Planning Commission Regular Meeting
August 21, 2025, 6:30PM
City Hall
102 Butler Street, Saugatuck, MI

---

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

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

3. **Approval of Minutes:** *(Voice Vote)*
   - **A.** Regular Meeting Minutes – July 17, 2025
   - **B.** Special Meeting Minutes – July 30, 2025

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

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

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

Then enter "Meeting ID":
2698572603

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

5. **New Business:**
   - A. 405 Park – Public Hearing and Site Plan Review for Major Waterfront Construction
   - B. 204 Grand – Public Hearing and Site Plan Review for Rented Accessory Dwelling Unit
   - C. 615 Park – Site Plan Review

6. **Old Business:**
   - A. Master Plan - Discussion
   - B. Commercial Zoning Districts – Discussion

7. **Communication:**

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

9. **Public Comment:** (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

*Public Hearing Procedure

A. Hearing is called to order by the Chair
B. Summary by the Zoning Administrator
C. Presentation by the Applicant
D. Public comment regarding the application
    1) Participants shall identify themselves by name and address
    2) Comments/Questions shall be addressed to the Chair
    3) Comments/Questions shall be limited to **three** minutes
    1. Supporting comments (audience and letters)
    2. Opposing comments (audience and letters)
    3. General comments (audience and letters)
    4. Repeat comment opportunity (Supporting, Opposing, General)
E. Public comment portion closed by the Chair
F. Commission deliberation
G. Commission action

Planning Commission Meeting Minutes - *Proposed*

The Planning Commission met for a Regular Committee Meeting, July 17, 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 6:31 p.m.
   Present: Commission members Bagierek, Baldwin, Clark, Gaunt, LaChey, & Manns, & Marineau.
   Absent: None.
   Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams, City Planner Jirousek, (Horizon Planning).

2. **Approval of Agenda**:

   Motion by Gaunt, second by LaChey, to approve the agenda for July 17, 2025. Upon voice vote, motion carried unanimously.

3. **Approval of Minutes:**

   Motion by Clark, second by Bagierek, to approve the minutes for the regular meeting held on June 19, 2025, and the minutes from the special meeting held on June 25, 2025. Upon voice vote, motion carried unanimously.

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

5. **Old Business:**

   A. **Master Plan – Survey Questions Draft.**

   The Planning Commission reviewed a second draft of the Master Plan survey with City Planner David Jirousek. Key points of the discussion included:

   1. Survey Length: Concerns about the survey being too long, with suggestions to potentially reduce the number of questions.
   2. Demographics: Debates about how to ask about race, ethnicity, and sexual orientation, with a focus on keeping questions clear and inclusive.
   3. Residency and Location: Detailed discussion about how to map and categorize where respondents live in Saugatuck, including potential neighborhood divisions.

4. Community Priorities: Conversations about questions covering small town character, business availability, transportation, environmental protection, and city services.
5. Specific Topics:
    - Chain Ferry usage
    - Short-Term rentals
    - Potential city service consolidation
    - Downtown Development District
    - Annexation possibilities

The commission agreed to have a special meeting on July 30th to finalize the survey draft, with the goal of distributing it in August and holding public forums in September.

The overall approach was collaborative, with members providing detailed feedback to make the survey comprehensive yet user-friendly.

B. <u>Zoning District Review:</u>

The discussion on the Zoning District Review was very brief. The commission decided to table the discussion to a future meeting, likely the August meeting. Jirousek suggested the discussion might be a lighter lift compared to the upcoming sign ordinance discussion, which would likely require more in-depth conversation. The commissioners agreed to postpone the detailed review to ensure they could give the zoning district the time and attention it deserves, rather than rushing through the discussion at the end of a long meeting. No specific details regarding the zoning district review were discussed during the meeting.

6. **<u>New Business</u>**:

The discussion primarily focused on the city's newly forming parking task force. Chair Manns announced that the City Council is creating a task force to address parking issues in the City, and they needed a representative from the Planning Commission. The task force will include:

- A council member
- A business owner
- A resident
- A CVB representative

Chair Manns was looking for a Planning Commission member to represent their perspective on the task force. After some discussion, Commissioner Marineau volunteered to serve on the task force. Baldwin supported this, noting that Auston lives on the hill where parking is an issue and would bring a good perspective.

The discussion concluded with Commissioner Marineau agreeing to be the Planning Commission's representative on the parking task force, pending final approval from the City Council.

7. <u>Communications:</u> None.

8. Reports of Officers and Committees:

A. Planning & Zoning Project Report July 14, 2025.

9. Public Comments: None.

10. Commissioner Comments:

- Bagierek – He thought they made good progress and that it was a good meeting.
- Lachey – He praised Jirousek's work on the survey revisions. He thought the revisions to the survey were considerable, and right on point, and said he had no problem capturing a lot of stuff they picked up at the last meeting. His comment highlighted his appreciation for how well Jirousek incorporated the commission's previous feedback into the survey draft.
- Clark – Thought they made good progress, and it was a good meeting.
- Manns – He expressed appreciation for Jirousek's work on the survey draft. He acknowledged Planning and Zoning Director Thompsons's contribution, noting his last day of employment with the City of Saugatuck is August 1. He mentioned that other commissions and council members had expressed interest in seeing the survey questions. He encouraged anyone interested to review the survey questions in the meeting packets and to provide comments during public comment periods. His comments were supportive of the work done during the meeting and emphasized transparency in the survey development process.

11. Adjournment:

Motion by LaChey, second by Bagierek, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 8:27 pm.

Respectfully Submitted,

_____

Sara Williams, Deputy Clerk

Planning Commission Special Meeting Minutes - *Proposed*

The Planning Commission met for a Special Committee Meeting, July 30, 2025, at 4:00 p.m. at City Hall,
102 Butler St., Saugatuck, MI 49453.

1. **Call to Order/Attendance:**
   The meeting was called to order by Chair Manns at 4:00 p.m.
   Present: Commission members Baldwin, Clark, Gaunt, LaChey, & Manns.
   Absent: Commission members Bagierek & Marineau.
   Others Present: Deputy Clerk Williams.

2. **Approval of Agenda**:
   Motion by LaChey, second by Clark, to approve the meeting agenda for July 30 , 2025. Upon voice vote, motion carried 5-0.

3. **Approval of Minutes:** None.

4. **Public Comment (Agenda Items Only):**
   - CJ Bagierek (Planning Commission member via Zoom): He mentioned that he was listening in and had made two comments: one about a typo and another suggestion to add a reason why people walk in town. He said he looked forward to hearing the discussion and would provide feedback again at the end of the meeting.

5. **Old Business:**
   A. **Master Plan – Continued Discussion.**
   The Planning Commission held a special meeting to discuss the survey questions for the City of Saugatuck's 2026 Master Plan. The discussion about survey questions was comprehensive and covered several key points:

   1. Survey Length and Response Rate:
      - The survey was estimated to take about 30-31 minutes to complete.
      - Commissioners discussed strategies to maintain participant engagement.
      - Goal is to achieve a 35-40% response rate from residents.3

2. Question Modification:
    - Discussed combining or streamlining some questions to reduce survey length.
    - Added more nuanced response options (e.g., “strongly agree/disagree”, “somewhat agree/disagree”).
    - Revised language in race/ethnicity questions to be more culturally sensitive.
    - Added “Not Applicable” options to certain questions.
    - Clarified instructions and formatting for multiple-choice questions.
3. Survey Content:
    - Expanded the introduction to explain the importance of the master plan.
    - Included questions about community priorities, infrastructure, services, and future development.
    - Aimed to capture residents’ perspectives on topics like public works, policing, and city expansion.
4. Timeline and Public Engagement.
    - Plan to release survey in early August.
    - Hold an open house on September 30th to discuss initial survey results.
    - Keep survey open until early October to maximize participation.

The overall goal was to create a comprehensive, user-friendly survey that would provide meaningful insights for the master plan update.

6. **New Business**: None.

7. Communications: None.

8. Reports of Officers and Committees: None.

9. Public Comments:

- CJ Bagierek (Planning Commission member via Zoom): Bagierek commented that he was happy with the meeting. He noted that the September 30th date for the open house works for him. He appreciated that the commissioners got through all the survey selections and expressed hope that the survey would be shortened. He concluded by saying “fantastic” about the overall process.
- Auston Marineau (Planning Commission member via Zoom): Marineau echoed Bagierek’s comments. He thanked everyone for their hard work in getting through the meeting and preparing the master plan survey. He expressed appreciation for the commissioners’ efforts and confirmed he could make the planned events.

10. Commissioner Comments: None.

11. <u>Adjournment</u>:

Motion by Gaunt, second by Baldwin, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 5:11 pm.

Respectfully Submitted,

_____

Sara Williams, Deputy Clerk

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**August 15, 2025**	**Meeting Date:**	**August 21, 2025**
Request:	**Maj. Water. Cons.**	**Applicant:**	**Dan Cook**
Address:	**405 Park Street**	**Project Name:**	**Casa Loma Temporary Dock**
Parcel:	**03-57-550-025-00**	**Plan Date:**	**Not specified**
Lot Size:	**0.71 acres**	**Zoning District:**	**Resort District C-4**
Complete:	**No**	**Recommendation:**	**Table**
City Staff:	**Ryan Cummins**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant requests retroactive approval of a major waterfront construction project. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements in Section 154.205.

The applicant has installed a Wave Armor commercial floating dock system in front of the face dock on the Kalamazoo River. The system, in use since 2021, provides safe loading and unloading for boat rental customers despite fluctuating water levels and boat wakes, offering stability, rigidity, and a non-slip surface. It is anchored to the existing dock with metal brackets and aluminum screw anchors. An adjustable ramp, railing, and dock bumpers allow safe access and secure boat tie-ups regardless of water height. The current configuration includes 70 feet of floating dock along the main shoreline dock, 20 feet extending outward, and 40 feet parallel to the shore (finger pier).



Figure 1 Image Provided by Applicant

Zoning Review

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

A permit is required for major waterfront construction projects. Although the existing dock is temporary in nature, it is defined as major construction per Section 154.205 B.1 as it involves commercial use.

> *The construction of a bulkhead, dock, pier, boat hoist and/or other structure extending into or located on the waters of the Kalamazoo River or Kalamazoo Lake where the purpose is to rent, lease or otherwise make available to the general public space for the securing or mooring of watercraft for* ***commercial purposes****, or in conjunction with a* ***commercial establishment, a condominium or a marina****.*

Applicable regulations for the temporary dock include the following requirements in 154.205 (D) Pier or Dock Construction.

1. *Piers or docks constructed pursuant to this subchapter shall not extend outboard more than 100 feet from the bulkhead, or at a location on the bottom of the ordinary high water, elevation 581.5 International Great Lakes Datum (IGLD). The only exception to the length restriction is as stated in division (D)(9) below for the Neighborhood Marine district (NHM).*

   Comment: The total system extends approximately 30 feet into the river from the shore/bulkhead.

2. *The main pier extending from the shoreline shall have a minimum width of four feet. A main pier may be "L" shaped so long as any finger piers do not exceed the maximum distance from the shore/bulkhead as specified in division (B) above.*

   Comment: The applicant should confirm that the walking surface is no less than four feet in width. Please note that division (B) does not include a maximum distance from the shore/bulkhead, but only requires major construction approval of docks extending over 45 feet. The maximum extension noted above is 100 feet.

3. *Finger piers less than four feet wide extending from the main pier shall not exceed 30 feet in length, and shall have a minimum width of three feet.*

   Comment: The finger pier is 40 feet, which exceeds the 30-foot maximum. The applicant should confirm the width of the walking surface.

4. *Pier or docks shall allow for the flowage of littoral materials and water in such a manner as to preclude detrimental impact in adjacent properties and environment.*

Comment: As a temporary dock structure, environmental impacts are not anticipated.

5. *All pier or docks shall be located so as not to infringe on the riparian rights of other property owners or recorded water access or use easements.*

   Comment: The placement of the temporary dock does not extend beyond the riparian rights area of the owner.

6. *Pier or dock construction must be substantial and the design and materials must be consistent with established construction standards as required by the State Construction Code.*

   Comment: Although temporary, it appears that the dock system is substantial enough for the intended use. The dock must still comply with all applicable state and local codes.

7. *All piers or docks constructed under a major construction permit shall have the capacity to carry a live load of 100 pounds per square foot and shall have located thereon adequate lighting in areas available for public use in periods of darkness.*

   Comment: Capacity information was not provided. Additionally, lighting details were not provided.

8. *No piers or dock shall be placed within the parcel's required side yard setbacks nor may they be placed within the extension of the required setback into the riparian rights area (one and one-half times the allowed boat length). Boats, boat hoists and spring pilings shall be located within the owners riparian rights area.*

   Comment: The temporary dock does not fall within the required side yard setbacks or an extension of the setback into the riparian rights area. All docking materials are located within the owner's riparian rights area.

Standards of Approval

In accordance with Section 154.205 (L) 1-2, the Planning Commission shall consider the application at a public hearing and shall approve, approve with conditions, deny, or require modification of the proposed major construction. In reviewing an application, the Planning Commission shall consider the following criteria:

(a) The impact on the ecological aspects of the waters and the adjacent properties located at the waterfront construction site;

Comment: As a temporary dock structure, environmental impacts are not anticipated.

(b) The impact the construction would have on the use of the water by recreational boaters and adjacent property owners, and any hazard or interference to navigation the waterfront construction might create;

Comment: The location of the temporary dock system appears to be within 30 feet of the shoreline and extends no further into the river than the existing permanent docks from the marina. Impacts on other boaters and adjacent property owners are not anticipated.

(c) Compliance with the requirements of this chapter;

Comment: Several compliance issues were noted earlier in this report.

(d) Compliance with §§ 154.023 through 154.041; and

Comment: These sections relate to several zoning districts. The temporary dock system complies with requirements for the C-4 Resort District (154.037).

(e) Objections by the general public or nearby property owners, submitted in writing or in person at the public hearing.

Comment: TBD.

Recommendation

The following issues remain outstanding. Unless the applicant can address these compliance issues at the upcoming meeting, consideration should be tabled until revised materials are provided for review.

1. The finger pier is 10 feet longer than allowable and must be shortened.
2. The width of the dock's walking surface is not specified.
    a. The main dock extending from the shore/bulkhead must be at least four feet wide.
    b. The finger pier must be at least three feet wide.
3. The dock's capacity must be provided (100 pounds per square foot min.).
4. Lighting information must be provided.

Fee: $1000

Escrow Deposit: $2000

MAJOR WATERFRONT CONSTRUCTION PERMIT APPLICATION

See Zoning Ordinance for further details.
Failure to answer all pertinent questions and to supply all of the requested information could delay processing of this application.
Attach additional sheets if necessary.

PROPERTY ADDRESS 405 Park Street, Saugatuck, MI 49453

PROPERTY OWNER 1AC Real Estate Holding Company, LLC

EMAIL [redacted] **PHONE** [redacted]

ADDRESS / PO BOX —

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

SIGNATURE [signature] **Date** ~~5/27/25~~ 6/24/25

APPLICANT NAME Dan Cook **EMAIL** [redacted]

ADDRESS / PO BOX [redacted]

SIGNATURE [signature] **PHONE** [redacted]

Proposed waterfront construction, its purpose and intended use:

see following separate page

Major Waterfront Construction Permit Application

Proposed waterfront construction, its purpose and intended use:

Since 2021 we have been using a Wave Armor commercial floating dock system to safely load and unload boat rental customers. Given the fluctuating water levels in Kalamazoo Lake and the potential for current change and boat wakes, we selected this system for its superior stability, rigidity and non-slip surface.

The system in place is secured to the existing dock with metal brackets and screwed into the riverbed with an aluminum screw anchor system, provided by the manufacturer. Since installation we have seen water levels change by in excess of 3', with the current levels being approximately 4' below the fixed dock height.

An adjustable ramp and railing system ensures that customers can safely access the floating dock regardless of water level height and safety board or de-board the boats. Additionally, the affixed dock bumpers ensure boats are tied securely and stably against the floating dock, regardless of water height.

There is currently 70' of dock in place in front of the face dock on the Kalamazoo River. There is an additional 40' of floating dock currently used in other areas (slips) within the marine.

We propose all floating dock be assembled in front of the face dock, per the attached diagram. It is within the extension of the existing finger docks and well within our Riparian Bottomlands and the allowable distance toward the waterway.

Dates the proposed waterfront construction is intended to commence and be completed:

Commenced and completed in 2021

Location where proposed construction activity will occur:

In front of the "free dock" at 405 Park Street

Legal description of upland property at the waterfront construction site:

Statement as to why construction will not cause pollution, impair or destroy the water, or any natural resources:

No disturbance of soil or permanent installation of materials. No pollutants required during installation.

