Planning Commission Regular Meeting
December 18, 2025, 6:30PM
City Hall
102 Butler Street, Saugatuck, MI

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

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

3. **Approval of Minutes:** (Voice Vote)
   - **A.** Regular Meeting Minutes – November 20, 2025

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

5. **New Business:**
   - A. 640 Water – Public Hearing, PUD, Mixed-Use in the Downtown Waterfront Preservation District ***(Pg. 9)***
   - B. Planning Commission Bylaws – Proposed Updates ***(Pg. 47)***
   - C. 2026 Meeting Dates ***(Pg. 52)***

6. **Old Business:**
   - A. Sign Ordinance – Updated Draft & Discussion ***(Pg. 54)***

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 Meeting Minutes - *Proposed*

The Planning Commission met for a Committee Meeting, November 20, 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, Gardner, Gaunt, LaChey, Manns, & Marineau.
   Absent: None.
   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 Gaunt, second by Bagierek, to approve the meeting agenda for November 20, 2025. Upon voice vote, motion carried unanimously.

3. **Approval of Minutes:**
   Motion by Bagierek, second by LaChey, to amend the minutes from the previous meeting August 21, 2025, to remove "Special" from the header as it was a regular meeting. Upon voice vote, motion carried unanimously.

4. **Public Comment (Agenda Items Only):**
   - Ethan Barde – Spoke in support of the 610 Lake St Land use approval and STR fraudulent complaints.

5. **New Business:**
   A. **610 Lake – Public Hearing, Special Land Use for use of an Accessory Dwelling Unit as a Short-Term Rental.**

Public Hearing

A. Hearing was called to order by Chair Manns on 11/20/25 at 6:35pm.

B. Summary by Zoning Director:
Director of Planning & Zoning Moore explained that the applicant is proposing to use an upper-level accessory dwelling unit (ADU) over an existing structure as a short-

term rental. Special land use approval is needed because the ADU would be rented separately from the main dwelling. Moore also noted that, according to the staff memo, the application appears to meet the standards required for site plan review and special land use approval for renting an ADU.

C. Presentation by the Applicant.

The applicant is CJ Bagierek, a fellow Planning Commissioner who recused himself from the vote and deliberation and also will be presenting the application. He explained that his property at 610 Lake Street previously operated under a short-term rental license for the entire house, in line with the rules at the time. Due to recent changes in STR regulations and their current usage, he now proposes to rent only the apartment (upper-level ADU), which is similar to a previous application for Mason Street. He clarified there have been no complaints about the property and that this change will mean a reduction in rental capacity.

D. Public comment regarding the application:

1. Supporting comments: Ethan Barde spoke during public comment in support of the application.
2. Opposing comments: Letters received from John & Bonnie Martell, Mark Jak, Jeff & Diana Cottrell, Laura Glaza, Iris Allen, & Art Nicholas.
3. General comments: None.
4. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Chair Manns at 6:39pm.

F. Commission deliberation:

The commission deliberated on the 610 Lake Street application for an accessory dwelling unit (ADU) as a short-term rental was consistent with prior approvals and met all ordinance requirements. They clarified that the request was not a zoning change, addressing public concerns. Commissioners emphasized the importance of transparent communication and unanimously agreed the application satisfied all necessary standards.

G. Commission action:

Motion by Baldwin, second by Marineau, 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 154.080 that are documented in the staff memo dated November 14, 2025.

Upon roll call vote, motion carried 6-0 (Bagierek recused himself from vote & deliberation).

B. 510 Butler: Public Hearing, Special Land Use, & Site Plan Review.

Public Hearing

A. Hearing was called to order by Chair Manns on 11/20/25 at 6:43pm.

B. Summary by Zoning Director:

Director of Planning & Zoning Moore summarized that the applicant at 510 Butler Street is seeking special land use approval to serve alcoholic beverages at their existing Bed and Breakfast, with the goal of obtaining a resort liquor license from the state. He explained that alcohol service would be offered mainly to overnight guests, events, and brunch/lunch guests. Grayson highlighted that the commission should consider whether this proposal fits the definition and intent of a Bed and Breakfast under local ordinances and if allowing alcohol service could set unintended precedents.

C. Presentation by the Applicant.

The applicant Mike Friedman (CFO of Wickwood Inn) explained that they are requesting special land use approval to serve alcoholic beverages at the Bed and Breakfast, intending to obtain a liquor license for the benefit of their guests. He emphasized Wickwood Inn's investment in the property, their support for the local community, and asked the commission for approval to move forward with the licensing process.

D. Public comment regarding the application:

5. Supporting comments: Letter received from Felicia Fairchild.
6. Opposing comments: None.
7. General comments: None.
8. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Chair Manns at 6:57pm.

F. Commission deliberation:

The commission deliberated extensively on the 510 Butler Street application, debating whether serving alcohol at the Wickwood Inn fits the zoning definition and intended use of a Bed and Breakfast or crosses into hotel/inn territory. Commissioners expressed concerns about hosting outside events and serving alcohol to non-guests, which would exceed what the zoning allows for a Bed and Breakfast.

They cited a need for clearer definitions and more information about the applicant's exact plans.

G. Commission action:

Motion by Bagierek to postpone the special land use application for 510 Butler Street and 120 Mary Street for up to 60 days with the following conditions:

1. *Provide a copy of any licensing material submitted to Michigan Liquor Control Commission.*
2. *Have the definition of what a bed and breakfast is with alcohol service.*
3. *Define what their alcohol license is (Trent will put together)*
4. *Present an understanding of the zoning expectations with regard to being a bed and breakfast.*

Commissioner LaChey provided a friendly amendment, to add an additional condition:

5. *The applicant to present understanding of the zoning conditions with who will be served, where they will be served, and when they will be served on the premises.*

Motion by Bagierek, seconded by LaChey to postpone the special land use application for 510 Butler Street and 120 Mary Street for up to 60 days with the following conditions:

1. *Provide a copy of any licensing material submitted to Michigan Liquor Control Commission.*
2. *Have the definition of what a bed and breakfast is with alcohol service.*
3. *Define what their alcohol license is (Trent will put together)*
4. *Present an understanding of the zoning expectations with regard to being a bed and breakfast.*
5. *The applicant to present understanding of the zoning conditions with who will be served, where they will be served, and when they will be served on the premises.*

Upon roll call vote, motion carried unanimously.

6. Old Business:

A. Master Plan – Proposed Project Scope:

The Commission discussed the proposed project scope for the City's Master Plan. They reviewed the initial phase's public outreach and research activities, including surveys, interviews, and land use studies. Commissioners emphasized the need for broad and balanced community participation in roundtables and focus groups. The timeline aims for

completion by the end of August, with ongoing analysis, workshops, and continued public input to ensure the plan reflects diverse community interests.

B. Sign Ordinance – Updated Draft & Discussion:

The Commission and Attorney Cunningham reviewed and discussed an updated draft of the city's sign ordinance, focusing on legal compliance and clear, fair standards for signage. Key topics included limits on the size and number of signs, how to handle illuminated and neon signs, right-of-way permitting, temporary and portable signs, flags murals, and enforcement details. Consensus was reached on most issues, and the commission requested a few final revisions before moving toward a public hearing on the ordinance.

7. Communications:

All communications are located in the public hearing information included in the Old and New Business sections of the meeting minutes.

8. Reports of Officers and Committees: None.

9. Public Comments: None.

10. Commissioner Comments:

- Commissioner Gardner: He is glad to be back on the Planning Commission, and it is good to see some friendly faces. He is looking forward to working with them again.
- Commissioner Baldwin: He welcomed Russ Gardner back to the commission and expressed appreciation for the collaborative discussion on the Wickwood Inn application, noting that the exchange of ideas helped shape the group's decision and led to a positive outcome.
- Commissioner Marineau: He welcomed Russ Gardner back to the Planning Commission, expressed appreciation for his experience – especially for the upcoming Master Plan process – echoed support for Commissioner Baldwin's positive comments about the Wickwood discussion, and thanked Trent for his efforts on the sign ordinance.
- Commissioner LaChey: He expressed gratitude to Councilman Joe Clark for his thoughtful and reasonable service on the Planning Commission and wished him well in his future endeavors.
- Commissioner Bagierek: He echoed appreciation for fellow commissioners, welcomed Russ Gardner back , and remarked that it was a good meeting with constructive conversation on difficult issues.
- Commissioner Gaunt: She thanked her fellow commissioners for their dedication, shared her appreciation after watching the previous October meeting – especially the thoughtful discussion on the sign ordinance – and expressed gratitude to Trent and Grayson for their contributions and the positive results of their work.
- Chair Manns: He welcomed Russ Gardner, thanked Joe Clark for his service, and noted the value council representatives bring to the commission. He reflected on the meeting as an example of

how the commission carefully follows ordinances and thoughtfully handles approvals, denials, or postponements.

11. <u>Adjournment</u>:

Motion by Gaunt, second by Bagierek, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 9:01 pm.

Respectfully Submitted,

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Sara Williams, Deputy Clerk

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**December 12, 2025**	**Meeting Date:**	**December 18, 2025**
Request:	**PUD Rezoning**	**Applicant:**	**Daniel Boggs**
Address:	**640 Water Street**	**Project Name:**	**AMK Prop. Saugatuck Bldg.**
Parcel:	**03-57-300-030-00**	**Plan Date:**	**November 18, 2025**
Lot Size:	**5,487 s.f.**	**Zoning District:**	**C-2 DWP**
Complete:	**Yes**	**Recommendation:**	**Table Item**
City Staff:	**Grayson Moore**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant proposes redevelopment of the property at 640 Water Street within the Downtown Waterfront Preservation (C-2 DWP) District through approval of a Planned Unit Development (PUD). The site is approximately 0.13 acres (5,487 square feet) and is currently occupied by an existing one-story commercial building that is proposed for demolition. This memo addresses the PUD process, zoning compliance, and approval standards.

Planned Unit Development

The purpose of the PUD process is to allow flexible, well-designed development that provides measurable public benefits such as open space preservation, environmental protection, compatible design, and public access, while remaining consistent with the Master Plan and the capacity of public services. The process includes rezoning the property to apply a PUD Overlay Zoning District and approval of the associated PUD plan. The general process is as follows:

1. Pre-application conference
2. Planning Commission public hearing, review, and recommendation
3. City Council public hearing and decision

Downtown Waterfront Preservation District

For background consideration and context, the Downtown Waterfront Preservation (C-2 DWP) District is intended to support a mix of commercial, residential, recreational, and mixed-use development while carefully managing redevelopment to protect and enhance the Kalamazoo River waterfront. The district prioritizes preserving river views, improving public access to the shoreline, and ensuring that new development complements the waterfront setting. Its objectives include strengthening connections between downtown and the river, expanding public access and recreation opportunities, preserving the area's historic and architectural character, encouraging economic revitalization through compatible development and reuse, promoting high-quality design, and balancing residential growth, employment, and public benefits to support a vibrant downtown waterfront.

Proposal

The proposal seeks to redevelop a constrained waterfront parcel with a compact, mixed-use structure that activates the street and riverfront, and uses the PUD process to address site limitations and dimensional constraints.

Land Use

The project includes the construction of a two-story mixed-use building oriented toward Water Street and the Kalamazoo River. The first floor is proposed to contain a retail/commercial tenant space, including a commercial kitchen and an outdoor riverfront dining patio. The second floor includes three dwelling units, consistent with allowable upper-story residential use in the C-2 DWP District, which are intended to serve as short-term rentals.

Building

The building footprint occupies much of the shallow lot, necessitating dimensional deviations addressed through the PUD, including a zero-foot front setback and a reduced waterfront setback of approximately 15 feet (compared to the standard 25 feet). The building is two stories and approximately 25.5 feet at mid-roof (30.5 feet at the ridge), which is within the district's maximum permitted height. Architecturally, the building features fiber-cement board-and-batten siding, aluminum storefront glazing, standing-seam metal roofing, balconies with metal railings, and a design intended to reflect the character of downtown Saugatuck and the waterfront setting.

Parking and Mobility

The site plan provides four off-street parking spaces, although the C-2 DWP District is exempt from minimum parking requirements. Pedestrian circulation improvements include new concrete sidewalks, patios, and paved areas, as well as emergency vehicle access. A PUD modification is required for the five (5) foot front setback.

Site Development

Landscaping is proposed in compliance with ordinance requirements, with approximately 551 square feet of landscaped area, exceeding the minimum 10 percent requirement. Improvements include new trees, shrubs, and perennial plantings along the Water Street frontage and river edge. Stormwater management, utility connections, grading, and photometric lighting are addressed through the submitted civil and engineering plans. A screened dumpster enclosure is provided on site.

Zoning Review

The table below outlines the dimensional requirements for the C-2 DWP District (Section 154.038 D&F).

Regulation	**Requirement**	**Review Comment**
Front setback	Five feet	Zero feet- PUD **modification needed**
Maximum front setback	20 feet	Zero feet- complies
Side setback	20 feet minimum between both side setbacks	Zero feet on south side, 33.75 feet on north side- complies
Rear setback	15 feet	N/A- waterfront setback applies
Waterfront setback	25 feet, see § 154.021 (F)(4)	15 feet- PUD **modification needed** 9 feet for dumpster- **does not comply, does not qualify for modification**
Minimum lot area	4,560 square feet for all uses except for hotels/inns, which require 8,712 square feet	5,487 square feet- complies, as an existing conforming lot
Minimum lot width	100 feet of street frontage	100.81 feet- complies, as an existing conforming lot
Maximum lot coverage	No requirement	N/A- no requirement
Maximum number of stories	Two and a half (2.5)	Two stories- complies
Minimum parking lot setback	20 feet	Five feet- PUD **modification needed**
Garage doors intended for vehicles, loading docks, and	Shall not face the public right-of-way	No garage doors for the purposes noted- complies

overhead doors for loading purposes		
Parking lot location	Side or rear yard only	Side yard parking- complies
Usable and accessible open area	An open area equal to at least 10% of the total buildable area shall be preserved on every lot subject to the following: • No more than one-third (1/3) of the required open area may be satisfied through balconies of individual units. • At least two-thirds (2/3s) of the open area shall comprise no more than two separate areas at grade, such as a patio, deck, walkway, or boardwalk, or above the first floor, such as a terrace walkout level or rooftop patio.	Access path, porches, and patios exceed 10%- complies

Other Development Requirements:

Regulation	**Requirement**	**Review Comment**
Gross floor area for dwellings	Efficiency- 375 s.f.; one bedroom 600 s.f.	Area complies
Height	28 feet at mid-point; 32 feet at peak	Approximately 25.5 and 30.5 feet, respectively- complies
Patio	Three-foot setback if less than 12 inches	Patio setback complies
Parking	Joint use between two properties may be approved by the Planning Commission (otherwise not required in C-2 DWP). Parking spaces and drive aisle are shown with compliant dimensions.	TBD
Parking Lot Screening	Five-foot landscape strip	Five-foot wide strip with hedgerow- complies

Section 154.122 Eligibility Criteria

To be eligible for planned unit development approval, the applicant must demonstrate that the following criteria will be met.

A. *Recognizable and substantial benefit. The planned unit development shall result in a recognizable and substantial benefit to the ultimate users of the project and to the community. This benefit must otherwise be unfeasible or unlikely to be achieved taking into consideration the reasonable foreseeable detriments of the proposed development and uses(s); including, without limitation:*
    1) *The long-term protection and/or preservation of natural resources and natural features and/or historical and/or architectural features of a significant quantity and/or quality in need of protection or preservation on a local, state and/or national basis; and*
    2) *Reducing to a significant extent the non-conformity of a non-conforming use or structure, i.e., modification of a non-conforming use or structure so that, to a significant extent, it is rendered more conforming, or less offensive, to the zoning district in which it is situated; and*
    3) *For areas zoned C-2 Downtown Waterfront Preservation District, the preservation of public access to waterfront yard locations or accessible waterfront pathways or boardwalks.*

    Comment: The overall plan demonstrates a recognizable and substantial benefit as it includes a landscaped buffer along the riverfront, redevelops an aging building consistent with the spirit of the C-2 DWP District, and provides a public walking path for the entire waterfront (7'8" wide). However, there is no walkway connection between the public right-of-way and the waterfront pathway, an issue highlighted during the pre-application meeting. Although pedestrians can walk across the drive aisle to reach the waterfront walkway past the dumpster, there is no other welcoming or intuitive access to the waterfront. As such, our recommendation is for the applicant to consider this walkway connection either on-site or through a coordinated approach with the abutting property (650 Water Street).

B. *Minimum area and density. The minimum land area necessary to be considered for a PUD shall not be less than the land areas as specified for a lot in the underlying zoning district in which the lot is presently located. The density of dwelling units shall not exceed that permitted within the underlying district. Density may be shifted throughout the site and dwellings may be clustered on lots smaller than those permitted in the underlying zone if doing so better achieves the open space preservation objectives of this subchapter.*

    Comment: The C-2 DWP District has no maximum density requirement.

