to draw attention to*” since it was determined that the term “advertises” was too narrow to effectuate the intent of these provisions.
- **“Attached Sign” Definition.** We made some minor revisions to the definitions of “attached signs.” The only substantive change here was to clarify that a window sign includes “any sign that is installed inside of a building within two (2’) feet of the window that is legible from outside of the building.”
- **Portable Signs.** According to direction from the Planning Commission, we have removed regulations applicable to portage signs that are affixed to a vehicle.
- **Flags.** According to direction from the Planning Commission, we have revised the flag provisions to allow for 48 square feet of flags on residential properties and no limit on the amount of flags on a non-residential property. The Planning Commission may wish to consider some guardrails on the number of flags on non-residential properties. Additionally, the current draft now requires a right-of-way permit for flags that project into the right-of-way. All flags must be displayed on flagpoles (either permanent or temporary). Temporary flagpoles are capped at 6 feet in length. These provisions are open to discussion and can be revised if desired.
- **Temporary Yard Signs.** According to directions from the Planning Commission, a residential property can display up to 48 square feet in temporary yard signs, which includes on-premises and off-premises signs (provided that no individual sign can be bigger than 6 square feet). For non-residential properties, only on-premises signs may be displayed (with the same square footage limits as are applied to residential properties). I would recommend some further discussion about temporary yard signs so we can further refine these provisions to align with the Planning Commission’s intent.
- **Attached Signs on Boat Docks.** We have added a placeholder provision of 12 square feet for these signs. This is open for discussion.

- **Sandwich Board Signs.** We have revised these regulations to clarify that a right-of-way permit is required. However, as long as the sign is displayed in the same location and for the same duration, the permit does not need to be renewed each year. Additionally, we added provisions to clarify that the sign shall not extend past the building frontage for the underlying business and must allow for 5 feet of unobstructed space to prevent interference with pedestrian traffic.
- **Murals and “Wall Surface.”** I would recommend that the Planning Commission has some additional discussion about murals. Currently, murals would be allowed on any non-residential property. I would recommend including a definition of “wall surface” to limit where murals can be placed. For example, “wall surface” could be defined to include only corner lots or only walls of a sufficient size.
- **Approvals of Signs in the Right-of-Way.** I would recommend some discussions about how right-of-way permits should be reviewed and what standards would apply. For example, would the permit be reviewed and granted administratively by the Zoning Administrator or would it require a more robust approval process?
- **Consider Exceptions for Incidental Signs or Interior Site Signs.** Some sign regulations will allow exceptions for “incidental signs,” which may include signs of less than 1 square foot and not intended to be readily legible or visible from off-site. This could be implemented to allow some of the incidental and low-impact residential signs that were discussed at the previous meeting. Similarly, for non-residential properties, there could be an exception for interior site signs that are smaller and intended to direct customers. These provisions would typically not implement a maximum number but would generally have some guardrails (e.g. maximum size of “incidental sign” and permissible locations).

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Zoning Ordinance to update signage regulations to regulate signs in a content-neutral manner, and to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ZONING ORDINANCE, SECTION 154.140: The City of Saugatuck Zoning Ordinance, Section 154.140 is amended to revise the regulations and definitions applicable to signage within the City. Section 154.140 shall now read as follows:

(A) Purpose. The purpose of this Section is to regulate signs within the City of Saugatuck (the "City") in a content-neutral manner to protect the health, safety and general welfare, to protect property values, and to protect the character of the various neighborhoods in the City. This Section intends to make the City attractive to residents, visitors, commercial, and professional businesses while maintaining a sustainable economy through an appropriate signage program. The elements of this program will:

- (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.
- (4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

- (6) Provide regulations that focus on the time, place, manner, and physical characteristics of signs, but not the content of signs in accordance with the First Amendment of the United States Constitution.

(B) Definitions. For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED SIGN. A sign that has been determined to be “abandoned” for a period of thirty (30) days or longer as determined by the Zoning Administrator. The following conditions may be considered by the Zoning Administrator to determine whether a sign has been abandoned:

- (1) Whether the sign displays advertising for a product or service which is no longer available.
- (2) Whether the sign displays advertising for a business which is no longer licensed.
- (3) Whether the sign is in disrepair as determined by the Zoning Administrator, including but not limited to, signs that are missing portions of the display, have chipped or dilapidated paint or other components, or have structural components that have fallen into disrepair.
- (4) Whether the sign advertises a business that is no longer doing business on the parcel where the sign is located, if the business was originally located on that parcel.
- (5) Whether the purpose of the sign has lapsed.
- (6) Whether the sign has historical significance for the City as determined by the Zoning Administrator.
- (7) Whether there are plans to repair the sign, including adding a new display or transitioning to a different display, or to repair any structural damage or disrepair.

BANNER. A temporary flexible sign directly mounted to a building, or a support on a building, or between two poles made of natural or synthetic material, not including flags as defined in this section.

BILLBOARD. Any free-standing permanent sign on a parcel of land which does not include another principal structure.

FEATHER FLAG SIGN, WINDFEATHER SIGN. A flexible sign made of natural or synthetic material typically fastened on one long side to a flexible or non-flexible pole mounted on the ground, intended to move with the wind, not including flags as defined in this section.

FLAG. A piece of fabric that is hung from a pole, a bracket, or attached to the side of a building.

FLAGPOLE, PERMANENT. A freestanding pole permanently mounted with a foundation on the ground and used for the sole purpose of displaying a flag or flags.

FLAGPOLE, TEMPORARY. A temporary pole that can be mounted on a structure or building, or affixed or driven into the ground, for the sole purpose of displaying a flag.

ILLUMINATED SIGN. Any sign that is illuminated by any light source other than non-reflected natural daylight.

- (1) **EXTERNALLY ILLUMINATED SIGN.** A sign that is illuminated by an external source, which reflects light off the surface of a sign face.
- (2) **INTERNALLY ILLUMINATED SIGN.** A sign with internal electronic circuitry emitting light through the sign face.
- (3) **NEON SIGNS.** A sign illuminated by luminous gas-discharge tubes containing rarefied neon or other gases (such as helium, argon, krypton, xenon, or mercury vapor) that produce a visible ambient light when connected to an electric current, or by similar electronic technologies, such as light-emitting diodes (LEDs), designed to create a static ambient light display.