Description of any alternatives to the proposed waterfront construction if any have been considered:

We considered lowering the free dock and discussed with a marine designer. The time, cost and potential environmental impact make that option unavailable in the short term.

Names and addresses of adjacent property owners, and a statement as to whether any objections have been made to the applicant concerning the proposed waterfront construction:

There have been no objections to the floating dock. In fact, neighbors use them to fish and load/unload their boats.

Identify whether an application to the other appropriate federal or state agency, as required by law, has been made, and the date the application has been submitted:

None

Statement as to whether the proposed construction has been approved or denied or not acted upon by other state or federal agencies as required by law:

No

Statement as to whether the facility is to be leased, rented or made available to the general public, or is to be used in conjunction with any other commercial facility available for use by the general public:

It will be used in conjunction with Case Lands Mounted Resort, LLC and Wetted Boat Rentals, LLC

CHECKLIST

- ☒ SURVEY
- ☒ SITE PLAN (MEETING §154.205 AND OTHER ZONING ORDINANCE REQUIREMENTS)
  - ☐ CURRENT SITE IMPROVEMENTS
  - ☐ PROPOSED WATERFRONT CONSTRUCTION AND DIMENSIONS, INCLUDING DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES
  - ☐ LOCATION OF ORDINARY HIGH WATER, FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- ☐ COPIES OF STATE AND FEDERAL AGENCY REVIEWS/APPROVALS/DENIALS



Proposed 130' of floating dock

Experience . . . the Difference



LOCATION MAP

NOT TO SCALE

DESCRIPTION

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

All of Lot 25 of Oak Knolls Plat, Village of Saugatuck, County of Allegan, State of Michigan, excepting: That part of Lot 25, Oak Knolls Plat described as follows: Commencing at the most Northerly corner of Lot 1 of said Oak Knolls Plat running thence Southeasterly along the Northeasterly line of Lot 1, 80.8 feet to the most Southerly corner of Lot 25; running thence North 56 degrees East, 175 feet along the Southeast boundary of said Lot 25; running thence Northwesterly parallel with the Northeasterly line of Lot 1 to the Southeasterly line of Park Street; running thence Northwesterly along the Southeasterly line of Park Street to the point of beginning. Also excepting the North 10 feet of Lot 25, Oak Knolls Plat. Together with all riparian rights appurtenance thereto.

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

SURVEYOR'S NOTES

1) Flood Zone Classification: **An examination of the National Flood Insurance Program's Flood Insurance Rate Map for Community Number 260305, Map Number 26005C0142G, with an Effective Date of June 21, 2023, shows this parcel to be partially located in Zone AE 100 Year Floodplain = 581.5 (NAVD88) (subject to map scale uncertainty).**
2) Source information from plans and markings has been combined with observed evidence of utilities to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.
3) NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.
4) Waters edge as plotted and shown hereon was field located on April 15, 2025. The boundary along the waters edge is subject to change due to natural causes and it may or may not represent the actual location of the limit of title.

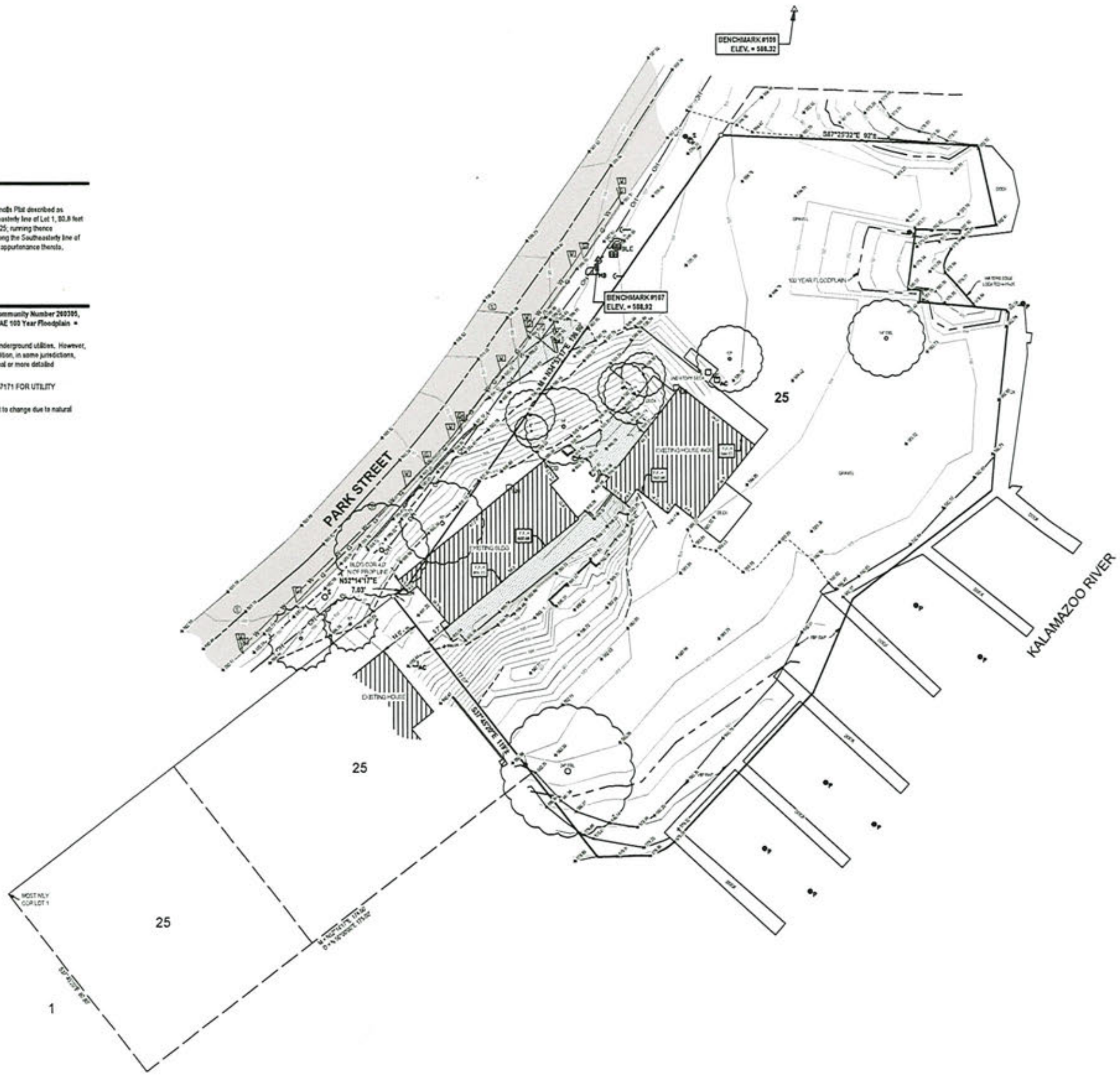
BENCHMARKS

BENCHMARK #107 ELEV. = 588.92 (NAVD88)
Set spindle in Northwest side of power pole. Located on the South side of Park Street in parking lot of building #405 Park Street.

BENCHMARK #109 ELEV. = 586.32 (NAVD88)
Marker Square on Southeast side of metal seawall. Located on the South side of Park Street & 20'± North of the North boundary line of subject parcel.

LEGEND

AC	Air Conditioning		Miss Dig Flag - Water
CO	Cleanout		Post
	Control Point/Benchmark		Utility Pole
	Deciduous Tree		Sign
EM	Electric Meter		Sanitary Manhole
	Evergreen Tree	CABLE	Underground Fiber Marker
GM	Gas Meter	G	Gas Line
	Guy Anchor	OH	Overhead Utility
	Iron Found	W	Watermain
	Iron Set		Asphalt
MB	Mailbox		Existing Building
	Miss Dig Flag - Gas		Concrete



SCALE: 1" = 20'

Know what's **below.** **CALL** before you dig.

NEDERVELD

www.nederveld.com
800.222.1868

HOLLAND

GRAND RAPIDS

ANN ARBOR

PREPARED FOR:

True North Companies
Dan Cook
500 1st St SE
Cedar Rapids, IA 52401

CREATED:

Drawn: HM Date: 4-15-25

REVISIONS:

Rev:
Drawn: Date:

405 PARK STREET

Topographic Survey

LOT 5, OAK KNOLLS PLAT, SECTION 9, T3N, R16W,
CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN

STAMP:

Scott A. Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

PROJECT NO: 25200406

SHEET NO: TO

SHEET: 1 OF 1

Land Planning — Landscape Architecture — Civil Engineering — Land Surveying — High Definition Scanning — Forensic Engineering — Fire Investigation

©2025 Nederveld, Inc.



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

*THE LOT LINE EXTENSION AND SHORELINE OFFSET METHODS WERE USED TO DETERMINE APPROXIMATE RIPARIAN LINES

**AERIAL IMAGERY SHOWN HEREON WAS COLLECTED BY UAV OBSERVATION APRIL 17, 2025

DESCRIPTION

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

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

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

*Riparian Bottomlands Apportionment Boundary: Only a Court can set the riparian boundary. The Surveyor's layout is an interpretation of what he or she believes that the Court would do in that particular lake configuration. The Surveyor's primary objective is to create a proposed apportionment configuration that is "Fair and Equitable" to all of the upland owners involved. One of the purposes of riparian apportionments is to permit each upland riparian owner their access to navigable water (Heeringa v Petrolje, 279 Mich App 444 (2008))

LEGEND

- Iron-Found
- Iron-Set
- OH — Overhead Utility
- Asphalt
- Existing Building
- Concrete

STATE OF MICHIGAN
Scott A Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 80' 0' 40' 80' NORTH

True North Comanies
Dan Cook
500 1st St SE
Cedar Rapids, IA 52401

405 Park St

DRAWN BY: HM DATE: 4-17-25
REV. BY: REV. DATE:
REV.:

PRJ #: 25200406RIP1

1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449
Grand Rapids • Ann Arbor

Looking For A Dealer Near You? - Click Here to Find a Dealer! (https://www.wavearmor.com/dealers/)

(/)

TRADITIONAL DOCKS VS. FLOATING DOCKS

The Best Floating Dock Systems for Ultimate Waterfront Freedom



When it comes to choosing the best dock options, a floating dock is the ultimate solution for stability, flexibility, and long-term performance. Unlike traditional dock systems, floating docks adapt effortlessly to fluctuating water levels and rough conditions, ensuring a reliable and hassle-free experience. Whether you're looking for a residential dock, a commercial waterfront solution, or a premium boat lift system, Wave Armor delivers industry-leading performance and innovation.

FREEDOM FROM FLUCTUATING WATER LEVELS

Water levels can be unpredictable, but with a floating dock, you never have to worry. Our advanced dock systems automatically adjust to changing water levels, keeping your dock accessible and functional year-round. Additionally, some applications allow for docks to remain in place even in frozen waters—eliminating the need for season removal and storage which saves you time and effort.

EASY, MODULAR DESIGN FOR SEAMLESS CUSTOMIZATION

TRADITIONAL DOCKS VS. FLOATING DOCKS

The Best Floating Dock Systems for Ultimate Waterfront Freedom



When it comes to choosing the best dock options, a floating dock is the ultimate solution for stability, flexibility, and long-term performance. Unlike traditional dock systems, floating docks adapt effortlessly to fluctuating water levels and rough conditions, ensuring a reliable and hassle-free experience. Whether you're looking for a residential dock, a commercial waterfront solution, or a premium boat lift system, Wave Armor delivers industry-leading performance and innovation.

FREEDOM FROM FLUCTUATING WATER LEVELS

Water levels can be unpredictable, but with a floating dock, you never have to worry. Our advanced dock systems automatically adjust to changing water levels, keeping your dock accessible and functional year-round. Additionally, some applications allow for docks to remain in place even in frozen waters—eliminating the need for season removal and storage which saves you time and effort.

EASY, MODULAR DESIGN FOR SEAMLESS CUSTOMIZATION

Wave Armor floating docks are engineered with a patented H-Beam connection system that creates a smooth, gap-free surface. This innovative design makes installation, expansion, and modification effortless, allowing you to customize your dock layout at any time. Whether you're adding a boat lift, a kayak rack, or extra dock sections, our modular system makes it simple.

PREMIUM MATERIALS FOR UNMATCHED DURABILITY

Built to withstand harsh marine environments, Wave Armor docks are crafted from high-quality rotomolded polyethylene. This material is:

- UV-resistant to prevent fading, cracking, and chipping
- Maintenance-free, requiring only an occasional power wash
- Designed for long-lasting performance, ensuring your investment stands the test of time

EXCEPTIONAL STABILITY & PERFORMANCE

Unlike competitors' docks that feel unstable or spongy underfoot, our floating dock systems feature a fully encased, marine-grade foam fill. This not only provides superior buoyancy but also ensures maximum stability—so you won't even feel like you're on water. Our patented flagstone surface pattern enhances both aesthetics and functionality by helping to move water off the dock's surface quickly.

ENDLESS POSSIBILITIES WITH CUSTOMIZATION & ACCESSORIES

From personal watercraft ports to swim ladders, our extensive range of accessories allows you to build the dock of your dreams. We offer:

- Versatile connection options for any shoreline or seawall
- Boat and PWC lifts
- Canopies for ports or slips
- Dock accessories such as flower pots, kayak and water mat storage, kayak launch, benches and much more!

PROUDLY AMERICAN MADE

Wave Armor is designed and manufactured in Minnesota, embodying the spirit of waterfront living. Our team is dedicated to crafting premium floating dock systems and providing exceptional customer service. When you choose Wave Armor, you're not just getting a dock—you're investing in a lifestyle.

FIND THE BEST DOCK SYSTEMS & LIFT INSTALLERS NEAR YOU

Searching for a "dock installer near me" or "best floating dock system"? Wave Armor partners with top-tier installers nationwide to bring high-quality dock solutions to your waterfront. Whether you need a boat lift, a full dock system, or a customized setup, we're here to help you make the most of your waterfront experience.

(/product/hinged-h-beam-24/)

ADD TO CART (?ADD-TO-CART=34596)

HINGED H-BEAM 24" (/PRODUCT/HINGED-H-BEAM-24/)

$395.00



(/product/wave-dock-h-beams/)

SELECT OPTIONS (/PRODUCT/WAVE-DOCK-H-BEAMS/)

WAVE DOCK H-BEAMS (/PRODUCT/WAVE-DOCK-H-BEAMS/)

$205.00 – $320.00

H-BEAM DOCK CONNECTIONS

Step on any Wave Dock floating dock and you'd swear it's a singular construction, straight from the showroom floor. However, below your feet, unseen, Wave Armor's innovative patented H-Beam system connects the modular dock sections together to create a sleek and stable custom dock layout.

Showing all 2 results

Default sorting

24 Per Page

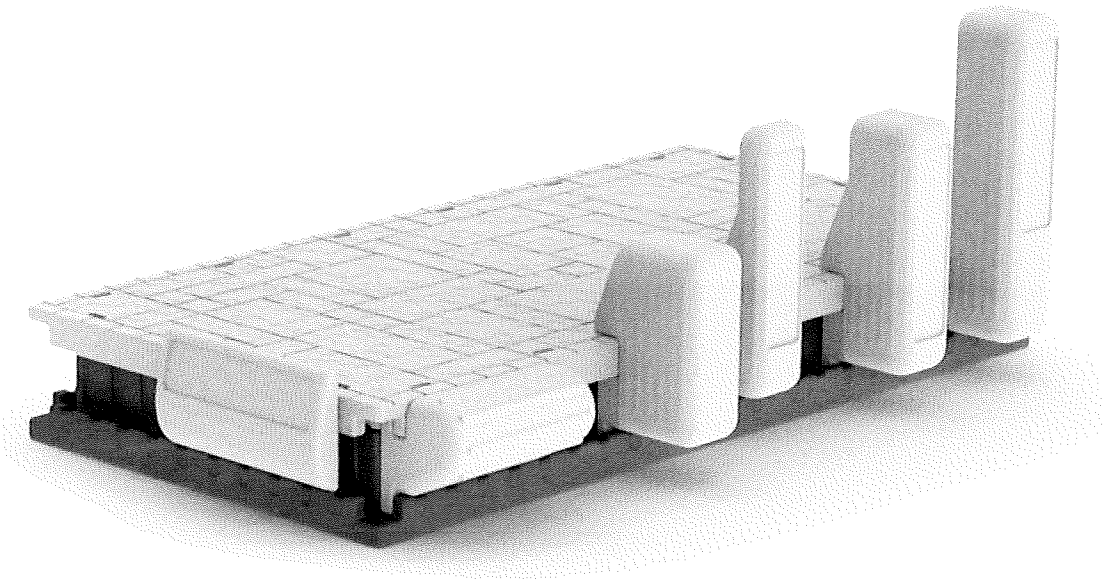
NEW



Looking For A Dealer Near You? - Click Here to Find a Dealer! (https://www.wavearmor.com/dealers/)

(/)

DOCK BUMPERS



Wave Armor dock bumpers are designed to securely mount in the H-Beam channel providing ultimate protection for traditional docking..

