



**Planning Commission Regular Meeting
October 16, 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 – September 18, 2025

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

5. New Business:

A. 510 Butler –Public Hearing, Special Land Use & Site Plan Review (*Pg. 6*)

6. Old Business:

A. Master Plan – Open House & Survey Results Overview (*Pg. 30*)

B. Sign Ordinance – Discussion (*Pg. 35*)

7. Communication:

8. Reports of Officers and Committees:

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":
2698572603

Please send questions or comments
regarding meeting agenda items
prior to meeting to:

gmoore@saugatuckcity.com

***Public Hearing Procedure**

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



Planning Commission Special Meeting Minutes - *Proposed*

The Planning Commission met for a Committee Meeting, September 18, 2025

At 6:30 p.m. at City Hall

102 Butler St., Saugatuck, MI 49453

1. Call to Order/Attendance:

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

Present: Commission members Bagierek, Baldwin, Clark, Gaunt, Manns, & Marineau (out at 7:31pm).

Absent: Commission member LaChey.

Others Present: Director of Planning & Zoning Moore, Deputy Clerk Williams, David Jirousek – online (Horizon Planning), Trent Cunningham – online (Fahey Schultz Burzich, Rhodes).

2. Approval of Agenda:

Motion by Gaunt, second by Bagierek, to approve the meeting agenda for September 18, 2025. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Bagierek, second by Baldwin, to amend the minutes from the previous meeting August 21, 2025, to reflect the proper header, start time, and attendees. Upon voice vote, motion carried 6-0.

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

5. New Business:

A. 405 Park St – Public Hearing and Site Plan Review for Major Waterfront Construction.

Charles Carlson, the architect for the project at 142 Butler Street, explained the building's history and current condition. He described the need to demolish and rebuild the structurally unsound rear portion of the building, and to add a new bedroom with proper egress to meet code requirements. He also discussed challenges with installing a fire suppression system due to unclear water line documentation, which led to the decision to add the bedroom addition for safety and code compliance.

The Planning Commission discussed the demolition and reconstruction of the building's rear portion, addressing structural deficiencies and the need to bring the property into better code compliance. They reviewed the nonconforming south side setback and how the proposed

changes would reduce, rather than worsen, the nonconformity. The commission clarified that any approval would be contingent on receiving details about exterior lighting, trash bin storage, and obtaining fire department and engineering approvals.

Motion by Bagierek, second by Gaunt, to approve this project based upon the nonconformance not being any further and with deconstructed being brought back to the lot line not having a nonconformance. Contingencies are as follows and will all be delivered administratively:

- 1. Provide lighting specifications.*
- 2. Provide their trash bin storage information.*
- 3. The applicant must get fire department and engineering approval for these modifications.*

Upon roll call vote, motion carried 6-0.

B. 195 Dunegrass – Site Plan Review:

Planning & Zoning Director Moore summarized the 195 Dunegrass project, explaining that the applicant proposes building a two-story single-family residence with a pool and attached garage. He reviewed the compliance with zoning standards and the overall PUD plan, noting the planned removal of 41 trees and replanting of 82 trees, along with restoration of native vegetation.

The Planning Commission discussed the 195 Dunegrass project in detail. They reviewed the vegetation removal and assurance plans, clarifying that the plans were included in the application materials. The group discussed city code requirements for trash bin screening, specifically the three-foot fence height limit in front yards, and debated the location of the trash bins on the site plan. Legal counsel explained how previous land use resolutions and PUD approvals apply to this property emphasizing that most requirements are general to the development, with only a few specific to this parcel. The commission also discussed the need to confirm pool location compliance and the importance of precise language in the approval motion, ultimately agreeing that approval should be conditional on meeting all zoning and site plan review standards, not just the majority.

Motion by Gaunt, second by Baldwin, to recommend conditional approval of the site plan, the vegetative removal plan, and vegetation assurance plan with the following conditions:

- 1. Reduce the front yard trash bin screening fence to three feet in height.*
- 2. Confirm compliance with pool location requirements (no front yard placement).*
- 3. Satisfy all engineering review comments.*
- 4. Secure public water service approval.*
- 5. Provide compliant residential exterior light fixture specifications.*

Upon roll call vote, motion carried 6-0.

6. Old Business:

A. Master Plan - Discussion:

The Master Plan discussion focused on preparations for an upcoming community open house. The group reviewed the layout and purpose of various feedback stations designed to gather public input on community priorities, future development, and infrastructure needs. They discussed the types of questions and activities at each station, how to manage and interpret feedback, and logistical details such as station assignments and event promotion. The goal was to ensure meaningful community engagement and collect actionable input for the City's Master Plan Update.

7. Communications: None.

8. Reports of Officers and Committees: None.

9. Public Comments: None.

10. Commissioner Comments:

- Chair Manns: He shared his experience visiting the newly renovated Wickwood Inn, praising the owners and the improvements made possible by recent zoning changes allowing additional ADU's. He encouraged other Planning Commissioners to visit, noting the owner's hospitality, and expressed pride in the commission's role in supporting the project. He also mentioned that organizing a group visit would require a public notice.
- Commissioner Baldwin: He is looking forward to the Master Plan open house on September 30.
- Commissioner Clark: He is also looking forward to the Master Plan open house. He commented on City Council's increasing interest in the dark sky initiative. Clark mentioned an upcoming event at Oval Beach on October 21, where there will be a presentation, limited car access to preserve darkness, and opportunities for stargazing with telescopes.
- Commissioner Bagierek: He expressed support for the Master Plan process, noting the strong community response to the survey and sharing enthusiasm for the upcoming open house.
- Commissioner Gaunt: She welcomed Grayson on behalf of the commission. She is also looking forward to the open house, she thinks it will be really good.

11. Adjournment:

Motion by Gaunt, second by Clark, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 8:10 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	October 10, 2025	Meeting Date:	October 16, 2025
Request:	Special Land Use	Applicant:	Christopher Khorey
Address:	510 Butler & 120 Mary	Project Name:	Wickwood Inn
Parcel:	57-300-055-00 57-300-053-50	Plan Date:	August 21, 2025
Lot Size:	24,728 s.f.	Zoning District:	R-4 City Center Transitional Residential (CER)
Complete:	Yes	Recommendation:	Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests special land use and site plan approval to expand the existing Wickwood Inn Bed and Breakfast (B&B) located at 510 Butler Street by incorporating two existing structures, one located on the same lot (the shed) and another on the adjacent lot at 120 Mary Street (the bungalow), as accessory guest accommodations. Both buildings currently exist and will be converted for guest lodging without exterior expansion or changes to building height, footprint, or overall site configuration.

Background

The review of this proposal was authorized by a recently adopted amendment to the Saugatuck Zoning Ordinance (Ordinance No. 250310-A), which expands the definition and treatment of B&B establishments. Under the amendment, the definition of B&B was revised to recognize accessory guest buildings as a permissible component of a B&B in certain districts. Further, Section 154.022(R) was modified to allow accessory buildings on the same lot as a principal B&B building to be used as accessory guest buildings in the R-4 City Center Transitional Residential (CER) district, subject to meeting supplemental standards.

In light of this ordinance amendment, this application seeks special land use approval to incorporate two existing accessory structures as guest accommodations under the revised B&B provisions, consistent with the amended standards now codified in the zoning ordinance. As part of this proposal, the two subject lots will need to be combined so that the building at 120 Mary can be considered accessory to the principal B&B building at 510 Butler.

Review Process and Standards

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

- Section 154.022 (R) Bed and Breakfast Establishments
- Section 151.063 Standards for Formal Site Plan Approval
- Section 154.082 Standards [for Special Land Use Approval]

Section 154.022 (R) Bed and Breakfast Establishments

Bed and breakfast establishments (B&B) are permitted as special land uses in certain districts. In addition to compliance with the special land use standards and provisions, all B&Bs shall meet the following criteria:

1. *Rooms utilized for guest sleeping shall not exceed two occupants per room not including children under the age of 12. Each room for guest sleeping shall contain at least 100 net square feet of room size.*

Comment: The applicant has not provided square footage notations for the three guest rooms within the bungalow and shed. Any new room used for guest sleeping must comply with this requirement.

2. *The B&B facility and operation shall meet all applicable building, health and related safety codes. All sleeping rooms shall contain a separate smoke detector in proper working order. Each floor of the dwelling shall contain a fire extinguisher in proper working order in conformance with all applicable fire codes.*

Comment: Smoke detectors and fire extinguisher requirements must be satisfied before occupancy.

3. *The guest room charge shall include the preparation and serving of breakfast to overnight guest. No additional breakfast fee shall be charged.*

Comment: This is an ongoing requirement for all B&Bs.

4. *No separate or individual cooking facilities shall be provided for the use of guests, including existing cooking facilities.*

Comment: The plan shows a range, sink, and refrigerator in the rear common area of the bungalow. It is unclear if this area will be available to guests for cooking or if it is dedicated to preparing meals for guests.

5. *The B&B operation may include a wall sign, attached flat against the front face of the dwelling, not to exceed two square feet in area. The sign shall be non-illuminated and designed and constructed consistent with the architectural and aesthetic character of the dwelling to which the sign shall be affixed. In lieu of a wall sign, the Planning Commission may permit a free-standing sign, not to exceed four square feet. (See § 154.141 and Chapter 152).*

Comment: No new signs are proposed as part of the special land use request. Any future sign must be reviewed and permitted administratively unless a new free-standing sign is proposed. In that case, Planning Commission approval is necessary.

6. *No guest shall reside on the premises for more than 14 consecutive days, and not more than 30 days in any one year.*

Comment: This is an ongoing requirement for all B&Bs.

7. *Off-street parking shall be provided as required by the parking regulations of this chapter. See § 154.130.*

Comment: One parking space is required for every three sleeping rooms. With 16 rooms, six spaces are required, and the plan indicates that 11 off-street spaces are available.

8. *The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor and other external disturbances. Said determination to be based on the judgement of the Zoning Administrator. Approval of the B&B operation may be conditioned upon the installation of screening, fencing, plantings and/or other such installations and conditions to help ensure compatibility of the B&B operation with the surrounding area.*

Comment: The overall site plan, along with open space and outdoor amenities, is not anticipated to result in excessive external disturbances. B&Bs, by their nature, are limited in occupancy, and a resident manager oversees the operation.

9. *An existing residential structure may be converted to a bed and breakfast and exterior additions to an existing residential structure for the purpose of providing additional rental rooms shall only be allowed if all of the following conditions are met: (a) The parcel of property must meet all of the provisions of this chapter for the particular zone in which the*

proposed bed and breakfast is located; and (b) All of the special land use permit requirements of this subchapter shall be met.

Comment: This requirement assumes a conversion of a principal residential dwelling to a principal B&B building. The dwelling at 120 Mary is proposed to be converted to an accessory guest building, which is reviewed against subsection 10.

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.

Comment: The subject property is zoned R-4 City Center Transitional Residential (CER).

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:

- i. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.*
- ii. 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.*

Comment: The proposed incorporation of 120 Mary into the existing Wickwood Inn B&B at 510 Butler, along with the existing accessory building at 510 Butler, maintains the cohesive appearance and layout of the block and surrounding neighborhood. Both buildings are existing structures that are compatible with the established built character, including the prevailing density, mass, bulk, scale, and design found along Butler Street, Mary Street, and nearby blocks. No changes are proposed to the building size, height, or site configuration, ensuring that the overall appearance and relationship of the buildings remain consistent and harmonious with the neighborhood context.

c. All requirements of Section 154.022 (R) 1-9 must be met.

Comment: As stated earlier, the applicant must provide square footage notations for each of the three guest rooms within the bungalow and two rooms in the shed to demonstrate compliance with Section 154.022(R)(1). Installation of required smoke detectors and fire extinguishers shall be a condition of approval and must be completed before occupancy per 154.022(R)(2). Based on 154.022(R)(4), the kitchen located in the rear common room of the bungalow can only be used by the operator and shall not be available for guest use or independent cooking.

- d. *There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.*

Comment: The applicant proposes two accessory guest buildings that will be associated with the principal B&B building (bungalow and shed conversions).

- e. *An individual accessory guest building shall include no more than three (3) guest rooms.*

Comment: The bungalow is proposed to have three guest rooms, and two guest rooms are proposed within the shed building.