MURAL. A permanent noncommercial work of art applied to or made integral with a wall surface. A “mural” shall not include a painted wall sign with words, letters, characters, or numbers intended to identify a business

NON-RESIDENTIAL PROPERTY. Any use of property that is not a “residential property,” as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage.

OFF-PREMISES SIGN. A sign that advertises or is meant to draw attention to an entity, business, person, activity, good, product, event, or service offered or existing elsewhere than upon the same lot where the sign is displayed.

ON-PREMISES SIGN. A sign that advertises the sale or lease of the property on which the sign is located or is meant to draw attention to an entity, business, person, activity, good, product, event, or service offered or existing upon the same lot where the sign is displayed.

ON-SITE SERVICE. Work or services that are performed on a particular property that are not typically offered on the particular property and are for the benefit of the particular property as opposed to the general public, including but not limited to, construction, landscaping, painting, pest control, interior improvements, moving services, and similar services.

PENNANT. Any lightweight plastic, fabric, or other material, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

PERMANENT SIGN. Any sign constructed of durable materials, secured on a structure or property, and intended to exist for the duration of time that the use or occupant is located on the premises.

PORTABLE SIGNS. Any sign designed to be moved easily and not permanently attached to the ground or other permanent structure, including but not limited to: flashing A-frames, searchlights, beacons, balloons, umbrellas, trailers, wheeled or non-wheeled carts, or signs inside, on, or against parked vehicles, including but not limited to signs affixed to a vehicle or truck trailer.

RESIDENTIAL PROPERTY. A residential property shall include apartments in multiple-family dwellings, single-family attached dwellings, single-family detached dwellings, and two-family dwellings, as those terms are defined in Section 154.005.

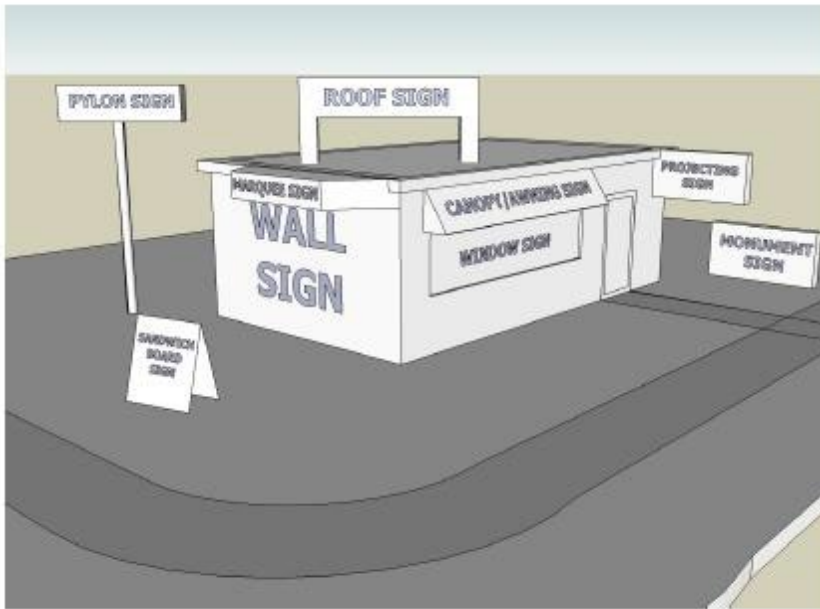
SANDWICH BOARD SIGN. A temporary free standing sign constructed in such a manner as to form an “A” or a tent-like shape, hinged or not hinged at the top, each angular face held at an appropriate distance by a supporting member.

SIGN. Any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trademarks, logos or pictures, or combination thereof, intended to be used to attract attention to or convey information about a person, place, business, firm, profession, or association.

SIGN AREA. The smallest area within a three or four sided polygon or circle enclosing the display surface of the sign including all letters, characters, and delineations that differentiate it from the background against which it is placed. **SIGN AREA** shall not include the structural supports for free standing signs. Where a sign has two faces, placed back to back, and are of equal size, the area of the two faces shall be considered as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the sign area.

SIGN, ATTACHED. A permanent sign which is attached to the wall or window of a building, including:

- (1) **CANOPY/AWNING SIGN.** A fabric canopy or awning with all or any part used as a sign.
- (2) **PROJECTING SIGN.** A double-faced sign attached at an angle or perpendicular to the wall of a building.
- (3) **ROOF SIGN.** Any sign erected and constructed wholly on or over the roof of a building, supported by the roof structure.
- (4) **WALL SIGN.** Any sign that is attached parallel to the wall. Wall sign does not include “murals,” as defined herein.
- (5) **WINDOW SIGN.** A sign attached directly to, the interior or exterior surface of a glass window or door also including any sign that is installed inside of a building within two (2') feet of the window that is legible from outside of the building.
- (6) **MARQUEE SIGN.** A changeable message sign attached to a building.



SIGN, FREESTANDING. A permanent sign which is not attached to a building or any other structure and is set permanently in the ground with posts or base.

- (1) **PYLON SIGN.** A freestanding sign affixed permanently in the ground and supported by a single or double post(s).
- (2) **MONUMENT SIGN.** A freestanding sign affixed directly to a masonry or other base without a support post.

TEMPORARY YARD SIGN. Any sign that is not constructed or intended for long term use or is not permanently attached to a building, window, or structure. A temporary yard sign is often double-faced and supported by metal legs or wooden post(s) anchored into a lawn or landscaped area with no permanent foundation. The sign face is typically made from lightweight materials such as corrugated plastic, cardboard, or wood, making it easy to install and remove.

(C) Regulation of sign requirements. All signs shall be subject to the following regulations to be enforced by the Zoning Administrator, unless otherwise provided in this chapter.

