



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

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

3. Approval of Minutes: (*Voice Vote*)

A. Regular Meeting Minutes – January 16, 2025

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

5. Old Business:

- A. 450 Spear - Special Land Use request for rental of an Accessory Dwelling Unit. To be postponed.
- B. 515 St Joseph - Special Land Use request for rental of an Accessory Dwelling Unit. To be postponed.
- C. 306 Mary St - Special Land Use request for rental of an Accessory Dwelling Unit. To be postponed.
- D. Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District - Review of Draft Code Ordinance Amendment and continuation of Public Hearing for a proposed text amendment.

6. New Business:

- A. 991 Ridgeview Lane - Public Hearing for a Special Land Use request for rental of an accessory dwelling unit.

7. Communication:

NOTICE:

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

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

Then enter "Meeting ID":
2698572603

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

8. Reports of Officers and Committees:

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

***Public Hearing Procedure**

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



Planning Commission Meeting Minutes - *Proposed*

The Planning Commission met for a Regular Committee Meeting, January 16, 2025, at
6:30 p.m. at City Hall,
102 Butler St., Saugatuck, MI 49453.

1. Call to Order/Attendance:

The meeting was called to order by Vice Chair Bagierek at 6:30 p.m.

Present: Commission members: Bagierek, Clark, Gaunt, LaChey & Marineau.

Absent: Chair Manns.

Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams.

2. Approval of Agenda:

Motion by Lachey, second by Gaunt, to approve the updated agenda for January 16, 2024. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion Clark, second by Marineau, to approve the minutes for the regular meeting December 19, 2024. Upon voice vote, motion carried 6-0.

4. Public Comment (Agenda Items Only):

- Steve Manns (568 Weirich): He apologized for missing the meeting as he is volunteering at an event. He welcomed Commissioner Baldwin to his first meeting and wished the team good luck. He mentioned that the agenda is straightforward and discussed the guest ADU's.

5. Old Business:

1. Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

- A. Hearing was called to order by Vice Chair Bagierek 1/19/25. However, the Public Hearing remained open from the Planning Commission meeting 12/2/24.

B. Summary by Zoning Director:

Planning & Zoning Director Thompson provided an update on the ongoing effort to evaluate and update zoning regulations in the R4 District.

C. Presentation by the Applicant.

D. Public comment regarding the application:

1. Supporting comments: None.
2. Opposing comments: None.
3. General comments: None.
4. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Vice Chair Bagierek at 7:04 pm.

F. Commission deliberation:

The commission deliberates and decides to postpone the decision to a later meeting due to the commission requesting that the text amendment specify the number of rooms to be permitted and that the full text amendment was not included in the current packet for further review by the commission.

G. Commission action:

Motion by Clark, second by Baldwin, to delay finalization of this current open meeting around Bed and Breakfast, accessory dwelling units until the February 20th Planning Commission Meeting for the purposes of reviewing the final considerations around the number of rooms to be permitted under one specific Bed and Breakfast license, as well as to review the proposed language. Upon roll call vote, motion carried 6-0. The Public Hearing remains open.

2. Accessory Dwelling Unit Special Land Use Standards – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

A. Hearing was called to order by Vice Chair Bagierek 1/19/25 at 7:06pm.

B. Summary by Zoning Director:

Planning & Zoning Director Thompson introduced the draft ordinance to amend the special land use standards for accessory dwelling units. The proposed amendment would remove the requirement that all ADU's must comply with current zoning requirements to be rented.

C. Presentation by the Applicant.

D. Public comment regarding the application:

5. Supporting comments:
 - a. Paul Whitfield (450 Spear St)
 - b. Russ Gardner (245 Spear St)
6. Opposing comments: None.
7. General comments: None.
8. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Vice Chair Bagierek at 7:11 pm.

F. Commission deliberation:

The commission deliberates and makes a motion to adopt the ordinance.

G. Commission action:

Motion by Clark, second by Gaunt, to adopt an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck, to amend Section 154.022 (W)(3) to revise the required minimum gross finished floor area for accessory dwelling units and to amend Section 154092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Upon roll call vote, motion carried 6-0.

6. New Business:

A. 880 Holland – Site Plan Review for Addition to Commercial Building in Neighborhood Marine District.

Motion by Gaunt, second by Marineau, to approve the site plan amendment contingent upon approval from the Fire Department and all applicable City Departments. Upon roll call vote, motion carried 6-0.

B. 405 Park – Site Plan Review for Addition to Multi Family building in C-4 Resort District.

Motion by Clark, second by Marineau, to approve the site plan for 405 Park Street subject to the approval from all applicable City Departments and compliance with Section 151.04 of Chapter 151, Flood Damage Prevention. Upon roll call vote, motion carried 6-0.

C. Election of Officers.

Motion by Bagierek, second by Baldwin, to elect Commissioner Manns as Chair of the Planning Commission for the City of Saugatuck. Upon roll call vote, motion carried 6-0.

Motion by Marineau, second by LaChey, to elect CJ Bagierek as the Vice-Chair of the Planning Commission for the City of Saugatuck. Upon roll call vote, motion carried 6-0.

7. Communications:

Director of Planning & Zoning Thompson discussed the availability of ordinances online and gave them the option to request paper copies via email. He demonstrated the website's functionality, showing where to find the zoning code and unpublished ordinances.

8. Reports of Officers and Committees:

A. Zoning Administrator Activity Report: Planning and Zoning Director Thompson reviewed his report, including open and closed cases.

B. Planning Commission 2024 Activity Report: Vice Chair Bagierek noted that the 2024 Activity Report will be presented to the City Council by Chair Manns.

9. Public Comments:

- Steve Manns (568 Weirich): He expressed gratitude for being re-elected as chair and looks forward to working with Commissioner Bagierek as vice chair.

10. Commissioner Comments:

- Baldwin – He is honored to be part of the group and has admiration for the commission's previous work.
- LaChey - He highlighted the importance of having attorneys on the commission and defends their value.
- Clark – He welcomed Commissioner Baldwin and thanked him for volunteering. He is pleased that they got the ADU special land use standards amended to make it reasonable for the people, the existing residents that already have ADU's in place.
- Marineau – He welcomed Commissioner Baldwin. He would like to continue to look at ADU's. He believes that if someone is a full-time resident and they want to rent out a structure on their property, that they should make it as easy as possible for them. He looks forward to getting the bed and breakfast thing resolved.
- Gaunt – She appreciates the diverse expertise on the commission and welcomes new Commissioner Baldwin.
- Bagierek – He commented on the importance of maintaining a balanced commission and the value that lawyers bring. He expressed concern for the people of California affected by the fire disaster and the importance of resource management.

11. Adjournment:

Motion by LaChey, second by Gaunt, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Vice Chair Bagierek adjourned the meeting at 8:02 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



Memorandum

To: City of Saugatuck Planning Commission
Date: February 14, 2025
From: David M. Jirousek, AICP
RE: Bed and Breakfast Establishments and Accessory Guest Buildings

Overview

The proposed bed and breakfast zoning ordinance amendment discussion will continue at the February 20 Planning Commission meeting. As part of the applicant's request, language was proposed to allow for the conversion of existing off-site and on-site buildings into accessory guest accommodations for bed and breakfast establishments. This memo addresses the next steps of the process, considerations, and state rules concerning building code applicability.

Although this is a zoning amendment request submitted by an applicant, we added several updates and revisions to the language based on our initial review and subsequent input by the Planning Commission. While we felt these changes would better protect neighboring property and limit the scale of expanded bed and breakfasts in residential areas, we must remain cognizant that this is a private proposal. The applicant's representative agreed with the changes, and the language would allow their future proposal to be submitted for special land use review. The Planning Commission must now decide if the proposed amendment is appropriate, as it will apply to more than just the Wickwood property.

Because this is an applicant's request, we suggest the Planning Commission focus on what was submitted for review and provide a recommendation to the City Council. It would be appropriate to work cooperatively with the applicant to add additional safeguards or standards. However, I suggest not adding restrictions outside the scope of the applicant's request or stricter than requested unless the applicant agrees to the changes.

If the proper standards and safeguards are in place, a positive recommendation could be forwarded to the City Council. However, we would prefer to avoid a positive recommendation on any potential changes to the language that the applicant does not support. If the Planning Commission feels that the proposal is too open-ended or would result in an inappropriate or incompatible use of land based on the most recent language, it should recommend denial. If general bed and breakfast requirements outside of the applicant's scope are contemplated, it is suggested that conversations on those matters be held as a separate or future agenda item.

Considerations

Although approval standards in the Zoning Ordinance apply to “rezoning” property, they could be adapted to text amendments and considered similarly for this request. Among other appropriate considerations, the Planning Commission should assess the request and the proposed ordinance against the following questions:

1. Will the land use proposed in the text amendment be consistent with the Master Plan and future land use designation?
2. Will the land use proposed in the text amendment be compatible with other uses in the subject zoning district and the neighborhood in general?
3. Will the land use involved with the text amendment adversely impact public services and facilities?
4. Will the land use proposed in the text amendment be equally or better suited for the subject zoning district than the uses currently allowed?

State Requirements, Building Code, and Appropriateness

The City’s attorney reviewed the state definition of bed and breakfast and researched potential limitations on local authority. It was confirmed that the state definition and associated provisions only relate to building code applicability, and there is no state preemption of local authority regarding bed and breakfast regulations. However, any bed and breakfast with over 10 sleeping rooms is reviewed against commercial building codes.

On the same topic, the City’s building official provided an initial opinion that all buildings on the site would be counted against the 10-room maximum for residential building code applicability. As such, even if the 120 Mary or the existing accessory building on the Wickwood Inn site were proposed as accessory guest buildings and had three or fewer guest rooms each, they would still be subject to commercial building code. This is because the overall number of sleeping rooms on the property under the proposal would be greater than 10 (16 total rooms between three buildings are proposed).

In any case, the state definition and building code applicability do not impact a local zoning allowance for bed and breakfasts with more than 10 sleeping rooms. Locally, we can define and regulate land uses as long as they are appropriate for the applicable zoning district. Even though commercial building codes may be applied, they do not restrict the City from allowing the use. As such, the Planning Commission should decide the threshold between an appropriate/limited commercial use in a residential district and an inappropriate/excessive commercial use.

It is not uncommon for jurisdictions to set this number at six or 10 sleeping rooms, and it would be reasonable to use the same number as the state uses to trigger commercial building code applicability. However, the City could also allow more flexibility, as proposed in the most recent language, to consider a greater number of rooms and detached accessory guest buildings on a case-by-case basis through the special land use process.

Conclusion

Along with staff, we recommend that the Planning Commission provide a recommendation on the most recent language. However, if additional provisions or limitations would make the proposal more palatable, the applicant can be consulted, and action can be postponed. If that is the case, specific guidance should be provided so that the language can be updated accordingly for the March meeting.

**CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF
THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.005 TO
REVISE THE DEFINITION OF BED AND BREAKFAST ESTABLISHMENT; TO
AMEND SECTION 154.022(H)(7) TO EXPAND ON THE HABITATION OPTIONS OF
ACCESSORY STRUCTURES; TO AMEND 154.022(R) TO ALLOW BED AND
BREAKFAST ESTABLISHMENTS TO HOST GUESTS IN ACCESSORY GUEST
BUILDINGS IN THE R-4 CITY CENTER TRANSITIONAL RESIDENTIAL (CER)
ZONING DISTRICT IF CERTAIN CONDITIONS ARE SATISFIED; TO AMEND
154.025 (B)(4) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS AS
PERMITTED USES WHEN GUEST ROOMS ARE IN THE PRINCIPAL BUILDING;
AND TO AMEND SECTION 154.025 (C) TO ALLOW BED AND BREAKFAST
ESTABLISHMENTS WITH ACCESSORY GUEST BUILDINGS AS SPECIAL LAND
USES**

Section 1. Amendment to Zoning Ordinance, Section 154.005. The City of Saugatuck Zoning Ordinance is amended to revise Section 154.005 and the definition of Bed and Breakfast Establishment as follows:

Existing:

BED AND BREAKFAST ESTABLISHMENT. A residential structure occupied by the owner(s) or resident manager, which has sleeping rooms available for rent by transient people on a short-term basis.