Showing all 6 results

24 Per Page

Default sorting





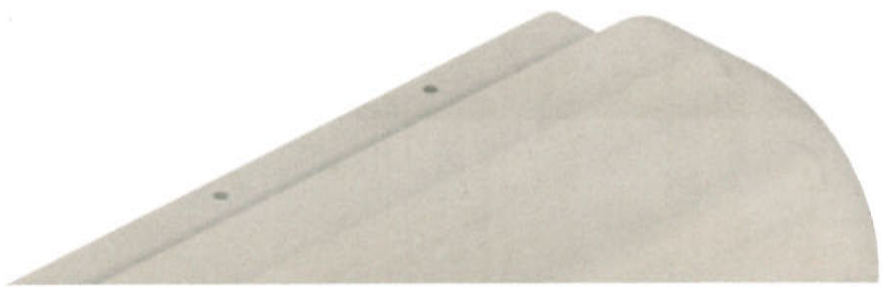
(/product/slim-horizontal-bumper/)

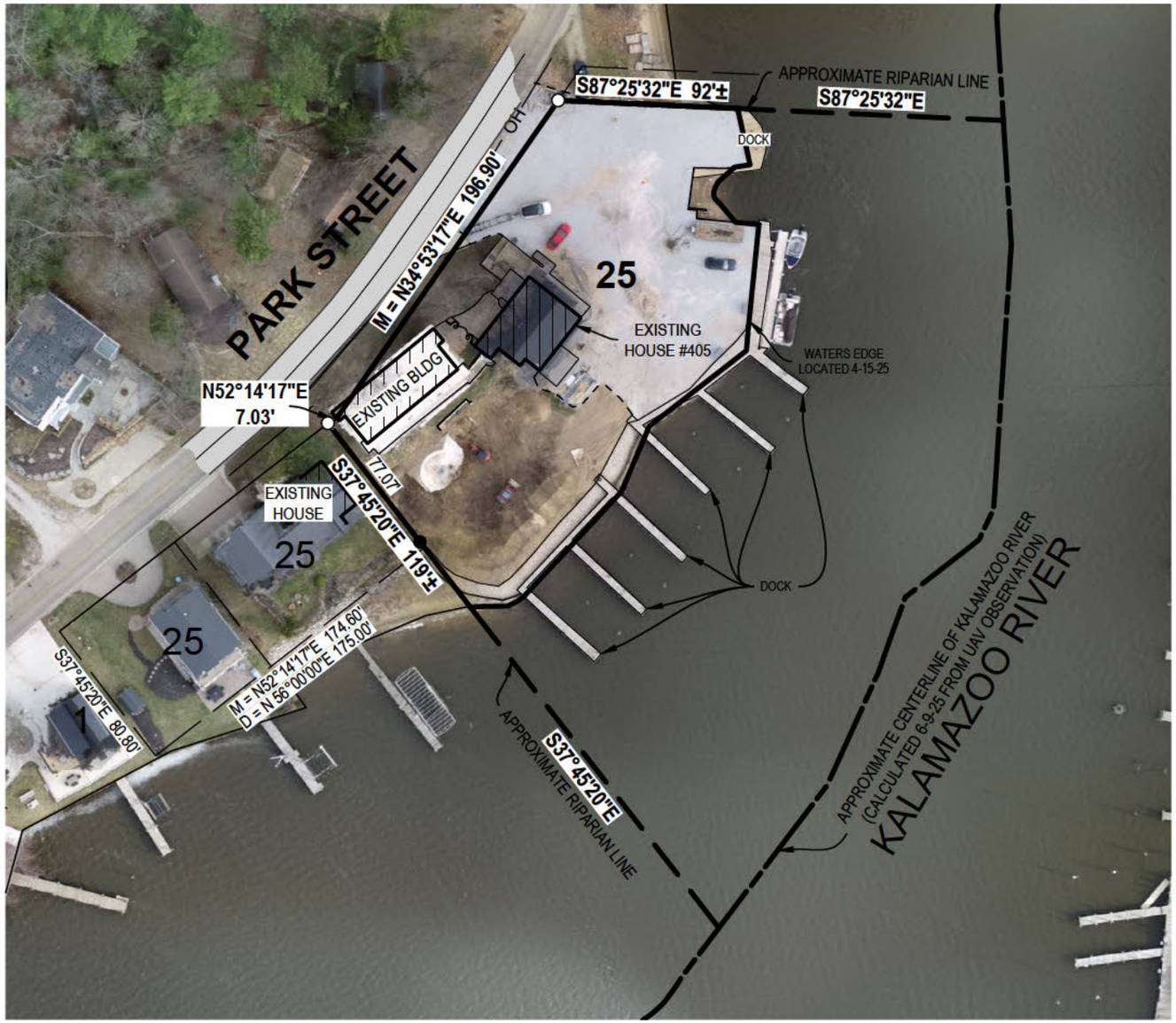
SELECT OPTIONS (/PRODUCT/SLIM-HORIZONTAL-BUMPER/)

SLIM HORIZONTAL BUMPER (/PRODUCT/SLIM-HORIZONTAL-BUMPER/)

$135.00

☐ **Compare** (https://www.wavearmor.com/products-compare)





*THE LOT LINE EXTENSION AND SHORELINE OFFSET METHODS WERE USED TO DETERMINE APPROXIMATE RIPARIAN LINES

**AERIAL IMAGERY SHOWN HEREON WAS COLLECTED BY UAV OBSERVATION APRIL 17, 2025

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

DESCRIPTION

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

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

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

*Riparian Bottomlands Apportionment Boundary: Only a Court can set the riparian boundary. The Surveyor's layout is an interpretation of what he or she believes that the Court would do in that particular lake configuration. The Surveyor's primary objective is to create a proposed apportionment configuration that is "Fair and Equitable" to all of the upland owners involved. One of the purposes of riparian apportionments is to permit each upland riparian owner their access to navigable water (Heeringa v Petrolje, 279 Mich App 444 (2008))

LEGEND

- Iron-Found
- Iron-Set
- OH — Overhead Utility
- Asphalt
- Existing Building
- Concrete

STATE OF MICHIGAN
Scott A Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 80' 0' 40' 80' NORTH

True North Comanies
Dan Cook
500 1st St SE
Cedar Rapids, IA 52401

405 Park St

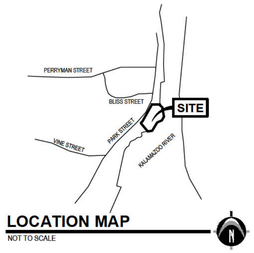
DRAWN BY: HM DATE: 4-17-25
REV. BY: REV. DATE:
REV.:

PRJ #: 25200406RIP1

1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449
Grand Rapids • Ann Arbor

©2025 Nederveld, Inc.



LOCATION MAP
NOT TO SCALE

DESCRIPTION

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

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

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

SURVEYOR'S NOTES

1) Flood Zone Classification: **An examination of the National Flood Insurance Program's Flood Insurance Rate Map for Community Number 260305, Map Number 26005C0162G, with an Effective Date of June 21, 2023, shows this parcel to be partially located in Zone AE 100 Year Floodplain = 581.5 (NAVD88) (subject to map scale uncertainty).**
2) Source information from plans and markings has been combined with observed evidence of utilities to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.
3) NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.
4) Waters edge as plotted and shown hereon was field located on April 15, 2025. The boundary along the waters edge is subject to change due to natural causes and it may or may not represent the actual location of the limit of title.

BENCHMARKS

BENCHMARK #107 ELEV. = 588.92 (NAVD88)
Set spindle in Northwest side of power pole. Located on the South side of Park Street in parking lot of building #405 Park Street.

BENCHMARK #109 ELEV. = 586.32 (NAVD88)
Marker Square on Southeast side of metal seawall. Located on the South side of Park Street & 20'± North of the North boundary line of subject parcel.

LEGEND

AC	Air Conditioning	W	Miss Dig Flag - Water
CO	Cleanout	P	Post
	Control Point/ Benchmark		Utility Pole
	Deciduous Tree	S	Sign
EM	Electric Meter	S	Sanitary Manhole
	Evergreen Tree	CABLE	Underground Fiber Marker
GM	Gas Meter	G	Gas Line
	Guy Anchor	OH	Overhead Utility
	Iron-Found	W	Watermain
	Iron-Set		Asphalt
MB	Mailbox		Existing Building
W	Miss Dig Flag - Gas		Concrete



0' 10' 20' 40'
SCALE: 1" = 20'

811 Know what's **below.** **CALL** before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE:
EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE CITY AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

NEDERVELD
www.nederveld.com
800.222.1868

HOLLAND
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449

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

ANN ARBOR
3037 Miller Rd.
Ann Arbor, MI 48103
Phone: 734.929.6963

PREPARED FOR:

True North Companies
Dan Cook
500 1st St SE
Cedar Rapids, IA 52401

CREATED:

Drawn: HM Date: 4-15-25

REVISIONS:

Rev:	Drawn:	Date:

405 PARK STREET

Topographic Survey

LOT 5, OAK KNOLLS PLAT, SECTION 9, T3N, R16W,
CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN

STAMP:

STATE OF MICHIGAN
Scott A Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

PROJECT NO: 25200406

SHEET NO: TO

SHEET: 1 OF 1

25200406TO.dwg HM 4/30/2025 16:58

© 2025 Nederveld, Inc.

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**August 15, 2025**	**Meeting Date:**	**August 21, 2025**
Request:	**Special Land Use**	**Applicant:**	**Jason and Tracy Myers**
Address:	**204 Grand Street**	**Project Name:**	**ADU Rental Proposal**
Parcel:	**03-57-300-159-02**	**Plan Date:**	**N/A**
Lot Size:	**0.202 acres**	**Zoning District:**	**City Center Trans. Res. R-4**
Complete:	**Yes**	**Recommendation:**	**Approval**
City Staff:	**Ryan Cummins**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant has applied for retroactive special land use approval to rent an existing attached accessory dwelling unit (ADU) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. This memo provides a compliance review of all applicable zoning standards and requirements and assists the Planning Commission in developing findings related to special land use and site plan standards and specific requirements for renting ADUs.

Background

The existing attached lower-level ADU is approximately 950 square feet. The ADU has been rented but has not received special land use approval. The owner wishes to continue to rent the ADU, and the principal dwelling will not be rented. If it is a short-term rental, all applicable requirements will also need to be met in accordance with Section 154.022 (V), and a license shall be required pursuant to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Chapter 99.5 of the City Code.

Review Process and Standards

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

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

Site Plan Standards of Approval

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

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

   Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU.

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

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

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

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

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

   Comment: Site improvements were previously approved by all applicable City departments. A fire inspection will be required if a short-term rental permit is desired.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling with an attached lower-level ADU. No changes to pedestrian access are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU. No changes to vehicle or pedestrian access are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU. No changes to site drainage are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU. No changes to loading or trash storage are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU. No additional lighting is proposed.

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

Comment: A financial guarantee is not necessary. The site is already developed.

Special Land Use Standards of Approval

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

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

Comment: The existing principal dwelling and an attached lower-level ADU are compatible with nearby properties and land uses.

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

Comment: All rental requirements have been met.

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

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

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

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

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

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

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

   Comment: This standard is not applicable to an ADU.

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

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

   Comment: The rental of the existing ADU will have a negligible impact on traffic conditions. Sufficient parking exists on the property.

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

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

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

   Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling and an attached lower-level ADU.

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

Comment: This standard is not applicable to a single-family residential dwelling and an attached lower-level ADU.

Rental of an Accessory Dwelling Unit

In accordance with Section 154.092 J, a rental accessory dwelling unit shall comply with the following requirements:

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

   Comment: The owners intend to remain the primary occupants of the principal dwelling. This will remain an ongoing requirement for renting the ADU.

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

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

Recommendation

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

The following sample motion is provided for your use:

I move to approve the special land use request to allow the rental of the attached lower-level ADU at 204 Grand Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated August 15, 2025.

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

Special Land Use Application

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

Location Information

Address 204 Grand St, Saugatuck MI Parcel Number 03-57-300-157-00

Applicants Information

Name Jason & Tracy Myers Address / PO Box 204 Grand St

City Saugatuck State MI Zip 49453 Phone [redacted]

Interest In Project Owners E-Mail [redacted]

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

Signature Jason Myers, Tracy Myers Date 7/17/2025

Owners Information (if different from applicants)

Name Address / PO Box

City State Zip Phone

E-Mail

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

Signature Date

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

Name Contact Name

Address / PO Box City

State Zip Phone Fax

E-Mail

License Number Expiration Date

PROPERTY INFORMATION

Depth _____ Width_____Size _____ Zoning District R4 Current Use R4

Check all that apply:

Waterfront_____Historic District_____Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Hi! Jason and I are putting in this application after getting refused a STR License for our home at 204 Grand St. This is our primary residence. We have an exisitng 3 year STR certicate that expires July 28, 2025 and after several conversations with Luke and Ryan these past 2 weeks, discussing why we didn't qualify, we have been instructed to put in a SLU Application. Since our situation is an existing home, the application doesn't really apply much to our specific situation so Ryan said for us to explain and supply docementation to help you better understand our request.

We purchased the vacant lot in 2021 and our home was built and completed in the middle of July 2022. This is our primary residence. It is a single family home zoned R4. We designed the home with a lower level in-law suite. Our original address for this vacant lot was 454 Mason St. Our lot had access to both Mason St. and Grand St. so we decided to change the address to 204 Grand since we would be able to enter our level there and the lower level could enter from Mason St. Our lower level consists of a private parking area for 2 vehicles, and a private entrance off the 2 flights of stairs and deck. (see attached photos)
The lower level is 950sq ft and consists of a living/dining area, kitchenette, 2 bedrooms and 2 baths that share a full sized walk-in shower. The Kitchenette has a large refrigerator, microwave, dishwasher and sink along with a bar and coffee station. There does not have a laundry or stove/cooktop.

Our home was built into a very steep hill. We took great care to create proper terracing and planted landscape that consists only of native wildflowers, trees and bushes. We installed drains in the hill that directed water to flow to the street and not effect the adjacent residence. The landscaped hill that faces Mason St has a honeycombed system that helps prevents ersoion. The abundance of wildflowers planted absorb 90-95% of the water that comes from the top of the hill.

We thoughtfully installed lanscape LED path lighting and deck stair lights for the safety of our guests. There are no public sidewalks on our end of the street so there is no issue with that. We do not have any accessory buildings or sheds on our property. We provide a trash and recycle 96 gallon cans that are placed in the guest parking area. We have not had any additions or subtractions with our home since it was built and the lower level area has remained the same as well. I have provided several pictures of the exterior and interior of the home as well as some additional information to help give you a better perspective of our home.

When deciding whether to allow us a STR license, we ask that you take our excellent track record with renting as well as the fact that this is our primary residence and we are a big part of this community. We take great pride in providing an amazing space that brings out of town people to enjoy our amazing town. My husband is a family physician in town and my job is designing, cleaning and managing our STR's. The income we make renting the lower level during the summer months helps pay our property taxes and mortgage.

We appreciate your time in considering our application. Being able to continue renting does make a huge impact economically for us as full time city residents.

Special Land Use Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

Y	N	NA	
☐	☐	☐	Property dimensions – see attached survey
☐	☐	☐	Significant vegetation – see attached photos
☐	☐	☐	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 R4
☐	☐	☐	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

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

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

Special Land Use Application

- ☐ ☐ ☐ Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- ☐ ☐ ☐ Exterior lighting showing area of illumination and indicating the type of fixture to be used. -LED lighting
- ☐ ☐ ☐ Elevations of proposed buildings drawn to an appropriate scale shall include:
  1. Front, side and rear views;
  2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
  3. Exterior materials and colors to be used.
- ☐ ☐ ☐ Location, if any, of any views from public places to public places across the property;
- ☐ ☐ ☐ Location, height and type of fencing; and
- ☐ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

*can provide if needed - home was completed in July 2022

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

We are on an R-4 zoned street that consists primarily rentals.

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

Our renting of the lower level of our home is consistent with the other rentals on our street

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

- exterior LED lighting installed
- entire landscaping is native wild flowers, trees & bushes

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

We are in no way of obstructing any existing or future services or facilities

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

Our home is located at the end of the Mason St. dead-end and it is built into the hill. The home and driveway do not impede or block any homes or businesses or directly effect any

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

We do not have any additional NA

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

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

Yes - we are located at the end of the dead end street and the closest hydrant is 2 houses down

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

Yes - we have private parking for 2 vehicles on our property and our max occupancy for this lower level is 4

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

We had all areas landscaped w/ native wild flowers which abutts up to city property on one side and 412 Mason St on the other side. It provides a natural and beautiful divider for the home!

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

Our home is a great addition to the homes on this street because it is our primary residence and when renting the lower level, it fits well into the rental homes surrounding us.

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

We have thoughtfully added LED path and stairs landscape lighting which not only looks good ~~and~~ enhances ~~safety~~ and ~~but~~ allows guests to safely enter and exit the rental area.

Special Land Use Application

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

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

NA

(1) How will the elements of the site plan be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter?

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

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

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department?

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

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

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

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

drains and landscapping

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

Our trash is located on our parking area which is not seen by surrounded by terraced wood walls

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

The exterior lighting is LED and nightlights only the path, stairs, deck and up lights surrounding trees. It does not shine on any neighboring properties

copy

City of Saugatuck EST. 1868

CERTIFICATE OF INSPECTION AND REGISTRATION

204 GRAND ST

SAUGATUCK, MI 49453

Maximum Occupancy 4

This property has met the inspection criteria of the Saugatuck Township Fire District and is registered as approved Short-Term Rental by the City of Saugatuck.

Valid Through 07/28/2025

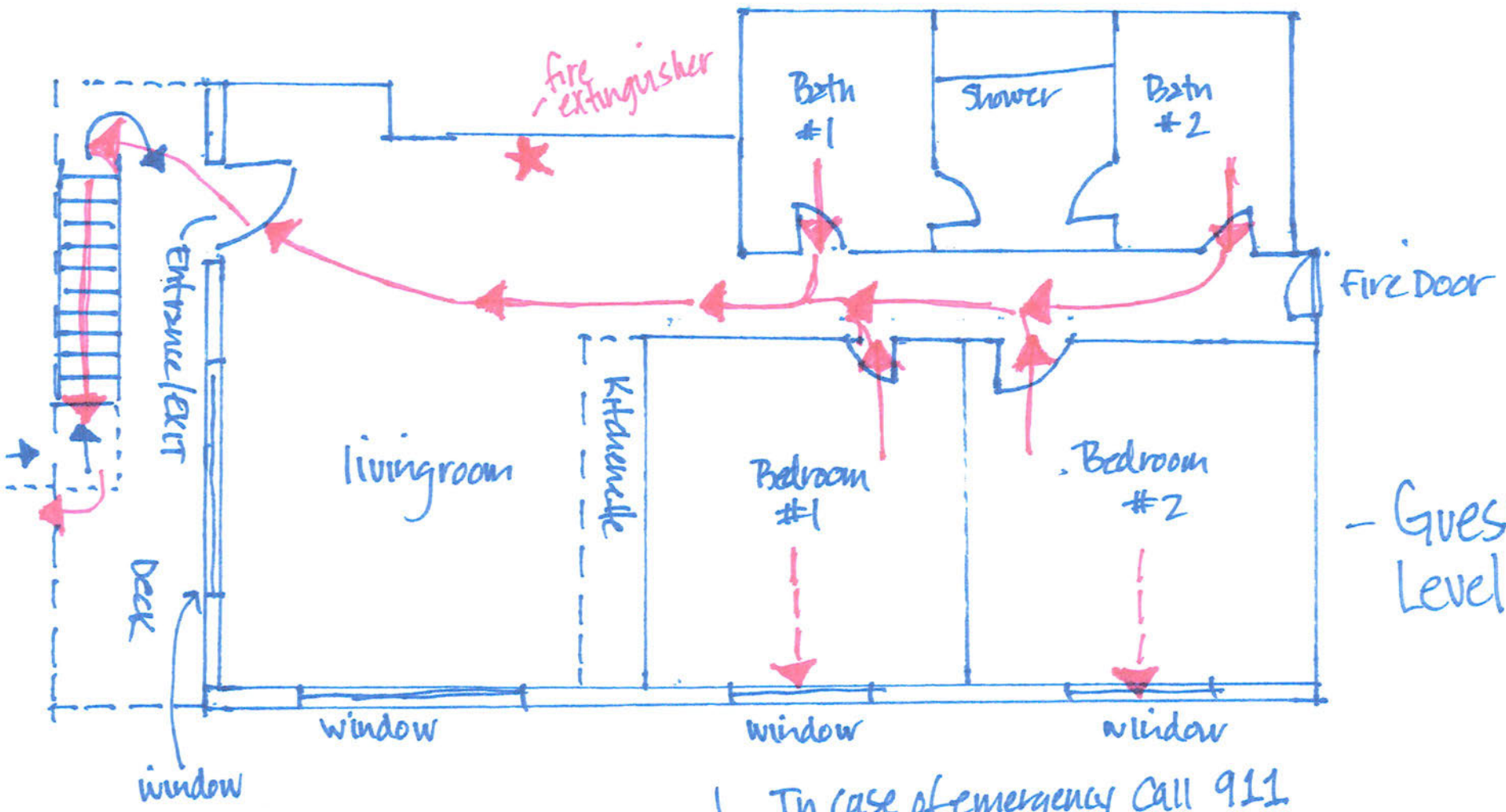
REGISTRATION NUMBER
CSTR-220090

Cindy Osman, Planning and Zoning Administrator

102 Butler Street, Saugatuck MI 49453

* FIRE EGRESS ROUTE *

copy



- Guest Level

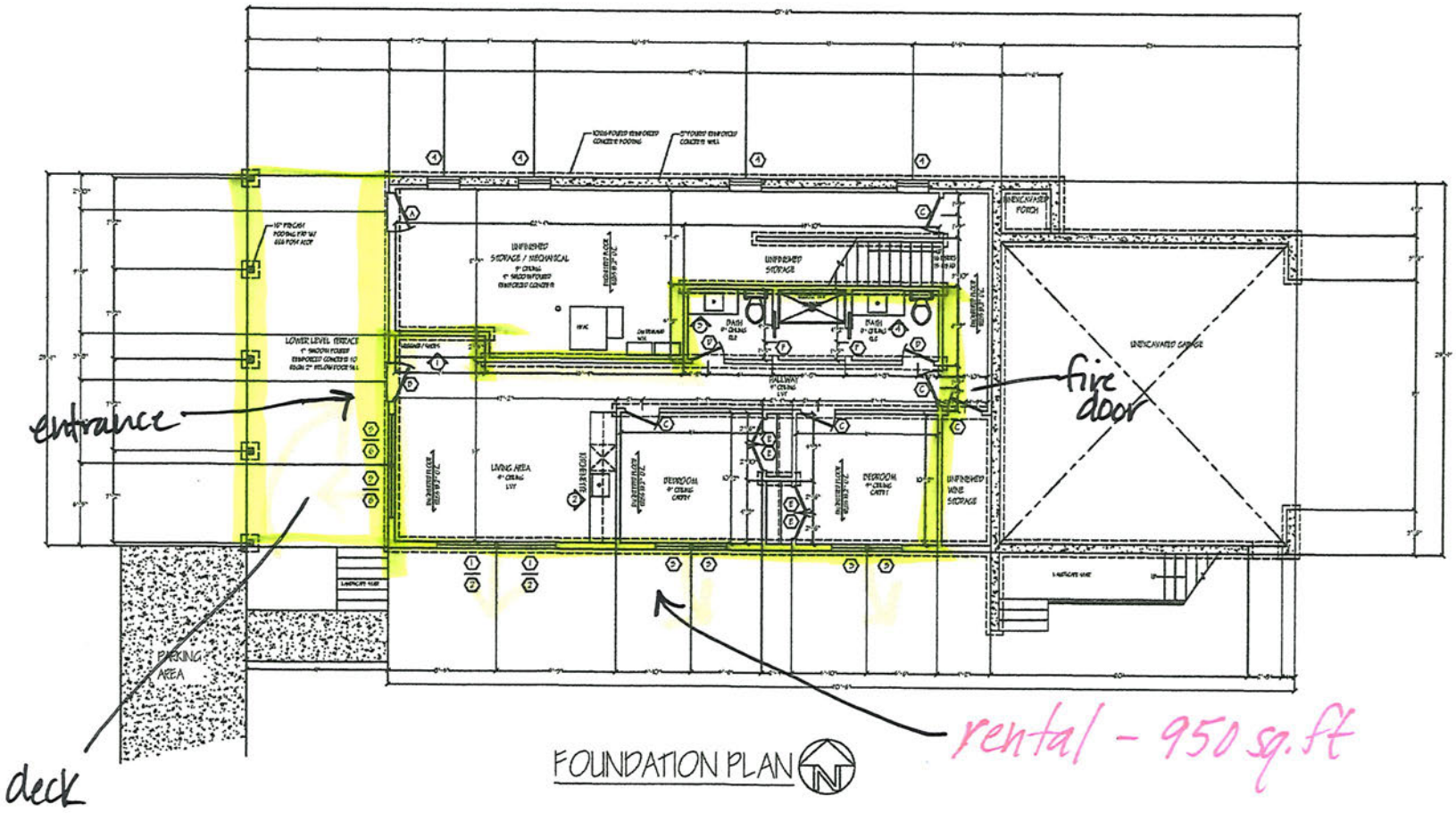
Legend

primary evacuation route

secondary evacuation route

1. In case of emergency Call 911
2. Address - 454 Mason St., Saugatuck (main house 204 Grand st.)
3. Deputy Chief/Fire Inspector: Chris Mantz Saugatuck Twp Fire Dept. - 269-857-3000

copy



HURST & ASSOCIATES INCORPORATED

RESIDENTIAL DESIGN

Address
5917 120th Ave
Fennville, Michigan 49408

Phone
269 561 2752

www.jhurstassociates.com

project:
MYERS RESIDENCE

JASON & TRACY MYERS
GRAND ST
SAUGATUCK, MI

drawing title:
FOUNDATION PLAN
990 SQ. FT. FINISHED
407 SQ. FT. UNFINISHED

date: 8/30/2023
scale: 1/4"=1'-0"
drawn by: JH
checked by: JH
CAD by: EJ
date / action:

drawing number:
A-3

Exterior

- top portion is owner occupied
- lower portion is for rental - 950sq.ft w/ private entrance & deck & parking

Manage photos +



- private parking for 2 vehicles off Mason St
- path, stairs and uplighting - LED


trash & recycle cans
private parking for 2 vehicles
Mason St (dead end)