(D) Sign permit procedure. Except as provided herein, a sign permit shall be obtained from the Zoning Administrator prior to installation of any sign. All applications for approval of proposed signs shall indicate size, type, materials, structural supporting devices, and type of illumination (if any). A scale drawing of the proposed sign shall be provided with all applications. If the application is made by the building tenant, the same must have written permission for the proposed sign from the building owner. Sign approval shall be valid for a period of one year. If the approved sign is not installed within that period, a new application must be submitted.

(E) General Standards:

- (1) *Illuminated Signs.* The illumination of permanent signs shall be limited to the following:
 - (a) Externally illuminated signs shall be designed so that the light source is:
 - a. of low intensity with effective provisions made to minimize spillover of light beyond the actual sign face; and
 - b. enclosed and directed to prevent light from shining directly onto the public right-of-way or neighboring property.
 - (b) Neon signs are allowed on non-residential properties in non-residential zoning districts as window signs and are limited to twelve (12) square feet in size. Neon signs are limited to ambient light and do not include flashing, blinking, or changes in brightness intensity.
- (2) *Historic district.* Permanent signs located within the historic district shall require approval from the Historic District Commission before installation.
- (3) *Compliance with building codes.* All signs shall comply with the building and electrical codes of the city. Underground wiring shall be required for all illuminated signs, or signs requiring electrical connections which are not attached to a building.
- (4) *Sign Maintenance and Abandonment.* All signs shall be properly maintained in good condition. A sign that has fallen into disrepair or has become an abandoned sign as determined by the Zoning Administrator must be repaired, properly maintained, or removed within thirty (30) days of notice being sent informing the owner of the noncompliant sign conditions. For purposes of this section, repairing or properly maintaining an abandoned sign may require repairs or improvements to the underlying sign structure or the sign display or both. Failure to remove or repair an abandoned sign shall be considered a violation of this Ordinance.
- (5) *Signs in the Right-of-Way.* Except as otherwise provided herein, signs that will be placed in the right-of-way, including flags that project into the right-of-way, must receive a permit from the Zoning Administrator. The Zoning Administrator may consider the following factors when determining whether to grant the permit:
 - (a) Whether the sign in the right-of-way may cause an obstruction to pedestrian traffic or vehicular traffic;
 - (b) Whether the sign in the right-of-way may cause a distraction to motorists; and

(c) Whether the sign in the right-of-way aligns with the character of the surrounding community and zoning district.

(F) Prohibited Signs. The following signs are prohibited in all zoning districts as they have a tendency to be distracting to motorists or otherwise negatively impact the public health, safety, and welfare within the City:

- (1) Any sign not expressly permitted.
- (2) Except as otherwise provided herein, off-premises temporary yard signs on non-residential properties.
- (3) Billboards.
- (4) Signs within a public right-of-way except where expressly authorized in writing by the City or another appropriate authority for signs in the right-of-way.
- (5) Pennants, feather flag signs, windfeather signs, and portable signs.
- (6) Signs that create a traffic vision obstruction.
- (7) Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.
- (8) Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.
- (9) Any sign that includes flashing, blinking, moving illumination, or illumination that changes color or intensity.
- (10) Internally illuminated signs.
- (11) Any sign that projects into any air space so as to interfere with public safety, including vehicular or pedestrian movement.

(G) Signs Permitted in All Districts

The following signs do not require a permit and are permitted in all Zoning Districts within the City, subject to the following requirements and limitations:

- (1) *Flags*:

- (a) For residential properties, each dwelling unit may display any number of flags so long as each individual flag does not exceed twenty-four (24) square feet and the total square footage of all flags per dwelling unit does not exceed forty-eight (48) square feet.
- (b) For non-residential properties, any number of flags may be displayed provided that the flags are not distracting to motorists or otherwise negatively impacting the public health, safety, and welfare within the City
- (c) For all flags, if the flags hang over a sidewalk or other pedestrian walkway, the bottom of the flag shall be no less than seven (7') feet from grade directly below the flag. A right-of-way permit shall be required for any flag that projects into the public right-of-way.
- (d) For all flags, any illumination shall comply with the illumination requirements in Section 154.140(E)(1)
- (e) All flags shall be displayed on permanent or temporary flagpoles.
- (f) Temporary flagpoles are limited to six (6) feet in length.
- (g) All permanent flagpoles must receive a zoning permit from the Zoning Administrator prior to installation. Applications shall specify the proposed location, setback, and height of the permanent flagpole as well as any additional information requested by the City to determine compliance with the City Code. Permanent flagpoles shall not exceed a height of twenty-five (25) feet or the maximum height of structures within the underlying zoning district, whichever is less. Flagpoles must be setback at least ten (10) feet from all property lines. No more than one (1) permanent flagpole is permitted per lot.

(2) *Temporary Yard Sign:*

- (a) For residential properties, each dwelling unit may display on-premises temporary yard signs and off-premises temporary yard signs so long as each individual sign does not exceed six (6) square feet and the total of all temporary yard signs does not exceed forty-eight (48) square feet.
- (b) For non-residential properties, each parcel may display on-premises temporary yard signs so long as each individual sign does not exceed six (6) square feet and the total of all temporary yard signs does not exceed forty-eight (48) square feet.
- (c) Notwithstanding any other provision herein, for residential and non-residential properties, if on-site services are being performed on a property (such as interior

renovations, painting, or landscaping), the property may display additional off-premises temporary yard signs so long as the total amount of temporary yard signage on the property does not to exceed sixty (60) square feet in total, which may be displayed during the period of time where such on-site service is occurring on the property.

(d) All temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.

(e) Temporary yard signs shall not be illuminated.

(3) For residential properties and non-residential properties, each parcel may display up to four (4) attached signs not to exceed two (2) square feet each.

(4) Attached signs located on boat docks, not to exceed twelve (12) square feet, that are attached to the dock.

(5) Signs that comply with Section 154.022(K)(5).

(6) Government-Installed signs or any sign required by law, or by regulation or administrative rule of a governmental entity, having appropriate jurisdiction.

(H) Signs in Residential Zoning Districts:

Unless otherwise provided in this Ordinance, the following signs shall be permitted in all residential Zoning Districts (R-1, R-2, and R-4 Zoning Districts) within the City, subject to the following restrictions and a sign permit being approved by the Zoning Administrator:

(1) For non-residential properties one (1) freestanding sign subject to the following requirements:

(a) The area of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(I)(1).

(b) The height of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(I)(1).

(c) The freestanding sign may only be illuminated via external illumination between the hours of 7:00 AM and 10:00 PM, so long as the external illumination complies with the requirements of this Ordinance.

- (2) For non-residential properties, one (1) attached sign that complies with the requirements in Section 154.140(I)(2) for attached signs in non-residential zoning districts.
- (3) For non-residential properties, one (1) banner that complies with the requirements in Section 154.140(I)(3) for banners in non-residential zoning districts.

(I) Signs in All Non-Residential Zoning Districts:

Unless otherwise provided in this Ordinance, the following signs shall be permitted for all non-residential properties in all non-residential Zoning Districts (including any district except for the R-1, R-2, and R-4 Zoning Districts) within the City, subject to the following restrictions and a sign permit being approved by the Zoning Administrator:

- (1) *Freestanding Signs.* Non-residential properties are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:
 - (a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet.
 - (b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road.
 - (c) Freestanding signs shall be located at least 5 feet from any property line.
 - (d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.
 - (e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.
- (2) *Attached Signs.* Each non-residential property is permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:
 - (a) The total area of all attached signage associated with a non-residential property shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance.
 - (b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or

ground surface below the sign and shall not project more than four feet from the building face to which it is attached.

- (c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached.
 - (d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign.
 - (e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.
- (3) *Banners*. Each non-residential property shall be permitted to display one banner at a time, and said banner shall meet the following requirements:
- (a) The banner shall be no larger than 16 square feet in area.
 - (b) The banner shall be located entirely on private property.
 - (c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.
 - (d) The banner shall not be illuminated.
- (4) *Sandwich boards*. Each non-residential property shall be permitted to have one sandwich board subject to the following conditions:
- (a) The sandwich board shall not have an area greater than 6 square feet.
 - (b) The sandwich board may be located within the public right-of-way pursuant to a permit but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction. A five foot (5') unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction. A right-of-way permit for a sandwich board sign does not require annual approval if the sign is placed in the same location, for the same duration, as was previously approved.
 - (c) The sandwich board shall not be greater than 42 inches in height from grade.
 - (d) The sandwich board shall only be displayed when the business is open.
 - (e) The sandwich board shall not be illuminated.

- (f) The sandwich board shall not extend past the building frontage of the underlying non-residential property.
- (5) *Murals.* Each non-residential property shall be permitted to install a mural so long as the non-residential property has an appropriate “wall surface” as defined in this Ordinance. Murals must receive all necessary approvals to be installed, including approval from the City’s Historical District Commission.

(J) Existing Non-Conforming Signs:

- (1) The intent of this section is to permit the continuance of a lawful use of any sign existing at the time of the effective date of this section, although the sign or supporting structure may not conform with the provisions of this section. Further, it is the intent that non-conforming signs and structures be gradually eliminated upon their natural deterioration.
 - a. Every permanent legally existing sign which does not conform to the height, size, area, or location requirements of this subchapter as of the date of the adoption of this section, is hereby deemed to be non-conforming.
 - b. Alteration, erection, replacement, or enlargement of signs. No person, firm, corporation, partnership, or other legal entity shall alter, replace, or enlarge the faces, supports, or other parts of existing non-conforming signs except in accordance with this section. Non-conforming signs, however, may be repaired, repainted, or otherwise maintained.
- (2) *Accidental destruction of Non-Conforming Sign:*
 - a. If a non-conforming sign is destroyed, it may be replaced, provided that it is not enlarged in size or dimension. If the sign is located in the public right-of-way, the sign may not be replaced without the approval of the Zoning Board of Appeals for a sign permit.
 - b. For the purpose of this section, a non-conforming sign is destroyed if damaged to an extent that the cost of repairing it to its former state or replacing it with an equivalent sign equals or exceeds the value of the damaged sign prior to the damage.
- (3) A non-conforming sign may be diminished in size or dimension, or the copy of the sign amended or changed without jeopardizing the privilege of non-conforming.
- (4) *Permanent signs in the public right-of-way or in city parks:*
 - a. All existing non-conforming signs, supports, and structures located in the public right-of-way may continue to occupy the right-of-way until such time that they are accidentally destroyed, removed, or become non-functional. These signs

shall not be replaced without approval of the Planning Commission for a sign permit, the City Council for a revocable license, and the Historic District Commission if located in the Historic District.

(K)Administration and enforcement:

- (1) *Revocation of permit.* The Zoning Administrator shall have the authority to revoke any permit issued pursuant to this section if the requirements of the permit and the provisions of this section are being violated, and in such case shall have the power to issue a stop-work order.

SECTION 2. AMENDMENT TO ZONING ORDINANCE, SECTION 154.141: The City of Saugatuck Zoning Ordinance is amended to repeal the sign regulations in Section 154.141. Section 154.141 will be held in reserve.

SECTION 3. AMENDMENT TO ZONING ORDINANCE, SECTION 154.022(L)(4): The City of Saugatuck Zoning Ordinance, Section 154.022(L) is amended to read as follows. The remainder of Section 154.022(L) shall remain the same unless expressly amended herein.

- (4) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation except for signs that comply with the signage regulations in this Chapter.

SECTION 4. AMENDMENT TO ZONING ORDINANCE, SECTION 154.022(K)(5): The City of Saugatuck Zoning Ordinance, Section 154.022(K) is amended to read as follows. The remainder of Section 154.022(K) shall remain the same unless expressly amended herein.

- (5) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home business, except for signs that comply with all provisions of the signage requirements in this Chapter. No over-the-counter retail sales or other sales of merchandise or products shall be conducted upon the premises except for incidental products related to the home business or those goods actually produced on the premises.

SECTION 5. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

SECTION 6. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Specifically, Section 150.30 of the City Code is 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.

Holly Anderson
City of Saugatuck, Mayor

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Zoning Ordinance to update signage regulations to regulate signs in a content-neutral manner, and to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ZONING ORDINANCE, SECTION 154.140: The City of Saugatuck Zoning Ordinance, Section 154.140 is amended to revise the regulations and definitions applicable to signage within the City. Section 154.140 shall now read as follows:

(A) Purpose. The purpose of this Section is to regulate signs within the City of Saugatuck (the "City") in a content-neutral manner to protect the health, safety and general welfare, to protect property values, and to protect the character of the various neighborhoods in the City. This Section intends to make the City attractive to residents, visitors, commercial, and professional businesses while maintaining a sustainable economy through an appropriate signage program. The elements of this program will:

- (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.
- (4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

- (6) Provide regulations that focus on the time, place, manner, and physical characteristics of signs, but not the content of signs in accordance with the First Amendment of the United States Constitution.

(B) Definitions. For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ABANDONED SIGN. A sign that ~~has been determined to be “abandoned” is not operated or properly maintained~~ for a period of thirty (30) days or longer ~~as determined by the Zoning Administrator.~~ The following conditions ~~may~~shall be considered ~~by the Zoning Administrator to determine whether a sign has been abandoned: as the failure to operate or properly maintain a sign:~~

(1) ~~Whether the A~~ sign ~~that~~ displays advertising for a product or service which is no longer available.

(2) ~~Whether the A~~ sign ~~that~~ displays advertising for a business which is no longer licensed.

~~(3) A sign that is blank.~~

~~(4)~~(3) ~~Whether the A~~ sign ~~that~~ is in disrepair as determined by the Zoning Administrator, including but not limited to, signs that are missing portions of the display, have chipped or dilapidated paint or other components, or have structural components that have otherwise have fallen into disrepair.

~~(5)~~(4) ~~Whether the A~~ sign ~~that~~ advertises a business that ~~no longer has a certificate of occupancy or that~~ is no longer doing business on the parcel where the sign is located, if the business was originally located on that parcel.

~~(5) Whether the A purpose of the sign has lapsed.~~ ~~sign for a purpose for which the purpose has lapsed.~~

~~(6) Whether the sign has historical significance for the City as determined by the Zoning Administrator.~~

~~(6)~~(7) ~~Whether there are plans to repair the sign, including adding a new display or transitioning to a different display, or to repair any structural damage or disrepair.~~

BANNER. A temporary flexible sign directly mounted to a building, or a support on a building, or between two poles made of natural or synthetic material, not including flags as defined in this section.

BILLBOARD. Any free-standing permanent sign on a parcel of land which does not include another principal structure.

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FEATHER FLAG SIGN, WINDFEATHER SIGN. A flexible sign made of natural or synthetic material typically fastened on one long side to a flexible or non-flexible pole mounted on the ground, intended to move with the wind, not including flags as defined in this section.

FLAG. A piece of fabric that is hung from a pole, a bracket, or attached to the side of a building.

FLAGPOLE, PERMANENT. A freestanding pole permanently mounted with a foundation on the ground and used for the sole purpose of displaying a flag or flags.

FLAGPOLE, TEMPORARY. A temporary pole that can be mounted on a structure or building, or affixed or driven into the ground, for the sole purpose of displaying a flag.

ILLUMINATED SIGN. Any sign that is illuminated by any light source other than non-reflected natural daylight.

(1) **EXTERNALLY ILLUMINATED SIGN.** A sign that is illuminated by an external source, which reflects light off the surface of a sign face.

(4) **INTERNALLY ILLUMINATED SIGN.** A sign with internal electronic circuitry emitting light through the sign face.

(2)

(3) **NEON SIGNS.** A sign illuminated by luminous gas-discharge tubes containing rarefied neon or other gases (such as helium, argon, krypton, xenon, or mercury vapor) that produce a visible ambient light when connected to an electric current, or by similar electronic technologies, such as light-emitting diodes (LEDs), designed to create a static ambient light display.

MURAL. A permanent noncommercial work of art applied to or made integral with a wall surface. A "mural" shall not include a painted wall sign with words, letters, characters, or numbers intended to identify a business

~~**NEON SIGNS.** A sign illuminated by luminous gas-discharge tubes containing rarefied neon or other gases (such as helium, argon, krypton, xenon, or mercury vapor) that produce a visible ambient light when connected to an electric current, or by similar electronic technologies, such as light-emitting diodes (LEDs), designed to create a static ambient light display.~~

~~(1) **EXTERIOR NEON SIGN.** A freestanding or attached neon sign.~~

~~(2) **INTERIOR NEON SIGN.** A neon sign displayed in a window and intended to be viewed from the outside.~~

~~**NON-RESIDENTIAL USE NON-RESIDENTIAL PROPERTY.** Any use of property that is not a "residential property use," as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage.~~

OFF-PREMISES SIGN. A sign that advertises or is meant to draw attention to an entity, business, person, activity, good, product, event, or service offered or existing elsewhere than upon the same lot where the sign is displayed.

ON-PREMISES SIGN. A sign that advertises the sale or lease of the property on which the sign is located or is meant to draw attention to an entity, business, person, activity, good, product, event, or service offered or existing upon the same lot where the sign is displayed.

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ON-SITE SERVICE. Work or services that are performed on a particular property that are not typically offered on the particular property and are for the benefit of the particular property as opposed to the general public, including but not limited to, construction, landscaping, painting, pest control, interior improvements, moving services, and similar services.

PENNANT. Any lightweight plastic, fabric, or other material, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

PERMANENT SIGN. Any sign constructed of durable materials, secured on a structure or property, and intended to exist for the duration of time that the use or occupant is located on the premises.

PORTABLE SIGNS. Any sign designed to be moved easily and not permanently attached to the ground or other permanent structure, including but not limited to: flashing A-frames, searchlights, beacons, balloons, umbrellas, trailers, wheeled or non-wheeled carts, or signs inside, on, or against parked vehicles, including but not limited to signs affixed to a vehicle or truck trailer.