Revised (tracked changes shown for reference):

BED AND BREAKFAST ESTABLISHMENT. A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable under certain circumstances, which has sleeping rooms available for rent by transient people on a short-term basis.

Section 2. Amendment to Zoning Ordinance, Section 154.022(H)(7). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (H)(7) as follows:

Existing:

- (7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M) or (W).

Revised (tracked changes shown for reference):

- (7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M), (R), or (W).

Section 3. Amendment to Zoning Ordinance, Section 154.022(R). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (R) to include a new paragraph 10 to read in its entirety as follows (*note: this entire paragraph is new and does not replace existing text*):

- (10) An accessory building or buildings on the same lot as a principal building used as a B&B may be used as accessory guest buildings, provided the following requirements are met:
 - (a) The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District.
 - (b) Special land use approval shall be required, as described in Sections 154.080-92. The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:
 - 1. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.
 - 2. Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.
 - (c) All requirements of Section 154.022 (R) 1-9 must be met.
 - (d) There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.
 - (e) An individual accessory guest building shall include no more than three (3) guest rooms.
 - (f) The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six (6), whichever number is less.
 - (g) Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).
 - (h) Conversions of Existing Buildings.
 - 1. The conversion of existing buildings that previously served as principal or accessory buildings into accessory guest buildings must meet all requirements of Section 154.022 (H). However, existing buildings that do not currently comply with height, lot coverage, or setback requirements

may be approved by the Planning Commission for conversion to accessory guest buildings if special land use standards are satisfied.

2. Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).
 3. Conversions that do not alter the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.
- (i) Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).

Section 4. Amendment to Zoning Ordinance, Section 154.025(B)(4). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (B) Permitted uses, paragraph (4), as follows:

Existing:

- (4) Bed and breakfasts;

Revised (tracked changes shown for reference):

- (4) Bed and breakfasts with guest rooms only in the principal building;

Section 5. Amendment to Zoning Ordinance, Section 154.025(C). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (C) Special Land Uses to include a new subparagraph 4 to read in its entirety as follows (*note: this entire paragraph is new and does not replace existing text*):

- (4) Bed and breakfasts with guest rooms in the principal building and in an accessory guest building or buildings.

Section 6. Repeal. All Ordinances or parts of Ordinances in conflict herewith are 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.

Lauren Stanton
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2025, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2025.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	February 14, 2025	Meeting Date:	February 20, 2025
Request:	Special Land Use	Applicant:	Wonder Compton
Address:	991 Ridgeview Ln	Project Name:	ADU Rental Proposal
Parcel:	03-57-790-002-00	Plan Date:	March 23, 2020
Lot Size:	16,771 s.f.	Zoning District:	R-1 Maple Street
Complete:	Yes	Recommendation:	Approval
City Staff:	Luke Thompson	Consultant:	David M. Jirousek, AICP

Overview

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

Background

The attached ADU is located above the attached garage. The applicant provided an interior “bonus room” measurement of 815 square feet. However, the total gross finished floor area intended for living, sleeping, bathing, eating, and cooking is roughly 546 square feet.

The owner wishes to rent the attached ADU, and the principal dwelling will not be rented. If it is a short-term rental, all applicable requirements will also need to be met in accordance with Section 154.022 (V), and a license shall be required pursuant to the City of Saugatuck’s Short-Term Rental Licensing Ordinance, Chapter 99.5 of the City Code.

Review Process and Standards

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

- Section 151.060 Site Plan
- Section 154.022 W- Accessory Dwelling Unit
- Section 154.080 Special Land Use
- Section 154.092 J- Rental of an Accessory Dwelling Unit

Site Plan Standards of Approval

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Accessory Dwelling Unit

In accordance with Section 154.022 W, an accessory dwelling unit shall meet the following criteria:

- 1. An accessory dwelling unit shall be permitted on a lot where the principal use is an existing single-family detached dwelling.*

Comment: The principal use is an existing single-family detached dwelling.

- 2. Occupancy of an accessory dwelling unit permitted by right shall be limited to the following:*

- a. Owners/occupants of the single-family detached dwelling on the same property.*
- b. Non-renting invited guests of the owners/occupants of the single-family detached dwelling on the same property, such as family or friends.*
- c. Renters of the single-family detached dwelling on the same property if both the single-family detached dwelling and accessory dwelling unit are rented under a single contract. Renting both the single-family detached dwelling and the accessory dwelling unit under a single contract does not require a special land use approval. If an accessory dwelling unit is rented in conjunction with a*

single-family detached dwelling for less than 31 days, each dwelling unit must obtain a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Comment: Until it is approved for renters, the ADU occupancy is limited to owner/occupants and non-renting guests.

3. *An accessory dwelling unit shall have a minimum of 375 square feet of gross finished floor area and shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.*

Comment: The applicant provided an interior "bonus room" measurement of 815 square feet. However, the total gross finished floor area intended for living, sleeping, bathing, eating, and cooking is roughly measured at 546 square feet. The ADU complies with the minimum and maximum size requirements of this section.

4. *An accessory dwelling, which is not located within the single-family detached dwelling, shall not be located between the front door of the single-family detached dwelling and the public right-of-way, unless located above an existing detached accessory structure.*

Comment: Not applicable. The ADU is attached to the principal dwelling.

5. *An accessory dwelling shall be subject to all setback and lot coverage requirements applicable to a single-family detached dwelling in the district in which it is located.*

Comment: The building was previously confirmed as compliant with dimensional requirements for the subject zoning district.

6. *No more than one accessory dwelling unit is permitted on any lot.*

Comment: Only one ADU exists on the site.

7. *Accessory dwellings shall not be permitted to have independent electric, gas, or water meters from the single-family detached dwelling.*

Comment: The ADU does not have electric, gas, or water meters that are independent from the single-family detached dwelling.

8. *An accessory dwelling unit attached to a single-family detached dwelling shall have a separate entrance from the exterior of the single-family detached dwelling.*

Comment: The attached ADU has a separate entrance from the exterior of the building.

9. *A lot with an accessory dwelling unit shall provide one additional parking space on a fully improved surface of concrete, asphalt, or brick, gravel, stone, or other surface approved by the city.*

Comment: Parking for the ADU is available on an existing driveway or garage.

10. *The rental of an accessory dwelling unit independently from the single-family detached dwelling on the same parcel shall be prohibited without receiving special land use approval from the Planning Commission as authorized in § 154.092(J).*

Comment: The applicant is seeking approval for renting the ADU.

Special Land Use Standards of Approval

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

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

Comment: The existing principal dwelling and attached ADU are compatible with nearby properties and land uses. Permits were secured for improvements to the dwelling and construction of the attached ADU.

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

Comment: All ADU zoning and rental requirements have been met.

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

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

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

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

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

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

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

Comment: This standard is not applicable to a single ADU.

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

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

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

8. *Be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site shall not*

hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;

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

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

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

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

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

Rental of an Accessory Dwelling Unit

In accordance with Section 154.092 J, a rental accessory dwelling unit shall conform to all regulations in Section 154.022(W) and the following requirements.

Comment: The ADU conforms to all of the regulations in Section 154.022(W).

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

Comment: The owner intends to remain the primary occupant of the principal dwelling. This will remain an ongoing requirement for renting the ADU.

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

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

Recommendation

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

The following sample motion is provided for your use:

I move to approve the special land use request to allow the rental of the attached ADU at 991 Ridgeview Lane based on compliance with the ADU requirements of Section 154.022 W, compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated February 14, 2025.



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 991 Ridgeview Ln Saugatuck MI 49453

Parcel Number 57-790-002-00

APPLICANTS INFORMATION

Name Wonder Compton Address / PO Box 991 Ridgeview Ln

City Saugatuck State MI Zip 49453 Phone 720-934-4688

Interest In Project Owner E-Mail wondercompton@gmail.com

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

Signature _____ Date 12/29/2024

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

24 of 39

Depth 34' Width 24' Size 816 Zoning District R-1 Maple St Current Use ADU

Check all that apply:

Waterfront Historic District Dunes Vacant **PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

I am seeking approval to use the one-bedroom apartment located above my attached garage as a short-term rental property. The unit is a fully independent living space, equipped with essential amenities such as a kitchen, bathroom, and private entrance. The unit will be rented to guests for short-term stays, ranging from 2 to 4 days at a time.



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; |



- ☒ ☐ ☐ 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?

It is a residential property comparable to all of the neighbors many of which use their property as a residence and a short term rental

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

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

This request will not change the previously approved house plan or use.

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

This will not impact public services and facilities. Cars will be parked in driveway, utilities will not see an increase. Trash pickup will remain weekly pickup of one trash can.

- (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?

By allowing our garage apartment for rental, the tenants staying will repeatedly patronize local businesses helping to invigorate the local economy.



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

No hazards. House will be used as a typical residential dwelling as it has the past 3 years.

- (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. Residential access has not changed. There may be one car coming and going over the weekend when unit is rented

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

None necessary. 1 car over weekend will be coming and going. Most guests would be walking to town.

- (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?

No changes from current approved site setup nor would there be any changes.

- (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?

No changes from current approved site setup nor would there be any changes.

- (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?

No changes from current approved site setup nor would there be any changes.



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?

No changes from current approved site setup nor would there be any changes.

- (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?

No changes from current approved site setup nor would there be any changes.

- (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?

No changes from current approved site setup nor would there be any changes.

- (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 changes from current approved site setup nor would there be any changes.

- (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 changes from current approved site setup nor would there be any changes.

- (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 changes from current approved site setup nor would there be any changes.

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

No impact to existing road/drive



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. _____

No changes from current approved site setup nor would there be any changes.

- (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](#)).

No changes from current approved site setup nor would there be any changes.

- (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 changes from current approved site setup nor would there be any changes.

PROJECT SPECIFICATIONS

GENERAL NOTES ABOUT BID:

- 1. BASE BID - All site work, utilities, full building envelope including insulation at entire structure, garage heat, all framing, finishes, cabinets, plumbing, electrical and HVAC at main house 1st & 2nd floors and main floor of garage. Rough-in plumbing and electrical at garage studio, rough-in plumbing and basic electrical at basement.
- 2. FINISHED BASEMENT OPTION - All finishes, doors, built-ins, bathroom fixtures, electrical and plumbing
- 3. FINISHED STUDIO OPTION - All finishes, doors, built-ins, kitchen cabinets, HVAC, electrical and plumbing

DIVISION 1: GENERAL NOTES AND CONDITIONS

- 1. All work shall conform to these drawings and specifications.
- 2. All work shall conform to applicable state and local codes and ordinances.
- 3. Conformance with site safety programs such as OSHA is the responsibility of the General Trades.
- 4. The General Trades Contractors shall determine proper erection procedures and sequences and plan for proper bracing and/or shoring of the structure during the construction process. This may involve the use of temporary bracing, guys, tie-downs, etc.
- 5. Contractor and all subcontractors shall examine the existing conditions at the site prior to beginning any work. Commencement of the work shall constitute acceptance of the existing conditions.
- 6. The contractors shall verify all dimensions and conditions documented on the drawings at the site and notify the Designer/Owner of any discrepancies, errors, omissions, and/or conflicts before proceeding with the work in question.
- 7. Do not scale the drawings. Dimensions shall govern. If discrepancies arise on the site between dimensions indicated that are greater than +/- 5" notify the Designer/Owner for clarification.
- 8. Interior layout dimensions are based on a standard stud wall, sizes as noted in Division 6, below.
- 9. All Contractors shall be responsible for obtaining necessary permits and shall include the costs in the bid pricing.
- 10. All work shall be guaranteed against defect and poor workmanship for the period of one year, minimum, from the date of occupancy.
- 11. Protect property and Owner operations from damage and/or deleterious activities. Repair any damage which may occur at once.
- 12. Electrical Contractor shall provide all temporary lighting and power at the site. Guards and enclosures, scaffolding systems and weather protection will be provided by General Trades and where applicable to all trades as required to properly perform the work and the safety of the workmen and project occupants. Maintain temporary systems throughout duration of the work or until permanent systems are completed. Owner shall provide security of the site.
- 13. Contractors, employees and personnel shall be insured for the duration of the project. Owner's representative shall be named as "Additional Insured" on insurance policies of all contractors on the project and shall be provided evidence of same prior to the beginning of construction activities.
- 14. All Contractors shall maintain the site in a clean and orderly manner. Remove all debris, excess materials, dirt, and similar items and properly dispose of off site.
- 15. All materials shall be new unless noted otherwise. Equipment shall be installed in accordance with the building code regulations and mfr.'s instructions. All materials for which Underwriters Laboratories issues a label shall carry the U.L. label. Provide additional controls, accessories and devices to complete the installation whether or not shown in the Construction Documents.
- 16. Building Permits shall be by General Contractor.
- 17. All products supplied by contractors must also be accompanied with a safety data sheet for Owner.
- 18. All penetrations to be sealed between floors and attic.
- 19. Supplier shall provide engineered truss data, beam/header calculations and sizing for local code officials.