- 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.*

Comment: Five guest rooms in the accessory guest buildings comprise 45% of the total number of guest rooms in the principal B&B building.

- g. *Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).*

Comment: New buildings are not proposed.

- h. *Conversions of Existing Buildings.*

- i. *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.*
- ii. *Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).*
- iii. *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.*

Comment: The bungalow at 120 Mary and the shed at 510 Butler are existing buildings proposed to be converted to accessory guest buildings, and special land use standards are met. No expansions or height increases are proposed, and all improvements related to the conversion are indoors.

11. *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).*

Comment: The proposed guest rooms and accessory guest buildings are not intended for use as accessory dwelling units, nor are they designed to comply with requirements applicable to accessory dwelling units.

Section 151.063 Standards for Formal Site Plan Approval

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

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

Comment: The site has already been developed and improved with a B&B principal building, an accessory shed, and an existing dwelling at 120 Mary, which will be incorporated into the Wickwood property. The overall organization of buildings on the site is logical and well arranged, supporting the intended B&B use while maintaining compatibility with surrounding properties. The layout does not impede the normal and orderly development or improvement of adjacent properties for uses permitted within the district, and it preserves the functional and visual character of the neighborhood.

- 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: No site work is proposed as part of the proposal. Aside from interior improvements, buildings are proposed as accessory guest accommodations in their current state.

- 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.

- 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: The overall site plan and conversion of existing buildings into accessory guest buildings must be reviewed and approved by the Fire Department.

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

Comment: This standard is not applicable. The site has already been developed and improved. 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. 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, and no streets are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved. No increase in impervious surface and no changes to stormwater drainage patterns 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: 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: 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.

Section 154.082 Standards for Special Land Use Approval

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

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

Comment: The location, size, height, and intensity of the proposed accessory guest buildings are compatible with the existing development pattern and character of the surrounding area. Both the primary and accessory structures are consistent in scale and design with nearby residential and lodging properties, and no changes are proposed that would increase building height or intensity of use. The operations are modest in scale and appropriate for the neighborhood context, ensuring compatibility with adjacent buildings and uses.

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

Comment: The proposed accessory guest buildings are consistent with and promote the intent and purpose of the ordinance by supporting compatible mixed residential and lodging opportunities within the established neighborhood fabric. The expanded use maintains the character and scale of surrounding properties, contributes to the local economy through tourism, and upholds the goals of orderly development and preservation of neighborhood quality envisioned by the Zoning Ordinance.

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

Comment: No site work is proposed as part of the proposal. Aside from interior improvements, buildings are proposed as accessory guest accommodations in their current state.

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

Comment: The proposed use will be fully consistent with the existing and future capabilities of public services and facilities. The addition of guest accommodations within existing buildings will not create a measurable increase in demand for utilities, road access, or emergency services. The limited number of additional guests and the relatively small scale of operations will result in only a negligible impact on public infrastructure and services, ensuring continued capacity for surrounding development and other allowable uses.

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

Comment: The overall plan for accessory guest buildings protects public health, safety, and welfare by operating within existing code-compliant buildings, maintaining low impacts on surrounding properties, and contributing to neighborhood and community vitality through responsible small-scale lodging activity.

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

Comment: The proposed use will not involve the storage or use of flammable fluids beyond typical residential levels, and no hazards are anticipated.

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 site is easily accessible to emergency services and will not create or contribute to any hazardous traffic conditions. Adequate off-street parking is provided on-site to accommodate guests and operators, ensuring safe and convenient vehicle circulation consistent with the normal flow and character of the neighborhood. However, review and approval by the Fire Department remains necessary.

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: No changes are proposed to building height or site layout, and the overall design and appearance will remain compatible with surrounding properties, which will preserve neighborhood character and property values.

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

Comment: The proposed conversion of existing structures into accessory guest accommodations is appropriate within this zoning district, which is intended to serve as a transition area between the downtown commercial environment and the surrounding residential neighborhoods. The proposal complements this purpose by providing a small-scale lodging option that supports downtown activity while maintaining the residential character, scale, and compatibility of the neighborhood.

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

Comment: The proposed use will not be objectionable to nearby dwellings. Operations will occur within existing buildings, with only limited outdoor activities by guests. There will be no increase in noise, lighting, or other impacts beyond those typical of residential or lodging uses permitted by right in the district, ensuring continued neighborhood compatibility.

Recommendation

Staff recommends approval of the special land use and site plan to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. Please note that we recommend that a motion to approve special land use specifically reference the findings against the special land use standards in this report, as well as other standards of approval and zoning requirements. The following sample motion is provided for your use.

I move to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B requirements of Section 154.022 (R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval:

- 1. The applicant shall provide square footage notations for each of the three guest rooms within the bungalow and the two guest rooms within the shed to demonstrate compliance with Section 154.022(R)(1).*
- 2. Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(2).*
- 3. The kitchen located in the rear common room of the bungalow shall be removed or shall be used only by the B&B operator and shall not be available for guest use or independent cooking, consistent with Section 154.022(R)(4).*
- 4. The lots at 510 Butler and 120 Mary shall be combined.*
- 5. The proposal shall be approved by all other City Departments, as applicable.*



Special Land Use Application

LOCATION INFORMATION	APPLICATION NUMBER _____
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Address 510 Butler / 120 Mary

Parcel Number 57-300-055-00

57-300-053-50

APPLICANTS INFORMATION

Name Christopher Khoe, AICP Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

Interest In Project Owner's Consultant E-Mail _____

Signature [Signature] Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)
--

Name W. K. Wood Inn Address / PO Box 510 Butler Street

City Saugatuck State MI Zip _____ Phone 49543

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

Signature [Signature] Date 9/2/25

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

Name Saucie Horner Contact Name Michael Waechter, AIA

Address / PO Box _____ City _____

State _____ Zip _____ Phone [Redacted]

License Number 1301071816 Expiration Date 1/21/2026

PROPERTY INFORMATION

Depth 190.04 Width 132 Size 24,729.54 Zoning District CER Current Use Bed and Breakfast

Check all that apply:

Waterfront _____ Historic District ☒ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)
--

see attached



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. Twelve reproducible copies of a final site plan, at a scale of not less than one inch equals ten feet, shall include:

Y ☒ N ☐ NA ☐

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



Special Land Use Application

Application # ____ - ____

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

STANDARDS FOR APPROVAL (SECTION 154.082)

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.



September 3, 2025

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

Subject: Wickwood Inn Accessory Guest Buildings – Special Land Use Application Narrative

Dear Commissioners,

On behalf of Wickwood Inn (510 Butler Street), we are requesting a Special Use Approval under the City of Saugatuck Zoning Ordinance to allow the creation of three Accessory Guest Buildings for the existing Bed and Breakfast.

The three Accessory Guest Buildings would be created by renovating existing buildings and combining the existing lots at 510 Butler Street and 120 Mary Street into a single lot. This would create a single lot containing the following:

- The 4,216.8 square foot principal bed and breakfast building, containing 11 guest units.
- A 674.6 square foot accessory building containing 2 accessory guest units.
- A 1,403.5 square foot accessory building containing 3 accessory guest units (the former principal building/house at 120 Mary)
- A 413 square foot accessory building containing storage and recreation space, but no accessory guest units.

Wickwood has not applied for the lot combination yet, but would be willing to do so as a condition of any approval of the Special Land Use.

Wickwood Inn is requesting approval of the Special Use under Sections 154.022.R.10 and 154.082. Below please find our analysis of how the proposal meets the requirements of those Sections.

ACCESSORY GUEST BUILDING STANDARDS (SECTION 154.022.R.10)

1) The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District. The lot in question is located in that district.

2) Special land use approval shall be required, as described in Sections 154.080-92. Wickwood has applied for Special Land Use Approval.

3) The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:

- a. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.** No new construction is proposed, and no expansions to any buildings are proposed. There will be no change to the appearance of the site, keeping its current historic character and consistency with the surrounding neighborhood.



- b. **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.** No new construction is proposed, and no expansions to any buildings are proposed. There will be no change to the appearance of the site, keeping the current consistency between the existing principal building and the accessory buildings.
- 4) **All requirements of Section 154.022 (R) 1-9 must be met.** The Wickwood Inn Bed and Breakfast was previously approved and is not in violation of any of these requirements.
- 5) **There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.** The application includes one principal bed and breakfast building, and two accessory guest buildings.
- 6) **An individual accessory guest building shall include no more than three (3) guest rooms.** One of the proposed accessory guest buildings includes three rooms, and the other includes two.
- 7) **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.** The principal building contains 11 guest rooms, meaning the maximum number of accessory guest rooms is 5. 5 accessory guest rooms are proposed.
- 8) **Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).** No newly constructed accessory guest buildings are proposed.
- 9) **Conversion of Existing Buildings.**
 - a. **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.** Wickwood is requesting that the two accessory guest buildings be approved in their current locations.
 - b. **Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).** No expansions are proposed.
 - c. **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.** All conversions will be done with the existing footprint and height of the building.
- 10) **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).** Wickwood acknowledges that the buildings in question are not Accessory Dwelling Units, and would be approved for lodging only.



SPECIAL USE STANDARDS (FROM APPLICATION FORM)

(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?

No new construction is proposed. The new guest units will be added without altering the character of the site or its surroundings. Even the lot combination will only exist “on paper” – from the perspective of the surrounding area, the physical character of 510 Butler and 120 Mary will be unchanged.

(2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter? The proposed request increases the lodging capacity in the core of Saugatuck without altering the historic character and charm that define the City. The new units will be located in newly renovated buildings, adding vibrancy to the area without changing the physical character.

(3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy? The request re-uses existing structures, preserving their life, and reducing the demand for new development to sprawl into the countryside surrounding Saugatuck. Guests in the new units will be able to walk to many of the destinations in Downtown Saugatuck, reducing vehicle emissions.

(4) How will the proposed request consistent with existing and future capabilities of public services and facilities? The new guest units will create a small increase in water and sewer needs on the site, but any other impacts would be minimal. The guests in the units are unlikely to cause any strain on infrastructure public services, especially given their location in walking distance to many of Saugatuck’s attractions.

(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? The request will renovate existing buildings to add lodging capacity, boosting vibrancy and adding customers for downtown businesses while adding little additional demand for public services and not changing the physical character. This protects the well-being of City residents and businesses while boosting Saugatuck’s economy.

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids? No large-scale use or storage of inflammable liquids is proposed.

(7) How will the proposed request will 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? The access conditions for public safety will not change.

(b) Will measure be taken as to not create or add to any hazardous traffic condition? Vehicular access to the property will not change, nor will traffic flows to and from the property significantly increase.

(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? Exterior physical changes to the property will be minimal, maintaining the existing historic character and charm of the bed and breakfast.



(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? The bed and breakfast is already a harmonious part of the district, and with no exterior physical changes, that harmony will not be interrupted.

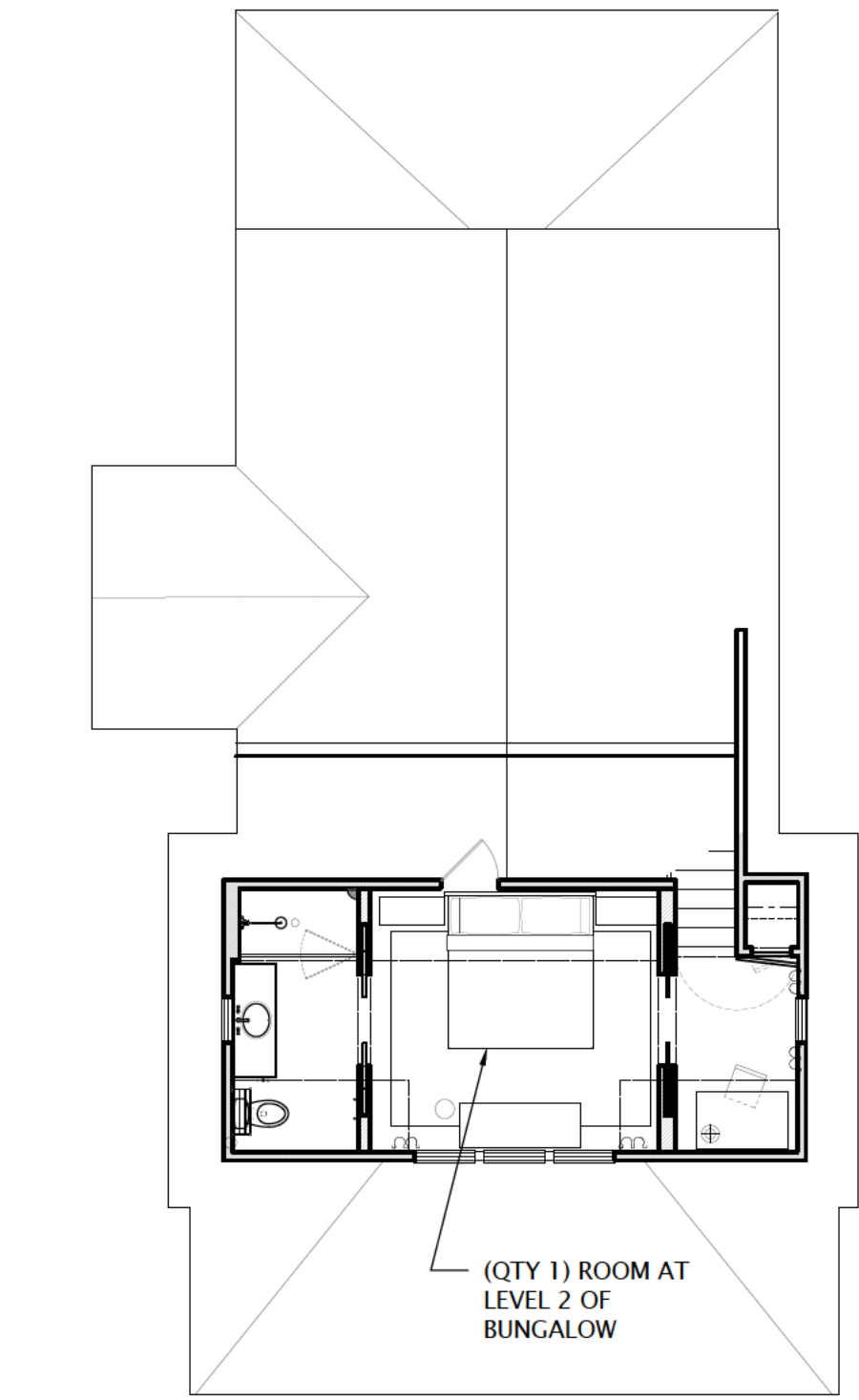
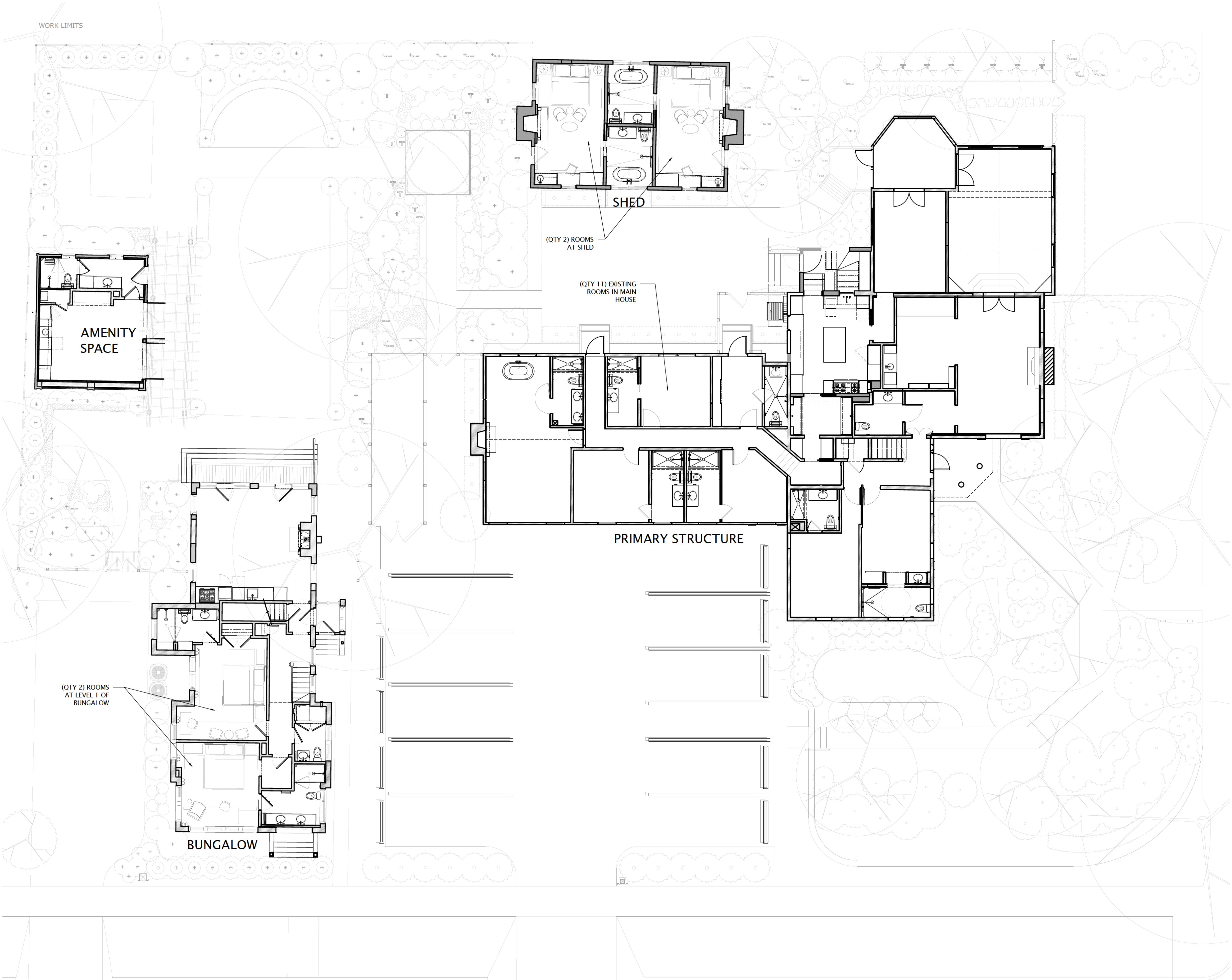
(10) How will the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located? The site is not currently causing any negative impacts listed in this question. Because there will be no exterior physical changes, there is no reason to believe any of these impacts would occur if the accessory guest units are approved.

We look forward to further discussions on this proposed Special Land Use with the Planning Commission. Thank you for your consideration of this proposal.

Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President



2 PLAN AT BUNGALOW - LEVEL 2
SCALE: 1/8" = 1'-0"

- NOTES:
- 1) PRIMARY STRUCTURE - 11 PRIMARY GUEST DWELLING UNITS
 - 2) BUNGALOW - 3 ACCESSORY GUEST DWELLING UNITS
 - 3) SHED - 2 ACCESSORY GUEST DWELLING UNITS
 - 4) TOTAL ON SITE - 16 GDU

SOUCIE HORNER
INTERIORS

ARCHITECTURAL INTERIORS

SOUCIE HORNER, LTD.

208 West Kinzie Street, 4th Floor
Chicago, Illinois 60654
telephone: (312) 755-0202
facsimile: (312) 755-0404

PROJECT NAME:

Wickwood Inn - Cottage
120 Mary Street
Saugautuck, MI, 49453

NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.
DRAWING REPRESENTS DESIGN INTENT ONLY.

ISSUES AND REVISIONS:

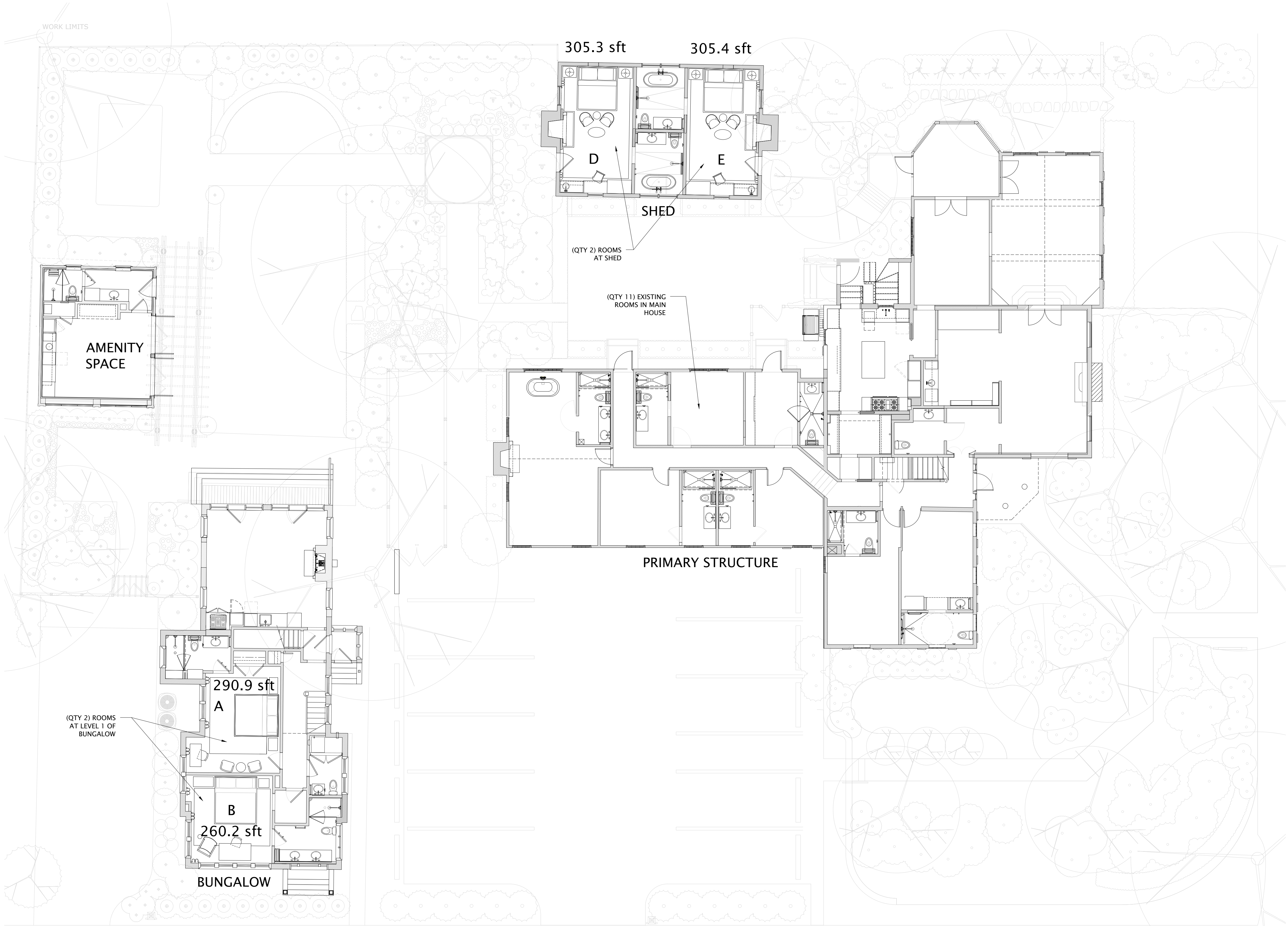
No.	DATE:	DESCRIPTION:

SITE
PLAN

DATE: 8/21/25

SHEET NUMBER:

C-1.01



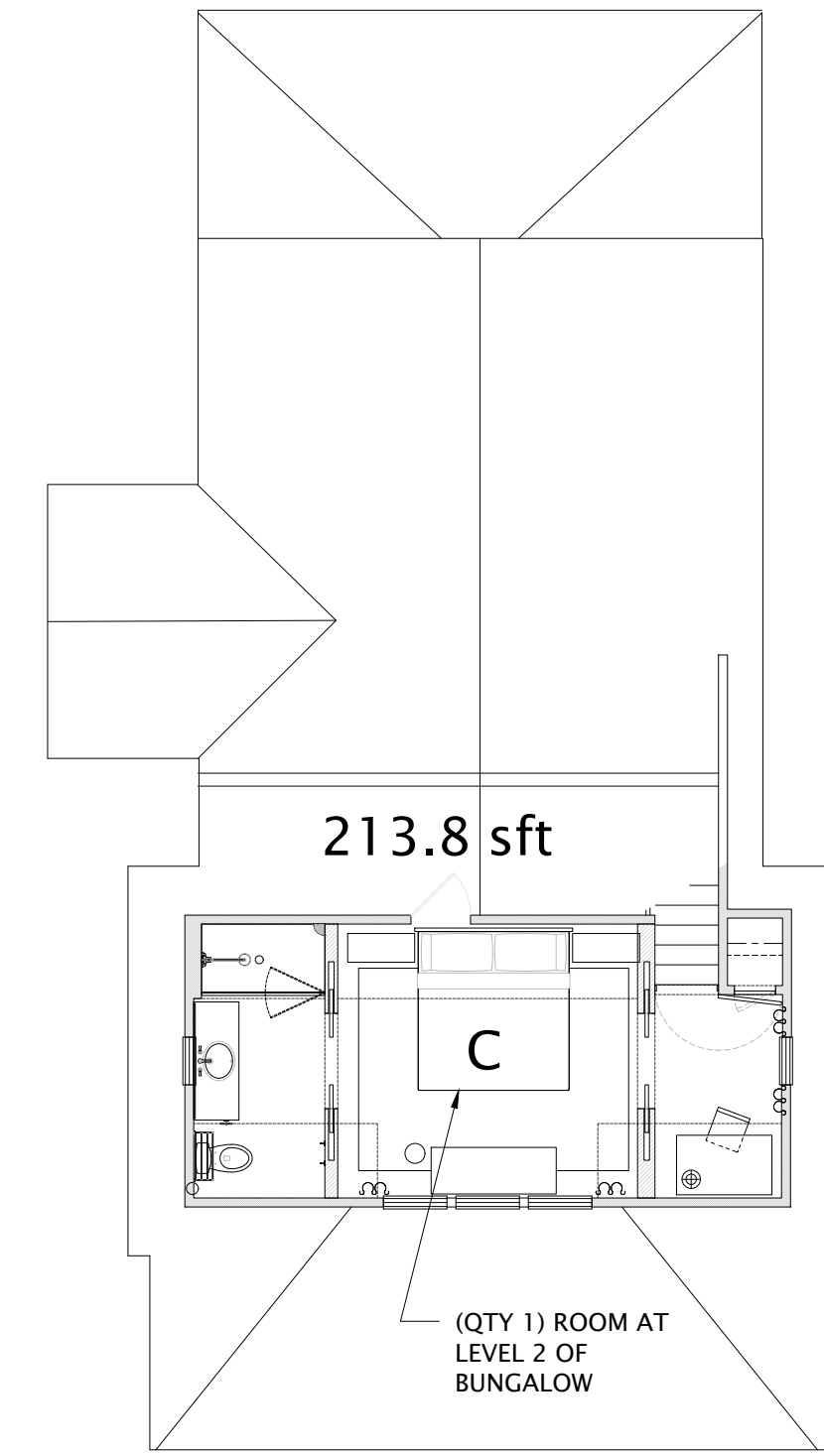
1 SITE PLAN
SCALE: 1/8" = 1'-0"

1/8"=1'-0" 1' 4' 8' 16'

NOTES:

- 1) PRIMARY STRUCTURE - 11 PRIMARY GUEST DWELLING UNITS
- 2) BUNGALOW - 3 ACCESSORY GUEST DWELLING UNITS
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2 PLAN AT BUNGALOW - LEVEL 2
SCALE: 1/8" = 1'-0"



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ISSUES AND REVISIONS:

No. DATE DESCRIPTION:

**SITE
PLAN**

DATE: 8/21/25

SHEET NUMBER:

C-1.01

I move to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B requirements of Section 154.022 (R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval:

- 1. The applicant shall provide square footage notations for each of the three guest rooms within the bungalow and the two guest rooms within the shed to demonstrate compliance with Section 154.022(R)(1). **Noted - SH to provide***
- 2. Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(2). **Compliant***
- 3. The kitchen located in the rear common room of the bungalow shall be removed or shall be used only by the B&B operator and shall not be available for guest use or independent cooking, consistent with Section 154.022(R)(4). **See below***
- 4. **The lots at 510 Butler and 120 Mary shall be combined.***
- 5. The proposal shall be approved by all other City Departments, as applicable.*

Item 1: Accessory Guest Room Areas

Bungalow

**Room A - 290.9 sft
Room B - 260.2 sft
Room C - 213.8 sft**

Cottage

**Room D - 305.3 sft
Room E - 305.4 sft**

Item 3 - Access to the stove is limited to use only by the B&B.

See images below.



Figure 1 - Cooking equipment closed off behind locked doors



Figure 2 - Cooking facility opened up



Memorandum

To: City of Saugatuck Planning Commission
Date: October 10, 2025
From: David M. Jirousek, AICP
RE: Master Plan- Survey Results and Open House Event

Community Survey Overview

The City of Saugatuck Master Plan Survey was open from August through early October and received a total of 386 responses. The survey was conducted to gather input from residents, business owners, and stakeholders to inform the development of the City's next Master Plan. The following sections provide preliminary observations from the survey data.

Preliminary Observations

A total of 222 respondents identified as full-time or part-time residents of the City of Saugatuck. In a separate question, 158 respondents identified as full-time primary home residents, while 72 identified as part-time secondary home residents (230 respondents total). These figures represent 46 and 21 percent, respectively, of the 340 individuals who answered that question. Of the residents, 80 percent reported living in single-family detached homes in the City.

Just over half of all participants were 60 years of age or older, and 39 percent were between the ages of 40 and 59. Gender representation was balanced, with 182 females (48 percent) and 178 males (47 percent) responding, while 20 participants (5 percent) chose not to identify their gender.

Almost 20 percent of respondents had a background in business, finance, or law, and 12 percent represented the retail and service industry. Nearly half, or 47 percent, do not currently travel for work, while 23 percent commute outside of Allegan County, and 18 percent travel from home to a place of business within the City.

When asked about reasons to live in the City, the most frequent responses included small-town character, the rivers and Lake Michigan, and arts and culture. In defining small-town community character, respondents most often mentioned a walkable downtown, mom-and-pop shops, arts and culture, quaint, smaller-scale cottages and homes, and walkable neighborhoods.

Participants expressed strong support for maintaining and encouraging local businesses. Most respondents felt the amount of commercial business in the City is appropriate, though several noted that additional retail stores, galleries, and restaurants would be desirable. Over 57 percent of participants believed that establishing a Downtown Development Authority would be important for allowing innovative methods to fund public infrastructure improvements.

Most participants agreed with establishing a multi-use pathway along Perryman and Park Street to Oval Beach and indicated that the chain ferry is an important part of the City's transportation system. Additionally, 87 percent of participants believed that preserving existing neighborhood character should remain a City priority. The majority, or 67 percent, strongly agreed and 25 percent somewhat agreed, that the existing tree canopy should be preserved and new street trees should be planted.

When asked to identify top overall priorities for the City of Saugatuck, respondents most frequently selected the following:

1. A vibrant, strong, and attractive downtown that maintains small-town charm
2. A welcoming and inclusive community
3. Safe and accessible sidewalks, crosswalks, and pathways for pedestrians and cyclists
4. Environmental sustainability and resiliency

For the broader Tri-Communities area, the top four priorities identified were:

1. Tourism
2. Environmental sustainability and resiliency
3. Economic development and job creation
4. Regional pathways

Next Steps

As we continue to assess this data, the Planning Commission may wish to examine how specific groups responded to certain questions, such as comparing residents and non-residents, or identifying how business owners ranked overall priorities. Further review of these cross-tabulations may assist in understanding community perspectives and guiding Master Plan policy direction.

Open House Overview

This section provides a summary of input received during the Saugatuck community engagement event held on September 30, 2025. The session included several interactive feedback boards designed to gather intuitive, first-impression responses regarding community values, priorities, and future vision. A total of 28 participants signed in, although some participants did not check in at the welcome table.

What People Love About Saugatuck

Participants expressed deep appreciation for Saugatuck's small-town charm, strong sense of community, and the friendly, welcoming nature of its residents. Many noted the importance of the City's walkable downtown, local shops and restaurants, historic architecture, and arts and cultural activities. The natural setting, waterfront, and surrounding landscape were also commonly mentioned as defining features that contribute to Saugatuck's unique character and livability.

People Want More

Responses suggested a desire for expanded access to public spaces, greenways, and the waterfront. Participants also expressed interest in more year-round events and activities to support both residents and visitors outside of the peak tourist season. Other priorities included maintaining kindness and inclusivity in community interactions, improving access to public beaches, and better managing the impact of tourism while maintaining the City's character and quality of life.

People Want Less

The most frequent comments focused on limiting the proliferation of short-term rentals (STRs) and reducing crowding during the tourist season. Several participants noted concerns about new structures that block river views, the visual impact of new development, and increased taxes and regulations. There was also a general preference for minimizing overdevelopment and maintaining the City's scale and authenticity.

The Future of Saugatuck – 10 to 20 Years

Participants were divided between wanting to preserve the City's current look and feel and supporting moderate changes that improve livability. Many respondents indicated that Saugatuck should remain much the same, particularly in maintaining its green spaces, parks, and pedestrian-oriented downtown.

Those favoring change emphasized expanding year-round residency, encouraging local employment opportunities, and reducing traffic congestion. Participants also noted a desire to attract businesses that support the local economy while respecting community values.

Top Community Priorities

Based on dot voting, the top priorities identified for the Master Plan included:

- A lively, strong, and appealing downtown that maintains small-town charm.
- Year-round, residential community
- A strong cultural and arts community
- Safe and accessible sidewalks, crosswalks, and pathways for pedestrians and cyclists.

Saugatuck Bucks

- Results from the Saugatuck Bucks activity indicate that participants placed the most significant emphasis on Sidewalks and Paths (40 votes, 1st place), signaling a strong community desire for better walkability, safe crossings, and improved bicycle and pedestrian connections.
- Downtown Improvements (38 votes, tied for 2nd) and Parking (38 votes, tied for 2nd) also ranked highly, reflecting interest in reinvesting in the downtown environment and addressing parking management during peak tourism periods.
- Waterfront Facilities (34 votes, 4th place) followed closely, underscoring the value residents and visitors place on public access to the riverfront and the maintenance of water-related amenities.

- Parks (22 votes, 5th place), Streets (18 votes, 6th place), and Public Art (17 votes, 7th place) received fewer overall tokens but still demonstrate meaningful interest in recreation, infrastructure maintenance, and community aesthetics.

Preserve/Enhance/Transform

Preserve (Green Dots). Preservation areas were the most frequently marked. These comments and dots clustered around:

- Downtown waterfront and harbor front, including Water Street, Main Street, and the area surrounding Wicks Park. Participants expressed a desire to maintain the historic character, walkability, and scale of this area.
- Oval Beach and the surrounding dunes were consistently marked for preservation due to their natural beauty and recreational importance.
- Park Street, Van Dalson Street, and the Kalamazoo River corridor, where residents noted the importance of preserving tree cover, river views, and natural buffers.
- Neighborhood interiors, especially near Francis Street, Elizabeth Street, and north of Main Street, are characterized by the small-town scale and mature trees that contribute to local character.
- Post-it notes also called out the need to preserve river access and view corridors, and to protect wooded residential areas from overdevelopment.

Enhance (Yellow Dots). Enhancement dots were placed in areas where participants saw opportunities for public realm improvements and reinvestment without significant change to land use. Key areas included:

- Downtown intersections and corridors (Butler, Mason, and Culver Streets), where improved pedestrian amenities, landscaping, and streetscape design could strengthen the visitor and resident experience.
- Blue Star Highway corridor, where enhancements such as gateway features, signage, and aesthetic upgrades were recommended.
- School and recreation areas along Elizabeth and Mason Streets were noted by participants for their potential to improve connectivity, provide safe routes, and create community gathering spaces.
- Waterfront access points along the river, where minor improvements could better connect public spaces and parks.

Transform (Red Dots). Transform areas were limited but focused, signaling where the community perceives potential or need for more significant change. These dots were primarily near the marinas, where some participants noted redevelopment potential or reconfiguration to improve waterfront access and other opportunities. Overall, transformation suggestions were strategic and limited to a few specific locations rather than widespread change.

Mobility

Participants placed the most significant emphasis on sidewalk and multi-use path improvements. Specific requests and markings included:

- Filling sidewalk gaps along Butler Street, Griffith Street, and Lake Street.
- Extending sidewalks and paths along Park Street.
- Creating or improving connections to Oval Beach.
- Establishing bike-friendly corridors and safe pedestrian routes linking the downtown to the waterfront and beach areas.
- Post-it notes also called for bike/pedestrian facilities and more bike racks downtown.
- Adding clearer pedestrian signage and designating routes for walking and biking.
- Addressing seasonal congestion and enhancing circulation for all travel modes.

General Comments

Additional written comments emphasized the need for improved bike accommodations, the preservation of the Kalamazoo River, and ensuring that full-time residents continue to have a strong voice in community decisions.

MEMORANDUM

TO: City of Saugatuck Planning Commission
FROM: Trent Cunningham (tcunningham@fsbrlaw.com)
DATE: October 10, 2025
RE: Draft Zoning Ordinance Amendment (Signs)

As you know, the Planning Commission has been considering amendments to the City's current sign regulations to align those provisions with recent constitutional precedent from the Supreme Court.

In June, the Planning Commission discussed a preliminary draft amendment that removed all content-based regulations and implemented a content-neutral regulatory scheme for signs. After discussing the preliminary draft, the Planning Commission provided several comments and considerations for City staff and consultants to implement. After discussions with City staff and consultants, the City Attorney has provided the enclosed revised draft zoning amendment. While this draft implements much of the feedback from prior discussions, this draft is meant to capture the general framework of the recommended regulatory changes and serve as a guide for the discussion. Accordingly, there are several blanks within the draft that will allow the Planning Commission to discuss potential policy options. Based on the discussion at the meeting, the City Attorney will implement any feedback or revisions and bring a refined draft to the next Planning Commission meeting.

As you may recall, we tried to mirror the current sign regulations as closely as possible, and thus you will notice that some provisions are copied from the current sign regulations (e.g. freestanding signs, attached signs, banners, nonconforming signs, etc.). Much of the complexity with the current draft stems from trying to mirror the current sign regulations and from trying to regulate signs differently depending on particular zoning districts and the underlying use of the property.

Given the nuances of the current draft, we wanted to highlight some specific provisions and regulatory schemes and provide some discussion points to facilitate the Planning Commission's discussions:



GENERAL DISCUSSION QUESTIONS:

Think about what type of signs you see around the City, both in residential areas and non-residential areas. This may include temporary signs, large permanent signs, wall signs, window signs, neon signs, etc.

- (1) What signs are problematic? Why?
- (2) Where are those signs problematic? Why?
- (3) What signs should be allowed? Why?
- (4) Where should those signs be allowed? Why?

Additionally, note that the draft zoning amendment has many blanks. These provisions were left blank intentionally to facilitate discussion about what would be an appropriate standard. I have highlighted the blanks in the draft. Any discussion and consensus about appropriate standards to fill in these blanks would be very helpful to move towards a final draft.

BREAKDOWN OF SPECIFIC REGULATORY SCHEMES

Given the length and complexity of the proposed sign amendment, we wanted to provide a breakdown of specific regulatory schemes to narrow the discussion to specific topics. Below, we have dissected the proposed sign amendment based on specific zoning districts, uses, or types of signs.

I. SIGNS ALLOWED IN ALL ZONING DISTRICTS

The following signs would be allowed anywhere in the City without a permit. The only applicable distinctions are the underlying use of the property. For example, residential uses and non-residential uses are allowed to have a different number of flags. Similarly, residential uses are allowed to have off-premises temporary yard signs, but non-residential uses are only allowed to have off-premises temporary yard signs in specific circumstances where on-site services are being offered on the property.

NON-RESIDENTIAL USE. Any use of property that is not a “residential use,” as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage.

OFF-PREMISES SIGN. A sign that advertises an entity, business, person, activity, good, product, or service offered or existing elsewhere than upon the same lot where the sign is displayed.

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

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

RESIDENTIAL USE. A residential use shall include apartments, multiple-family dwellings, single-family attached dwellings, single-family detached dwellings, and two-family dwellings, as those terms are defined in Section 154.005.

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

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

(1) *Flags:*

- (a) For residential uses, each dwelling unit may display up to three (3) flags, not to exceed ____ square feet total. No more than one (1) flag may be attached to the dwelling unit or a related structure. No more than two (2) flags may be displayed per flagpole. Under no circumstances shall the total number of flags exceed three (3) flags.
- (b) For non-residential uses, each tenant may display one (1) flag per frontage, up to a maximum of _____ flags, and not to exceed 24

square feet in total sign area. Under no circumstances shall the total number of flags on a particular parcel exceed _____ flags.

- (c) For all flags, if the flags hang over a sidewalk or other pedestrian walkway, the bottom of the flag shall be no less than seven (7') feet from grade directly below the flag.
- (d) For all flags, any illumination shall not shine into neighboring structures, onto other signs, or have a light source that is visible from the public right-of-way.
- (e) All flagpoles must receive a zoning permit from the Zoning Administrator prior to installation. Applications shall specify the proposed location, setback, and height of the flagpole as well as any additional information requested by the City to determine compliance with the City Code. Flagpoles shall not exceed a height of twenty-five (25) feet or the maximum height of structures within the underlying zoning district, whichever is less. Flagpoles must be setback at least ten (10) feet from all property lines. No more than two (2) flags may be displayed per flagpole.

(2) *Temporary Yard Sign:*

- (a) Temporary yard signs may be displayed for a period not to exceed _____ within a calendar year unless otherwise stated in this Ordinance.
- (b) For residential uses and non-residential uses, each dwelling unit or tenant may display up to _____ on-premises temporary yard signs not to exceed six (6) square feet each.
- (c) For residential uses, up to two (2) off-premises temporary yard signs per dwelling unit or tenant, not to exceed six (6) square feet each. Off-premises temporary yard signs may not be displayed for a period of more than fifteen (15) days per month unless otherwise provided herein.
- (d) Notwithstanding any other provision herein, for residential and non-residential uses, if on-site services are being performed on a property (such as interior renovations, painting, or landscaping), the property may display up to _____ off-premises temporary yard signs, not to exceed

_____ square feet in total, which may be displayed during the period of time where such on-site service is occurring on the property.

- (e) All temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.
- (f) Temporary yard signs shall not be illuminated.
- (3) For residential uses and non-residential uses, each dwelling unit and/or tenant may display up to four (4) attached signs not to exceed two (2) square feet each.
- (4) Attached signs located on boat docks, not to exceed _____ square feet, that are attached to the dock.
- (5) Signs that comply with Section 154.022(K)(5).
- (6) Government-Installed signs or any sign required by law, or by regulation or administrative rule of a governmental entity, having appropriate jurisdiction.

2. PROHIBITED SIGNS IN ALL ZONING DISTRICTS

These signs are prohibited anywhere in the City, with specific exceptions. An example of an exception would be that a non-residential use is allowed to have off-premises temporary yard signs when on-site services are being conducted on the property (e.g. contractors, pest control, renovations, landscaping, etc.)

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

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

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

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

- (1) Any sign not expressly permitted.
- (2) Except as otherwise provided herein, off-premises temporary yard signs on properties with non-residential uses
- (3) Billboards.
- (4) Portable signs, including signs affixed to a vehicle or truck trailer where the sign area exceeds _____ square feet unless the vehicle or truck trailer is temporary parked for loading and unloading purposes for a period of time not to exceed _____ hours.
- (5) Signs within a public right-of-way except where expressly authorized in writing by the City or another appropriate authority for signs in the right-of-way.
- (6) Pennants, feather flag signs, windfeather signs, and portable signs.
- (7) Signs that create a traffic vision obstruction.
- (8) Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.
- (9) Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.
- (10) Any sign that includes flashing, blinking, moving illumination, internal illumination, or illumination that changes color or intensity.
- (11) Any sign that projects into any air space so as to interfere with public safety, including vehicular or pedestrian movement.

3. SIGNS ALLOWED IN RESIDENTIAL ZONING DISTRICTS

In addition to the signs allowed in “All Zoning Districts” as explained in Part I (above), the following signs would be allowed in residential zoning districts, which includes the R-1, R-2, and R-4 Zoning District. The general intent of this section is to allow specific types of signage for non-residential uses that are within residential zoning districts (e.g. bed and breakfast, houses of worship, common areas in apartment complexes). These signs require a permit from the Zoning Administrator.

- (1) For non-residential uses one (1) freestanding sign subject to the following requirements:
 - (a) The area of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(l)(1). (see *below*).
 - (b) The height of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(l)(1). (see *below*).
 - (c) The freestanding sign may only be illuminated via external illumination between the hours of 7:00 AM and 10:00 PM, so long as the external illumination complies with the requirements of this Ordinance.
- (2) For non-residential uses, one (1) attached sign that complies with the requirements in Section 154.140(l)(2) (see *below*) for attached signs in non-residential zoning districts.
- (3) For non-residential uses, one (1) banner that complies with the requirements in Section 154.140(l)(3) (see *below*) for banners in non-residential zoning districts.

4. SIGNS ALLOWED IN ALL NON-RESIDENTIAL ZONING DISTRICTS

In addition to the signs allowed in “All Zoning Districts” as explained in Part I (above), the following signs would be allowed in all non-residential zoning districts (which includes any district except for the R-1, R-2, and R-4 Zoning Districts). The general intent of this section is to align with the City’s current sign regulations to allow certain types of signs for businesses in non-residential districts (e.g. storefronts, restaurants, bars, etc.). These provisions are almost identical to the sign provisions in the current sign regulations. These signs would require a permit approved by the Zoning Administrator.

- (1) *Freestanding Signs.* Non-residential uses are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:
 - (a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet.

- (b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road.
 - (c) Freestanding signs shall be located at least 5 feet from any property line.
 - (d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.
 - (e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.
- (2) *Attached Signs.* Each non-residential use is permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:
- (a) The total area of all attached signage associated with a non-residential use shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance.
 - (b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or ground surface below the sign and shall not project more than four feet from the building face to which it is attached.
 - (c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached.
 - (d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign.
 - (e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.

- (3) *Banners*. Each non-residential use shall be permitted to display one banner at a time, and said banner shall meet the following requirements:
- (a) The banner shall be no larger than 16 square feet in area.
 - (b) The banner shall be located entirely on private property.
 - (c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.
 - (d) The banner shall not be illuminated.
- (4) *Sandwich boards*. Each non-residential use shall be permitted to have one sandwich board subject to the following conditions:
- (a) The sandwich board shall not have an area greater than 6 square feet.
 - (b) The sandwich board may be located within the public right-of-way but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction.
 - (c) The sandwich board shall not be greater than 42 inches in height from grade.
 - (d) The sandwich board shall only be displayed when the business is open.
 - (e) The sandwich board shall not be illuminated.

5. NEON SIGNS

Neon signs are only allowed in non-residential zoning districts for non-residential uses. For example, neon signs could be allowed in any zoning district except for R-1, R-2, and R-4 for non-residential uses, such as bars, restaurants, storefronts, etc.

EXTERIOR NEON SIGN. A freestanding or attached neon sign.

INTERIOR NEON SIGN. A neon sign displayed in a window and intended to be viewed from the outside.

- (6) *Neon signs*. Each non-residential use shall be permitted to have _____ exterior neon sign that cannot exceed _____ square feet in total. Each

non-residential use shall be permitted to have _____ interior neon signs that cannot exceed _____ square feet in total. Neon signs may be illuminated in a manner that complies with the sign illumination requirements in this Ordinance.

6. MURALS

Murals are only allowed in non-residential zoning districts for non-residential uses. For example, murals could be allowed in any zoning district except for R-1, R-2, and R-4 for non-residential uses, such as bars, restaurants, storefronts, etc. Murals do not include advertisements. An advertisement cannot be approved as a mural. Although this definition draws a distinction based on the content of the mural, the application of this distinction is limited to prohibiting commercial speech in this limited context involving murals. Commercial speech is entitled to a lesser degree of constitutional protection compared to private expression (e.g. political signs), and thus it our opinion that this definition is permissible.

MURAL. A noncommercial work of art applied to or made integral with a wall surface. A “mural” shall not include a painted wall sign with words, letters, characters, or numbers intended to identify a business.

WALL SIGN. Any sign that is attached parallel to the wall. Wall sign does not include “murals,” as defined herein.

- (6) *Murals.* Each non-residential use shall be permitted to install _____ murals that cannot exceed _____ square feet. Murals must receive all necessary approvals to be installed, including approval from the City’s Historical District Commission.

ADDITIONAL OPTIONS: WINDOW OF INCREASED SIGNAGE

There was some discussion at prior meetings about a sign provision that would allow increased signage around the time of elections. For example, this provision may allow for an increased number of temporary yard signs for 60 days leading up to an election. However, these “event-based” provisions can be construed as implicitly content based. An alternative option would be to allow property owners to apply for increased signage (via a permit) during a particular window of time of their choosing. Courts have endorsed this option. Below is an example of such a provision for the Planning Commission to consider implementing into the draft zoning amendment:

Additional Signage Permit:

Subject to an additional sign permit being approved by the Zoning Administrator, a property owner may display up to _____ additional off-premises temporary yard signs, not to exceed _____ square feet of total temporary yard signage, for a period

of _____ consecutive days one time per year. The permit application must state the applicable time period for which the increased signage will be displayed. Any additional signage that is displayed pursuant to an additional signage permit must be removed before the expiration of the permit.

This provision is meant as an example. This concept could be expanded to other types of signs or limited to specific zoning districts or types of uses.

Hopefully the draft zoning amendment and related memorandum are helpful to facilitate the Planning Commission's discussion. We would be happy to implement any revisions or feedback that the Planning Commission may have.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

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

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

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

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

- (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.
- (4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

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

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

—ABANDONED SIGN. A sign that is not operated or properly maintained for a period of thirty (30) days or longer. The following conditions shall be considered as the failure to operate or properly maintain a sign:

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

(2) A sign that displays advertising for a business which is no longer licensed.

(3) A sign that is blank.

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

(5) A sign that advertises a business that no longer has a certificate of occupancy or that is no longer doing business on the parcel where the sign is located, if the business was originally located on that parcel.

(6) A sign for a purpose for which the purpose has lapsed. A sign that has ceased to be used, and the owner intends no longer to have used it for the display of sign copy, or any sign not repaired or maintained properly.

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

BILLBOARD. Any free-standing permanent sign on a parcel of land which does not include another principal structure. ~~Such sign shall be established as a principal use~~

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

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

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

NEON SIGNS.

(1) **EXTERIOR NEON SIGN.** A freestanding or attached neon sign, ~~displayed on the exterior of a building.~~

(2) **INTERIOR NEON SIGN.** A neon sign displayed ~~in a within four feet of a~~ window and intended to be viewed from the outside.

NON-RESIDENTIAL USE. Any use of property ~~except for single family residential dwellings~~ that is not a “residential use,” as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage.

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

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

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ON-SITE SERVICE. Work or services that are performed on a particular property that are not typically offered on the particular property and are for the benefit of the particular property as opposed to the general public, including but not limited to, construction, landscaping, painting, pest control, interior improvements, moving services, and similar services. ~~—ON-PREMISE SIGN: A sign which directs attention to an entity, business, property, or service offered or existing upon the same lot where the sign is displayed.~~

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

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

PORTABLE SIGNS. Any sign designed to be moved easily and not permanently attached to the ground or other permanent structure, including but not limited to: flashing A-frames, searchlights, beacons, balloons, umbrellas, trailers, wheeled or non-wheeled carts, or signs inside, on, or against parked vehicles, including but not limited to signs affixed to a vehicle or truck trailer.

RESIDENTIAL USE. ~~A property that contains one or more attached or detached single family residential dwelling units~~ A residential use shall include apartments, multiple-family dwellings, single-family attached dwellings, single-family detached dwellings, and two-family dwellings, as those terms are defined in Section 154.005.

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

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

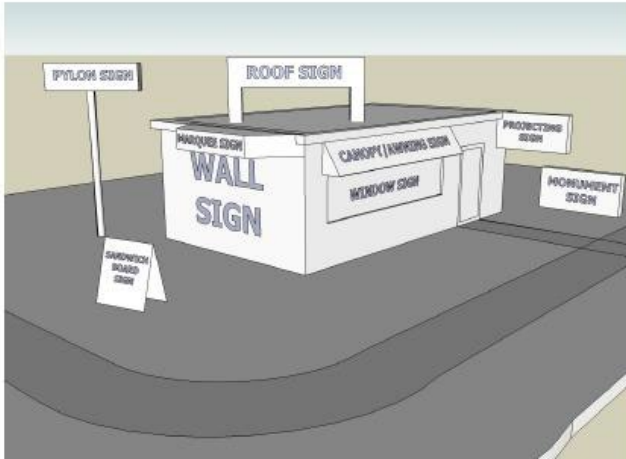
SIGN AREA. The smallest area within a three or four sided polygon or circle enclosing the display surface of the sign including all letters, characters, and delineations that differentiate it from the background against which it is placed. **SIGN AREA** shall not include the structural supports for free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

SIGN, ATTACHED. A permanent sign which is either painted or attached to the exterior wall of a building, including on a canopy/awning, a sign hanging under a canopy/awning, or on the exterior of a window.

- (1) **CANOPY/AWNING SIGN.** A fabric canopy or awning with all or any part used as a sign.
- (2) **PROJECTING SIGN.** A double-faced sign attached at an angle or perpendicular to the wall of a building.
- (3) **ROOF SIGN.** Any sign erected and constructed wholly on or over the roof of a building, supported by the roof structure.
- (4) **WALL SIGN.** Any sign that is attached parallel to the wall. Wall sign does not include "murals," as defined herein. ~~or painted on the wall of a building.~~
- (5) **WINDOW SIGN.** A sign painted on, or attached directly to, the exterior surface of a glass window or door.
- (6) **MARQUEE SIGN.** A changeable message sign either freestanding or attached to a building. Also known as a **MESSAGE BOARD**.

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

- (1) **PYLON SIGN.** A freestanding sign affixed permanently in the ground and supported by a single or double post(s).
- (2) **MONUMENT SIGN.** A freestanding sign affixed directly to a masonry or other base without a support post.

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

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~~**SECTION 2. AMENDMENT TO ZONING ORDINANCE, SECTION 154.141:** The City of Saugatuck Zoning Ordinance is amended to revise the sign regulations in Section 154.141, which shall now read as follows:~~

~~**A. Statement of purpose.** The purpose of this chapter is to regulate permanent and temporary signs in a manner that maintains the protection of the city's appearance and the general welfare of the public~~

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~~B.(C)~~ **Regulation of sign requirements.** All signs shall be subject to the following regulations to be enforced by the Zoning Administrator~~Zoning Administrator~~, unless otherwise provided in this chapter. ~~(see § 154.022(K)(5), § 154.022(L)(4)).~~

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

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~~D.(E)~~ **General Standards:**

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(1) *Sign illumination.* The illumination of permanent signs shall be subject to the following regulations:

(a) ~~Except for neon signs, A~~all externally lit signs shall be designed so that the light source shall not be visible from the public right-of-way. ~~;~~

~~(b) All internally lit signs shall be designed such that the source of the lighting is not visible from the public right-of way; and~~

~~(c) No sign shall contain lights which flash, change color or intensity.~~

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

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

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~~(3)(4)~~ Sign Maintenance and Abandonment. All signs shall be properly maintained in good condition. A sign that has fallen into disrepair or has become an abandoned sign as determined by the Zoning Administrator must be repaired, properly maintained, or removed within thirty (30) days of notice being sent informing owner of the noncompliant sign conditions. Failure to remove or repair an abandoned sign shall be considered a violation of this Ordinance.

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

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(1) Any sign not expressly permitted.

~~(1)(2)~~ Except as otherwise provided herein, off-premises temporary yard signs on properties with non-residential uses

~~(2) Signs that incorporate flashing or moving lights.~~

(3) Billboards.

(4) Portable signs, including signs affixed to a vehicle or truck trailer where the sign area exceeds _____ square feet unless the vehicle or truck trailer is temporary parked for loading and unloading purposes for a period of time not to exceed _____ hours.

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

(6) Pennants, feather flag signs, windfeather signs, and portable signs ~~as defined in § 154.140 of the Zoning Ordinance.~~

~~(7) Signs that create a traffic vision obstruction.~~

~~(7)~~

~~(8) Temporary signs that exceed 28 feet in height from grade.~~

~~(9)(8)~~ Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.

~~(10)(9)~~ Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.

~~(11)(10)~~ Any sign that includes flashing, blinking, moving illumination, internal illumination, or illumination that changes color or intensity. Any sign that includes flashing, blinking, or moving illumination.

~~(12)~~ Any sign that projects into any air space so as to interfere with public safety, including vehicular or pedestrian movement.

~~(13) Abandoned signs, which shall be removed within thirty (30) days of the abandonment of the use of the premises, the time that the sign lapses into disrepair, or the time when the owner no longer intends to use the sign.~~

~~(11)~~

F.(G) Signs Permitted in All Districts

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

(1) *Flags:*

(a) For residential uses, each dwelling unit may display up to three~~one (3+)~~ flags ~~per dwelling unit~~~~per lot~~, not to exceed ____ square feet, ~~is allowed total. No more than one (1) flag may be attached to the dwelling unit or a related structure. No more than two (2) flags may be displayed per flagpole. Under no circumstances shall the total number of flags exceed three (3) flags.~~

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(b) For non-residential uses, each tenant may display one (1) flag per frontage ~~or one (1) flag per commercial tenant business~~, up to a maximum of ~~two (2) flags~~, and not to exceed 24 square feet in total sign area. Under no circumstances shall the total number of flags on a particular parcel exceed flags.

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(c) For all flags, if the flags hang over a sidewalk or other pedestrian walkway, the bottom of the flag shall be no less than seven (7') feet from grade directly below the flag.

(d) For all flags, any illumination shall not shine into neighboring structures, onto other signs, or have a light source that is visible from the public right-of-way.

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(e) ~~(d)~~ All flagpoles must receive a zoning permit from the Zoning Administrator prior to installation. Applications ~~for permits~~ shall specify the proposed location, setback, and height of the flagpole as well as any additional information requested by the City to determine compliance with the City Code. Flagpoles shall not exceed a height of twenty-five (25) feet or the maximum height of structures within the underlying zoning district, whichever is less. Flagpoles must be setback at least ten (10) feet from all property lines. No more than two (2) flags may be displayed per flagpole.

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(2) *Off-Premise Temporary Yard Sign:*

(a) Temporary yard signs may be displayed for a period not to exceed _____ within a calendar year unless otherwise stated in this Ordinance.

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(b) For residential uses and non-residential uses, For residential uses, each dwelling unit or tenant may display up to _____ on-premises temporary yard signs ~~per dwelling unit~~ not to exceed six (6) square feet ~~each in total~~.

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~~(a)~~ each tenant may display

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(b) ~~For thirty (30) days before and seven (7) days after any local, state, or federal election, a residential use or non-residential use may have up to _____ signs, not to exceed _____ square feet in total.~~

(c) ~~For non-residential uses, a total of one (1) off-premise temporary sign, not to exceed _____ square feet.~~

(c) ~~For off-premises temporary signs, up to _____~~ For residential uses ~~Up, up to two (2) off-premises temporary yard signs per dwelling unit or tenant, not to exceed six (6) square feet each. Off-premises temporary yard signs may not be displayed for a period of more than fifteen (15) days per month unless otherwise provided herein.~~

(d) ~~Notwithstanding any other provision herein, for residential and non-residential uses, if an active building permit is issued for either a non-residential or residential use or if landscaping work is occurring on-site services interior or exterior work is are being performed on thea property (such as interior renovations, painting, or landscaping), the parcel-property may contain display up to _____ additional-off-premises temporary yard signs, not to exceed _____ square feet in total, which may be displayed during the period of time where such on-site service is occurring on the property.~~

(e) All ~~off-premise~~ temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.

(f) ~~Off-premise temporary signs shall not create a pedestrian obstruction or a traffic vision obstruction~~

~~(g)(f)~~ Off-premise ~~temporary~~ yard signs shall not be illuminated.

~~(3) On-Premise Temporary Signs:~~

(a) ~~For residential uses, no more than two (2) temporary on-premise signs, not to exceed six (6) square feet.~~

(b) ~~For non-residential uses, no more than _____ temporary on-premise sign, not to exceed _____ square feet.~~

(c) ~~All on-premise temporary signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.~~

(d) ~~On-premise temporary signs shall not create a pedestrian obstruction or a traffic vision obstruction~~

(e) ~~On-premise temporary signs shall not be illuminated.~~

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~~(4)~~(3) For residential uses and non-residential uses, each dwelling unit and/or tenant may display up to four (4) attached signs not to exceed two (up to 2) square feet each.

~~(5)~~(4) Attached signs located on boat docks, not to exceed _____ square feet, that are attached to the dock.

~~(6)~~(5) Signs that comply with Section 154.022(K)(5).

~~(7)~~(6) Government-Installed signs or any sign required by law, or by regulation or administrative rule of a governmental entity, having appropriate jurisdiction.

G.(H) Signs in Residential Zoning Districts:

Unless otherwise provided in this Ordinance~~In addition to the signs permitted pursuant to Section 154.141(F),~~ the following signs shall be permitted ~~in the~~ all residential Zoning Districts (R-1, R-2, and R-4 Zoning Districts) within the City, subject to the following restrictions and a sign permit being approved by the Zoning Administrator: ÷

(1) For non-residential uses, one (1) freestanding sign subject to the following requirements: [Insert Residential District Specific Regulations If Applicable]

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

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

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

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

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

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

In addition to the signs permitted pursuant to Section 154.141(F)~~Unless otherwise provided in this Ordinance,~~ the following signs shall be permitted for all non-residential uses in ~~the~~ all non-residential Zoning Districts (including any district except for the R-1, R-2, and R-4 Zoning

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Districts) within the City, subject to the following restrictions and a sign permit being approved by the Zoning Administrator:

- (1) *Freestanding Signs.* Non-residential uses are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:
 - (a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet. ~~and~~
 - (b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road. ~~and~~
 - (c) Freestanding signs shall be located at least 5 feet from any property line. ~~and~~
 - (d) Freestanding signs shall be located at least 25 feet from any other freestanding sign. ~~and~~
 - (e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction. ~~and~~
- (2) *Attached Signs.* Each non-residential use is permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:
 - (a) The total area of all attached signage associated with a non-residential use shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance. ~~and~~
 - (b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or ground surface below the sign and shall not project more than four feet from the building face to which it is attached. ~~and~~
 - (c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached. ~~and~~
 - (d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign. ~~and~~

- (e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.
- (3) *Banners*. Each non-residential use shall be permitted to display one banner at a time, and said banner shall meet the following requirements:
 - (a) The banner shall be no larger than 16 square feet in area.
 - (b) The banner shall be located entirely on private property.
 - (c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.
 - (d) The banner shall not be illuminated.
- (4) *Sandwich boards*. Each non-residential use shall be permitted to have one sandwich board subject to the following conditions:
 - (a) The sandwich board shall not have an area greater than 6 square feet.
 - (b) The sandwich board may be located within the public right-of-way but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction.
 - (c) The sandwich board shall not be greater than 42 inches in height from grade.
 - (d) The sandwich board shall only be displayed when the business is open.
 - (e) The sandwich board shall not be illuminated.

(5) *Neon signs*. Each non-residential use shall be permitted to have exterior neon sign that cannot exceed square feet in total. Each non-residential use shall be permitted to have interior neon signs that cannot exceed square feet in total. Neon signs may be illuminated in a manner that complies with the sign illumination requirements in this Ordinance.

(6) *Murals*. Each non-residential use shall be permitted to install murals that cannot exceed square feet. Murals must receive all necessary approvals to be installed, including approval from the City's Historical District Commission.

I.(J) Existing Non-Conforming Signs:

- (1) The intent of this section is to permit the continuance of a lawful use of any sign existing at the time of the effective date of this section, although the sign or supporting structure may not conform with the provisions of this section. Further, it is the intent that non-

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conforming signs and structures be gradually eliminated upon their natural deterioration.

- a. Every permanent legally existing sign which does not conform to the height, size, area, or location requirements of this subchapter as of the date of the adoption of this section, is hereby deemed to be non-conforming.
- b. Alteration, erection, replacement, or enlargement of signs. No person, firm, corporation, partnership, or other legal entity shall alter, replace, or enlarge the faces, supports, or other parts of existing non-conforming signs except in accordance with this section. Non-conforming signs, however, may be repaired, repainted, or otherwise maintained.

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

- a. If a non-conforming sign is destroyed, it may be replaced, provided that it is not enlarged in size or dimension. If the sign is located in the public right-of-way, the sign may not be replaced without the approval of the Zoning Board of Appeals for a sign permit.
- b. For the purpose of this section, a non-conforming sign is destroyed if damaged to an extent that the cost of repairing it to its former state or replacing it with an equivalent sign equals or exceeds the value of the damaged sign prior to the damage.

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

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

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

~~b. Any new permanent signs within the public right of way shall obtain City Council approval prior to erection. Signs shall not create a traffic vision obstruction, pedestrian traffic obstruction, or prevent the general accepted use of the public right of way.~~

J. Administration and enforcement:

(K).

~~(1) Administration. The Zoning Administrator shall administer and enforce this section and shall have the right to enter and inspect periodically all properties during the process of~~

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the work. He or she shall inspect the construction at least once upon completion of the work to insure compliance with this section. A violation of this chapter shall constitute a nuisance per se.

~~(2) Interpretation/appeal. The Zoning Administrator shall have the authority to render binding interpretations of provisions of this section and shall administer the same. An aggrieved party may appeal any interpretation/determination made by the Zoning Administrator in writing to the Zoning Board of Appeals within 21 days of any such determination/interpretation. The Zoning Board of Appeals may waive the requirements and standards of this section if the proposed sign:~~

~~(a) Does not create a pedestrian or vehicle traffic obstruction or hazard;~~

~~(b) Is not permanent in nature;~~

~~(c) Does not create glare or nuisance to neighboring properties;~~

~~(d) Is consistent with the character of the city; and~~

~~(e) Is consistent with the city's master plan.~~

~~(1) Revocation of permit. The Zoning Administrator shall have the authority to revoke any permit issued pursuant to this section if the requirements of the permit and the provisions of this section are being violated, and in such case shall have the power to issue a stop-work order. An aggrieved party may appeal within 21 days of any such determination/interpretation.~~

~~(1)~~

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

~~(3) Assistance of building inspector or engineer. The Zoning Administrator may seek the advice and assistance of the City Building Inspector or such licensed engineer as he or she may designate if he or she feels it necessary to assure compliance with this section, and the Building Inspector or licensed engineer shall render such assistance when requested to do so.~~

~~(4) Stop work orders. Upon notice from the Zoning Administrator that any use being conducted or that any work or construction is being done contrary to the provisions of this section, such use or work shall cease immediately. The stop work order shall be in writing and shall be given to the owner of the property involved (as shown on the most recent property tax bill). Any person who shall continue to work on and/or construct a structure, land or building or use it after having been served with a stop work order, except such work as that person is~~

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~~expressly directed by the city to perform to remove a violation, shall be in violation of this section.~~

~~K. Penalties:~~

- ~~(1) Any person, firm, corporation, trust, partnership or other legal entity which violates or refuses to comply with any provision of this section shall be responsible for a municipal civil infraction and shall be punished by a civil fine in accordance with § 10.22, Chapter 10 of this code, and shall be liable for payment of the costs of prosecution in an amount of not less than \$9 and not more than \$500.~~
- ~~(2) Each day that a violation continues to exist shall constitute a distinct and separate offense and shall make the violator liable for the imposition of fines for each day.~~
- ~~(3) The foregoing penalties shall be in addition to the abatement of the violating condition and injunctive or other relief which may be ordered by the court as prescribed by the laws of the state for the abatement of a public nuisance or the violation of a city ordinance designated as a municipal civil infraction.~~

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

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

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

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

SECTION 95. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

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| **SECTION ~~640~~. REPEAL:** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed. Specifically, Section 150.30 of the City Code is hereby repealed.

| **SECTION ~~744~~. EFFECTIVE DATE:** This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

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

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

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

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

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

- (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.
- (4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.

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

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

ABANDONED SIGN. A sign that is not operated or properly maintained for a period of thirty (30) days or longer. The following conditions shall be considered as the failure to operate or properly maintain a sign:

- (1) A sign that displays advertising for a product or service which is no longer available.
- (2) A sign that displays advertising for a business which is no longer licensed.
- (3) A sign that is blank.
- (4) A sign that is in disrepair as determined by the Zoning Administrator, including but not limited to, signs that are missing portions of the display, have chipped or dilapidated paint or other components, or otherwise have fallen into disrepair.
- (5) A sign that advertises a business that no longer has a certificate of occupancy or that is no longer doing business on the parcel where the sign is located, if the business was originally located on that parcel.
- (6) A sign for a purpose for which the purpose has lapsed.

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

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

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

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

MURAL. A noncommercial work of art applied to or made integral with a wall surface. A “mural” shall not include a painted wall sign with words, letters, characters, or numbers intended to identify a business

NEON SIGNS.

- (1) ***EXTERIOR NEON SIGN.*** A freestanding or attached neon sign.

(2) **INTERIOR NEON SIGN.** A neon sign displayed in a window and intended to be viewed from the outside.

NON-RESIDENTIAL USE. Any use of property that is not a “residential use,” as defined herein. The common areas of a multi-family dwelling unit (such as an apartment complex) or a housing development with multiple dwelling units shall be considered non-residential for purposes of allowable signage.

OFF-PREMISES SIGN. A sign that advertises an entity, business, person, activity, good, product, or service offered or existing elsewhere than upon the same lot where the sign is displayed.

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

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

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

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

PORTABLE SIGNS. Any sign designed to be moved easily and not permanently attached to the ground or other permanent structure, including but not limited to: flashing A-frames, searchlights, beacons, balloons, umbrellas, trailers, wheeled or non-wheeled carts, or signs inside, on, or against parked vehicles, including but not limited to signs affixed to a vehicle or truck trailer.

RESIDENTIAL USE. A residential use shall include apartments, multiple-family dwellings, single-family attached dwellings, single-family detached dwellings, and two-family dwellings, as those terms are defined in Section 154.005.

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

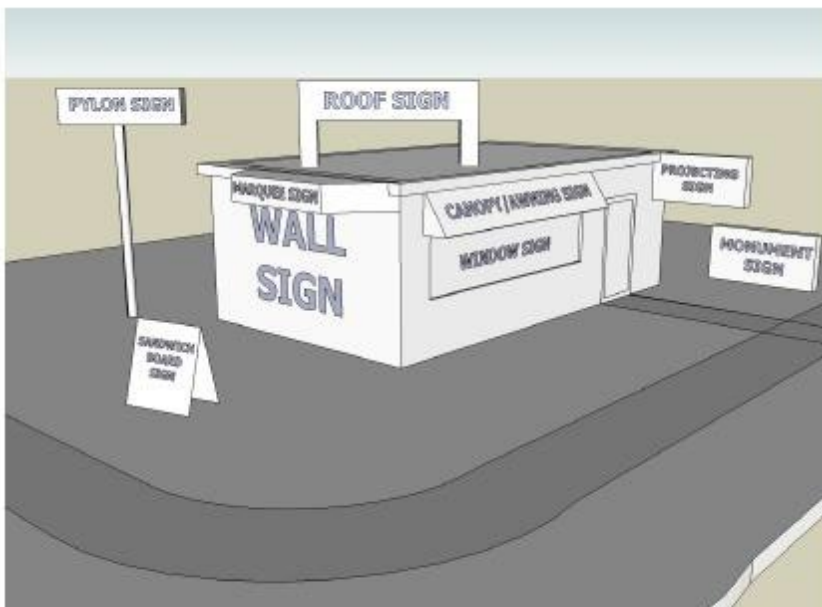
SIGN. Any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trademarks, logos or pictures, or combination thereof, intended to be used to attract attention to or convey information about a person, place, business, firm, profession, or association.

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

size, the area of the two faces shall be considered as one face. If the two back-to-back faces are of unequal size, the larger of the two sign faces shall be counted as the sign area.

SIGN, ATTACHED. A permanent sign which is either painted or attached to the exterior wall of a building, including on a canopy/awning, a sign hanging under a canopy/awning, or on the exterior of a window.

- (1) **CANOPY/AWNING SIGN.** A fabric canopy or awning with all or any part used as a sign.
- (2) **PROJECTING SIGN.** A double-faced sign attached at an angle or perpendicular to the wall of a building.
- (3) **ROOF SIGN.** Any sign erected and constructed wholly on or over the roof of a building, supported by the roof structure.
- (4) **WALL SIGN.** Any sign that is attached parallel to the wall. Wall sign does not include “murals,” as defined herein.
- (5) **WINDOW SIGN.** A sign painted on, or attached directly to, the exterior surface of a glass window or door.
- (6) **MARQUEE SIGN.** A changeable message sign either freestanding or attached to a building. Also known as a **MESSAGE BOARD**.



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

- (1) **PYLON SIGN.** A freestanding sign affixed permanently in the ground and supported by a single or double post(s).
- (2) **MONUMENT SIGN.** A freestanding sign affixed directly to a masonry or other base without a support post.

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

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

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

(E) General Standards:

- (1) *Sign illumination.* The illumination of permanent signs shall be subject to the following regulations:
 - (a) Except for neon signs, all externally lit signs shall be designed so that the light source shall not be visible from the public right-of-way.
- (2) *Historic district.* Permanent signs located within the historic district shall require approval from the Historic District Commission before installation.
- (3) *Compliance with building codes.* All signs shall comply with the building and electrical codes of the city. Underground wiring shall be required for all illuminated signs, or signs requiring electrical connections which are not attached to a building.
- (4) *Sign Maintenance and Abandonment.* All signs shall be properly maintained in good condition. A sign that has fallen into disrepair or has become an abandoned sign as determined by the Zoning Administrator must be repaired, properly maintained, or removed within thirty (30) days of notice being sent informing owner of the noncompliant sign conditions. Failure to remove or repair an abandoned sign shall be considered a violation of this Ordinance.

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

- (1) Any sign not expressly permitted.
- (2) Except as otherwise provided herein, off-premises temporary yard signs on properties with non-residential uses
- (3) Billboards.
- (4) Portable signs, including signs affixed to a vehicle or truck trailer where the sign area exceeds [REDACTED] square feet unless the vehicle or truck trailer is temporary parked for loading and unloading purposes for a period of time not to exceed [REDACTED] hours.
- (5) Signs within a public right-of-way except where expressly authorized in writing by the City or another appropriate authority for signs in the right-of-way.
- (6) Pennants, feather flag signs, windfeather signs, and portable signs.
- (7) Signs that create a traffic vision obstruction.
- (8) Any sign which revolves or has any visible moving parts, visible revolving parts or visible mechanical movement of any type, or other apparent visible movement achieved by electrical, electronic, or mechanical means.
- (9) Any sign that obstructs free and clear vision; or at any location whereby reason of the position, shape or color, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device.
- (10) Any sign that includes flashing, blinking, moving illumination, internal illumination, or illumination that changes color or intensity.
- (11) Any sign that projects into any air space so as to interfere with public safety, including vehicular or pedestrian movement.

(G) Signs Permitted in All Districts

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

- (1) *Flags*:
 - (a) For residential uses, each dwelling unit may display up to three (3) flags , not to exceed [REDACTED] square feet total. No more than one (1) flag may be attached to

the dwelling unit or a related structure. No more than two (2) flags may be displayed per flagpole. Under no circumstances shall the total number of flags exceed three (3) flags.

- (b) For non-residential uses, each tenant may display one (1) flag per frontage, up to a maximum of [REDACTED] flags, and not to exceed 24 square feet in total sign area. Under no circumstances shall the total number of flags on a particular parcel exceed [REDACTED] flags.
- (c) For all flags, if the flags hang over a sidewalk or other pedestrian walkway, the bottom of the flag shall be no less than seven (7') feet from grade directly below the flag.
- (d) For all flags, any illumination shall not shine into neighboring structures, onto other signs, or have a light source that is visible from the public right-of-way.
- (e) All flagpoles must receive a zoning permit from the Zoning Administrator prior to installation. Applications shall specify the proposed location, setback, and height of the flagpole as well as any additional information requested by the City to determine compliance with the City Code. Flagpoles shall not exceed a height of twenty-five (25) feet or the maximum height of structures within the underlying zoning district, whichever is less. Flagpoles must be setback at least ten (10) feet from all property lines. No more than two (2) flags may be displayed per flagpole.

(2) *Temporary Yard Sign:*

- (a) Temporary yard signs may be displayed for a period not to exceed [REDACTED] within a calendar year unless otherwise stated in this Ordinance.
- (b) For residential uses and non-residential uses, each dwelling unit or tenant may display up to [REDACTED] on-premises temporary yard signs not to exceed six (6) square feet each.
- (c) For residential uses, up to two (2) off-premises temporary yard signs per dwelling unit or tenant, not to exceed six (6) square feet each. Off-premises temporary yard signs may not be displayed for a period of more than fifteen (15) days per month unless otherwise provided herein.
- (d) Notwithstanding any other provision herein, for residential and non-residential uses, if on-site services are being performed on a property (such as interior renovations, painting, or landscaping), the property may display up to [REDACTED] off-premises temporary yard signs, not to exceed [REDACTED] square feet in total, which may be displayed during the period of time where such on-site service is occurring on the property.

- (e) All temporary yard signs must be located entirely on private property and shall not be erected or attached to a tree, utility pole, rock, or similar feature.
- (f) Temporary yard signs shall not be illuminated.
- (3) For residential uses and non-residential uses, each dwelling unit and/or tenant may display up to four (4) attached signs not to exceed two (2) square feet each.
- (4) Attached signs located on boat docks, not to exceed square feet, that are attached to the dock.
- (5) Signs that comply with Section 154.022(K)(5).
- (6) Government-Installed signs or any sign required by law, or by regulation or administrative rule of a governmental entity, having appropriate jurisdiction.

(H) Signs in Residential Zoning Districts:

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

- (1) For non-residential uses one (1) freestanding sign subject to the following requirements:
 - (a) The area of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(I)(1).
 - (b) The height of the freestanding sign cannot exceed 50% of the allowable area for a freestanding sign in a non-residential zoning district under Section 154.140(I)(1).
 - (c) The freestanding sign may only be illuminated via external illumination between the hours of 7:00 AM and 10:00 PM, so long as the external illumination complies with the requirements of this Ordinance.
- (2) For non-residential uses, one (1) attached sign that complies with the requirements in Section 154.140(I)(2) for attached signs in non-residential zoning districts.
- (3) For non-residential uses, one (1) banner that complies with the requirements in Section 154.140(I)(3) for banners in non-residential zoning districts.

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

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

- (1) *Freestanding Signs.* Non-residential uses are permitted to have one freestanding sign per frontage. Said sign shall meet the following requirements:
 - (a) Total area of all freestanding signs for each lot shall not exceed 0.25 square feet per linear foot of property frontage on a public or private road up to 32 square feet.
 - (b) Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road.
 - (c) Freestanding signs shall be located at least 5 feet from any property line.
 - (d) Freestanding signs shall be located at least 25 feet from any other freestanding sign.
 - (e) Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction.
- (2) *Attached Signs.* Each non-residential use is permitted to have up to two wall signs per building frontage. Attached signs as defined in this chapter shall meet the following requirements:
 - (a) The total area of all attached signage associated with a non-residential use shall not exceed 0.75 square feet per linear foot of building frontage. The maximum area of any sign visible from more than one street shall not exceed 0.75 square feet per linear foot of the largest building frontage and shall count as the signage for that frontage. If the building contains more than one business, then the frontage shall be limited to the building frontage of the tenant space facing a public street or primary entrance.
 - (b) Projecting and canopy signs shall be located such that there is a clear area of no less than seven feet below the lowest part of the sign and the sidewalk or ground surface below the sign and shall not project more than four feet from the building face to which it is attached.
 - (c) No attached sign shall be permitted to extend above the roofline of the building to which it is attached.

- (d) No projecting or canopy sign shall be within 10 feet of another projecting or canopy sign.
 - (e) Signs carved into stone, concrete, or similar material, or made of bronze, aluminum, or other noncombustible material, provided such signs do not exceed 10 square feet in area and are an integral part of the structure.
- (3) *Banners*. Each non-residential use shall be permitted to display one banner at a time, and said banner shall meet the following requirements:
- (a) The banner shall be no larger than 16 square feet in area.
 - (b) The banner shall be located entirely on private property.
 - (c) The banner shall be displayed for no more than three 14-day periods between January 1 and December 31 of any year.
 - (d) The banner shall not be illuminated.
- (4) *Sandwich boards*. Each non-residential use shall be permitted to have one sandwich board subject to the following conditions:
- (a) The sandwich board shall not have an area greater than 6 square feet.
 - (b) The sandwich board may be located within the public right-of-way but shall not be placed in a manner that may obstruct the general flow of pedestrian traffic or in a manner that causes a vision obstruction.
 - (c) The sandwich board shall not be greater than 42 inches in height from grade.
 - (d) The sandwich board shall only be displayed when the business is open.
 - (e) The sandwich board shall not be illuminated.
- (5) *Neon signs*. Each non-residential use shall be permitted to have [REDACTED] exterior neon sign that cannot exceed [REDACTED] square feet in total. Each non-residential use shall be permitted to have [REDACTED] interior neon signs that cannot exceed [REDACTED] square feet in total. Neon signs may be illuminated in a manner that complies with the sign illumination requirements in this Ordinance.
- (6) *Murals*. Each non-residential use shall be permitted to install [REDACTED] murals that cannot exceed [REDACTED] square feet. Murals must receive all necessary approvals to be installed, including approval from the City's Historical District Commission.

(J) Existing Non-Conforming Signs:

- (1) The intent of this section is to permit the continuance of a lawful use of any sign existing at the time of the effective date of this section, although the sign or supporting structure may not conform with the provisions of this section. Further, it is the intent that non-conforming signs and structures be gradually eliminated upon their natural deterioration.
 - a. Every permanent legally existing sign which does not conform to the height, size, area, or location requirements of this subchapter as of the date of the adoption of this section, is hereby deemed to be non-conforming.
 - b. Alteration, erection, replacement, or enlargement of signs. No person, firm, corporation, partnership, or other legal entity shall alter, replace, or enlarge the faces, supports, or other parts of existing non-conforming signs except in accordance with this section. Non-conforming signs, however, may be repaired, repainted, or otherwise maintained.
- (2) *Accidental destruction of Non-Conforming Sign:*
 - a. If a non-conforming sign is destroyed, it may be replaced, provided that it is not enlarged in size or dimension. If the sign is located in the public right-of-way, the sign may not be replaced without the approval of the Zoning Board of Appeals for a sign permit.
 - b. For the purpose of this section, a non-conforming sign is destroyed if damaged to an extent that the cost of repairing it to its former state or replacing it with an equivalent sign equals or exceeds the value of the damaged sign prior to the damage.
- (3) A non-conforming sign may be diminished in size or dimension, or the copy of the sign amended or changed without jeopardizing the privilege of non-conforming.
- (4) *Permanent signs in the public right-of-way or in city parks:*
 - a. All existing non-conforming signs, supports, and structures located in the public right-of-way may continue to occupy the right-of-way until such time that they are accidentally destroyed, removed, or become non-functional. These signs shall not be replaced without approval of the Planning Commission for a sign permit, the City Council for a revocable license, and the Historic District Commission if located in the Historic District.

(K) Administration and enforcement:

- (1) *Revocation of permit.* The Zoning Administrator shall have the authority to revoke any permit issued pursuant to this section if the requirements of the permit and the

provisions of this section are being violated, and in such case shall have the power to issue a stop-work order.

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

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

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

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

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

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

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

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

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor