Planning Commission Regular Meeting
April 16, 2026, 6:30PM
City Hall
102 Butler Street, Saugatuck, MI

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

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

3. **Approval of Minutes:** (Voice Vote)
   A. Regular Meeting Minutes – March 19, 2026 ***Pg. 3***

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

5. **New Business:**
   A. 405 Park – Public Hearing for a Special Land Use Request ***Pg. 10***
   B. 322 Culver – Public Hearing for a Special Land Use Request ***Pg. 30***

6. **Old Business:**
   A. 510 Butler/120 Mary (Wickwood Inn) – Amended Conditional Rezoning Request ***Pg. 63***
   B. Sign Ordinance Amendment ***Pg. 80***
   C. Master Plan Discussion ***Pg. 114***

7. **Communication:**

8. **Reports of Officers and Committees:**
   A. Parking Improvements Task Force – Auston Marineau

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

10. **Commissioner Comments:**

11. **Adjourn** (Voice Vote)

NOTICE:
This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.
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":
269 857-2603
Please send questions or comments regarding meeting agenda items prior to meeting to:
gmoore@saugatuckcity.com
Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at

269-857-2603 or
sara@saugatuckcity.com for further information.

*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 Draft – Subject to Approval

March 19, 2026, at 6:30 P.M.

Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453

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1. Call to Order / Roll Call

The meeting was called to order at 6:30 p.m. by Chair Manns.
Members Present: Baldwin, Bagierek, Gardner, Gaunt, LaChey, Manns, & Marineau
Members Absent: None
Staff Present: Planning & Zoning Director Moore, Deputy Clerk Williams, City Manager Cummins
Others Present: Trent Cunningham (Fahey Schultz Burzych Rhodes PLC), David Jirousek (Horizon Planning)

2. Approval of Agenda

Motion by LaChey, supported by Marineau, to amend the agenda to remove Item 5E – Planning Commission Learning Opportunity from the March 19, 2026, agenda. Via voice vote, motion carried unanimously.

Motion by Gardner, supported by Marineau, to approved the revised agenda for March 19, 2026. Via voice vote, motion carried unanimously.

3. Approval of Minutes

Motion by Baldwin, supported by Bagierek, to approve the January 15, 2026, minutes as presented. Via voice vote, Motion carried unanimously.

4. Public Comment

None

5. New Business

A. 640 Water St – Public Hearing on PUD.

Public Hearing

A. Hearing was called to order by Chair Manns on 3/19/26 at 6:50 p.m.

B. Summary by Zoning Director
Moore explained that the 640 Water Street applicants are back before the Planning Commission mainly as an administrative formality so the PUD ordinance can be properly noticed under the Michigan Zoning Enabling Act. He notes that some architectural revisions were made after the Historic District Commission review, but none of those

changes affect the PUD deviations already approved. He states that, before a zoning permit can be issued, the applicant must submit a final site plan with full dimensional elevations and floor plans. Moore then recommended the Commission hold the public hearing and forward a positive recommendation to City Council, conditioned on finalizing the easement agreement to the city attorney's satisfaction, submitting and administratively approving final floor plans obtaining final Historic District Commission approval, and securing all necessary approvals from relevant city departments and officials before any permits are issued.

C. Presentation by the Applicant
None

D. Public comment regarding the application
1. Supporting Comments: None
2. Opposing comments: None
3. General Comments: None
4. Repeat Comment Opportunity: None

E. Public comment portion closed by the Chair at 6:53 p.m.

F. Commission Deliberation
The Commission's deliberation on the 640 Water PUD was uniformly positive. Commissioner Baldwin said he supported the project, liked both the original and revised designs, and thought handling PUDs over two meetings is a good practice so conditions can be considered carefully. Commissioner Gardner strongly praised the applicant and designer, appreciates the Historic District Commission – driven revisions and the visual materials showing how the new building fits among neighboring structures and the waterfront. He noted the project will be a visible, dramatic change but believes it complies with the zoning ordinance and meets community goals for waterfront visibility and public access, with the reduced half-story height helping the fit. Chair Manns agreed that the redesign looks very good.

G. Commission action
Motion by Gaunt, supported by LaChey, to approve the proposed ordinance, to amend the zoning ordinance and the zoning map of the City of Saugatuck by approving a planned unit development overlay and associated plan for 640 Water Street as offered by staff support. Via roll call vote, motion carried unanimously.

B. 510 Butler/120 Mary (Wickwood Inn) – Public Hearing for a Conditional Rezoning.

Public Hearing

A. Hearing was called to order by Chair Manns on 3/19/26 at 6:59 p.m.

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B. Summary by Zoning Director

Moore summarized the conditional rezoning request for 510 Butler and 120 Mary (Wickwood Inn). He explained that the applicant previously pursued a special land use for alcohol service but withdrew it and now seeks to rezone both parcels from R-4 City Transitional Residential to C-2 Water Street East. He noted that 120 Mary was zoned Water Street East until a 2023 rezoning to allow first-floor short-term rentals; it has since been folded into the overall bed-and-breakfast operation, but the land combination is not yet complete and must be finalized before any rezoning is complete. Moore stressed that approving the rezoning would not approve the requested use change; the property would remain a bed and breakfast until a future special land use is granted. He outlined the applicant's proposed voluntary conditions, including a 27% lot coverage cap, maintaining the R-4 front yard setback, and prohibiting certain C-2 uses the applicant listed-conditions staff sees as appropriate because they run with the land and improve compatibility. He added that other proposed conditions (restaurant operations, public access, events, gift shop, 125-person cap) are better handled later through site plan and special land use review. Based on the rezoning criteria in §154.176, staff recommended approval of the conditional rezoning with those staff-suggested changes.

C. Presentation by the Applicant

Chris Khorey (for Wickwood Inn) explained that the owners want to modestly expand operations: serve breakfast, lunch, and dinner from the on-site restaurant, open limited food service and the gift shop to the public, and host events such as weddings and retreats—without changing the buildings' physical design. To enable this, they anticipate reclassification from a bed and breakfast to a motel/motor court, understanding that this is a multi-step process starting with a conditional rezoning from R-4 to C-2 Water Street East. He argued the property sits at a transition point between downtown commercial and residential areas and says using Mary Street as the zoning line is poor planning; instead, rezoning would make Mary a "uniter," stepping from downtown zoning to C-2 to residential. To address intensity concerns, he detailed voluntary conditions: prohibiting certain C-2 uses (e.g., motion picture facilities, amusement/recreation services, recreational transport rentals, standalone parking), giving up expanded outdoor dining in the public right-of-way, capping lot coverage at 27% (just above existing coverage) while otherwise keeping R-4 dimensional and signage standards, and accepting that many operational details (events, restaurant access, etc.) can be handled later via special land use. He emphasized they are not seeking a 65% lot coverage or a drastic change in character; just more flexible ancillary uses consistent with a more active inn.

D. Public comment regarding the application

5. Supporting Comments: Ken Morris (Email)
6. Opposing comments: None
7. General Comments: None
8. Repeat Comment Opportunity: None

E. Public comment portion closed by the Chair at 7:28 p.m.

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F. Commission Deliberation

The Commission had a lengthy deliberation on Wickwood Inn's conditional rezoning. Several members (LaChey, Marineau, Gardner, Bagierek) express concern that Wickwood's requests have come in piecemeal, evolving from accessory guest buildings to alcohol service and now to a broader motel/motor-court concept with public restaurant use and events, making it hard to evaluate the true scope and neighborhood impact. Commissioners question whether the motel/motor court label even fits the physical reality (multi-story buildings, no doors opening directly to parking), raise worries about parking, noise, and "commercial creep" deeper into the transitional residential area, and note that rezoning to C-2 would open the door to other commercial uses (e.g., hotel/inn, offices, restaurant) beyond what Wickwood is currently describing. There is also discomfort with the complex, applicant-drafted conditional rezoning language, and with acting before the City completes its Master Plan and future land-use work for edge/transition blocks like this. Staff and the city attorney clarify that any future use change (e.g., motel/motor court) would still need a special land use with full conditions, and suggest alternatives such as refining voluntary conditions, possibly using a PUD overlay, or revisiting bed-and-breakfast definitions.

G. Commission action

Motion by LaChey, supported by Bagierek, to table the application for a month. Via roll call vote, motion carried unanimously.

C. 510 Butler (Wickwood Inn) – Public Hearing of a Text Amendment to the Definition of Motel/Motor Courts.

Public Hearing

A. Hearing was called to order by Chair Manns on 3/19/2026 at 8:11 p.m.

B. Summary by Zoning Director

Grayson Moore explained that the separate text-amendment request concerns the motel/motor court special land use standards. Currently, motels/motor courts may have amusements and sports facilities "for the exclusive use of guests" as an accessory use. The applicant proposes changing that phrase to allow such facilities "for the primary use of guests" instead. Moore notes the key policy question is how this wording change might affect the intensity of the use but emphasizes these facilities would still have to remain accessory to the primary motel/motor-court use, not become a primary use themselves. He adds that the Commission should evaluate the amendment against the four-standard text-amendment review criteria laid out in the ordinance.

C. Presentation by the Applicant

Chris Khorey (for Wickwood Inn) noted that this motel/motor-court text amendment will likely be folded into whatever revised approach they bring back next. He explained their concern with the current word "exclusive" is practical: it's difficult for both the City and Wickwood to guarantee that every user of on-site amusements or sports facilities is an overnight guest at all times. Replacing "exclusive" with "primary" use by guests would still

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keep those facilities accessory but provide some flexibility and reduce enforcement burdens.

D. Public comment regarding the application
   1. Supporting Comments: None
   2. Opposing comments: None
   3. General Comments: None
   4. Repeat Comment Opportunity: None

E. Public comment portion closed by the Chair at 8:15 p.m.

F. Commission Deliberation
   The commissioners had a brief deliberation.

G. Commission action
   Motion by Bagierek, supported by Gardner, to table the application until next month's meeting. Via roll call vote, motion carried unanimously.

D. 2025 Annual Activity Report
   Grayson Moore walked through the 2025 Annual Activity Report. He noted that code enforcement cases have increased steadily over the past few years, while zoning permit activity has fluctuated, though 2025 was busier than 2024. He highlights that a significant amount of staff and Commission time went into work on short-term rentals, and he has included in the packet the most recent STR ordinance update that City Council approved, along with his explanatory memo summarizing the key adjustments. Moore emphasized this item is informational only and that no action is required from the Planning Commission.

6. Old Business

A. Master Plan Update
   David Jirousek outlined the next phase of the Master Plan update. He explains that current work is mostly "behind the scenes": analyzing public engagement (survey data and open house input), doing a character analysis of the city block-by-block (walkability, building orientation, land-use mix, general design), preparing demographic analysis, and building the base mapping. He emphasizes the character analysis will be especially important for future decisions about transition areas (such as between commercial and residential) and will directly inform the future land use map. Jirousek says he hopes to bring initial results on character and demographics to the Commission next month, followed by three or four meetings focused on topic-specific chapters (e.g., land use, mobility, etc.), likely running through the summer. The goal is to have a reviewable draft of the Master Plan by late summer, potentially accompanied by another public open house before people leave for the season.

7. Communication

Tamara Bodine-Wilson
Ken Morris

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8. Reports of Officers and Committees

A. Parking Improvements Task Force – Auston Marineau

Auston Marineau reported that the Parking Improvements Task Force has held three meetings so far, with the next set for April 7. To date they've mainly done baseline work: identifying all available parking in the greater downtown area and planning upcoming field work. The more substantive phase begins May 2, with additional work in July, when they'll conduct car counts, observe parking patterns, and measure turnover on Butler Street. He notes they have discussed a range of possible strategies—such as remote lots with shuttles, expanding transit/Harbor Transit service, and better handling of employee parking—but no specific policy direction has been chosen yet. He adds that a recent public survey drew strong participation (already over 500 responses by February), with a clear theme that respondents are strongly opposed to paid parking.

9. Public Comments

None

10. Commissioner Comments

- Gardner thanked Chair Manns for tactfully stepping in and redirecting him when he began making a statement to the applicants instead of asking a question, expressing appreciation for Mann's grace in handling it.
- Baldwin commented that the Commission had another strong, thoughtful discussion about the Wickwood matter. He acknowledges there is still substantial work ahead but says he looks forward to continuing it, appreciates that the Commission is proceeding cautiously, and is glad they decided to delay (table) the decision to see how the proposal can evolve.
- Marineau agreed with Craig Baldwin's remarks about Wickwood and adds that, as they consider next steps, the City should re-examine its bed-and-breakfast regulations. He notes that B&Bs are seeing a resurgence and their business model has evolved, suggesting the City's current ordinance may be outdated in how it defines and regulates them. He encourages a fresh review of the bed-and-breakfast standards to see if updates or improvements are needed.
- LaChey said his impression—though he admits it may be mistaken—is that staff, including consultants and the attorney, often focus on finding ways to fit a business proposal into the community, rather than giving equal weight to the interests of homeowners and residents. He points out that the staff reports on the Wickwood items included several suggested motions to approve but no example motions to deny, which he sees as a perception issue. He urges staff to be clear with applicants when a proposal may simply be inappropriate—especially where commercial uses press up against residential areas—rather than trying to "massage" it into compliance. LaChey emphasizes that, as a full-time resident, he considers himself responsible for representing both local businesses and residents (full- and part-time) in these decisions.
- Bagierek said that he appreciated the good discussion, feels the commission made the right call on Wickwood by giving the applicants some direction and then moving on, and expresses appreciation for the meeting and optimism about continuing the work at next month's meeting.
- Manns closed by reiterating his strong respect for the Commission members and how well prepared and thoughtful they are, saying each meeting is productive and benefits from diverse questions and perspectives. He acknowledges differing views about staff's role but emphasizes that staff's job is to present options and pathways so the Planning Commission can decide whether to approve or deny proposals, rather than staff telling applicants "no" at the outset. He

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stresses that the Commission strives to act fairly and in the best interests of both business owners and city residents, then thanks everyone and concludes his remarks.

11. Adjournment

Motion by Gardner, supported by Gaunt, to adjourn the meeting at 8:36 p.m. Motion carried unanimously.

Submitted by:
Sara Williams
Deputy Clerk
City of Saugatuck

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MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**April 10, 2026**	**Meeting Date:**	**April 16, 2026**
Request:	**Special Land Use**	**Applicant:**	**Acme Pool Construction**
Address:	**405 Park Street**	**Project Name:**	**Casa Loma Pool**
Parcel:	**03-57-550-025-00**	**Plan Date:**	**July 1, 2025**
Lot Size:	**0.71 acres**	**Zoning District:**	**Resort District C-4**
Complete:	**Yes**	**Recommendation:**	**Conditional Approval**
City Staff:	**Grayson Moore**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant requests special land use and site plan approval for the installation of a pool within the waterfront yard of the property. In the C-4 Resort District, swimming pools, tennis courts, and other recreational facilities oriented to the clientele of a motel or hotel are only authorized as special land uses. This memorandum provides a review of the proposal for compliance with all applicable zoning standards and requirements, including the special land use standards in Section 154.082 and the site plan requirements in Section 151.060.

Background and Zoning Review

All C-4 zoning district requirements related to the pool have been satisfied. However, the site plan indicates a six-foot privacy fence along the north and south portions of the property, extending to the waterfront. The height and style of the fence do comply with Section 154.143 (F)(6):

> *(6) Waterfront. Fences located within 25 feet of the shore of any lake, river or stream shall not be greater than four feet in height and shall be wrought iron, open mesh, chain link, lattice, slatted or similar type fencing provided that a minimum ratio of six parts open space to one part solid material is maintained*

A gazebo is shown near the waterline within the 25-foot waterfront setback. Compliance with Chapter 151, Flood Damage Prevention, must also be considered. Section 151.04 prohibits development within areas of special flood hazard, defined as lands within the floodplain subject to a one percent or greater annual chance of flooding. The boundary of the special flood hazard area is identified at the 583-foot contour. While the pool area is located outside of this boundary, the proposed gazebo appears to fall within the restricted area.

Approval of the pool and associated site plan should exclude the privacy fence and gazebo. Revisions to these elements may be addressed through a future administrative review.

Section 154.082 Standards for Special Land Use Approval

In accordance with Section 154.080, before any special land use permit is granted, the Planning Commission shall make findings of fact based upon competent evidence certifying compliance with the specific regulations governing individual special land uses and, in addition, ensure that the standards of Section 154.082 are satisfied. Findings related to each standard are provided for consideration by the Planning Commission.

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

   Comment: The location, dimensions, and design of the proposed pool are compatible with surrounding properties and existing development.

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

   Comment: The proposed pool is consistent with the intent and purpose of the zoning ordinance and is not expected to result in adverse impacts to nearby properties.

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

   Comment: The pool is compatible with natural resources, as it is located outside of the 25-foot waterfront setback and special flood hazard area, and it complies with all applicable lot coverage and dimensional requirements.

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

   Comment: The installation of the pool will not adversely affect the capacity or provision of public services and facilities.

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

   Comment: The proposed pool will not negatively impact the health, safety, or general welfare of nearby residents, businesses, or landowners.

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

   Comment: No hazards are anticipated from the use or storage of materials associated with the pool, and no flammable materials will be present.

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 pool will not interfere with pedestrian or vehicular circulation, as it is located within the rear waterfront yard.

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

   Comment: The pool, along with associated hardscaping and landscaping, is not expected to negatively impact adjacent land uses. The improvements are anticipated to enhance the overall appearance and value of the property.

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

   Comment: The proposed pool will be a harmonious addition to the area and is not expected to result in negative impacts to the surrounding neighborhood.

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

Comment: The pool will not generate objectionable external effects on adjacent properties or nearby landowners.

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: All elements of the site plan, including the pool, hardscaping, and landscaping, are appropriately designed and comply with applicable standards. The proposal will not impede the normal and orderly development of surrounding properties.

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

Comment: The pool is proposed within an area that is already developed, and the associated hardscaping and landscaping are expected to enhance the overall appearance of the site.

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

Comment: The site plan includes privacy fencing intended to protect the interests of both property users and adjacent landowners. However, as noted, restrictions apply to fencing within 25 feet of the waterfront and must be addressed for compliance.

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: If applicable, 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: This standard is not applicable. 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 City may require review of the drainage plan by the City Engineer to ensure that the proposed hardscaping and pool location do not adversely affect adjacent property.

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

Staff recommends approval of the special land use for the installation of a pool, along with the associated site plan amendment, with conditions. A sample motion is included below.

I move to approve special land use and associated site plan for the proposed pool at 405 Park Street based on the satisfaction of special land use standards in Section 154.082 and the site plan requirements in Section 151.060 as documented in the April 10, 2026, staff report. Approval is contingent upon the following:

1. *Approval is secured from all applicable City Departments and the Fire Department, if necessary.*
2. *The pool shall comply with State Construction Code requirements related to automatic coverings and enclosure fencing, if required.*
3. *Approval excludes the proposed six-foot privacy fence within the 25-foot waterfront setback and the gazebo within the special flood hazard area and the 25-foot waterfront setback.*

90' 0.38"
S 32° 1' 51" E

155' 9.72" N 14° 29' 51" W

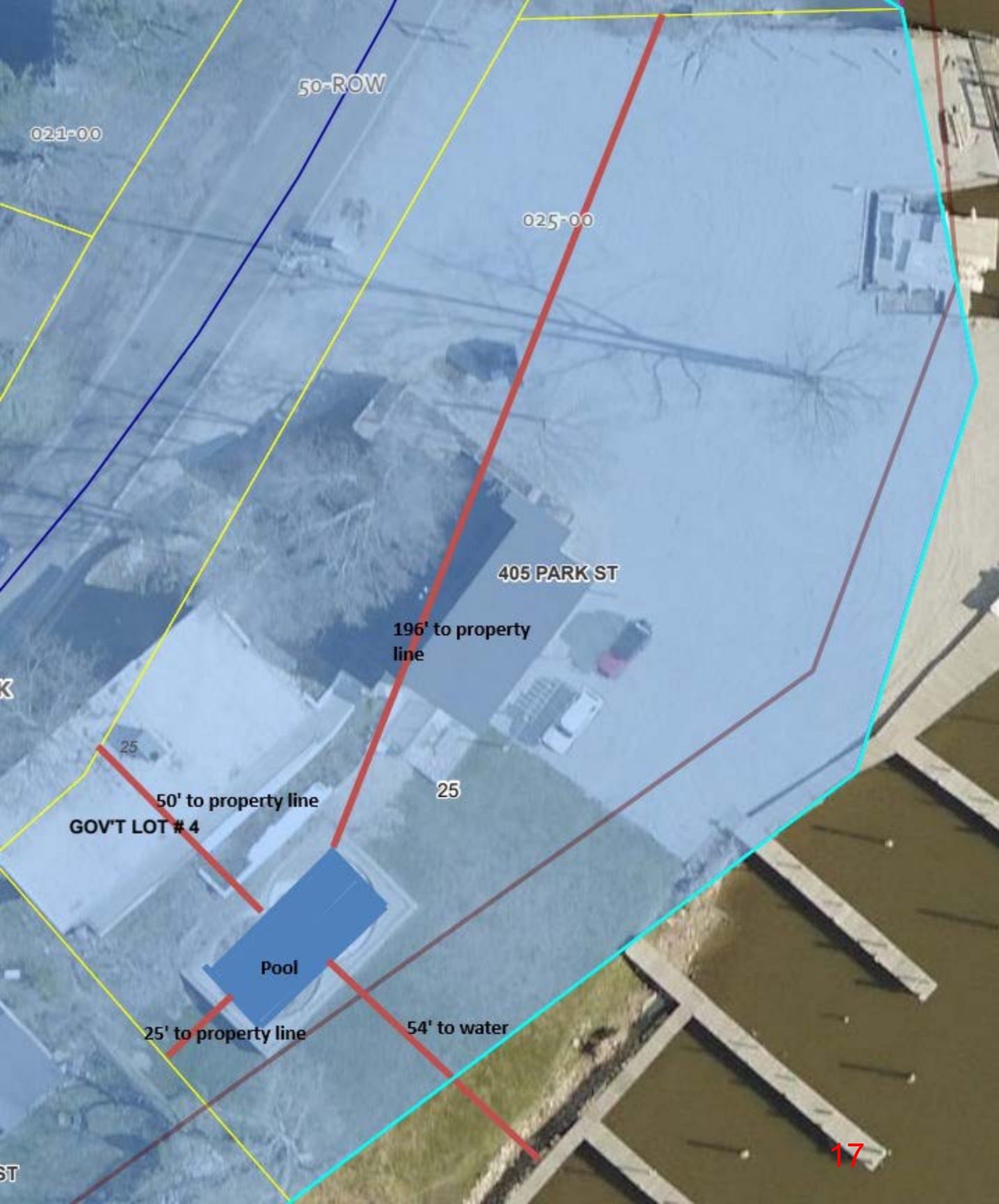
S 4° 51' 23" W 19

90' 4.81" N 13° 54' 33" W

S 90° 47' 48" W

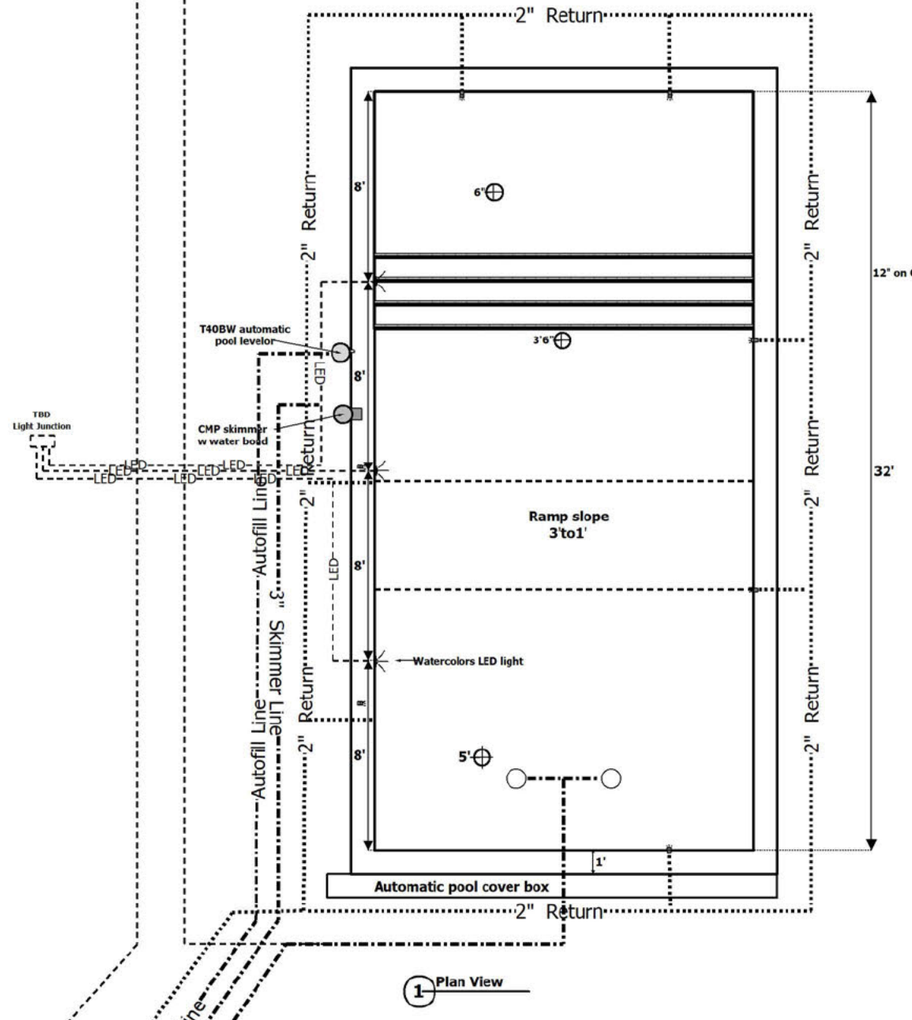
Symbol Legend	
Depth Marker	
Return/Jet	
Skimmer	
AutoFill	
Sump	
LED Light	

ACME POOL CONSTRUCTION INCORPORATED	Acme Pool Construction	Casa Loma	Scale: 5/32" = 1'	Date: 1/14/25


50-ROW
021-00
025-00
405 PARK ST
196' to property line
25
50' to property line
GOV'T LOT # 4
25
Pool
25' to property line
54' to water

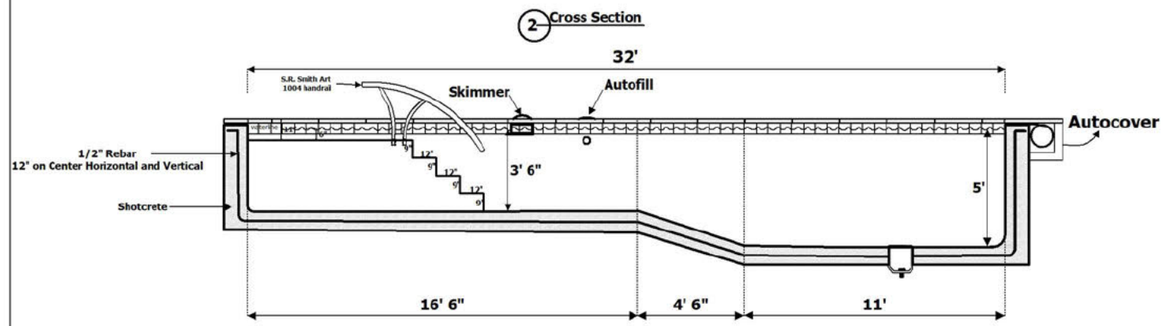
Cover Switch
*Pool to be in site of switch

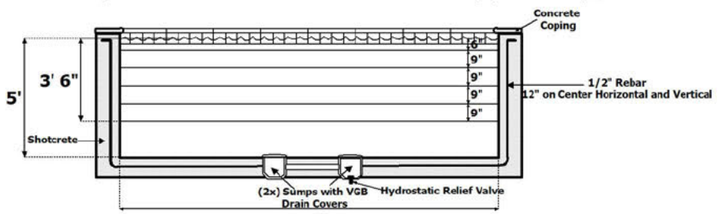
1 Pool Drawing
Scale: 1/4" = 1'



1 Plan View

2 Cross Section





3 Cross Section

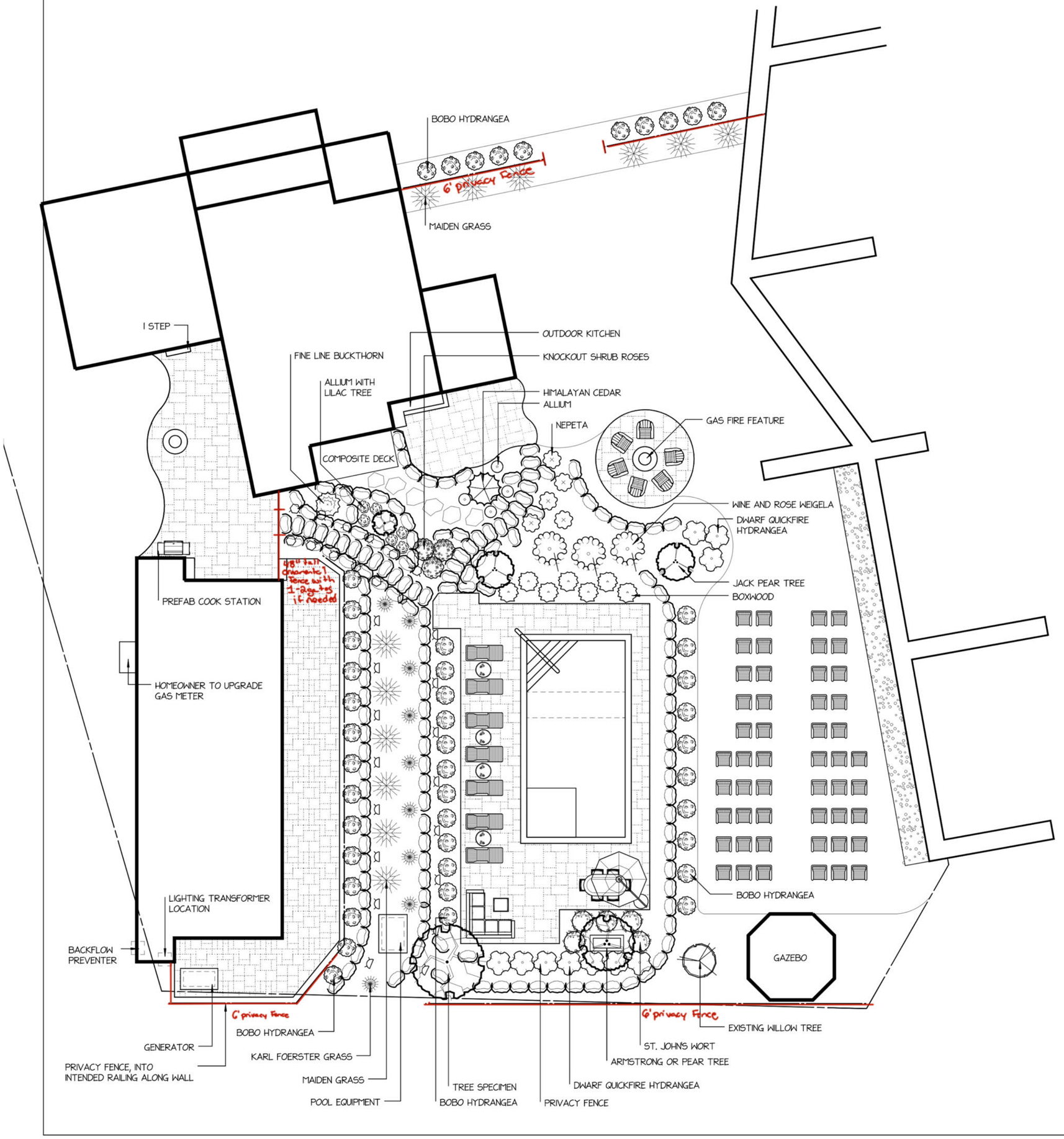
Pool Data 16'x 32'

Surface SQ. Ft.	512
Perimeter Lin. Ft.	96
H20 Cap. Gal.	14,430
H20 Cap. CU FT	1,929
Flow Rate - GPM	60
Turn Over Hrs.	4

Symbol Legend
- Depth Marker
- Return/Jet
- Skimmer
- AutoFill
- Sump
- LED Light

ACME POOL CONSTRUCTION INCORPORATED

Acme Pool Construction	Casa Loma	Scale: 5/32" = 1'	Date: 1/14/25


BOBO HYDRANGEA
6' privacy Fence
MAIDEN GRASS
1 STEP
OUTDOOR KITCHEN
KNOCKOUT SHRUB ROSES
FINE LINE BUCKTHORN
ALLIUM WITH LILAC TREE
HIMALAYAN CEDAR
ALLIUM
NEPETA
GAS FIRE FEATURE
COMPOSITE DECK
WINE AND ROSE WEIGELA
DWARF QUICKFIRE HYDRANGEA
JACK PEAR TREE
BOXWOOD
48" tall ornamental fence with 1-2 gates if needed
PREFAB COOK STATION
HOMEOWNER TO UPGRADE GAS METER
BOBO HYDRANGEA
LIGHTING TRANSFORMER LOCATION
BACKFLOW PREVENTER
GAZEBO
6' privacy Fence
6' privacy Fence
EXISTING WILLOW TREE
GENERATOR
BOBO HYDRANGEA
ST. JOHN'S WORT
PRIVACY FENCE, INTO INTENDED RAILING ALONG WALL
KARL FOERSTER GRASS
ARMSTRONG OR PEAR TREE
MAIDEN GRASS
TREE SPECIMEN
DWARF QUICKFIRE HYDRANGEA
POOL EQUIPMENT
BOBO HYDRANGEA
PRIVACY FENCE

Josh,

Below are the answers to the questions. There are no anticipated changes to how the property has historically been utilized.

Docks -Unsalted Boat Rental will continue to operate from the North face and first two docks, as they have the past several years. They are provided 14 parking spots for their use.

Remaining docks – 2 will be made available for transient use, while the others will not be rented. No utilities are provided at this time.

Lodge building – 3rd floor continues to be occupied by the property and resort manager
Lodge building – 2nd floor will made available for rental in the fall of 2026. It has capacity for 4 guests
Lodge building – 1st floor. This is the club house space. The renovation of this space will occur over the spring / summer of 2026. We do not anticipate it's use in 2026. In 2027 it will be available for use by resort guests.

Guest building – 1st unit has available space for 2 guests. It will be made available for rent in the fall of 2026
Guest building – 2nd unit has available space for 4 guests. It will be made available for rent in the fall of 2026

We are not planning to rent out the living spaces until we have completed the ongoing renovation work.

Grounds and pool area – Upon completion of the pool, a fence with a secure gate, will be installed from the NE corner of the lodge building across the East dock to restrict access to the clubhouse, grounds and pool area. There will also be a gate installed at the stairs leading to the 3rd floor and guest building. Only resort guests will have access to the grounds and pool area.

Grounds and Clubhouse use – There is no anticipated event activity planned for 2026. In 2027, upon completion of the planned renovations, including the pool area, we anticipate resuming the hosting of small private events. Those events will be limited in size to 40 guests or up to 50 guests if they also rent the lodging spaces. In no instance will the combination of resort guests and event attendees exceed 50 people. Events could include small private weddings, retirement socials, graduation celebrations, or small corporate functions.

There are no events advertised or booked at this time. It is, however, a future possibility.

Sincerely,

Dan

Dan Cook, CPCU, CIC, ARM, AMIM, AAI
Principal, Practice Leader | Transportation

TrueNorth Companies

Protect Today, *Maximize Tomorrow.*

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 405 Park St. Parcel Number 57-550-025-00

APPLICANTS INFORMATION

Name Acme Pool Const. Address / PO Box [redacted]

City [redacted] State [redacted] Zip [redacted] Phone [redacted]

Interest In Project Swimming Pool E-Mail [redacted]

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

Signature [signature] Date 3-16-26

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Dan Cook Address / PO Box [redacted]

City [redacted] State [redacted] Zip [redacted] Phone [redacted]

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 Acme Pool Const. Contact Name Josh Folkringa

Address / PO Box [redacted] ity [redacted]

State [redacted] Zip [redacted] Phone [redacted] Fax

E-Mail [redacted]

License Number [redacted] Expiration Date 5-31-2026

PROPERTY INFORMATION

Depth 100' Width 304 Size .66 acres Zoning District _____ Current Use _____

Check all that apply:

Waterfront X Historic District _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Special Land Use Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

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

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

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

Special Land Use Application

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

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

Will not change, just more visually appealing

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

visually appealing

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

It will not change

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

It won't change

(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?

There should be no change

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

It will not

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

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

yes

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

it does not apply

(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?

It would bring more value to sorrounding area

(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?

It won't change

(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?

It won't change

Special Land Use Application

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

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

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

yes

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

N/A

(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?

Privacy fence

(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?

No change

(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.)

No change

(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?

No change

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

No change

Special Land Use Application

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

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

(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. No change, unattached

ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information will delay processing of this application.

FEES

Fence Only: $75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): $125

New Dwelling (Single or Two Family) or Bed and Breakfast: $500

All Others: $250

Escrow Deposit: Zoning Administrator Discretion

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

PROPERTY ADDRESS [redacted]

PARCEL NUMBER 5755002500

PROPERTY OWNER Dan Cook

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHONE [redacted]

I hereby authorize the applicant listed below 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.

OWNER SIGNATURE [signature] Date 2/17/26

APPLICANT Acme Pool Construction (Zach)

ADDRESS / PO BOX [redacted]

EMAIL [redacted]

PHON [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.

APPLICANT SIGNATURE [signature] Date 2/16/26

PROJECT DESCRIPTION Inground Swimming Pool. 16x32

PROPOSED AREA/ DIMENSIONS

LOT AREA (SQ FT) _____ LOT COVERAGE (%) _____ HEIGHT _____

TOTAL FLOOR AREA 512 feet. FLOOR AREA RATIO _____

CHECKLIST

- ☐ SURVEY
- ☐ CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)
- ☐ PROPOSED IMPROVEMENTS, DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES, DIMENSIONS
- ☐ LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- ☐ DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES _____

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**April 10, 2026**	**Meeting Date:**	**April 16, 2026**
Request:	**Special Land Use**	**Applicant:**	**James Wohl/Scooters**
Address:	**322 Culver Street**	**Project Name:**	**Expanded Outdoor Dining**
Parcel:	**57-300-195-00**	**Plan Date:**	**N/A**
Lot Size:	**0.13 acres**	**Zoning District:**	**City Center C-1**
Complete:	**No**	**Recommendation:**	**TBD (incomplete)**
City Staff:	**Grayson Moore**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way over existing on-street parking spaces. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the use.

Background

The applicant proposes to construct a platform within existing on-street parking spaces in front of Scooters Café & Pizzeria. The applicant is proposing an eight-foot by 30-foot platform space that will accommodate five tables and an additional two tables located in the sidewalk right-of-way area. The proposed layout is unclear because it does not show the tenant space width relative to the proposed platform. However, the applicant has been made aware that the platform must remain within the tenant's building frontage and cannot extend past. While a formal agreement has not been provided, the applicant has indicated coordination with the tenant immediately to the south, El Burrito Feliz, to utilize a portion of the parking space fronting both businesses to accommodate the length of the platform.

The site plan indicates that the area in front of Scooters is an "existing approved area." There is no record of approval, and the 2024 approval for El Burrito Feliz did not authorize outdoor seating in front of Scooters.

While the platform was previously constructed before special land use approval, it was removed after notice from the City. However, the intent is for the platform to be reinstalled and shifted south so as not to extend past the northern edge of the building and tenant frontage (as shown in pictures in the application package). However, as stated earlier, the eight-foot by 30-foot platform appears to extend beyond the tenant's requested single space into the El Burrito Feliz space, which fronts both tenants' businesses.

The expanded outdoor seating area was approved by the Historic District Commission on April 2, 2026.

Review Process and Standards

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

- Site Plan approval in accordance with Section 151.060
- Special Land Use approval in accordance with Section 154.080
- Design standards in accordance with Section 154.092 O(2)

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 building is in existence, and the site is already developed. The overall existing design is harmonious and compatible with nearby properties and land uses. The operation is not anticipated to cause external impacts to neighboring property.

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 as the site has already been developed. Natural areas will not be affected.

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: This standard is not applicable as the site has already been developed. However, the outdoor seating platform will include barriers and screening.

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

Comment: This standard is not applicable as the site has already been developed.

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. Sidewalks are present within the adjacent public right-of-way.

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.

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

Comment: This standard is not applicable.

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

Comment: The platform base was previously installed directly adjacent to the curb. This should be reviewed by the Department of Public Works to ensure that stormwater drainage is not affected. There are no manhole covers, fire hydrants, or street drains that will be directly blocked by the proposed platform.

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 as the site has already been developed.

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: The site plan indicates that there will be five lights placed around the platform and has provided pictures of the proposed fixtures.

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: As stated earlier, the building is already in existence, and the site is already developed. As long as it complies with all dimensional and locational requirements, the outdoor seating platform is not anticipated to have any external impacts on neighboring property.

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

   Comment: Outdoor dining options are consistent with the City's vision and the intent and purpose of the zoning ordinance.

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

   Comment: This standard is not applicable as the site has already been developed.

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

   Comment: The expanded outdoor seating area is not anticipated to impact public services and facilities.

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

   Comment: The outdoor dining areas are not anticipated to affect neighboring property and will not have an additional impact on public health, safety, and welfare, as well as the social and economic well-being of the community.

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

   Comment: Not applicable.

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 placement of furniture and materials within the right-of-way will not impact pedestrian traffic routes as long as a sufficient clear area is maintained.

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: This standard is not applicable as the site has already been developed.

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

   Comment: The use will enhance the vibrancy of the downtown area, and the existing design is harmonious and compatible with nearby properties and land uses.

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

    Comment: The operation is not anticipated to cause objectionable impacts.

Expanded Outdoor Dining Areas- Section 154.092 (O)(2)

Any lawfully permitted restaurant may utilize an Outdoor Dining Area in a public property or right-of-way (hereafter, "Expanded Outdoor Dining Areas") upon receipt of special land use approval and site plan review pursuant to this Section, regardless of the zoning district. Expanded Outdoor Dining Areas shall be permitted within public rights-of-way or public sidewalks notwithstanding any setback requirements in this chapter to the contrary, provided the standards of this subsection are satisfied.

a. *Standards: Expanded Outdoor Dining Areas shall comply with the following supplemental special use standards:*
   i. *The restaurant seeking to utilize the Expanded Outdoor Dining Area shall be in full compliance with this chapter.*

      Comment: The restaurant complies with the zoning ordinance.

   ii. *The Expanded Outdoor Dining Area shall not pose any safety or health concerns and shall be consistent with the general character of the surrounding area.*

      Comment: As long as it complies with all dimensional and locational requirements, the outdoor seating platform is not anticipated to have any external impacts on neighboring property.

   iii. *The Expanded Outdoor Dining Area shall only be located in the areas of the public property or public right-of-way authorized by the City (the "Permitted Space"). The Expanded Outdoor Dining Area shall not extend past the building frontage of the Applicant's business.*

Comment: The site plan does not provide sufficient information concerning the extent of the applicant's tenant space. This must be clarified on the site plan. If extending in front of El Burrito Feliz, the City will need to assess whether a joint application across two tenant spaces can be considered. Otherwise, the platform must be limited to the applicant's frontage. Additionally, the applicant must update the site plan to show tables and chairs directly in front of the building on the sidewalk, within the location noted as "existing approved area."

iv. *The Expanded Outdoor Dining Area shall be aesthetically pleasing and consistent with the general character of the surrounding area. Planters, plants, and organic materials are required parts of the Expanded Outdoor Dining Area.*

Comment: The pictures of the previously installed platform show it as an aesthetically pleasing structure that would be well-built and consistent with the general character of the surrounding area.

v. *The Expanded Outdoor Dining Area shall be adequately lit by electrical lighting 24 hours per day. Overhead and underground electrical cords are permitted. Electrical cords may not run along the ground and onto the sidewalk. All llumination shall be appropriately shielded and directed so as to not disturb adjacent uses or vehicular traffic.*

Comment: A lighting plan was provided. The applicant should confirm the proper placement of electrical cords. Specifically, confirmation that electrical cords are not run along the ground or across the sidewalk and are installed overhead or underground as permitted.

vi. *Expanded Outdoor Dining Areas occupying public streets or parking spaces shall be marked with traffic reflectors to promote visibility for traffic.*

Comment: The applicant provided pictures of reflectors proposed for installation on the platform walls.

vii. *The Expanded Outdoor Dining Area shall be on a fully improved surface of concrete, paver brick, or other solid material. No carpeting or ground coverings of any kind are permitted.*

Comment: The dining area is proposed on existing concrete in front of the tenant space and a platform constructed upon on-street parking spaces.

viii. *The Expanded Outdoor Dining Area shall not interfere with required fire access or any fire department equipment. Fire lanes, fire hydrants, and other fire department connections will not be blocked by the Expanded Outdoor Dining Area.*

Comment: Fire department approval is required.

ix. *The Expanded Outdoor Dining Area shall not disrupt street or sidewalk drainage or impound water.*

Comment: The platform base is to be installed directly adjacent to the curb. This should be reviewed by the Department of Public Works to ensure that stormwater drainage is not affected.

x. *The Expanded Outdoor Dining Area shall be arranged to not interfere with pedestrian travel or the opening of car doors, and the Expanded Outdoor Dining Area shall not unreasonably interfere with the flow of pedestrian or vehicular traffic or the use of adjacent parking spaces.*

Comment: The dining area will have no impact on nearby parked vehicles, and a five-foot clear area is shown on the site plan.

xi. *For all Expanded Outdoor Dining Areas, a five-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction.*

Comment: A five-foot clear area is shown on the site plan.

xii. *Expanded Outdoor Dining Areas occupying public streets or parking spaces shall have a barrier which clearly defines the perimeter of the area to prevent pedestrians from entering or exiting from the street. Barriers must be made of non-flexible materials, including wood, plastic or metal, but excluding concrete or cinder blocks. Flexible materials, such as rope and canvas, are not permitted.*

Comment: The previously installed platform included barriers constructed with lumber, which will also serve as planters.

xiii. *Expanded Outdoor Dining Areas within parallel parking spaces shall not extend more than 8 feet from the face of the curb or exceed 40 feet in length.*

Comment: The street dining area is proposed to be eight feet from the face of the curb and 30 feet wide.

xiv. *Expanded Outdoor Dining Areas within angled street parking zones shall not extend more than 15 feet from the face of the curb or exceed 40 feet in length.*

Comment: Not applicable.

xv. *No tents or enclosures are permitted within the Expanded Outdoor Dining Area.*

Comment: Ongoing requirement.

xvi. *If alcohol is served, the area shall meet all additional applicable local, state, and federal regulations.*

Comment: Ongoing requirement.

xvii. *No Expanded Outdoor Dining Area shall operate between November 1 and April 1 of each year. All items used in the Expanded Outdoor Dining Area shall be removed from the Permitted Space no later than November 10 of each year and may not be reinstalled until March 20 of each year.*

Comment: Ongoing requirement.

xviii. *Expanded Outdoor Dining Areas shall comply with all additional applicable local and county ordinances, applicable State laws, applicable building, electrical, and mechanical codes, COVID limitations, and City policies.*

Comment: Ongoing requirement.

xix. *The City's Department of Public Works shall be allowed access to the Expanded Outdoor Dining Area for any maintenance purposes.*

Comment: Ongoing requirement.

xx. *The Expanded Outdoor Dining Area shall be kept free of debris and in a neat, clean, safe, reasonable, and orderly condition, and all objects and items located thereon shall be kept in good and safe maintenance and repair.*

Comment: Ongoing requirement.

xxi. *The Expanded Outdoor Dining Area shall not create a nuisance of any kind.*

Comment: Ongoing requirement. Additionally, based on special land use findings, nuisance impacts are not anticipated.

b. *Application Requirements: In addition to the standards set forth in Section 154.083(B), an application for an Expanded Outdoor Dining Area shall include the following:*
   i. *A site plan.*
   ii. *An executed Revocable License Agreement between the City and Applicant.*
   iii. *A one-time application fee and annual fee.*
   iv. *Current photos of the front of the business, including the curb strip and parking area.*

v. *Description or photos of proposed barriers, tables, or chairs to be used in the Expanded Outdoor Dining Area.*
vi. *Certificate of Insurance, demonstrating general and product liability coverage in the amount of $500,000 per person/$500,000 per incident with the City listed as a named insured.*
vii. *Certificate of umbrella insurance with policy limits of at least $1,000,000, with the City listed as a named insured.*
viii. *Michigan Liquor Control Commission License (if appliable).*
ix. *Health Department Food Service License (if applicable).*
x. *Attestation form from Applicant, indicating that the Outdoor Dining Area will be lit 24 hours per day by both electrical lighting and traffic reflectors.*
xi. *Written approval from the Fire Department for heating equipment (if applicable).*
xii. *Attestation from Applicant that all property taxes, including personal property taxes, are current.*

Comment: The application is considered incomplete at this time, but the Planning Commission may consider imposing conditions of approval to ensure all items are provided for staff approval.

c. *Site Plan.*

Comment: The applicant must submit a revised, accurate, and scaled site plan that clearly shows, at a minimum:

- **Width of the Scooters tenant space frontage on Culver Street.**
- **Width and exact location of the proposed eight-foot by 30-foot platform relative to the building and tenant frontage lines.**
- Location and number of chairs on both the platform and the sidewalk area labeled as "existing approved area."

Recommendation

At this time, there are several outstanding questions in this report that must be answered. Additionally, a complete and accurate site plan must be provided, along with information concerning the width of the tenant space and the width and location of the platform. As mentioned earlier, a joint application could be considered, but it does not appear that the ordinance anticipates this scenario. In any case, dimensional requirements must be met. Further, details regarding sidewalk seating must be provided.

If a compliant plan and details can be provided, the following conditions are recommended:

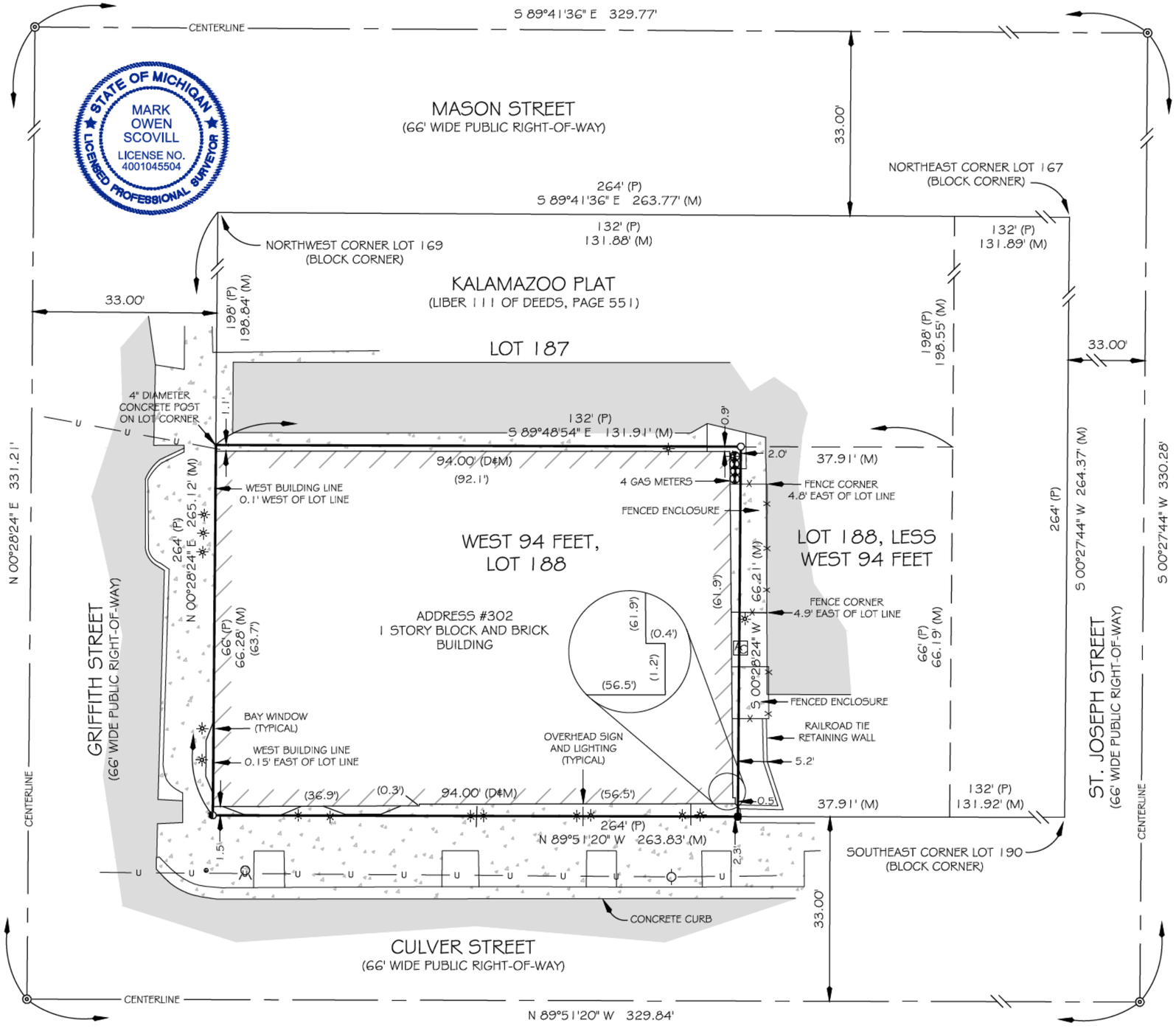
1. Provide light fixture details and information concerning the compliant placement of electrical cords.

2. Secure all other applicable approvals from City departments, the fire department, and applicable outside agencies.

3. Provide all Expanded Outdoor Dining Area checklist items in accordance with Section 154.092 (O)(2)b:

    a. A revised/compliant site plan.
    b. An executed Revocable License Agreement between the City and Applicant.
    c. A one-time application fee and annual fee.
    d. Certificate of Insurance, demonstrating general and product liability coverage in the amount of $500,000 per person/$500,000 per incident with the City listed as a named insured.
    e. Certificate of umbrella insurance with policy limits of at least $1,000,000, with the City listed as a named insured.
    f. Health Department Food Service License (if applicable).
    g. Attestation form from Applicant, indicating that the Outdoor Dining Area will be lit 24 hours per day by both electrical lighting and traffic reflectors.
    h. Written approval from the Fire Department for heating equipment (if applicable).
    i. Attestation from Applicant that all property taxes, including personal property taxes, are current.

CERTIFICATE OF SURVEY



STATE OF MICHIGAN
MARK OWEN SCOVILL
LICENSE NO. 4001045504
LICENSED PROFESSIONAL SURVEYOR

N
SCALE 1" = 20'
20' 10' 0' 20'
SCALE FEET

LEGEND:

- SET 1/2" STEEL ROD WITH CAP #45504
- FOUND CUT "+" IN CONCRETE PAVEMENT
- SET CUT "+" IN CONCRETE PAVEMENT
- LOCATION OF PREVIOUSLY FOUND MONUMENTATION PER HOLLAND ENGINEERING, INC. REFERENCE SURVEYS
- UTILITY POLE
- GAS METER
- OVERHEAD LIGHT
- AIR CONDITIONER
- FIRE HYDRANT
- WATER VALVE
- u — OVERHEAD UTILITY LINES
- x — WOOD FENCE
- CONCRETE PAVEMENT
- ASPHALT PAVEMENT

(92.1') - BUILDING DIMENSIONS
(P) - PLATTED DIMENSION
(C) - COMPUTED DIMENSION
(M) - MEASURED DIMENSION
(D) - DESCRIPTION DIMENSION

DESCRIPTION:

PER SUN TITLE AGENCY OF MICHIGAN, LLC
COMMITMENT NUMBER: 231466
COMMITMENT DATE: SEPTEMBER 6, 2024

LAND SITUATED IN THE CITY OF SAUGATUCK, ALLEGAN COUNTY, MICHIGAN:

THE WEST 94.00 FEET OF LOT 188, KALAMAZOO PLAT, ACCORDING TO THE RECORDED PLAT THEREOF, AS RECORDED IN LIBER 111 OF PLATS, PAGE 551.

GENERAL NOTES:

THIS SURVEY WAS PREPARED FOR THE LANDS AS DESCRIBED HEREIN WITHOUT THE BENEFIT OF CURRENT TITLE WORK. IT IS NOT A CERTIFICATION OF TITLE, ZONING OR FREEDOM OF ENCUMBRANCES.

UTILITIES SHOWN HEREON ARE FROM ABOVE GROUND OBSERVATIONS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA. THE LOCATION OF UNDERGROUND UTILITIES HAS NOT BEEN DETERMINED IN THIS SURVEY.

BEARINGS ARE BASED ON THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, NAD 83 (1994).

DATE OF FIELD SURVEY: SEPTEMBER 19, 2024.

HOLLAND ENGINEERING, INC.

Mark O. Scovill

MARK O. SCOVILL
MICHIGAN PROFESSIONAL SURVEYOR #4001045504

HOLLAND ENGINEERING
ENGINEERING | SURVEYING | PLANNING SERVICES

The Surveyor's / Engineer's liability for any and all claims, including but not limited to those arising out of the Surveyor's / Engineer's professional services, negligence, errors, misconduct, warranties or misrepresentations shall be deemed limited to an amount no greater than the service fee.

CLIENT:
ATTN: ANDY HAGANS

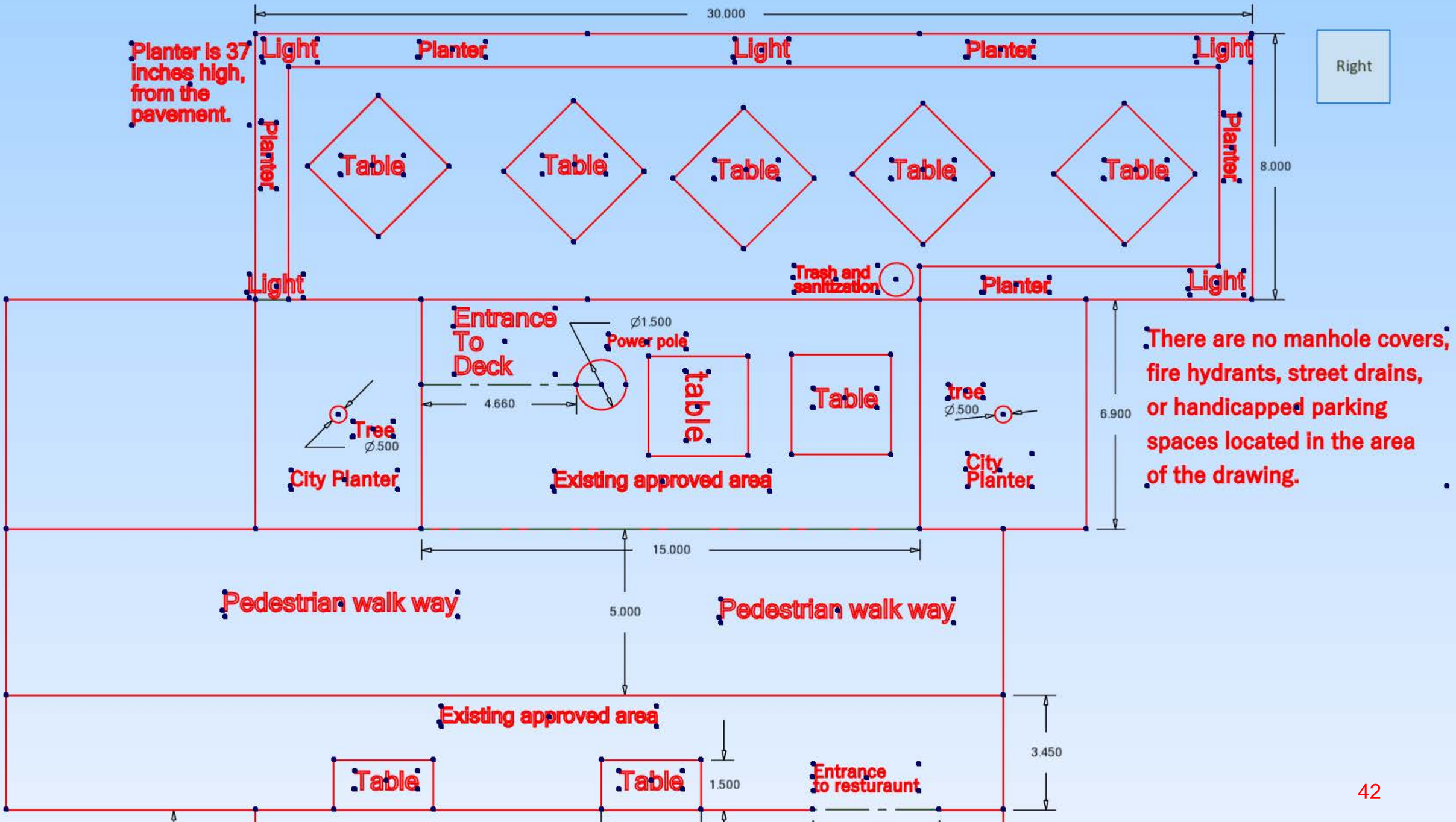
PROJECT LOCATION:
302 CULVER STREET
SAUGATUCK, MICHIGAN 49453
THE WEST 94 FEET OF LOT 188
KALAMAZOO PLAT
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

Issued for:

No.	Description	Date
A	CERTIFICATE OF SURVEY	09/25/24

Project Manager: MARK O. SCOVILL
Vertical Datum: N/A | Horz. Datum: LOCAL
Drawn by: JOHN M. RANKIN
Checked by: Survey | JCD | Date: 09/25/24

HEI Project Number: 24-09-005
Sheet Title: CERTIFICATE OF SURVEY
Sheet No.: 1 OF 1


30.000
Planter is 37 inches high, from the pavement.
Light
Planter
Light
Planter
Light
Right
Planter
Table
Table
Table
Table
Table
Planter
8.000
Light
Trash and sanitization
Planter
Light
Entrance To Deck
Ø1.500
Power pole
4.660
table
Table
tree
Ø.500
6.900
There are no manhole covers, fire hydrants, street drains, or handicapped parking spaces located in the area of the drawing.
Tree
Ø.500
City Planter
Existing approved area
City Planter
15.000
Pedestrian walk way
5.000
Pedestrian walk way
Existing approved area
3.450
Table
Table
1.500
Entrance to resturaunt


Scooters Café & Pizzeria
DINE IN • DELIVERY • CARRYOUT
EL BURRITO FELIZ
Authentic Mexican Food
Café
BAR
OPEN
COLD BEER TO GO
Miller Lite
Pabst Blue Ribbon
SAUGATUCK BREWING CO.
REVOLUTION BREWING


Scooters Cafe & Pizzeria
322
PIZZA
BAR
OPEN
COLD BEER TO GO!
Lite
Galaxy S21 FE 5G


PIZZ Café BAR








PLEASE!
NO ALCOHOLIC BEVERAGES
BEYOND THIS POINT
Scooter's Cafe & Pizzeria
HOPKINS
REFLECTOR

Our 9 rich semi-transparent color tints come ready mixed or can be added to our sealers*.


Redwood


Natural


Cedar


Coastal Gray

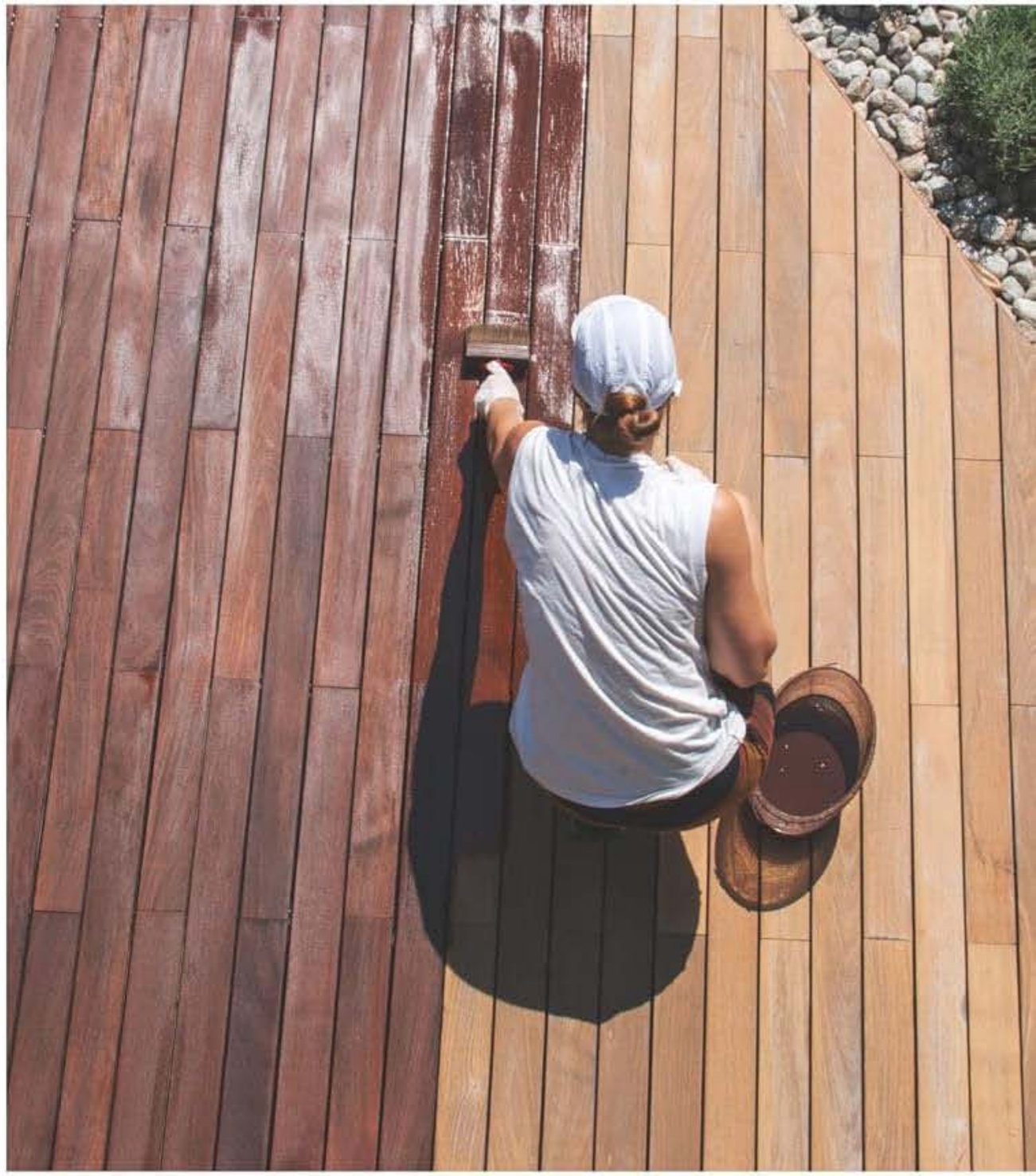

Light Brown


Brown


Bronze Cedar


Mahogany


Black



*Nano-Poly comes in all listed colors above;
Nano is only available in clear, add any of our separate tint colors;
Marine is only available pre-mixed in Natural, Bronze Cedar, and Coastal Gray;
Exotic is only available in light brown.

(Actual stain colors may vary from on-screen and printer representations.)

PHI VILLA 5 Piece Outdoor Dining Table Set for 4, 37" Black Square Metal Table with Umbrella Hole & Stackable Wrought Iron Chairs, Outside Furniture Set for Patio, Deck, Porch, Backyard



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____

Request ID: _____
(For MLCC use only)

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:
A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered. RESOLUTION 260126-A.

At a Regular (regular or special) meeting of the City of Saugatuck (name of city, township, or village) council/board

called to order by Mayor Anderson on January 26, 2026 (date) at 6:30 p.m. (time)

the following resolution was offered:

Moved by Peterson and supported by Stanton

that the application from JW Pizza DBA Scooters Cafe and Pizzeria
(name of licensee - If a corporation or limited liability company, please state the company name)

for a **Social District Permit** is recommended (recommended/not recommended) by this body for consideration for approval by the Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: 6

Nays: 0

Absent: 1

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the City of Saugatuck City Council at a regular meeting held on January 26, 2026.

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Jamie Walters		1-28-26
Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

Department of Licensing and Regulatory Affairs

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. The licensee named below freely and voluntarily consents and submits to inspections of the license premises in accordance with MCL 436.1217(2)-(3) and R 436.1011(4). Failure to comply with all laws and rules may result in the revocation of this license.

THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO APRIL 9, 2026

BUSINESS ID: 0288699
JW PIZZA LLC
D/B/A SCOOTERS PIZZA

FILE NUMBER:

ALLEGAN COUNTY
G-31
SAUGATUCK CITY

LICENSE #	LICENSE:	ACT:
L-000490373	Class C	N/A
L-000490374	Specially Designated Merchant	N/A

TOTAL BARS: 1 OUTDOOR SERVICE AREA: 1 ROOMS:
DIRECT-CONNECTIONS: 0 PASSENGERS:

PERMIT
Sunday Sales (PM):SDM - Mixed Spirit Drink, Sunday Sales (AM), Sunday Sales (PM):Class C-Spirits & Mixed Spirit Drink, Outdoor Service Area(1), Entertainment

IN WITNESS WHEREOF, this License has been duly signed and sealed by both the Michigan Liquor Control Commission and the Licensee(s).

LIQUOR CONTROL COMMISSION

LICENSEE(S) SIGNATURE(S)

2026
2027

LICENSE EFFECTIVE MAY 1, 2026 - EXPIRES APRIL 30, 2027

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 322 Culver St Parcel Number _____

Applicants Information

Name James Wohl (Scooters) Address / PO Box _____

City Saugatuck State MI Zip 49423 Phone _____

Interest In Project Owner E-Mail _____

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 James A Wohl Date 02/17/2026

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 8 ft Width 30 ft Size _____ Zoning District _____ Current Use street parking

Check all that apply:

Waterfront _____ Historic District X _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

See attached diagram. We would like to expand our outdoor dining area out into the street. We will build a platform at the height of the curb so that people can walk out into the area from the sidewalk without having to step down into the street. There will be 6 additional tables. 2 that seat up to 6 people and 4 that seat up to 4. The outside border of the platform will be planter boxes so that the area will be defined and enclosed. There will be lights on each corner and in the center of the area. Our intention is to build something nice that will improve the look of the property and allow us to serve more guests. We are the first business that visitors to the downtown area see on Culver Street and we want to put our best foot forward on behalf of both ourselves and the city.

Special Land Use Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

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

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

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

Special Land Use Application

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

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

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

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

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

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

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

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

See attached diagram of proposed area. The area will be in compliance with all size and height requirements for outdoor dining.

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

Area will be ascetically pleasing and enhance the overall curb appeal of the property and allow for a more enjoyable experience for visitors to the city.

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

Flower boxes will have plants that attract butterflies and hummingbirds which will enhance the natural environment

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

Area will be bordered by flower boxes which will maintain safe separation from the traffic on the street. The area will be very attractive and will enhance visitors' opinions of the city and of the businesses in the area. Other businesses should benefit as a result.

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

No effect

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

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

Yes

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

Yes

(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?

Use of the area this way will actually enhance the appearence of the area. People Currently when cars park in the street along the sidewalk, it blocks the view of the park and the river. The new area will be low enough that it will maintain and actually enhance the view.

(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?

Area will be easily accessible for all patrons and blend in with our neighbor's area next door to us. It will attract more visitors to the area.

(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?

WEework very hard to be good neighbors. We keep our area clean and organized. We also maintain our own landscaping in front and along the side of th building.

Special Land Use Application

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

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

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

See attached diagram of proposed area. The area will be in compliance with all size and height requirements for outdoor dining.

(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?

Nothing will be removed. Only additions. WE will install and maintain planter boxes around the entire area

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

The wood platform and flower boxed will be custom built and stained. The area will be in compliancew with all city requirements for overall area and height.

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

The area is adjacent to the sidewalk and easily accessible for all emergency vehicles.

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

The area will only be accessible from the sidewalk so that it does not interfere with traffic.

(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?

Proposed area will not have an impact

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

NA

(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.

NA

(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).

NA

(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.

Lights will be just above table height and not be so bright as to affect vision of traffic or adjacent properties.

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**April 10, 2026**	**Meeting Date:**	**April 16, 2026**
Request:	**C-2 WSE Conditional Rezoning**	**Applicant:**	**Christopher Khorey/ McKenna**
Address:	**120 Mary/510 Butler**	**Project Name:**	**Wickwood Inn**
Parcel:	**57-300-055-00 and 57-300-053-50**	**Plan Date:**	**N/A**
Lot Size:	**24,729 s.f.**	**Zoning District:**	**R-4 CER**
Complete:	**Yes**	**Recommendation:**	**TBD**
City Staff:	**Grayson Moore**	**Consultant:**	**David M. Jirousek, AICP**

Overview



The applicant requests the rezoning of 120 Mary Street and 510 Butler Street from the R-4 City Center Transitional Residential District (R-4) to the C-2 Water Street East District (C-2 WSE) with voluntary conditions, in accordance with Section 405 of the Michigan Zoning Enabling Act and Section 154.176(I) of the Zoning Ordinance.

The applicant intends to expand Wickwood Inn's business operations beyond the bed and breakfast establishment allowances to include hotel/inn accommodations, an accessory restaurant use, and special events. Since the March meeting, the applicant has revised the conditions and now references a future designation as a hotel/inn rather than a motel/motor court.

Background

Previous Rezoning Approval

The property at 120 Mary Street was previously zoned C-2 WSE; however, in 2023, the owner requested rezoning to R-4 to rent the first and second floors on a short-term basis. The R-4 zoning district permitted this, while the C-2 WSE zoning district allows short-term rentals only on upper floors. Since then, the owner decided to incorporate 120 Mary Street into the overall bed and breakfast establishment.

Previous Special Land Use Approval

In 2025, the Zoning Ordinance was amended to allow accessory guest buildings for bed and breakfast establishments, and the owner secured special land use approval to incorporate the residential dwelling at 120 Mary Street and an accessory building at 510 Butler Street as accessory guest accommodation buildings for the Wickwood Inn.

Current Request

Since the special land use approval, City staff and advisors have had multiple conversations with the owner's representatives regarding future uses and desired business activities. Staff determined that these uses and activities would not comply with the requirements for bed and breakfast establishments and the R-4 zoning district.

Subsequent conversations covered options such as amending the provisions of the R-4 zoning district, rezoning to C-1 City Center Commercial District (C-1 CC), rezoning to C-2 WSE, or creating a new land use designation with specific use requirements. Because the desired commercial uses at the Wickwood Inn would no longer be consistent with the intent of the R-4 zoning district, the applicant chose to pursue a rezoning to C-2 WSE as part of a broader expansion of the operation.

Previously, the applicant noted the future expansion under the "motel/motor court" provision. While the land use term itself seemed inconsistent with the character and operation of the Wickwood Inn, the desired operation and activities appeared to comply with the definition of the term and the special land use requirements. However, the applicant has revised their request to "hotel/inn," and has described their intent as follows:

- *Obtain a liquor license and serve alcohol as part of their food service.*
- *Offer a wider variety of dining options to their guests, beyond the current breakfast service.*
- *On a reservation-only basis, open their dining room to the public. The operational model would be that reservations would only be opened to the general public if overnight guests do not fill all available spots for a given meal service.*

- *Host events at the Bed and Breakfast that are consistent in scale with the property's size and layout.* (staff note: events could only be authorized with future hotel/inn or motel/motor court use approval, not for bed and breakfast establishments)

Along with the rezoning, the applicant has voluntarily offered limitations in an effort to reduce the potential impacts of future commercial expansion on nearby R-4 zoned lands and the neighborhood as a whole. These conditions are stated in their revised letter, dated April 3, 2026. These conditions generally include:

- Limit land use to hotel/inn and any other use that is allowed in both C-2 WSE and R-4 CER. After comparing these districts, these uses would be the following:
    - Single-family dwellings (floor area ratio not exceeding 0.3:1)
    - Home occupations
    - Short-term rental (of a single-family dwelling)
    - Bed and breakfasts (without accessory guest buildings)
    - Essential public services
- Add restrictions on a future hotel/inn use by referencing certain bed and breakfast establishment limitations from the Zoning Ordinance.
- Lower the lot coverage of C-2 WSE from 65% to 27%.
- Increase the front setback from zero (0) feet to 20 feet (with potential reductions based on established setbacks on neighboring property).
- Limit kitchen expansion, indoor dining capacity, hours of operation, cooking space, and dining space.
- Limit events to 75 attendees.
- Prohibit expanded outdoor dining within the public right-of-way.

Conditional Rezoning

A conditional rezoning process follows the same formal steps as a traditional rezoning process. However, coordination is required when written voluntary conditions are translated into the ordinance to rezone land. This is because the text is sometimes amended to ensure it is appropriate from a technical zoning and legal perspective. As such, once the ordinance is prepared, the applicant must accept the conditions as written for them to be considered voluntarily submitted. If a conditional rezoning is approved by City Council, the conditions must also be formalized in a "statement of conditions," which is a separate legal instrument required by the Zoning Ordinance that must be recorded.

Since the conditions have been revised, the applicant will present their new approach at the April 16 meeting, and another hearing will need to be set for a new ordinance to rezone land, no earlier than the May Planning Commission meeting. The preparation of the ordinance will be contingent on the applicant's final request, which may change based on the upcoming discussion.

Initial Review Comments

Hotel/Inn Classification and Ordinance Compliance

Questions remain regarding whether the proposed use can meet the definition and requirements of a hotel/inn. The ordinance specifies interior hallway access to guestrooms and references a single *building*, which may conflict with the existing layout, which includes multiple guest buildings and exterior-access guest units (primarily for the two-unit accessory building). As you may recall, the definition of motel/motor court contemplated multiple structures ("a series of") and was more flexible concerning room access. Please see the following definitions (bold emphasis added).

> *HOTEL (INN). **A building** comprised of attached, furnished, sleeping rooms, containing bathroom facilities, which are **accessible by interior hallways**, in which transient lodging or boarding are offered to the public for compensation. A hotel may contain a restaurant(s), gift and specialty shop(s), swimming pool and exercise facilities, lounge(s), and conference rooms(s); provided these uses are clearly accessory to the hotel. A hotel shall not be considered or construed to be a motel, bed and breakfast establishment, multiple- family dwelling, or similar facility.*
>
> *MOTEL/MOTOR COURT. **A series of attached, semi-detached or detached, furnished, rental units** each containing a bedroom, bathroom and closet space in which transient, overnight, lodging or boarding are offered to the public for compensation. The design of a motel is oriented to the public traveling by motor vehicle with individual sleeping rooms **typically exiting directly to the outside** with patron parking located at or near each room exit. A motel may contain a restaurant, gift and specialty shop, lounge and swimming pool and exercise facilities, provided, these are uses clearly accessory to the motel.*

The applicant may wish to consider requesting a text amendment related to the definition of hotel/inn. Additionally, clarification is needed on whether all hotel/inn standards, including Section 154.092(C)(1) and (C)(2), can be satisfied.

Prior Text Amendment Request

Previous discussions concerned whether users of accessory amenities and attendees of meetings, conferences, and events needed to be overnight guests at the motel/motor court. With a hotel/inn designation, the use of meeting and/or conference rooms is not limited to the exclusive use of overnight guests. As such, it is assumed this request will be withdrawn if the intent remains to qualify as a hotel/inn.

Events as an Accessory Use

The ordinance does not explicitly permit "events" as an accessory use to a hotel/inn (weddings, parties, etc.). While events may be interpreted as incidental to hotel/inn operations due to the allowance of meeting and conference facilities, future special land use review would best address the scale and nature of events to ensure they remain accessory and incidental to the principal lodging use.

Mixing Standards Between Use Types

The applicant offers to apply several requirements related to bed and breakfast establishments to hotel/inn use in an effort to reduce future potential impact. However, applying bed and breakfast restrictions to a hotel/inn through specific section references may result in conflicting requirements and misinterpretation. For example, differing minimum guest room size requirements cannot be reconciled within a conditional rezoning framework, especially as bed and breakfast rooms must be 100 square feet compared to 300 square feet for a hotel/inn. If additional limitations are desired, they should be structured independently rather than by referencing another use category. In all cases, hotel/inn requirements must be met, and additional restrictions can be offered.

Event Limitations and Conditions

Proposed limits on event size and frequency may raise concerns about how those limits are established and applied. The Planning Commission or City Council may be reluctant to associate a specific number (e.g., 75 attendees) with the conditional rezoning, as this could be interpreted as implicit support for events of that scale prior to special land use review. The applicant may consider an alternative approach to frame the condition in terms of future requests, for example, by stating that they will not seek approval for events exceeding a specified threshold. This approach avoids committing to a fixed number at the rezoning stage while still establishing a clear upper limit for consideration during future review.

Section 154.176 (C)(1)(b) Factors to Consider

When reviewing a rezoning application, with or without proposed conditions, the Planning Commission and City Council must consider the following factors:

1. *Whether the rezoning is consistent with the policies and uses proposed for that area in the city's Master Land Use Plan.*

2. *Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area.*

3. *Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning.*

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

Please keep these factors in mind as you review the request and prepare your position on the matter.

Recommendation

Staff does not offer a recommendation for the April meeting, as it will be the applicant's opportunity to present the revised conditional rezoning request. When the applicant confirms their final conditions, the ordinance to conditionally rezone land will be prepared for a public hearing and consideration by the Planning Commission.

MCKENNA

April 3, 2026

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

Subject: Proposed Conditional Rezoning – Revised Request

Dear Commissioners,

Following the discussion at the March Planning Commission meeting, Wickwood Inn is revising its request for a Conditional Rezoning from R-4/CER to C-2/WSE. Below please find a summary of the revised request.

REVISED REQUEST

Wickwood Inn is proposing to rezone the parcels at 510 Butler Street and 120 Mary Street from R-4/CER to C-2/WSE, and has proposed voluntary conditions to ensure the preservation of the character of the Butler Street corridor, as described in the Tri-Community Master Plan, which is a goal of both Wickwood and the City.

Wickwood is requesting the Conditional Rezoning due to a desire to make alterations to their operation. Specifically, they intend to:

- Obtain a liquor license and serve alcohol as part of their food service.
- Offer a wider variety of dining options to their guests, beyond the current breakfast service.
- On a reservation-only basis, open their dining room to the public. The operational model would be that reservations would only be opened to the general public if overnight guests do not fill all available spots for a given meal service.
- Host events at the Bed and Breakfast that are consistent in scale with the property's size and layout.

Wickwood's goal is to **obtain Special Use Approval to be classified as a "Hotel (Inn),"** with limitations consistent with the character of the property and the Butler Street corridor generally. To that end, Wickwood wishes to be rezoned to the C-2/WSE District, with the following voluntary conditions.

- Wickwood voluntarily gives up all rights to uses permitted (or allowed by Special Use) in the C-2/WSE District that are not also permitted in the R-4/CER District, except for a Hotel/Inn. Wickwood acknowledges that being reclassified as a Hotel/Inn would require Special Use Approval.

- Wickwood voluntarily agrees to be bound by the regulations of Sections 154.022.R.1-2 and 4-10, which generally apply to Bed and Breakfast Establishments and not Hotel (Inn) establishments, even if it is approved to be a Hotel (Inn) in the future. The one subsection Wickwood would no longer be subject to, if approved as a Hotel (Inn), would be Section 154.022.R.3, which limits food service to breakfast.

- Wickwood voluntarily agrees to be bound by the dimensional restrictions of the R-4/CER District, except that the lot coverage maximum shall be 27%, to ensure that the existing buildings are not considered non-conformities.

- Wickwood will not seek approval from the County Health Department to expand its kitchen.
- Wickwood will not expand its indoor dining room, which has a capacity of roughly 20 people.
- Food service in the Wickwood dining room would be limited to the hours of 8 AM to 8 PM.
- Wickwood will not add additional cooking space, or additional indoor or outdoor dining space to the property, beyond what already exists.
- The maximum number of people attending any special event, or simultaneous special events, shall be 75.
- Expanded Outdoor Dining, which is defined in Section 154.092.O.2 as outdoor dining within a public right-of-way, shall not be permitted accessory to 510 Butler or 120 Mary.

We look forward to discussing this request with the Planning Commission at any upcoming meeting.

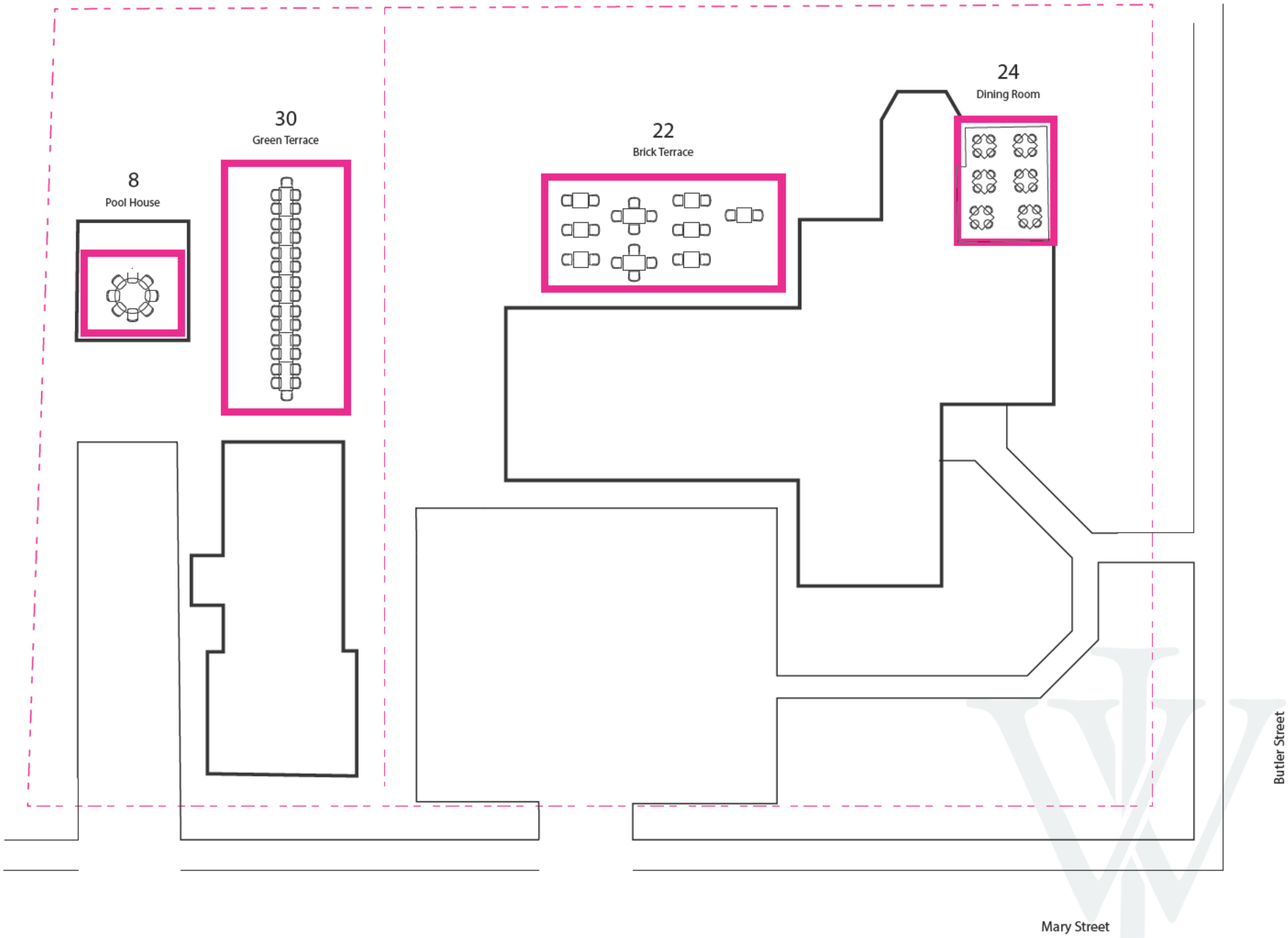
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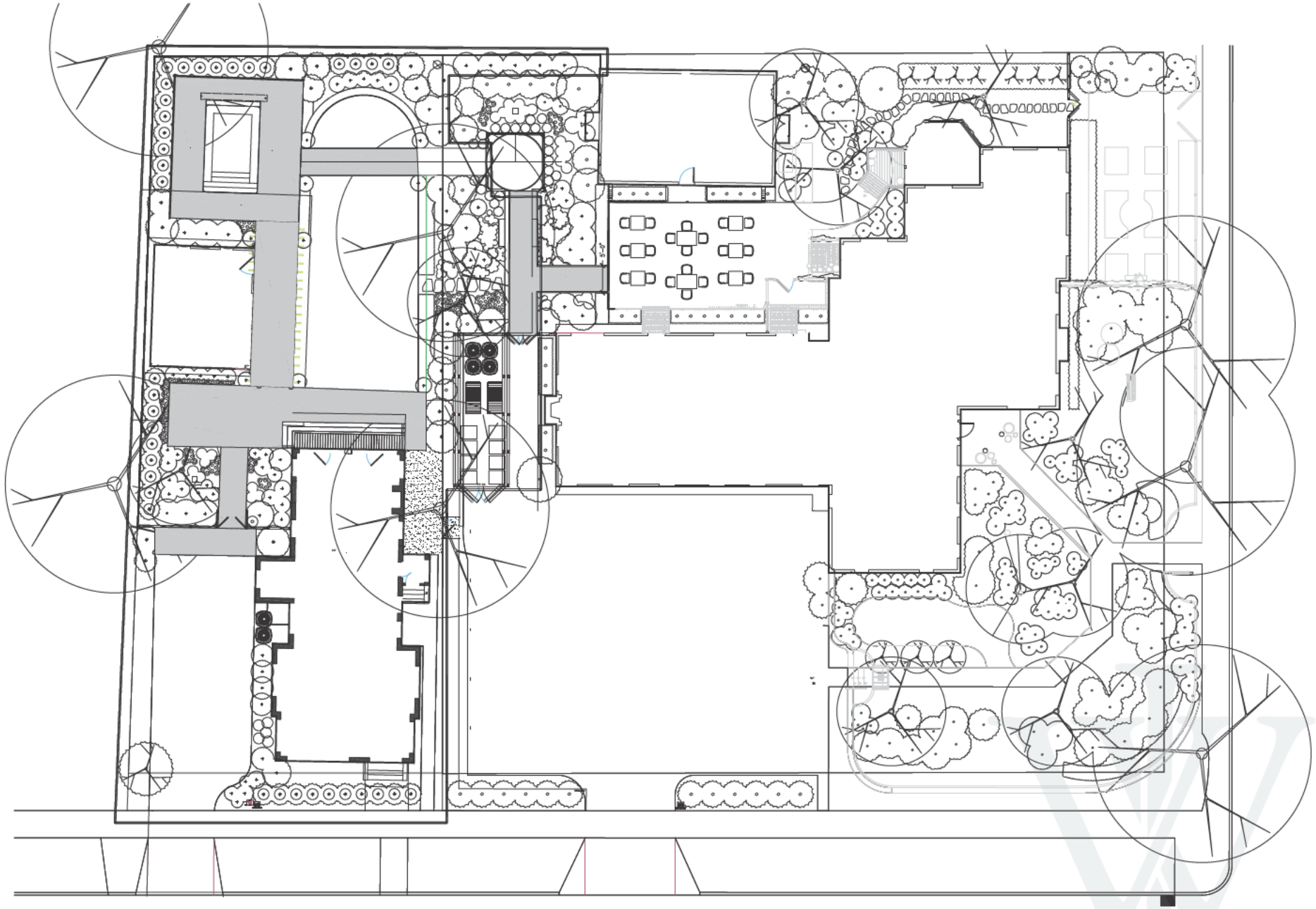
McKenna



Christopher Khorey, AICP
Vice President


THE
WICKWOOD
INN


8
Pool House
30
Green Terrace
22
Brick Terrace
24
Dining Room
Butler Street
Mary Street























THE

WICKWOOD INN

OWNED & OPERATED BY SOUCIE HORNER DESIGN COLLECTIVE

MEMORANDUM

TO: Planning Commission for the City of Saugatuck

FROM: Trent Cunningham (

DATE: April 8, 2026

RE: Sign Regulations: New Scheme vs. Old Scheme

The following table is meant to show a comparison between the allowable signage under the new proposed sign regulations and the allowable signage under the previous sign regulations. Note that these tables do not address every possible sign that is allowed under the regulatory scheme. Rather, these tables are meant to illustrate the main categories of allowable signage to illustrate the relevant distinctions.

Please feel free to ask questions or otherwise discuss at the meeting to ensure everyone understands the regulatory scheme and is comfortable with the changes compared to the previous drafts.

Allowable Signage for Residential Dwelling Unit		
Sign Type	**New Regulations**	**Old Regulations**
Flags	• Allows any number of flags as long as total square footage does not exceed 48 square feet. • Individual flags cannot exceed 24 square feet • Must be on temporary or permanent flagpole	• Maximum of 24 square feet • Bottom of flag must be 7 feet off ground • Flags can be "official governmental flags," "educational institution, "sports teams," or "other decorative flags"
Temporary Yard Sign	• Up to 48 square feet of total • Individual signs must be 6 square feet or smaller. • Not illuminated	• Construction Sign: 1 sign per frontage; 32 square feet • Real Estate Sign: 1 sign per frontage; 6 square feet; no permit • Rental Sign: 1 sign per rental; 4 square feet; no permit • Election Sign: 4 square feet each; no maximum; no permit • Opinion Sign: 4 square feet; 6 feet max height; no permit
Attached Sign	• Up to 4 attached signs • Cannot exceed 2 square feet each • No permit	• 1 sign • Up to 2 square feet • Listing the name of the structure, the occupants, street address, or other non-commercial message • No permit
Murals	• Must receive approval from HDC • Must have noncommercial message	• Definition: A work of art applied to or made integral with a wall surface. • No applicable regulations
Garage Sale Sign	• Up to 4 temporary yard signs • Max of 6 square feet each • May be displayed in the right-of-way adjacent to an intersection so long as there is only one (1) sign per intersection • Only displayed during duration of garage sale • No Permit	• Up to 3 signs • Maximum of 2 square feet each • Only allowed 48 hours before and must be removed 24 hours after the sale. • No permit

Allowable Signage for Non-Residential Property (e.g. Business)		
Sign Type	**New Regulations**	**Old Regulations**
Flags	• Allows any number of flags as long as not distracting to motorists • Must be on temporary or permanent flagpole • No Permit	• Maximum of 24 square feet • Bottom of flag must be 7 feet off ground • Only allows "official governmental flags"; No permit
Temporary Yard Sign	• Up to 48 square feet of total • Individual signs must be 6 square feet or smaller. • Not illuminated • No Permit	• Construction Sign: 1 sign per frontage; 32 square feet • Real Estate Sign: 1 sign per frontage; 6 square feet; no permit • Rental Sign: 1 sign per rental; 4 square feet; no permit • Garage Sale Sign: 3 signs; 2 square feet; no permit • Election Sign: 4 square feet each; no maximum; no permit • Opinion Sign: 4 square feet; 6 feet max height; no permit
Attached Sign (No Permit)	• Up to 4 attached signs • Cannot exceed 2 square feet each • No Permit	• Up to 2 wall signs • Not to exceed 0.75 square feet per linear foot of building frontage • Permit required
Murals	• Must receive approval from HDC • Must have noncommercial message	• Definition: A work of art applied to or made integral with a wall surface. • No applicable regulations
Freestanding Sign (Residential Zoning District)	• 1 freestanding sign • Formula for calculating allowable square footage to maximum of 16 square feet (if in residential district) or 32 square feet (if in non-residential district) • Maximum height of 6 feet • 5 feet setbacks • At least 25 feet from another freestanding sign • Permit required	• One sign per frontage • Formula for calculating allowable square footage to maximum of 32 square feet. • Maximum height of 12 feet • 5 feet setbacks • At least 25 feet from another freestanding sign • Permit required
Attached Sign (Permit)	• Up to 2 wall signs • Not to exceed 0.75 square feet per linear foot of building frontage	• Up to 2 wall signs • Not to exceed 0.75 square feet per linear foot of building frontage • Permit required
Banner	• Up to 1 banner • Maximum of 16 square feet • Displayed no more than 3, 14-day periods during any calendar year • Not illuminated	• Up to 1 banner • Maximum of 16 square feet • Displayed no more than 3, 14-day periods during calendar year • Not illuminated
Sandwich Board	• Maximum of 6 square feet • Maximum height of 42 inches • A 5 foot unobstructed space must be maintained on the sidewalk at all times • Permit required (and ROW permit if applicable)	• Maximum of 6 square feet • Maximum height of 42 inches • Not obstruction to pedestrian traffic • Permit required (and ROW permit if applicable)

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO._____

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

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

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

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

(1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.

(2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.

(3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.

(4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.

(5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

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

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

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

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

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

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

(4) Whether the sign advertises a business that is no longer doing business on the parcel where the sign is located, if the business was originally located on that parcel.

(5) Whether the purpose of the sign has lapsed.

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

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

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

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

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

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

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

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

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

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

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

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

NON-RESIDENTIAL PROPERTY. Any use of property or a portion of a property that is not a "residential property," as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage. In the case of a mixed use property, the non-residential portions shall be entitled to the allowable signage for non-residential properties, whereas any residential dwelling units within the mixed use property shall each be categorized as residential property for purposes of this Section.

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

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

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

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

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

PORTABLE SIGNS. Except for signage falling under another definition herein, any sign designed to be moved easily and not permanently or temporarily attached to the ground or other structure, including but not limited to: flashing A-frames, searchlights, beacons, balloons, umbrellas, trailers, wheeled or non-wheeled carts, or signs leaning against parked vehicles.

RESIDENTIAL PROPERTY. Any dwelling unit and the real property on which it is located, not including bed and breakfasts, inns, hotels, the common areas of a multiple family dwelling, or the portions of a mixed use property that are not used as a dwelling unit. For purposes of this Section, each dwelling unit on a particular property, except an accessory dwelling unit, is entitled to its own sign allowance as set forth herein. For example, a two-family dwelling would contain two dwelling units, and each dwelling unit could display the allowable amount of signage as set forth herein.

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

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

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

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

(1) ***CANOPY/AWNING SIGN.*** A fabric canopy or awning with all or any part used as a sign.

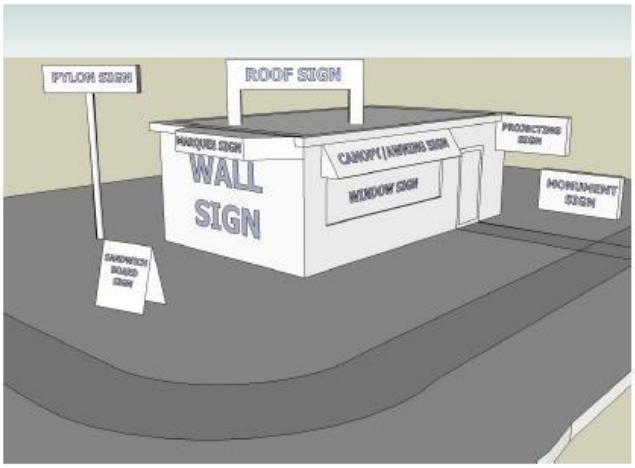
(2) ***PROJECTING SIGN.*** A double-faced sign attached at an angle or perpendicular to the wall of a building.

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

(4) **W*ALL SIGN.*** Any sign that is attached parallel to the wall. Wall sign does not include "murals," as defined herein.

(5) ***WINDOW SIGN.*** A sign attached directly to the interior or exterior surface of a glass window or door, also including any sign that is installed inside of a building within two (2') feet of the window that is legible from outside of the building.

(6) ***MARQUEE SIGN.*** A changeable message sign attached to a building.



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

(1) ***PYLON SIGN.*** A freestanding sign affixed permanently in the ground and supported by a single or double post(s).

(2) ***MONUMENT SIGN.*** A freestanding sign affixed directly to a masonry or other base without a support post.

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

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

(D) Sign permit procedure. Except as provided herein, a sign permit shall be obtained from the Zoning Administrator prior to installation of any sign. All applications for approval of proposed signs shall indicate size, type, materials, structural supporting devices, and type of illumination (if any). A scale drawing of the proposed sign shall be provided with all

applications. If the application is made by the building tenant, the same must have written permission for the proposed sign from the building owner. Sign approval shall be valid for a period of one year. If the approved sign is not installed within that period, a new application must be submitted.

(E) General Standards:

(1) *Illuminated Signs*. The illumination of permanent signs shall be limited to the following:

(a) Internally illuminated signs shall be designed so that the light source is:

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

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

3. Dark-sky friendly.

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

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

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

3. Dark-sky friendly.

(c) Neon signs are allowed on non-residential properties in non-residential zoning districts as window signs and are limited to twelve (12) square feet in size. Neon signs are limited to ambient light and do not include flashing, blinking, or changes in brightness intensity.

(2) *Historic district*. Permanent signs located within the historic district shall require approval from the Historic District Commission before installation.

(3) *Compliance with building codes*. All signs shall comply with the building and electrical codes of the city. Underground wiring shall be required for all illuminated signs, or signs requiring electrical connections which are not attached to a building.

(4) *Sign Maintenance and Abandonment*. All signs shall be properly maintained in good condition. A sign that has fallen into disrepair or has become an abandoned sign as determined by the Zoning Administrator must be repaired, properly

maintained, or removed within thirty (30) days of notice being sent informing the owner of the noncompliant sign conditions. For purposes of this section, repairing or properly maintaining an abandoned sign may require repairs or improvements to the underlying sign structure or the sign display or both. Failure to remove or repair an abandoned sign shall be considered a violation of this Ordinance.

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

(1) Any sign not expressly permitted.

~~(2) Except as otherwise provided herein, off-premises temporary yard signs on non-residential properties.~~

~~(3)~~(2) Billboards.

~~(4)~~(3) Signs within a public right-of-way except as authorized herein. ~~where expressly authorized in writing by the City or another appropriate authority for signs in the right-of-way.~~

~~(5)~~(4) Pennants, feather flag signs, windfeather signs, and portable signs.

~~(6)~~(5) Signs that create a traffic vision obstruction.

~~(7)~~(6) Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.

~~(8)~~(7) Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.

~~(9)~~(8) Any sign that includes flashing, blinking, moving illumination, or illumination that changes color or intensity.

~~(10)~~(9) Any sign that projects into any air space so as to interfere with public safety, including vehicular or pedestrian movement.

(G) Signs Permitted in All Districts

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

(1) *Flags*:

(a) For residential properties, ~~each dwelling unit may display~~ any number of flags so long as each individual flag does not exceed twenty-four (24) square feet and the total square footage of all flags ~~per dwelling unit~~ does not exceed forty-eight (48) square feet.

(b) For non-residential properties, any number of flags may be displayed provided that the flags are not distracting to motorists or otherwise negatively impacting the public health, safety, and welfare within the City

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

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

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

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

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

(2) *Temporary Yard Sign:*

(a) Each non-residential property and each residential property ~~For residential properties, each dwelling unit~~ may display ~~on-premises~~ temporary yard signs ~~and off-premises temporary yard signs~~ so long as each individual sign does not exceed six (6) square feet and the total of all temporary yard signs does not exceed forty-eight (48) square feet.

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

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

~~(d)~~ Except as provided herein, a~~A~~ll temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.

(b)

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

(3) Except as otherwise provided herein, ~~For residential properties and non-residential properties, e~~each non-residential property or each residential property~~parcel~~ may display up to four (4) attached signs not to exceed two (2) square feet each.

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

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

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

(7) For residential properties having a garage sale, up to four (4) temporary yard signs not exceeding six (6) square feet each may be displayed in the right-of-way adjacent to an intersection without a permit so long as there is only one (1) sign per intersection. These signs shall only be displayed during the duration of the garage sale.

(8) *Murals*. Any non-residential property or residential property may install a mural. While a zoning permit is not required, murals must receive approval from the City's Historical District Commission.

~~(6)~~

(H) Signs in Residential Zoning Districts:

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

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

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

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

(c) Freestanding signs shall be located at least 5 feet from any property line.

(d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.

~~(b)~~(e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.

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

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

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

~~(3)~~

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

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

(1) *Freestanding Signs*. Non-residential properties are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:

(a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet.

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(b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road.

(c) Freestanding signs shall be located at least 5 feet from any property line.

(d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.

(e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.

(2) *Attached Signs*. Each non-residential property is permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:

(a) The total area of all attached signage associated with a non-residential property shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance.

(b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or ground surface below the sign and shall not project more than four feet from the building face to which it is attached.

(c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached.

(d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign.

(e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.

(3) *Banners*. Each non-residential property shall be permitted to display one banner at a time, and said banner shall meet the following requirements:

(a) The banner shall be no larger than 16 square feet in area.

(b) The banner shall be located entirely on private property.

(c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

(d) The banner shall not be illuminated.

(4) *Sandwich boards*. Each non-residential property shall be permitted to have one sandwich board subject to the following conditions:

(a) The sandwich board shall not have an area greater than 6 square feet.

(b) The sandwich board may be located within the public right-of-way pursuant to a permit but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction. A five foot (5') unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction. A right-of-way permit for a sandwich board sign does not require annual approval if the sign is placed in the same location, for the same duration, as was previously approved.

(c) The sandwich board shall not be greater than 42 inches in height from grade.

(d) The sandwich board shall only be displayed when the business is open.

(e) The sandwich board shall not be illuminated.

(f) Unless approved by the City to allow a sandwich board sign to be displayed elsewhere in the City, the sandwich board shall not extend past the building frontage of the underlying non-residential property.

~~(5) *Murals*. Each non-residential property shall be permitted to install a mural. Murals must receive all necessary approvals to be installed, including approval from the City's Historical District Commission.~~

(J) Existing Non-Conforming Signs:

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

a. Every permanent legally existing sign which does not conform to the height, size, area, or location requirements of this subchapter as of the date of the adoption of this section, is hereby deemed to be non-conforming.

b. Alteration, erection, replacement, or enlargement of signs. No person, firm, corporation, partnership, or other legal entity shall alter, replace, or enlarge the faces, supports, or other parts of existing non-conforming signs except in accordance with this section. Non-conforming signs, however, may be repaired, repainted, or otherwise maintained.

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

a. If a non-conforming sign is destroyed, it may be replaced, provided that it is not enlarged in size or dimension. If the sign is located in the public right-of-way, the sign may not be replaced without the approval of the Zoning Board of Appeals for a sign permit.

b. For the purpose of this section, a non-conforming sign is destroyed if damaged to an extent that the cost of repairing it to its former state or replacing it with an equivalent sign equals or exceeds the value of the damaged sign prior to the damage.

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

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

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

(K) Administration and enforcement:

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

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

(1) Except as otherwise provided herein, a~~A~~ny sign that will be placed in the right-of-way, such as on City sidewalks, must receive a right-of-way permit from the~~–~~ Zoning Administrator. The Zoning Administrator, according to his or her sole discretion, may refer a permit application and decision as to whether to grant or deny the permit to the City Council~~City Council~~. For purposes of this requirement, a sign placed in the right-of-way

shall include any sign that is located within the right-of-way, but shall not include signs hanging or dangling above the right-of-way, such as flags.

(2) Any sign placed in the right-of-way must be related to the applicant's property or a consenting landowner's property in one of the following ways:

a. The proposed sign is to be placed in the right-of-way directly adjacent to the applicant's property;

b. The proposed sign is to be placed in the right-of-way directly adjacent to a consenting landowner's property, and the applicant must provide proof to the Zoning Administrator in writing that the consenting landowner has consented to the placement of the sign in the right-of-way; or

~~(1)~~

~~(2)~~(3) Permit applications must include:

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

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

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

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

~~d.~~e. Proof of consent from a consenting landowner, if applicable

~~e.~~f. Any additional information requested by the City.

~~(3)~~(4) Permit applications shall be submitted to the Zoning Administrator, who shall review the application for completeness and may request additional information from the applicant to assist ~~the City~~ in reviewing the application.

~~(4)~~(5) Permit applications shall be assessed by the Zoning Administrator ~~City Council~~ based upon the following criteria:

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

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

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

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

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

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

~~(5)~~(6) Within a reasonable amount of time after receipt of a complete application, the Zoning Administrator ~~City Council~~ shall approve, deny, or approve with conditions the permit application. An issued permit may be revoked by the Zoning Administrator if the applicant fails to abide by the conditions set forth in the permit or fails to maintain the installation. A permit may be automatically revoked if the installation fails to comply with the requirements in this Ordinance, causes or inflicts unreasonable harm on persons or property, or otherwise causes an unreasonable obstruction to the right-of-way.

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

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

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

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

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

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

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

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

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

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO._____

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

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

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

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

(1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.

(2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.

(3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.

(4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.

(5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

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

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

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

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

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

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

(4) Whether the sign advertises a business that is no longer doing business on the parcel where the sign is located, if the business was originally located on that parcel.

(5) Whether the purpose of the sign has lapsed.

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

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

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

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

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

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

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

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

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

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

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

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

NON-RESIDENTIAL PROPERTY. Any use of property or a portion of a property that is not a "residential property," as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage. In the case of a mixed use property, the non-residential portions shall be entitled to the allowable signage for non-residential properties, whereas any residential dwelling units within the mixed use property shall each be categorized as residential property for purposes of this Section.

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

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

PORTABLE SIGNS. Except for signage falling under another definition herein, any sign designed to be moved easily and not permanently or temporarily attached to the ground or other structure, including but not limited to: flashing A-frames, searchlights, beacons, balloons, umbrellas, trailers, wheeled or non-wheeled carts, or signs leaning against parked vehicles.

RESIDENTIAL PROPERTY. Any dwelling unit and the real property on which it is located, not including bed and breakfasts, inns, hotels, the common areas of a multiple family dwelling, or the portions of a mixed use property that are not used as a dwelling unit. For purposes of this Section, each dwelling unit on a particular property, except an accessory dwelling unit, is entitled to its own sign allowance as set forth herein. For example, a two-family dwelling would contain

two dwelling units, and each dwelling unit could display the allowable amount of signage as set forth herein.

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

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

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

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

(1) ***CANOPY/AWNING SIGN.*** A fabric canopy or awning with all or any part used as a sign.

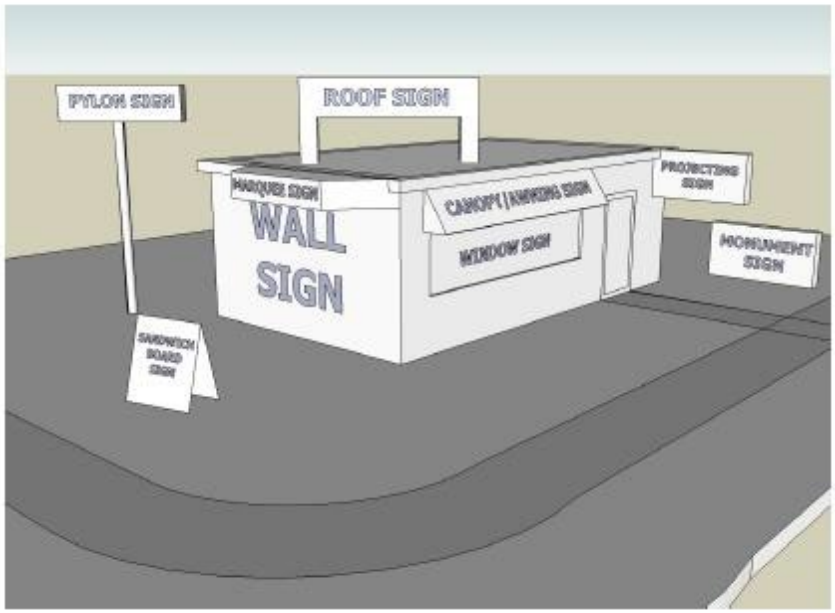
(2) ***PROJECTING SIGN.*** A double-faced sign attached at an angle or perpendicular to the wall of a building.

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

(4) **W*ALL SIGN.*** Any sign that is attached parallel to the wall. Wall sign does not include "murals," as defined herein.

(5) ***WINDOW SIGN.*** A sign attached directly to the interior or exterior surface of a glass window or door, also including any sign that is installed inside of a building within two (2') feet of the window that is legible from outside of the building.

(6) ***MARQUEE SIGN.*** A changeable message sign attached to a building.



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

(1) ***PYLON SIGN.*** A freestanding sign affixed permanently in the ground and supported by a single or double post(s).

(2) ***MONUMENT SIGN.*** A freestanding sign affixed directly to a masonry or other base without a support post.

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

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

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

(E) General Standards:

(1) *Illuminated Signs*. The illumination of permanent signs shall be limited to the following:

(a) Internally illuminated signs shall be designed so that the light source is:

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

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

3. Dark-sky friendly.

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

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

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

3. Dark-sky friendly.

(c) Neon signs are allowed on non-residential properties in non-residential zoning districts as window signs and are limited to twelve (12) square feet in size. Neon signs are limited to ambient light and do not include flashing, blinking, or changes in brightness intensity.

(2) *Historic district*. Permanent signs located within the historic district shall require approval from the Historic District Commission before installation.

(3) *Compliance with building codes*. All signs shall comply with the building and electrical codes of the city. Underground wiring shall be required for all illuminated signs, or signs requiring electrical connections which are not attached to a building.

(4) *Sign Maintenance and Abandonment*. All signs shall be properly maintained in good condition. A sign that has fallen into disrepair or has become an abandoned sign as determined by the Zoning Administrator must be repaired, properly maintained, or removed within thirty (30) days of notice being sent informing the owner of the noncompliant sign conditions. For purposes of this section, repairing or properly maintaining an abandoned sign may require repairs or improvements to the underlying sign structure or the sign display or both. Failure to remove or repair an abandoned sign shall be considered a violation of this Ordinance.

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

(1) Any sign not expressly permitted.

(2) Billboards.

(3) Signs within a public right-of-way except as authorized herein.

(4) Pennants, feather flag signs, windfeather signs, and portable signs.

(5) Signs that create a traffic vision obstruction.

(6) Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.

(7) Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.

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

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

(G) Signs Permitted in All Districts

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

(1) *Flags*:

(a) For residential properties, any number of flags so long as each individual flag does not exceed twenty-four (24) square feet and the total square footage of all flags does not exceed forty-eight (48) square feet.

(b) For non-residential properties, any number of flags may be displayed provided that the flags are not distracting to motorists or otherwise negatively impacting the public health, safety, and welfare within the City

(c) Flags shall not cause an unreasonable obstruction to pedestrian traffic, vehicular traffic, or to the public right-of-way. Whether an obstruction is unreasonable

shall be determined by the Zoning Administrator based on the degree of the obstruction, the location of the obstruction, the degree of pedestrian or vehicular traffic, and any other relevant factor.

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

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

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

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

(2) *Temporary Yard Sign:*

(a) Each non-residential property and each residential property may display temporary yard signs so long as each individual sign does not exceed six (6) square feet and the total of all temporary yard signs does not exceed forty-eight (48) square feet.

(b) Except as provided herein, all temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.

(c) Temporary yard signs shall not be illuminated.

(3) Except as otherwise provided herein, each non-residential property or each residential property may display up to four (4) attached signs not to exceed two (2) square feet each.

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

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

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

(7) For residential properties having a garage sale, up to four (4) temporary yard signs not exceeding six (6) square feet each may be displayed in the right-of-way adjacent to an intersection without a permit so long as there is only one (1) sign per intersection. These signs shall only be displayed during the duration of the garage sale.

(8) *Murals*. Any non-residential property or residential property may install a mural. While a zoning permit is not required, murals must receive approval from the City's Historical District Commission.

(H)Signs in Residential Zoning Districts:

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

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

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

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

(c) Freestanding signs shall be located at least 5 feet from any property line.

(d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.

(e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.

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

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

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

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

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

(1) *Freestanding Signs*. Non-residential properties are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:

(a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet.

(b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road.

(c) Freestanding signs shall be located at least 5 feet from any property line.

(d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.

(e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.

(2) *Attached Signs*. Each non-residential property is permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:

(a) The total area of all attached signage associated with a non-residential property shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance.

(b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or ground surface below the sign and shall not project more than four feet from the building face to which it is attached.

(c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached.

(d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign.

(e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.

(3) *Banners*. Each non-residential property shall be permitted to display one banner at a time, and said banner shall meet the following requirements:

(a) The banner shall be no larger than 16 square feet in area.

(b) The banner shall be located entirely on private property.

(c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.

(d) The banner shall not be illuminated.

(4) *Sandwich boards*. Each non-residential property shall be permitted to have one sandwich board subject to the following conditions:

(a) The sandwich board shall not have an area greater than 6 square feet.

(b) The sandwich board may be located within the public right-of-way pursuant to a permit but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction. A five foot (5') unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction. A right-of-way permit for a sandwich board sign does not require annual approval if the sign is placed in the same location, for the same duration, as was previously approved.

(c) The sandwich board shall not be greater than 42 inches in height from grade.

(d) The sandwich board shall only be displayed when the business is open.

(e) The sandwich board shall not be illuminated.

(f) Unless approved by the City to allow a sandwich board sign to be displayed elsewhere in the City, the sandwich board shall not extend past the building frontage of the underlying non-residential property.

(J) Existing Non-Conforming Signs:

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

a. Every permanent legally existing sign which does not conform to the height, size, area, or location requirements of this subchapter as of the date of the adoption of this section, is hereby deemed to be non-conforming.

b. Alteration, erection, replacement, or enlargement of signs. No person, firm, corporation, partnership, or other legal entity shall alter, replace, or enlarge the faces, supports, or other parts of existing non-conforming signs except in accordance with this section. Non-conforming signs, however, may be repaired, repainted, or otherwise maintained.

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

a. If a non-conforming sign is destroyed, it may be replaced, provided that it is not enlarged in size or dimension. If the sign is located in the public right-of-way, the sign may not be replaced without the approval of the Zoning Board of Appeals for a sign permit.

b. For the purpose of this section, a non-conforming sign is destroyed if damaged to an extent that the cost of repairing it to its former state or replacing it with an equivalent sign equals or exceeds the value of the damaged sign prior to the damage.

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

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

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

(K)Administration and enforcement:

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

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

(1) Except as otherwise provided herein, any sign that will be placed in the right-of-way, such as on City sidewalks, must receive a right-of-way permit from the Zoning Administrator. The Zoning Administrator, according to his or her sole discretion, may refer a permit application and decision as to whether to grant or deny the permit to the City Council. For purposes of this requirement, a sign placed in the right-of-way shall include any sign that is located within the right-of-way, but shall not include signs hanging or dangling above the right-of-way, such as flags.

(2) Any sign placed in the right-of-way must be related to the applicant's property or a consenting landowner's property in one of the following ways:

a. The proposed sign is to be placed in the right-of-way directly adjacent to the applicant's property;

b. The proposed sign is to be placed in the right-of-way directly adjacent to a consenting landowner's property, and the applicant must provide proof to the Zoning Administrator in writing that the consenting landowner has consented to the placement of the sign in the right-of-way; or

(3) Permit applications must include:

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

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

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

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

e. Proof of consent from a consenting landowner, if applicable

f. Any additional information requested by the City.

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

(5) Permit applications shall be assessed by the Zoning Administrator based upon the following criteria:

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

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

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

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

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

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

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

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

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

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

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

(5) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home business, except for signs that comply with all provisions of the signage requirements in this Chapter. No over-the-counter retail

sales or other sales of merchandise or products shall be conducted upon the premises except for incidental products related to the home business or those goods actually produced on the premises.

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

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

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

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

_____
Holly Anderson
City of Saugatuck, Mayor

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: April 10, 2026

From: David M. Jirousek, AICP

RE: Master Plan Update- Character Analysis Progress Report and Exercise

Overview

As part of the ongoing Master Plan process, the project team has initiated a community character analysis to supplement findings from public input and the existing land use review. This analysis is intended to better understand the unique qualities of the City and its neighborhoods in ways that a traditional existing land use map alone cannot capture. Rather than serving as a simple inventory of land uses, the analysis evaluates the physical and functional characteristics that define districts, neighborhoods, and corridors, including development scale, block and lot patterns, street and sidewalk networks, pathways, parking, building types, and land use relationships.

This approach is helping the Planning Commission more clearly identify areas to preserve, enhance, or thoughtfully transform, and will provide a stronger foundation for future land use recommendations and zoning policy decisions. Ultimately, the character analysis is intended to ensure that future growth and development align with Saugatuck's established character and community context.

To better understand the City's physical form and development patterns, the community has been divided into character areas. These areas represent distinct parts of the City that share common patterns in land use, development intensity, built form, and environmental context. This analysis serves several purposes:

- Classifies areas based on common characteristics, including land use, zoning, density, intensity, infrastructure, and utilities, and helps to define a sense of place.
- Establishes a clear and simplified framework for future growth and land use planning.
- Provides justification for future land use recommendations and distinctions between different parts of the City.

Each character area is evaluated using the following components:

- **Buildings**: Predominant building types, setbacks, architectural character, and general form.
- **Land Use**: Primary and supporting uses within the area.
- **Scale**: Building height, massing, and overall development intensity.
- **Blocks and Streets**: Block patterns, street layout (grid, curvilinear, etc.), and connectivity.

- **Streetscape**: Sidewalks, street trees, lighting, and pedestrian environment.
- **Public Space**: Parks, plazas, waterfront access, and civic spaces.
- **Parking**: On-street and off-street parking patterns and visibility.
- **Walkability**: Distance from downtown and ease of pedestrian travel.

Intent

The Planning Commission is encouraged to review this character area framework and provide input to further refine and define what distinguishes each area. In particular, consideration should be given to whether these areas accurately represent the unique parts of the City or if additional distinctions, subareas, or refinements are warranted. Commissioners are also encouraged to suggest alternative names or descriptors that better capture the character, identity, and function of each area.

While this framework establishes an initial structure, it should be viewed as a working draft document intended to solicit feedback and discussion. This exercise should be approached independently of existing zoning designations, with a fresh perspective focused on the physical, functional, and experiential qualities that define neighborhoods and districts. The intent is to identify what makes areas similar or different based on real-world characteristics rather than regulatory boundaries.

This type of analysis also provides an opportunity to consider the unique opportunities, needs, concerns, and priorities associated with each planning area. By evaluating areas based on their existing character and conditions, the City can better identify where preservation is appropriate, where enhancements may be needed, and where change or reinvestment may be supported. This helps inform more thoughtful and context-sensitive planning decisions moving forward.

It is also important to note that delineating character area boundaries does not directly establish future land use or zoning. This analysis reflects existing conditions and serves as a foundation for understanding the City today. Future land use planning will build upon this work by identifying how areas should be preserved, enhanced, or transformed over time.

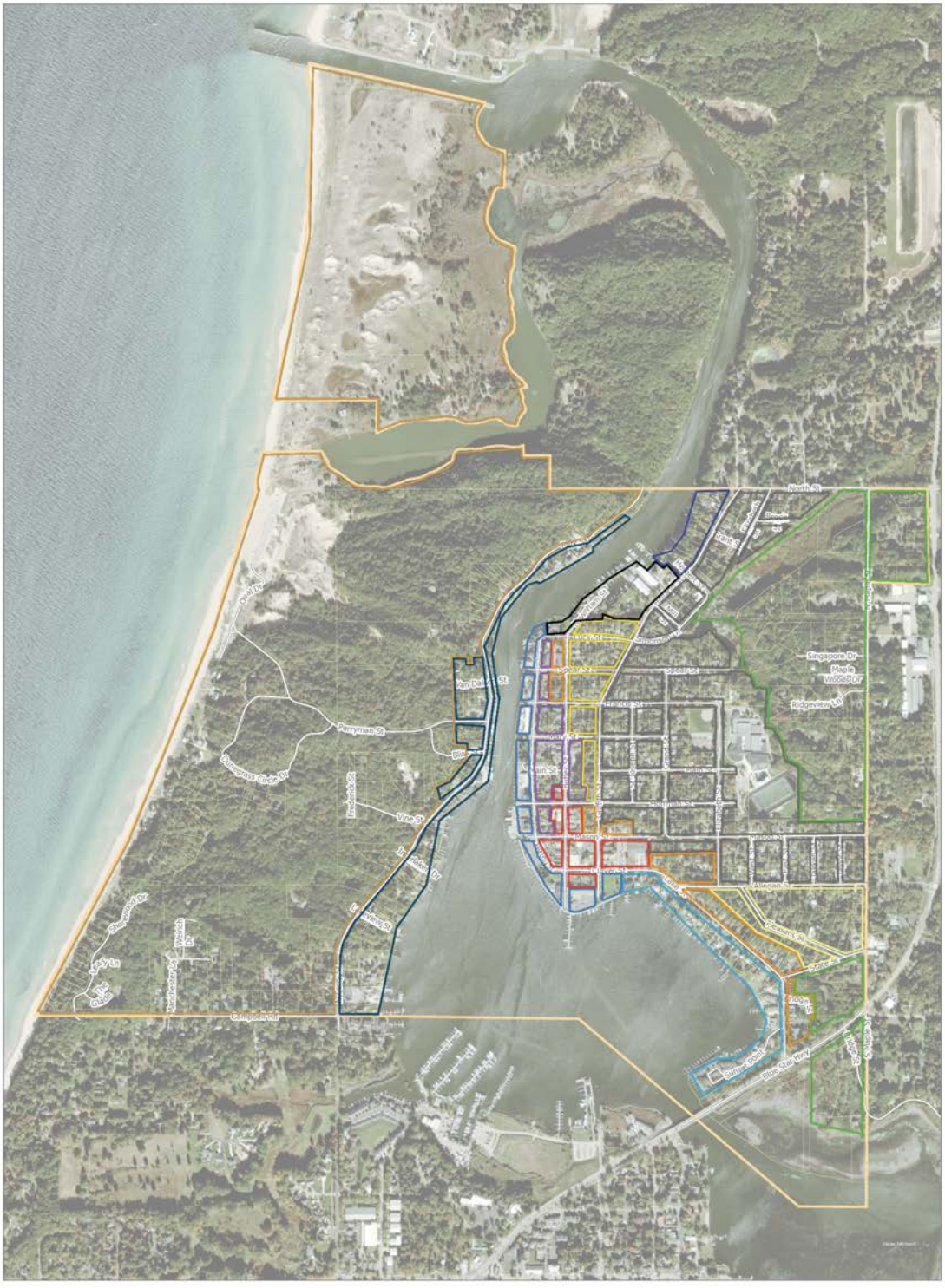
Planning Areas

The City has been organized into three primary planning areas, each containing multiple distinct character areas. This structure is intended to provide a clear, manageable framework for understanding and evaluating the City from a planning perspective. By grouping character areas within broader planning areas, the analysis can focus on both larger geographic patterns and the finer-grained distinctions between neighborhoods, districts, and corridors.

- **Central City**
  - Central Downtown Activity Center
  - Downtown Waterfront Commercial
  - Downtown Neighborhood Mixed-Use
  - Transitional Residential
  - Central City Residential
- **East Side Neighborhoods**
  - Traditional Neighborhood Residential
  - North Riverfront Residential
  - South Riverfront Mixed Residential
  - North Marina/Harbor Services Area
  - South Hillside Residential
  - Suburban/Rural Fringe Residential
- **Coastal Dunes and Peninsula**
  - West Riverfront Residential
  - Coastal Dune Residential

The planning areas reflect natural divisions within the community, shaped by geography, waterfront features, transportation patterns, and the overall arrangement of development. This approach allows for a more organized and practical assessment of existing conditions, ensuring that major portions of the City can be evaluated cohesively while still recognizing the unique characteristics that define smaller areas within each planning area.

Please note that these areas have not been formally mapped, but preliminary exhibits are included over the following pages.


City of Saugatuck
N
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Planning Area One: Central City

This area represents the heart of Saugatuck and contains the highest concentration of commercial activity, tourism destinations, civic uses, and walkable neighborhoods. It is defined by a compact development pattern, strong pedestrian orientation, and direct access to the waterfront.

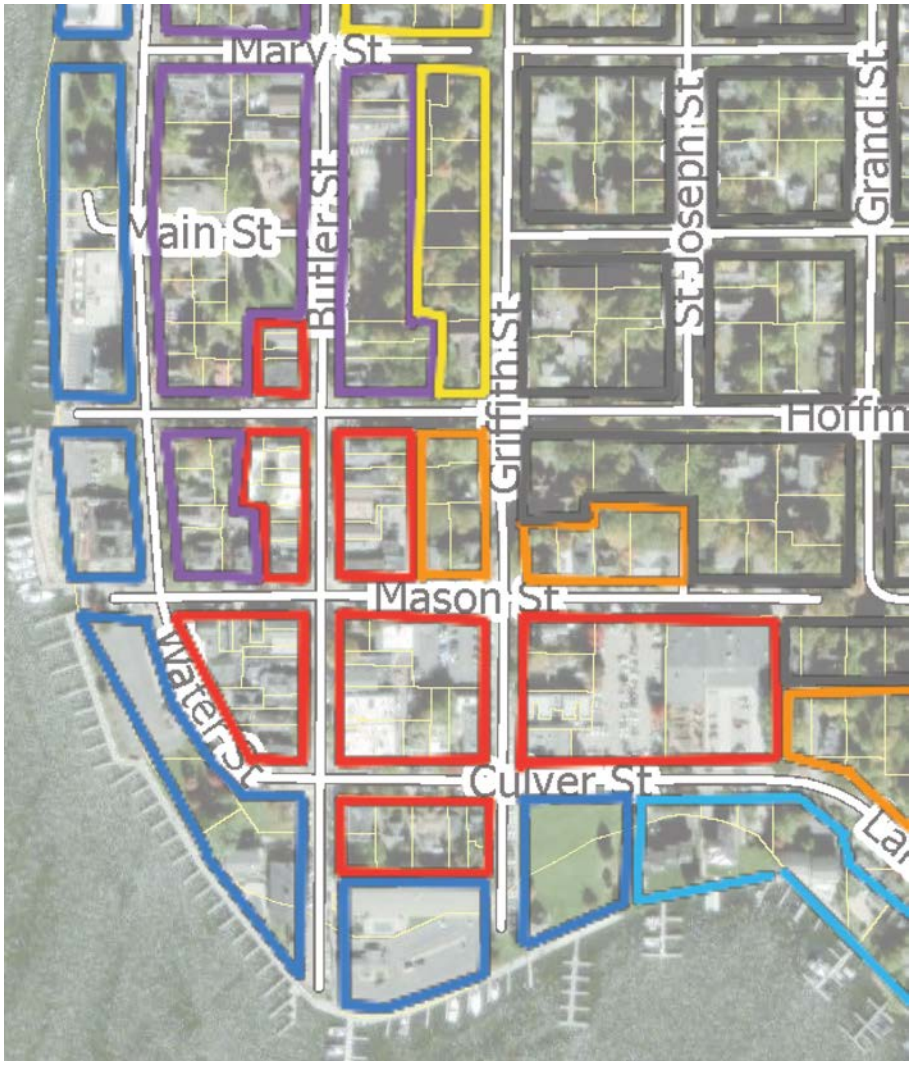
Central Downtown Activity Center

The Central Downtown Activity Center represents the historic and functional core of the City and serves as its primary center of activity. It is characterized by a cohesive pattern of traditional downtown buildings that define a continuous street edge and support an active, pedestrian-oriented environment. A mix of commercial, civic, and entertainment uses contributes to a vibrant atmosphere. This area serves as the focal point for daily activities, tourism, and community gatherings.

Butler and Culver Streets serve as the focal points of the character area. The area is characterized by a cohesive pattern of one- to two-story traditional downtown buildings, many of which are contributing resources within the Historic District, forming a largely continuous “street wall” of buildings from Culver Street to Hoffman Street. In this area, buildings are commonly attached or detached with minimal separations, reinforcing a highly active, pedestrian-oriented environment. However, while the area is predominantly defined by attached storefronts or buildings drawn closer to the right-of-way, the presence of house-scale detached buildings contributes to an eclectic, varied character.

This Central Downtown Activity Center is supported by wide sidewalks that extend from building facades to the curb, mature street trees, and streetscape elements such as bike racks, garbage receptacles, and clearly marked crosswalks.

- **Buildings**: Traditional historic storefronts drawn close to the street; attached buildings or those with minimal setbacks, with some house-scale detached buildings interspersed
- **Land Use**: Retail, offices, restaurants, taverns, entertainment, services, and civic uses
- **Scale**: 1–2 story buildings, occasionally 2.5; compact and continuous at a higher intensity
- **Blocks and Streets**: Traditional street grid with strong connectivity
- **Streetscape**: Wide sidewalks, wayfinding signage, outdoor dining areas, street trees, bike racks, planter boxes, public art, benches, hatched crosswalks, standard street lighting (some decorative), and overhead powerlines
- **Public Space**: Civic spaces, City Hall
- **Parking**: On-street parking on both sides of the streets and two public parking lots with 122 spaces
- **Walkability**: 0-5 minute walk throughout the Central Downtown Activity Center with a mostly complete network of sidewalks



Central Downtown Activity Center

Downtown Waterfront Commercial

This Downtown Waterfront Commercial area is oriented around the waterfront and functions as a primary destination for recreation, dining, shopping, tourism, and public activity within the City. It is defined by a mix of commercial buildings, parks, and open space uses that capitalize on water access and views. Many buildings are contributing resources within the Historic District. Development is generally arranged to allow access to the shoreline, with a pattern of buildings, public spaces, and pathways that reinforce the waterfront as a central gathering place. However, boardwalk and pathway access along the waterfront is fragmented.

- **Buildings**: Commercial and mixed-use structures oriented toward the water, most with pitched roofs and detached from other buildings
- **Land Use**: Retail, restaurants, marinas, hotel accommodations, recreation, and tourism-oriented uses
- **Scale**: 1–2.5 story buildings, occasionally 3; moderate intensity with a varying and diverse scale of buildings
- **Blocks and Streets**: Irregular waterfront pattern influenced by shoreline geometry; however, block lengths are consistent with the abutting character areas
- **Streetscape**: Intermittent sidewalks and street trees, standard street lighting (some decorative), and overhead powerlines
- **Public Space**: Parks, waterfront pathways and boardwalks, green space, and gathering areas
- **Parking**: Combination of off-street private lots, one public lot (16 spaces), and on-street parking along the west side of Water Street
- **Walkability**: 0-15 mins along waterfront, with fragmented sidewalk connectivity along Water Street and isolated areas of waterfront boardwalks



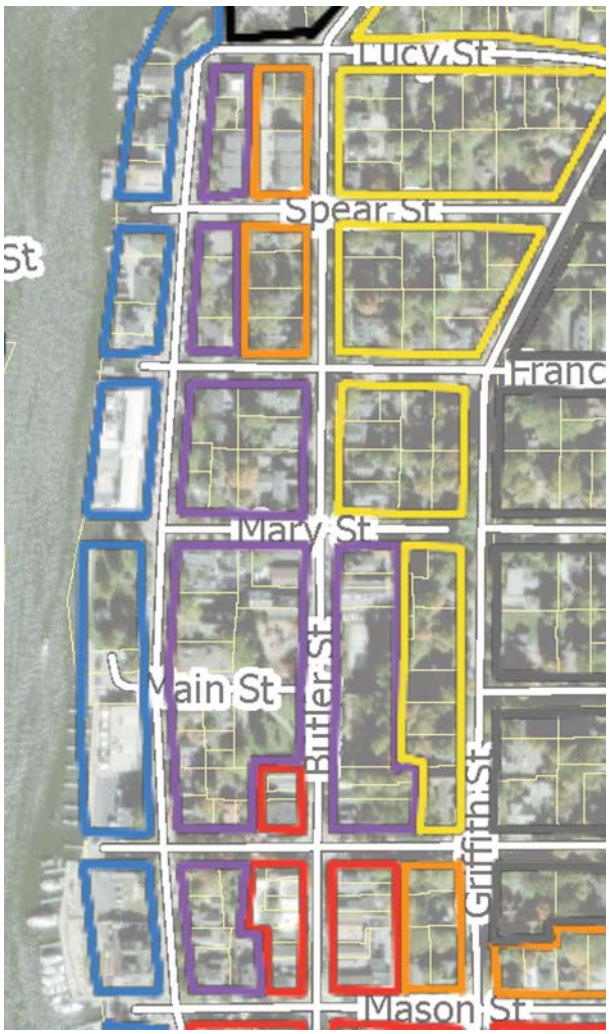
Downtown Waterfront Commercial

Downtown Neighborhood Mixed-Use

This area serves as a transition between the Central Downtown Activity Center and the surrounding residential neighborhoods, along the east side of Water Street and both sides of Butler Street. It is characterized by smaller-scale commercial development, often in buildings that retain a residential form, with a mix of uses that blend neighborhood-oriented commercial activity with residential living. The area reflects lower intensity and a more relaxed development pattern than the Central Downtown Activity Center, while still maintaining proximity to and connectivity with downtown. Buildings are set back farther from the sidewalks, with landscaped areas between the sidewalks and the street, indicating a more dispersed pattern. Many buildings are contributing resources within the Historic District.

Civic and park-related uses become more prominent near the intersection of Butler Street and Main Street. Village Square anchors this area, with sports courts and public restrooms on the east side and playground facilities and open space on the west side.

- **Buildings**: Smaller-scale, house-sized buildings; residential structures converted to commercial, and multi-unit attached dwellings
- **Land Use**: Retail restaurants, offices, inns, rental accommodations, small businesses, and residential dwellings
- **Scale:** 1–2.5 story buildings; low to moderate intensity
- **Blocks and Streets**: Traditional street grid with strong connectivity
- **Streetscape**: Frequent mature street trees, sidewalks, lawn between sidewalk and curb, standard street lighting (some decorative), and overhead powerlines
- **Public Space**: Public parks, US post office
- **Parking**: Combination of off-street private lots, one public lot (12 spaces), and on-street parking along both sides of all streets
- **Walkability**: 0-10 mins to the Central Downtown Activity Center



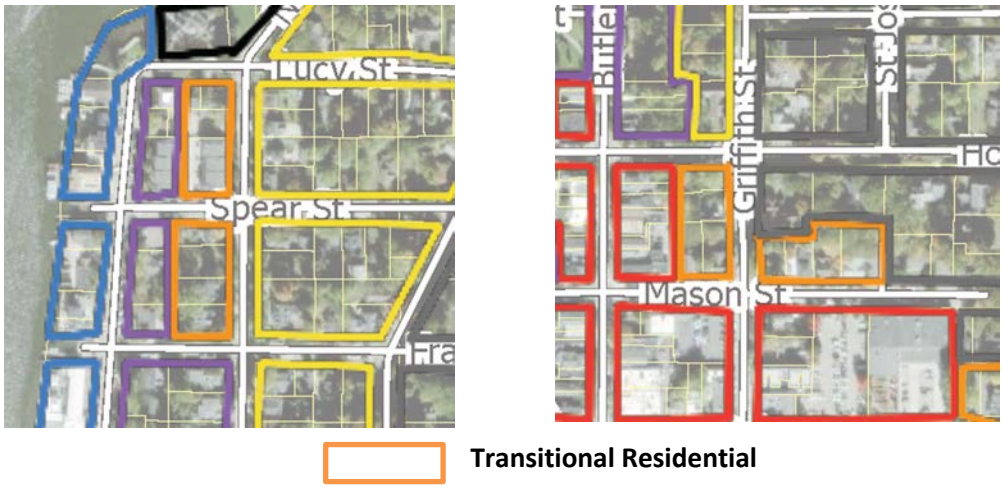
Downtown Neighborhood Mixed-Use

Transitional Residential

These areas serve as a transition between the more intense downtown commercial and mixed-use areas and the surrounding residential neighborhoods. They are primarily residential in character but may include a mix of housing types, limited accommodation uses (such as bed and breakfasts and motor courts), and some limited-scale non-residential uses. Buildings are generally residential in scale and form, and development patterns reflect a gradual shift from the activity and intensity of downtown to quieter neighborhood settings. This area maintains convenient walkable access to the downtown core.

While mostly east of the Central Downtown Activity Center and Downtown Neighborhood Mixed-Use, this character area also stretches south along the east side of Lake Street to Blue Star Highway.

- **Buildings**: Single-unit dwellings, bed and breakfast establishments, motor courts, and multi-unit attached dwellings
- **Land Use**: Primarily residential, with bed and breakfast accommodations, inns, and motor courts
- **Scale**: 1–2.5 story buildings; lower intensity; residential in character
- **Blocks and Streets**: Traditional grid pattern to the north, although a curvilinear pattern south of Culver along Lake Street
- **Streetscape**: Frequent mature street trees, sidewalks, lawn between sidewalk and curb, standard street lighting, and overhead powerlines
- **Public Space**: None
- **Parking**: Some on-street parking near downtown, private driveway/garage parking; no on-street parking along Lake Street, but a 24-space public/private lot is available
- **Walkability**: 0-20 mins to the Central Downtown Activity Center



Transitional Residential



Transitional Residential

Central City Residential

This area consists of established residential neighborhoods located within close proximity to the downtown core, generally within a five-minute walk. It is characterized by a traditional grid street pattern, smaller blocks, and a strong walkable connection to downtown amenities and services. Development is predominantly single-family in nature, with a consistent residential scale and pattern that reflects some of the City's older and more established neighborhoods. These areas play an important role in supporting downtown by providing nearby housing while maintaining a distinct residential character.

- **Buildings**: Predominantly single-unit dwellings
- **Land Use**: Residential, civic/institutional
- **Scale**: 1–2.5 story buildings; lower intensity; residential in character
- **Blocks and Streets**: Traditional grid layout
- **Streetscape**: Frequent mature street trees, sidewalks, lawn between sidewalk and curb, standard street lighting, and overhead powerlines
- **Public Space**: None
- **Parking**: Primarily on-street parking on both sides of the street (except for Griffith Street) and private driveway/garage parking
- **Walkability**: 0-10 mins to the Central Downtown Activity Center



Central City Residential

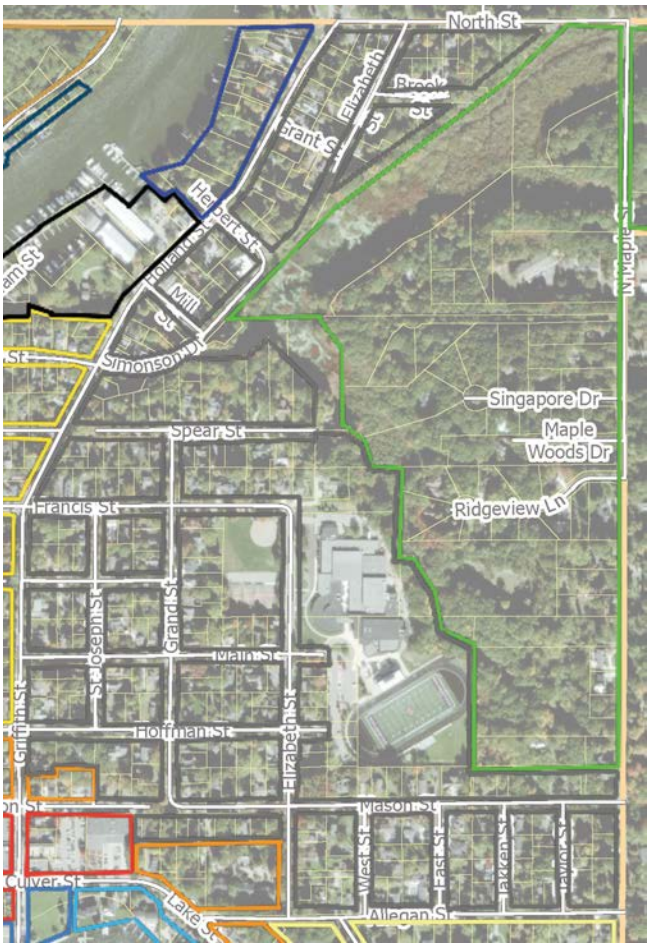
Planning Area Two: East Side Neighborhoods

This area includes neighborhoods and waterfront areas beyond the Central City Area on the east side of the Kalamazoo River. It reflects a range of residential patterns, from traditional grid neighborhoods to more suburban and rural layouts influenced by natural land patterns.

Traditional Neighborhood Residential

These neighborhoods represent the outward expansion of the City from the central area and are characterized by a traditional subdivision pattern with a connected street grid. They are primarily residential in nature and maintain a consistent, low-density development pattern. Located within moderate walking distance of the Central Downtown Activity Center, these areas provide a transition between the walkable core and more outlying neighborhoods, while still retaining strong neighborhood cohesion and accessibility to community amenities such as schools.

- **Buildings**: Predominantly single-unit dwellings
- **Land Use**: Residential, civic/institutional, schools
- **Scale**: 1–2.5 story buildings; lower intensity; residential in character
- **Blocks and Streets**: Traditional grid layout, although a linear pattern along Holland and Elizabeth Streets
- **Streetscape**: Frequent mature street trees, sidewalks along some streets, lawn between sidewalk and curb, standard street lighting, and overhead powerlines
- **Public Space**: Public school facilities
- **Parking**: Primarily on-street on both sides of the streets and private driveway/garage parking
- **Walkability**: 0-20 mins to the Central Downtown Activity Center, sidewalks on main connectors



Traditional Neighborhood Residential

North Riverfront Residential

This area consists of residential properties oriented along the riverfront and is characterized by direct water access and a quieter, low-intensity setting. Development is primarily single-family in nature, with homes taking advantage of views and private docks along the river. Located within walking distance of downtown, this area maintains a strong connection to the central city while offering a more private and residential character focused on the waterfront.

- **Buildings**: Predominantly single-unit waterfront dwellings
- **Land Use**: Residential
- **Scale**: 1–2.5 story buildings; lower intensity; residential in character
- **Blocks and Streets**: Linear pattern along Holland Street
- **Streetscape**: Frequent mature street trees, sidewalks along Holland Street, lawn between sidewalk and curb, standard street lighting, and overhead powerlines
- **Public Space**: None
- **Parking**: Private driveway/garage parking only; no on-street spaces
- **Walkability**: 10-20 mins to the Central Downtown Activity Center, sidewalk along Holland Street



North Riverfront Residential

South Riverfront Mixed Residential

This area is characterized by waterfront-oriented development that includes a mix of residential and accommodation uses. It features a broader range of housing types than other riverfront areas, including multi-unit and attached dwellings, as well as motor courts and lodging. Development exhibits a moderate level of intensity, with buildings arranged to take advantage of river views and access while maintaining connections to downtown and the surrounding neighborhoods.

- **Buildings**: Single-unit dwellings and multi-unit attached dwellings
- **Land Use**: Primarily residential
- **Scale**: 1–2.5 story buildings; low to moderate intensity; residential in character
- **Blocks and Streets**: Curvilinear pattern along Lake Street
- **Streetscape**: Frequent mature street trees, sidewalks, lawn between sidewalk and curb, standard street lighting, and overhead powerlines
- **Public Space**: Limited public access to the waterfront; primarily private waterfront
- **Parking**: Some on-street parking near downtown, private driveway/garage parking; no on-street parking along Lake Street
- **Walkability**: 0-20 mins to the Central Downtown Activity Center, but no sidewalk along the majority of the west side of Lake Street

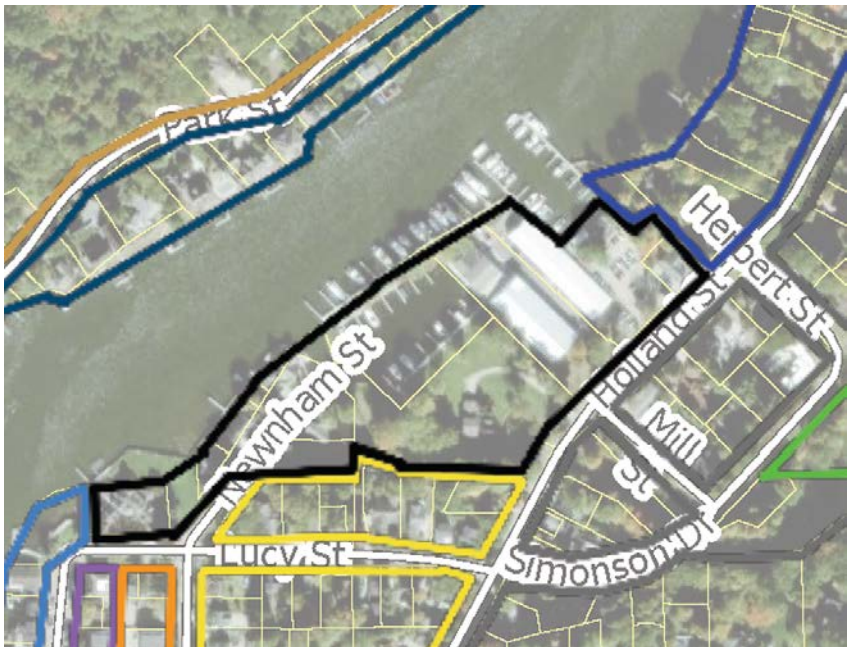


South Riverfront Mixed Residential

North Marina/Harbor Services Area

This area is centered around marina and waterfront service uses and is characterized by a more functional, service-oriented development pattern. Uses are primarily related to boating, docking, and waterfront activity, with supporting commercial uses such as restaurants and limited visitor services. The area has less public access than other waterfront locations and reflects a more private and operational character, with development focused on water-dependent uses.

- **Buildings**: Marina-related structures and supporting commercial uses
- **Land Use**: Marina, restaurant, and waterfront services; limited residential
- **Scale**: Low to moderate intensity
- **Blocks and Streets**: Linear pattern along Lake Street
- **Streetscape**: Frequent mature street trees, sidewalks along Holland Street, lawn between sidewalk and curb, standard street lighting, and overhead powerlines
- **Public Space**: None
- **Parking**: Private parking lots, driveways, and garages
- **Walkability**: Approximately 5–15 minute walk to downtown



North Marina/Harbor Services Area

South Hillside Residential

This area is characterized by residential development shaped by natural topography, with streets and lot patterns that follow the contours of the land rather than a traditional grid. The neighborhood consists primarily of single-family homes and reflects a lower-density, more natural setting. Development is influenced by elevation changes, wooded areas, and views, resulting in a less uniform, more organic pattern than in other parts of the City.

- **Buildings**: Predominantly single-unit dwellings adapted to topography
- **Land Use**: Residential
- **Scale**: 1–2.5 story buildings; low intensity
- **Blocks and Streets**: Curvilinear layout influenced by topography and natural features
- **Streetscape**: Frequent mature street trees, infrequent sidewalks, standard street lighting, and overhead powerlines
- **Public Space**: None
- **Parking**: Private driveway/garage parking; no on-street parking except for 19 spaces along State Street
- **Walkability**: Approximately 5–20 minute walk to downtown, street/shoulder walking in the character area

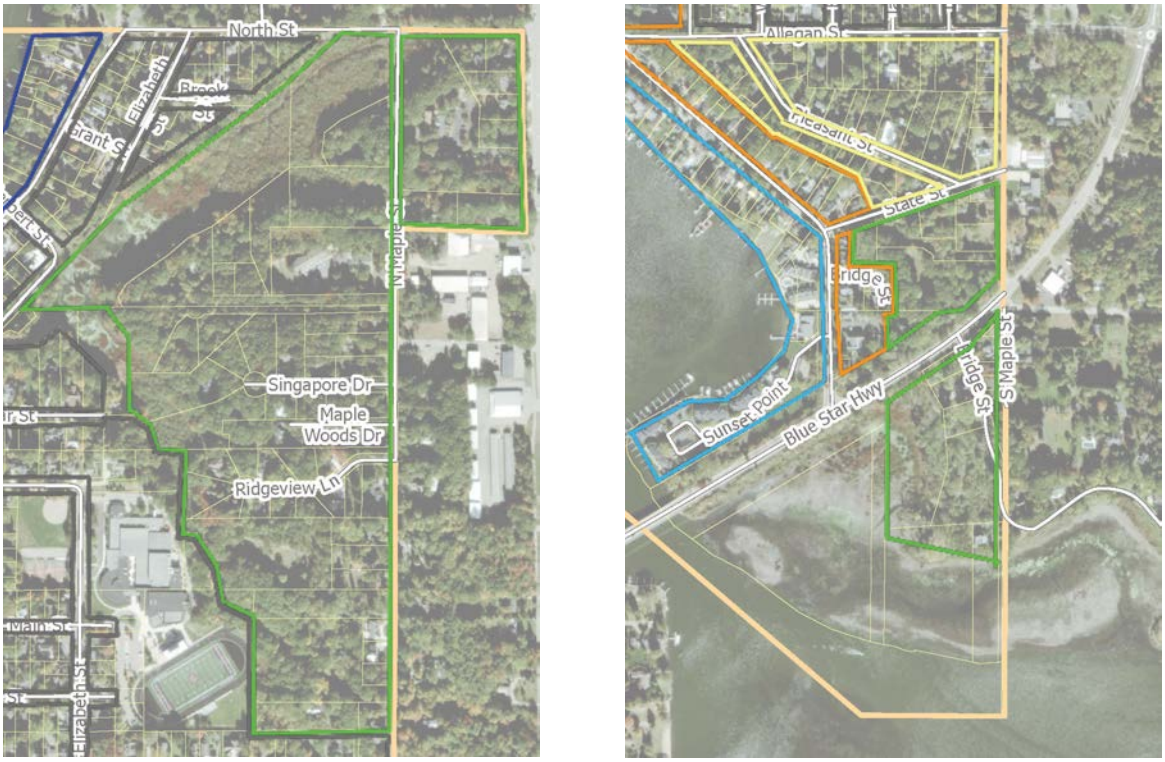


South Hillside Residential

Suburban/Rural Fringe Residential

This area represents the outer edge of the City and is characterized by a mix of suburban-style development and more rural residential patterns. Development varies in density and form, with some areas reflecting lower-density, larger-lot residential uses and others incorporating more contemporary subdivision design, including cul-de-sacs and limited connectivity. The area also includes some multi-unit and attached residential development, resulting in a broader range of housing types. Overall, this area reflects a transition from the more compact, walkable parts of the City to less-dense, more auto-oriented environments.

- **Buildings**: Mix of single-family homes, attached residential, and some multi-unit development
- **Land Use**: Residential
- **Scale**: 1–2.5 story buildings; low to moderate intensity
- **Blocks and Streets**: Cul-de-sacs, dead ends, and a less connected street network
- **Streetscape**: Frequent mature street trees, no sidewalks, standard street lighting, and overhead powerlines
- **Public Space**: None
- **Parking**: Private driveway/garage parking
- **Walkability**: Approximately 10–30 minute walk to downtown, street/shoulder walking in the character area



Suburban/Rural Fringe Residential

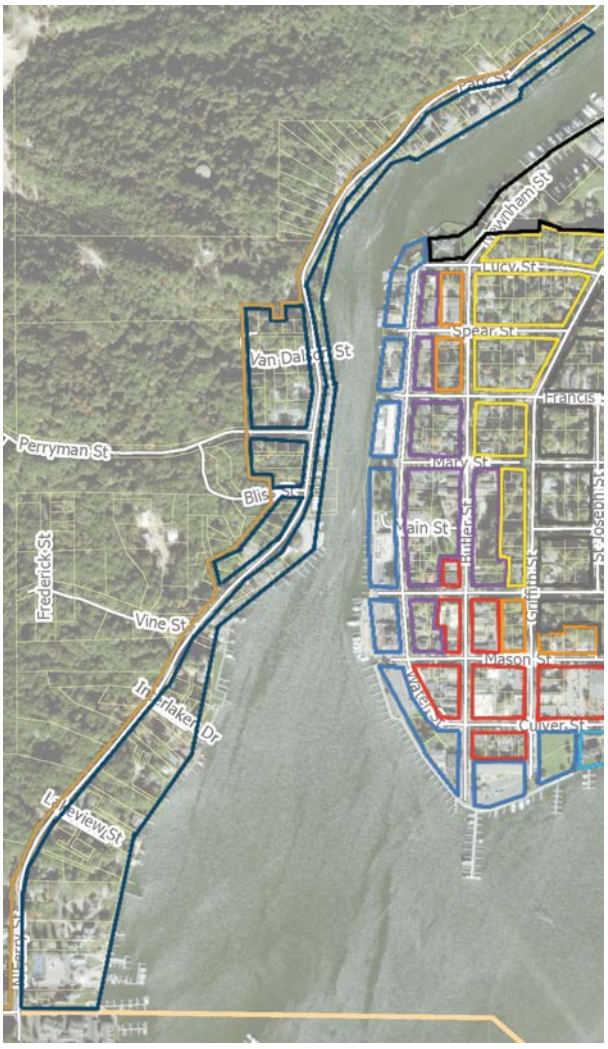
Planning Area Three: Coastal Dunes and Peninsula

This planning area is defined by its unique environmental features, including dunes, waterfront, and protected natural areas. Development is more limited and sensitive to environmental constraints. Much of this area is designated as a Critical Dunes Area and Designated Barrier Dune Formation by the State of Michigan. These dunes represent a unique and fragile ecosystem that is highly susceptible to erosion from wind and water. Development patterns are shaped by the need to preserve these natural features and minimize environmental impact.

West Riverfront Residential

This area is located along the west side of the Kalamazoo River and is defined by a narrow band of development between the river and the adjacent dune landscape. It includes a mix of single- and multi-unit residential, resort uses, and public park space, along with the chain ferry landing on Park Street. Development is oriented toward the river, with a combination of private and public access points. It reflects a moderate level of activity influenced by both residential use and visitor-oriented destinations. The linear form of this area, shaped by the river and dune topography, creates a distinct pattern of development and circulation.

- **Buildings**: Mix of single-family homes, multi-unit residential, and resort/accommodation uses
- **Land Use**: Residential, accommodations, park space, and ferry landing
- **Scale**: Low to moderate intensity
- **Blocks and Streets**: Linear pattern along Park Street following the river corridor
- **Streetscape**: None
- **Public Space**: Park areas and public access to the river, including the Chain Ferry landing
- **Parking**: Limited, on-site parking only
- **Walkability**: Limited, primarily along Park Street on a limited shoulder; walkable access to downtown by Chain Ferry



West Riverfront Residential

Coastal Dune Residential

This area is defined by its unique natural setting, including access to Lake Michigan and extensive dune formations, which strongly influence development patterns. It includes a mix of residential, recreational, and public uses, with development generally designed to fit within the surrounding landscape. Lot sizes tend to be larger, and buildings are often situated to preserve natural features, views, and open space. Significant portions of the area are environmentally sensitive, contributing to a lower overall development intensity and a strong emphasis on preservation.

- **Buildings**: Single-family homes
- **Land Use**: Residential, recreational
- **Scale**: Low intensity overall, with pockets of moderate intensity
- **Blocks and Streets**: Curvilinear
- **Streetscape**: None
- **Public Space**: Significant open space, parkland, and natural preserves
- **Parking**: Private driveway/garage
- **Walkability**: Limited along streets, but off-street trails meander throughout public lands; walkable access to downtown by Chain Ferry



Coastal Dune Residential