RESIDENTIAL PROPERTY USE. A ~~residential use~~ residential property shall include apartments in multiple-family dwellings, single-family attached dwellings, single-family detached dwellings, and two-family dwellings, as those terms are defined in Section 154.005.

SANDWICH BOARD SIGN. A temporary free standing sign constructed in such a manner as to form an "A" or a tent-like shape, hinged or not hinged at the top, each angular face held at an appropriate distance by a supporting member.

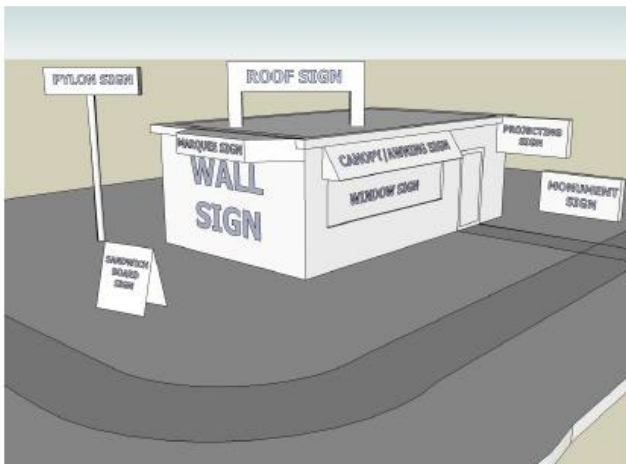
SIGN. Any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trademarks, logos or pictures, or combination thereof, intended to be used to attract attention to or convey information about a person, place, business, firm, profession, or association.

SIGN AREA. The smallest area within a three or four sided polygon or circle enclosing the display surface of the sign including all letters, characters, and delineations that differentiate it from the background against which it is placed. **SIGN AREA** shall not include the structural supports for free standing signs. Where a sign has two faces, placed back to back, and are of equal size, the area of the two faces shall be considered as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the sign area.

SIGN, ATTACHED. A permanent sign which is attached to the wall or window of a building, including ~~on a canopy/awning, a sign hanging under a canopy/awning, or on the exterior of a window.~~

- (1) **CANOPY/AWNING SIGN.** A fabric canopy or awning with all or any part used as a sign.
- (2) **PROJECTING SIGN.** A double-faced sign attached at an angle or perpendicular to the wall of a building.
- (3) **ROOF SIGN.** Any sign erected and constructed wholly on or over the roof of a building, supported by the roof structure.

- (4) **WALL SIGN.** Any sign that is attached parallel to the wall. Wall sign does not include “murals,” as defined herein.
- (5) **WINDOW SIGN.** A sign attached directly to, the [interior or](#) exterior surface of a glass window or door also including any sign that is installed inside of a building within two (2') feet of the window that is legible from outside of the building.
- (6) **MARQUEE SIGN.** A changeable message sign [either freestanding or](#) attached to a building. [Also known as a MESSAGE BOARD.](#)



SIGN, FREESTANDING. A permanent sign which is not attached to a building or any other structure and is set permanently in the ground with posts or base.

- (1) **PYLON SIGN.** A freestanding sign affixed permanently in the ground and supported by a single or double post(s).
- (2) **MONUMENT SIGN.** A freestanding sign affixed directly to a masonry or other base without a support post.

TEMPORARY YARD SIGN. Any sign that is not constructed or intended for long term use or is not permanently attached to a building, window, or structure. A temporary yard sign is often double-faced and supported by metal legs or wooden post(s) anchored into a lawn or landscaped area with no permanent foundation. The sign face is typically made from lightweight materials such as corrugated plastic, cardboard, or wood, making it easy to install and remove.

(C) Regulation of sign requirements. All signs shall be subject to the following regulations to be enforced by the Zoning Administrator, unless otherwise provided in this chapter.

(D) Sign permit procedure. Except as provided herein, a sign permit shall be obtained from the Zoning Administrator prior to installation of any sign. All applications for approval of proposed signs shall indicate size, type, materials, structural supporting devices, and type of illumination (if any). A scale drawing of the proposed sign shall be provided with all applications. If the application is made by the building tenant, the same must have written permission for the proposed sign from the building owner. Sign approval shall be valid for a period of one year. If the approved sign is not installed within that period, a new application must be submitted.

(E) General Standards:

- (1) ~~Sign illumination~~Illuminated Signs. The illumination of permanent signs shall be ~~subject to the following regulations~~limited to the following:
 - (a) ~~Except for neon signs, all externally lit signs shall be~~Externally illuminated signs shall be -designed so that the light source ~~shall~~is:
 - a. of low intensity with effective provisions made to minimize spillover of light beyond the actual sign face; and not be visible from the public right-of-way.
 - b. enclosed and directed to prevent light from shining directly onto the public right-of-way or neighboring property.
 - (b) Neon signs are allowed on non-residential properties in non-residential zoning districts as window signs and are limited to twelve (12) square feet in size. Neon signs are limited to ambient light and do not include flashing, blinking, or changes in brightness intensity.
- (2) *Historic district.* Permanent signs located within the historic district shall require approval from the Historic District Commission before installation.
- (3) *Compliance with building codes.* All signs shall comply with the building and electrical codes of the city. Underground wiring shall be required for all illuminated signs, or signs requiring electrical connections which are not attached to a building.
- (4) *Sign Maintenance and Abandonment.* All signs shall be properly maintained in good condition. A sign that has fallen into disrepair or has become an abandoned sign as determined by the Zoning Administrator must be repaired, properly maintained, or removed within thirty (30) days of notice being sent informing the owner of the noncompliant sign conditions. For purposes of this section, repairing or properly maintaining an abandoned sign may require repairs or improvements to the underlying sign structure or the sign display or both. Failure to remove or repair an abandoned sign shall be considered a violation of this Ordinance.

(5) *Signs in the Right-of-Way.* Except as otherwise provided herein, signs that will be placed in the right-of-way, including flags that project into the right-of-way, must receive a permit from the Zoning Administrator. The Zoning Administrator may consider the following factors when determining whether to grant the permit:

- (a) Whether the sign in the right-of-way may cause an obstruction to pedestrian traffic or vehicular traffic;
- (b) Whether the sign in the right-of-way may cause a distraction to motorists; and
- (c) Whether the sign in the right-of-way aligns with the character of the surrounding community and zoning district.

(F) Prohibited Signs. The following signs are prohibited in all zoning districts as they have a tendency to be distracting to motorists~~ss, cause visual blight,~~ or otherwise negatively impact the public health, safety, and welfare within the City:

- (1) Any sign not expressly permitted.
- (2) Except as otherwise provided herein, off-premises temporary yard signs on ~~properties with non-residential use~~non-residential properties.~~s~~
- (3) Billboards.
- ~~(4) Portable signs, including signs affixed to a vehicle or truck trailer where the sign area exceeds _____ square feet unless the vehicle or truck trailer is temporary parked for loading and unloading purposes for a period of time not to exceed _____ hours.~~
- ~~(5)~~(4) Signs within a public right-of-way except where expressly authorized in writing by the City or another appropriate authority for signs in the right-of-way.
- ~~(6)~~(5) Pennants, feather flag signs, windfeather signs, and portable signs.
- ~~(7)~~(6) Signs that create a traffic vision obstruction.
- ~~(8)~~(7) Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.
- ~~(9)~~(8) Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.

(9) Any sign that includes flashing, blinking, moving illumination, ~~internal illumination~~, or illumination that changes color or intensity.

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(10) Internally illuminated signs.

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(11) Any sign that projects into any air space so as to interfere with public safety, including vehicular or pedestrian movement.

(G) Signs Permitted in All Districts

The following signs do not require a permit and are permitted in all Zoning Districts within the City, subject to the following requirements and limitations:

(1) *Flags:*

(a) For residential ~~properties~~~~uses~~, each dwelling unit may display any number of flags so long as each individual flag does not exceed twenty-four (24) square feet and the total square footage of all flags per dwelling unit does not exceed up to forty-eight (48) square feet~~three (3) flags, not to exceed _____ square feet total. No more than one (1) flag may be attached to the dwelling unit or a related structure. No more than two (2) flags may be displayed per flagpole. Under no circumstances shall the total number of flags exceed three (3) flags.~~

~~(b) For non-residential use~~non-residential properties, any number of flags may be displayed provided that the flags are not distracting to motorists~~s~~, ~~cause visual blight~~, or otherwise negatively impacting the public health, safety, and welfare within the City ~~each tenant may display one (1) flag per frontage, up to a maximum of _____ flags, and not to exceed 24 square feet in total sign area. Under no circumstances shall the total number of flags on a particular parcel exceed _____ flags.~~

(b)

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(c) For all flags, if the flags hang over a sidewalk or other pedestrian walkway, the bottom of the flag shall be no less than seven (7') feet from grade directly below the flag. A right-of-way permit shall be required for any flag that projects into the public right-of-way.

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(d) For all flags, any illumination shall comply with the illumination requirements in Section 154.140(E)(1).

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~~(d)(e)~~ All flags shall be displayed on permanent or temporary flagpoles.

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~~(e)(f)~~ Temporary flagpoles are limited to six (6) feet in length.

~~(f)~~(g) All permanent flagpoles must receive a zoning permit from the Zoning Administrator prior to installation. Applications shall specify the proposed location, setback, and height of the permanent flagpole as well as any additional information requested by the City to determine compliance with the City Code. Permanent ~~F~~flagpoles shall not exceed a height of twenty-five (25) feet or the maximum height of structures within the underlying zoning district, whichever is less. Flagpoles must be setback at least ten (10) feet from all property lines. ~~No more than two (2) flags may be displayed per flagpole. No more than one~~ (1) permanent flagpole is permitted per lot.

(2) *Temporary Yard Sign:*

~~(a) Temporary yard signs may be displayed for a period not to exceed _____ within a calendar year unless otherwise stated in this Ordinance.~~

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~~(b)(a) For residential propertiesuses and non-residential uses, each dwelling unit or tenant may display up to _____ on-premises temporary yard signs and off-premises temporary yard signs so long as each individual sign does not exceed six (6) square feet each and the total of all temporary yard signs does not exceed forty-eight (48) square feet. -~~

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~~(b) For residential usenon-residential properties, each parcel may display on-premises temporary yard signs so long as each individual sign does not exceed six (6) square feet and the total of all temporary yard signs does not exceed forty-eight (48) square feet.~~

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~~(e) up to two (2) off premises temporary yard signs per dwelling unit or tenant, not to exceed six (6) square feet each. Off premises temporary yard signs may not be displayed for a period of more than fifteen (15) days per month unless otherwise provided herein.~~

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~~(d)~~

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~~(e)(c)~~ Notwithstanding any other provision herein, for residential and ~~non-residential use~~non-residential properties, if ~~on-site~~ services are being performed on a property (such as interior renovations, painting, or landscaping), the property may display additional up to _____ off-premises temporary yard signs so long as the total amount of temporary yard signage on the property does, not to exceed sixty (60) _____ square feet in total, which may be displayed during the period of time where such on-site service is occurring on the property.

~~(f)~~(d) All temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.

~~(e)~~(c) Temporary yard signs shall not be illuminated.

(3) For residential ~~properties~~uses and ~~non-residential use~~non-residential ~~properties~~, each ~~parcel dwelling unit and/or tenant~~ may display up to four (4) attached signs not to exceed two (2) square feet each.

(4) Attached signs located on boat docks, not to exceed ~~_____~~twelve (12) square feet, that are attached to the dock.

(5) Signs that comply with Section 154.022(K)(5).

(6) Government-Installed signs or any sign required by law, or by regulation or administrative rule of a governmental entity, having appropriate jurisdiction.

(H) Signs in Residential Zoning Districts:

Unless otherwise provided in this Ordinance, the following signs shall be permitted in all residential Zoning Districts (R-1, R-2, and R-4 Zoning Districts) within the City, subject to the following restrictions and a sign permit being approved by the Zoning Administrator:

(1) For ~~non-residential use~~non-residential ~~properties~~ one (1) freestanding sign subject to the following requirements:

(a) The area of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(I)(1).