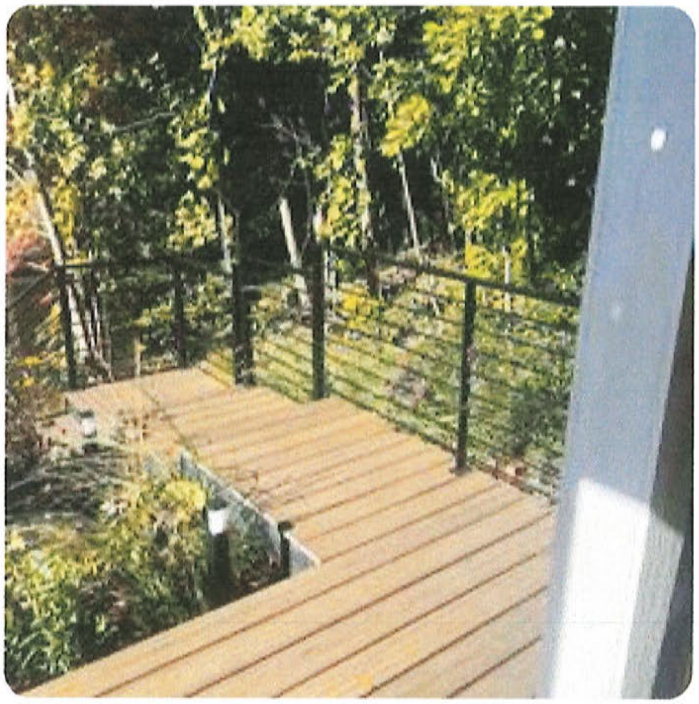




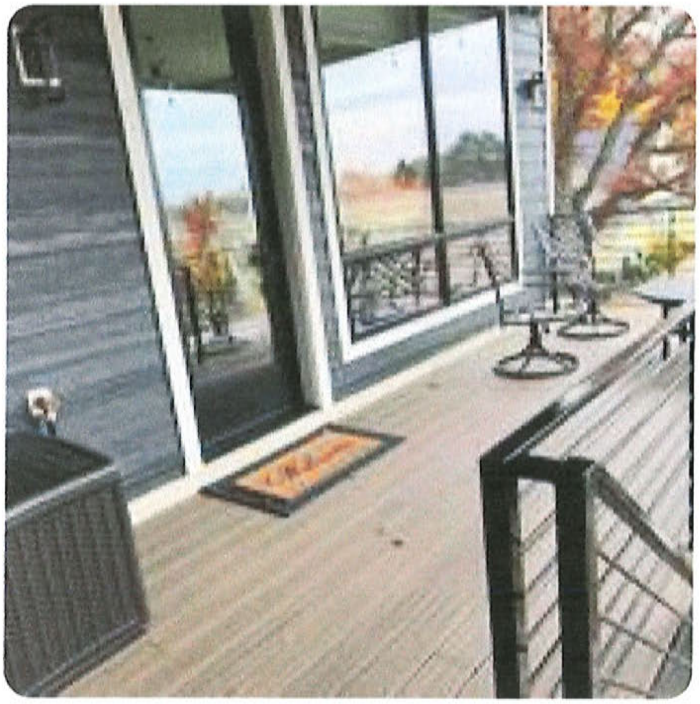
Manage photos

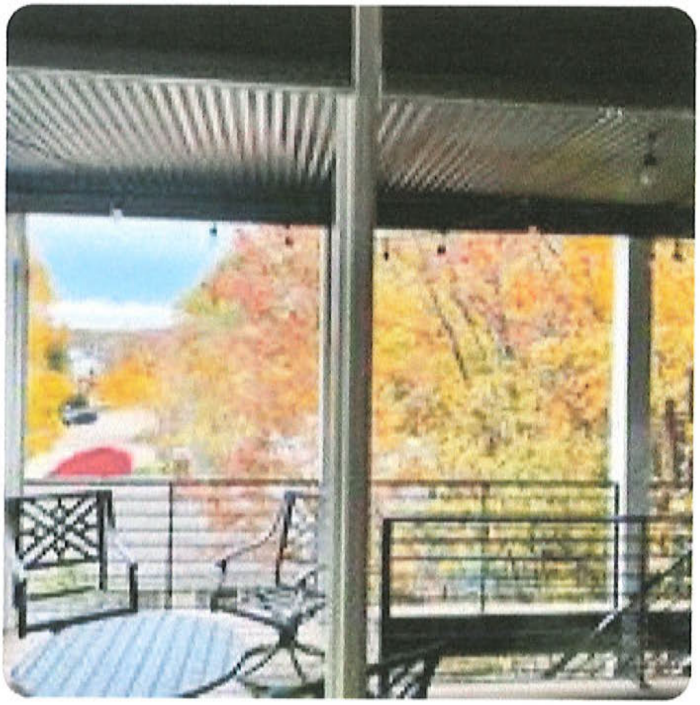
~~Balcony~~ deck

— 2nd flight of stairs to deck & entrance







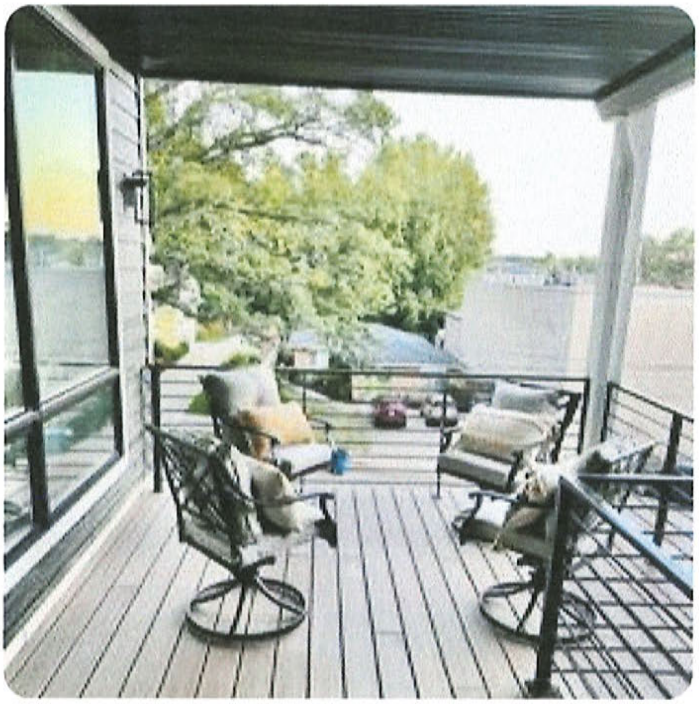


Manage photos

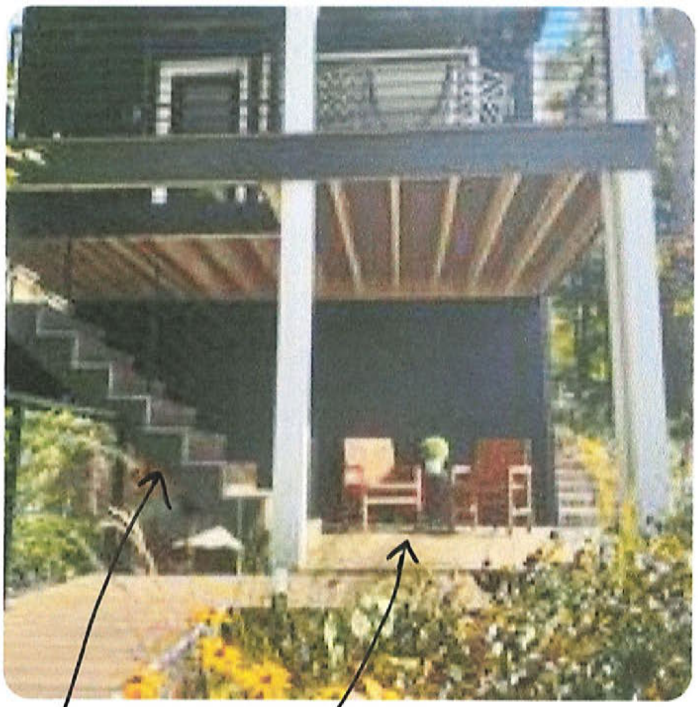
~~Patio~~

deck



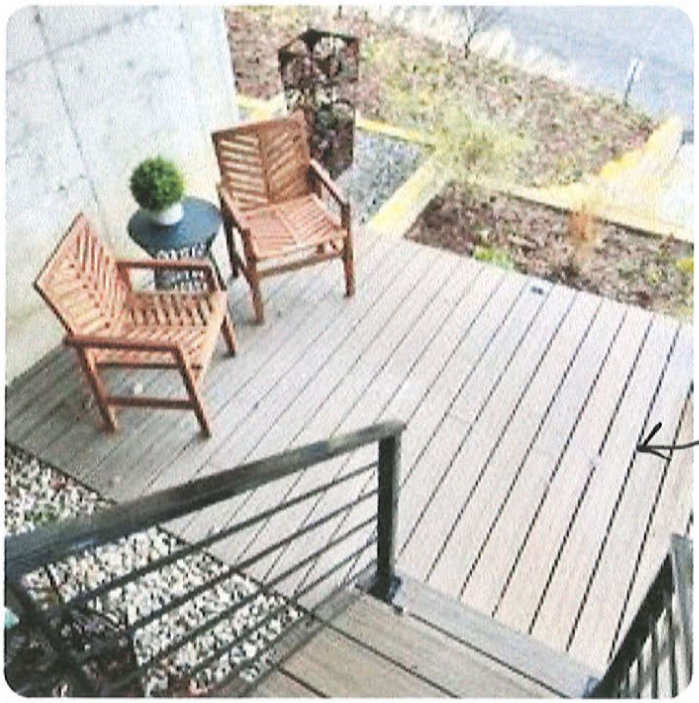






steps to deck

1st landing



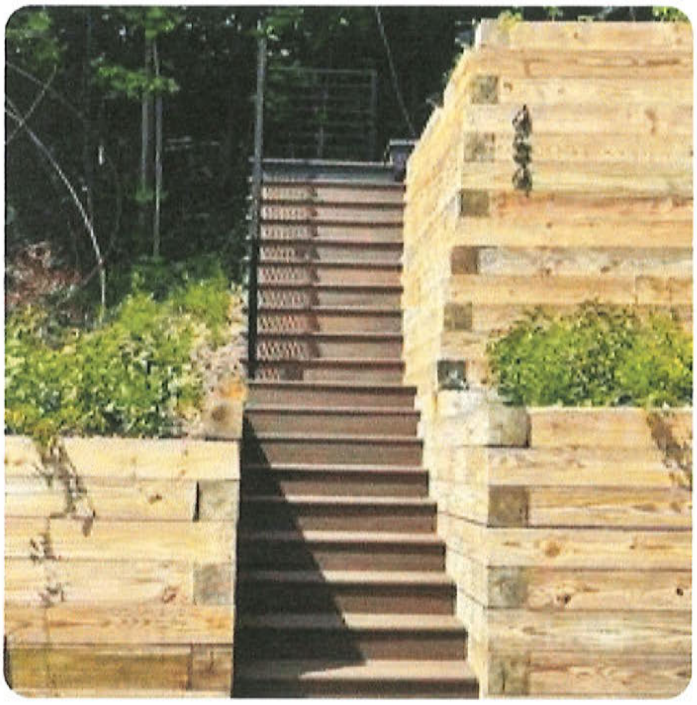
1st landing after 1st flight of steps

Privacy info >
Add details

Amenities >
Add details

Accessibility features >
Add details

Delete room or space





1st flight of stairs





2nd flight of stairs to deck & entrance



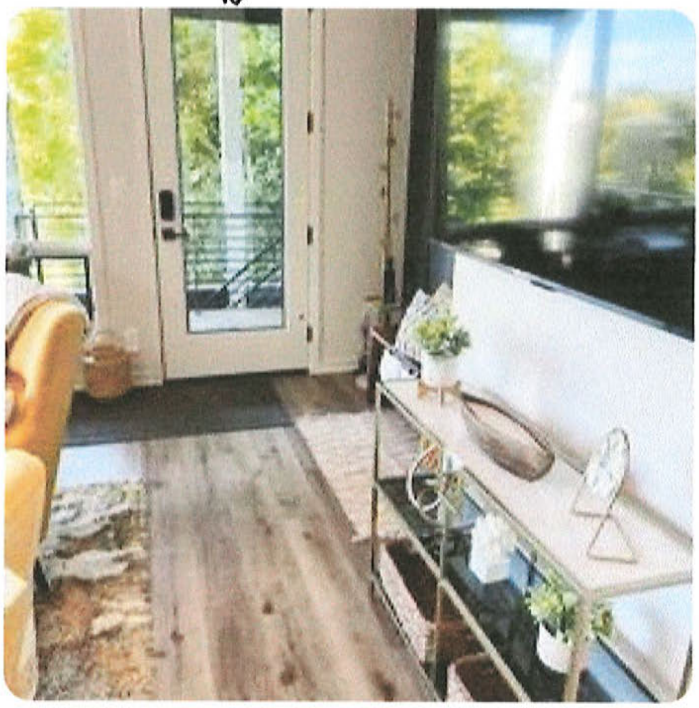
- private entrance w/ electronic keypad

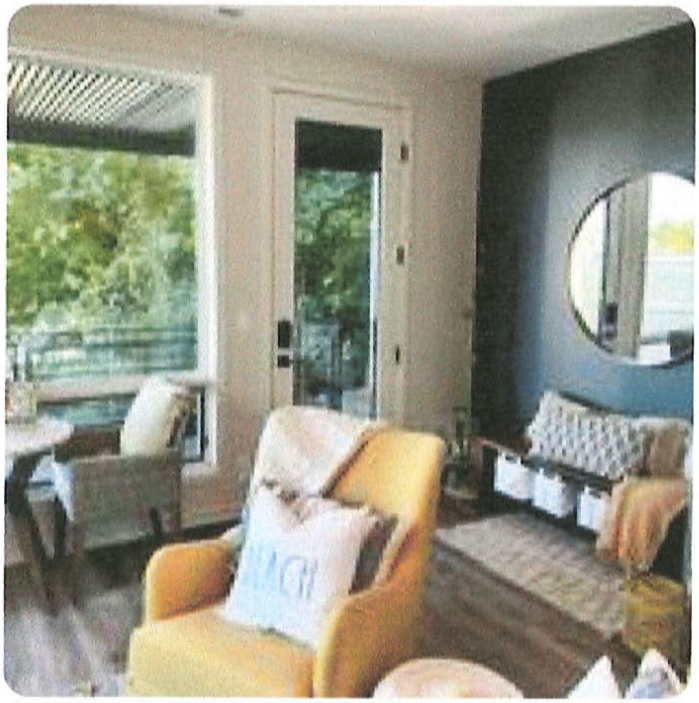
Manage photos +

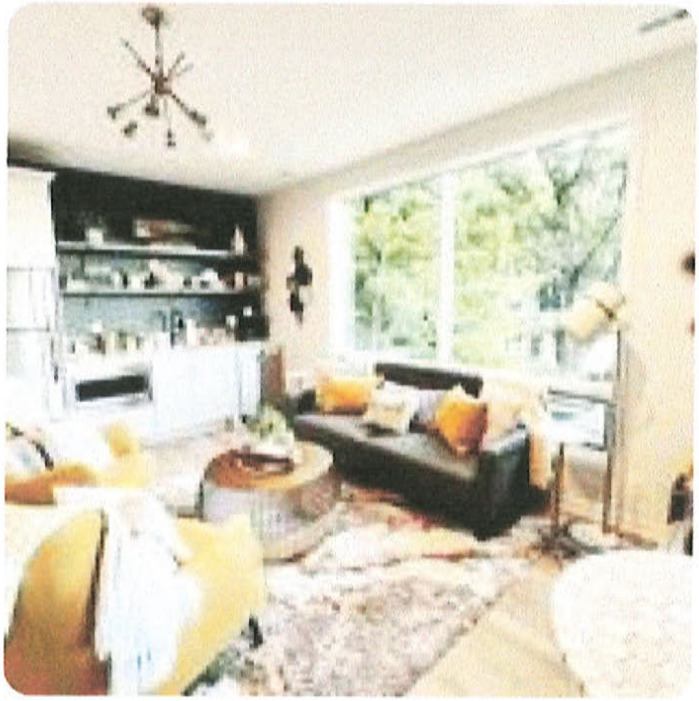
Living room

entrance off private deck

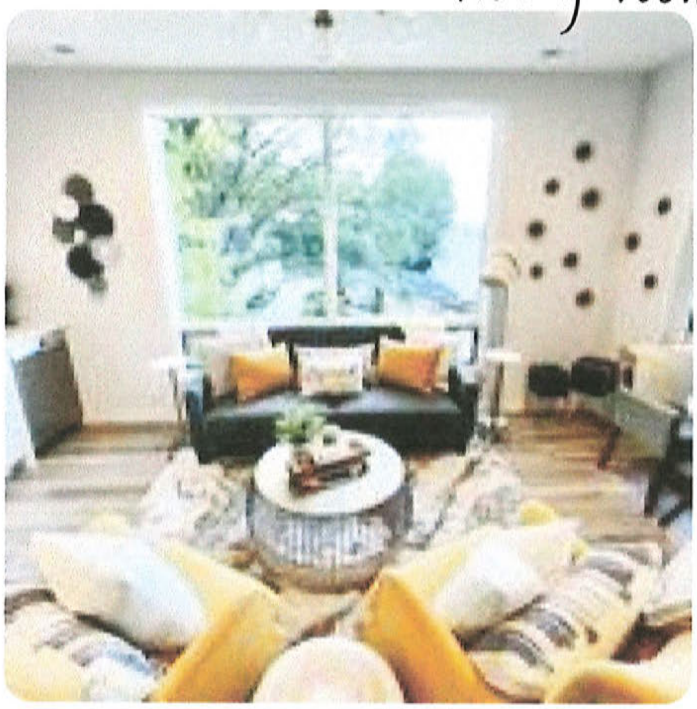




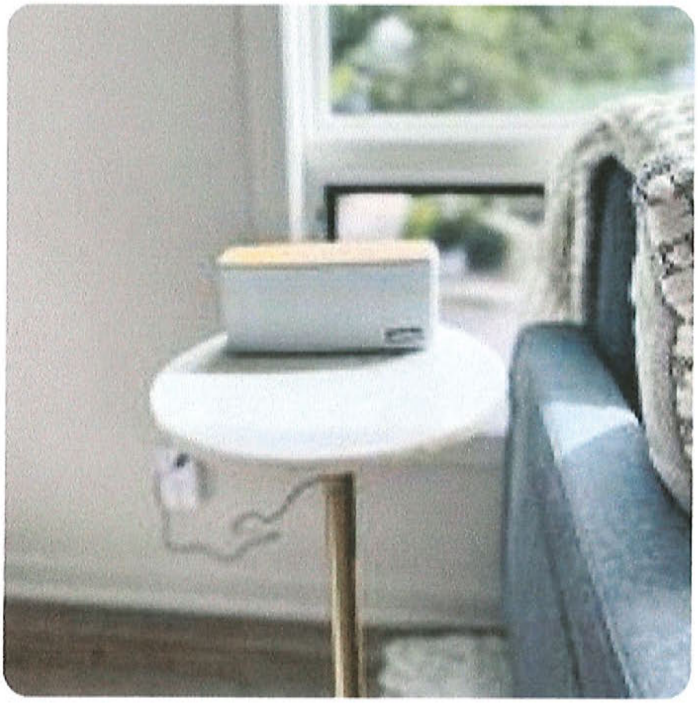




living room







Sleeping arrangements >
Add details

Privacy info >
Add details

Amenities >
Add details

Accessibility features >
Add details

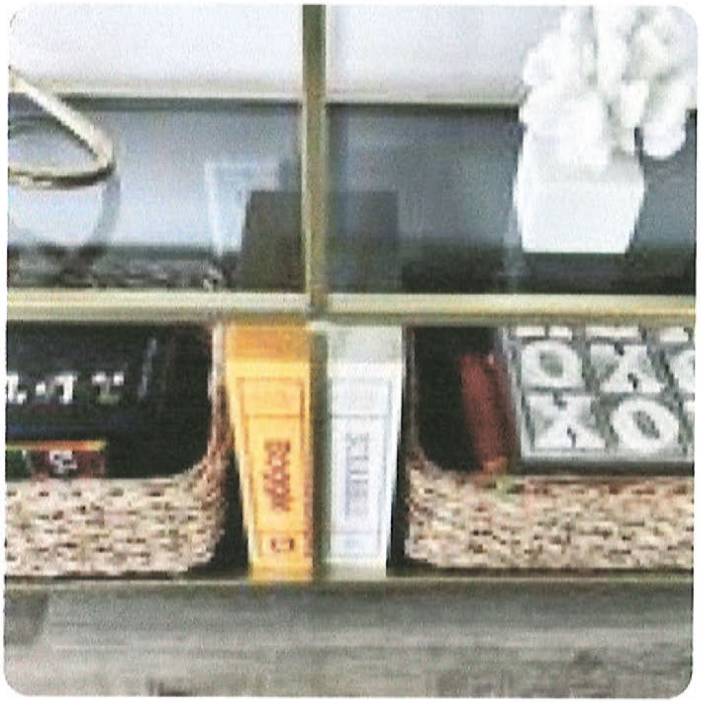
Manage photos +

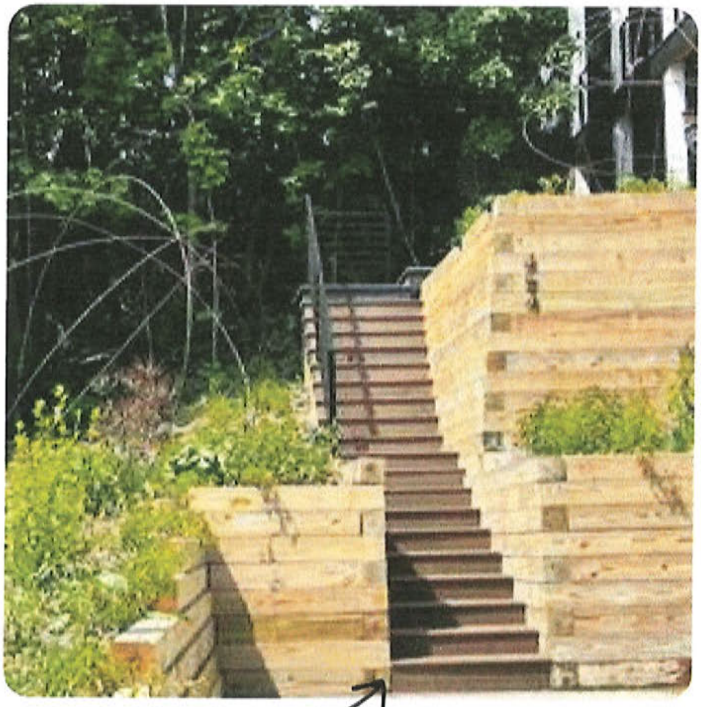
Additional photos

These photos aren't included in a room or space, but they'll still appear in your listing.