C. *Availability and capacity of public services. The proposed planned unit development shall not exceed the capacity of existing and available public services, including but not*

necessarily limited to, police and fire protection services, and educational services, unless the project proposal contains an acceptable plan for providing necessary services or evidence that such services will be available by the time the planned unit development is completed.

Comment: All City Departments and outside agencies must review and approve the plans.

D. *Compatibility with the land use plan. The proposed development shall not have an adverse impact on the Comprehensive Plan of the city.*

Comment: The proposed development aligns with several policies of the Master Plan:

- Encourage architectural and site design that complements, rather than detracts from existing development on neighboring parcels.
- Preserve the character of the area by encouraging land uses and densities/intensities of development which are consistent with and complement the character, economic base, and image of the area.
- Encourage a compatible and desirable mix of commercial uses.
- Protect and enhance the natural aesthetic values and recreation potential of all waterfront areas for the enjoyment of area citizens while recognizing private property rights of waterfront property owners.
- Encourage private property owners to grant scenic easements wherever public values dictate the maintenance of visual access to the waterfront and the property is not available for fee simple purchase.
- Limit the height and mass of new development along waterfront areas and preserve setbacks between buildings to maintain visual access and the natural beauty of the waterfront for the broader public.
- Examine zoning along the waterfront with an eye to permitting limited mix use and more public views of the waterfront without increasing building height.
- Protect the visual quality of and visual access to the waterfront.

E. *Compatibility with the planned unit development intent. The proposed developments shall be consistent with the intent and intent of these regulations, as stated in § 154.110.*

Comment: The overall plan strives to achieve the policies of the Master Plan and the intent of the C-2 DWP District. The development includes an attractive mixed-use building that preserves views of the river corridor and is limited in height and scale to fit the character of Water Street. Several modifications are proposed, which will be weighed against the overall community benefits.

F. *Economic impact. The proposed developments shall not impede the continued use or development of surrounding properties for uses that are permitted in the district in which they are located.*

Comment: The business use, as well as the short-term rental accommodations on the second floor, will not negatively impact surrounding properties or the district as a whole. The concept will be consistent and compatible with nearby land uses.

G. *Unified control of property. The proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with the planned unit development regulations. This provision shall not prohibit a transfer of ownership or control, provided that notice of the transfer is given immediately to the Zoning Administrator.*

Comment: The development is proposed to be under single ownership and control.

H. *Dedication of utilities and roads. Roads within the PUD development not associated with access to individual commercial or residential units shall be dedicated to the city. Likewise, utility easements shall be conveyed to the city. Utility easements and roads in PUD developments approved prior to the enactment of this chapter may remain in private ownership.*

Comment: No new streets are proposed, and any necessary utility easement will be established if directed by the City's consulting engineer.

Section 154.113 Project Design Standards

In considering any application for approval of a planned unit development proposal filed according to the procedures of § 154.115 and application and data requirements of § 154.114, the Planning Commission and City Council shall make their determinations on the basis of standards set forth for site plan review, the eligibility criteria of § 154.112, as well as the following standards and requirements.

A. *Minimum lot area. Planned unit developments may be approved only on contiguous properties containing a minimum of three acres under single ownership. Projects with an underlying zoning designation of C-2 Downtown Waterfront Preservation District have no minimum acreage to qualify for planned unit development review.*

Comment: There is no minimum qualifying acreage in the C-2 DWP District.

B. *Compatibility with adjacent uses. The proposed planned unit development shall set forth specifications with respect to height, setbacks, density, parking, circulation, landscaping, views and other design and layout features which exhibit due regard for the relationship of the development to surrounding properties and the uses thereon. In determining whether this requirement has been met, consideration shall be given to the following:*
    1) *The bulk, placement and materials of construction of proposed structures;*

2) *The location and screening of vehicular circulation and parking areas in relation to surrounding development;*
3) *The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development;*
4) *The hours of operation of the proposed uses; and*
5) *The provision of landscaping and other site amenities.*

Comment: The business use, as well as the short-term rental accommodations on the second floor, will not negatively impact surrounding properties or the district as a whole. The concept will be consistent and compatible with nearby land uses. Landscaping is proposed within the public right-of-way and along the waterfront, enhancing the aesthetic appeal. The dumpster is proposed to be screened, although it is currently shown within the waterfront setback area.

C. *Permitted uses. Any land use authorized in the underlying district may be included in a planned unit development as a principal or accessory use, provided that public health, safety and welfare are not impaired.*

Comment: The first floor includes retail space and a commercial kitchen. Although retail and restaurant uses are both allowable in the C-2 DWP District, grouping them in a single tenant space is unusual and should be clarified. Upper-floor apartments and short-term rentals are also allowable, so all proposed uses may be authorized as part of the PUD project.

D. *Application base regulations. Unless waived or modified in accordance with division (E) below, the yard and lot coverage, parking, loading, landscaping, lighting and other standards for the underlying district(s) shall be applicable for uses proposed as a part of a planned unit development. Mixed uses shall comply with the regulations applicable for each individual use, as outlined above, except that if regulations are inconsistent with each other, the regulations applicable to the most restrictive use shall apply. However, a special use that is part of a PUD shall not be separately processed as a special use, instead, it shall be processed as part of the PUD application.*

Comment: The zoning compliance review considered the C-2 DWP District requirements and all other applicable site development rules. Certain modifications are requested as part of the PUD consideration.

E. *Regulatory flexibility.*
1) *To encourage flexibility and creativity consistent with the planned unit development concept, departures from the regulations in division (D), above, may be permitted, subject to review and approval by the Planning Commission and City Council. For example, such departures may include but are not limited to modifications to: lot dimensional standards; floor area standards; setback requirements; parking, loading and landscaping requirements; and similar*

requirements. These modifications may be permitted only if they will result in a higher quality of development or a better design or layout than would be possible without the modifications.

2) *For areas zoned Downtown Waterfront Preservation District, departures from the minimum side setback, minimum rear setback (reductions up to ten feet), and maximum lot coverage requirements will be considered by the Planning Commission and City Council when at least 33% of the waterfront yard is available for public access or if 100% of the waterfront yard width can be traversed from one side to the other by a waterfront walkway or boardwalk.*

Comment: The zoning compliance review considered the C-2 DWP District requirements and all other applicable site development rules. Certain modifications are requested as part of the PUD consideration. Concerning the required 25-foot waterfront setback, a reduction of 10 feet is authorized through this process, as 100% of the waterfront yard is proposed to include a walkway (7'8" wide).

F. *Permitted mix of uses. Where the existing underlying zoning district is residential, nonresidential uses shall be permitted as part of a planned unit development which also contains a residential component, provided that the applicant demonstrates that the residential uses will be predominant and the non-residential use will not create a nuisance for abutting property. The Planning Commission shall determine predominance of use after taking into account the following criteria as they apply to each of the proposed uses: extent to which it serves residents in the PUD compared to others who travel to the site, amount of traffic generated; hours of operation or use; noise, odors and overall impact on adjoining uses; land area allocated to each use; and, building area allocated to each use. Where residential development is the principal use and a commercial component of the PUD is predominantly designed to serve persons other than those who reside in the PUD, it shall not be permitted.*

Comment: The proposed uses complement each other and are not anticipated to cause a nuisance to nearby properties.

G. *Open space requirements. Open space shall at least equal that which would be provided under the maximum lot coverage requirements of the underlying district. Open space shall be in large contiguous units that are easily accessible and usable. Small discontinuous areas of open space are contrary to the intent of this section, although it may be necessary to permit up to 20% of the total open space area in small discontinuous areas on a given parcel in order to achieve quality design and/or function of the balance of the PUD. Any land without a structure within the boundaries of the site may be included as required open space, except for land in the floodplain, subject to an easement, submerged lands and land contained in public or private street right-of-way. The required open space shall be set aside by the developer through an irrevocable conveyance, such as a deed restriction or covenant that runs with the land, assuring that*

the open space will be developed according to the site plan and never change to another use unless the PUD plan is properly amended according to the requirements of § 154.117. The conveyance shall:

1) *Ensure the open space is under single ownership or control, such that there is a single person or entity having proprietary responsibility for the open space. The applicant shall provide sufficient documentation of ownership or control in the form of agreements, contracts, covenants, master deeds and/or deed restrictions that indicate that open space will be held as proposed in perpetuity;*
2) *Guarantee to the satisfaction of the City Council that all open space portions of the development will be maintained in the manner approved. Documents shall be presented to the satisfaction of the city attorney that bind all successors and future owners in fee title to maintenance commitments made as a part of the approval of the open space; and*
3) *Provide for maintenance to be undertaken by the city in the event that the dedicated open space is inadequately maintained, or is determined by the city to be a public nuisance, with the assessment of costs upon the property owners within the PUD.*

Comment: Since there is no maximum lot coverage applicable to the C-2 DWP District, there is no minimum open space requirement related to the PUD. However, the C-2 DWP District requires a minimum amount of "usable and accessible open area," which has been satisfied.

H. *Frontage and access. Planned unit developments shall front onto a street with adequate capacity to safely accommodate the traffic of the development without unreasonably congesting the street. Road improvements contiguous to the site of the PUD that would improve traffic safety and reduce congestion may be required as a condition of a development approval. Access and egress openings from the development onto a public or private street shall be limited to one per 200 feet. The nearest edge of any entrance or exit drive shall be located no closer than 100 feet from any street or road intersection (measured from the nearest intersection right-of-way line). All requirements of §§ 154.060 through 154.068 shall also apply to planned unit developments.*

Comment: The proposed PUD has direct frontage on Water Street and appropriate access to its four-car parking lot. No new driveways are proposed beyond the existing shared driveway.

I. *Utilities; privacy for dwelling units. The design of a planned unit development, including electric, telephone and cable television lines, shall be placed underground, wherever feasible or required by the city.*

Comment: All utilities are proposed underground as feasible.

J. Privacy for dwelling units. The design of a planned unit development shall provide visual and sound privacy for all dwelling units within and surrounding the development. Fences, walks and landscaping shall be used in the site design to protect the privacy of dwelling units.

Comment: The proposed short-term rental apartment units are located on the second floor, and porches are oriented toward the waterfront and Water Street. Issues concerning privacy are not anticipated.

K. Emergency access. The configuration of buildings, driveways and other improvements shall permit convenient and direct emergency vehicle access.

Comment: The PUD plan must be reviewed and approved by the Fire Department.

L. Pedestrian and vehicular circulation. A pedestrian circulation system shall be provided that is isolated as completely as possible from the vehicular circulation system. The layout of vehicular and pedestrian circulation routes shall respect the pattern of existing or planned streets, sidewalks and bicycle pathways in the vicinity of the site.

Comment: As mentioned earlier, there is no separate pedestrian access to the waterfront pathway. Although pedestrians can cross the drive aisle to reach the waterfront walkway past the dumpster, there is no other welcoming or intuitive access to the waterfront. As such, our recommendation is for the applicant to consider this connection either on-site or through a coordinated approach with the abutting property (650 Water Street).

M. Minimum spacing. Unless modified in accordance with division (E), minimum spacing between detached buildings shall not be less than 20 feet measured from the nearest point of the foundation. In no case shall spacing be less than required under the Building Code.

Comment: The proposed building spacing complies with the underlying C-2 DWP District side setback requirements.

N. Building length. No multiple-family building shall exceed 120 feet in length along any one elevation of the building measured between its two furthest points unless modified in accordance with division (E).

Comment: The mixed-use building does not exceed 63 feet in width.

O. Sensitive natural features. All sensitive natural features such as drainage ways and streams, wetlands, lands within the 100-year floodplains, and stream or river banks (which by virtue of soils and slope may create highly erodible hazards to the public health and safety) shall remain unencumbered by any principal or accessory buildings and structures. However, areas zoned Downtown Waterfront Preservation District may

be developed within special flood hazard areas as designated in the current Flood Insurance Rate Map (FIRM) if the lowest floor level is at least one foot above the Base Flood Elevation (BFE).

Comment: As a redevelopment project, no sensitive natural features will be removed. Additionally, a waterfront setback will be maintained, and a vegetative landscaped area will be established between the patio and waterfront walkway.

P. *Natural vegetation strip along streams. Drainage ways and streams shall be protected by a 25 foot natural vegetation strip or public easement measured from the centerline of the drainage ways or streams and measured from the ordinary high water mark for other surface water bodies.*

Comment: This standard is not applicable. The waterfront setback provision and C-2 DWP District provisions address development between Water Street and the Kalamazoo River.

Q. *Buffer zone along property lines. Natural vegetation, planted or landscaped buffer areas of 25 feet width are required wherever feasible along all exterior boundaries of the property to be developed as a PUD.*

Comment: As a downtown infill project, side buffer areas were not contemplated during the establishment of the C-2 DWP District and are not recommended.

R. *Parking areas. The parking area shall be designed so as to maximize and encourage the use of landscape breaks and/or buffers to minimize the unbroken expanses of surfaced area. However, landscaped areas in parking lots shall be large enough to support thriving vegetation and shall be preferred over many small landscape islands.*

Comment: The proposed parking lot accommodates four (4) vehicles, so this standard is not applicable. However, the parking lot is screened from the street right-of-way by a proposed wintergreen boxwood hedgerow.

S. *Common property.*
   1) *Common property in the PUD is a parcel or parcels of land, a privately owned road, or roads, together with the improvements thereon, the use and enjoyment of which are shared by the owners and occupants of the individual building sites or condominiums within the PUD. When common property exists, the ownership of the common property shall be private.*
   2) *When privately owned, arrangements must be made for the improvements, operation and maintenance of the common property and facilities, including private streets, drives, service parking and recreational facilities (such as a club house or tennis courts).*

3) *The applicant shall guarantee to the satisfaction of the city attorney that all common property portions of the development will be maintained in perpetuity and in the manner approved. Documents shall be presented that bind all successors and future owners in fee title to commitments made as a part of the approval of the common property.*
4) *This provision shall not prohibit a transfer of ownership or control, provided notice of the transfer is provided to the city and the land use continues as approved.*

Comment: The applicant shall ensure that the waterfront pathway, as well as access to the waterfront, is preserved to the satisfaction of the City Attorney.

T. *Easements across common property. When common property exists in private ownership, the owners shall grant easements, over, under and through the property to the city as are required for public purposes.*

Comment: The applicant shall ensure that the waterfront pathway, as well as access to the waterfront, is preserved to the satisfaction of the City Attorney. Additionally, as the driveway encroaches onto abutting property at 650 Water, the applicant shall ensure that an easement is established.

Section 154.114 Application and Data Requirements

Application for planned unit development approval shall include all data requirements for site plan review as specified in §§ 154.060 through 154.068. In considering any application for approval of a planned unit development proposal, the Planning Commission and City Council shall make their determinations on the basis of standards set forth for site plan review, as well the following standards and requirements. In addition, the application shall include the following:

A. *An overall plan for the planned unit development. The overall plan shall graphically represent the development concept using maps and illustrations to indicate each type of use, square footage or acreage allocated to each use, approximate locations of each principal structure and use in the development, setbacks and typical layouts and elevations for each type of use. The overall plan shall clearly delineate each type of residential use; office, commercial and other nonresidential use; each type of open space; community facilities and public areas; and other types of land use;*
B. *Map and written explanation. A map and written explanation of the relationship of the proposed planned unit development to the city's Comprehensive Plan;*
C. *Conformance with the planned unit development concept. The overall design and all uses proposed in connection with a planned unit development shall be consistent with and promote the intent of the planned unit development concept described in § 154.110, as well as with the specific project design standards set forth herein;*
D. *Compatibility with adjacent uses. The proposed planned unit development shall set forth specifications with respect to height, setbacks, density, parking, circulation, landscaping,*

views and other design and layout features which exhibit due regard for the relationship of the development to the surrounding properties and uses thereon. In determining whether this requirement has been met, consideration shall be given to the following:

1) *The bulk, placement and materials of construction of proposed structures;*
2) *The location and screening of vehicular circulation and parking areas in relation to the surrounding development;*
3) *The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development;*
4) *The hours of operation of the proposed uses; and*
5) *The provision of landscaping and other site amenities.*

E. *Public services. The proposed planned unit development shall not exceed the capacity of existing and available public services, including but not necessarily limited to utilities, public roads, police and fire protection services and educational services, unless the project proposal contains an acceptable plan for providing necessary services or evidence that such services will be available by the time the planned unit development is completed;*
F. *Impact of traffic. The planned unit development shall be designed to minimize the impact of traffic generated by the proposed development on surrounding areas;*
G. *Accommodations for pedestrian traffic. The planned unit development shall be designed with a sidewalk network to accommodate safe pedestrian circulation throughout and along the perimeter of the site, without interference from vehicular traffic;*
H. *Compliance with applicable regulations. The proposed planned unit development shall be in compliance with all applicable federal, state and local laws and ordinances;*
I. *Legal documentation of single ownership or control. The documentation shall be in the form of agreements, contracts, covenants and deed restriction which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained at public expense will continue to be operated and maintained by the developers, their successors, or other authorized entity;*
J. *Schedule. A specific schedule of the intended development and construction details, including the phasing or timing of all proposed improvements; and*
K. *Draft. A draft of ownership and governance documents. These documents shall include the following:*

1) *Deeds of ownership;*
2) *Warranties guaranteeing ownership conveyed and described in the deeds;*
3) *A list of covenants, conditions and restrictions that are conditions of ownership upon the purchasers and owners in the planned unit development; and*
4) *Association bylaws (for example, condominium or homeowner's association bylaws) which describe how the association is organized; the duties of the association to operate, manage and maintain common elements of the planned unit development; and, the duties of individual shareholders to manage and maintain their own units.*

Comment: The application is primarily complete. However, the applicant must provide information concerning I, J, and K.

Recommendation

While we support the overall development concept, we recommend that the Planning Commission table this item to allow the applicant to address concerns regarding waterfront pathway access and the location of the dumpster within the waterfront setback area. If these issues are addressed to the Planning Commission's satisfaction, a positive recommendation could be made to the City Council.

Planned Unit Development Application

Location Information

Application Number ____ - ____

Address 640 Water Street

Parcel Number(s) 57-300-030-00

Applicants Information

Name Daniel Boggs Architect

Address / PO Box

City

State

Zip

Phone

Interest In Project Architect

E-Mail

Signature Daniel Boggs Digitally signed by Daniel Boggs DN: C=US, E=dboggs@danielboggsarchitect.com, O=Daniel Boggs Architect, CN=Daniel Boggs Date: 2025.11.03 07:21:44-05'00'

Date 11-3-25

Owners Information (if different from applicants)

Name Jack Brown

Address / PO Box

City

State

Zip

Phone

E-Mail

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature

Date 11/7/2025

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 65 ft Width 100 ft Size 5,487 sf Zoning District C-2 Current Use Mercantile

Check all that apply:

Waterfront X Historic District X Dunes ____ Vacant ____

Project Description (attach more sheets if necessary)

Construct new mixed use building with mercantile on the first floor and transient residential on second floor.

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
☐	☐	☐	Significant vegetation
☐	☐	☐	Contours at 2-foot intervals
☐	☐	☐	A north arrow
☐	☐	☐	Locations of all buildings and their use (existing and proposed)
☐	☐	☐	Zoning classification of abutting properties
☐	☐	☐	Uses of structures on adjacent properties within 100 feet of the property, including those located across the street from the property
☐	☐	☐	Water courses and water bodies, including human-made surface drainage ways
☐	☐	☐	Driveways
☐	☐	☐	Required and proposed building setbacks
☐	☐	☐	Existing public and/or private easements
☐	☐	☐	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

Planned Unit Development Application

Application #____-____

SITE PLAN REQUIREMENTS (SECTION 154.061)

Y	N	NA	
☐	☐	☐	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
☐	☐	☐	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
☐	☐	☐	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

ELIGIBILITY CRITERIA (SECTION 154.112)

To be eligible for planned unit development approval, the applicant must demonstrate that the following criteria will be met. Please respond to each of the following questions regarding the proposed planned unit development request:

1) How will the planned unit development result in a recognizable and substantial benefit to the ultimate users of the project and to the community? This benefit must otherwise be unfeasible or unlikely to be achieved taking into consideration the reasonable foreseeable detriments of the proposed development and uses(s); including, without limitation. _____

The development will include public access along the waterfront for the entire length of the property that can be utilized by project users and the general public.

2) Will the long-term protection and/or preservation of natural resources and natural features and/or historical and/or architectural features of a significant quantity and/or quality in need of protection or preservation on a local, state and/or national basis? _____

This project will not negatively impact natural resources or the waterfront in any way. There is no historic structures on the site so there is nothing to preserve.

3) Will approval result in reducing the significant extent the non-conformity of a non-conforming use or structure, i.e., modification of a non-conforming use or structure so that, to a significant extent, it is rendered more conforming, or less offensive, to the zoning district in which it is situated? _____

The proposed use of the development is an approved use for the district.

The new structure proposed for the site is within the footprint of the existing building, so the new structure will not increase the non-conformity of the setbacks.

4) Explain how the minimum land area necessary to be considered for a PUD shall not be less than the land areas as specified for a lot in the underlying zoning district in which the lot is presently located. The density of dwelling units shall not exceed that permitted within the underlying district. Density may be shifted throughout the site and dwellings may be clustered on lots smaller than those permitted in the underlying zone if doing so better achieves the open space preservation objectives of this subchapter. _

The land area of the project is greater than the minimum lot area required by the zoning district.

5) Explain how the proposed planned unit development shall not exceed the capacity of existing and available public services, including but not necessarily limited to, police and fire protection services, and educational services, unless the project proposal contains an acceptable plan for providing necessary services or evidence that such services will be available by the time the planned unit development is completed. _____

The project will not increase the number of students attending local schools since there will be no permanent residents. The second floor residential will be short-term rental units.

The project will provide additional tax funding for local schools.

The need for police and fire protection should not be a significant increase since this building is replacing an existing building.

6) Explain how the proposed development shall not have an adverse impact on the Comprehensive Plan of the city. _____

The project is a mixed-use development with residential and non-residential uses, which allows for multiple uses in a small footprint.

The building will be pedestrian oriented with building entrances of the front sidewalk and parking on the side of the building.

7) Explain how the proposed developments shall be consistent with the intent and intent of these regulations, as stated in § 154.110. _____

The project will provide public waterfront access along the entire site.

8) Explain how the proposed developments shall not impede the continued use or development of surrounding properties for uses that are permitted in the district in which they are located. _____

The proposed development should not impede the surrounding properties in any way, and will actually help the surrounding properties by bringing additional people to the area providing more

support for surrounding businesses.

9) Explain how the proposed development shall be under single ownership or control such that there is a single person or entity having responsibility for completing the project in conformity with the planned unit development regulations. This provision shall not prohibit a transfer of ownership or control, provided that notice of the transfer is given immediately to the Zoning Administrator. _____

The project is owned by a single entity and it is in their best interest to complete the project as promptly as possible.

10) Explain how the roads within the PUD development will not be associated with access to individual commercial or residential units shall be dedicated to the city. Likewise, utility easements shall be conveyed to the city. Utility easements and roads in PUD developments approved prior to the enactment of this chapter may remain in private ownership. _____

The development will not include any new roads.

PROJECT DESIGN STANDARDS (SECTION 154.113)

In considering any application for approval of a planned unit development proposal filed according to the procedures of § 154.115 and application and data requirements of § 154.114, the Planning Commission and City Council shall make their determinations on the basis of standards set forth for site plan review, the eligibility criteria of § 154.112, as well as the following standards and requirements. Please check the appropriate box if the proposed development meets the following standards as listed in Section 154.113:

Y	N	NA	
☐	☐	☐	Is the location within one of the following Zoning Districts? City Center Commercial (CC), Water Street Commercial, all districts (WS), Industrial (IP), Neighborhood Marine (NHM), Resort District (R), Light Industrial (LIND), Maple Street (MS),Cultural Community Center(COM) and Multi-Family Residential (MR).
☐	☐	☐	Will the proposed planned unit development comply with specifications including but not limited to height, setbacks, density, parking, circulation, landscaping, views and other design and layout features which exhibit due regard for the relationship of the development to surrounding properties and the uses thereon. In determining whether this requirement has been met, consideration shall be given to the following:
☐	☐	☐	The bulk, placement and materials of construction of proposed structures;
☐	☐	☐	The location and screening of vehicular circulation and parking areas in relation to surrounding development;
☐	☐	☐	The location and screening of outdoor storage, outdoor activity or work areas, and mechanical equipment in relation to surrounding development.
☐	☐	☐	The hours of operation of the proposed uses; and
☐	☐	☐	The provision of landscaping and other site amenities.
☐	☐	☐	Will the public health, safety and welfare of any land use authorized in the underlying district may be included in a planned unit development as a principal or accessory use, be impaired?
☐	☐	☐	Unless waived or modified in accordance as listed below, will the yard and lot coverage, parking, loading, landscaping, lighting and other standards for the underlying district(s) comply for uses proposed as a part of a planned unit development? Mixed uses shall comply with the regulations applicable for each individual use, as outlined above, except that if regulations are inconsistent with each other, the regulations applicable to the most restrictive use shall apply. However, a special use that is part of a PUD shall not be separately processed as a special use, instead, it shall be processed as part of the PUD application.
☐	☐	☐	Will the quality of the flexibility from the regulations above result in a higher quality of development or a better design or layout than would be possible without the modifications, following review and approval by the Planning Commission and City Council.
☐	☐	☐	Where the existing underlying zoning district is residential, nonresidential uses shall be permitted as part of a planned unit development which also contains a residential component, provided that the applicant demonstrates that the residential uses will be predominant and the non-residential use will not create a nuisance for abutting property. The Planning Commission shall determine predominance of use after taking into account the following criteria as they apply to each of the proposed uses: extent to which it serves residents in the PUD compared to others who travel to the site, amount of traffic generated; hours of operation or use; noise, odors and overall impact on adjoining uses; land area allocated to each use; and, building area allocated to each use. Where residential development is the principal use and a commercial component of the PUD is predominantly designed to serve persons other than those who reside in the PUD, it shall not be permitted.

☐ ☐ ☐ Open space shall at least equal that which would be provided under the maximum lot coverage requirements of the underlying district. Open space shall be in large contiguous units that are easily accessible and usable. Small discontinuous areas of open space are contrary to the intent of this section, although it may be necessary to permit up to 20% of the total open space area in small discontinuous areas on a given parcel in order to achieve quality design and/or function of the balance of the PUD. Any land without a structure within the boundaries of the site may be included as required open space, except for land in the floodplain, subject to an easement, submerged lands and land contained in public or private street right-of-way. The required open space shall be set aside by the developer through an irrevocable conveyance, such as a deed restriction or covenant that runs with the land, assuring that the open space will be developed according to the site plan and never change to another use unless the PUD plan is properly amended according to the requirements of § 154.117. The conveyance shall:

☐ ☐ ☐ Ensure the open space is under single ownership or control, such that there is a single person or entity having proprietary responsibility for the open space. The applicant shall provide sufficient documentation of ownership or control in the form of agreements, contracts, covenants, master deeds and/or deed restrictions that indicate that open space will be held as proposed in perpetuity;

☐ ☐ ☐ Guarantee to the satisfaction of the City Council that all open space portions of the development will be maintained in the manner approved. Documents shall be presented to the satisfaction of the city attorney that bind all successors and future owners in fee title to maintenance commitments made as a part of the approval of the open space; and

☐ ☐ ☐ Provide for maintenance to be undertaken by the city in the event that the dedicated open space is inadequately maintained, or is determined by the city to be a public nuisance, with the assessment of costs upon the property owners within the PUD.

☐ ☐ ☐ Planned unit developments shall front onto a street with adequate capacity to safely accommodate the traffic of the development without unreasonably congesting the street. Road improvements contiguous to the site of the PUD that would improve traffic safety and reduce congestion may be required as a condition of a development approval. Access and egress openings from the development onto a public or private street shall be limited to one per 200 feet. The nearest edge of any entrance or exit drive shall be located no closer than 100 feet from any street or road intersection (measured from the nearest intersection right-of-way line). All requirements of §§ 154.060 through 154.068 shall also apply to planned unit developments.

☐ ☐ ☐ The design of a planned unit development, including electric, telephone and cable television lines, shall be placed underground, wherever feasible or required by the city.

☐ ☐ ☐ The design of a planned unit development shall provide visual and sound privacy for all dwelling units within and surrounding the development. Fences, walks and landscaping shall be used in the site design to protect the privacy of dwelling units.

☐ ☐ ☐ The configuration of buildings, driveways and other improvements shall permit convenient and direct emergency vehicle access.

☐ ☐ ☐ A pedestrian circulation system shall be provided that is isolated as completely as possible from the vehicular circulation system. The layout of vehicular and pedestrian circulation routes shall respect the pattern of existing or planned streets, sidewalks and bicycle pathways in the vicinity of the site.

☐ ☐ ☐ Minimum spacing between detached buildings shall not be less than 20 feet measured from the nearest point of the foundation. In no case shall spacing be less than required under the Building Code.

☐ ☐ ☐ No multiple-family building shall exceed 120 feet in length along any one elevation of the building measured between its two furthest points.

☐ ☐ ☐ All sensitive natural features such as drainage ways and streams, wetlands, lands within the 100-year floodplains, and stream or river banks (which by virtue of soils and slope may create highly erodible hazards to the public health and safety) shall remain unencumbered by any principal or accessory buildings and structures.

☐ ☐ ☐ Drainage ways and streams shall be protected by a 25 foot natural vegetation strip or public easement measured from the centerline of the drainage ways or streams and measured from the ordinary high water mark for other surface water bodies.

☐ ☐ ☐ Natural vegetation, planted or landscaped buffer areas of 25 feet width are required wherever feasible along all exterior boundaries of the property to be developed as a PUD.

☐ ☐ ☐ The parking area shall be designed so as to maximize and encourage the use of landscape breaks and/or buffers to minimize the unbroken expanses of surfaced area. However, landscaped areas in parking lots shall be large enough to support thriving vegetation and shall be preferred over many small landscape islands.

☐ ☐ ☐ Indication of common property in the PUD which is a parcel or parcels of land, a privately owned road, or roads, together with the improvements thereon, the use and enjoyment of which are shared by the owners and occupants of the individual building sites or condominiums within the PUD. When common property exists, the ownership of the common property shall be private.

☐ ☐ ☐ When privately owned, arrangements must be made for the improvements, operation and maintenance of the common property and facilities, including private streets, drives, service parking and recreational facilities (such as a club house or tennis courts).

☐ ☐ ☐ The applicant shall guarantee to the satisfaction of the city attorney that all common property portions of the development will be maintained in perpetuity and in the manner approved. Documents shall be presented that bind all successors and future owners in fee title to commitments made as a part of the approval of the common property.

☐ ☐ ☐ This provision shall not prohibit a transfer of ownership or control, provided notice of the transfer is provided to the city and the land use continues as approved.

☐ ☐ ☐ *Easements across common property.* When common property exists in private ownership, the owners shall grant easements, over, under and through the property to the city as are required for public purposes.

Planned Unit Development Application

Application #_____-_____

OFFICE USE ONLY:

Application Complete_____Date_____Fee Paid_____Date Paid_____

Public Notice Sent_____Resident Notification_____Hearing Date _____

Notes: _____

AMK PROPERTIES - SAUGATUCK BUILDING

640 Water Street, Saugatuck, MI 49453



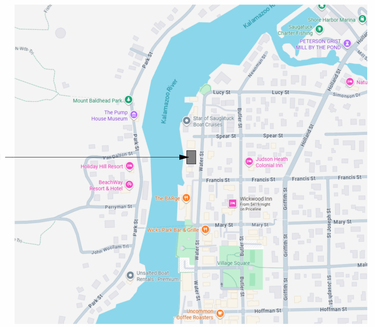
Example of white fibre cement board and batten siding



Example of gray fibre cement board and batten siding



SOUTHWEST ELEVATED PERSPECTIVE



LOCATION MAP

DRAWING INDEX

DWG NO.	Drawing Title	Issuance	Date
GENERAL			
G-1	Title Sheet	PUD Submission	11-18-25
GENERAL: 1			
CIVIL			
C-1	Survey	Survey Issue	10-21-25
C101	Grading Plan	PUD Submission	11-18-25
C202	Utility and Stormwater Management Plan	PUD Submission	11-18-25
CIVIL: 3			
LANDSCAPE			
L-1	Landscape Plan	PUD Submission	11-18-25
L-2	Landscape Details	PUD Submission	11-18-25
LANDSCAPE: 2			
DEMOLITION			
D-1	Site Demolition Plan	PUD Submission	11-18-25
DEMOLITION: 1			
ARCHITECTURAL			
A-0.1	PUD Pre-Application	PUD Pre-Application	09-23-25
A-0.2	PUD Pre-Application - Setbacks	PUD Pre-Application	09-23-25
A-1	Site Plan	PUD Submission	11-18-25
A-1.1	Site Details	PUD Submission	11-18-25
A-2	Floor Plans	PUD Submission	11-18-25
A-3	Exterior Elevations	PUD Submission	11-18-25
A-4	Exterior Elevations	PUD Submission	11-18-25
ARCHITECTURAL: 7			
ELECTRICAL			
PH-1	Site Photometric Plan	PUD Submission	11-18-25
ELECTRICAL: 1			
TOTAL DRAWINGS: 15			



NORTHWEST PERSPECTIVE



SOUTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

10-22-25 Client Review
10-27-25 Revision
11-18-25 PUD Submission

PROJECT NO:

2025.13

DRAWN BY:

DWB

These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.

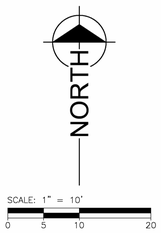
SHEET TITLE:

Title Sheet

SHEET NO:

G-1





LEGEND

- PROPERTY IRON (FOUND)
- UTILITY POLE
- LIGHT POLE
- UTILITY MANHOLE
- CATCH BASIN
- WATER VALVE
- UTILITY RISER
- MAILBOX
- UTILITY METER
- SIGN
- POST
- MONITORING WELL
- BENCHMARK

- PROPERTY BOUNDARY
- PLAT LOT LINE
- CURB LINE
- BUILDING LINE AT GROUND LEVEL
- FENCE

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BULIDING

PARCEL DESCRIPTION AS FURNISHED:
(FROM COVENANT DEED LIBER 4875, PAGE 157 DOCUMENT NO. 2023010350, ALLEGAN COUNTY RECORDS)

LOT(S) 29, 30 AND NORTH ONE-HALF OF LOT 31 OF KALAMAZOO PLAT, ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 111 OF DEEDS, PAGE 551 OF ALLEGAN COUNTY RECORDS.

STATE OF MICHIGAN
Anthony Gerald Bartol
License No. 4001056499
LICENSED PROFESSIONAL SURVEYOR

fishbeck
Engineers | Architects | Scientists | Constructors

AMK Properties
Village of Saugatuck, Michigan

604 Water Street
Topographic Survey

REVISIONS

Drawn By	MLNITENGALE
Designer	MLNITENGALE
Reviewer	TBARTOL
Manager	TBARTOL

Hard copy is intended to be 24"x36" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

PROJECT NO.
2501331

SHEET NO.
C-1

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PLOT INFO: Z:\2025\2501331\CAD\SURVEY\XSUR\2501331_TO CLIENT.DWG LAYOUT: LAYOUT1 DATE: 10/21/2025 TIME: 8:12:59 AM USER: MLNITENGALE



GRADING PLAN

SCALE: 1" = 10'

NORTH

0 5 10 20

MICHIGAN 811
3 full working days before you dig:
1-800-482-7171
on the web at: www.missdig.org

BENCH MARKS

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BUILDING

SURVEY NOTES

1. TOPOGRAPHIC SURVEY WAS COMPLETED BY FISHBECK IN SEPTEMBER 2025 AND REFLECTS CONDITIONS AT THAT TIME. THE SURVEY HAS BEEN SUPPLEMENTED WITH RECORD AND PAST PROJECT INFORMATION FOR THE CONTRACTOR'S CONVENIENCE. THE CONTRACTOR IS RESPONSIBLE FOR VISITING THE SITE PRIOR TO BIDDING TO CONFIRM EXISTING CONDITIONS AS SHOWN ON THE PLANS. REPORT ALL DISCREPANCIES TO THE ENGINEER.
2. THE HORIZONTAL AND VERTICAL INFORMATION PROVIDED IS BASED ON THE MICHIGAN STATE PLANE COORDINATE SYSTEM (SOUTH ZONE, INTERNATIONAL FEET) WITH NAD83 HORIZONTAL AND NAVD88 VERTICAL DATUM, RESPECTIVELY.
3. UNDERGROUND UTILITIES ARE SHOWN BASED ON SURFACE MANHOLE AND VALVE LOCATIONS, RECORD DRAWINGS, AND OWNER PROVIDED UTILITY MAPS AND MAY NOT BE ACCURATE. CONTRACTOR SHALL CONTACT MISS DIG PRIOR TO ANY EXCAVATION. CONTACT ENGINEER IF UTILITIES ARE FOUND IN DIFFERENT CONDITIONS THAN SHOWN ON THESE PLANS.

SYMBOL LEGEND

725	EXISTING MAJOR CONTOUR
724	EXISTING MINOR CONTOUR
725	PROPOSED MAJOR CONTOUR
724	PROPOSED MINOR CONTOUR
(L)	LANDING (2% MAX. SLOPE ALL DIRECTIONS)
(R)	RAMP
724.50 XX	SPOT ELEVATION
EM	EDGE OF METAL
EW	EDGE OF WALK
FF	FINISH FLOOR
GP	GUTTER PAN
GR	GRADE ELEVATION
HP	HIGH POINT
LP	LOW POINT
TC	TOP OF CURB
TP	TOP OF PAVEMENT
TW	TOP OF WALL

NOTES

1. FINISH GRADE OF SOIL EDGES ALONG PAVEMENT TO MATCH EDGE OF PAVEMENT.
2. STRIP AND STOCKPILE TOPSOIL FROM GRADING AREAS. USE STOCKPILED TOPSOIL AND IMPORTED TOPSOIL AS NECESSARY FOR SURFACE RESTORATION.
3. GRADES SHOWN ARE FINAL SURFACE GRADES AFTER COMPLETION OF SURFACE IMPROVEMENTS AND PLACEMENT OF TOPSOIL.
4. ADA PARKING AREAS NOT TO EXCEED 2.0% SLOPE IN ALL DIRECTIONS.
5. GRADE AREAS AT SITE PERIMETER TO MATCH GRADES OF ADJACENT PARCELS.
6. REMOVE EXCESS SOIL FROM SITE AND DISPOSE OF PROPERLY IN ACCORDANCE WITH APPLICABLE REGULATIONS.
7. PROVIDE TEMPORARY GRADING FEATURES SUCH AS BERMS, SWALES, SUMPS AND BASINS TO MANAGE INTERIM STORM WATER RUNOFF DURING CONSTRUCTION PROCESS. STORM WATER RUNOFF LEAVING THE SITE SHALL MEET ALL FEDERAL, STATE AND LOCAL QUALITY REQUIREMENTS.

fishbeck
Engineers | Architects | Scientists | Constructors

AMK Properties
640 Water Street, Saugatuck, MI 49453

Saugatuck Building

REVISIONS

NOT FOR CONSTRUCTION

11/18/2025 PUD SUBMISSION

Drawn By	SNETZ
Designer	BAMCDOWELL
Reviewer	DRHOTON
Manager	BAMCDOWELL

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PROJECT NO.
2501807

SHEET NO.
C101

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UTILITY AND STORMWATER MANAGEMENT PLAN

SCALE: 1" = 10'

0 5 10 20

NORTH

MICHIGAN 811
3 full working days before you dig:
1-800-482-7171
on the web at: www.missdig.org

BENCH MARKS

BENCHMARK 200 ELEVATION: 585.28
NORTHEAST FLANGE BOLT OF HYDRANT, NORTHEAST QUADRANT OF FRANCIS AND WATER STREETS

BENCHMARK 201 ELEVATION: 583.85
CHISELED X ON SEAWALL, WEST SIDE OF 640 WATER STREET BUILDING

SYMBOL LEGEND

- 8" SAN — SANITARY SEWER & MANHOLE
- WYE & LEAD
- RISER & LEAD
- STANDARD SEWER CLEANOUT
- 12" STM — STORM SEWER & MANHOLE
- CATCH BASIN
- UNDERDRAIN
- 8" WTR — WATER MAIN
- VALVE & BOX
- VALVE & CHAMBER
- M — METER
- PLUG
- STANDARD FIRE HYDRANT ASSEMBLY
- CURB STOP & BOX
- GAS MAIN
- ELECTRIC
- TELEPHONE/FIBER OPTIC

ENVIRONMENTAL NOTES

THE SITE CONTAINS 2 ABANDONED UNDERGROUND STORAGE TANKS THAT WERE PREVIOUSLY USED AS FUEL STORAGE FOR RECREATIONAL USE ALONG THE KALAMAZOO RIVER. THE TANKS FED A FUEL DISPENSER ON THE DOCKS OF THE ADJACENT PROPERTY. THE FUEL DISPENSER AND PRODUCT LINE WERE REMOVED, AND THE UNDERGROUND STORAGE TANKS WERE REMOVED OF PRODUCT, CLEANED, BACKFILLED, AND LEFT IN PLACE. THE SITE SOIL IS CONTAMINATED WITH RESIDUAL NON-AQUEOUS PHASE LIQUID (NAPL) AND A CONTAMINATED GROUNDWATER PLUM IS PRESENT ON THE NORTH SIDE OF THE PROPERTY. A DEED RESTRICTION IS IN PLACE PROTECTING AGAINST UNACCEPTABLE EXPOSURES TO THE CONTAMINATION, AND THAT FUTURE LAND-USE MUST NOT EXACERBATE EXISTING CONDITIONS.

NOTES

1. EXISTING UTILITIES LOCATIONS SHOWN ARE APPROXIMATE.
2. VERIFY THE HORIZONTAL AND VERTICAL LOCATION OF EXISTING UTILITIES PRIOR TO EXCAVATION WHERE NECESSARY.
3. PROTECT AND MAINTAIN SERVICE OF OTHER UTILITIES AT CROSSINGS.
4. DO NOT CONNECT ROOF DRAINS, FOUNDATION DRAINS, AND OTHER CLEAN WATER SERVICES TO THE SANITARY SEWER.
5. PROVIDE AND MAINTAIN INLET FILTERS AT ALL CATCH BASIN INLETS, DURING CONSTRUCTION.
6. WATER MAIN TO HAVE A MINIMUM OF 5.5 FEET OF COVER.
7. FIRE HYDRANTS LOCATED IN CURB ISLAND OR GREEN SPACE SHALL BE LOCATED 5' FROM BACK OF CURB OR EDGE OF PAVEMENT (TYP.).
8. PROVIDE A MINIMUM OF EIGHTEEN (18) INCHES OF VERTICAL SEPARATION AND TEN (10) FEET OF HORIZONTAL SEPARATION BETWEEN THE WATER MAIN AND ALL SANITARY AND STORM SEWERS.
9. FACE NOZZLES OF SITE FIRE HYDRANTS TOWARD BUILDING.
10. ADJUST ALL CASTINGS TO FINISH GRADES.
11. PIPE LENGTHS ARE TO CENTER OF STRUCTURES UNLESS NOTED OTHERWISE. ALL PIPE LENGTHS ARE FOR THE CONVENIENCE OF THE CONTRACTOR.
12. UTILITY ELEVATIONS INDICATED REPRESENT INVERT ELEVATIONS UNLESS OTHERWISE NOTED.

STORMWATER MANAGEMENT SUMMARY

THE PROJECT TEAM IS SEAKING AN ALTERNATIVE STORMWATER APPROACH DUE TO THE SITES ENVIRONMENTAL CONTAMINATES AND HIGH GROUNDWATER, SEE DETAILED ENVIRONMENTAL NOTES ON THIS SHEET. THE PROPOSED SITE CONDITIONS GENERATE LESS RUNOFF THAN THE EXISTING SITE CONDITIONS.

PRE-DEVELOPED CONDITIONS
DRAINAGE AREA: 7,725 SF = 0.18 AC
RUNOFF COEFFICIENT: 0.95

POST-DEVELOPED CONDITIONS
DRAINAGE AREA: 7,725 SF = 0.18 AC
RUNOFF COEFFICIENT: 0.91

GEOTECHNICAL NOTES

1. SOIL CLASSIFICATION: PRIMARILY SANDY AN LOAMY AQUENTS (34) PER WEB SOIL SURVEY
2. GROUNDWATER ELEVATION: 579.75

FLOODPLAIN NOTES

1. SITE IS LOCATED IN A AE/(EL 583) FLOODPLAIN ZONE PER FEMA FLOODPLAIN MAPS.

WETLAND NOTES

1. SITE IS NOT LOCATED IN A WETLAND PER EGLE WETLANDS MAPPER.

KEY NOTES

1. DOWNSPOUT

fishbeck
Engineers | Architects | Scientists | Constructors

AMK Properties
640 Water Street, Saugatuck, MI 49453

Water Building

REVISIONS

NOT FOR CONSTRUCTION

11/18/2025 PUD SUBMISSION

Drawn By	SNETZ
Designer	BAMCDOWELL
Reviewer	DRHOTON
Manager	BAMCDOWELL

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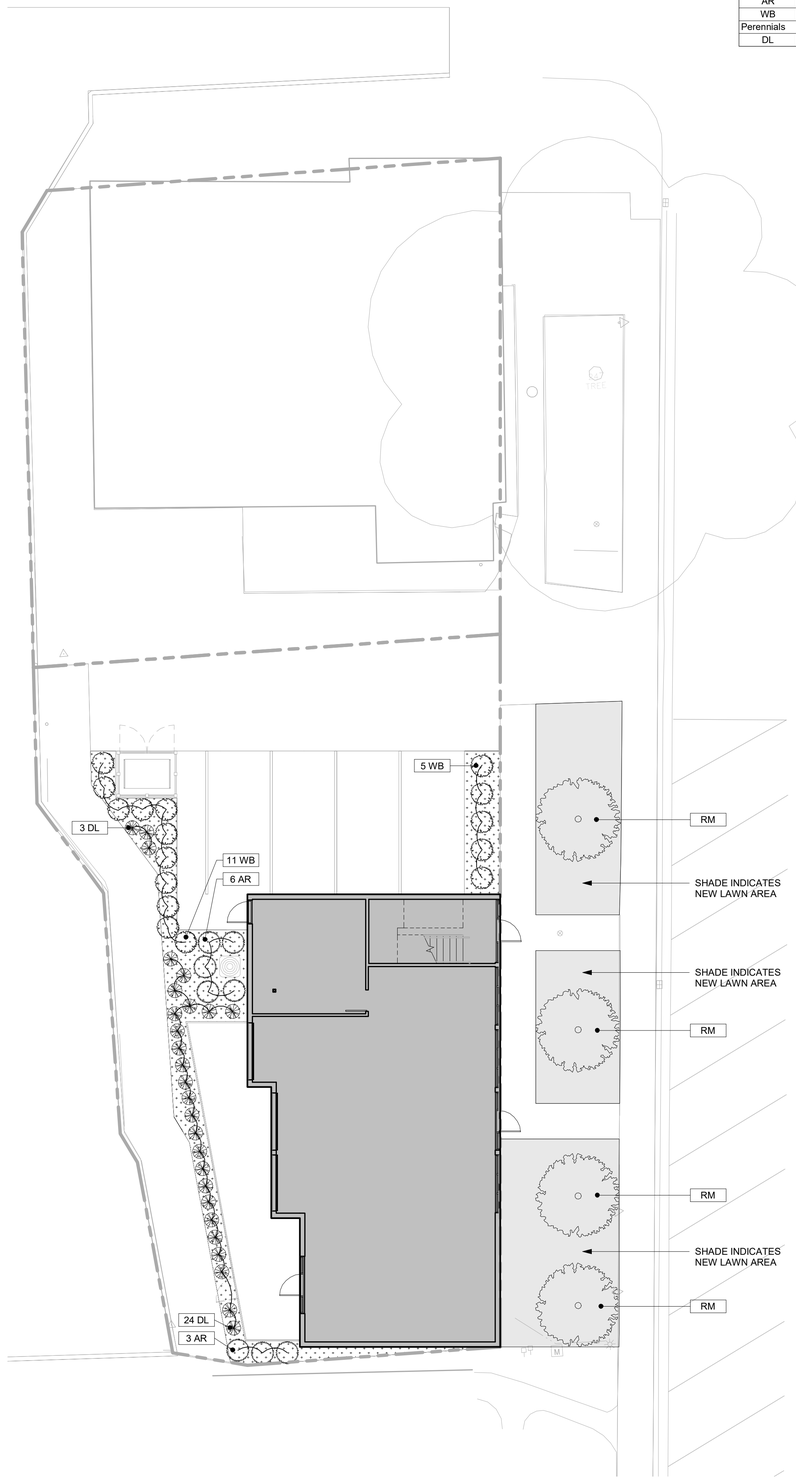
PROJECT NO.
2501807

SHEET NO.
C201

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Planting Schedule						
Type	**Common Name**	**Miniumum Caliper**	**Miniumum Height**	**Miniumum Spread**	**Root Type**	**Count**
Trees						
RM	Red Maple	2-1/2 inches	----	----	BB	4
Shrubs						
AR	Arborvitae	-----	48 inches	----	BB	8
WB	Wintergreen Boxwood	----	24 inches	----	BB	16
Perennials						
DL	Daylily - Stella De Oro	-----	----	15 inches	BB	27



1 L-1 **LANDSCAPE PLAN**
SCALE: 1" = 10'-0"

LANDSCAPE GENERAL NOTES

1. ALL LANDSCAPE AREAS, ESPECIALLY PARKING LOT ISLANDS AND SHRUB BEDS NEXT TO BUILDING, SHALL BE EXCAVATED OF ALL BUILDING MATERIALS AND POOR SOIL TO A DEPTH OF 12"-18" AND BACK FILLED W/ A GOOD MEDIUM TEXTURED SOIL (LOAM OR LIGHT YELLOW CLAY). ALL LANDSCAPE AREAS TO HAVE 4"-6" OF TOP SOIL AND ARE TO BE CROWNED A MINIMUM OF 6" HIGHER THAN ADJACENT CURBS OF WALKS AFTER EARTH SETTLING.
2. PLANT TREES AND SHRUBS GENERALLY NO CLOSER THAN THE FOLLOWING DISTANCES APART:
   A. SHADE TREES: 20' O.C.
   B. SHRUBS LESS THAN 1'-0" HT & WIDTH AT MATURITY: 5' O.C.
   C. ORNAMENTAL & EVERGREEN TREES (CRAB, PINE, SPRUCE): 10' O.C.
3. DIG SHRUB PITS 1'-0" LARGER THAN THE SHRUB ROOT BALLS. TREE PITS 2'-0" LARGER THAN ROOT BALLS. BACK FILL W/1 PART TOPSOIL - 1 PART SOIL FROM EXCAVATED PLANT HOLE.
4. REMOVE ALL TWINE, WIRE, AND BURLAP FROM TOP OF ALL SHRUB EARTH BALLS AND TREE TRUNKS.
5. LAWN TREES TO BE MULCHED WITH A 2'-0" WIDE BY 3" DEEP MINIMUM SHREDDED BARK RING OR APPROVED ALTERNATE DESIGN FOR TRUNK PROTECTION.
6. ALL LANDSCAPE AREAS TO BE MULCHED WITH 3" OF SHREDDED WOOD MULCH ON CONTINUOUS WEED-CONTROL BARRIER WITH PLASTIC EDGING AROUND PERIMETER.
7. INSTALLATION OF PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF NURSERYMEN LANDSCAPE STANDARDS.
8. ALL TREES TO STAKED, WRAPPED, AND MULCHED ACCORDING TO THE CITY STANDARDS.
9. ALL ERICACIOUS PLANT MATERIAL AND OTHER ACID LOVING PLANTS SHALL BE PLANTED IN PLANTING MIX OF 1 PART TOPSOIL - 1 PART PEAT.
10. ALL LAWN AREAS TO BE FINE GRADED AND TOP DRESSED WITH 3" OF TOPSOIL BEFORE SODDING.
11. ALL QUANTITIES ON PLANS HAVE BEEN FIGURED AS CLOSELY AS POSSIBLE. IT REMAINS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO COMPLETE THE PROJECT AS INDICATED ON THE DRAWINGS.
12. ALL GROUND COVER BEDS SHALL RECEIVE 3" OF PLANT MIX (1/3 TOPSOIL, 1/3 SAND, 1/3 PEAT) ROTOTILLED INTO THE UPPER 6" OF SOIL, MULCH WITH 2" OF MICHIGAN PEAT MULCH.
13. ALL NEW PLANT BEDS AND LAWN AREAS TO BE IRRIGATED UNLESS INDICATED OTHERWISE. EXISTING PLANT BEDS AND LAWN AREAS TO BE IRRIGATED IF INDICATED. CONTRACTOR TO PROVIDE A DESIGN/BUILD IN-GROUND AUTOMATIC IRRIGATION SYSTEM.

CITY LANDSCAPE REQUIREMENTS

CITY OF SAUGATUCK ZONING ORDINANCE

154.144 LANDSCAPING

(C) SITE LANDSCAPING REQUIREMENTS
MINIMUM OF 10% OF THE SITE AREA SHALL BE LANDSCAPED.

5,487x10% = 549 SF

Landscaping Area	
Type	**Area**
Landscape	451 SF
Landscape	100 SF
Total:	551 SF

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN DANIEL WAYNE BOGGS 1301053046 LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

10-22-25 Client Review
10-27-25 Revision
11-18-25 PUD Submission

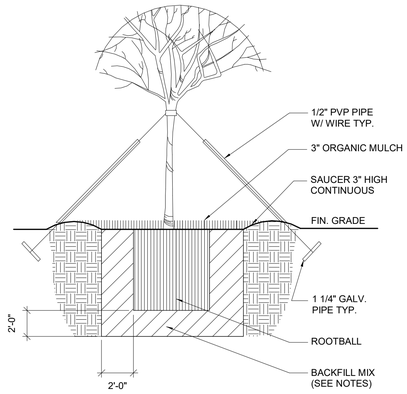
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2025.13

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Author

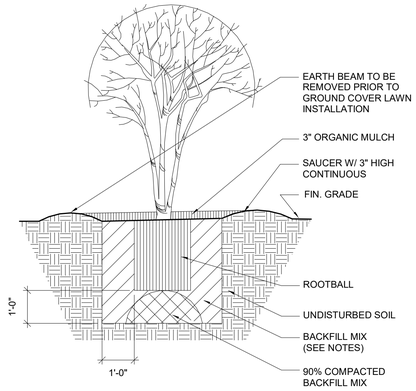
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Landscape Plan

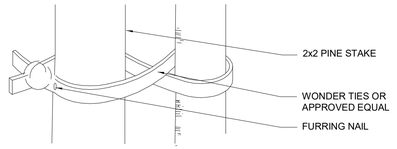
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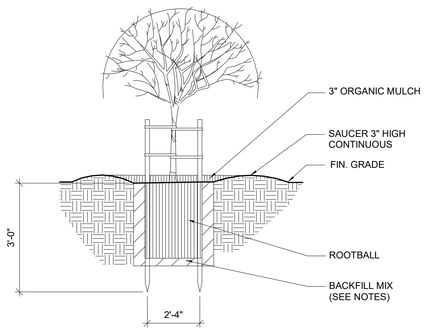


TREES - STAKING

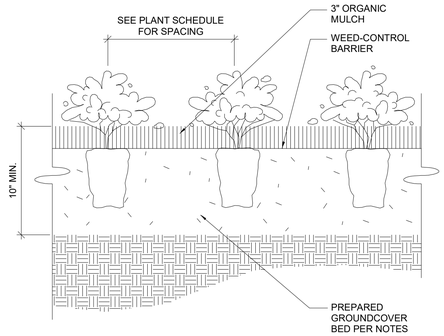


SHRUBS





TREES - GUYING



GROUND COVER PLANTING

1 L-2 **PLANTING DETAILS**
SCALE: 1/2" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
ARCHITECT
No. 1301023
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
10-22-25 Client Review
11-18-25 PUD Submission

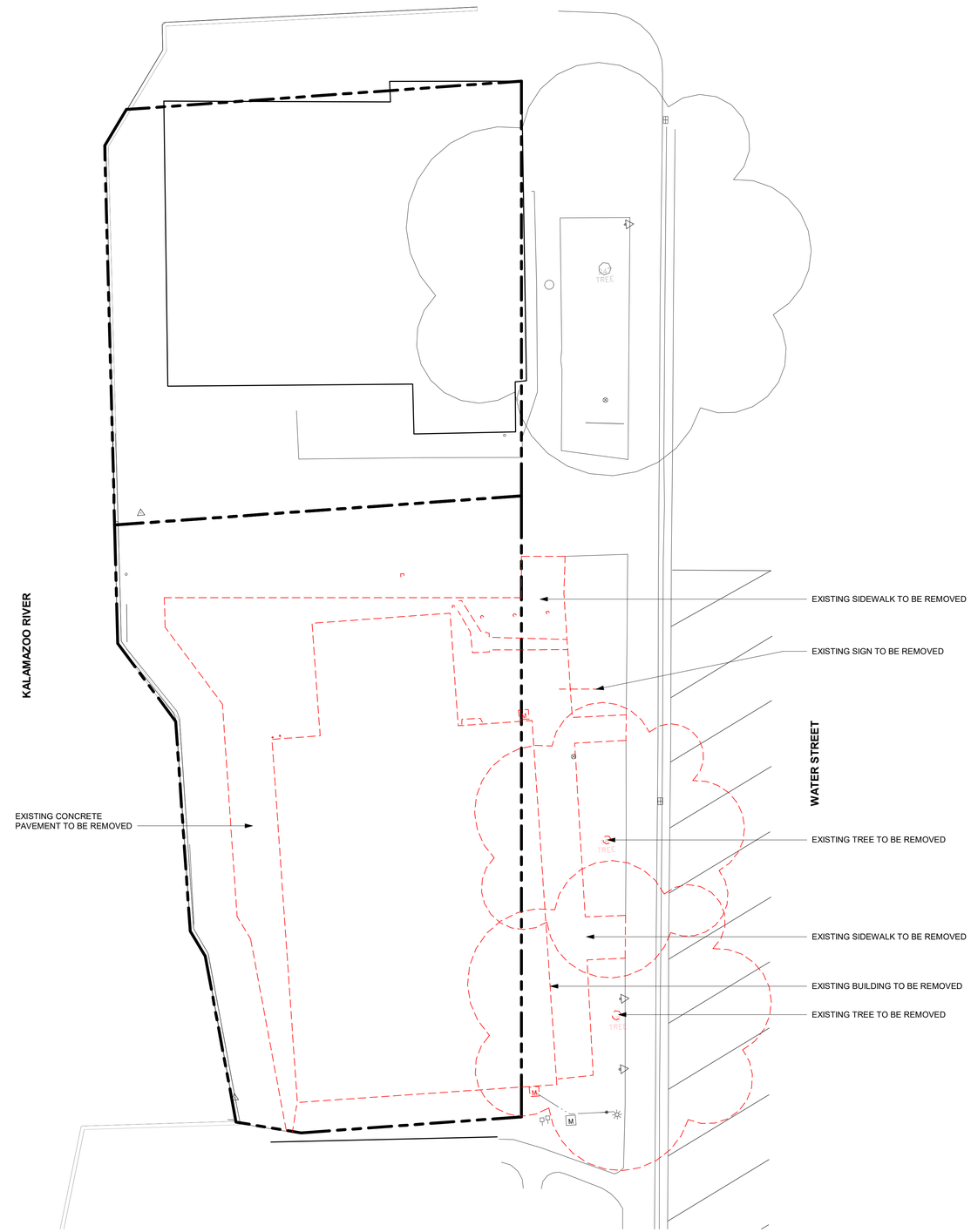
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SHEET TITLE:
Landscape Details

SHEET NO:
L-2



1 D-1 **SITE DEMOLITION PLAN**
SCALE: 1" = 10'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
No. 1301053401
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
10-22-25 Client Review
11-18-25 PUD Submission

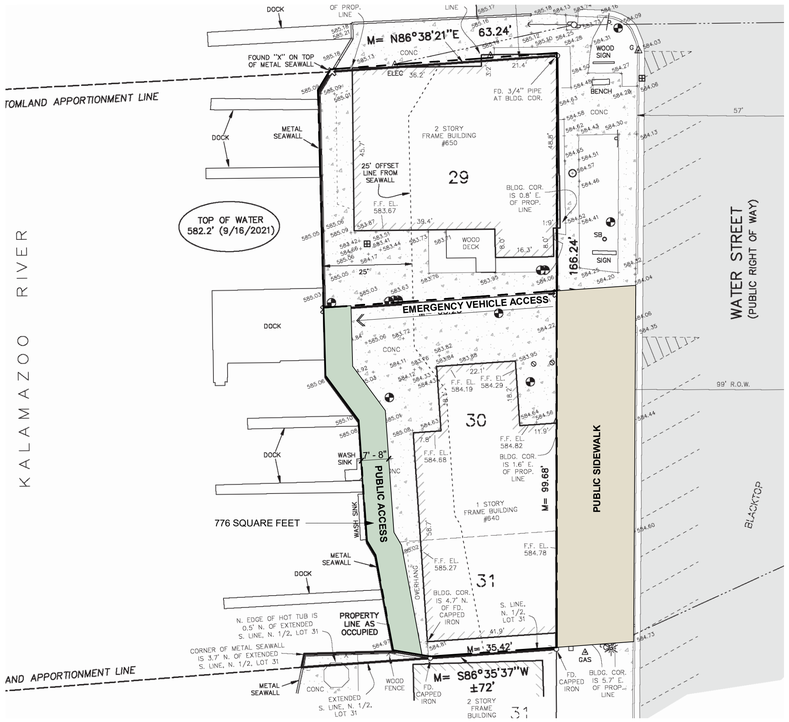
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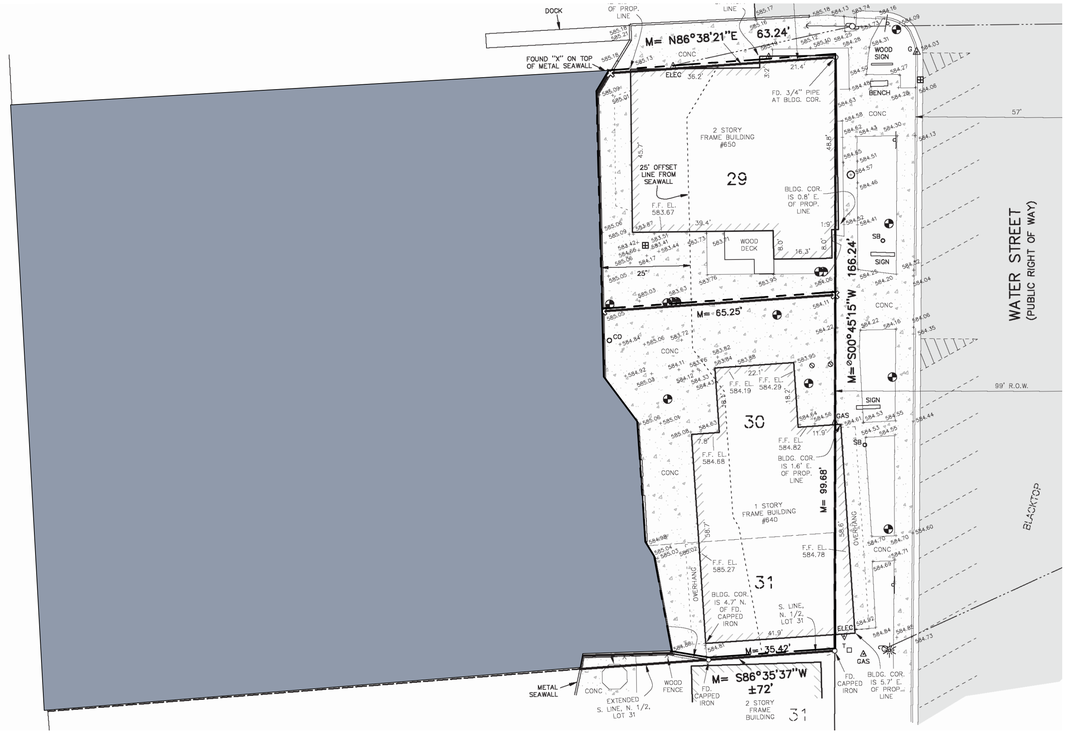
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Site Demolition Plan

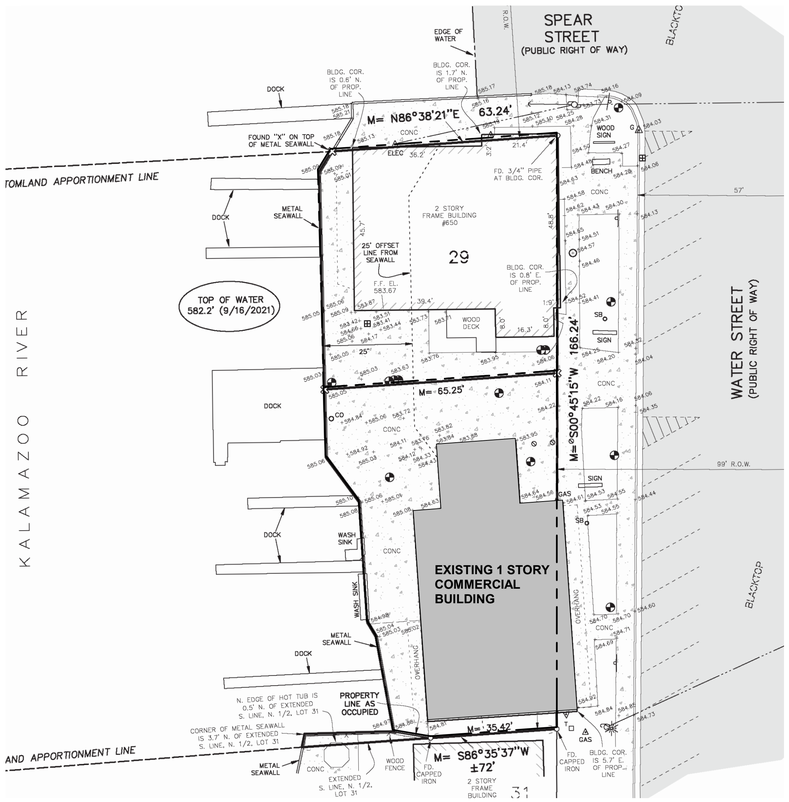
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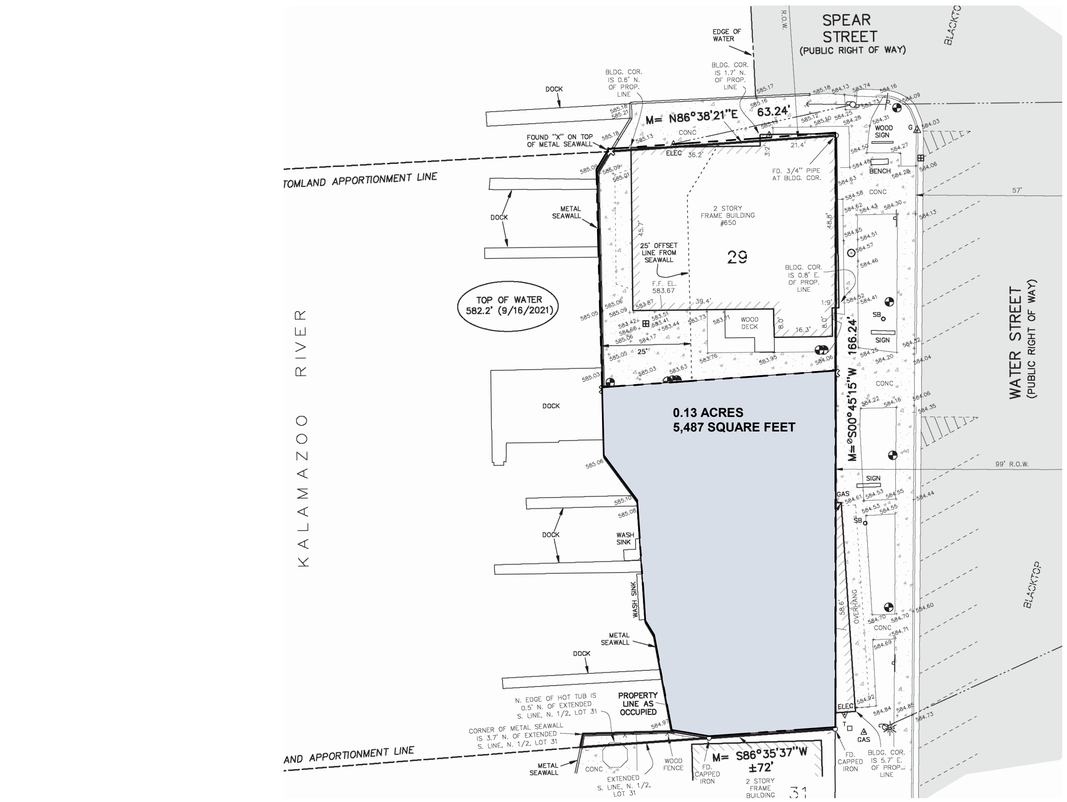
4 A-0.1 **SITE PLAN - CIRCULATION PATTERNS**
SCALE: 1" = 20'-0"



3 A-0.1 **SITE PLAN - NATURAL RESOURCES**
SCALE: 1" = 20'-0"



2 A-0.1 **SITE PLAN - EXISTING USE**
SCALE: 1" = 20'-0"



1 A-0.1 **SITE PLAN - AREA**
SCALE: 1" = 20'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
No. 1301052
LICENSED ARCHITECT

PRELIMINARY
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ISSUED:

09-23-25 PUD Pre-Application

PROJECT NO:
2025.13

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Author

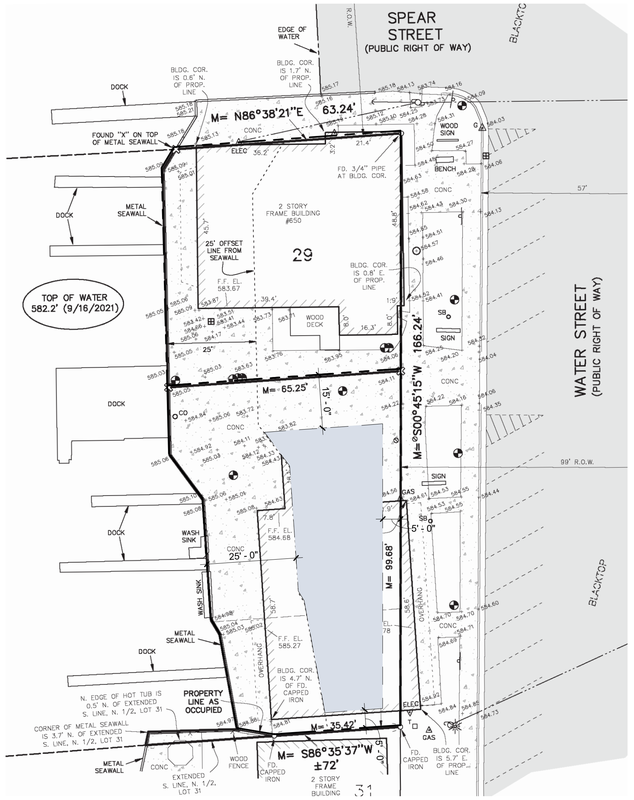
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SHEET TITLE:

PUD
Pre-Application

SHEET NO:

A-0.1

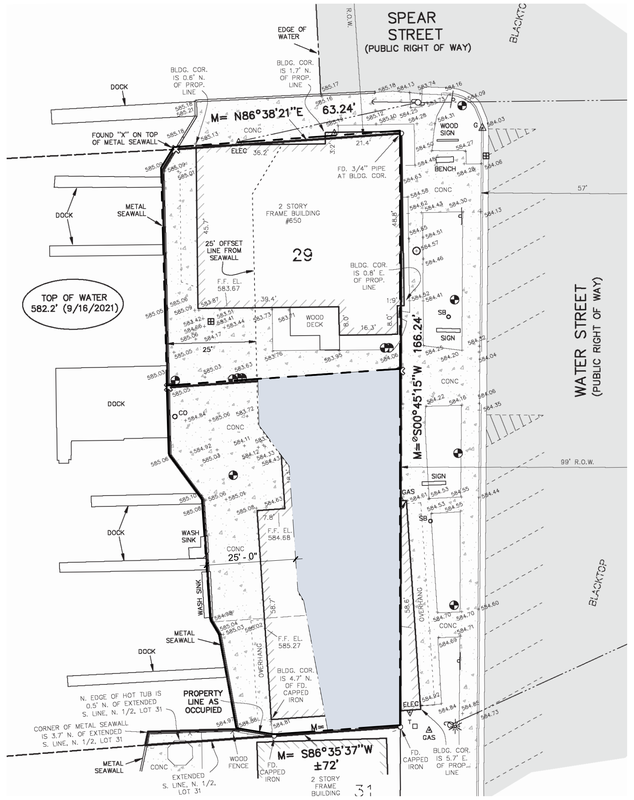


CURRENT ZONING:

Dimension and area regulations north of Francis Street:

Front setback	5 feet
Maximum front setback	20 feet
Side setback	20 feet minimum between both side setbacks
Rear setback	15 feet
Waterfront setback	25 feet, see § 154.021 (F)(4)
Minimum lot area	4,560 square feet for all uses except for hotels/inns, which require 8,712 square feet
Minimum lot width	100 feet of street frontage
Maximum lot coverage	No requirement
Maximum number of stories	Two and a half (2.5)
Minimum parking lot setback	20 feet

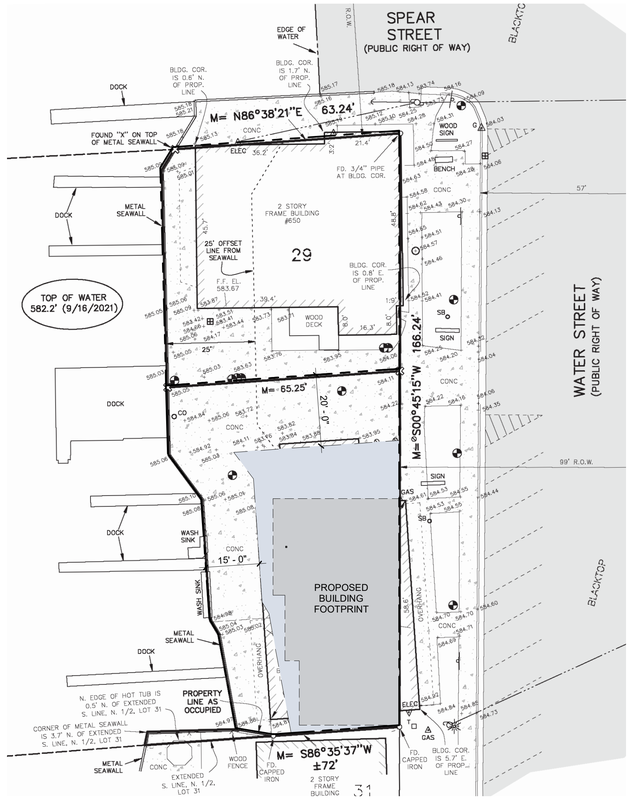
1 A-0.2 **SITE PLAN - CURRENT SETBACK REQUIREMENTS**
SCALE: 1" = 20'-0"



PREVIOUS ZONING:

Front setback	0 feet
Side setbacks	0 feet*
Rear setback	0 feet*
Minimum lot	4,560 square feet
Minimum lot width	66 feet
Maximum lot coverage	100%*
* Subject to Fire Code Regulations	

2 A-0.2 **SITE PLAN - PREVIOUS SETBACK REQUIREMENTS**
SCALE: 1" = 20'-0"



MODIFICATIONS TO BE SOUGHT:

FRONT SETBACK: 0 FT
WATERFRONT SETBACK: 15 FT (PUD PROVISION)
PARKING SETBACK: 5 FT (LANDSCAPE SCREENING)

3 A-0.2 **SITE PLAN - MODIFICATIONS TO BE SOUGHT**
SCALE: 1" = 20'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
ARCHITECT
No. 1301054
LICENSED ARCHITECT

PRELIMINARY
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ISSUED:
09-23-25 PUD Pre-Application

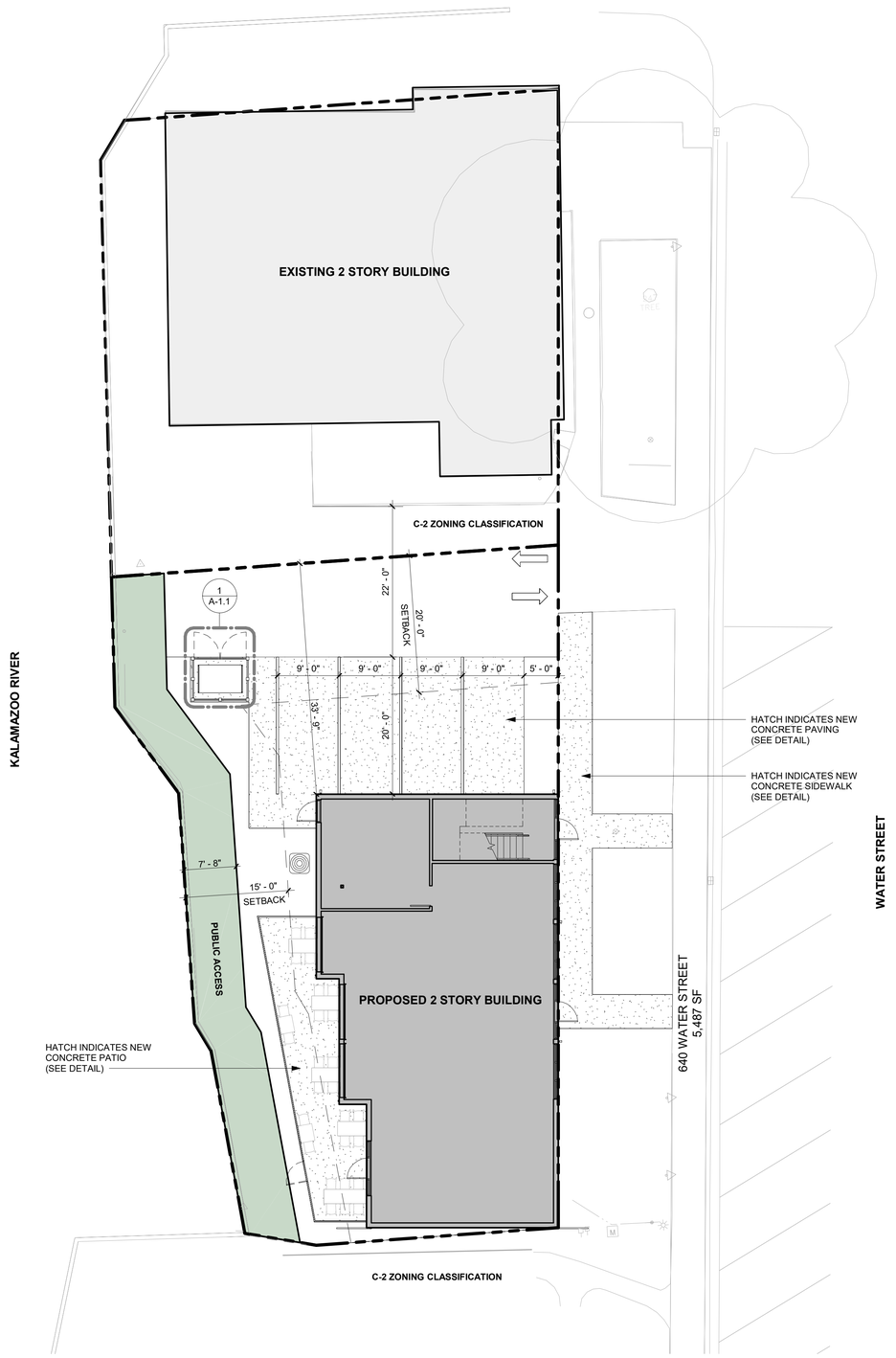
PROJECT NO:
2025.13

DRAWN BY:
Author

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SHEET TITLE:
PUD
Pre-Application - Setbacks

SHEET NO:
A-0.2



1 A-1 **SITE PLAN**
SCALE: 1" = 10'-0"

CITY ORDINANCE REVIEW

CITY OF SAUGATUCK ZONING ORDINANCE

154.038 C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT (DWP)

(B) PERMITTED USES
(1) SHORT-TERM RENTAL OF ALLOWABLE APARTMENTS
(4) SIGNIFICANT EXTERIOR CHANGE
(e) RETAIL STORES

(D) DIMENSION AND AREA REGULATIONS NORTH OF FRANCIS STREET

FRONT SETBACK:	5 FT (0 FT ACTUAL)
MAXIMUM FRONT SETBACK:	20 FT
SIDE SETBACK:	20 FT MIN. BOTH SIDES
NORTH SIDE:	33'-9" ACTUAL
SOUTH SIDE:	0 FT ACTUAL
REAR SETBACK:	15 FT (N/A)
WATERFRONT SETBACK:	25 FT (15 FT ACTUAL)
MINIMUM LOT AREA:	4,560 (5,487 ACTUAL)
MINIMUM LOT WIDTH:	66 FT (100 ACTUAL)
MAX. LOT COVERAGE:	NO REQUIREMENT
MAX. NUMBER OF STORIES:	2.5 (2 ACTUAL)
MIN. PARKING LOT SETBACK:	20 FT (5 FT ACTUAL)

154.131 EXCEPTION TO OFF-STREET PARKING REQUIREMENTS

(A) FOLLOWING ZONING DISTRICTS SHALL BE EXEMPT FROM ANY PARKING REQUIREMENTS.
(5) C-2 DOWNTOWN WATERFRONT PRESERVATION DISTRICT

Parking Schedule	
Type	**Count**
9' x 20'	4
Total Provided:	4

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN · DANIEL WAYNE BOGGS · 1301063 · LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

07-15-25	Client Review
07-23-25	Revision
07-24-25	City Preliminary Review
09-23-25	PUD Pre-Application
10-22-25	Client Review
10-27-25	Revision
11-18-25	PUD Submission

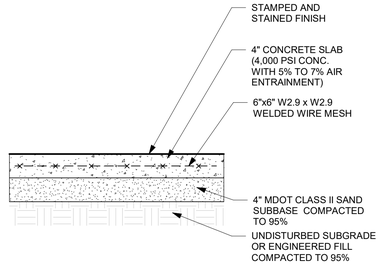
PROJECT NO:
2025.13

DRAWN BY:
Author

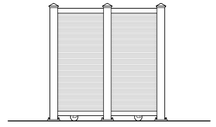
These drawings have been specifically prepared for **AMK Properties for use at 640 Water Street Saugatuck, MI 49453**
These drawings shall not be used at other locations without the consent and participation of Daniel Boggs Architect.

SHEET TITLE:
Site Plan

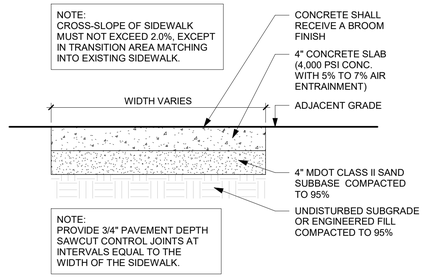
SHEET NO:
A-1



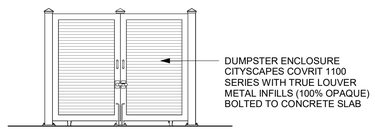
6 A-1.1 CONCRETE PATIO DETAIL
SCALE: 1" = 1'-0"



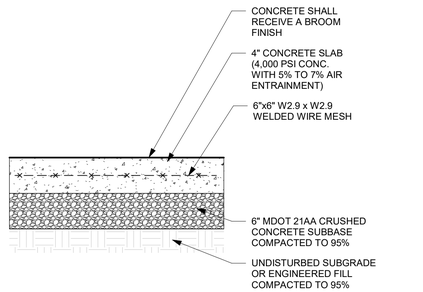
3 A-1.1 DUMPSTER ENCLOSURE - SIDE
SCALE: 1/4" = 1'-0"



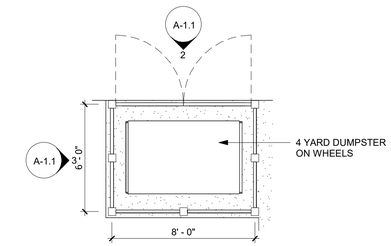
5 A-1.1 CONCRETE SIDEWALK DETAIL
SCALE: 1" = 1'-0"



2 A-1.1 DUMPSTER ENCLOSURE - FRONT
SCALE: 1/4" = 1'-0"



4 A-1.1 CONCRETE PAVING DETAIL
SCALE: 1" = 1'-0"



1 A-1.1 ENLARGED DUMPSTER ENCLOSURE PLAN
SCALE: 1/4" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
No. 1301053941
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:

11-18-25 PUD Submission

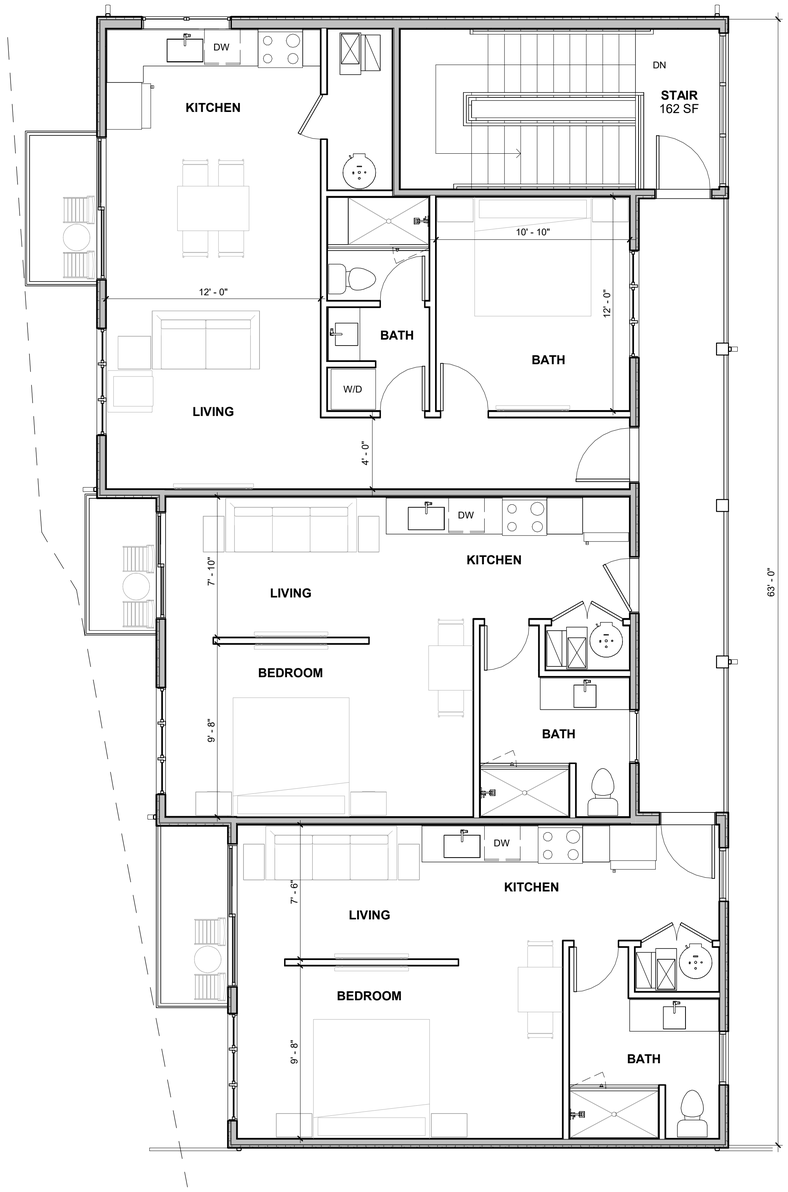
PROJECT NO:
2025.13

DRAWN BY:
Author

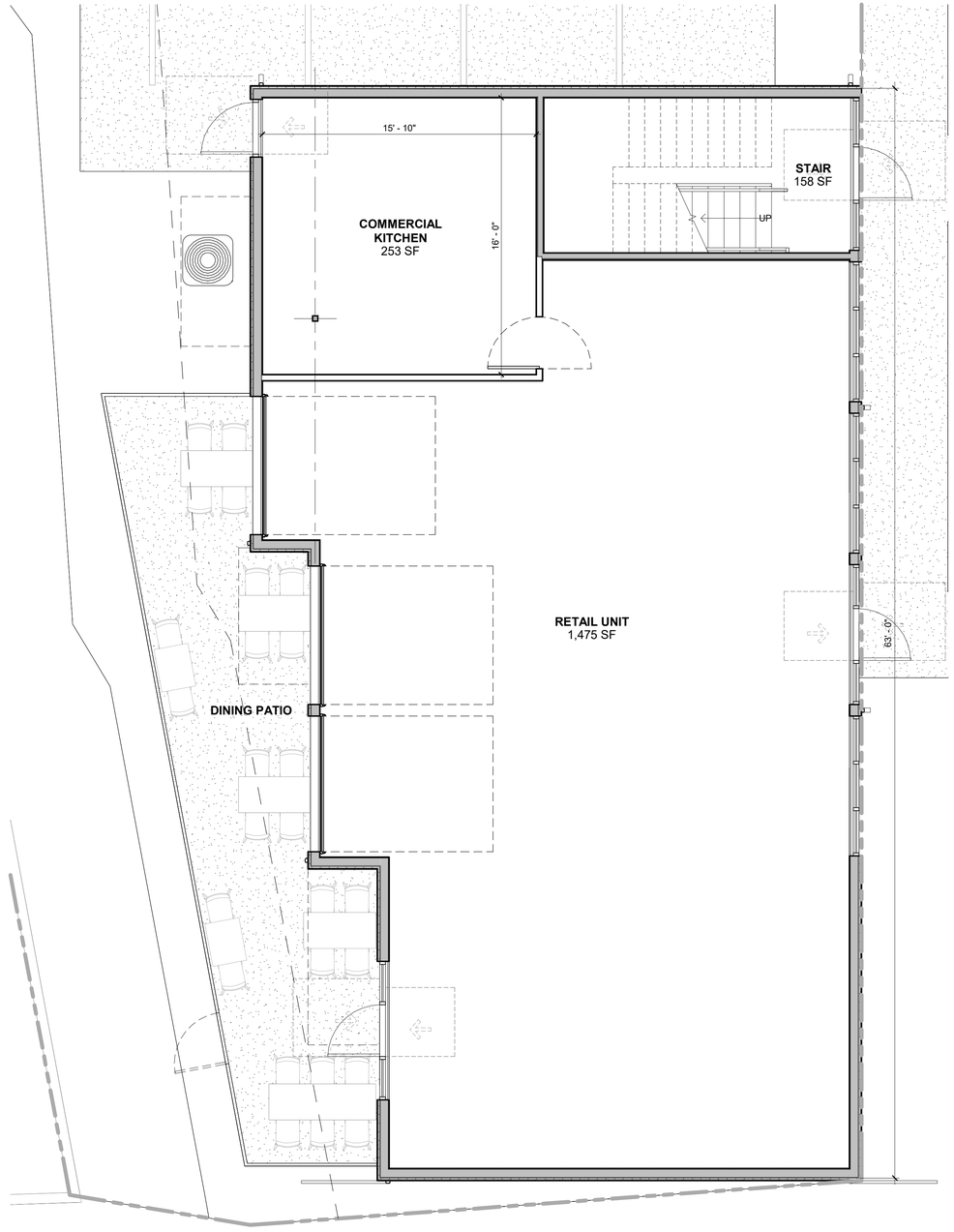
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Architect.

SHEET TITLE:
Site Details

SHEET NO:
A-1.1



2 SECOND FLOOR PLAN
A-2 SCALE: 1/4" = 1'-0"



Seating Schedule

Type	Count	Seating #
Chair	26	26
Total		26

1 FIRST FLOOR PLAN
A-2 SCALE: 1/4" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:

Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
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PRELIMINARY
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ISSUED:

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11-18-25	PUD Submission

PROJECT NO:
2025.13

DRAWN BY:
Author

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SHEET TITLE:
Floor Plans

SHEET NO:
A-2



2 A-3 **NORTH ELEVATION**
SCALE: 1/4" = 1'-0"



1 A-3 **EAST ELEVATION**
SCALE: 1/4" = 1'-0"

DANIEL BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
1301033
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
11-18-25 PUD Submission

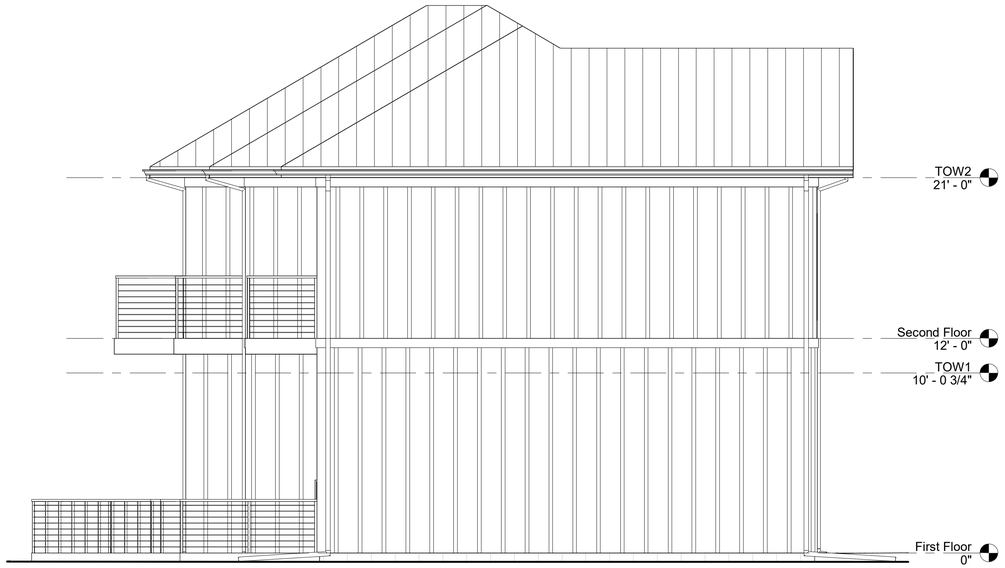
PROJECT NO:
2025.13

DRAWN BY:
Author

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SHEET TITLE:
Exterior Elevations

SHEET NO:
A-3



2 A-4 **SOUTH ELEVATION**
SCALE: 1/4" = 1'-0"



3 A-4 **WEST ELEVATION**
SCALE: 1/4" = 1'-0"

DANIEL BOGGS ARCHITECT

ARCHITECTURE & PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138

248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

STATE OF MICHIGAN
DANIEL WAYNE BOGGS
1301033
LICENSED ARCHITECT

PRELIMINARY
NOT FOR CONSTRUCTION

ISSUED:
11-18-25 PUD Submission

PROJECT NO:
2025.13

DRAWN BY:
Author

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SHEET TITLE:
Exterior Elevations

SHEET NO:
A-4

Schedule

Symbol	Label	Image	QTY	Catalog Number	Description	Number Lamps	Lumens per Lamp	LLF	Wattage	Polar Plot
	A		7	SR116-L1L25-40K	SCIROCCO SR116	1	2655	1	53	Max: 960cd

Statistics

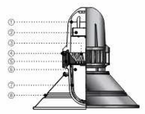
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #3	+	1.5 fc	4.9 fc	0.1 fc	49.0:1	15.0:1

LUMINIS®

SR116
SCIROCCO
WALL

PROJECT NAME: **QUANTITY:** **TYPE:**

ORDERING CODE:



① Cast aluminum driver housing.
② Universal driver tray with twist lock design.
③ Sealed and isolated LED compartment.
④ Housing/shade assembly hinge mechanism.
⑤ Cast aluminum LED heat dissipator.
⑥ Borosilicate prismatic heavy glass diffuser.
⑦ Cast aluminum ribbed cage.
⑧ Structurally reinforced perimeter aluminum shade. Inner surface is standard white enamel for increased light performance.



SR116

MATERIALS

Scirocco is made of corrosion resistant 356 aluminum alloy with a copper (CU) content of less than 0.1%. The top cast aluminum housing is designed with a hinged mechanism. The hard aluminum shade assembly is designed with a set of perimeter reinforcement ribs. The inner surface is standard white enamel for higher light efficiency. The lower optical assembly includes sealed borosilicate prismatic glass diffuser, which is secured with a silicone memory retention gasket.

ELECTRICAL DRIVER

Driver is 0-10V dimming-ready (dims to 10%) with: 120-277 multi-volt compatibility (50-60Hz), operating temperature range of -30°C/-22°F to 60°C/140°F, output over voltage protection, output over current protection and output short circuit protection with auto-recovery.

LED LIGHT ENGINE

Offered in 3000K, 3500K, 4000K with 80 CRI; 70% LED lumen maintenance at 60,000 hours (L70/60,000) based on IESNA LM-80-08 LED extrapolated life, calculated per IESNA TM-21-21.

FINISH

Five-stage preparation process including preheating of cast aluminum parts for air pocket extraction, and an environmentally friendly alloy sealant. Polyester powder coating is applied through an electrostatic process and oven cured for long term finish.

CERTIFICATION

UL Certified to Canadian and U.S. safety standards. Certified for use in wet locations. Rated IP65. Photometric testing performed by an independent laboratory in accordance with IES LM-79-08 standards at 25°C. Actual performance may differ as a result of end-user environment and application.

WARRANTY

5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: https://www.luminis.com/technical/warranty/

MOUNTING

The mounting plate is designed to fit on a 4" (102mm) octagonal electrical box using 3.5" (89mm) C/C mounting holes.

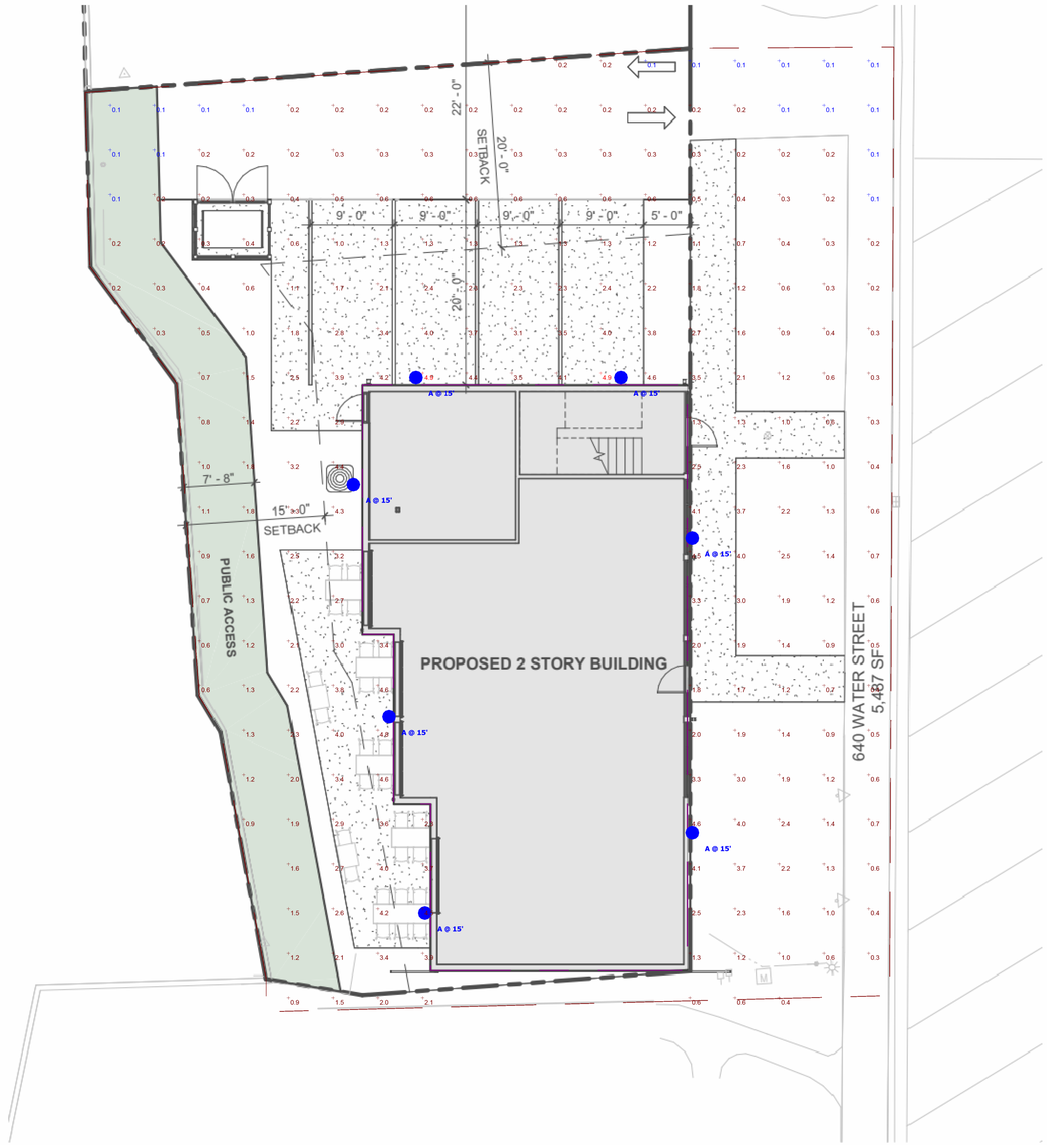
MEASUREMENTS

Maximum weight: 14.66 lbs (6.7 kg)



EPA: 0.75

© 2025 Acuity Brands Lighting Canada, Inc. All rights reserved. Specifications subject to change without notice.



1 / A-1 **SITE PLAN**
SCALE: 1" = 10'-0"

Plan View
Scale - 1" = 8ft

West Michigan Lighting & Controls

640 Water Street

Designer
CJR
Date
11/11/2025
Scale
Not to Scale
Drawing No.

Summary

PH-1

TO: Planning Commission

MEETING DATE: December 18, 2025

FROM: Grayson Moore, Director of Planning & Zoning

RE: Recommended Updates to Planning Commission Bylaws

The following memo outlines the key updates contained in the attached redlined revision of the Planning Commission Bylaws, originally adopted March 18, 2010. The existing Bylaws no longer fully satisfy the requirements of the Michigan Planning Enabling Act and also require several operational adjustments in order to reflect how the Commission currently functions. The proposed revisions bring the document back into statutory compliance and align it with the Commission's established practices. A summary of the amendments is provided below.

- Addition of a Secretary to align with Section 125.3817 of the Michigan Planning Enabling Act.
- Adjustment of Officer terms from two years to one year to comply with Section 125.3817 of the Michigan Planning Enabling Act.
- Updated regular meeting time from 7:00 PM to 6:30 PM.
- An updated order of business has been included to reflect the current agenda.

Respectfully,

Grayson Moore

Director of Planning & Zoning

SAUGATUCK CITY PLANNING COMMISSION BYLAWS

ARTICLE 1. NAME OF COMMISSION

The name of this organization shall be the Saugatuck City Planning Commission (hereinafter, the "Planning Commission" or the "Commission").

ARTICLE 2. AUTHORIZATION

The Authorization for the establishment of this Planning Commission is set forth under Article II of Public Act 33 of 2008, The Michigan Planning Enabling Act as amended, and includes all duties and responsibilities referred to therein, and by the Saugatuck City Council according to Section 12 of P.A. 285. The Planning Commission shall also assume all duties of the Zoning Commission as prescribed according to Public Act 201, of 1921, the City and Village Zoning Act, as amended.

ARTICLE 3. PURPOSE

The purpose of the Planning Commission is:

- To protect and promote the public health, safety and welfare of the City.
- To promote and implement the policies, objectives and strategies of the Saugatuck City Master Plan and Ordinances.
- To prevent land use conflicts.
- To protect land values.
- To promote and provide for orderly growth.
- To promote enforcement of City Ordinances.

The purpose of these By-Laws is to set forth the rules of procedure by which the Planning Commission shall operate.

ARTICLE 4. MEMBERSHIP

1. Membership, terms of office and remuneration shall be in accordance with the above referenced sections of Michigan Statutes and Saugatuck City Ordinances.

2. The City shall provide a secretary whose duties include recording of all minutes and records of the Commission. Minutes from the last regular meeting shall be provided to Commission members at least 5 days prior to the next regularly scheduled meeting, and shall be considered for approval at such meeting.

ARTICLE 5. OFFICERS

1. The Officers of the Planning Commission shall consist of a Chairperson (hereinafter, the "Chairperson" or "Chair"),a Vice Chairperson (hereinafter, the "Vice Chairperson or the "Vice Chair"), and a Secretary (hereinafter, the "Secretary").

2. The Chairperson of the Planning Commission shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such office. The Chair shall vote last.

3. The Vice Chairperson shall act as the Chairperson in the absence of the Chairperson.

ARTICLE 6. ELECTION OF OFFICERS

1. Elections for new officers shall be held as the last item of business during the first Planning Commission meeting in January.

2. Nominations shall be made from the Planning Commissioners present at the meeting, and election of the Chair and Vice-Chair shall be conducted immediately thereafter.

3. A candidate receiving a majority vote of the entire membership of the Planning Commission shall be declared elected, and shall serve for one (1) year, or until a successor shall take office.

4. Vacancies in office shall be filled immediately using election procedures as set forth in items 2 and 3 above.

ARTICLE 7. MEETINGS

1. Regular meetings will be held on the third Thursday of each month at 6:30 PM in Saugatuck City Hall. In the event of a conflict with other civic or community activities, or lack of agenda items, a majority of Commissioners present at any meeting may change the date of a future meeting.

2. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of the members of the Commission. The Secretary or office staff shall notify all members of the Commission in writing not less than five days in advance of such special meeting, unless said meeting is to continue deliberation regarding an issue raised at a meeting within the last 48 hours.

3. A quorum shall consist of five members, and a quorum must be present at all times when official business is being transacted. Except as provided by statute, all votes shall be decided by a majority of those voting. Voting shall be by voice vote except when a member of the Commission requests a roll call vote.

All members present shall vote on every question unless they disqualify themselves or are excused from voting by a majority of the members present. No member of the Commission shall participate in the hearing or decision of the Commission upon any zoning matter other than the preparation and enactment of an overall or Comprehensive Plan or zoning ordinance, in which he or she has a direct financial interest. In the event of such disqualification, such fact and the reason therefore shall be entered in the records of the Commission.

4. All items requiring Commission action shall be submitted to the Zoning Administrator a minimum of 7 days prior to the Commission meeting at which they will be considered.

5. Materials related to any issue appearing before the Planning Commission shall be distributed to the Commissioners at least 5 days prior to the meeting.

6. All meetings or portions of meetings shall be open to the general public. All meetings will be conducted in accordance with the "Open Meeting Act", Public Act 267 of 1976.

ARTICLE 8. ORDER OF BUSINESS

1. Call to Order and Roll Call
2. Approval of Agenda
3. Reading and Approval of Minutes of Previous Meeting
4. Public Comment on Agenda Items (Three Minutes)
5. New Business
6. Old Business
7. Communication
8. Reports of Officers and Committees
9. Public Comment (Three Minutes)
10. Commissioner Comments
11. Adjournment

ARTICLE 9. EMPLOYEES AND CONTRACTS

1. Within the limits imposed by the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid in its work. Appointments shall be made by a majority vote of Commissioners present.

2. Within the limits of Section 1 of this Article 9, the Commission may enter into contracts for special or temporary services and for professional counsel by majority vote of the Commission.

ARTICLE 10. PUBLIC HEARINGS

1. In addition to those required by law, the Commission may hold public hearings when it decides that such hearings will be in the public interest.

   Subject to the provisions of any applicable State Act and/or County Ordinance, public hearings shall be held for the adoption or amendment of the Master Plan; the adoption or amendment of the Zoning Ordinance; the adoption, amendment or consideration of a Special Land Use permit as authorized by the Zoning Ordinance; the consideration and recommendation of a lot split; the consideration and recommendation of a Planned Unit Development; or the preliminary approval of a plat or a subdivision.

2. A petitioner who seeks to amend the Zoning Ordinance or other plan element shall file a petition with the Planning Commission through the office of the Zoning Administrator, which matter shall be scheduled for a public hearing by the Zoning Administrator as quickly as possible after taking into account all requirements of law.

3. The order of business at a public hearing shall be:

   (a). The Public Hearing is called to order by the Chair.
   (b). Introductory comments by the staff and/or petitioner.
   (c). Questions or comments from the audience.
      1) Participants shall provide their name and address.
      2) All questions and comments shall be addressed to the Chair.
      3) Individual comments shall generally be limited to three minutes.
   (d). Additional comments by the staff and/or petitioner.
   (e). Questions and/or comments by Commissioners to staff, speakers and/or petitioner.
   (f). The Public hearing is closed.
   (g). Discussion and deliberation by Commissioners.
   (h). Commission action on the application or proposal.

   A record shall be kept of those speaking before the Commission at all Public Hearings.

4. In the presentation of a case, the burden shall be upon the petitioner to supply all information including charts, diagrams and other exhibits necessary for a clear understanding of the issues. The Commission may postpone the Hearing when in its judgment the petitioner has not provided sufficient evidence on which to make a determination.

5. Every person appearing before the Commission shall abide by the order and directions of the Chair. Discourteous, disorderly, or contemptuous conduct shall be regarded as a breach of the privileges of the Commission, and shall be dealt with as the Commission directs. Every person shall state his/her name, address, and interest in the case at the

start of the presentation. Every person shall be granted three minutes to address the board as part of the public comment period.

6. For good reason, which shall be set forth in the minutes of the meeting, the Commission may continue or postpone the hearing of any case on an affirmative vote of a majority of the members present.

7. In the event a hearing is continued or postponed for whatever reason, the date, time, and place for the reconvened hearing shall be established before the meeting is adjourned.

ARTICLE 11. FINAL DISPOSITION OF CASES

1. The final disposition of any case shall be in the form of an order setting forth the findings and determinations of the Commission.

2. The Commission may dismiss a case for lack of prosecution or lack of jurisdiction. When a petitioner has failed to appear or provide requested information at two consecutive meetings, the case may be dismissed.

3. A petitioner may not withdraw a case after a vote has been ordered by the Chair.

4. A case that has been withdrawn by the petitioner while under consideration by the Planning Commission at a meeting may not again be placed on the agenda for consideration within twelve months after the date of withdrawal.

5. A case that has been decided adversely to the petitioner may not again be placed on the agenda for consideration within twelve months after the date of decision.

ARTICLE 12. AMENDMENTS

Amendments to these Bylaws may be made by the Commission at any regular or special meeting upon the affirmative vote of a majority of the entire membership of the Commission.

ADOPTED by the Saugatuck City Planning Commission on March 18, 2010.

UPDATED by the Saugatuck City Planning Commission on January X, 2026.

Steven Manns, Chair

Christopher Bagierek, Vice Chair

OFFICIAL OFFICE COPY
MCL 15.264

Saugatuck Planning Commission
2026 Schedule of Meetings

Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 6:30 p.m. on the 3rd Thursday of each month unless otherwise noted.

January 15, 2026
February 19, 2026
March 19, 2026
April 16, 2026
May 21, 2026
June 18, 2026
July 16, 2026
August 20, 2026
September 17, 2026
October 15, 2026
November 19, 2026
December 17, 2026

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.

DARK-SKY FRIENDLY. Lighting designed to minimize light pollution by directing light downward. Dark sky compliant fixtures are fully shielded, energy-efficient, and use appropriate colors (such as warm colors designed to minimize short-wavelength light) to reduce glare and skyglow.

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. Except for signage falling under another definition herein, any sign designed to be moved easily and not permanently or temporarily attached to the ground

or other 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.

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.

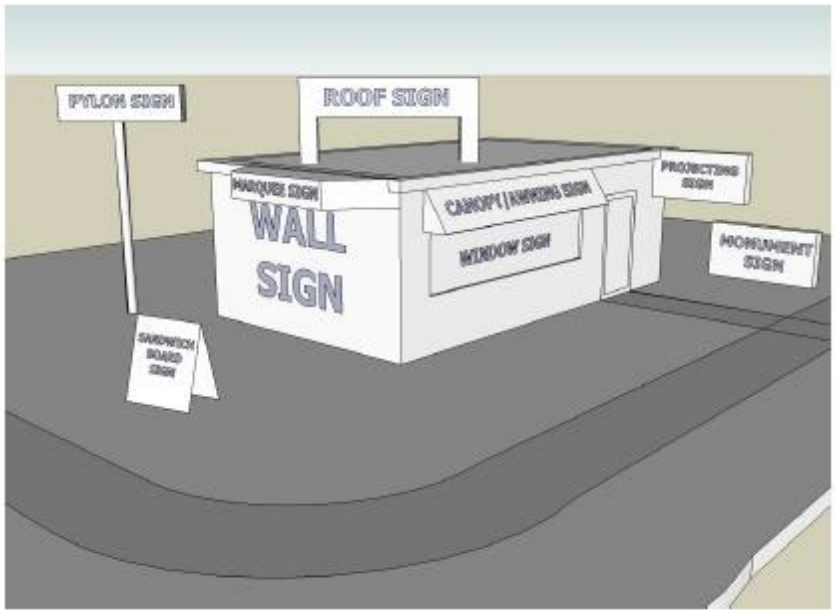
(2) ***PROJECTING SIGN.*** A double-faced sign attached at an angle or perpendicular to the wall of a building.

(3) ***ROOF SIGN.*** Any sign erected and constructed wholly on or over the roof of a building, supported by the roof structure.

(4) **W*ALL 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) Internally illuminated signs shall be designed so that the light source is:

1. Ambient and static so as to not include flashing, blinking, or changes in brightness intensity; and

2. Not causing a distraction to motorists or otherwise causing a visual nuisance; and

3. Dark-sky friendly.

(b) Externally illuminated signs shall be designed so that the light source is:

1. of low intensity with effective provisions made to minimize spillover of light beyond the actual sign face; and

2. enclosed and directed to prevent light from shining directly onto the public right-of-way or neighboring property.

3. Dark-sky friendly.

(c) 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) 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) Flags shall not cause an unreasonable obstruction to pedestrian traffic, vehicular traffic, or to the public right-of-way. Whether an obstruction is unreasonable shall be determined by the Zoning Administrator based on the degree of the obstruction, the location of the obstruction, the degree of pedestrian or vehicular traffic, and any other relevant factor.

(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 on-premises temporary yard signs does not exceed forty-eight (48) square feet.

(c) Notwithstanding any other provision herein, for non-residential properties, if on-site services are being performed on a property (such as interior renovations, painting, or landscaping), the non-residential property may display off-premises temporary yard signs so long as each individual off-premises temporary yard sign does not exceed six (6) square feet and the total amount of off-premises temporary yard signs on the property does not exceed twelve (12) square feet. These off-premises temporary yard signs may be displayed during the period of time where such on-site service is occurring on the property and must be removed once such on-site service has concluded.

(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.

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

(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) Unless approved by the City to allow a sandwich board sign to be displayed elsewhere in the City, 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.

(L) Permitting Signs in the Right-of-Way:

(1) Any sign that will be placed in the right-of-way, such as on City sidewalks, must receive a right-of-way permit from the City Council. For purposes of this requirement, a sign placed in the right-of-way shall include any sign that is located within the right-of-way, but shall not include signs hanging or dangling above the right-of-way, such as flags.

(2) Permit applications must include:

a. Name, address, and contact information for the application;

b. A description of the proposed sign, including the size of the sign, any illumination on the sign, and whether the sign will be affixed to or temporarily placed in the right-of-way;

c. The duration that the sign will be displayed, if applicable;

d. Payment of permit fees as set by the City; and

e. Any additional information requested by the City.

(3) Permit applications shall be submitted to the Zoning Administrator, who shall review the application for completeness and may request additional information from the applicant to assist the City in reviewing the application.

(4) Permit applications shall be assessed by the City Council based upon the following criteria:

a. The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, or cause harm to pedestrians and motorists;

b. Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;

c. The ease and cost of removal of the installation;

d. The proposed size of the installation, including height and width

e. The material of the installation (e.g. plastic, wood, metal, fabric/cloth, etc.); and

f. Review, comment, and recommendations of City staff and department.

(5) Within a reasonable amount of time after receipt of a complete application, the City Council shall approve, deny, or approve with conditions the permit application. An issued permit may be revoked by the Zoning Administrator if the applicant fails to abide by the conditions set forth in the permit or fails to maintain the installation. A permit may be automatically revoked if the installation fails to comply with the requirements in this Ordinance, causes or inflicts unreasonable harm on persons or property, or otherwise causes an unreasonable obstruction to the right-of-way.

(6) If an applicant has previously been approved for and received a permit under this Section or if a permit issued under this Section has expired, and the applicant wishes to reinstall the same sign at the same location, the Zoning Administrator may administratively approve the permit application so long as there are no material changes to the application or proposed sign compared to the installment that was previously approved by the City Council. Whether a proposed change is considered "material" shall be determined according to the discretion of the Zoning Administrator.

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.