(b) The height of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(I)(1).

(c) The freestanding sign may only be illuminated via external illumination between the hours of 7:00 AM and 10:00 PM, so long as the external illumination complies with the requirements of this Ordinance.

(2) For ~~non-residential use~~non-residential ~~properties~~, one (1) attached sign that complies with the requirements in Section 154.140(I)(2) for attached signs in non-residential zoning districts.

(3) For ~~non-residential use~~non-residential ~~properties~~, one (1) banner that complies with the requirements in Section 154.140(I)(3) for banners in non-residential zoning districts.

(I) Signs in All Non-Residential Zoning Districts:

Unless otherwise provided in this Ordinance, the following signs shall be permitted for all ~~non-residential use~~non-residential ~~properties~~ in all non-residential Zoning Districts (including any district except for the R-1, R-2, and R-4 Zoning Districts) within the City, subject to the following restrictions and a sign permit being approved by the Zoning Administrator:

- (1) *Freestanding Signs.* ~~Non-residential use~~Non-residential properties are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:
- (a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet.
 - (b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road.
 - (c) Freestanding signs shall be located at least 5 feet from any property line.
 - (d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.
 - (e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.
- (2) *Attached Signs.* Each non-~~residential use~~residential property ~~is~~ permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:
- (a) The total area of all attached signage associated with a non-~~residential use~~residential property shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance.
 - (b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or ground surface below the sign and shall not project more than four feet from the building face to which it is attached.
 - (c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached.
 - (d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign.

- (e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.
- (3) *Banners*. Each non-~~residential use residential property~~ shall be permitted to display one banner at a time, and said banner shall meet the following requirements:
- (a) The banner shall be no larger than 16 square feet in area.
 - (b) The banner shall be located entirely on private property.
 - (c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.
 - (d) The banner shall not be illuminated.
- (4) *Sandwich boards*. Each non-~~residential use residential property~~ shall be permitted to have one sandwich board subject to the following conditions:
- (a) The sandwich board shall not have an area greater than 6 square feet.
 - (b) The sandwich board may be located within the public right-of-way pursuant to a permit but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction. A five foot (5') unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction. A right-of-way permit for a sandwich board sign does not require annual approval if the sign is placed in the same location, for the same duration, as was previously approved.
 - (c) The sandwich board shall not be greater than 42 inches in height from grade.
 - (d) The sandwich board shall only be displayed when the business is open.
 - (e) The sandwich board shall not be illuminated.
 - (f) The sandwich board shall not extend past the building frontage of the underlying non-residential property.
- (5) *Murals*. Each non-~~residential use residential property~~ shall be permitted to install a mural — murals so long as the non-residential property has an appropriate “wall surface” as defined in this Ordinance that cannot exceed _____ square feet. Murals must receive all necessary approvals to be installed, including approval from the City’s Historical District Commission.

(J) Existing Non-Conforming Signs:

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(1) The intent of this section is to permit the continuance of a lawful use of any sign existing at the time of the effective date of this section, although the sign or supporting structure may not conform with the provisions of this section. Further, it is the intent that non-conforming signs and structures be gradually eliminated upon their natural deterioration.

- a. Every permanent legally existing sign which does not conform to the height, size, area, or location requirements of this subchapter as of the date of the adoption of this section, is hereby deemed to be non-conforming.
- b. Alteration, erection, replacement, or enlargement of signs. No person, firm, corporation, partnership, or other legal entity shall alter, replace, or enlarge the faces, supports, or other parts of existing non-conforming signs except in accordance with this section. Non-conforming signs, however, may be repaired, repainted, or otherwise maintained.

(2) *Accidental destruction of Non-Conforming Sign:*

- a. If a non-conforming sign is destroyed, it may be replaced, provided that it is not enlarged in size or dimension. If the sign is located in the public right-of-way, the sign may not be replaced without the approval of the Zoning Board of Appeals for a sign permit.
- b. For the purpose of this section, a non-conforming sign is destroyed if damaged to an extent that the cost of repairing it to its former state or replacing it with an equivalent sign equals or exceeds the value of the damaged sign prior to the damage.

(3) A non-conforming sign may be diminished in size or dimension, or the copy of the sign amended or changed without jeopardizing the privilege of non-conforming.

(4) *Permanent signs in the public right-of-way or in city parks:*

- a. All existing non-conforming signs, supports, and structures located in the public right-of-way may continue to occupy the right-of-way until such time that they are accidentally destroyed, removed, or become non-functional. These signs shall not be replaced without approval of the Planning Commission for a sign permit, the City Council for a revocable license, and the Historic District Commission if located in the Historic District.

(K) Administration and enforcement:

(1) *Revocation of permit.* The Zoning Administrator shall have the authority to revoke any permit issued pursuant to this section if the requirements of the permit and the

provisions of this section are being violated, and in such case shall have the power to issue a stop-work order.

SECTION 2. AMENDMENT TO ZONING ORDINANCE, SECTION 154.141: The City of Saugatuck Zoning Ordinance is amended to repeal the sign regulations in Section 154.141. Section 154.141 will be held in reserve.

SECTION 3. AMENDMENT TO ZONING ORDINANCE, SECTION 154.022(L)(4): The City of Saugatuck Zoning Ordinance, Section 154.022(L) is amended to read as follows. The remainder of Section 154.022(L) shall remain the same unless expressly amended herein.

- (4) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation except for signs that comply with the signage regulations in this Chapter.

SECTION 4. AMENDMENT TO ZONING ORDINANCE, SECTION 154.022(K)(5): The City of Saugatuck Zoning Ordinance, Section 154.022(K) is amended to read as follows. The remainder of Section 154.022(K) shall remain the same unless expressly amended herein.

- (5) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home business, except for signs that comply with all provisions of the signage requirements in this Chapter. No over-the-counter retail sales or other sales of merchandise or products shall be conducted upon the premises except for incidental products related to the home business or those goods actually produced on the premises.

SECTION 5. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

SECTION 6. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Specifically, Section 150.30 of the City Code is 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.

Holly Anderson
City of Saugatuck, Mayor