- 1st flight of stairs from parking area

Manage photos

Kitchenette

- full refrigerator, microwave, dishwasher and sink (w/ bar & coffee stations)



coffee station

bar station



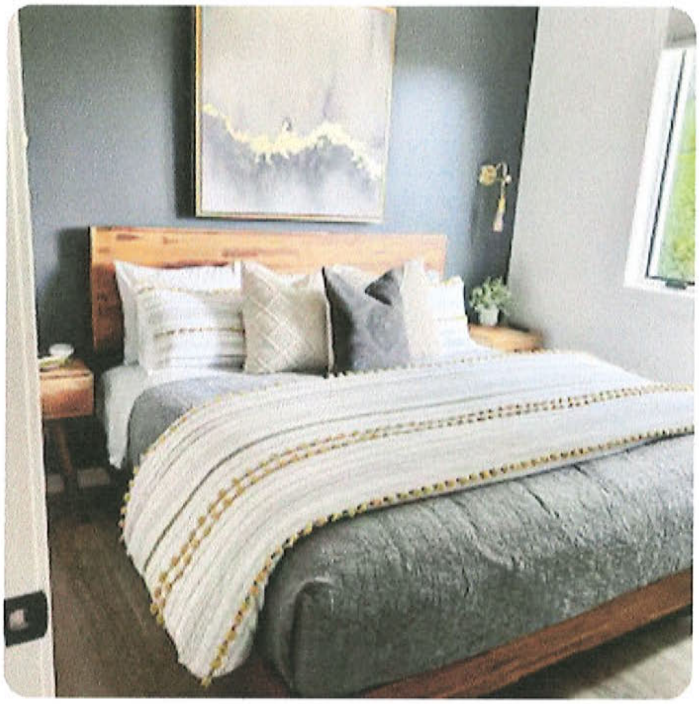
bar station

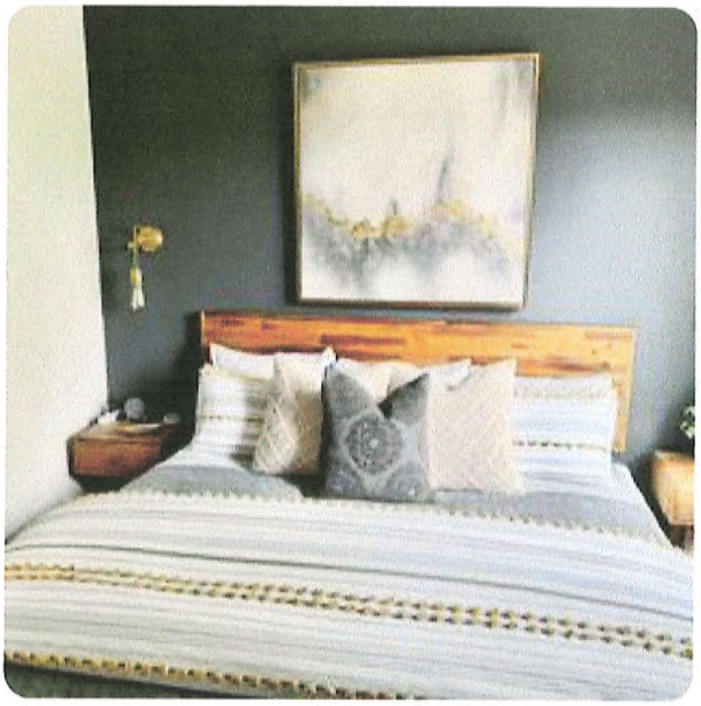


coffee station

Manage photos +

Bedroom 1





Sleeping arrangements >
1 king bed

Privacy info >
Add details

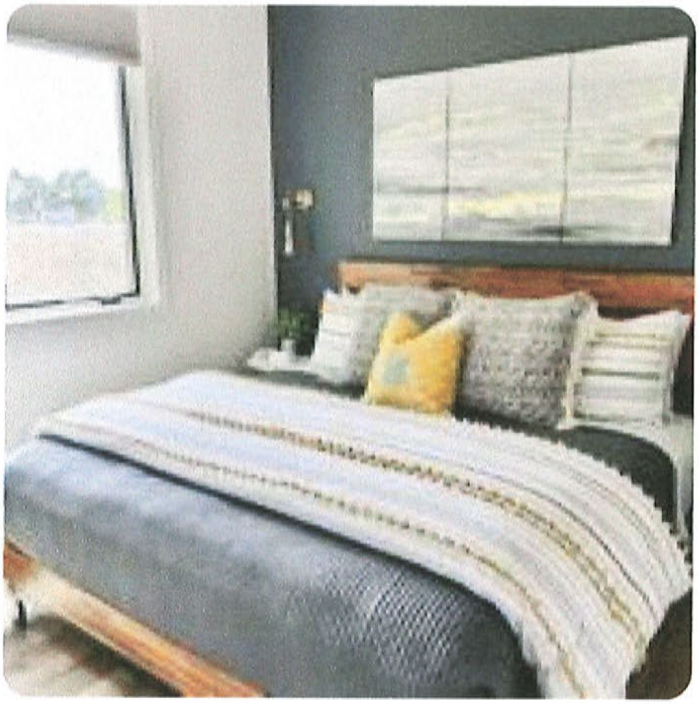
Amenities >
Add details

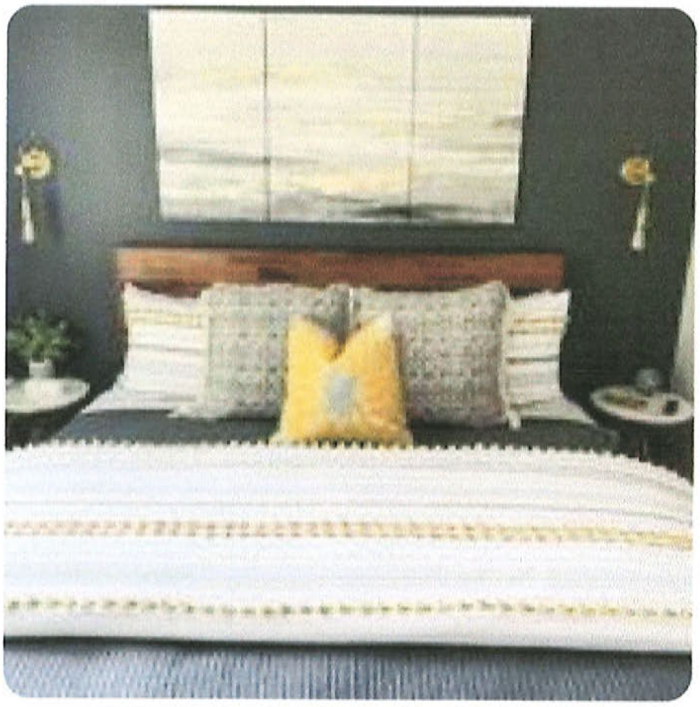
Accessibility features >
Step-free access

Delete room or space

Manage photos +

Bedroom 2





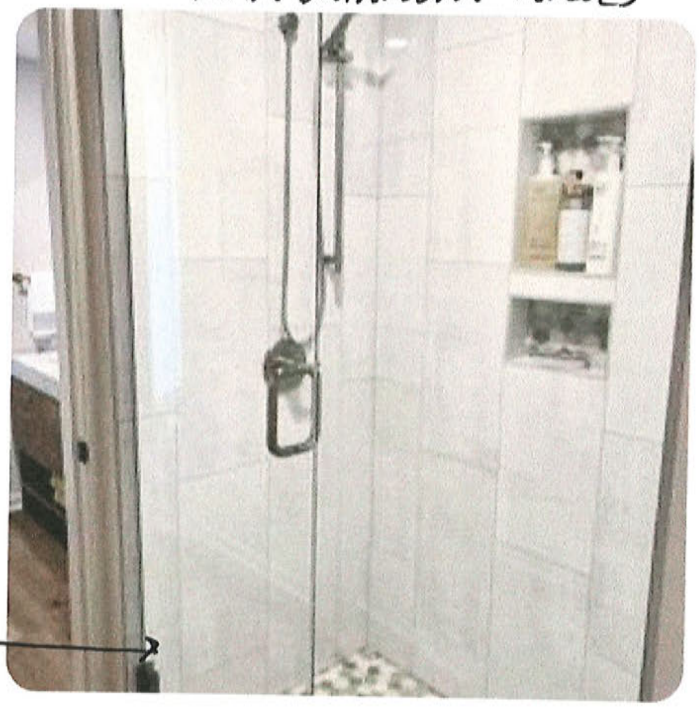


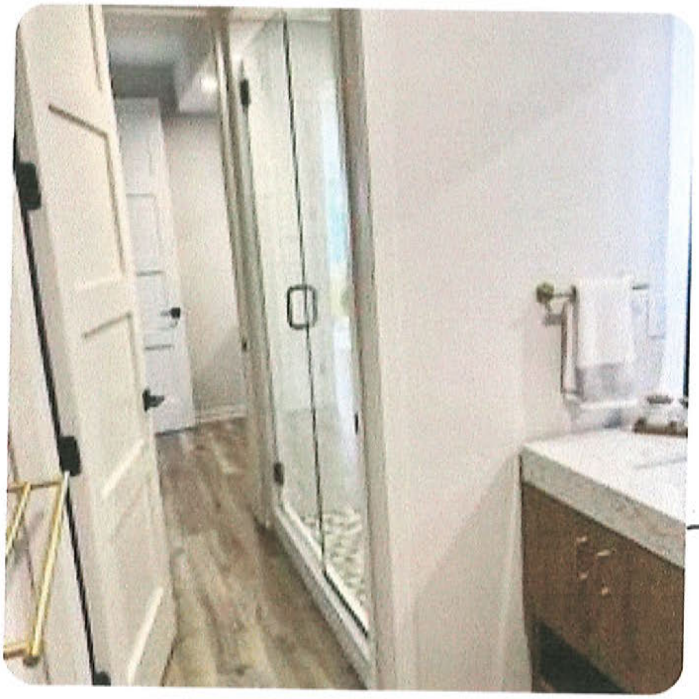
Manage photos +

Half bathroom 1

— full shower is shared by both bathroom areas







— 2nd bath area w/ sink & toilet

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**August 15, 2025**	**Meeting Date:**	**August 21, 2025**
Request:	**Site Plan Review**	**Applicant:**	**Mike DeYoung Homes, Inc.**
Address:	**615 Park Street**	**Project Name:**	**Holiday Hills**
Parcel:	**Multiple**	**Plan Date:**	**May 29, 2025**
Lot Size:	**0.25 acres**	**Zoning District:**	**Resort District C-4**
Complete:	**No**	**Recommendation:**	**TBD**
City Staff:	**Ryan Cummins**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant proposes two primary changes to the site: a concrete dock to replace the existing wood decking and a minor change to unit 12 on the north end of the building. A room addition to unit 12 was previously removed, and it is proposed to be built back in a similar arrangement. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements, including Section 151.060 Site Plan.

Please note that the applicant is representing the project on behalf of the condominium association. The association has the power of attorney to "act in connections with all matters concerning the Common Elements" (Master Deed, Section 4.5). "General Common Elements" are defined to include "Building Elements," which include "foundations, roofs, perimeter walls, and other walls..." (Master Deed, Section 4.1(1)). It is unclear if the interior area of unit 12 will be reduced or changed in a manner that impacts a limited common element, or "a portion of the common elements reserved in the master deed for the exclusive use of less than all of the co-owners" (MCL 559.107(2)). If the limited common element is determined to be changed, the owner of unit 12 must consent to the change.

The applicant has not provided a clear comparison between the previous condition of unit 12 and the proposed condition (dimensions and area). The applicant has also not confirmed whether the work will impact the limited common element or if the owner of unit 12 needs to consent to the work.

Zoning Review

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

Site Plan Standards of Approval

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

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

   Comment: The proposed dock replacement and the slight dimensional modification to Unit 12 are minor in scope and maintain a harmonious relationship with the site's topography, lot size, and surrounding development. The changes are consistent with the existing character and scale of adjoining properties and do not introduce elements that would impede the normal and orderly development or improvement of surrounding properties for uses permitted in the district.

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

   Comment: The replacement dock and unit 12 addition will be in the same position as the existing structure, and no significant site disturbance will occur beyond the already developed areas. Existing natural features will not change, with no alterations to the topography other than those necessary to facilitate the dock replacement in compliance with applicable requirements.

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

   Comment: Not applicable.

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

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

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

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

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

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

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

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

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

Comment: The revised site plan was reviewed by the City Engineer. No concerns were noted, as long as EGLE approves the work.

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

Comment: Not applicable.

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

Comment: No additional lighting is proposed.

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

Comment: A financial guarantee is not necessary.

Recommendation

As noted on page 1, confirmation must be provided that the association has the authority to request the noted changes to unit 12, and whether the limited common element is affected. The applicant should also clearly describe the changes to unit 12 in relation to the previous and proposed dimensions. If this information can be confirmed at the August 21st meeting to the satisfaction of the City Attorney and Planning Commission, approval may be granted with the following recommended conditions:

1. Approval from all applicable City Departments.
2. Approval from EGLE.

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

Site Plan Review Application

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

Location Information

Address 615 Park Street Parcel Number 57-160-001-00
57-160-012-00
Dock 03-57-850-903-17

Applicants Information

Name Mike DeYoung Homes Inc Address / PO Box [redacted]
City Holland State MI Zip 49423 Phone [redacted]
Interest In Project Builder | Developer E-Mail [redacted]

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

Signature Mike DeYoung Date 5/29/25

Owners Information (if different from applicants)

Name David Carroll Association President Address / PO Box [redacted]
City Saugatuck State MI Zip 49450 Phone [redacted]
E-Mail [redacted]

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

Signature [signature] President HHYCCR Date 5/28/25

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

Name Mike DeYoung Homes Inc Contact Name Mike DeYoung
Address / PO Box [redacted] City Holland
State MI Zip 49423 Phone [redacted] Fax
E-Mail [redacted]
License Number 2101089749 Expiration Date 5/31/26

PROPERTY INFORMATION

Depth _____ Width_____Size _____ Zoning District_____Current Use _____

Check all that apply:

Waterfront_X___Historic District_____Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

i. Asking to change from a wood dock to a cement dock.

ii. As described in discussions with planners and counsel, please note: Partial Foundation Place (rev.) at Sheet no. A.1 dipicting a squared corner foundation with an angled concrete wall (in grey) that conforms with zoning requirements.

Site Plan Review Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

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

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

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

Site Plan Review Application

- ☐ ☐ ☒ Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- ☐ ☐ ☒ Exterior lighting showing area of illumination and indicating the type of fixture to be used.
- ☒ ☐ ☐ Elevations of proposed buildings drawn to an appropriate scale shall include:
  1. Front, side and rear views;
  2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
  3. Exterior materials and colors to be used.
- ☐ ☐ ☒ Location, if any, of any views from public places to public places across the property;
- ☐ ☐ ☒ Location, height and type of fencing; and
- ☐ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.063)

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

(1) How will the elements of the site plan shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? _____

_____

_____

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

_____

_____

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

_____

_____

(4) How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? _____

_____

_____

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

_____

_____

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

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

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

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

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

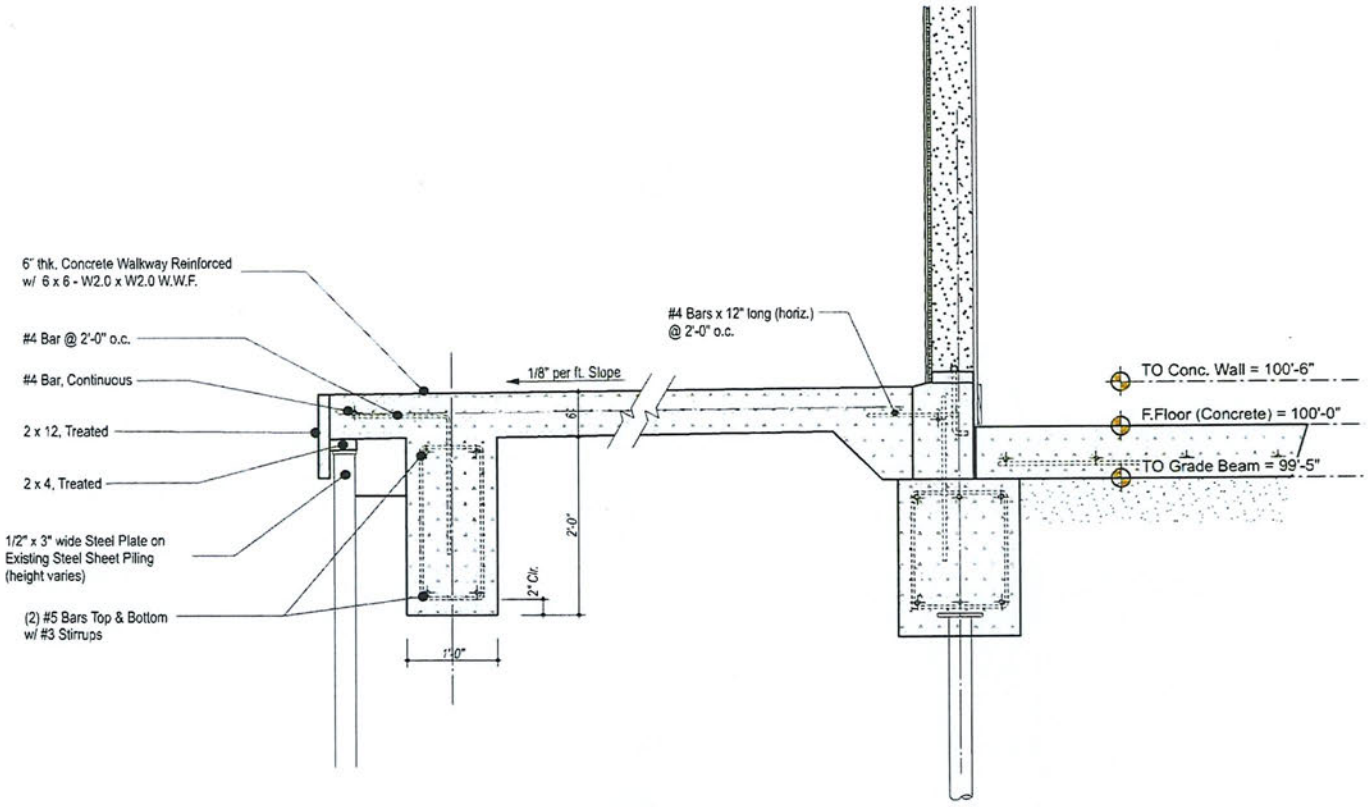


Exsting Building



Cement Dock with wood Deck on Top of Cement

unit 12 Bump out poured Concreat slab square



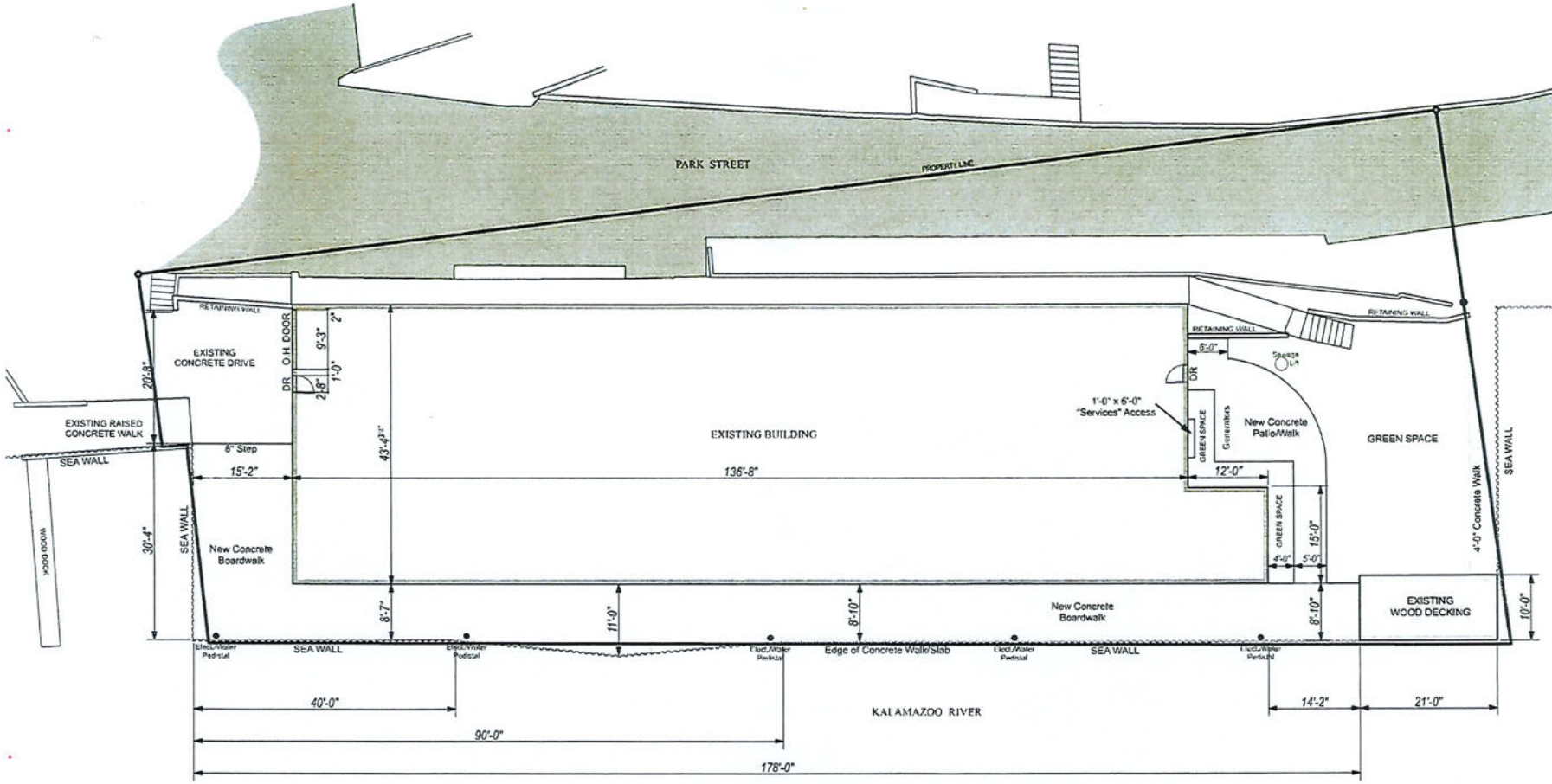
Boardwalk Detail

Scale: 3/4" = 1'-0"

GEN 1 Architectural Group

Site Plan: HOLIDAY HILLS
615 Park Street
Saugatuck, MI

SHEET NO.
C2
MAY 29, 2025



N

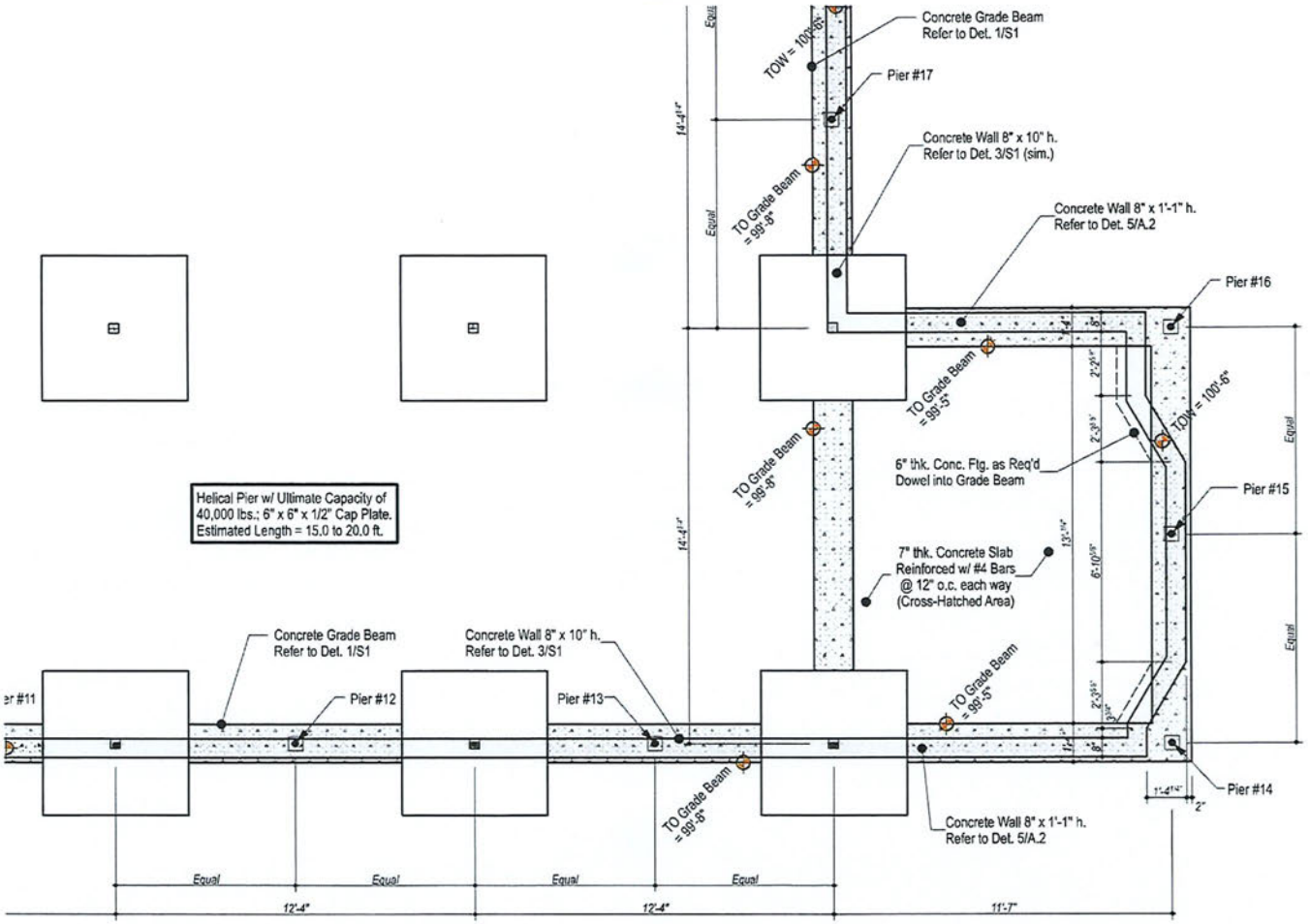
Site Plan

Scale: 1/16" = 1'-0"

GEN 1 Architectural Group

Site Plan: HOLIDAY HILLS
615 Park Street
Saugatuck, MI

SHEET NO.
C1
MAY 29, 2025



N

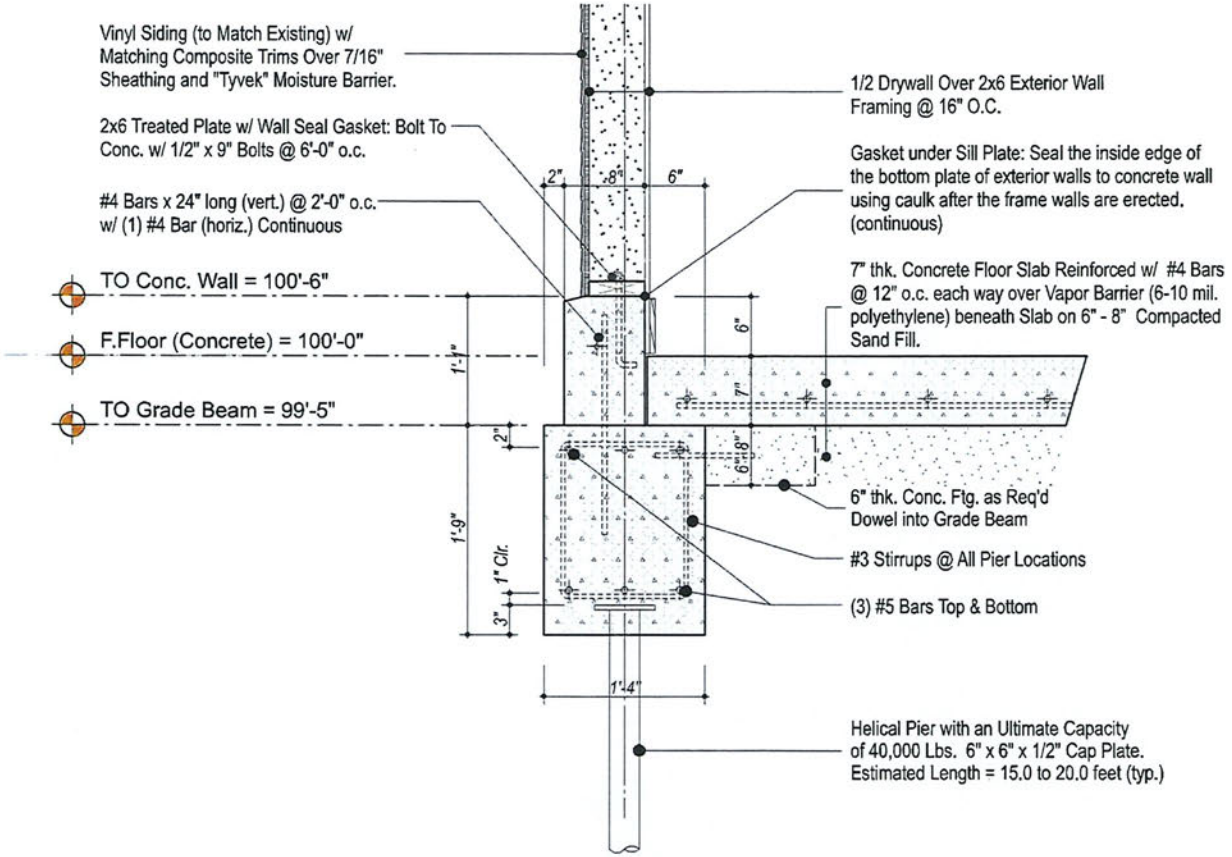
Partial Foundation Plan (rev.)

Scale: 1/4" = 1'-0"

GEN 1 Architectural Group
9318 Pany Street, Zeeland MI 49464 - Ph: 1-616 931 3871 - gen1-architectural.com

Foundation Details (rev.):
HOLIDAY HILLS
615 Park Street
Saugatuck, MI

SHEET NO.
A.1
JUNE 18, 2025



5
A.2

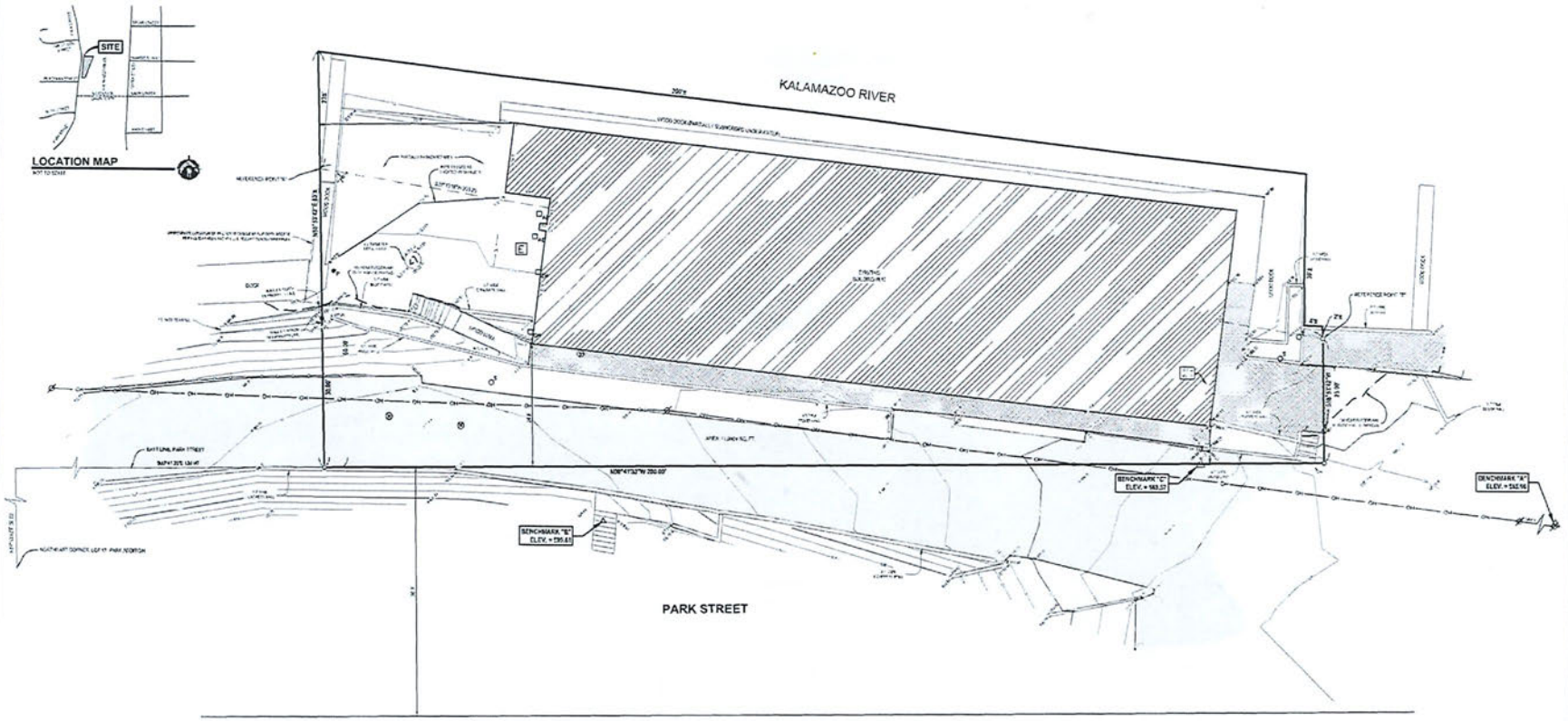
North Building Extension Foundation

Scale: 1" = 1'-0"

GEN 1 Architectural Group
9518 Perry Street, Zeeland MI 49464 - Ph: 1-616.931.3571 - gen1.architectural.com

Foundation Details (rev.):
HOLIDAY HILLS
615 Park Street, Saugatuck, MI

SHEET NO.
A.2
JUNE 18, 2025



DESCRIPTION

Holiday Hills Yacht Club Resort Condominium

BENCHMARKS

BENCHMARK "A" ELEV. = 582.16 (NGVD29)
Found railroad spike in the east side of a power pole. Power pole located on the east side of Park Street, approximately 20' southeast of the southwest bend, being corner of Park Street #522 and approximately 12' west of the centerline of Park Street. Reference ties: TS shows 5 benefit. et

BENCHMARK "B" ELEV. = 590.61 (NGVD29)
Found Army Corps. monument as shown on sign dept on sidewalk on west side of Park Street, westerly subject property. Monument across Park Street addresses 2512, 4165 and 4155. Monument is west of the edge of Park Street.

BENCHMARK "C" ELEV. = 588.37 (NGVD29)
Magnetic nail approximately 3' west of concrete walk near the northwest building corner of subject property.

SURVEYOR'S NOTES

1) Utility locations are derived from actual measurements or available records. They should not be interpreted to be exact locations nor should it be assumed that they are the only utilities in the area.
2) NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.
3) The bound lines shown hereon do not represent the ownership of any river, creek, stream, lake, canal, road, railroad right, bottom lands or submerged land or, beneath or adjoining the subject property. Waters edge, as shown hereon, was field located on 05-14-2019. The boundary along the waters edge is subject to change due to natural causes, and it may or may not represent the actual location of the lake or river.
4) 100 Year Flood Plain Elevation = 584.00 (NGVD29)

LEGEND

SCALE: 1" = 10'

811 Know what's below. CALL before you dig.

NEDERVELD
www.nederveld.com
800.222.1868
HOLLAND

PREPARED FOR:
Coldwell Banker Woodland Schmidt, Wendy Ryker
466 E. 16th Street
Holland, MI 49423

CREATED:

REVISIONS:

Holiday Hills Yacht Club Resort Condominium

Topographic Survey

Part 1 Sheet

PART OF GOVERNMENT LOT 3 LY'ING IN THE NORTHWEST 1/4 OF SECTION 9, T3N R16W, CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN

STAMP:

PROJECT NO: 19201211

SHEET NO: T0

SHEET: 1 OF 1

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: August 15, 2025

From: David M. Jirousek, AICP

RE: Master Plan- Public Open House Event

Overview

As part of the City of Saugatuck Master Plan update, an interactive public open house is being considered to gather meaningful input from residents and stakeholders. The Master Plan open house event is tentatively planned for September 30th.

The event would include a series of topic-specific stations designed to inform participants about the planning process, capture community priorities, and collect location-specific feedback. Activities may range from quick-response boards and investment exercises to mapping activities and character discussions. The Planning Commission is asked to review the proposed station concepts and provide comments on the design, content, and overall flow of the event.

Public Outreach

To maximize participation in the open house, a multi-channel outreach strategy should be used to reach a broad cross-section of the community. This can include posting announcements on the City's website and social media platforms, issuing press releases to local newspapers, and sending email notices and direct mail postcards to the City's contact lists. Printed flyers can be displayed at City Hall, the library, community centers, local businesses, and other high-traffic locations. Event information can also be included in utility bill inserts, newsletters, and homeowner association communications. Partnering with local organizations, business groups, and schools to share the event details will further expand reach, and strategically placed yard signs or banners can serve as visual reminders in key locations around the City.

Overview

Station 1 – Welcome & Orientation

Purpose: Introduce participants to the master planning process, its importance, and how they can contribute.

Components:

- Large welcome poster board explaining:
    - Purpose of the master plan
    - Why the update is required

    - How public input will be used
- Sign-in sheet
- Link/QR code to the community survey
- Sign-up sheets for:
    - Themed roundtable discussions
    - Individual interviews with the planning team

Station 2 – "In Saugatuck…" Quick Feedback Wall

Purpose: Collect quick, intuitive impressions about what residents love, want more of, and want less of.

Method: Participants write short responses on sticky notes and post them under each prompt. Prompt: "In Saugatuck…"

- I love…
- I want more of…
- I want less of…

Station 3 – Priority Investment Exercise

Purpose: Identify top community priorities for investment.

Two possible formats (can be combined or split):

- Dot Voting – Provide a list of priorities (from survey categories or common community topics) and allow participants to place sticky dots on their top choices.
- "Saugatuck Bucks" – Give participants a fixed "budget" (tickets or play money) to "invest" in projects such as:
    - Roads and streets
    - Parks and recreation
    - Pathways and sidewalks
    - Downtown redevelopment
    - Waterfront improvements
    - Public facilities and services

Station 4 – Preserve, Enhance, Transform Map

Purpose: Identify areas of the City to maintain, improve, or fully redevelop.

Method:

- Large City map
- Color-coded dots or flags for:
    - Preserve – Keep as is
    - Enhance – Make modest improvements/expansions
    - Transform – Major redevelopment or change in use

Station 5 – Mobility & Connectivity Map

Purpose: Identify needed transportation, sidewalk, bike, and trail improvements.

Method:

- Map of streets, sidewalks, and pathways
- Participants mark:
    - Gaps in the network
    - Areas needing safety improvements
    - Opportunities for new connections

Station 6 – Positive & Negative Places Map

Purpose: Pinpoint valued locations and areas of concern.

Method:

- City map
- Participants mark:
    - Positive aspects/valued places
    - Negative aspects/issues or challenges

Station 7 – Community Character & Small-Town Feel

Purpose: Understand what participants value related to Saugatuck's identity and aesthetics.

Method:

- Photo boards showing various community character elements – participants choose images that reflect Saugatuck's small-town character.
- Post-it note wall for participants to write their own descriptions of small-town character and place them on the board.

Station 8 – General Public Comment Board

Purpose: Give participants space to share additional ideas or comments not covered at other stations.

Method: Open board with pens/markers for any feedback.

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: August 15, 2025

From: David M. Jirousek, AICP

RE: Proposed C-3 Water Street Commercial District

Overview

Following up on our May conversation, this report proposes the concept of combining the C-1 Water Street North (WSN) and the C-2 Water Street East (WSE) zoning districts into a single C-3 Water Street Commercial (WSC) zoning district. Please note that all of the material in this report is for discussion purposes and should be used to assess the appropriateness of combining WSN and WSE. The following zoning district intent statement, dimensional requirements, and land use regulation table are not final recommendations, but are considered materials and ideas for discussion and feedback. Please use the following pages as part of an exercise to develop final dimensional and land use regulations for the proposed district.

WSC Zoning District Intent Statement

The following paragraph is a general description of the proposed district.

> *The C-3 Water Street Commercial (WSC) is intended to accommodate a diverse mix of commercial, mixed-use, and residential development along the east side of Water Street. Serving as a transitional zone between the C-1 City Center Commercial zoning district and the C-2 Downtown Waterfront Preservation zoning district, the WSC District supports a flexible range of building types and land uses that reinforce the walkable, small-town character of Water Street and the downtown area. Permitted uses include retail establishments, accommodations, restaurants, and other hospitality-related uses, as well as residential dwellings such as single-family detached dwellings, two-family dwellings, and single-family attached dwellings. The district also supports mixed-use buildings with residential units located above ground-floor commercial or other non-residential uses, embracing both economic activity and housing diversity in a context-sensitive manner.*

Dimensional Requirements

Proposed C-3 Water Street Commercial Requirements	
Min. Front Setback	10 ft.
Min. Side Setback	5 ft.
Min. Rear Setback	10 ft.
Min. Lot Area	4,356 s.f.
Min. Lot Width	66 ft.
Max. Lot Coverage	65%

Land Use Regulation

- P: permitted use
- S: special land use
- NP: not permitted

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	**Name**	**P/S/NP**	**Definition**
Accessory	Accessory dwelling units	P	An independent attached or detached dwelling that is secondary and subordinate to a principal single-family detached dwelling that contains living space, bedroom(s), a full bathroom facility, and a full kitchen facility, although a bedroom and living space may be combined as a studio (new).
	Home businesses	P	A home occupation exhibiting a level of impact exceeding the home occupation standards of this chapter due to increased levels of non-resident employees, client trips, identification signage and/or other external factors. A home business shall meet the home business standards of the ordinance (existing).
	Home occupations	P	An occupation customarily conducted in a dwelling unit or accessory building that is a clearly incidental and secondary use of the dwelling and which meets the home occupation standards of the ordinance. Without limiting the foregoing, a single-family residence used by an occupant of the residence to give instruction in a craft or fine art within the residence shall be considered a home occupation (existing).
	Rental of accessory dwelling units	P	The leasing or occupancy of an accessory dwelling unit (ADU) by a person or household in exchange for compensation, monetary or otherwise. Rental of an ADU may be for long-term or short-term

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	**Name**	**P/S/NP**	**Definition**
			tenancy as defined by this ordinance and the Short-Term Rental Ordinance, subject to specific use and licensing requirements (new).
Accommodations	Bed & breakfast	S	A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable under certain circumstances, which has sleeping rooms available for rent by transient people on a short-term basis (existing).
	Hotel/motel/inn	S	A building or buildings under single management that provides rooms or suites intended primarily as sleeping accommodations for public rental on a daily or longer basis for registered guests. Other supportive facilities may include meeting rooms, incidental retail sales, restaurants, lounges, swimming pools, recreational and fitness facilities, and similar facilities/services intended primarily to serve registered guests (revised).
	Motor court	NP	A grouping of single story attached, semi-detached, or detached, furnished rental units each containing a bedroom, bathroom, and closet space, with or without a kitchen, less than 700 square feet in floor area, in which transient, overnight, lodging, or boarding are offered to the public for compensation. A motor court may contain shared amenities (for example, a swimming pool) for renters of the units and their guests but not separate commercial uses - for example, restaurants, gift or retail shops (existing).
	Short-term rental of a dwelling unit	P	A dwelling unit which is rented to a person for less than thirty-one (31) consecutive days, or is advertised to be rented for any period less than thirty-one (31) days.
Hospitality	Brewery, distillery, and winery	S	The industrial production of beer, wine, and spirits operated and duly licensed by the State of Michigan Liquor Control Commission (new).
	Restaurant	P	A business establishment whose method of operation involves either the delivery of prepared food by servers to customers seated at indoor or outdoor areas or prepared food is acquired by customers at a counter, window, or cafeteria line and consumed on-site or for take-out. The service of alcoholic beverages by the drink is incidental to

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	**Name**	**P/S/NP**	**Definition**
			the service of food, and food receipts exceed 50 percent of sales. Accessory uses may include an outdoor dining area or sidewalk café (revised).
	Tavern	S	A commercial establishment licensed to sell at retail and serve beer, wine, liquor, or other alcoholic beverages for consumption on the premises and where the service of food is incidental to the sales and consumption of such beverages. The service of alcoholic beverages exceeds 50 percent of sales. Taverns include nightclubs, lounges, and bars (new).
Public and Semi-Public	Essential public service	P	Public and private underground or overhead telephone, cable television, gas, electrical, steam or water transmission, or distribution system, collection, communication, supply or disposal system (including towers, structures, poles, wires, mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, electric substations, telephone substations, gas regulator stations and other similar equipment and accessories in connection therewith) reasonably necessary for the furnishing and adequate service by such public utilities for the public health, safety or general welfare. Cellular wireless antennas/towers are not included in the definitions of essential public services (revised).
	Government building	P	Buildings, structures, and facilities that include administrative offices, public works services, law enforcement, fire protection, libraries, museums, cemeteries, recreational centers, and storage areas for public equipment and materials for local, county, state, and federal public agencies (new).
	Parking facility	S	A land surface or facility providing vehicular parking spaces off of a street along with adequate drives and aisles for maneuvering so as to provide access for entrance and exit for the parking of three or more automobiles or trucks (existing).
Residential	Dwelling, single-family detached	P	A dwelling unit exclusively for use by one family which is entirely surrounded by open space or yards on the same lot and which meets the single family detached dwelling standards of the ordinance (existing).

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	**Name**	**P/S/NP**	**Definition**
	Dwelling, two-family	P	A detached building used or designed for use exclusively by two families living independently of each other, providing each family with its own cooking, sleeping and bathing facilities in separate dwelling units. It may also be termed a duplex or a two-flat (existing).
	Dwelling, attached	P	A group of three or more single-family dwelling units joined to one another by a common party wall, but not a common floor-ceiling. Each unit shall have its own outside entrance. For the purposes of this chapter, dwellings such as semi-detached, row-houses, patio- houses and townhouses shall be deemed single-family attached dwellings (revised).
	Dwelling, multiple-family	S	A building or portion thereof, used or designed for use, as an apartment for three or more families living independently of each other. This definition does not include mobile homes, single-family attached dwellings or two-family dwellings (existing).
	Dwelling, mixed use (upper floors)	P	A dwelling unit attached to a commercial building on an upper floor (new).
	Dwelling, mixed use (ground floor)	NP	A dwelling unit attached to a commercial building on the ground floor (new).
Retail, Offices, and Services	Art gallery	P	A commercial establishment primarily engaged in the exhibition, display, and sale of original works of art, including but not limited to paintings, sculpture, photography, ceramics, glass, fiber, and other visual art forms. Art galleries may host artist receptions, temporary exhibitions, and related cultural events. On-site sales of exhibited artwork and art-related merchandise are permitted as an accessory use (new).
	General offices	P	Establishments that offer financial, business, business support, medical, personal, professional, and administrative services. 1. Business Services. Establishments providing direct services to consumers, including, but not limited to: employment agencies, insurance agent offices, real estate offices, and travel agencies. 2. Business Support Services. Establishments providing services to other businesses, including, but not limited to, computer rental and repair,

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	**Name**	**P/S/NP**	**Definition**
			copying, quick printing, and mailing and mailbox services. 3. Financial Services. Financial institutions, including, but not limited to, banks, credit agencies, investment companies, security, and commodity exchanges. 4. Medical. A facility other than a hospital where medical, dental, mental health, surgical, and/or other personal health care services are provided on an outpatient basis, including, but not limited to, chiropractors, medical doctors, psychiatrists, etc., other than nursing staff. 5. Personal Services. Establishments providing non-medical services to individuals, including, but not limited to, barber and beauty shops, tattoo parlors, self-serve laundry facility, dry cleaning pick-up and drop-off, small appliance repair, laundromats, massage therapists, shoe repair shops, and tanning salons. These uses may include incidental retail sales related to the services they provide. 6. Professional and Administrative Services. Office-type facilities occupied by businesses or agencies that provide professional or government services or are engaged in the production of intellectual property (new).
	Retail stores	P	Stores and shops that sell goods and merchandise to the general public. The uses may include incidental repair services (new).
Tourism and Recreation	Community cultural facilities	P	A public or non-profit facility that provides educational and cultural experiences for the general public. Examples include aquariums, arboretums, art galleries, botanical gardens, libraries, museums, planetariums, civic centers, and theaters predominantly used for live performances. The use may also include accessory retail uses such as gift shops and restaurants (new).
	Indoor commercial recreation	P	A facility, open either to the general public or to members and their guests, located in an enclosed building that is designed to accommodate sports, recreational activities, training, or related enterprises, including but not limited to a gymnasium, swimming pool, tennis, racquetball

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	**Name**	**P/S/NP**	**Definition**
			and/or handball courts, and other indoor sports activities. Also included are accessory uses that are clearly in support of the primary use, such as sporting goods shops, food service, and party/banquet facilities serving patrons of the indoor recreation use, spectator accommodations, changing/locker rooms, and employee offices (new).
	Parks	P	An open area intended to be used for passive or active recreation by the public or a private group of individuals (existing).

Zoning Map- Proposed WSC Outlined in Red