DIVISION 2: SITEWORK

- 1. Footings shall rest on undisturbed soil with a minimum bearing capacity of 2,000 PSF at the approximate footing level. See plans for footing depths.
- 2. General Contractor will contact "Miss Dig" to stake site prior to any excavation.

Earthwork:

- 1. Locate existing underground utilities in areas of work. If utilities are to remain in place, provide adequate means of support and protection during earthwork operations. Should uncharted utilities be encountered during excavation, consult utility Owner immediately for directions. Existing utilities are to remain in effect during construction.
- 2. Uniformly grade areas within specific tolerances, compact with uniform levels or slopes between points where elevations are indicated and between such points and existing grades.
- 3. Provide suitable fill and/or dispose of excess excavated material, waste, trash and debris off-site.
- 4. Excavated materials shall be removed from site immediately or shall be stock piled in approved areas.
- 5. Provide foundation drain and drain line to outlet NW of house below foundation level for natural drainage.
- 6. All backfill to be sand.
- 4. Provide new utility connections: municipal water & sewer, underground electric, natural gas.

DIVISION 3: CONCRETE

- 1. New post footings and flatwork shall be poured concrete at f'c = 4000 psi. Foundation walls = 3500 psi.
- 2. Concrete shall contain all necessary reinforcement per code and configured per code. The minimum reinforcement cover shall meet code.
- 3. Calcium chloride and/or admixtures containing such shall not be used
- 4. All concrete subjected to exterior exposure with strength less than 6000 PSI shall be air-entrained to 4-6%.
- 5. Cold weather concrete work shall be done in accordance with ACI-306
- 6. Hot weather concrete work shall be done in accordance with ACI-305.
- 7. Provide reinforced concrete post footings per plans.
- 8. Provide sealed concrete 4" slab floor at garage and lower level floors per plan.
- 9. Provide 6 mil visqueen vapor barrier under slabs.

DIVISION 5: METALS

- 1. Provide new seamless aluminum gutters and downspouts. Color to be selected from standard offerings.
- 2. Interior and exterior railings and handrails are to be 2" square tube welded components; primed for site finishing.
- 2. Provide stainless cable for railings.

DIVISION 6: WOODS AND PLASTICS

- 1. All framing shall be of materials as noted on the drawings and/or in the specifications.
- 2. Wood construction shall conform to MBC 2015. Wood moisture content shall not be greater than 19%.
- 3. Provide pressure treated lumber for exterior 2nd floor deck structure at any installations in contact with concrete or ground. Decking is to be dura color pine. Provide access to flat roof below.
- 4. Roof framing shall be 11 7/8 TJL joists; 12" o.c.
- 5. Beams are to be LVL structural character sized per structural analysis - to be boxed/covered with finish material in finished areas.
- 6. Wood floor joists at main house are to be 12" or 14" open web trusses; spacing per structural analysis. Sub-flooring is to be 3/4 T&G OSB, glued and screwed to structural components. Provide blocking as needed for level surface over existing framed areas.
- 7. Wood floor joists at garage studio floor are to be 11 7/8" TJL joists; 16" o.c. with 3/4 t&g OSB sub floor.
- 8. All interior walls shall be 2 x 4 construction, exterior walls shall be 2 x 6; 16" o.c.
- 9. Exterior sheathing at walls to be 1/2" OSB; sheathing at sloped roofs is to be 1/2" OSB with 'H' clips.
- 10. Sheathing at flat roofs and exterior 2nd floor porch areas is to be 3/4" plywood.
- 10. Exterior siding is to be 'wood' composite or fiber cement lap or board & batten siding per elevations and ownre selections.
- 11. Exterior trim is to be fiber cement &/or composite trims.
- 12. Interior window sills shall be square edged poplar; painted finish.
- 13. Provide continuous painted wood handrail at stairway wall. Provide 36" tall ballustrade at stair opening at main floor.
- 14. Built-ins are to be painted poplar - final layout to be determined.
- 15. Provide blocking as required at all structural components per code.
- 16. Provide truss and wall tie-downs for high winds as required by Code.
- 17. Provide blocking as required for all bathroom accessories; i.e. towel bars toilet tissue holders, etc.

DIVISION 7: THERMAL AND MOISTURE PROTECTION

- 1. Provide R19 blown-in cellulose insulation at all exterior walls.
- 2. Provide R38 blown-in cellulose insulation at all ceiling areas. Provide baffles at each joist cavity.
- 3. Provide closed-cell foam insulation at joist cavities at rim board.
- 4. Provide sound proofing insulation at interior wall between bathroom & mud room.
- 5. Roofing at sloped roofs is to be 30-year fiberglass shingles, Certainteed Landmark or equal to match existing, installed over 15# roof felt.
- 6. Provide soffit venting per code.
- 7. Roofing at flat roof over entry, garage 'balcony' and 2nd floor deck is to be rubber membrane adhered to plywood.
- 8. Provide 36" minimum ice & water shield beneath roofing at all eaves and 36" inside exterior wall line.
- 9. Provide proper flashing at all exterior window and trim installations per manufacturer's specifications.
- 10. Wrap structure walls in 'tyvek' (or equal) house wrap before applying exterior finish materials. Joints shall be taped per manufacturer's recommendations.

DIVISION 8: DOORS AND WINDOWS

- 1. New exterior windows and french door at sunroom are to be Pella Architectural series aluminum clad low-E Argon glazed units with screens where operable; unfinished pine interior, cladding & hardware colors to be determined.
- 2. New main entry door is to be solid wood full lite. Final design & finish to be selected by owner.
- 3. All other new exterior hinged doors are to be paint grade fiberglass with glazing as shown on elevations. All with hardware and locks as required. To be field finished - color selected by owner.
- 4. New interior doors are to be pre-hung, solid core masonite; painted finish; sizes, glazing and hinging per plans. Style to be selected by owner.
- 5. New overhead garage doors - flush, insulated paint grade steel with power openers.

DIVISION 9: FINISHES

- 1. All new interior walls and ceilings to have 1/2" smooth finished gypsum board screwed to the structural components beneath. Walls in bathroom are to have 1/2" smooth finished 'green board' rated for wet locations. All openings are to have eased edge drywall returns.
- 2. Enclosed spaces beneath any stairways and around mechanical rooms/closets and shall have a 1-hour fire-rated construction per U.S. gypsum standards. Wall between garage and home is to have 1-hour fire rated construction to roof deck.
- 3. Provide allowance for new hardwood or engineered wood flooring at all floors except mudroom, powder room, laundry, pantry and all bathrooms. Provide allowance for ceramic or porcelain tile and installation.
- 4. Provide allowance for carpet runner at stairs from main to 2nd floor.
- 5. Provide allowance for glass shower panel at master shower.
- 6. Exterior siding and trim at entire house is to be prepped, primed and finish painted per owner's color selections.
- 7. Interior wall painting shall be 1 prime coat and 2 finish coats; surface sanded between coats; roller applied; as follows:
 - a. Interior ceilings: flat latex; colors to be selected
 - b. Interior walls; eggshell latex; colors to be selected
- 8. Interior trim painting shall be 1 prime coat and 2 finish coats; surface sanded between coats; sprayed application.
- 9. Provide material and installation for ceramic tile shower and tub surrounds. Tile to be selected by Owner.
- 10. Provide allowance for all built-ins. Final design by owner.

DIVISION 11: EQUIPMENT

- 1. Provide allowance for cabinets and installation of new at bathrooms, pantry laundry room & kitchen.
- 2. Provide allowance for material and installation of new solid surface countertops at all cabentry locations.
- 3. Provide allowance for appliances and installation to be selected by owner. GC to provide all utility & hook ups for installation.
- 4. Provide allowance for all plumbing fixtures and faucets as shown on plans at bathrooms, laundry room, kitchen.
- 5. Provide allowance for bathroom accessories. Installation by general contractor. Provide wall blocking as required.
- 6. The plumbing subcontractor shall be responsible for providing any plumbing engineering and/or layout drawings that may be required for the project.
- 7. Provide new tank gas hot water heater at mechanical room to service all plumbing fixtures at house. Sized as required for fixture use. Provide option for studio gas water heater.
- 8. Soundproof all interior drain pipes.
- 9. All water supply lines to faucets, toilets and equipment to be PEX. Insulate all hot water piping.
- 10. Fire caulk at all pipes between each floor.
- 11. Provide new zoned 95% efficient furnace with air conditioner, humidifier, air cleaner and thermostats. Zone for lower level separation.
- 12. Provide option for new 95% efficient furnace with air conditioner, humidifier, air cleaner and thermostat at Studio.
- 13. Provide gas unit heaters to adequately heat garage and workout area.
- 14. Provide 42" min gas fireplace (to be selected by owner).

DIVISION 16: ELECTRICAL

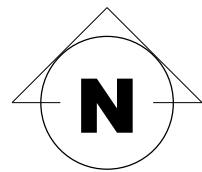
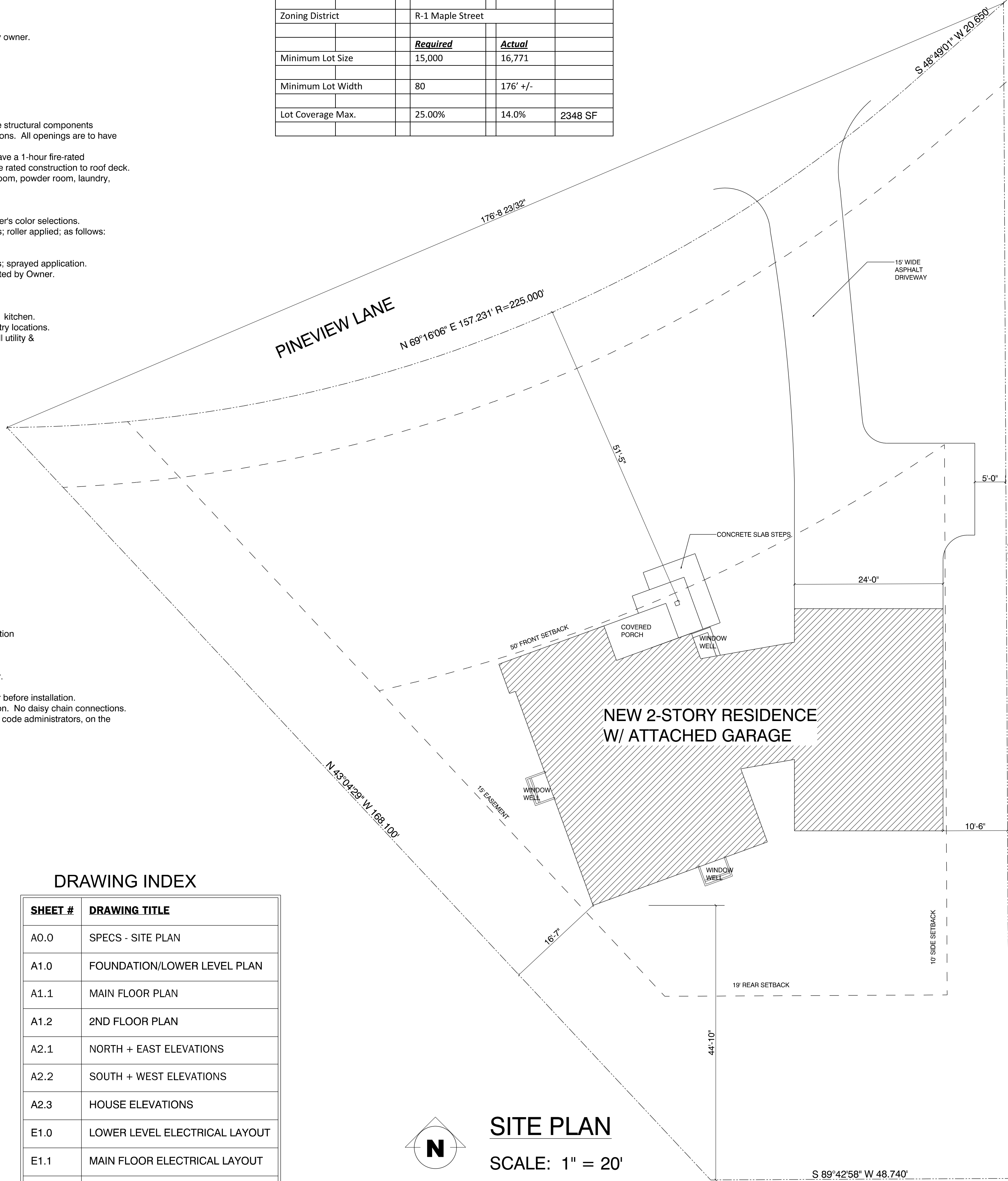
Provide new 200 amp service to home.

- 1. All electrical work shall be done in accordance with applicable local and/or State codes.
- 2. Refer to the plans and schedule for notes, types, heights and locations.
- 3. All decorative lighting fixtures to be provided by owner; junction box, switching and installation by electrical contractor.
- 4. All exterior receptacles and all receptacles adjacent to any sinks or lavatories shall be grounded and have appropriate ground fault interrupting devices.
- 5. Electrical receptacles shall be installed at a minimum 12" o.c. and on any wall 24" or longer.
- 6. Provide tile mesh heating below flooring at all bathrooms except powder room.
- 7. The contractor shall verify all equipment and appliance requirements with the manufacturer before installation.
- 8. TV/internet cabling to be CAT 6. All locations to be wired as a home run to a central location. No daisy chain connections.
- 9. Electrical contractor shall supply diagrams and/or information, as may be required by local code administrators, on the following:
 - Circuiting
 - Conductor and/or raceway sizing
 - Wattage schedule
 - Equipment & Load schedule
 - Service location and riser diagram
- 10. All wiring to be copper.
- 11. Exhaust fan sound level to be low decibel, provided and installed by Electrical Contractor.
- 12. All exterior receptacles to be 20 amp.

DRAWING INDEX

SHEET #	DRAWING TITLE
A0.0	SPECS - SITE PLAN
A1.0	FOUNDATION/LOWER LEVEL PLAN
A1.1	MAIN FLOOR PLAN
A1.2	2ND FLOOR PLAN
A2.1	NORTH + EAST ELEVATIONS
A2.2	SOUTH + WEST ELEVATIONS
A2.3	HOUSE ELEVATIONS
E1.0	LOWER LEVEL ELECTRICAL LAYOUT
E1.1	MAIN FLOOR ELECTRICAL LAYOUT
E1.2	2ND FLOOR ELECTRICAL LAYOUT

Municipality		City of Saugatuck	
Zoning District		R-1 Maple Street	
		<u>Required</u>	<u>Actual</u>
Minimum Lot Size		15,000	16,771
Minimum Lot Width		80	176' +/-
Lot Coverage Max.		25.00%	14.0% 2348 SF



SITE PLAN

SCALE: 1" = 20'



Designer: Amy Cook
6207 122nd Avenue
Fennville, MI 49408
ph: 269-355-2112
amy@dovetail-design-studio.com

SCALE: 1/4" = 1'-0"
Unless Noted Otherwise
DRAWN BY: a.cook
DATE: MARCH 23, 2020

COMPTON RESIDENCE

991 Ridgeview Lane
Saugatuck, MI 49453

PROJECT INFORMATION,
SITE PLAN, &
SPECIFICATIONS

sheet

A0.0

Unless Noted Otherwise

DRAWN BY: a.cook

DATE:

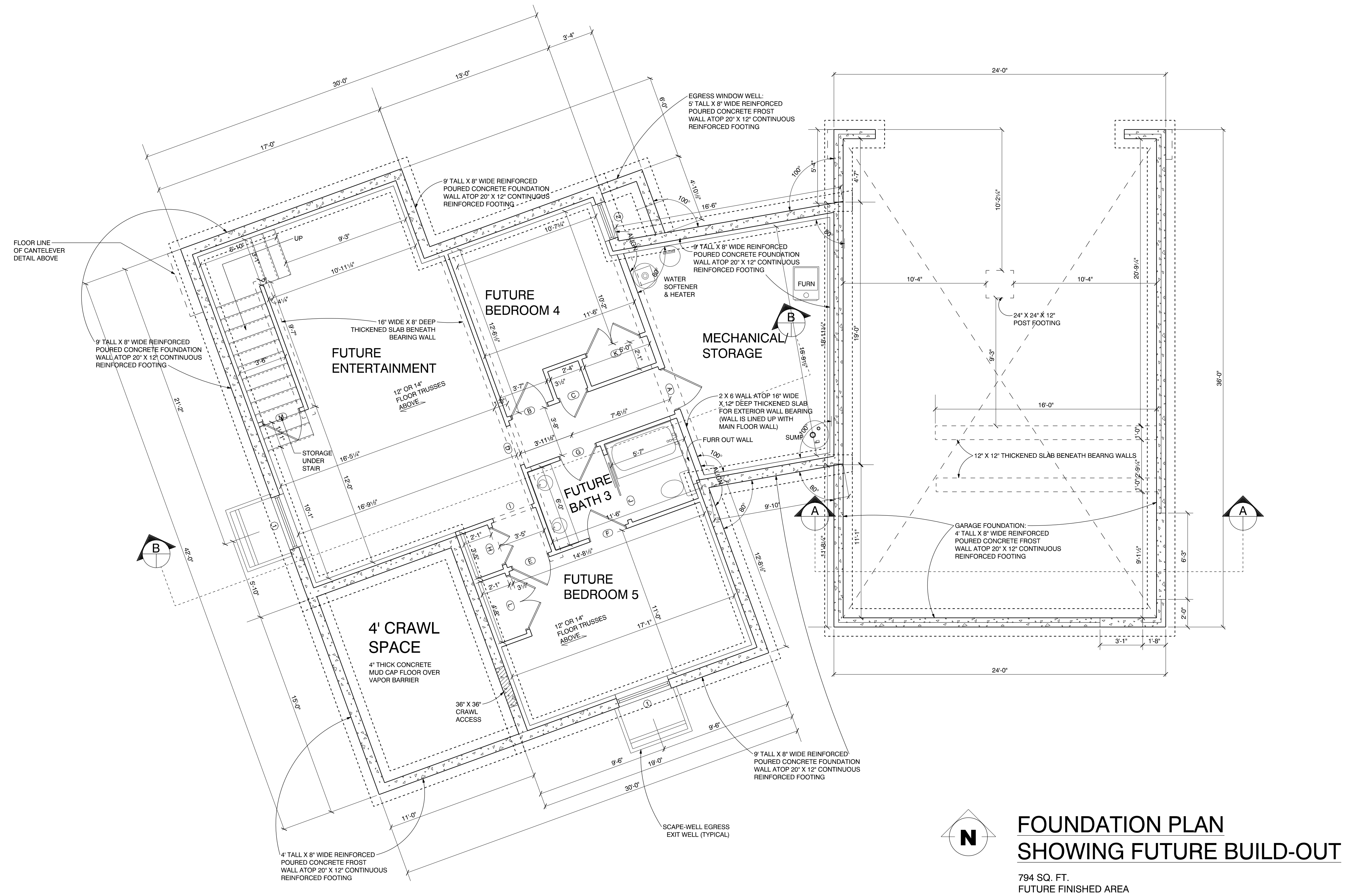
COMPTON RESIDENCE

Saugatuck, MI 49453

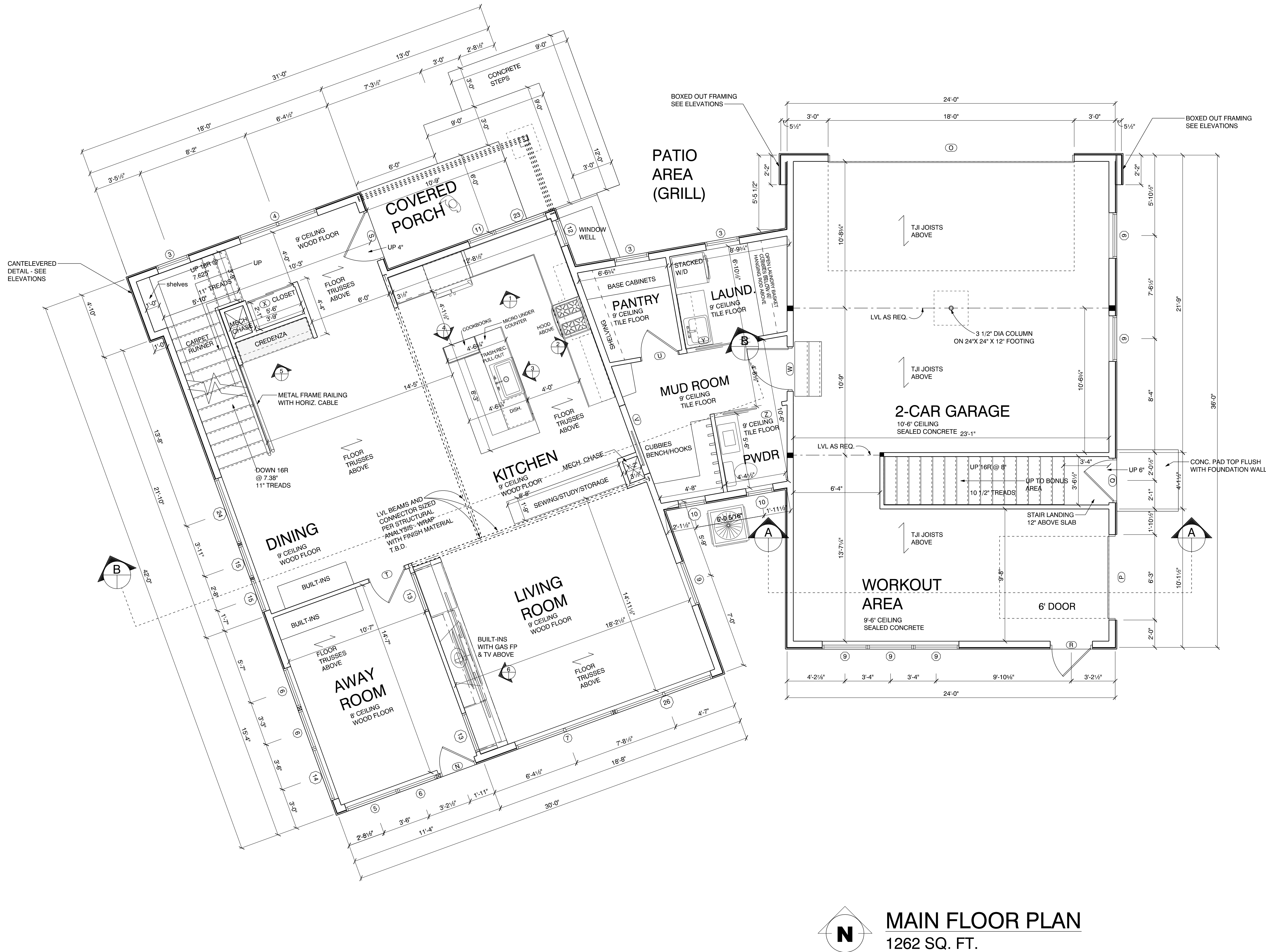
LOWER LEV EL PLAN

et

A1.0



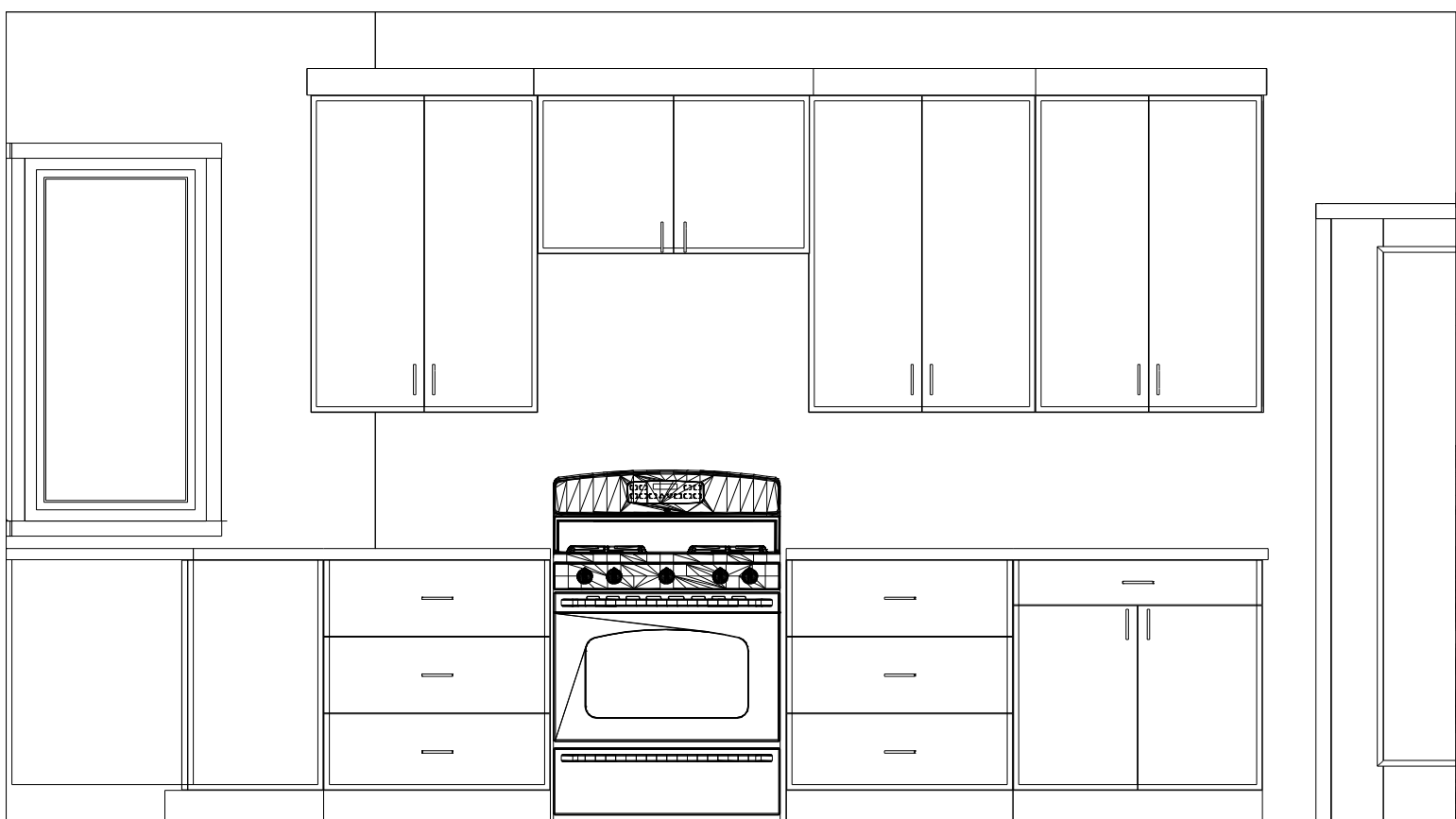
OPENING SCHEDULE								
OPENING ID	SIZE	LIBRARY NAME	TYPE	JAMB SIZE	HEADER POSITION	HINGE	REVERSED	COUNT
1	4'-0" x 3'-6"	Window/Slider	SLIDING WINDOW	5 1/4"	7'-9 1/2"	NL	NA	2
2	2'-9" x 3'-6"	Window/Slider	SLIDING WINDOW	5 1/4"	7'-9 1/2"	NL	NA	1
3	2'-6" x 2'-6"	Window/Casement	WINDOW	4"	3'-0"	N	NA	1
3	2'-6" x 2'-6"	Window/Casement	WINDOW	4"	7'-0"	N	NA	2
3	2'-6" x 2'-6"	Window/Casement	WINDOW	4"	7'-4"	N	NA	4
4	6'-0" x 6'-0"	Window/Picture Awning	WINDOW	4"	7'-4"	NN	NA	1
5	4'-0" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	1
6	3'-0" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	3
7	7'-6" x 7'-0"	Window/Picture Awning	WINDOW	4"	8'-0"	NN	NA	1
8	6'-0" x 6'-0"	Window/Picture Awning	WINDOW	4"	7'-4"	NN	NA	1
9	3'-4" x 2'-0"	Window/Awning	WINDOW	4"	10'-6"	U	NA	2
9	3'-4" x 2'-0"	Window/Awning	WINDOW	4"	6'-9 1/2"	U	NA	7
9	3'-4" x 2'-0"	Window/Awning	WINDOW	4"	7'-4"	U	NA	3
9	3'-4" x 2'-0"	Window/Awning	WINDOW	4"	8'-0"	U	NA	1
10	2'-0" x 2'-0"	Window/Casement	WINDOW	4"	6'-9 1/2"	N	NA	2
11	2'-0" x 4'-0"	Window/Casement	WINDOW	4"	7'-4"	N	NA	1
12	2'-0" x 4'-0"	Window/Casement	WINDOW	4"	7'-4"	N	NA	1
13	3'-0" x 2'-0"	Window/Awning	WINDOW	4 1/2"	8'-0"	D	NA	2
14	4'-0" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	1
15	2'-6" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	2
16	2'-6" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	1
17	2'-6" x 5'-0"	Window/Casement	WINDOW	4"	6'-6 11/32"	N	NA	1
17	2'-6" x 5'-0"	Window/Casement	WINDOW	4"	6'-9 1/2"	N	NA	1
18	5'-6" x 5'-0"	Window/Casement	WINDOW	4"	6'-9 1/2"	N	NA	1
19	6'-0" x 5'-0"	Window/Picture Awning	WINDOW	4"	6'-9 1/2"	NN	NA	1
20	2'-6" x 2'-6"	Window/Awning	WINDOW	4"	2'-4"	U	NA	1
21	5'-0" x 5'-0"	Window/Casement	WINDOW	4"	6'-9 1/2"	N	NA	1
22	2'-6" x 5'-0"	Window/Casement	WINDOW	4"	6'-9 1/2"	N	NA	1
23	4'-0" x 4'-0"	Window/Casement	WINDOW	4"	7'-4"	N	NA	1
24	5'-0" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	1
25	5'-0" x 5'-0"	Window/Casement	WINDOW	4"	7'-0"	N	NA	1
26	7'-6" x 7'-0"	Window/Picture Awning	WINDOW	4"	8'-0"	NN	NA	1
A	3'-0" x 6'-8"	Interior Door/Colonial	DOOR	6 1/2"	6'-9"	L	NO	1
B	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
C	2'-0" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
E	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
F	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
G	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
H	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	LR	NO	1
J	2'-6" x 6'-8"	Interior Door/Pocket	POCKET	NA	6'-8"	N	NO	1
K	4'-0" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	LR	NO	1
L	4'-0" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	LR	NO	1
M	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
N	2'-8" x 7'-0"	Exterior Door/French	DOOR	4"	7'-0"	R	NO	1
O	18'-0" x 8'-0"	Garage/Tail Garage	GARAGE	0 1/2"	7'-6"	U	NO	1
P	6'-0" x 8'-0"	Garage	GARAGE	0 1/2"	7'-6"	U	NO	1
Q	3'-0" x 6'-8"	Exterior Door/Country	DOOR	4"	7'-3 1/2"	L	NO	1
R	2'-10" x 6'-8"	Exterior Door/Colonial	DOOR	4"	6'-3 1/2"	R	YES	1
S	3'-6" x 7'-4"	Exterior Door/French	DOOR	4"	7'-5 1/2"	R	NO	1
T	2'-8" x 6'-8"	Interior Door/French	DOOR	4 1/2"	6'-9"	L	NO	1
U	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
V	2'-8" x 6'-8"	Interior Door/Pocket	POCKET	6 1/2"	6'-8"	N	NO	1
W	3'-0" x 6'-8"	Exterior Door/Colonial	DOOR	6 1/2"	6'-9 1/2"	R	NO	1
X	3'-6" x 6'-8"	Interior Door/Sliding	SLIDING DOOR	4 1/2"	6'-8 1/2"	NN	NO	1
Y	2'-8" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
Z	2'-6" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
AA	2'-8" x 6'-8"	Exterior Door/French	DOOR	4"	6'-9 1/2"	L	NO	1
AB	2'-8" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
AC	2'-6" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
AD	2'-6" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
AE	3'-0" x 6'-8"	Exterior Door/French	DOOR	4"	6'-9 1/2"	L	NO	1
AF	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
AG	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
AH	1'-4" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
AI	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	6 1/2"	6'-9"	R	NO	1
AJ	6'-0" x 6'-8"	Interior Door/Sliding	SLIDING DOOR	4 1/2"	6'-8 1/2"	NN	NO	1
AK	6'-0" x 6'-8"	Interior Door/Sliding	SLIDING DOOR	4 1/2"	6'-8 1/2"	NN	NO	1
AL	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
AM	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
AN	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
AO	2'-8" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
AP	2'-6" x 6'-8"	Interior Door/Pocket	POCKET	4 1/2"	6'-8"	N	NO	1
AQ	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
AR	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1
AS	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	R	NO	1
AT	2'-8" x 6'-8"	Interior Door/Colonial	DOOR	4 1/2"	6'-9"	L	NO	1



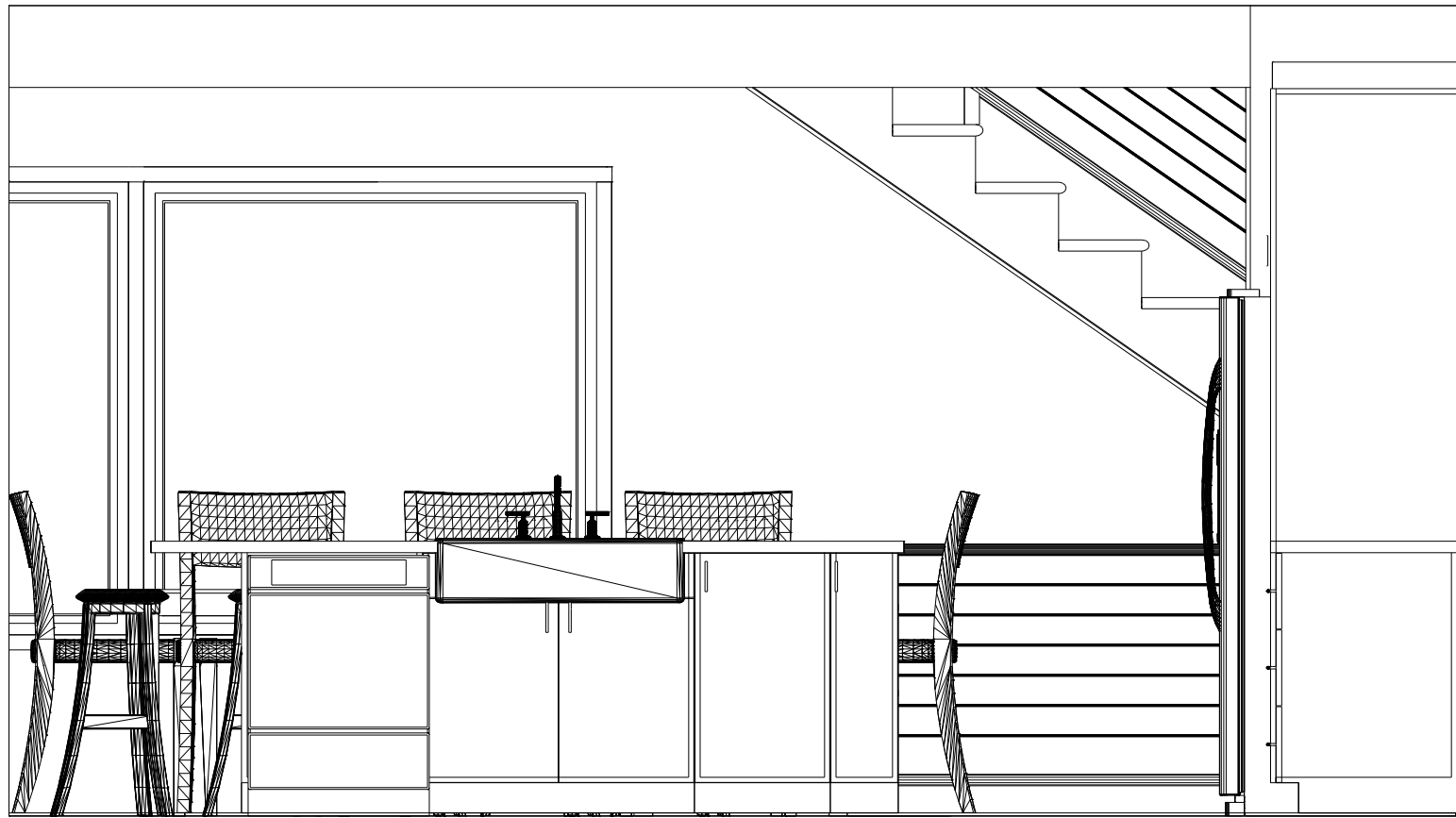
MAIN FLOOR PLAN
1262 SQ. FT.



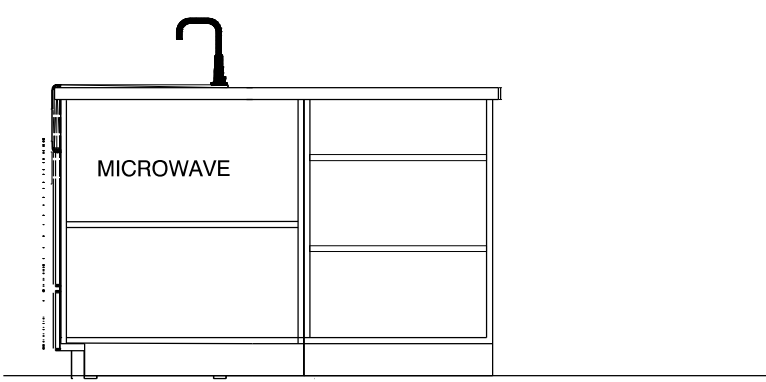
KITCHEN N



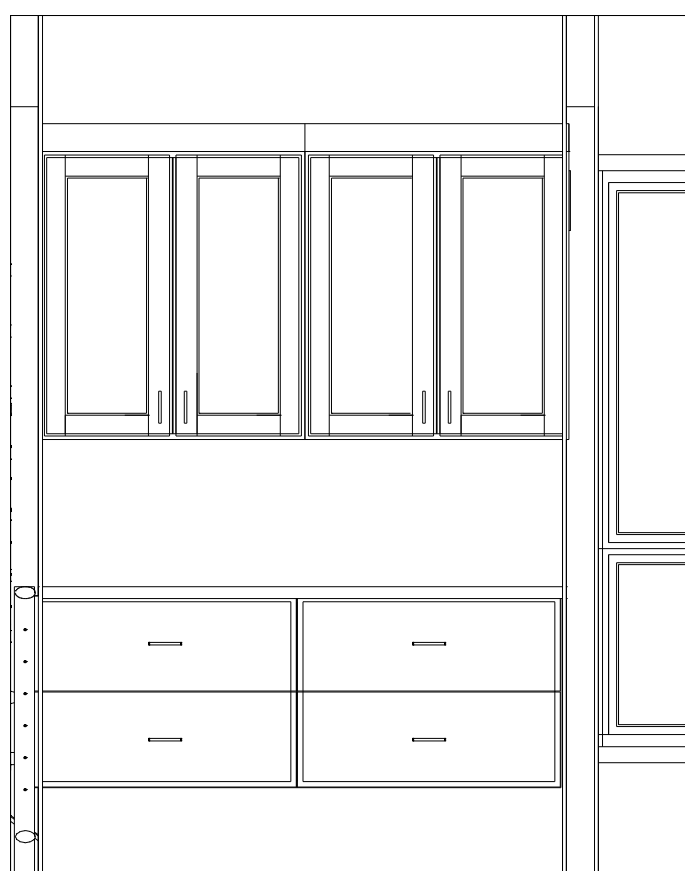
KITCHEN E



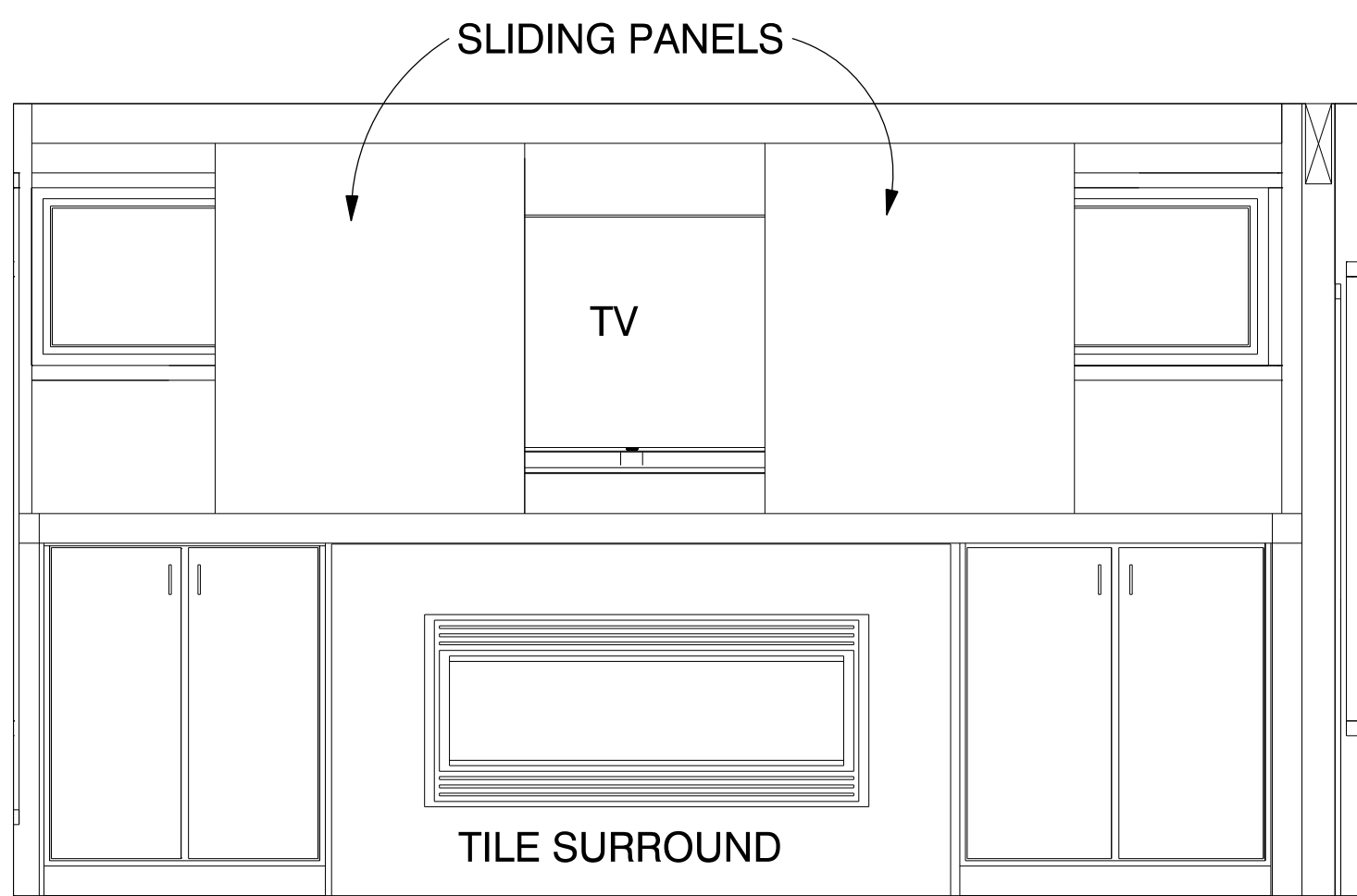
ISLAND W



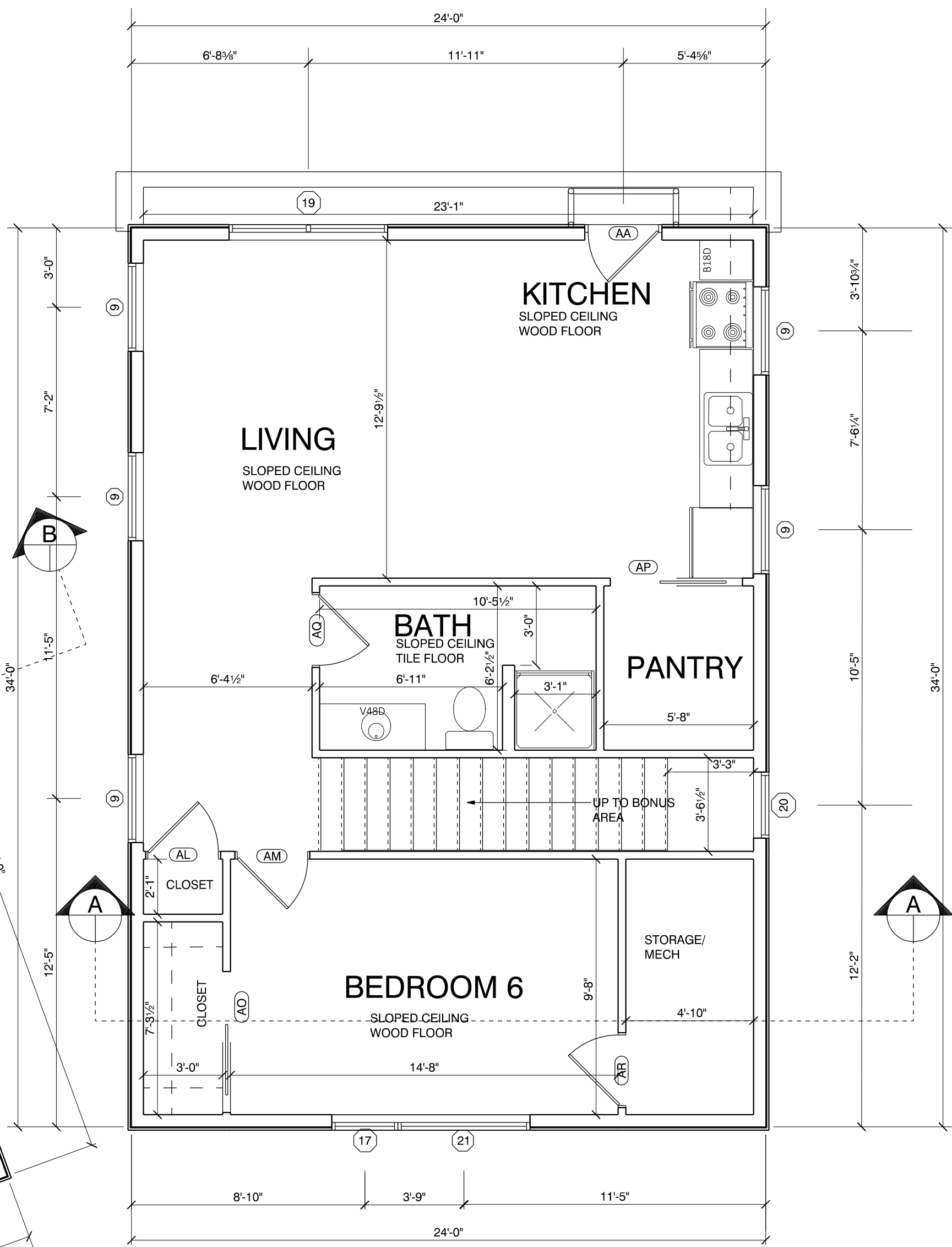
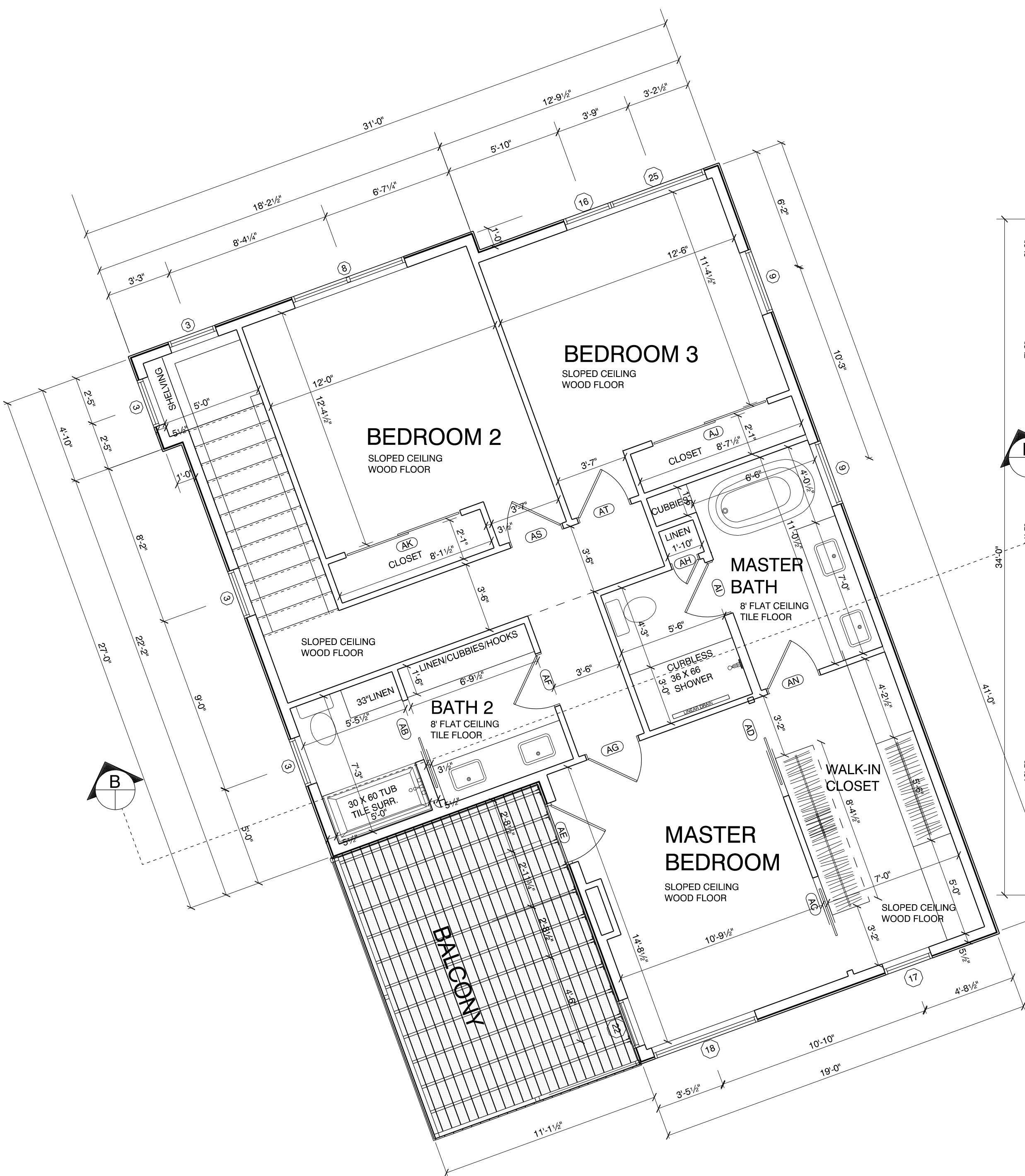
ISLAND END



CREDENZA (DINING)



FIREPLACE/TV BUILT-IN



2ND FLOOR PLAN

1050 SQ. FT.
+ 816 BONUS



NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION



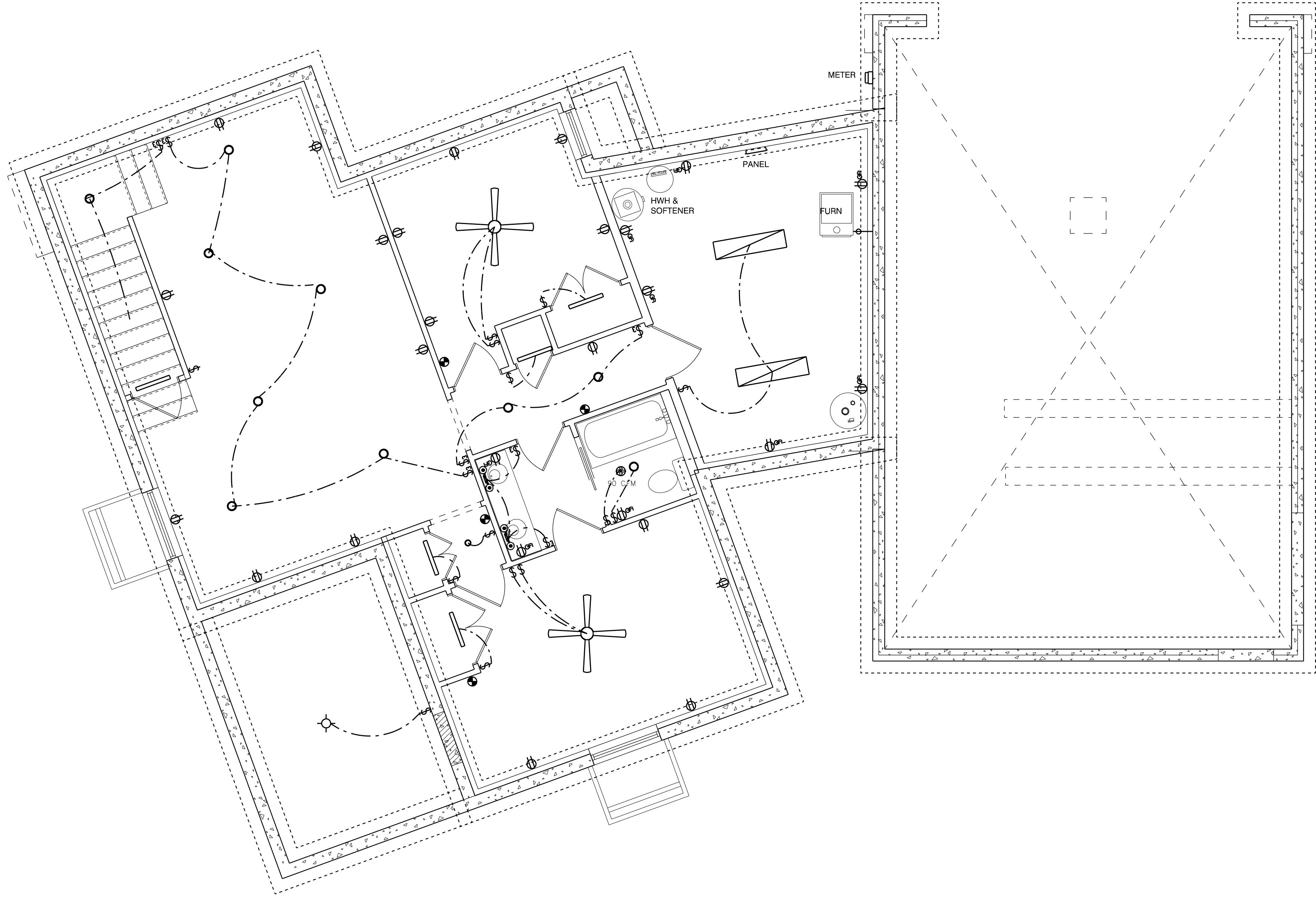
HOUSE NORTH ELEVATION



HOUSE SOUTH ELEVATION



HOUSE WEST ELEVATION



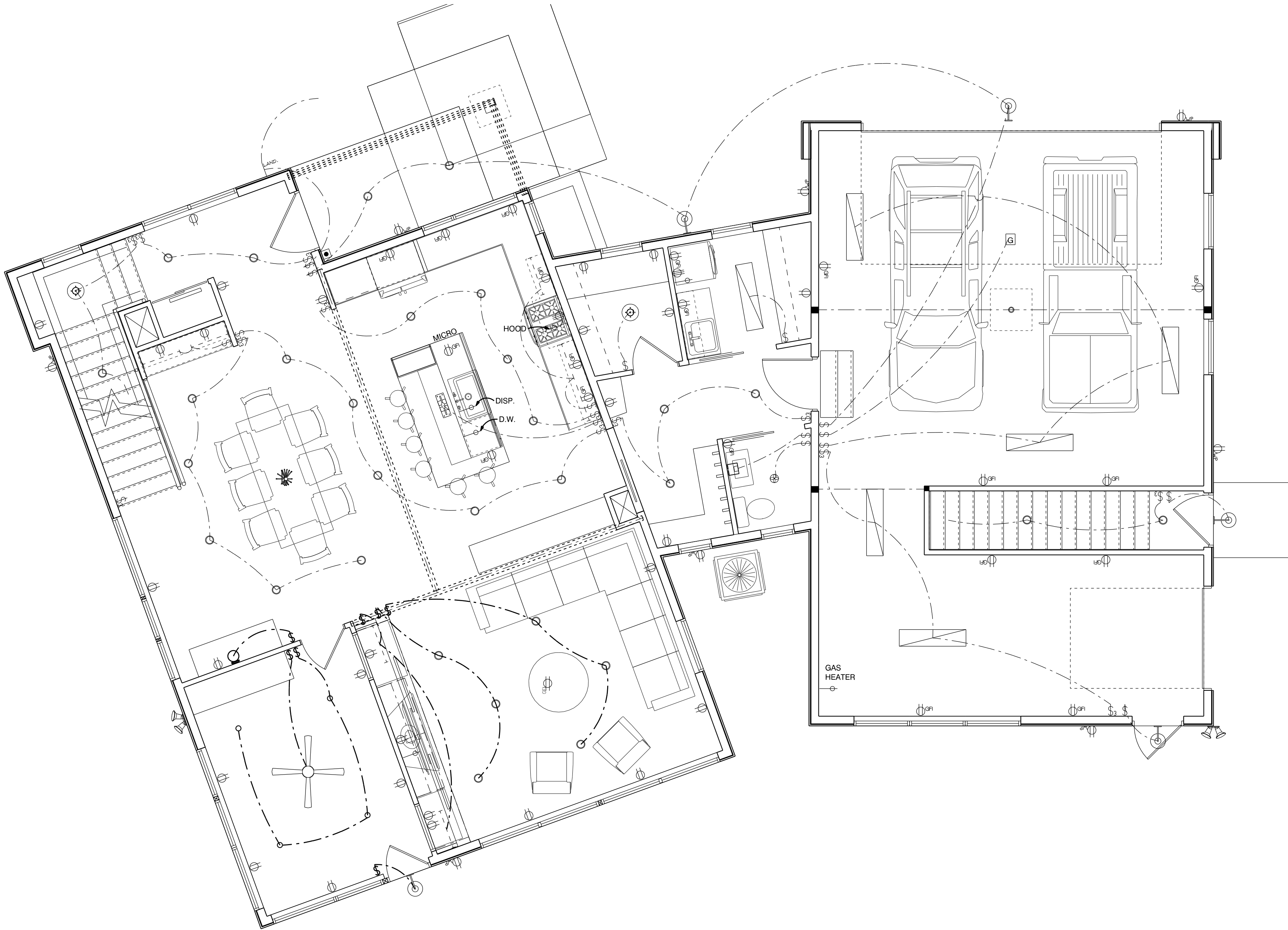
**LOWER LEVEL
FUTURE ELECTRICAL LAYOUT**

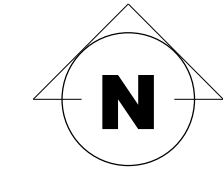
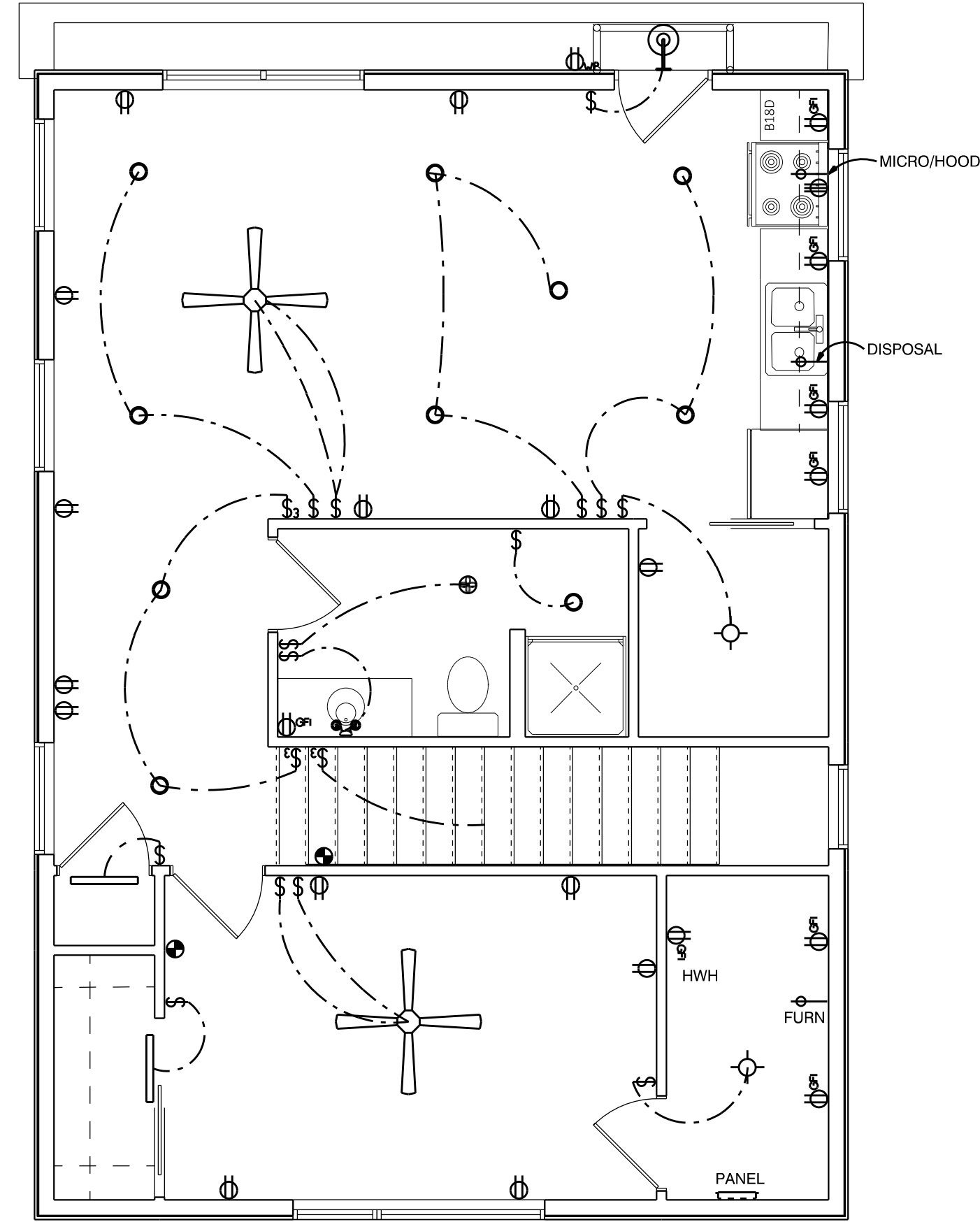
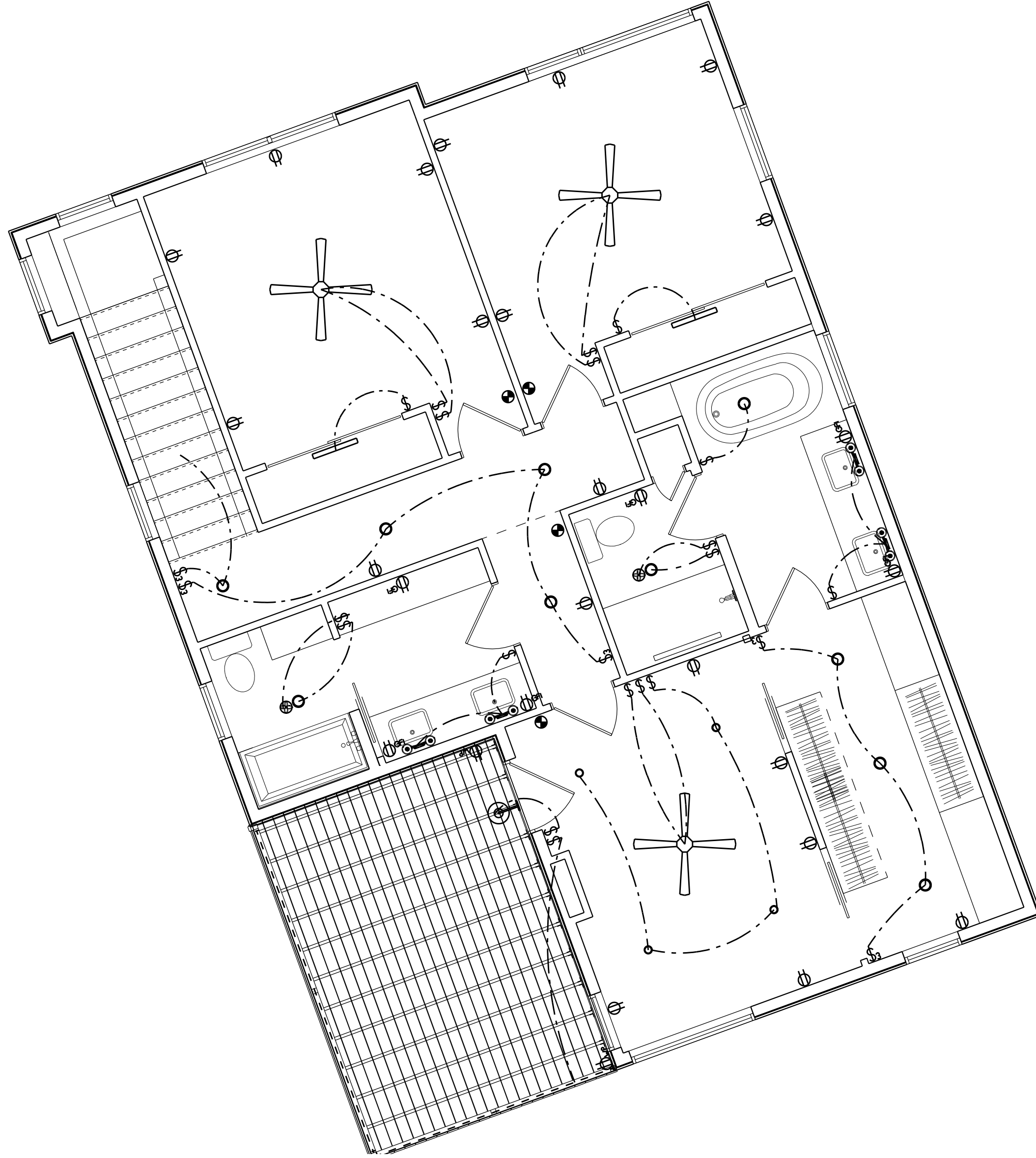
ELECTRICAL NOTES

PROVIDE MIN 75 CFM EXHAUST FANS AT EACH FULL BATHROOM
POWDER ROOM EXHAUST FAN TO BE 50 CFM WITH 20 CFM CONSTANT OPERATION
PROVIDE DIMMER SWITCHES AT ALL LED FIXTURES
PROVIDE ALLOWANCE FOR DECORATIVE FIXTURES (20 TOTAL)
AND CEILING FANS (8 TOTAL) TO BE SELECTED BY OWNER AND INSTALLED BY E.C.

ELECTRICAL LEGEND		
ELECTRICAL	COUNT	SYMBOL
ceiling fan 4 bladed 01	5	
ceiling fan globe 01	3	
LED SURFACE MOUNT 1 x 4	8	
contemporary 10	1	
contemporary 12	1	
can light 4inch	9	
can light 6inch	60	
ceiling light 39	1	
ceiling lumi mode 02	1	
spotlight double with motion detector	2	
wall mount savvy	2	
direct connection	10	
electrical meter	1	
electrical panel	2	
garage opener	1	
landscape whip	1	
undercabinet LED strip	8	
Fluorescent Strip Light	10	
doorbell pushbutton	1	
fan	4	
fan 90 CFM	1	
floor receptacle GFI duplex	1	
light	3	
outlet	79	
outlet 220v	3	
outlet gfi	42	
outlet wp	11	
smoke detector	10	
switch	67	
switch 3 way	29	
wall mounted contemporary 01 2 light	6	
egitto 2	1	
italian sconce 03	1	
wall mounted dublin	1	
wall mounted savvy	5	

LED SHALLOW DEPTH
AT SLOPED CEILINGS





SECOND FLOOR
ELECTRICAL LAYOUT

sheet

E1.2

SECOND FLOOR
ELECTRICAL LAYOUT

COMPTON RESIDENCE

991 Ridgeview Lane
Saugatuck, MI 49453

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

Unless Noted Otherwise

DRAWN BY: a.cook

DATE: