



CITY COUNCIL WORKSHOP AGENDA

June 3, 2026, 4:00 p.m.

This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

- 1. Call to Order**
- 2. Roll Call**
- 3. Agenda Changes (Additions/Deletions)**
- 4. Guest Speaker**
- 5. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 6. Action Items: (Roll Call)**
 - A.** Regular City Council Meeting Minutes – May 26, 2026. Pg.2
- 7. Discussion Items:**
 - A.** Introduction of new Director of Public Works.
 - B.** Special Land Use & Liquor License Request – 510 Butler Street (Wickwood Inn). Pg.9
- 8. Public Comments (Limit 3 minutes)**
- 9. Closed Session**
 - A.** Motion to move into a closed session for the following reasons:
 - Pursuant to MCL 15.268(a) to conduct an annual personnel evaluation of the City Manager; and
 - Pursuant to MCL 15.268(e) to consult with the City Attorney regarding the ongoing lawsuits filed against the City by Dune Ridge, captioned Dune Ridge v. City of Saugatuck (Case No. 22-65713-CK) and Dune Ridge v City of Saugatuck (Case No. 21-64709-CZ) regarding trial or settlement strategy, which if discussed in an open meeting would have a detrimental financial effect.; and
 - Pursuant to MCL 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute.

13. Council Comments

14. Adjourn

NOTICE:

Join online by visiting: <https://us06web.zoom.us/j/2698572603>

Join by phone by dialing: **(312) 626-6799 -or- (646) 558-8656**
Then enter "Meeting ID":
2698572603

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



CITY COUNCIL REGULAR MEETING May 26, 2026

The City Council met to have a Regular Council Meeting at City Hall at 6:30 p.m.
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 6:30 p.m.

Pledge of Allegiance was recited.

Attendance:

Present: Mayor Anderson, Mayor Pro-Tem Clark and Councilmembers Dean, Gardner, Muncey (6:33 arrival), Peterson and Stanton.

Others Present: City Manager Cummins, Attorney Witte, Zoning Director Moore and Deputy Clerk Williams.

Mayor's Comments:

Mayor Anderson reflected on the community's Memorial Day commemoration held the previous day, describing it as a "beautiful" event. She specifically praised the high school band as "amazing" and noted how meaningful it was to see veterans taking part in the ceremony. Anderson emphasized that gatherings like this help the community appreciate those who have given their lives for the country's freedom.

City Manager Comments:

City Manager Ryan Cummins began by echoing the Mayor's Memorial Day reflections, sharing that he had spent the weekend in Philadelphia visiting historic sites related to the Declaration of Independence and the U.S. Constitution. He remarked on how moving it was to reflect on the sacrifices made at the nation's founding and since, stressing that those sacrifices must never be forgotten. He then shifted to a construction update, explaining that downtown work is largely complete except for some valve work delayed until the fall, and that progress on Maple Street has been strong, with a new water main installed from Blue Star to State Street in the past week. Cummins reminded everyone that a public hearing on the proposed budget for the next fiscal year is scheduled for the next regular meeting on June 8, noting that notices have been published and information is available on the city's website and in his community reports. He also announced that the new Director of Public Works, Mark Ondersma, started that day, describing him as being in a "fire hose" phase of onboarding, and said Mark is expected to attend the upcoming workshop meeting so council can meet him and hear from him directly.

Agenda Changes: None.

Guest Speakers:

Commissioner Brad Lubbers began by joining the earlier Memorial Day acknowledgments, thanking those who have served and continue to serve. He then reported that county equalization work is complete, with all local units' numbers submitted to the state and certified, noting roughly a 10% increase in SEV to about \$13.8 billion and a 7.6% year-over-year increase in taxable value. He explained that, as a result, rollback ratios will be sent to local units to automatically adjust millage rates. Lubbers relayed a Health Department update that this will be an especially bad tick season, warning residents to check themselves and their children carefully after being outdoors—even in places not usually associated with ticks—and noting some non-typical tick species are already appearing. He added that the Department of Justice has extended by one year the deadline for making municipal websites ADA accessible, acknowledging the financial and technical challenges smaller communities face. Lubbers also reported completion of new countywide aerial photography, funded 50% by most local units, for assessment and equalization purposes. He announced the upcoming Senior Expo on Thursday, June 20, at First Baptist Church of Allegan (8:30 a.m. to 1:30 p.m.), highlighting that it will feature information on senior services, breakfast, music, programming, and available transportation for those who arrange it in advance.

Public Comment on Agenda Item Only: None.

Consent Agenda:

Motion by Dean, second by Clark to approve the consent agenda as presented. Via roll call vote, motion carried unanimously.

Approval of Accounts Payable:

Motion by, second by Stanton, second by Gardner to approve the accounts payable in the amount of \$194,447.43. Via roll call, motion carried unanimously.

Public Hearing: None.

Unfinished Business: None.

New Business:

Ordinance No.260526-A - To Amend the Zoning Ordinance and Zoning Map of the City of Saugatuck by Approving a Planned Unit Development Overlay and Associated Plan for 640 Water Street:

Motion by Dean, Second by Stanton to approve Plan Unit Development Ordinance Number 260526-A including the associated amendments to the City of Saugatuck zoning map, the consensual conceptual PUD plan dated May 8, 2026 for the property located at 640 Water Street, and to authorize the mayor to sign the easement agreement dated May 20, 2026 on behalf of the City Council.

This approval is based on findings that the proposed PUD satisfies the intent and review standards of section 154.117 and all other applicable provisions of the zoning ordinance, as documented in the staff memorandum and planning commission recommendations, subject to the following condition:

- *compliance with the city engineer review letter dated February 5, 2026;*
- *compliance with the zoning review comments dated May 20, 2026;*
- *obtaining all required permits and approvals from applicable agencies; and*
- *recording of the affidavit required pursuant to section 154 dot 117(G)(9).*

Via roll call vote, motion carried unanimously.

Fire Department Budget for Fiscal Year 2026-2027:

Motion by Peterson, second by Gardner to approve the fire department budget for fiscal year 2026-2027 as presented. Via roll call vote, motion carried unanimously.

Staff Reports, Boards, Commissions & Committees:

Monthly department activity reports were provided by the City Manager along with the following board and committees:

Fire District Administration Board:

City of Saugatuck representative, Dan Fox reported that the Fire District Administrative Board met on May 18, with the next meeting scheduled for June 15. He highlighted a recent fire-safety education event at Douglas Elementary, where firefighters used a two-room trailer to demonstrate how quickly fires spread and to teach children to crawl low to escape rather than “stop, drop, and roll.” He noted the strong ongoing partnership between the district and local schools, including ice safety and 911 education. Fox updated council on the 415 Wiley project, explaining that progress is being made toward issuing the bond: the township has already passed the first required resolution and is expected to consider the second bond authorization at its June 10 meeting, after which bond counsel can proceed and funds can start flowing. Operationally, he reported that April call volume is down, with EMS remaining the core service and motor vehicle incidents significantly reduced—especially along the I-196 corridor—improving responder safety. He also showed trend data indicating that calls from Douglas Cove have dropped after targeted outreach and training there. Finally, he noted that the fire district again installed the Oval Beach swim buoys at no cost to the city (a service estimated at about \$8,000 if contracted out) and closed with a lighter note that the department handled two cat rescues in the past month.

Interurban Board:

Councilmember Gregory Muncey reported that the Interurban continues to see strong growth, with April ridership reaching 4,635 rides—the highest April on record and about 570 more than the same month last year. He said they anticipate a very busy tourist season, and the free parking shuttle will resume in June to help manage downtown congestion. Due to rising afternoon demand, Route 6 now starts 45 minutes earlier and runs until 6:00 p.m. Technology adoption is growing: in April, 26% of rides were booked through the new Interurban Transit app and Spare platform, despite the system launching only this year. Muncey highlighted the launch of free Senior Mondays, noting that 52 seniors used the service on the very first Monday—underscoring the system’s importance for older residents. He reported that the August millage renewal/increase is officially on the ballot, and staff have been attending millage workshops with the Friends of the Interurban to prepare public education materials. Financially, he said FY 2025 revenue of about \$1.38 million did not fully cover expenses of about \$1.57 million, due largely to health care costs running \$91,000 over budget and lower-than-expected state operating assistance. He updated council on capital grants: a \$250,000 building grant is now fully spent, and another grant for IT, office, and bus equipment should be fully expended by June. Staffing-wise, the Interurban has hired multiple seasonal and semi-part-time drivers (now totaling about 30 drivers), is not replacing a full-time position vacated and instead is splitting that workload between part-time positions to reduce benefit costs. Finally, he noted they are exploring new revenue, including bus-wrap advertising, and recently welcomed two new board members from Fennville.

Kalamazoo Lake Sewer & Water Authority (KLSWA):

Mayor Pro-Tem Clark reported that the Kalamazoo Lake Sewer & Water Authority board met the prior week. A key item was an engineering review of a proposed sanitary force main along Old Allegan Road to serve a potential new development at the corner of Blue Star Highway and Old Allegan. The board expressed concern that the proposed alignment crossed property Kal-Lake has purchased for potential future plant expansion, and they do not want the authority to bear future relocation costs if that property is developed for utility use. Engineers have been asked to explore alternative routes, which may be more expensive now but could avoid costly relocation later. Clark also updated council on staffing, noting that earlier staffing concerns at Kal-Lake have eased: a new staff member, Scott Herbert, has joined and is receiving positive reviews. The authority manager is now focused on hiring a finance lead, with several strong candidates already interviewed and a decision expected soon.

Kalamazoo Lake Harbor Authority:

Councilmember Peterson reported that the Harbor Authority met on May 5, with the next meeting set for June 16. She reminded council that the three communities agreed to an economic impact study of the Kalamazoo Lake Harbor system. The first phase, now underway, focuses on clarifying goals, roles, expectations, and the overall purpose and value of the harbor to the tri-communities. A community/stakeholder survey has already been completed and summarized; it identified areas of alignment and sharpened expectations for the harbor's role. Interviews with a range of stakeholders will happen during the week of June 1. Peterson reported that the three communities have also adopted a mission statement for the Harbor Authority, emphasizing collaborative protection, maintenance, and enhancement of the harbor through strategic investment, regional partnership, stewardship, and environmental sustainability, with the goal of supporting recreation, tourism, economic vitality, waterfront access, and long-term community benefits. She also referenced a broader state maritime study that includes Saugatuck as a recreational harbor and offered to share that report's link.

Zoning Board of Appeals (ZBA):

Zoning Director Grayson Moore reported that the Zoning Board of Appeals met recently to consider a request at 810 Allegan. The applicant sought both a setback encroachment and a lot-coverage increase. The ZBA approved the variance allowing the existing house to encroach into the setback, consistent with a similar variance granted for the same structure in the past. However, the board denied the request for an increase in lot coverage, aiming to keep built intensity consistent with neighboring properties and maintain the character of that area.

Historic District Commission:

Councilmember Scott Dean reported on recent actions by the Historic District Commission. In addition to the previously discussed 640 Water Street PUD project (addressed earlier under new business and approved by council), the HDC approved exterior work for 525 Butler, some hardscaping improvements at 673 Lake, and exterior additions and renovations at 145 Grant. Grayson Moore also administratively approved a stair replacement at 721 Lake Street, as it fell within staff's delegated authority. Dean noted that, with regard to 640 Water Street, the HDC's earlier approval included some items to be resolved administratively, and Grayson confirmed those conditions have been satisfied. The next HDC meeting is scheduled for June 4 at 6 p.m.

Planning Commission:

Councilmember Russ Gardner reported that the Planning Commission met on Thursday, May 23. The commission approved a permit extension for 405 Park, granted because the applicant is still awaiting required state permits and expects to begin construction by September; under ordinance, a formal extension request was needed and was granted. The commission also heard a special land use request from Wickwood for the sale of alcoholic beverages. After about 15–20 minutes of discussion and the addition of several conditions, the Planning Commission approved the special land use; this recommendation will come to the City Council for final action at a future meeting. Gardner then summarized a substantive discussion on the master plan update, especially around mobility. The city consultant and staff have been preparing issue memos on priority topics, and this month's focus was on mobility and connectivity. The commission discussed concepts such as "complete streets" or "multimodal streets," which would not redesign every street immediately but would guide how streets are reconstructed or newly built to accommodate various modes—cars, bikes, and pedestrians—over time. Next month, the Planning Commission will review master-plan priorities related to housing and city assets. The next Planning Commission meeting is scheduled for June 18.

Parks & Public Works Committee (PPW):

Councilmember Lauren Stanton reported that the Parks, Public Works & Waterfront (PPW) Committee postponed its regular meeting for a week, with the next meeting now scheduled for June 2. She also highlighted the upcoming "Crazy for the Kazoo" river cleanup event on Saturday at Wade's Bayou from 10:00 a.m. to 1:00 p.m. Kayaks will be provided, but participants may bring their own kayaks, stand-up paddleboards, or small boats to help clean debris from the waterway.

Tri-Community Non-Motorized Trail Study Committee:

Councilmember Dean gave a brief update on the community non-motorized trail project. He noted that progress has been delayed due to timing issues with the project archaeologist, who must complete work as part of the environmental and historic-resource review process. However, he said the delay is not yet considered a “deal breaker” for the project schedule. Cummins added that the archaeologist is awaiting formal approval of a detailed work plan from the state (MDOT), and MDOT had just that morning requested some additional clarifications, so staff and consultants are still actively working through that step.

Water System Operations Contract Advisory Committee:

Councilmember Gardner reported that the Water System Operations Contract Advisory Committee met on Friday, May 15, with representatives from all three tri-community partners, and that the next meeting is scheduled for Wednesday, June 3 at 12 p.m. Cummins noted the group is working with a joint consultant (AP) on a substantial set of recommended conditions and proposals related to water system operations and the municipal service franchise. These recommendations are detailed and lengthy, and member communities are still digesting them, he has already provided council with a separate written update outlining where that work stands and that the committee will continue working through the consultant’s recommendations at upcoming meetings.

Logo and Branding Advisory Committee:

Mayor Anderson briefly noted that the Logo and Branding Advisory Committee has its next meeting scheduled for June 9. No additional substantive report was given at this meeting.

Parking Improvements Task Force:

Councilmember Gregory Muncey provided an extensive update on the Parking Improvements Task Force, which last met on May 13. He reported that Walker Consultants completed the first round of parking occupancy counts on May 2, covering both downtown and surrounding neighborhoods. The data showed that in the central business district (CBD), off-street lots reached around 92% occupancy and on-street spaces around 86% in the late afternoon and evening, levels at which visitors typically perceive parking as “full.” In contrast, surrounding residential areas and “the hill” still had available capacity. Accessible spaces were being used but were not fully occupied. The task force also discussed future parking demand, with Walker reviewing known and proposed developments in Saugatuck, Douglas, and the township. Members raised concerns that the initial analysis may understate demand from tourism and new housing/campground developments, and encouraged incorporating data from the CVB (lodging occupancy, beach counts, visitation trends) and local employers to understand employee parking.

Muncey said enforcement is a major issue: the three-hour downtown limit is hard to enforce consistently, leading to reduced turnover. Walker suggested a seasonal enforcement and “ambassador” model that emphasizes education and visitor assistance while still encouraging compliance, which the task force generally supports—if paired with realistic employee parking options. Possible employee parking locations discussed included school lots and areas near the Saugatuck Center for the Arts. Ideas such as resident permits, employee permits, and “warning periods” before ticketing were also raised.

He reported ongoing exploration of remote parking and expanded shuttle service, noting that Interurban Director has been in active talks with Riverside Church, Dykstra Funeral Home, and the school district about potential satellite lots, and has drafted a basic template for access/parking agreements. The task force also examined, at Walker’s suggestion, a conceptual option to convert Butler Street to one-way with angled parking on one side and parallel on the other, which could add roughly 60 spaces. Members voiced concerns about pedestrian safety, vehicle maneuvering, and the impact of delivery trucks if traffic is constrained to single-lane one-way patterns both on Butler and Water.

The task force will conduct peak-season parking counts in mid-July to compare with the early-season data. Muncey also described a longer-range vision sketched by Alec Patelliner involving remote parking lots connected to downtown via trolley or shuttle, integrated with one-way traffic patterns, wayfinding, sponsorships, and

potentially a dedicated trolley lane in the future—but noted that such ideas are conceptual and would require substantial investment. In the near term, the group will continue refining enforcement strategies, identifying employee parking solutions (including stronger coordination with the schools for employee use of lots), and evaluating needs for additional accessible and short-term (15-minute) spaces in targeted locations like the drugstore. A public outreach/open-house style event is planned at a future Music in the Park night where Walker and task force members will share findings and gather input. The next task force meeting is scheduled for June 30.

Public Comment:

None.

Correspondence:

None.

Council Comments:

Councilmember Stanton remarked on the Memorial Day ceremony, noting that it was beautiful and very well attended. She highlighted the participation of veterans and the small parade, expressing appreciation for those who took part and helped honor their service.

Councilmember Muncey apologized for arriving late, explaining he had been at a Wishbone Alliance meeting. He reported that he will MC a fundraising event for Wishbone at Cut Above Center and encouraged people to support the organization by attending the event and visiting the Wishbone thrift store. He emphasized Wishbone's impact on animal welfare in Allegan County, noting that when they began working with the county shelter, the euthanasia rate was about 72%, but since Wishbone became established (around 2014–2015), the shelter now operates as no-kill, thanks in large part to Wishbone's efforts with spay/neuter programs, food assistance, and rehoming.

Councilmember Dean, speaking on behalf of American Legion Post 137, thanked the mayor, city staff, first responders, the high school band, April Gundy, and all volunteers for their support of the Memorial Day parade. He observed that with Vietnam veterans now averaging around 79–80 years old and World War II veterans around 98–100, it is increasingly important for the community to help carry on these ceremonies. He echoed Reverend Stoppel's message that it takes the whole community to remember and honor those who served, and he expressed deep gratitude for the strong local support shown at the event.

Councilmember Clark echoed others' appreciation for a successful holiday weekend and reiterated gratitude to veterans, stating that the community owes them more than it can ever repay. He welcomed Mark Ondersma, the new Director of Public Works, and said he looks forward to seeing him at upcoming workshops. Recognizing that Memorial Day marks the start of the city's busy season, he proactively thanked city staff, the Sheriff's Department, and first responders for the work they will do throughout the summer when demands and pressures are at their highest.

Councilmember Gardner reflected on the Memorial Day parade as a very emotional day for him personally, noting that this was the first year in many that his father—a longtime sergeant-at-arms for the local post—did not participate due to age and health, despite attempts to find a convertible so he could ride in the parade. He expressed appreciation for the cooperation between Post 137 and the Fire District to ensure a safe parade route and said it was heartening to see so many local residents and their dogs come downtown. Gardner also praised the completed Mary Street culvert replacement and resurfacing, reporting positive feedback from neighbors and calling it a significant improvement. He then announced the launch of the Saugatuck Free Wheelers weekly group bike ride, beginning Wednesday, June 10 at 6:00 p.m. from Blue Star Barns. The ride will be about 17 miles through the rolling hills and back through Douglas, is a "no one left behind" group ride, and will emphasize road safety and encouraging people to use bicycles instead of cars; he confirmed that e-bikes are welcome.

Councilmember Peterson began by noting that, as the wife of an 81-year-old Vietnam veteran, Memorial Day and the surrounding patriotic holidays (Memorial Day, Flag Day, and the nation's 250th anniversary) are personally very meaningful to her, and they highlight the importance of freedoms such as free speech. She then pivoted to express strong concern about sidewalk chalking in town, saying she dislikes it and finds it divisive regardless of which side is doing it. While acknowledging chalk is usually temporary, she pointed out that some chalked messages—particularly at the corner near the drugstore and across the street—have not washed away and have drawn multiple complaints from residents during the parade, as well as at least one letter to council. She stated that when chalk remains long-term it feels more like defacement, and she requested that DPW power-wash those persistent chalk markings off the sidewalks. Peterson added that some residents, and even she herself, have tried washing chalk off in the past, but she would prefer the city handle it promptly when it becomes semi-permanent.

Mayor Holly Anderson closed by saying it had been a great weekend and recognizing that this time of year is a transition period as the community moves into the busy season. She urged everyone—residents, visitors, and staff alike—to show grace and patience with one another as the city adjusts to the influx of people and increased activity. She then called for a motion to adjournment.

Adjournment:

Motion by Muncey, second by Dean to adjourn the meeting. Upon voice vote, motion carried unanimously. Mayor Anderson adjourned at 7:59 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



To: City of Saugatuck, City Council
From: Grayson Moore, Director of Planning & Zoning
Meeting Date: June 3, 2026
RE: 510 Butler, Special Land Use & Liquor License Request

City Commissioners,

McKenna has submitted a Special Land Use application on behalf of the Wickwood Inn requesting approval to allow the service of alcoholic beverages at 510 Butler Street (Parcel No. 57-300-055-00), located within the R-4 City Center Transitional Residential District (CER). Pursuant to Section 154.092(P) of the Zoning Ordinance, establishments seeking approval to sell or serve alcoholic beverages outside of a commercial zoning district require Special Land Use approval in addition to obtaining the appropriate license from the Michigan Liquor Control Commission and local governmental approval from the City.

During its May 21, 2026 meeting, the Planning Commission recommended approval of the special land use to serve alcoholic beverages at 510 Butler with conditions unanimously.

Motion by LaChey, supported by Baldwin to recommend approval of the special land use to allow the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment. This motion is based on compliance with Section 14.092 P and on the positive findings related to the special land use standards of approval in Section 154.082, as documented in the staff memo dated May 15, 2026. The following conditions apply to this approval:

- 1. The applicant shall secure the appropriate license form the State of Michigan Liquor Control Commission.*
- 2. Alcoholic beverages shall only be served to overnight guests of the Wickwood Inn at the stated capacity maximum of 28 persons as part of their regular meal service.*
- 3. Alcoholic beverages shall not be sold by the glass or offered for purchase outside of the standard room charge.*
- 4. Alcohol service shall remain incidental and accessory to the bed and breakfast use.*
- 5. Outdoor service of alcohol shall not be permitted after 10pm.*

During deliberation, the applicant requested removal of Condition No. 3, which prohibited alcoholic beverages from being sold by the glass or offered for purchase outside of the standard room charge. Following discussion, the Planning Commission agreed to amend the motion and proceed with the revised conditions listed below.

Motion by LaChey, supported by Baldwin to approve the amended motion for approval of the special land use to allow the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment. This motion is based on compliance with Section 14.092 P and on the positive findings related to the special land use standards of approval in Section 154.082, as documented in the staff memo dated May 15, 2026. The following conditions apply to this approval:

- 1. The applicant shall secure the appropriate license from the State of Michigan Liquor Control Commission.*
- 2. Alcoholic beverages shall only be served to overnight guests of the Wickwood Inn at the stated capacity maximum of 28 persons as part of their regular meal service.*
- 3. Alcohol service shall remain incidental and accessory to the bed and breakfast use.*
- 4. Outdoor service of alcohol shall not be permitted after 10pm.*

The applicant has submitted the attached presentation addressing their intended compliance with Chapter 90: Alcoholic Beverages and Section 154.082: Standards for Special Land Use Approval. In the submitted statement, the applicant agrees to service of alcoholic beverages being exclusively permitted to overnight guests.

Section 154.092 outlines design standards for select special land uses including for the service of alcoholic beverages shown below. Each standard was evaluated by the Planning Commission in their evaluation and should be considered during the final decision made by Council.

(P) Service of alcoholic beverages standards.

(1) Any new establishment seeking a license for the sale and consumption of beer, wine, or alcoholic beverages on-premises shall require special land use approval and site plan review in accordance with this division.

(2) The applicant shall provide a copy of any licensing materials submitted to the Michigan Liquor Control Commission.

(3) The applicant shall provide a site plan illustrating the proposed location where the alcohol sales would occur, as well as all other locations where on-premises sales presently exist within a one thousand-foot radius of the closest lot lines of the subject site.

(4) The proposed establishment must promote the city's economic development goals and objectives, and must be consistent with the city's master plan and zoning ordinance.

(5) Given the character, location, development trends and other aspects of the area in which the proposed use or change in use is requested, the applicant shall demonstrate that the use will: rejuvenate an underutilized property or an identifiable area within the city; provide a unique business model, service, product, or function; add to the diversity to the city or to an identifiable area within the city; or, that the addition of the use or proposed change in use will be otherwise a benefit or asset to the city or identifiable area.

(6) The applicant must demonstrate that the use or change in use as constructed and operated is compatible with the area in which it will be located, and will not have appreciable negative secondary effects on the area, such as:

- (a) Vehicular and pedestrian traffic, particularly during late night or early morning hours that might disturb area residents;
- (b) Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings;
- (c) Excessive numbers of persons gathering outside the establishment; or
- (d) Peak hours of use that add to congestion or other negative effects in the neighborhood.

Section 90.47 outlines the following reasons that a request for a license shall be denied:

(1) For any reason which would prohibit the applicant from obtaining a license from the Michigan Liquor Control Commission.

(2) For a person who does not own or have an option to purchase the location for which a license is sought or does not have a lease therefore for the full period for which the license is issued.

(3) For a location where there exists an uncorrected violation of the applicable construction, building, electrical, mechanical, plumbing or fire codes, applicable zoning requirements, applicable public health regulations or any violation of any ordinance or other applicable law, rule, regulation, order or directive.

(4) For a location where it is determined by the City Council that the premises does not or will not reasonably soon after commencement of operations have adequate off-street parking, lighting, refuse disposal facilities, screening, fire safety, or noise or nuisance control.

(5) Where the City Council determines that the proposed location is inappropriate considering the zoning of the location; the desirability of establishing a location in developed,

commercial areas, in preference to isolated, undeveloped areas; the attitude of adjacent residents and property owners; traffic safety; accessibility to the site from abutting roads; capability of abutting roads to accommodate the commercial activity; distance from public or private schools for minors; proximity of an inconsistent zoning classification; accessibility from primary roads or state highways; or based on a recommendation from the Planning Commission to deny the request.

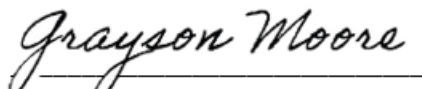
(6) For any person, partnership or corporation in default of any financial or contractual obligation to the city, including, but not limited to, the payment of any administrative fee, civil or criminal fine, real or personal property tax, special assessment or any city administered utility fee or the breach of any contract, pledge or similar binding commitment to which the city is a party.

Staff has not identified any apparent grounds for denial under Section 90.47 based upon the information submitted by the applicant and the City's review of the request to date. The decision of whether a license should be issued shall be determined in the sole discretion of the City Council. A sample motion has been provided to encompass the special land use request and resolution for the related liquor license.

Motion to approve Resolution 260603, granting local governmental approval for a liquor license to be located at 510 Butler Street, the Wickwood Inn Bed & Breakfast Establishment, and to approve the associated Special Land Use request for the service of alcoholic beverages. This motion is based on compliance with Section 154.092(P) and the positive findings related to the Special Land Use standards contained in Section 154.082, as documented in the staff memorandum dated May 15, 2026. The following conditions apply:

1. *The applicant shall secure the appropriate license from the State of Michigan Liquor Control Commission.*
2. *Alcoholic beverages shall only be served to overnight guests of the Wickwood Inn at the approved maximum occupancy of 28 persons.*
3. *Alcohol service shall remain incidental and accessory to the bed and breakfast use.*
4. *Outdoor service of alcohol shall not be permitted after 10:00 PM.*
5. _____
6. _____
7. _____

Respectfully submitted,



Director of Planning & Zoning

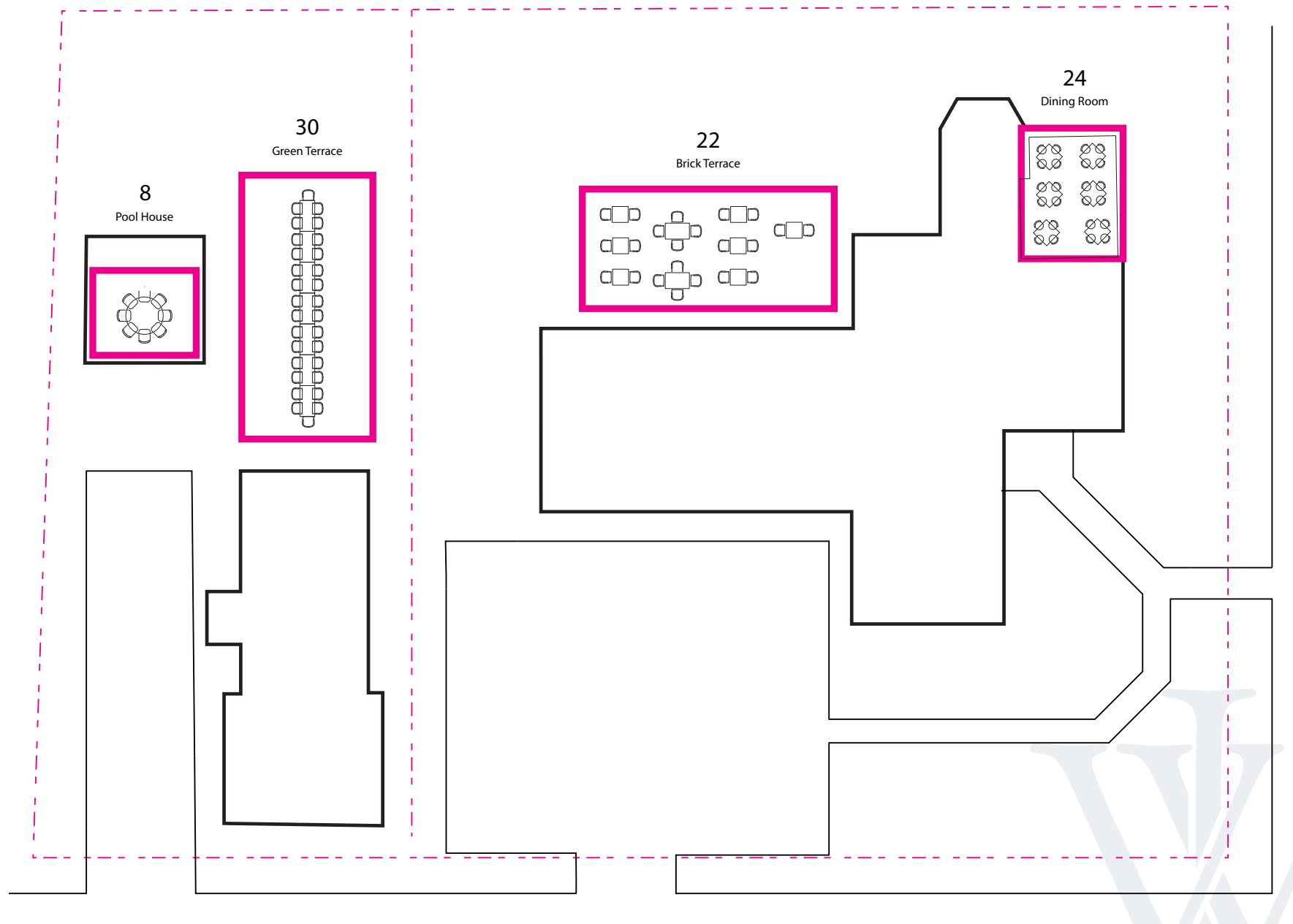


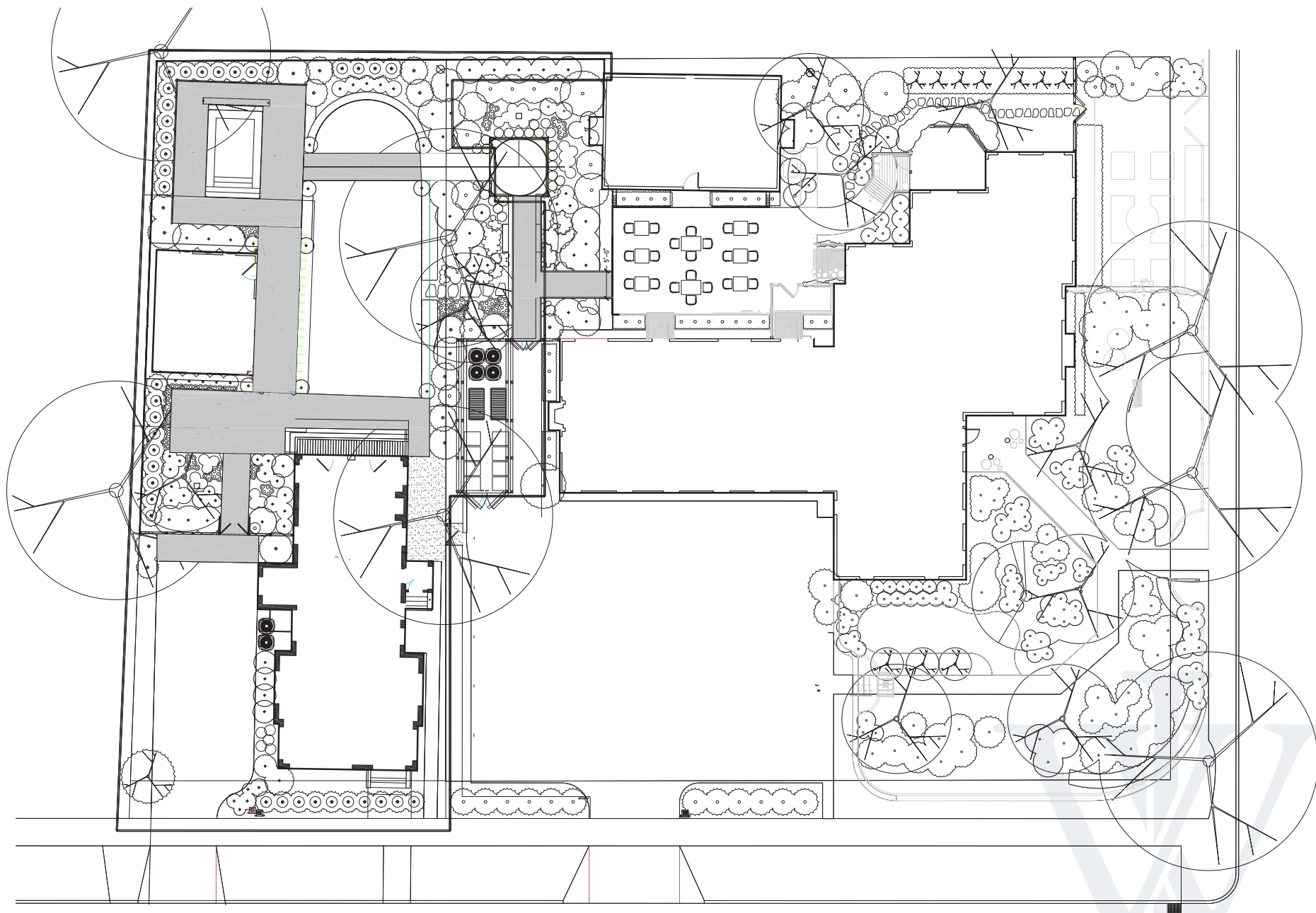
Liquor-Licensed Properties within ~1000 ft of 510 Butler St (Saugatuck, MI)

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

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

















THE WICKWOOD INN

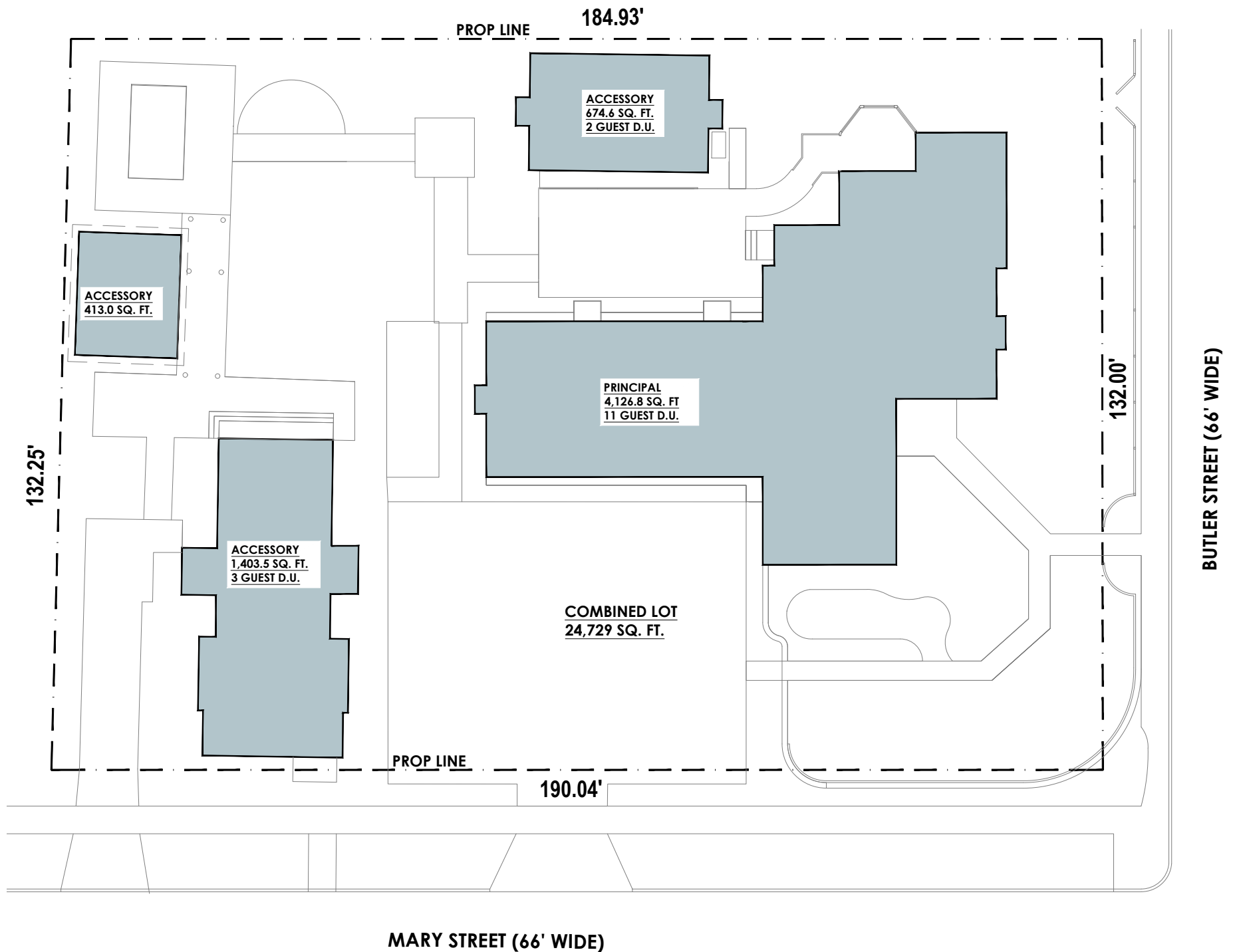


510 BUTLER STREET
SAUGATUCK, MI

THE
WICKWOOD INN

(269) 857-1465
WICKWOODINN.COM

OWNED & OPERATED BY SOUCIE HORNER DESIGN COLLECTIVE



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



Special Land Use Application

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

LOCATION INFORMATION

Address 510 Butler / 120 Mary

Parcel Number 57-300-055-001
57-300-053-50

APPLICANTS INFORMATION

Name Christopher Khorey, AICP (Michigan) Address / PO Box [REDACTED]

City Grand Rapids State MI Zip [REDACTED]

Interest In Project Consulting Planner E- [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 4-17-26

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Wickwood Inn Address / PO Box 510 Butler Street

City Saugatuck State MI Zip 49453

E-Mail [REDACTED]

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

Signature _____

Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 102 Width 100132 Size ~25,000sf Zoning District _____ Current Use _____

Check all that apply:

Waterfront _____ Historic District ☒ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



Special Land Use Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

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; ~ No Change
- ☒ ☐ ☒ 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; ~ No Change



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; *No Change*
 2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
 3. Exterior materials and colors to be used.
- ☐ ☒ ☒ Location, if any, of any views from public places to public places across the property;
- ☒ ☐ ☐ Location, height and type of fencing; and
- ☒ ☐ ☐ The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

See Attached



Special Land Use Application

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

See Attached

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

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

See Attached



Special Land Use Application

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:

*Note: Not all questions will apply for all requests.

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

See Attached

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

See Attached



Special Land Use Application

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

- (9) How will all loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public thoroughfares, shall be screened by an opaque wall or landscaped screen not less than six feet in height? (See §§ [154.142](#) through [154.144](#)). See Attached
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- (10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted. See Attached
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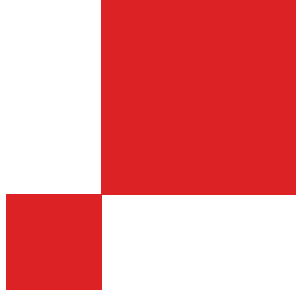
Wickwood Inn - Special Land Use Alcohol Sales in R-4 District

Saugatuck Planning Commission

May 21, 2026

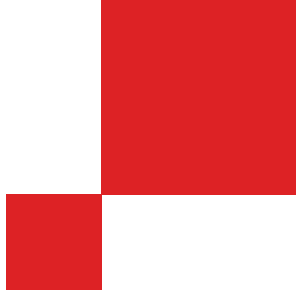
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Special Use Application



- This application is **only** for the service of alcohol.
- **Separate** from the Conditional Rezoning process, and can be approved **without rezoning**.
- Necessary because Wickwood is Zoned **R-4/CER**.
- Wickwood would remain classified as a **Bed and Breakfast Establishment**.

Special Use Application



Approval would **not** authorize Wickwood to alter their operations **other than serving alcohol** within their allowable food and beverage service operation:

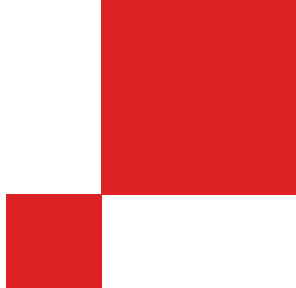
1. Wickwood is permitted to serve food to **overnight guests only**.
2. Wickwood is not permitted to charge a fee beyond the room rate for **breakfast**, but can **offer other food service** for an additional charge.
3. Wickwood can serve food and drink at **meetings, parties, weddings**, and other gatherings on property, but these activities are currently **limited to overnight guests**.

Special Use Application



- Approval would **not** authorize Wickwood to alter their operations **other than serving alcohol** within their allowable food and beverage service operation:
- Planning and Zoning Director Grayson Moore confirmed via email on April 17 that Wickwood is permitted to hold “activities” for overnight guests, which could include meetings, parties, weddings, and other gatherings that are sometimes described as “events.” Importantly, these activities are currently **limited to overnight guests**, per Director Moore. Food and drink can be served at these activities. This approval would allow alcoholic beverages to be served.

Confirming the Process



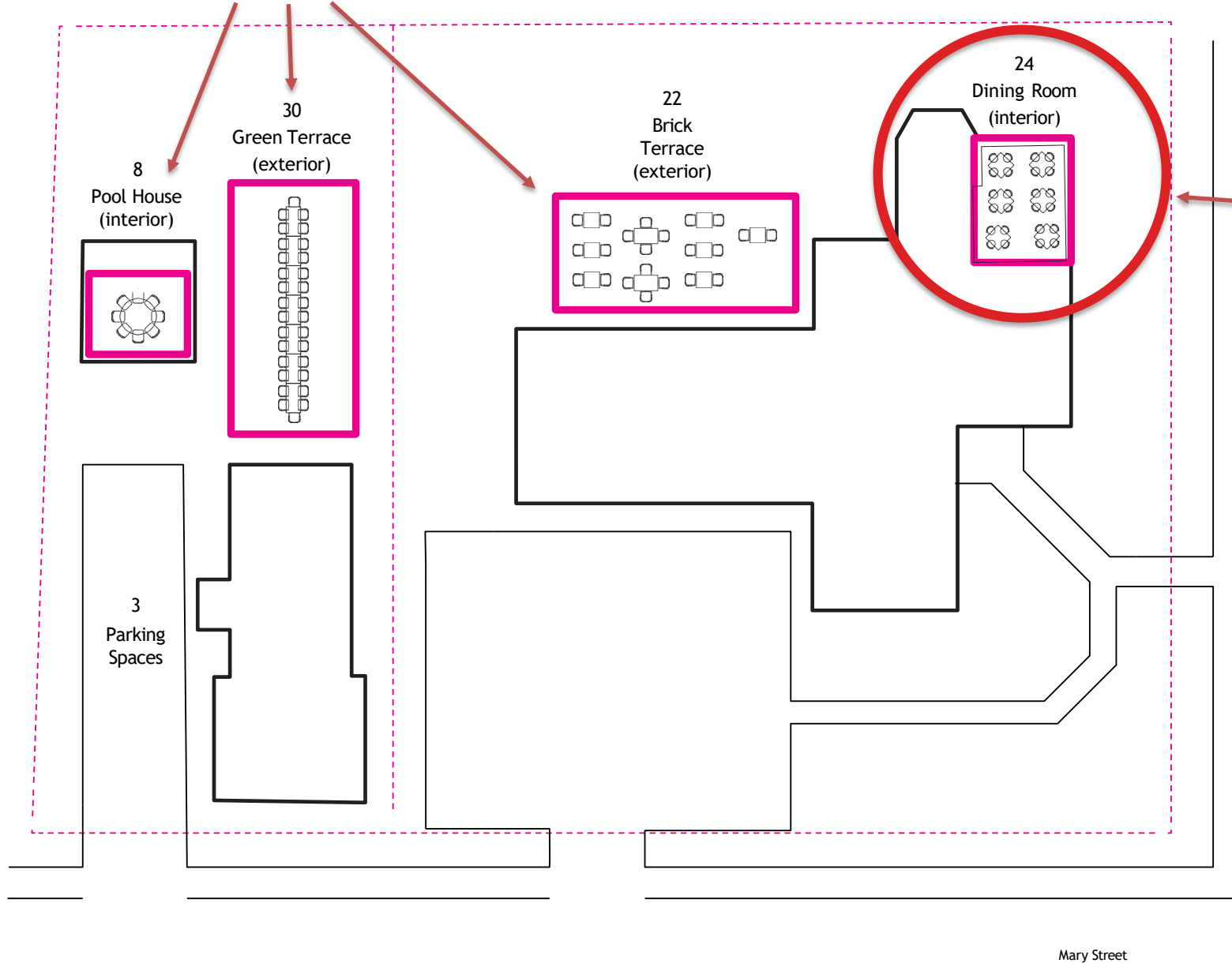
- The Zoning Ordinance contains **conflicting provisions**.
 - ✓ Generally, the Planning Commission is the **final approving body for Special Uses**.
 - ✓ But alcohol sales must go to **Council**?
 - ✓ **When can Wickwood apply for the liquor license?**
 - ✓ **Can Site Plan Approval take place tonight?**

Special Use Standards



- ✓ **No** New Construction
- ✓ **No** External Alterations
- ✓ **No** Changes to Automobile or Pedestrian Circulation.
- ✓ **No** Operational Changes
 - Alcoholic beverages will be added to the **existing** food/drink offerings.

By Request, for Groups of Guests



Regular Meal Service



Butler
Street

Mary Street



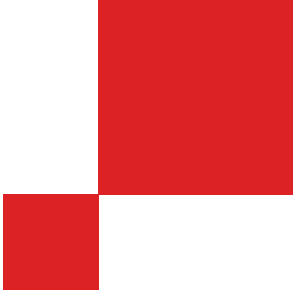


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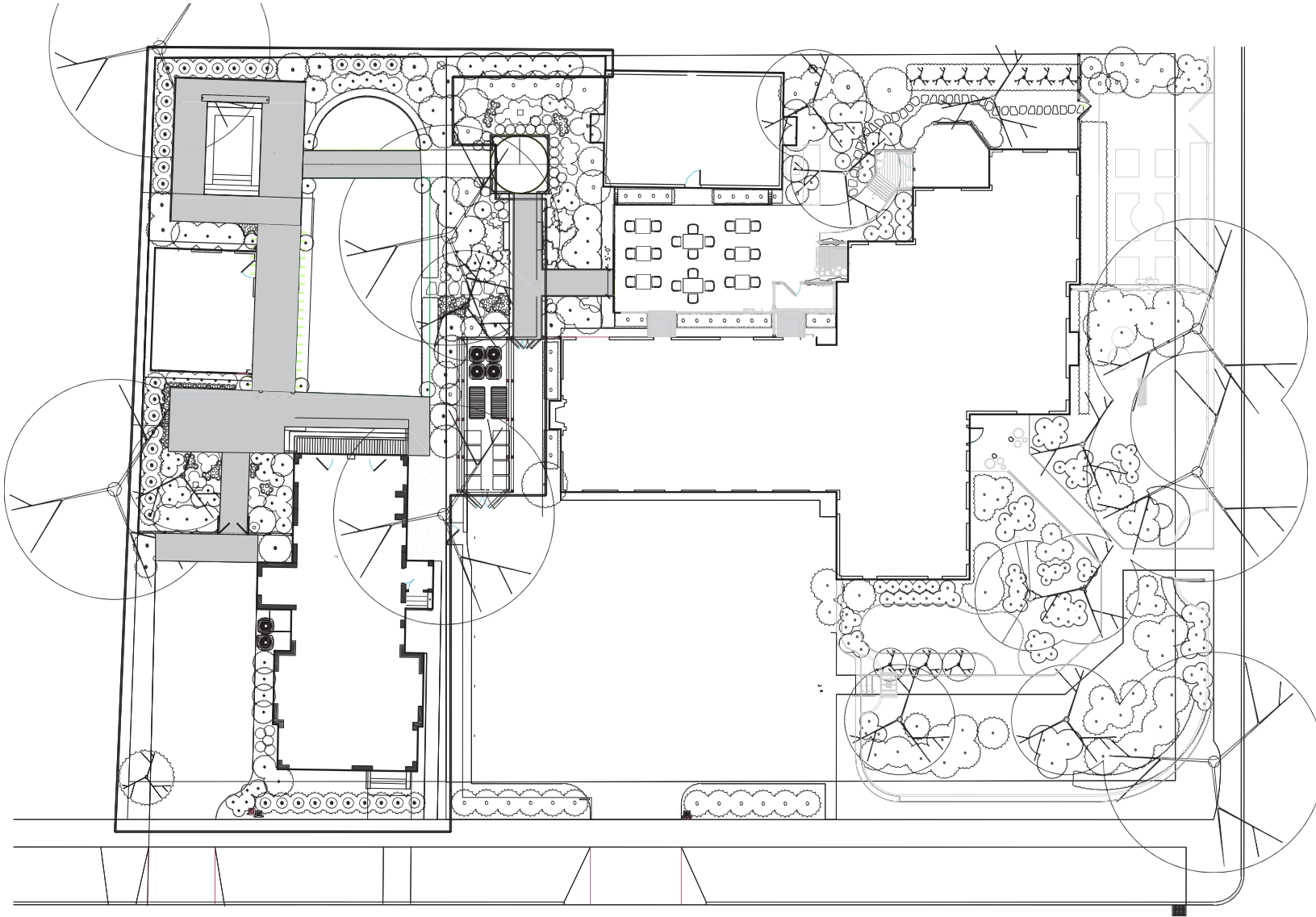


- The proposed request allows Wickwood to provide a more **well-rounded service** to its guests, within the current bounds of its approval as **Bed and Breakfast** Establishment.
- The request enhances the use of **existing structures**, preserving their life, and reducing the demand for new development to **sprawl** into the countryside surrounding Saugatuck.
- The impact on public services and facilities will be **minimal**.
- Could reduce **public intoxication** and **drunk driving**.
- Alcohol sales and storage regulated by **Michigan Liquor Control**.

Site Plan



- ✓ **No** New Construction
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Thank You for Considering our Request

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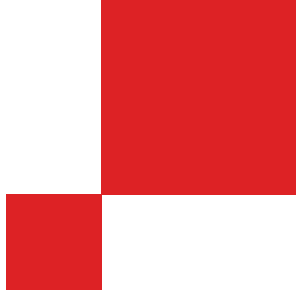
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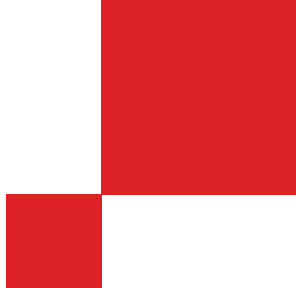
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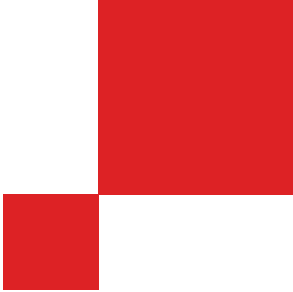
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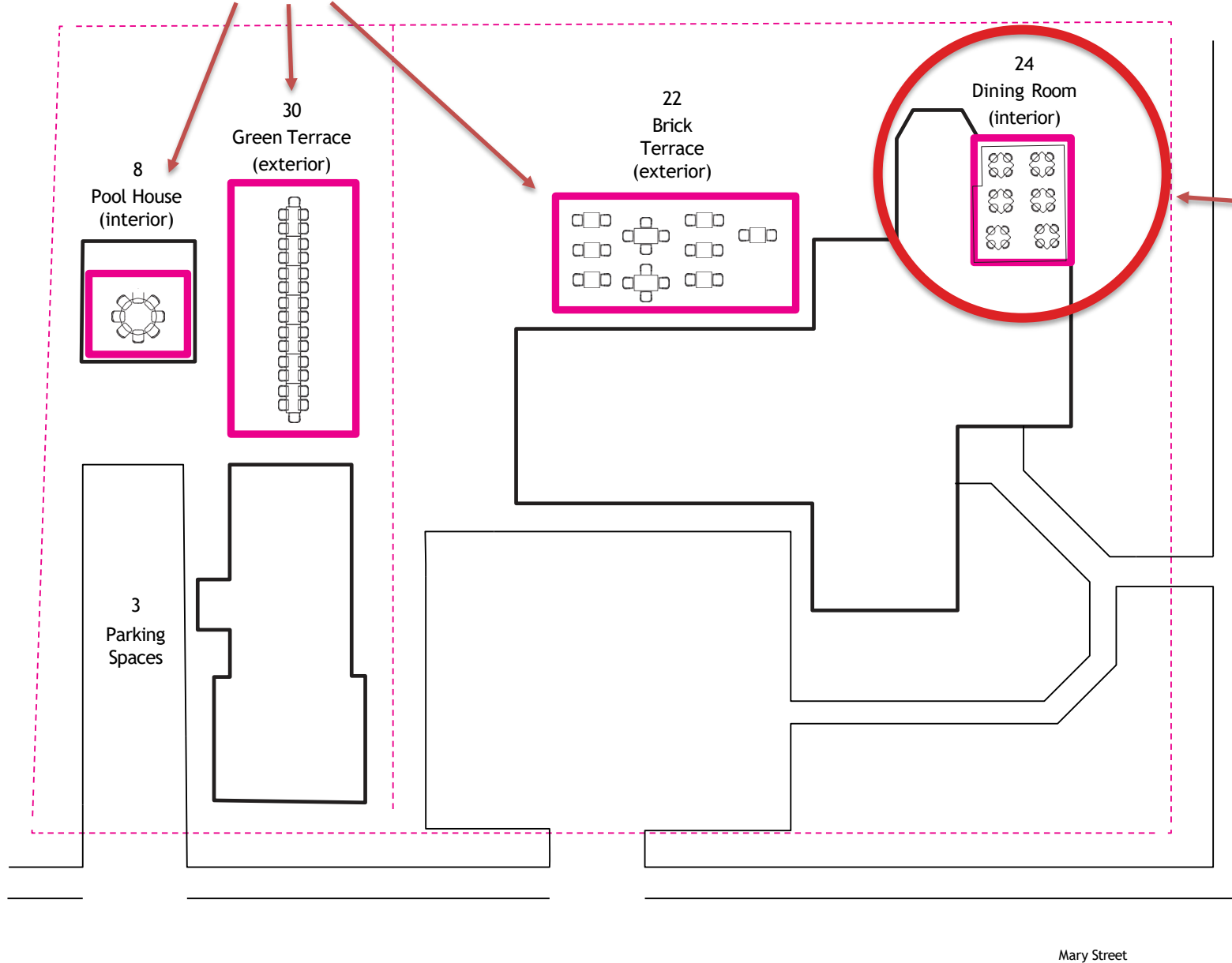
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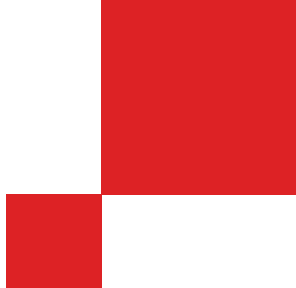
Butler
Street

Mary Street





Special Use Standards

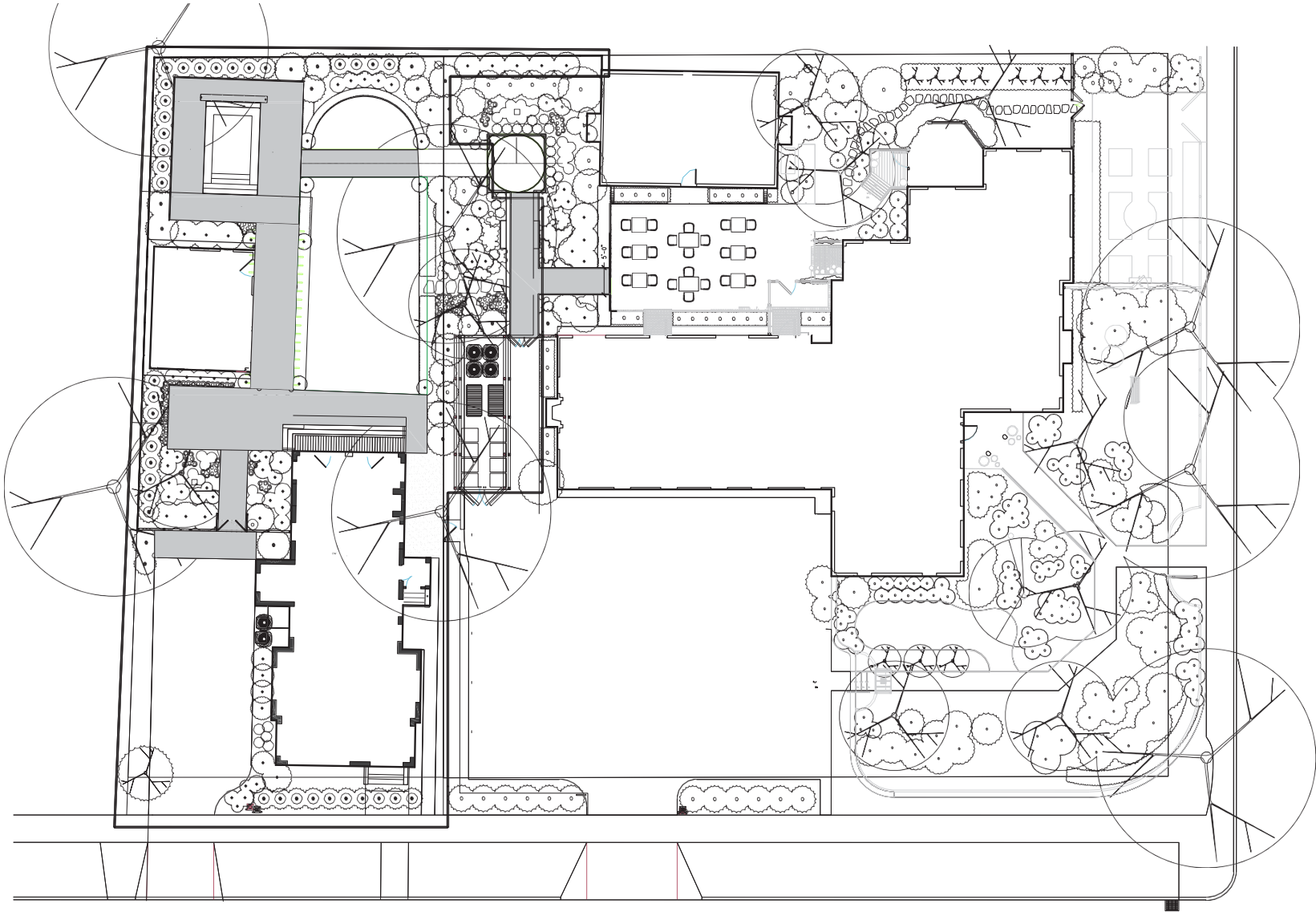


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