



**Planning Commission Regular Meeting
March 19, 2026, 6:30PM
City Hall
102 Butler Street, Saugatuck, MI**

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

3. Approval of Minutes: (Voice Vote)

A. Regular Meeting Minutes – January 15, 2026

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

5. New Business:

- A. 640 Water St. – Public Hearing on PUD
- B. 510 Butler/120 Mary (Wickwood Inn) – Public Hearing for a Conditional Rezoning.
- C. 510 Butler (Wickwood Inn) – Public Hearing of a Text Amendment to the Definition of Motel/Motor Courts
- D. 2025 Annual Activity Report
- E. Planning Commission Learning Opportunity

6. Old Business:

A. Master Plan Update

7. Communication:

A. Tamara Bodine-Wilson

B. Ken Morris

8. Reports of Officers and Committees:

A. Parking Improvements Task Force – Auston Marineau

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

NOTICE:

This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.

Join online by visiting:

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

Join by phone by dialing:

(312) 626-6799

-or-

(646) 518-9805

Then enter "Meeting ID":

269 857-2603

Please send questions or comments regarding meeting

agenda items prior to meeting to:

gmoore@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact Saugatuck City Clerk at

269-857-2603 or

sara@saugatuckcity.com for

further information.

***Public Hearing Procedure**

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



Planning Commission

Meeting Minutes Draft – Subject to Approval

January 15, 2026, at 6:30 P.M.

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

1. Call to Order / Roll Call

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

Members Present: Baldwin, Bagierek, Gardner, Gaunt, LaChey, Marineau

Members Absent: Manns

Staff Present: Planning & Zoning Director Moore, Deputy Clerk Williams

Others Present: Trent Cunningham (Fahey Schultz Burzych Rhodes PLC)

2. Approval of Agenda

Motion by LaChey, supported by Baldwin, to approve the January 15, 2026, agenda as presented. Via voice vote, motion carried 6-0.

3. Approval of Minutes

Motion by Gaunt, supported by Baldwin, to approve the December 18, 2025, minutes as presented. Via voice vote, Motion carried 6-0.

4. Public Comment

Steve Manns

5. New Business

- A. 297 Sugar Hill Ct – STR of an ADU – Special Land Use

Public Hearing

- A. Hearing was called to order by Vice-Chair Bagierek on 1/15/26 at 6:32 p.m.

- B. Summary by Zoning Director

Moore explained the applicant is requesting a special land use permit to allow an existing attached Accessory Dwelling Unit (ADU) to be used as a short-term rental. Although the property is located in the Peninsula West District – which has reached its cap for short-term rentals – the ADU does not count towards this cap, making it eligible for short-term rental use under a special land use permit.

C. Presentation by the Applicant

The applicants, Michael & Marcy Sanders, explained that they were seeking a special land use permit to allow their already approved attached ADU to be rented out as a short-term rental, independent from the primary residence. They clarified that the main home is their full-time residence, the ADU is about 560 square feet with dedicated parking, and its primary use is for family. However, during the high season, they would like to rent it out for extra income, limiting reservations to two people and parking to one or two vehicles. They stated the construction and intended use complies with the city's special land use requirements for ADU's.

D. Public comment regarding the application

1. Supporting Comments: None
2. Opposing comments: Peter & Judy Kosick, John & Margaret Richardson
3. General Comments: None
4. Repeat Comment Opportunity: None

E. Public comment portion closed by the Chair at 6:41 p.m.

F. Commission Deliberation

The commission discussed the 297 Sugar Hill Court short-term rental application. Commissioners clarified the ADU's location, parking, and fire access, and the applicant addressed public concerns about noise, parties, and fire pits, promising to limit occupancy and prohibit guest use of the fire pit. Commissioners emphasized that owner-occupied ADU's address many common objections to short-term rentals and noted that ADU's are allowed as short-term rentals by ordinance.

G. Commission action

Motion by Marineau, supported by LaChey, to approve the special land use request to allow the rental of the attached ADU at 297 Sugar Hill Court based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated December 12, 2025. Via roll call vote, motion carried 6-0.

B. 202 Butler – Commercial Addition

The commission discussed a proposal for a 500-square-foot rear addition with basement storage at 202 Butler Street. The applicant explained that the expansion will improve kitchen capacity and storage, is fully within staff and code requirements, and will not exceed approved seating. Commissioners praised the investment, addressed concerns about logistics and easements, and expressed overall support.

Motion by Gaunt, supported by Gardner, to approve the site plan amendment requested by Rison BS, LLC, for a 500-square-foot kitchen area expansion and associated improvements at 202 Butler Street, in accordance with the application materials submitted by the applicant, with the following conditions:

1. *Administrative approval of trash receptacle screening.*

2. *Administrative approval of new light fixtures, if applicable.*
3. *Approval of the use of the access easement and a formal amendment of the easement.*
4. *Approval by all applicable City departments and the City Engineer.*
5. *Approval by the Fire Department.*

Via roll call vote, motion carried 6-0.

C. Sign Ordinance – Public Hearing

Public Hearing

A. Hearing was called to order by Vice-Chair Bagierek on 1/15/26 at 6:56 p.m.

B. Summary by Attorney Cunningham

Cunningham explained that he incorporated minor changes to the sign ordinance draft as discussed at the last meeting, mainly adjusting the definition of “portable sign.” No red-line version was included in the meeting packet because the changes were limited and straightforward. The rest of the draft remained essentially unchanged from the previous version, and Cunningham offered to answer questions or facilitate further discussion if needed.

C. Presentation by the Applicant

None.

D. Public comment regarding the application

1. Supporting Comments: None
2. Opposing comments: None
3. General Comments: None
4. Repeat Comment Opportunity: None

E. Public comment portion closed by the Chair at 6:57 p.m.

F. Commission Deliberation

The commissioners reflected on their extensive, careful review of the sign ordinance, emphasizing the deliberate, detailed process they undertook to balance community interests. They highlighted their focus on definitions (like “on-site” and “off premises”) and the importance of clarity for council review. Commissioners recommended providing a clear summary of changes and a primer on definitions to assist city council and encouraged council to carefully consider any potential unintended consequences. Overall, commissioners voiced pride in their thorough effort and expressed their willingness to help city council navigate and implement the new sign ordinance.

G. Commission action

Motion by LaChey, supported by Gardner, to approve the Sign Ordinance and send it over to City Council. Via roll call vote, motion carried 6-0.

D. Election of Officers

Motion by Bagierek, supported by Baldwin, to elect Manns as Chair of the Planning Commission for 2026. Via voice vote, motion carried 6-0.

Motion by Gardner, supported by Marineau, to elect Bagierek as Vice-Chair of the Planning Commission for 2026. Via voice vote, motion carried 6-0.

Motion by Baldwin, supported by Marineau, to elect LaChey as Secretary of the Planning Commission for 2026. Via voice vote, motion carried 6-0.

6. Old Business

None

7. Communication

None

8. Reports of Officers and Committees

Planning & Zoning Director Moore stated that he will present a Summary of the work the Planning Commission completed in 2025 at the February meeting.

9. Public Comments

Steve Manns

10. Commissioner Comments

- Bagierek suggested the group discuss their goals for the year at the upcoming February meeting when Chair Manns returns, aiming to identify priorities for moving forward.
- Gaunt asked whether city council has started reviewing short-term rental policies and explained her interest stems from a prior discussion about updating and assessing the effectiveness of current short-term rental regulations.
- LaChey expressed appreciation for the significant and ongoing investments being made in the community – whether residential, commercial, or retail. He emphasized how impressive it is to see continual spending and improvements in their town.
- Marineau expressed gratitude for the city's planning staff, especially Grayson Moore, praising their preparation, leadership, and positive impact during a pivotal time for the community.
- Gardner shared that city council has prioritized reviewing and potentially revising the city's zoning districts, a topic previously discussed by the Planning Commission. He suggested that as the commission sets goals, evaluating the number and structure of zoning districts should be a key focus moving forward. He gave an example of the City of Holland only having 12 districts compared to the City of Saugatuck having 24-28 districts.

11. Adjournment

Motion by Gaunt, supported by Baldwin, to adjourn the meeting at 7:15 p.m. Motion carried 6-0.

Submitted by:

Sara Williams

Deputy Clerk

City of Saugatuck



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	March 5, 2026	Meeting Date:	March 19, 2026
Request:	PUD Ordinance	Applicant:	Christopher Khorey/Mckenna
Address:	640 Water Street	Project Name:	Wickwood Inn
Parcel:	03-57-300-030-00	Plan Date:	N/A
Lot Size:	5,487 s.f.	Zoning District:	R-4 CER
Complete:	Yes	Recommendation:	Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The Planning Commission previously recommended approval of the redevelopment of the property at 640 Water Street within the Downtown Waterfront Preservation (C-2 DWP) District through the Planned Unit Development (PUD) process. The project includes the construction of a two-story mixed-use building oriented toward Water Street and the Kalamazoo River. The first floor is proposed to contain a retail/commercial tenant space, and the second floor includes three dwelling units.

Although the Planning Commission endorsed the overall plan in December, some of the project details were finalized just prior to the meeting, and others were negotiated during the meeting. However, a PUD ordinance is required to amend the City's Zoning Map and adopt the specific provisions associated with the proposal. Because of this timing and staff's anticipation that the item would be tabled, a PUD ordinance was not available 15 days in advance of the meeting, as required by the Zoning Enabling Act.

For the upcoming meeting, a PUD ordinance has been prepared for consideration. It references the "last revised" dates of the PUD plan exhibits, project specifics, zoning modifications, required easements, and other revisions accepted by the Planning Commission in December. The PUD ordinance may be considered following a public hearing.

As an additional update, the architectural design was also reviewed by the Historic District Commission (HDC) in January and in March. The consideration was tabled in January because the HDC felt revisions to the overall design were needed to meet applicable guidelines and standards. Revised architectural designs were presented during the March HDC meeting and are included in the packet for this meeting.

Process

In the future, we may recommend that PUDs be considered over two meetings, the first as an initial review of the plan, and the second for a public hearing and consideration of the formal PUD ordinance and PUD plan. However, if proposals are less complex and the Planning Commission so desires, we can prepare the PUD ordinance and meet the required public hearing deadlines before the meeting, thereby consolidating the project review into a single meeting and hearing.

Recommendation

Although a formal requirement, we consider this a housekeeping item as a follow-up endorsement of the plan and acceptance of the final PUD ordinance provisions and language. We recommend that the Planning Commission hold the public hearing on the PUD ordinance and provide a positive recommendation to the City Council. If that occurs, the City Council can consider the PUD plan and PUD ordinance together at its upcoming meeting. A sample motion is included below.

I move to recommend approval of the proposed “Ordinance to Amend the Zoning Ordinance and Zoning Map of the City of Saugatuck by Approving a Planned Unit Development Overlay and Associated Plan for 640 Water Street” as offered by staff.

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE AND ZONING MAP OF
THE CITY OF SAUGATUCK BY APPROVING A PLANNED UNIT DEVELOPMENT
OVERLAY AND ASSOCIATED PLAN FOR 640 WATER STREET**

Section 1. Amendment to Section 154.043 of the Zoning Ordinance. Subject to the terms and conditions of this Ordinance and the development plan (“Plan”) associated with the Planned Unit Development (“PUD”) request submitted by Daniel Boggs (the “Applicant”) on behalf of AMK Holdings, LLC, the City of Saugatuck Zoning Ordinance is hereby amended by an amendment of Section 154.043, the Zoning Map, to rezone the following land (“Subject Property”) to PUD Overlay with the base zoning district remaining Downtown Waterfront Preservation District (DWP).

640 Water Street

(FROM COVENANT DEED LIBER 4875, PAGE 157 DOCUMENT NO.
2023010350, ALLEGAN COUNTY RECORDS)
LOT(S) 29, 30 AND NORTH ONE-HALF OF LOT 31 OF KALAMAZOO PLAT,
ACCORDING TO THE PLAT THEREOF RECORDED IN LIBER 111 OF
DEEDS, PAGE 551 OF ALLEGAN COUNTY RECORDS.

Section 2. Terms and Conditions of the Planned Unit Development Overlay District. The rezoning of land to PUD Overlay and approval of the Plan submitted by the Applicant are expressly subject to the following terms and conditions:

- A. Site Development. The development of the Subject Property shall comply in all respects with the Plan, last revised November 18, 2025, with supplemental revisions last revised December 19, 2025 (Sheet A-1), except if amended in accordance with the City of Saugatuck Zoning Ordinance.

- B. Land Use. The Plan includes construction of a two-story mixed-use building oriented toward Water Street and the Kalamazoo River. The first floor includes one retail/commercial tenant space with a commercial kitchen and an outdoor riverfront dining patio. The second floor includes three (3) dwelling units as upper-story residential use, intended for, but not limited to, short-term rental occupancy.
- C. Building. The building will be no higher than (2) stories, 25.5 feet at the mid-roof, and 30.5 feet at the roof ridge. The building includes fiber-cement board-and-batten siding, aluminum storefront glazing, standing-seam metal roofing, and balconies with metal railings, subject to the Historic District Commission (HDC) approving the materials.
- D. Parking and Mobility. The Plan includes three (3) off-street parking spaces accessible via an existing driveway along Water Street. Pedestrian circulation improvements include new concrete sidewalks, patios, and paved pedestrian areas. Vehicle and emergency access shall be accommodated by a single driveway to the proposed parking lot. All vehicular and pedestrian access easements shall be reviewed and approved by the City Attorney. After review, the City Attorney may require modification of the terms of the easements before the easements receive the required approval from the City Attorney.
- E. Landscaping and Screening. The site shall incorporate 551 square feet of landscaped area, including new trees, shrubs, and perennial plantings along the Water Street frontage and river edge in accordance with the Plan. The dumpster shall be installed where shown on the Plan and fully screened with a six-foot (6') high enclosure.
- F. Stormwater and Utilities. Final stormwater management infrastructure and public water and sewer utility connection plans shall be submitted and approved by all applicable City departments and the City Engineer.

G. Fire Department Approval. The Applicant shall secure approval from the Saugatuck Township Fire Department prior to the issuance of a building permit.

H. Zoning Requirements. The development of the Subject Property shall comply with all requirements of the DWP zoning district and all other applicable requirements except as modified by this Ordinance. The following PUD modifications are approved in accordance with Section 154.113(E)(1) and (2):

1. The front setback, as measured from the Water Street right-of-way, is reduced from five (5) feet to zero (0) feet.
2. The waterfront setback, as measured from the waterfront, is reduced from 25 feet to 15 feet.
3. The parking lot setback, as measured from the Water Street right-of-way, is reduced from 20 feet to five (5) feet.

I. Waterfront Access.

1. The Plan includes a public waterfront walking path located within the waterfront yard area along the Kalamazoo River.
2. The waterfront path shall be no less than seven feet and eight inches (7'8") wide, and it is intended to allow pedestrians to traverse 100% of the waterfront yard width from one side to the other.
3. Legal access from the Water Street right-of-way to the waterfront walking path shall be established by an easement crossing the property located at 650 Water Street. The connecting path shall be concrete, decking, or another material along the south side of the building at 650 Water Street, then cross the parking lot to the waterfront walking path along the Subject Property.

4. A sign shall be located near the intersection of the connecting path and the Water Street right-of-way, indicating public access to the waterfront walking path. The sign design shall be consistent with any applicable City of Saugatuck wayfinding signage design guidelines.
 5. The mechanism or legal instrument that memorializes public waterfront access shall be reviewed and approved by the City Attorney and City Manager. After review, the City Attorney may require modification of the terms of the legal instrument before the legal instrument receives the required approval from the City Attorney.
- J. Historic District Committee Review. In accordance with City Code Section 154.03, the Applicant shall secure Historic District Committee (HDC) approval for the project before the demolition of the existing building, construction of the new building, and any other improvements that require review under this section. In the event that the HDC requires a change that is determined by the Zoning Administrator to be a minor or major amendment to the approved PUD materials, the Applicant shall be required to secure approval of the amendment prior to site development and construction of the new building.
- K. Signage. The Applicant shall prepare and submit a detailed signage plan that depicts all signage proposed for the project. All proposed signage shall comply with applicable requirements of the Zoning Ordinance and City Code. All signs shall be subject to the approval of the Zoning Administrator. Approval of the PUD shall not constitute approval of any future site signage.
- L. Phasing. The project shall be constructed in a single phase.

M. Application and Data Requirements. Prior to site development and issuance of a building permit, the Applicant shall provide the following for review and approval by the Zoning Administrator:

1. Legal Documentation of Single Ownership or Control. The documentation shall be in the form of agreements, contracts, covenants, and deed restrictions which indicate that the development can be completed as shown on the plans, and further, that all portions of the development that are not to be maintained at public expense will continue to be operated and maintained by the developers, their successors, or other authorized entity;
2. Schedule. A specific schedule of the intended development and construction details, including the phasing or timing of all proposed improvements; and
3. Draft of Ownership and Governance Documents. These documents shall include the following:
 - a. Deeds of ownership;
 - b. Warranties guaranteeing ownership conveyed and described in the deeds;
 - c. A list of covenants, conditions, and restrictions that are conditions of ownership upon the purchasers and owners in the planned unit development; and
 - d. Association bylaws (for example, condominium or homeowner's association bylaws) which describe how the association is organized; the duties of the association to operate, manage, and maintain common elements of the planned unit development; and the duties of individual shareholders to manage and maintain their own units.

Section 3. Planned Unit Development Eligibility. The City Council determines that the Applicant has demonstrated that the project qualifies for PUD review and approval in accordance with Section 154.122 Eligibility:

- A. Recognizable and Substantial Benefit. The project delivers a recognizable community benefit by redeveloping an aging waterfront site, consistent with the C-2 DWP District's intent, and by incorporating riverfront landscaping and a public walking path.
- B. Minimum Area and Density. The parcel meets the minimum lot area required in the C-2 DWP District for the proposed uses, and the residential component (three upper-story dwelling units) is permitted in the district. The district does not establish a maximum density standard that the proposal would exceed.
- C. Availability and Capacity of Public Services. The development will be served by existing public services and infrastructure, subject to review and approval by applicable City departments and outside agencies.
- D. Compatibility with the Land Use Plan. The project is consistent with the City's Comprehensive Plan policies on downtown reinvestment, compatible mixed-use development, waterfront protection, preservation of river views, and high-quality waterfront design.
- E. Compatibility with PUD Intent. The proposed redevelopment aligns with the intent of the PUD provisions by using design flexibility to address a constrained site while providing a higher-quality infill development that supports downtown activity and enhances the waterfront setting.

F. Economic Impact. The proposed commercial use and upper-story residential units are compatible with the downtown district and are not expected to impede surrounding properties or the continued use of nearby permitted uses.

G. Unified Control of Property. The development is proposed under single ownership and control, ensuring a single responsible party to implement the project in accordance with the approved PUD Plan.

H. Dedication of Utilities and Roads. No new public streets are proposed. Utility easements may be established if required during engineering review, but the project does not involve new roadway dedication.

Section 4. Project Design Standards. The City Council determines that the project design standards and requirements outlined in Section 154.113 Project Design Standards have been met by the Applicant:

A. Minimum Lot Area. The project is eligible for PUD review in the C-2 DWP District, which does not require a minimum acreage threshold for PUD consideration.

B. Compatibility with Adjacent Uses. The building height, scale, placement, and architectural materials are generally compatible with the downtown and waterfront context. The Plan includes screening and landscaping elements intended to buffer site features, including parking and service areas.

C. Permitted Uses. The proposed mix of uses (first-floor commercial/retail space and upper-story dwelling units) is allowed in the C-2 DWP District and may be authorized through the PUD approval.

- D. Application Base Regulations. The Plan was reviewed against the underlying C-2 DWP District standards and applicable site development regulations. Where deviations are proposed (including reduced front, waterfront, and parking setbacks), they are addressed through the PUD modification process.
- E. Regulatory Flexibility. The proposal includes requested modifications to dimensional standards (including reduced front, waterfront, and parking setbacks). The waterfront walkway component supports the flexibility provisions applicable in the C-2 DWP District by providing continuous traversable access along the waterfront yard area.
- F. Permitted Mix of Uses. The project's commercial and residential components are designed to operate together and are not expected to cause nuisance impacts on surrounding properties, consistent with the district's mixed-use intent.
- G. Open Space Requirements. While the C-2 DWP District does not impose a maximum lot coverage standard, the Plan provides usable, accessible open area through patios, porches, and the riverfront walkway, consistent with the district's open area requirements.
- H. Frontage and Access. The Subject Property fronts on Water Street and provides access using the existing shared driveway arrangement. No additional drive openings are proposed beyond the current vehicle access point.
- I. Utilities. Utilities are proposed to be underground where feasible and will be subject to review and approval through the City Engineer and utility service providers.

- J. Privacy for Dwelling Units. Residential units are located on the second floor, with balconies and outdoor areas oriented toward the river and Water Street. The site design does not identify privacy conflicts that would prevent approval.
- K. Emergency Access. Emergency vehicle access is shown on the Plan and remains subject to review and approval by the Saugatuck Township Fire Department.
- L. Pedestrian and Vehicular Circulation. The Plan includes new sidewalks, patios, and paved areas. The waterfront pathway will be accessible to the public through an easement located at 650 Water Street.
- M. Minimum Spacing. The development meets applicable spacing requirements through compliance with minimum side setbacks. Separation between off-site buildings shall adhere to applicable Building Code and Fire Code requirements.
- N. Building Length. The proposed building length is within the maximum length standard for multiple-family buildings.
- O. Sensitive Natural Features. The project maintains a 15-foot waterfront setback area and does not propose removing sensitive natural features. The river edge is buffered by landscaping and a setback space, as shown on the Plan.
- P. Natural Vegetation Strip Along Streams. This standard is addressed through the C-2 DWP waterfront setback and proposed waterfront yard landscaping.

- Q. Buffer Zone Along Property Lines. Given the downtown infill context and lot constraints, large perimeter buffer strips are neither proposed nor expected for this type of waterfront redevelopment.
- R. Parking Areas. The parking area is small in scale and includes screening along the street frontage, which helps minimize visual impacts from paved areas.
- S. Common Property. The Plan includes a waterfront pathway intended for public access. The applicant must ensure the pathway and access are maintained and preserved for public access through appropriate legal documentation, subject to City Attorney review and approval.
- T. Easements Across Common Property. Where easements are necessary (including for the shared driveway and waterfront access), the applicant is expected to provide legal documentation to ensure long-term access and enforceability. All legal instruments, including those pertaining to the shared driveway and waterfront access, must be review and approved by the City Attorney. After review, the City Attorney may require modification of the terms of the legal instruments before the legal instruments receive the required approval from the City Attorney.

Section 5. Expiration. Construction must be initiated under a PUD approval within one (1) year from the date of the issuance of a zoning permit. Upon receipt of a written request for an extension from the Applicant, an extension of up to one (1) year may be granted by the Planning Commission if the Planning Commission feels the nature of the problems preventing project initiation is legitimate, and that the approved Plan adequately represents current conditions on and surrounding the Subject Property. If the project is not initiated within 24 months of the original

approval, the PUD is cancelled. Thereafter, the project may proceed only if it is approved after the entire PUD process is repeated, starting with a new application. In the event that an approved PUD Plan becomes null and void, the City shall initiate proceedings to amend the zoning classification of the Subject Property.

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

Section 7. Severability. The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

Section 8. 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

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

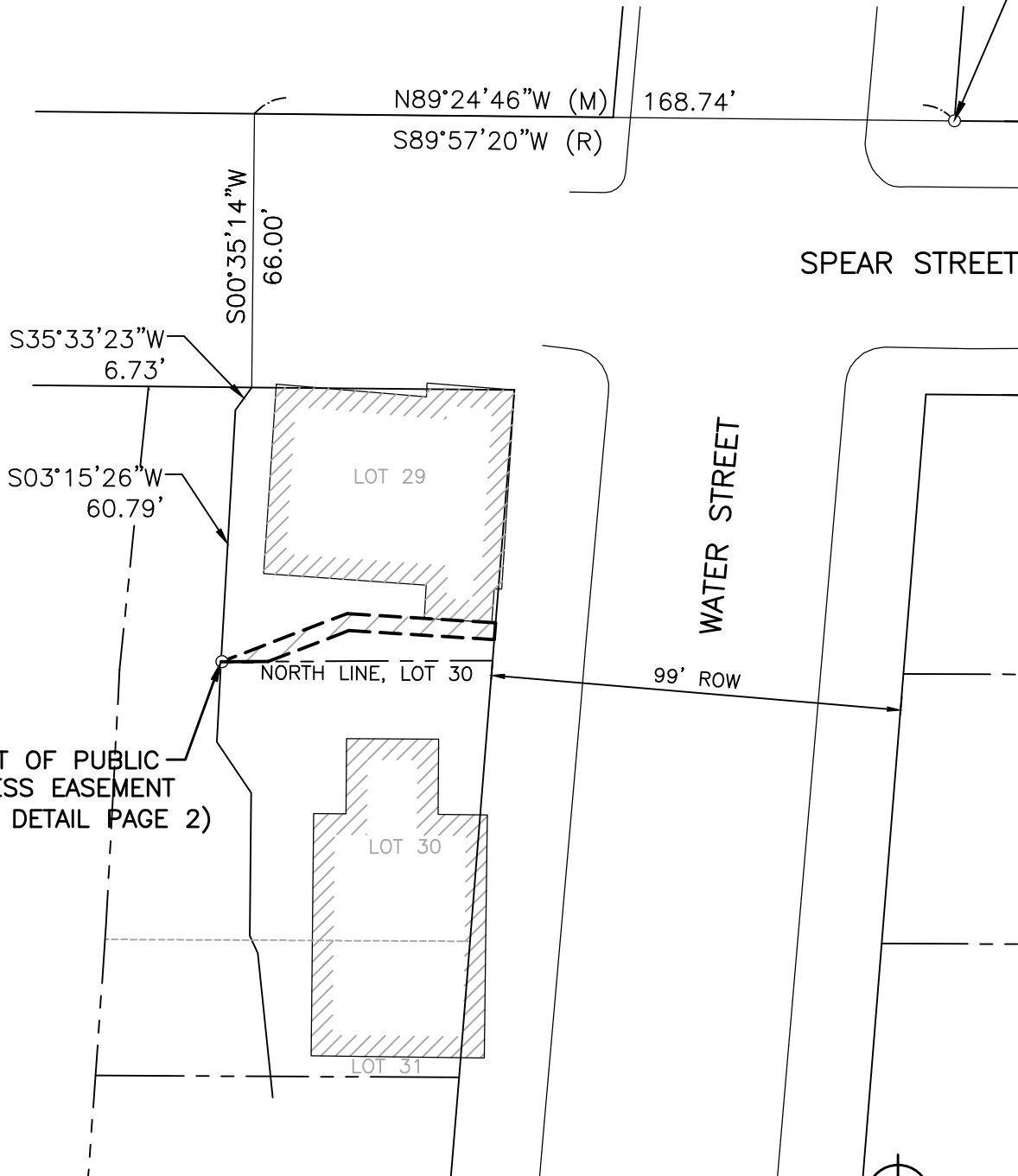
Jamie Wolters
City of Saugatuck, Clerk

EXHIBIT 1 PUBLIC ACCESS EASEMENT

SOUTHWEST CORNER, SAUGATUCK TOWNHOMES
CONDOMINIUM REPLAT NO. 1 OF ALLEGAN COUNTY
SUBDIVISION PLAN NO. 101,
LIBER 1951 PAGE 839, ALLEGAN COUNTY RECORDS



Hard copy is
intended to be
8.5"x11" when
plotted. Scale(s)
indicated and
graphic quality may
not be accurate for
any other size.



LEGEND

- — — — — PROPERTY LINE
- PROPERTY IRON (FOUND)



SCALE: 1" = 40'
0 20 40

650 Water Street
Saugatuck, Michigan
Public Access Easement

01/29/2026

PROJECT NO.
2501331

1 of 2

21

EXHIBIT 1 PUBLIC ACCESS EASEMENT

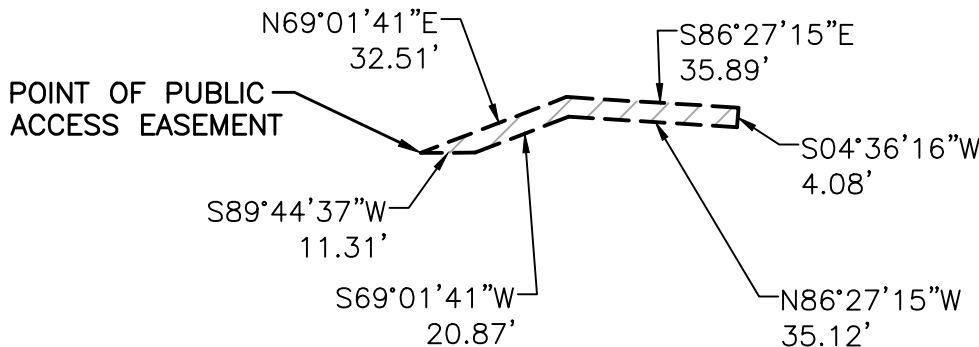
PROPERTY DESCRIPTION (FROM ALLEGAN COUNTY EQUALIZATION DEPARTMENT)

LOT 29, KALAMAZOO PLAT, SECTION 9, TOWN 3 NORTH, RANGE 16 WEST, ALLEGAN COUNTY, MICHIGAN.

PUBLIC ACCESS EASEMENT:

ALL THAT PART OF LOT 29, KALAMAZOO PLAT, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SAUGATUCK TOWNHOMES CONDOMINIUM, REPLAT NO. 1 OF ALLEGAN COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 101, AS RECORDED IN LIBER 1951, PAGE 839, ALLEGAN COUNTY RECORDS; THENCE ALONG THE EXTENDED NORTH LINE OF SPEAR STREET (66-FOOT RIGHT-OF-WAY) NORTH 89°24'46" WEST (RECORDED IN SAID CONDOMINIUM AS SOUTH 89°57'20" WEST) 168.74 FEET; THENCE SOUTH 00°35'14" WEST 66.00 FEET TO THE SOUTH LINE OF SPEAR STREET AND AN EXISTING WALL; THENCE ALONG SAID WALL, SOUTH 35°33'23" WEST 6.73 FEET; THENCE CONTINUING ALONG SAID WALL, SOUTH 03°15'26" WEST 60.79 FEET TO THE POINT OF BEGINNING ON THE SOUTH LINE OF LOT 29 AT A CHISELED X ON TOP OF SAID WALL; THENCE NORTH 69°01'41" EAST 32.51 FEET; THENCE SOUTH 86°27'15" EAST 35.89 FEET; THENCE SOUTH 04°36'16" WEST 4.08 FEET; THENCE NORTH 86°27'15" WEST 35.12 FEET; THENCE SOUTH 69°01'41" WEST 20.87 FEET TO THE SOUTH LINE OF SAID LOT 29; THENCE ALONG SAID SOUTH LINE, SOUTH 89°44'37" WEST 11.31 FEET TO THE POINT OF BEGINNING.



SCALE: 1" = 40'
0 20 40

BASIS OF BEARING: MICHIGAN STATE PLANE,
SOUTH ZONE, NAD 83, GPS DERIVED



Hard copy is intended to be 8.5"x11" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

650 Water Street
Saugatuck, Michigan
Public Access Easement

01/29/2026

PROJECT NO.

2501331

2 of 2

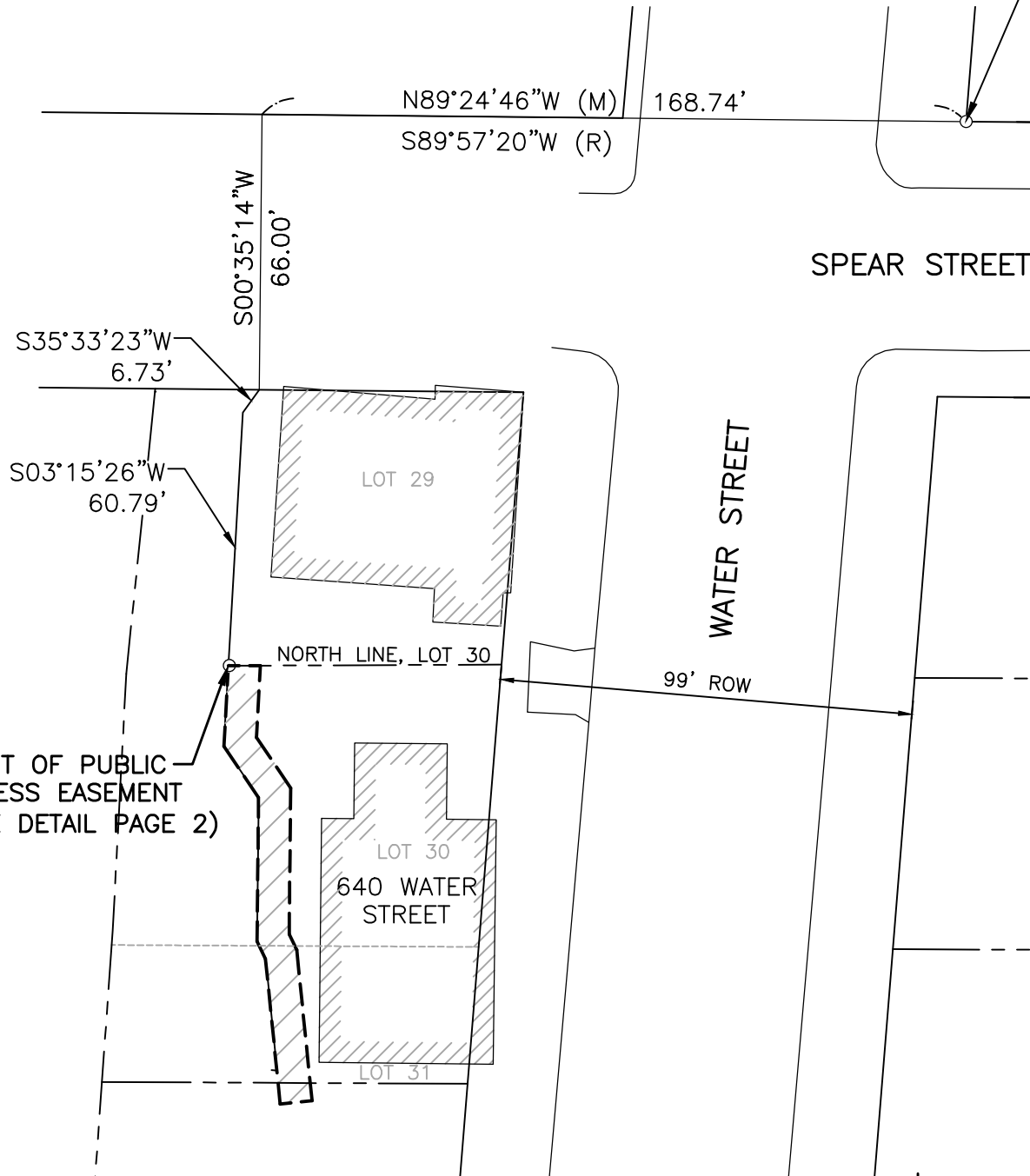
22

EXHIBIT 1 PUBLIC ACCESS EASEMENT

SOUTHWEST CORNER, SAUGATUCK TOWNHOMES
CONDOMINIUM REPLAT NO. 1 OF ALLEGAN COUNTY
SUBDIVISION PLAN NO. 101,
LIBER 1951 PAGE 839, ALLEGAN COUNTY RECORDS

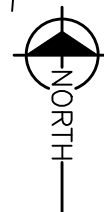


Hard copy is
intended to be
8.5"x11" when
plotted. Scale(s)
indicated and
graphic quality may
not be accurate for
any other size.



LEGEND

- — — — — PROPERTY LINE
- PROPERTY IRON (FOUND)



SCALE: 1" = 40'

0 20 40

640 Water Street
Saugatuck, Michigan
Public Access Easement

01/29/2026

PROJECT NO.
2501331

1 of 2

23

EXHIBIT 1 PUBLIC ACCESS EASEMENT

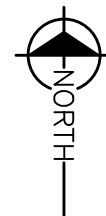
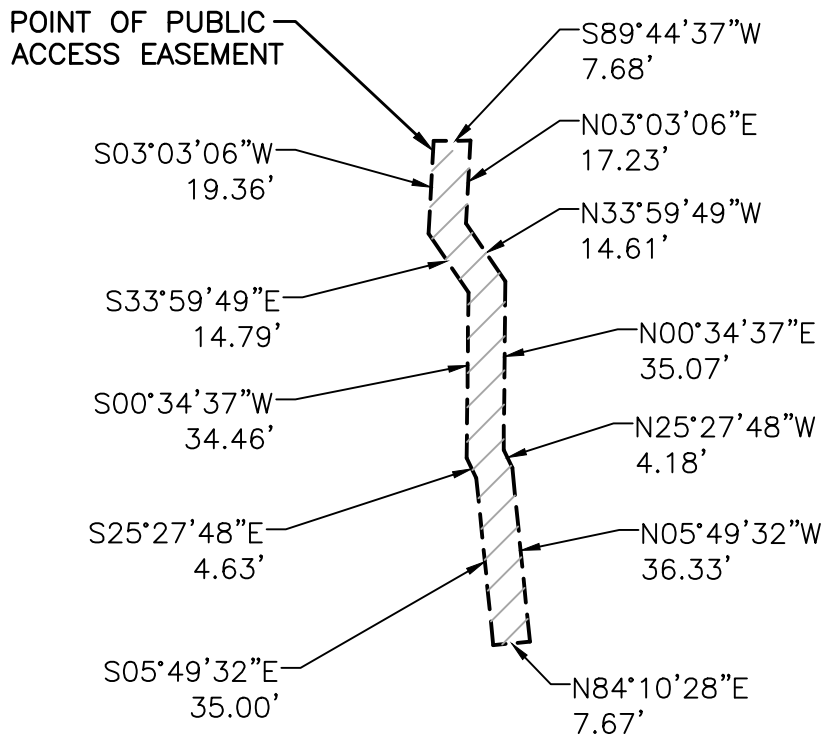
PROPERTY DESCRIPTION (FROM ALLEGAN COUNTY EQUALIZATION DEPARTMENT)

LOT 30 AND NORTH 1/2 LOT 31, KALAMAZOO PLAT, SECTION 9, TOWN 3 NORTH, RANGE 16 WEST, ALLEGAN COUNTY, MICHIGAN.

PUBLIC ACCESS EASEMENT:

ALL THAT PART OF LOT 30 AND THE NORTH 1/2 OF LOT 31, KALAMAZOO PLAT, MORE PARTICULARLY DESCRIBED AS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SAUGATUCK TOWNHOMES CONDOMINIUM, REPLAT NO. 1 OF ALLEGAN COUNTY CONDOMINIUM SUBDIVISION PLAN NO. 101, AS RECORDED IN LIBER 1951, PAGE 839, ALLEGAN COUNTY RECORDS; THENCE ALONG THE EXTENDED NORTH LINE OF SPEAR STREET (66-FOOT RIGHT-OF-WAY) NORTH 89°24'46" WEST (RECORDED IN SAID CONDOMINIUM AS SOUTH 89°57'20" WEST) 168.74 FEET; THENCE SOUTH 00°35'14" WEST 66.00 FEET TO THE SOUTH LINE OF SPEAR STREET AND AN EXISTING WALL; THENCE ALONG SAID WALL, SOUTH 35°33'23" WEST 6.73 FEET; THENCE CONTINUING ALONG SAID WALL, SOUTH 03°15'26" WEST 60.79 FEET TO THE POINT OF BEGINNING ON THE NORTH LINE OF LOT 30 AT A CHISELED X ON TOP OF SAID WALL; THENCE ALONG SAID WALL THE FOLLOWING 5 COURSES: SOUTH 03°03'06" WEST 19.36 FEET; SOUTH 33°59'49" EAST 14.79 FEET; SOUTH 03°34'37" WEST 34.46 FEET; SOUTH 25°27'48" EAST 4.63 FEET; SOUTH 05°49'32" EAST 35.00 FEET; THENCE NORTH 84°10'28" EAST 7.67 FEET; THENCE NORTH 05°49'32" WEST 36.33 FEET; THENCE NORTH 25°27'48" WEST 4.18 FEET; THENCE NORTH 00°34'37" EAST 35.07 FEET; THENCE NORTH 33°59'49" WEST 14.61 FEET; THENCE NORTH 03°03'06" EAST 17.23 FEET; THENCE NORTH 89°44'37" WEST 7.68 FEET TO THE POINT OF BEGINNING.



SCALE: 1" = 40'
0 20 40

BASIS OF BEARING: MICHIGAN STATE PLANE,
SOUTH ZONE, NAD 83, GPS DERIVED



Hard copy is intended to be 8.5"x11" when plotted. Scale(s) indicated and graphic quality may not be accurate for any other size.

640 Water Street
Saugatuck, Michigan
Public Access Easement

01/29/2026

PROJECT NO.
2501331

2 of 2

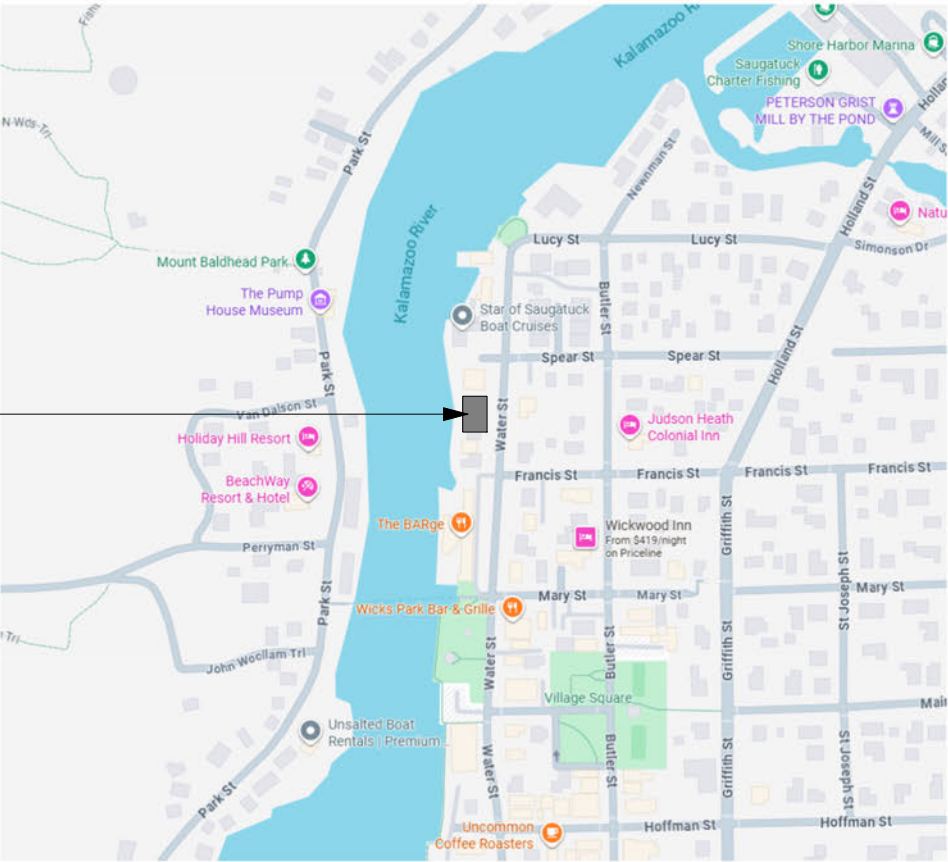
24



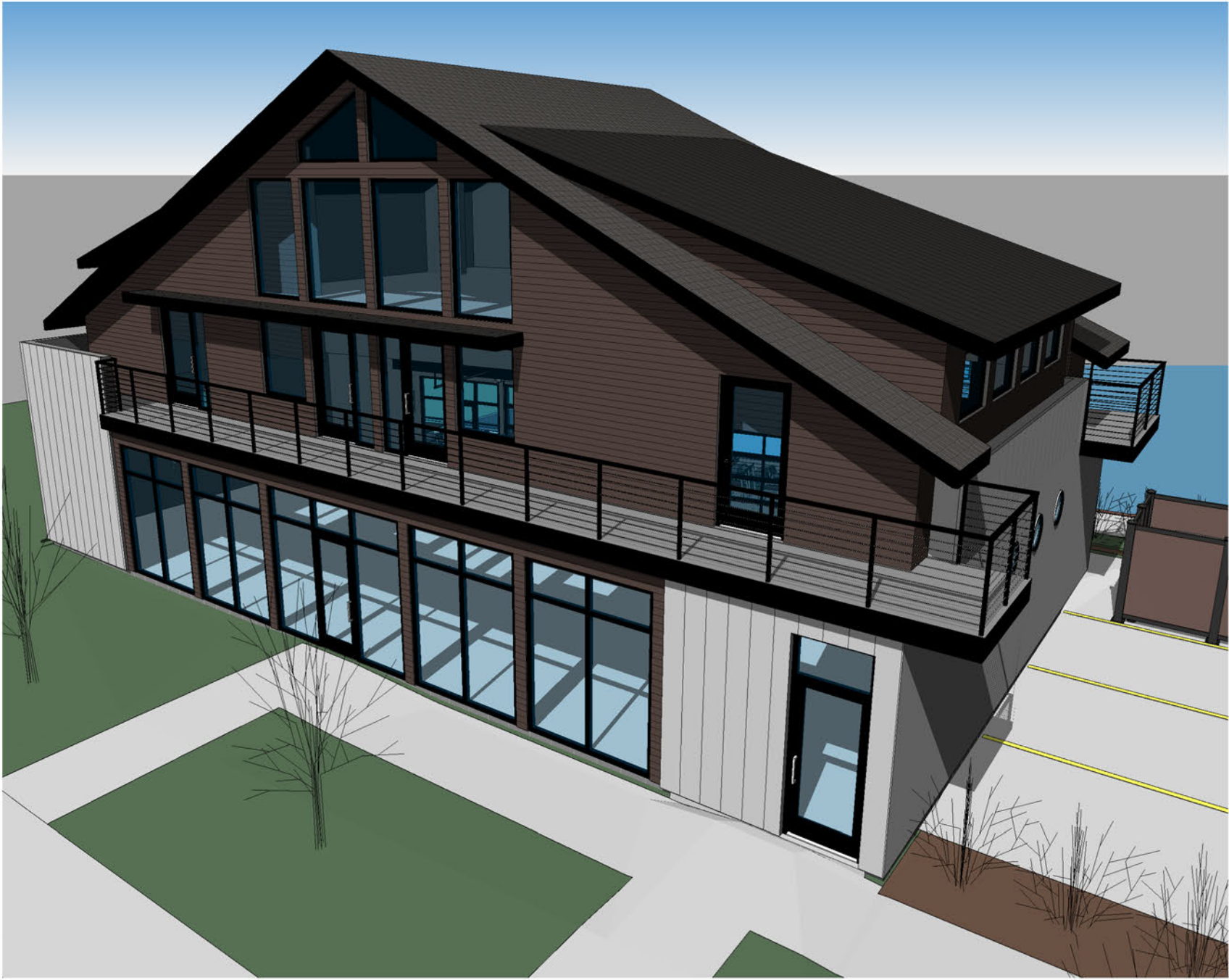
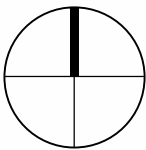
AMK PROPERTIES - SAUGATUCK BUILDING

640 Water Street, Saugatuck, MI 49453

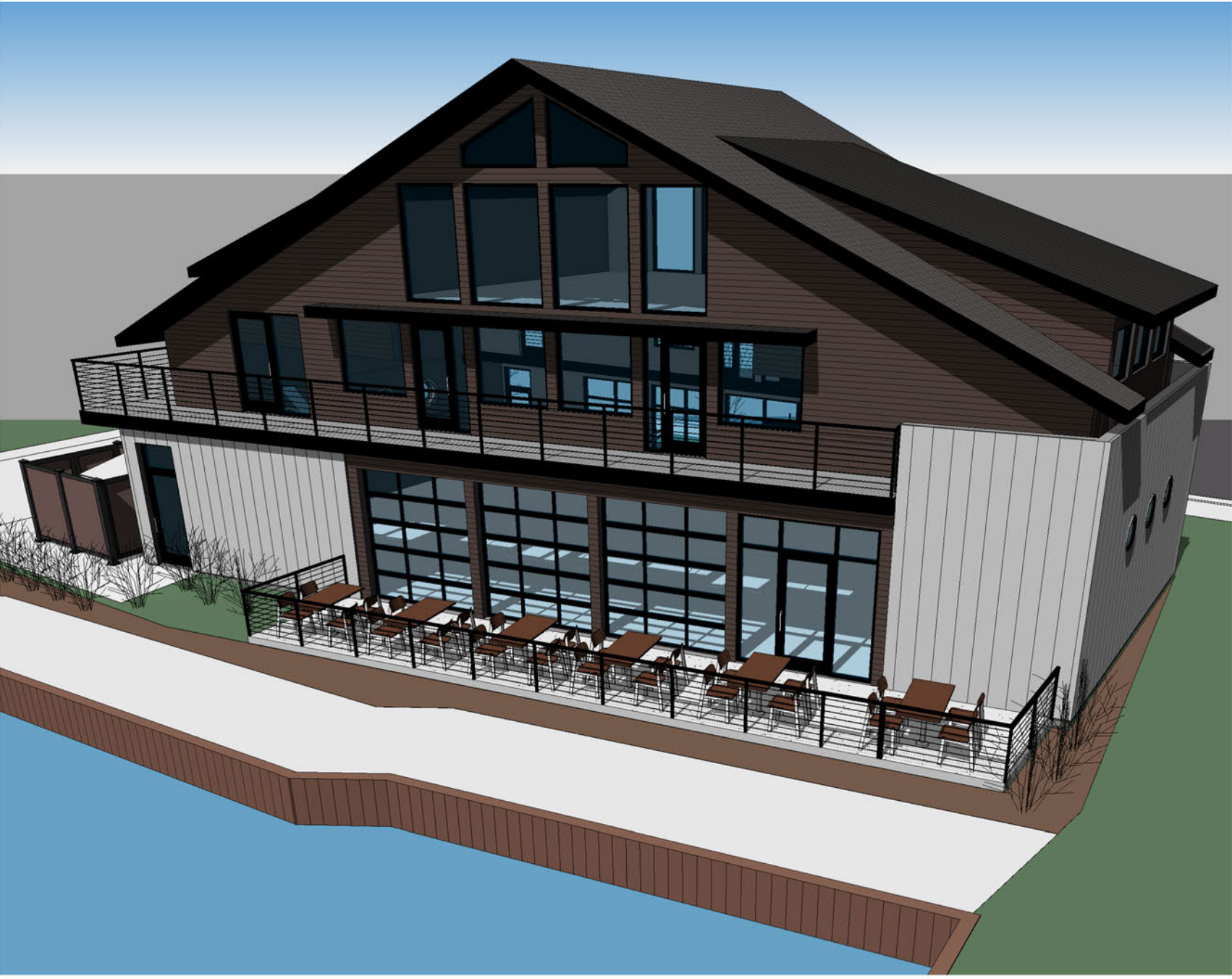
PROJECT LOCATION



LOCATION MAP



NORTHEAST ELEVATED PERSPECTIVE



SOUTHWEST ELEVATED PERSPECTIVE

DRAWING INDEX			
DWG NO.	Drawing Title	Issuance	Date
GENERAL			
G-1	Title Sheet	HDC Submission 2	02-27-26
G-1.1	Streetscape	HDC Submission 2	02-27-26
G-1.2	Concept	HDC Submission 2	02-27-26
GENERAL: 3			
CIVIL			
C-1	Survey	Survey Issue	10-21-25
C101	Grading Plan	PUD Submission	11-18-25
C202	Utility and Stormwater Management Plan	PUD Submission	11-18-25
CIVIL: 3			
LANDSCAPE			
L-1	Landscape Plan	Revision	12-18-25
L-2	Landscape Details	PUD Submission	11-18-25
LANDSCAPE: 2			
DEMOLITION			
D-1	Site Demolition Plan	PUD Submission	11-18-25
DEMOLITION: 1			
ARCHITECTURAL			
A-0.1	PUD Pre-Application	PUD Pre-Application	09-23-25
A-0.2	PUD Pre-Application - Setbacks	HDC Submission 2	02-27-26
A-1	Site Plan	HDC Submission 2	02-27-26
A-1.1	Site Details	PUD Submission	11-18-25
A-2	Floor Plans	PUD Submission	11-18-25
A-3	Exterior Elevations	PUD Submission	11-18-25
A-4	Exterior Elevations	PUD Submission	11-18-25
ARCHITECTURAL: 7			
ELECTRICAL			
PH-1	Site Photometric Plan	PUD Submission	11-18-25
ELECTRICAL: 1			
TOTAL DRAWINGS: 17			

DANIEL
BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138
248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION
ISSUED:
10-22-25 Client Review
10-27-25 Revision
11-18-25 PUD Submission
02-04-26 Client Review
02-27-26 HDC Submission 2

PROJECT NO:
2025.13

DRAWN BY:
DWB

These drawings have been specifically prepared for
AMK Properties for use at 640 Water Street
Saugatuck, MI 49453
These drawings shall not be used at other locations
without the consent and participation of Daniel Boggs
Architect.

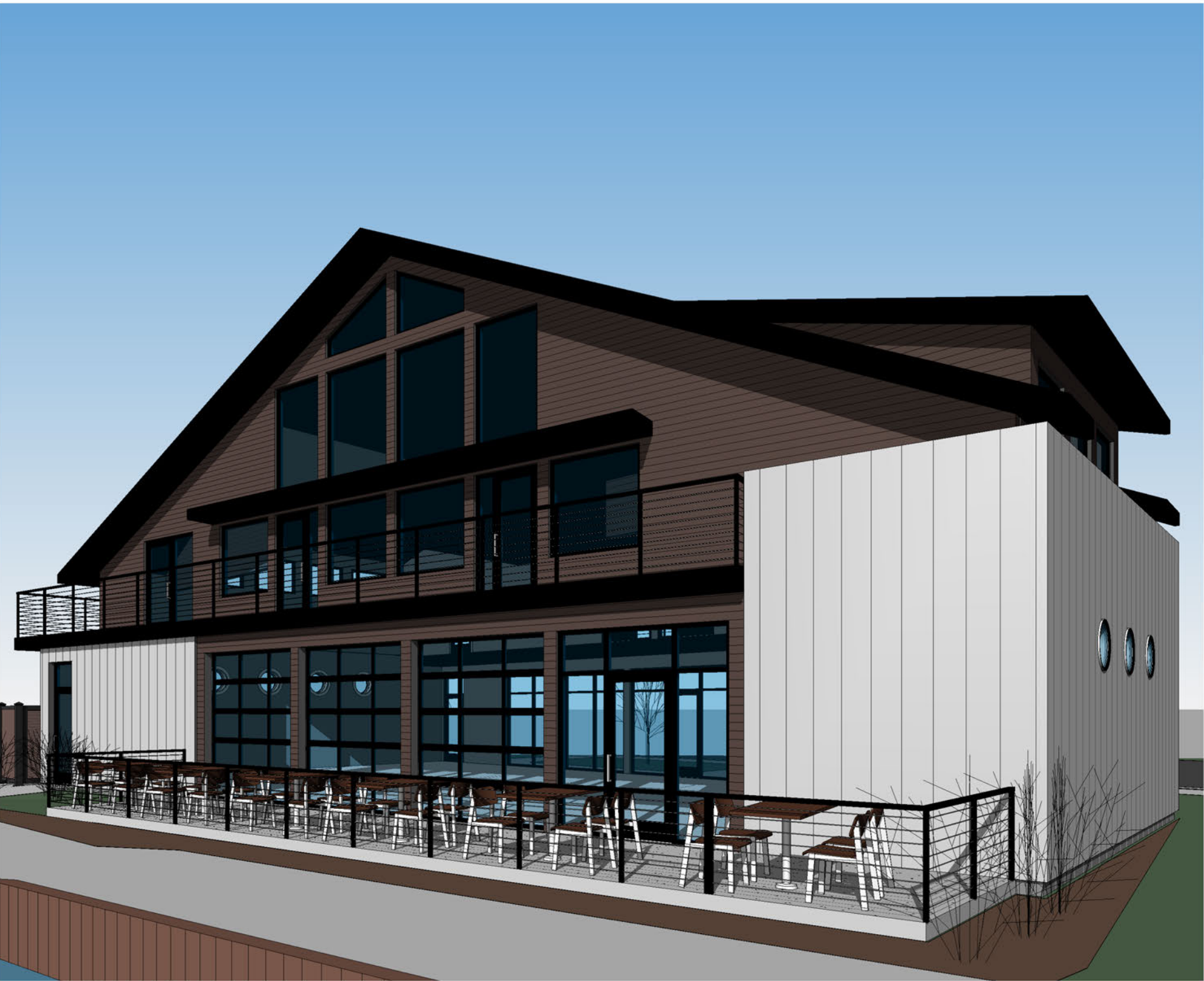
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Title Sheet

SHEET NO:

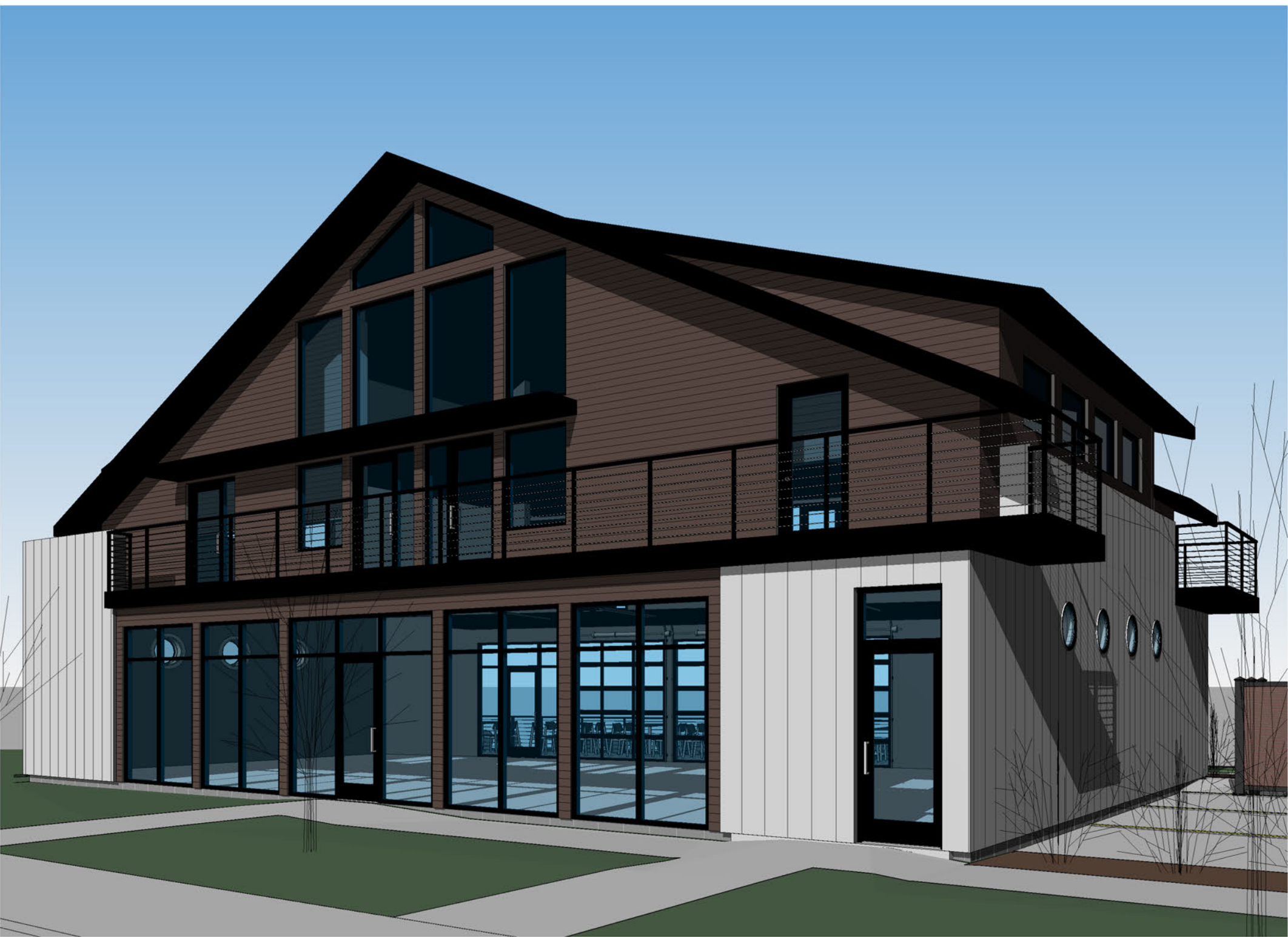
G-1



NORTHWEST PERSPECTIVE



SOUTHWEST PERSPECTIVE



NORTHEAST PERSPECTIVE

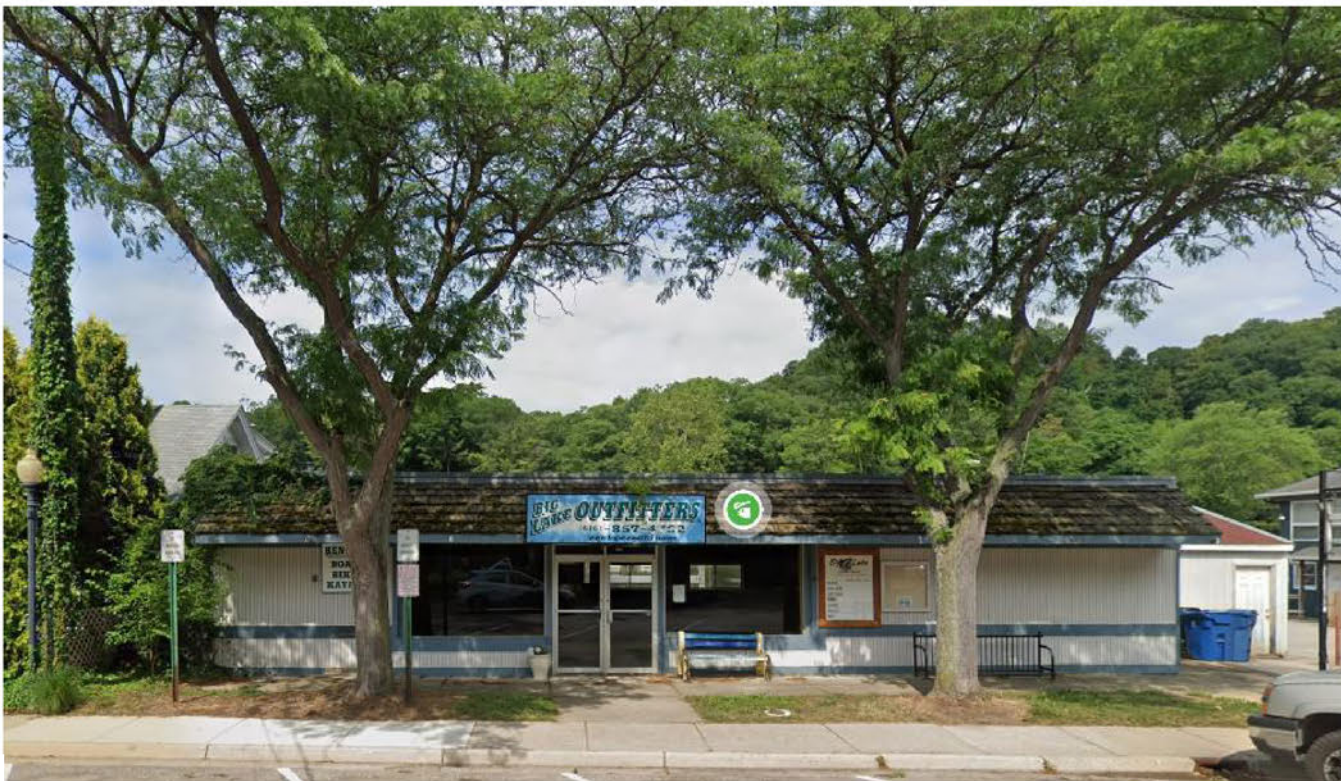


PHOTO OF EXISTING BUILDING TO BE DEMOLISHED



EAST STREETScape



PHOTO OF EXISTING BUILDING TO BE DEMOLISHED ON RIVER SIDE



PHOTO OF 650 WATER STREET ON THE RIVER SIDE



PHOTO OF EXISTING RESIDENTIAL HOMES NORTH ACROSS STREET

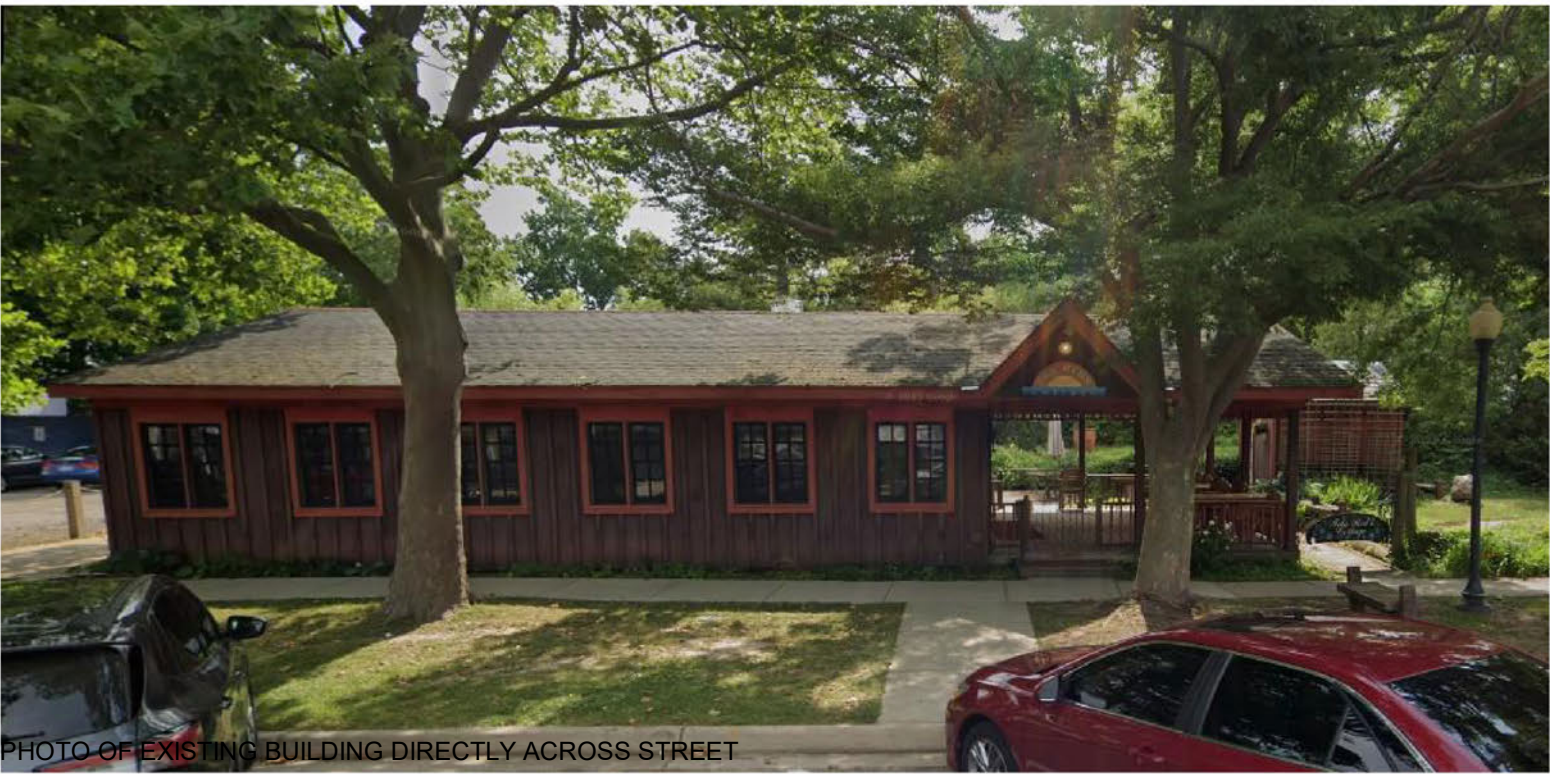


PHOTO OF EXISTING BUILDING DIRECTLY ACROSS STREET



PHOTO OF EXISTING BUILDING ACROSS STREET TO THE SOUTH

DANIEL
BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138
248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION
ISSUED:

01-23-26 HDC Preliminary Review
02-04-26 Client Review
02-27-26 HDC Submission 2

PROJECT NO:
2025.13

DRAWN BY:
DWB

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Saugatuck, MI 49453
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Architect.

SHEET TITLE:
Streetscape

SHEET NO:

G-1.1



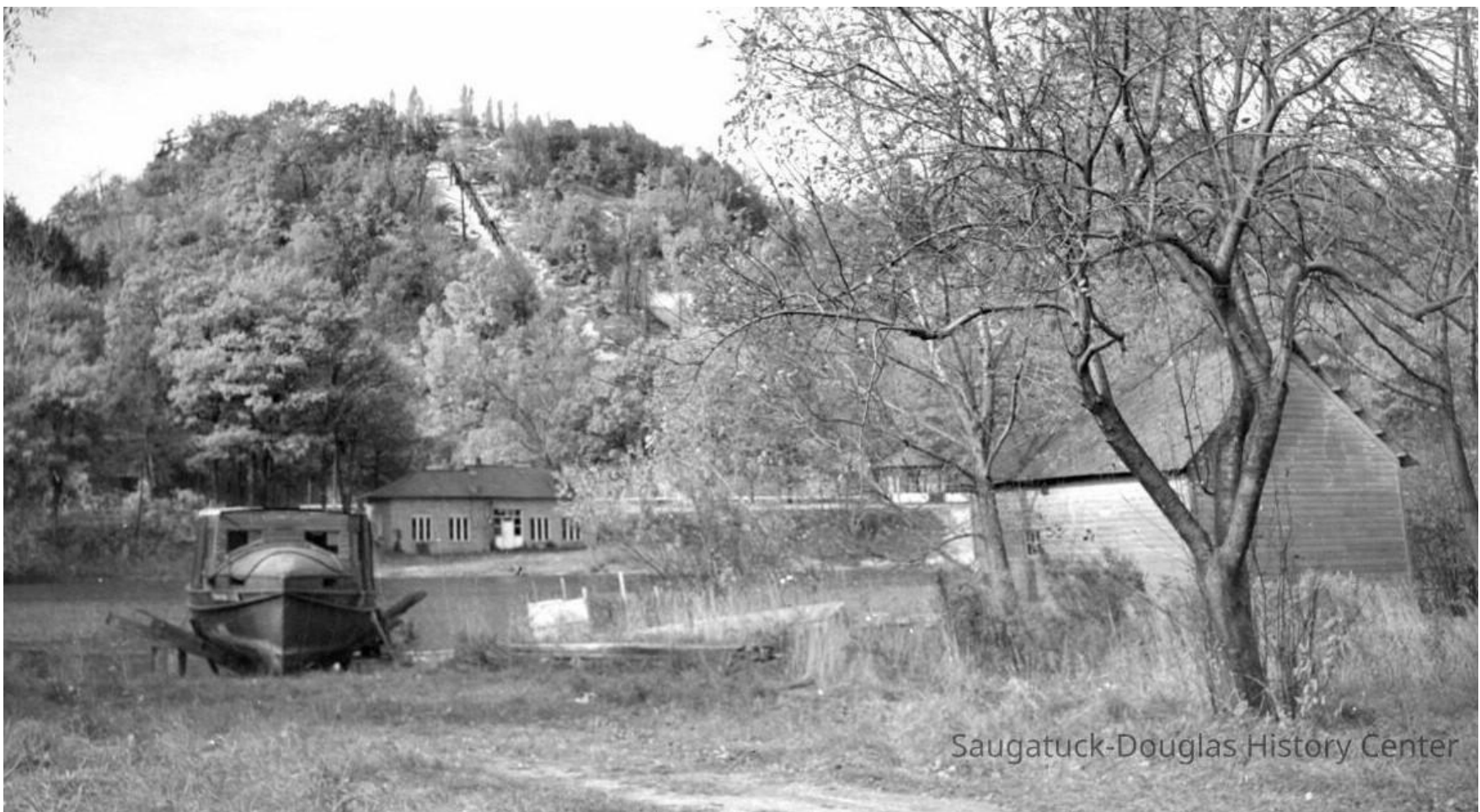
Wm Cary tug at Saugatuck fish docks.



Sewers's Joann fishing tug near present day Coghlin Park.



Fisher Boy tug.



Fishing Tug Baldhead with the Saugatuck-Douglas Historical Museum in background.



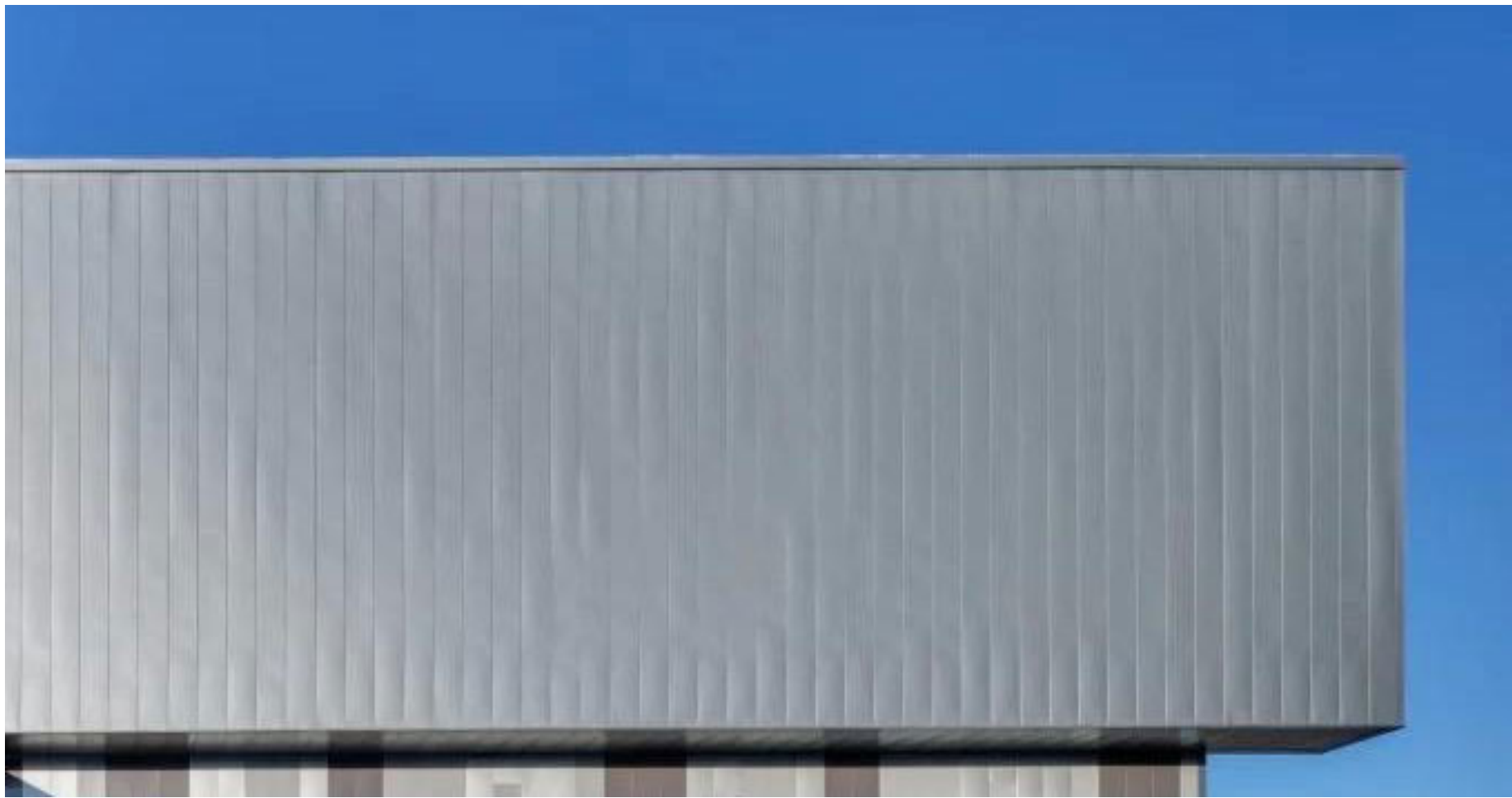
Color example of metal clad haul with wood cabin above.



Image of wood skeleton at bow of Evelyn S.



Wood siding to simulate wood clad boat cabin of historic fishing tug.



Metal siding with subtle reveal joints to simulate a metal clad haul of historic fishing tug.

DANIEL
BOGGS
ARCHITECT

ARCHITECTURE
&
PLANNING

8538 ISLAND BLVD.
GROSSE ILE, MI 48138
248.882.3642

PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PROFESSIONAL SEAL:

PRELIMINARY
NOT FOR CONSTRUCTION
ISSUED:

02-04-26 Client Review
02-27-26 HDC Submission 2

PROJECT NO:
2025.13

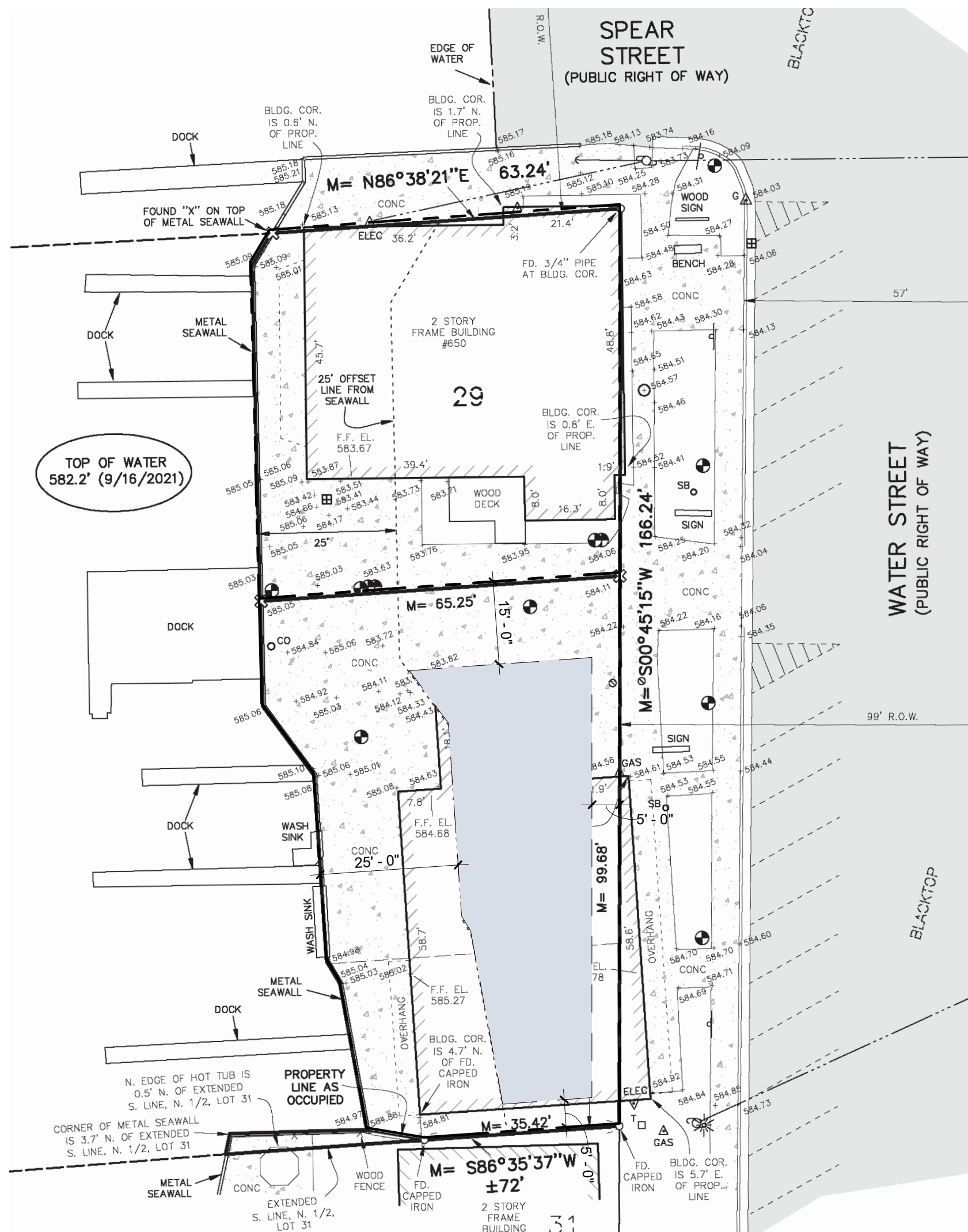
DRAWN BY:
DWB

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AMK Properties for use at 640 Water Street
Saugatuck, MI 49453
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Architect.

SHEET TITLE:
Concept

SHEET NO:

G-1.2

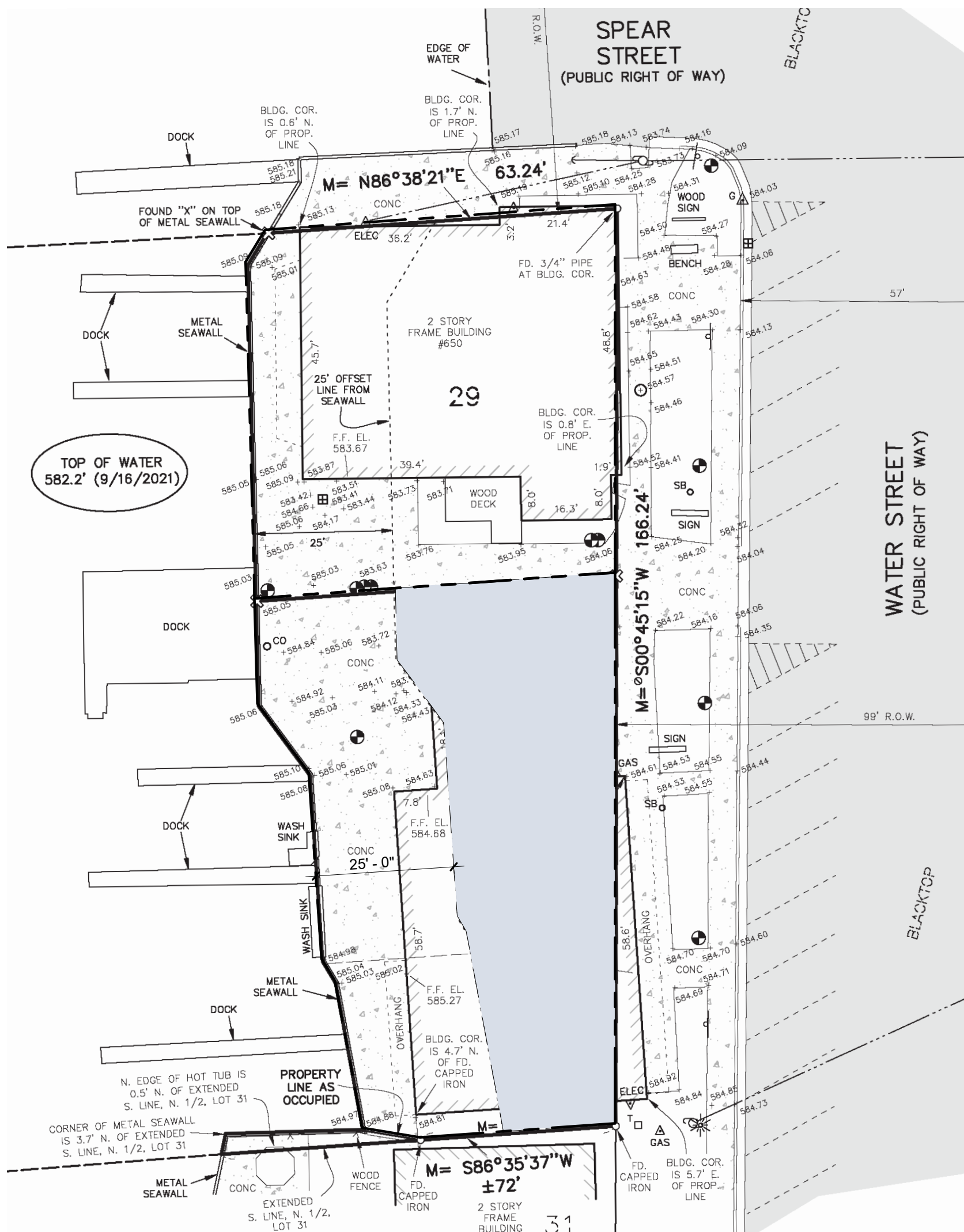


CURRENT ZONING:

Dimension and area regulations north of Francis Street:

Front setback	5 feet
Maximum front setback	20 feet
Side setback	20 feet minimum between both side setbacks
Rear setback	15 feet
Waterfront setback	25 feet, see § 154.021 (F)(4)
Minimum lot area	4,560 square feet for all uses except for hotels/inns, which require 8,712 square feet
Minimum lot width	100 feet of street frontage
Maximum lot coverage	No requirement
Maximum number of stories	Two and a half (2.5)
Minimum parking lot setback	20 feet

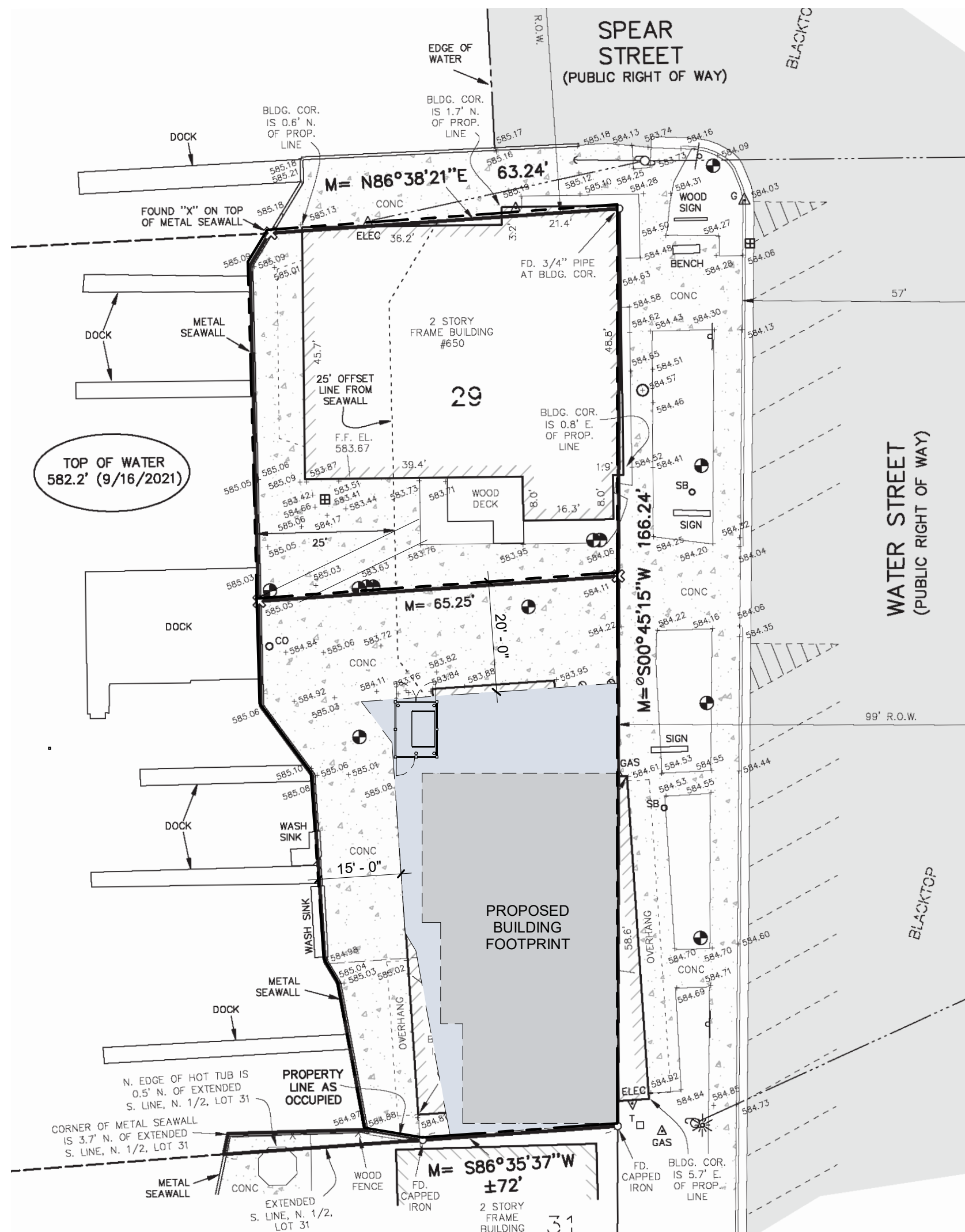
1 SITE PLAN - CURRENT SETBACK REQUIREMENTS
SCALE: 1" = 20'-0"



PREVIOUS ZONING:

Front setback	0 feet
Side setbacks	0 feet*
Rear setback	0 feet*
Minimum lot	4,560 square feet
Minimum lot width	66 feet
Maximum lot coverage	100%*
* Subject to Fire Code Regulations	

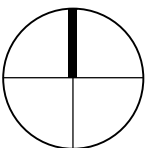
2 SITE PLAN - PREVIOUS SETBACK REQUIREMENTS
SCALE: 1" = 20'-0"



MODIFICATIONS TO BE SOUGHT:

FRONT SETBACK: 0 FT
WATERFRONT SETBACK: 15 FT (PUD PROVISION)
PARKING SETBACK: 5 FT (LANDSCAPE SCREENING)

3 SITE PLAN - MODIFICATIONS TO BE SOUGHT
SCALE: 1" = 20'-0"



PROJECT:
Saugatuck Building
640 Water Street
Saugatuck, MI 49453

PRELIMINARY
NOT FOR CONSTRUCTION
ISSUED:

07-15-25	Client Review
07-23-25	Revision
07-24-25	City Preliminary Review
09-23-25	PUD Pre-Application
10-22-25	Client Review
10-27-25	Revision
11-18-25	PUD Submission
12-18-25	Revision
12-19-25	Revision
01-22-26	Revision
02-27-26	HDC Submission 2

PROJECT NO:	2025.13
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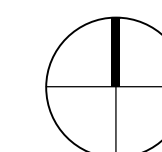
DRAWN BY:
DWB

These drawings have been specifically prepared for
**AMK Properties for use at 640 Water Street
Saugatuck, MI 49453**
These drawings shall not be used at other locations
without the consent and participation of Daniel Boggs
Architect.

SHEET TITLE:
Site Plan

SHEET NO:

A-1





MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	March 5, 2026	Meeting Date:	March 19, 2026
Request:	C-2 WSE Conditional Rezoning	Applicant:	Christopher Khorey/ McKenna
Address:	120 Mary/510 Butler	Project Name:	Wickwood Inn
Parcel:	57-300-055-00 and 57-300-053-50	Plan Date:	N/A
Lot Size:	24,729 s.f.	Zoning District:	R-4 CER
Complete:	Yes	Recommendation:	Approval
Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests the rezoning of 120 Mary Street and 510 Butler Street from R-4 City Center Transitional Residential District (R-4) to C-2 Water Street East (C-2 WSE) with voluntary conditions in accordance with Section 405 of the Michigan Zoning Enabling Act and Section 154.176 (I) of the Zoning Ordinance. The applicant intends to expand the Wickwood Inn's business operations to include commercial uses beyond those permitted in the R-4 zoning district as a "motel/motor court" in C-2 WSE.



Background

Previous Rezoning Approval

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

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

Previous Special Land Use Approval

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

Proposed Expansions and Options

Since the special land use approval, City staff and advisors have had multiple conversations with the owner's representatives regarding future uses and desired business activities. Staff determined that these uses and activities would not comply with the requirements for bed and breakfast establishments and the R-4 zoning district. Staff outlined several options, including amending the provisions of the R-4 zoning district, rezoning to C-1 City Center Commercial District (C-1 CC), rezoning to C-2 WSE, or creating a new land use designation with specific use requirements.

Staff felt that any further commercial expansion at the Wickwood Inn would no longer be consistent with the intent of the R-4 zoning district, so it was ultimately suggested that the applicant pursue rezoning to a commercial zoning district as part of a broader expansion of the commercial use. If expanded, staff determined that the Wickwood Inn could then qualify for review as a "motel/motor court." Regarding C-1 CC versus C-2 WSE, the dimensional standards and lot coverage requirements for C-2 WSE are stricter than those for C-1 CC and are ultimately more compatible with the R-4 zoning district.

Voluntary Conditions of Approval

Along with the rezoning, the applicant has voluntarily offered limitations on land use, lot coverage, and setbacks as an effort to reduce the potential impacts of future commercial expansion on nearby R-4 zoned lands and the neighborhood as a whole. Although additional uses are allowable in C-2 WSE, the applicant only intends to:

- Serve breakfast, lunch, and dinner from their on-site restaurant, which currently only serves breakfast as part of a bed and breakfast operation.
- Open their restaurant to the general public, rather than limit it to inn guests.
- Host on-site events, such as retreats and weddings.
- Open their gift shop to the general public.
- Limit the number of guests to 125 at any one time.

As a part of the conditional rezoning, the applicant agreed to prohibit motion picture facilities; amusement and recreational services; recreational transportation rental facilities; parking facilities as the principal use of land; domestic business repairs; and expanded outdoor dining. Further, the applicant has offered that lot coverage will not exceed 27%, a reduction from the 65% maximum

of the C-2 WSE district. Lastly, the applicant committed to the R-4 front setback, even though the C-2 WSE zoning district has no minimum front setback.

Conditional Rezoning

A conditional rezoning process follows the same formal steps as a traditional rezoning process, aside from the initial coordination of voluntary conditions. Staff and advisors discussed the initial conditions and whether they would be acceptable from a technical zoning and legal perspective (see initial application submittal). The conditions were then revised and formalized in a draft conditional rezoning ordinance and a draft statement of conditions, which is a separate legal instrument required by the Zoning Ordinance that must be recorded if the rezoning is approved. This coordination did not mean that staff accepted or recommended the conditions; it meant that the C-2 WSE rezoning and voluntary conditions could be presented in a technically and legally sound format for formal consideration by the Planning Commission and City Council.

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

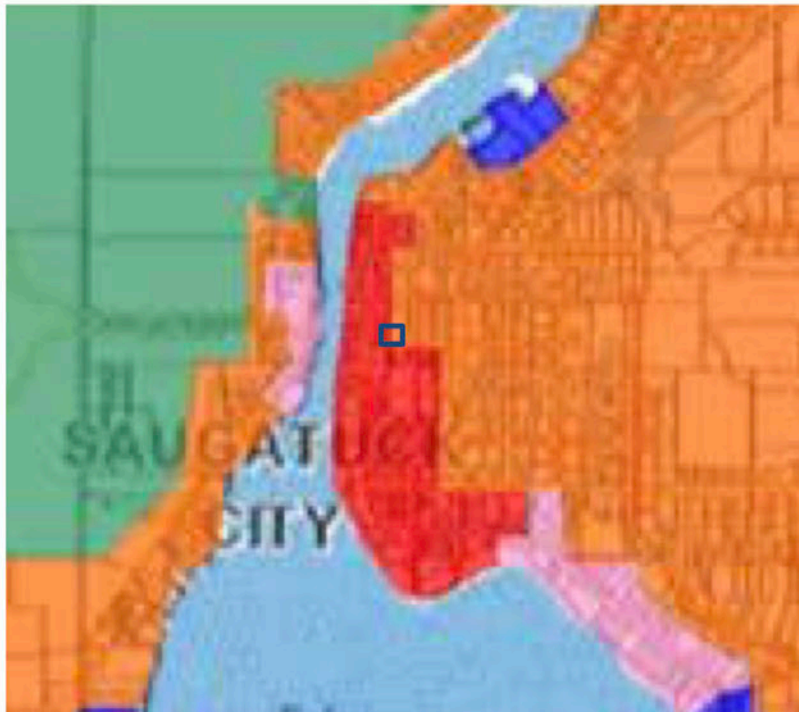
In reviewing an application for the rezoning of land, whether the application be made with or without an offer of conditions, factors that should be considered by the Planning Commission and the City Council include, but are not limited to, the following:

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

Comment: The property at 120 Mary Street is classified as “Commercial” on the Future Land Use Map of the Tri-Communities Master Plan, while 510 Butler Street is designated as “Medium to High Density Single and Multiple-Family Residential.” However, it should be noted that the future land use map is a guide and not law. Future land use plans are intended to provide high-level views of a community's future conditions. When land is proposed for rezoning, the City conducts a more detailed, site-specific analysis than the future land use planning process. Additionally, boundaries between commercial and residential designations may shift based on the analysis.

Extending C-2 WSE zoning to 120 Mary Street would be consistent with the property's past zoning and the future land use plan. Designating 510 Butler Street as C-2 WSE is a slight departure from the plan, as it is at the edge of the boundary and would extend commercial zoning to Butler Street north of Mary Street. However, with the proposed front setback, maximum lot coverage, and limitations on commercial uses, the departure could be considered less concerning than if voluntary conditions were not offered.

Future Land Use Map – Focus Area



Legend

Rural Low Density Single Family Residential/Agricultural	Commercial
Medium to High Density Single and Multi-Family Residential	Industrial
Mixed Use Residential/Commercial	Greenspace, Preserve
Waterfront Mixed Use	Highway Buffer

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

Comment: Residential dwellings existing north of 510 Butler Street and to the east across Butler Street. The expanded “accessory” uses are proposed to include a full restaurant, event venue, and retail establishment, in addition to the accommodations currently provided by the Wickwood Inn. It is unknown whether any future site improvements or building expansions will be proposed, but the applicant's proposed setbacks and lot coverage would limit development potential. Further, there is less concern about compatibility given the block's limited residential use, compared with the residential block across Butler Street.

Additionally, for the Wickwood to be expanded beyond the limitations of a bed and breakfast establishment, special land use approval of a “motel/motor court use” would be required. Although the Planning Commission and City Council must review the application as an overall policy question at this time, the Planning Commission will have greater discretion over the expanded use of the property. While rezoning conditions are voluntary, the Planning Commission may impose conditions of approval on the specific use proposal as part of the

special land use review, in accordance with the Zoning Enabling Act, to ensure sensitivity to adjacent land uses and the neighborhood as a whole.

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

Comment: While rezoning to a more intensive land use could result in greater impacts to public services and facilities, the voluntary conditions would lessen the potential impact. Ultimately, there will be higher-intensity commercial use of the property, increased traffic, and increased noise and activity from the proposed events. However, the City will need to balance that increased impact with the potential benefit to the community and local economy.

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

Comment: As long as there are voluntary and enforceable limitations in place and the Planning Commission ensures that any future impacts are mitigated during the special land use process, the City could determine that the expanded use and operations of the Wickwood Inn are equally or better suited to the area than what would otherwise be permitted as part of the R-4 zoning district.

Recommendation

Based on the factors mentioned above, staff recommends approval of the conditional rezoning request. A sample motion is included below:

I move to recommend approval of the proposed “Ordinance to Amend the Zoning Ordinance and Zoning Map of the City of Saugatuck by Approving the Rezoning of 120 Mary Street and 510 Butler Street with Voluntary Conditions” as offered by staff based on the positive findings related to Section 154.176 (C)(1)(b) of the Zoning Ordinance as outlined in the staff memo dated February 13, 2026.



Rezoning / Amendment Application

LOCATION INFORMATION

APPLICATION NUMBER

Address 510 Butler Street / 120 May Street Parcel Number 57-300-055-00
57-300-053-50

APPLICANTS INFORMATION

Name Christopher Khorey (McKenna) Address / PO Box [REDACTED]
City Frank Rapids State MI Zip [REDACTED]
Interest In Project Consulting Planner E-Mail [REDACTED]
Signature [Signature] Date 1-23-26

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Wickwood Inn Address / PO Box 510 Butler Street
City Saugatuck State MI Zip 49453 Phone [REDACTED]

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 comply with 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 _____ Date _____

REQUEST:

Map Amendment ☒ Text Amendment ☐

Description of Requested Amendment See attached proposed conditional rezoning agreement.



Rezoning/ Amendment Application

Application # _____

STANDARDS FOR APPROVAL PER SECTION 154.176

1. Please explain how the rezoning is consistent with the policies and uses proposed for that area in the city's Master Land Use Plan;
see attached
2. Please explain how all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;
see attached
3. Please explain how any public services and facilities would not be significantly adversely impacted by a development or use allowed under the requested rezoning; and
see attached
4. Please explain if the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.
see attached

OFFICE USE ONLY:

Application Complete _____ Date _____ Fee Paid _____ Date Paid _____

Notices Sent Paper _____ Resident Notification _____

Notes: _____



January 23, 2026

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

Subject: Proposed Conditional Rezoning – Supporting Materials and Application Form Responses

Dear Commissioners,

In support of Wickwood Inn's application for a Conditional Rezoning from R-4/CER to C-2/WES, below please find an overview of the proposal and responses to the questions on the application form.

PURPOSE OF REQUEST

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

Wickwood is requesting the Conditional Rezoning due to a desire to increase their offerings for their guests, Saugatuck residents, and other visitors to the City. Specifically, they intend to:

- Serve breakfast, lunch, and dinner from their on-site restaurant, which currently only serves breakfast.
- Open their restaurant to the general public, instead of its current limitation of only serving guests at the inn.
- Host on-site events, such as retreats and weddings.
- Open their gift shop to the general public.

To that end, Wickwood wishes to be rezoned to the C-2/WES District, which allows the following land uses:

- Motel/Motor Courts by Special Land Use
 - *Wickwood wishes to be classified as this land use for zoning purposes and intends to apply for a Special Use Permit if the Conditional Rezoning is approved – see below.*
- Restaurants, which are permitted by right, and are not limited to service to overnight guests, when accessory to Motel/Motor Courts per Section 154.092.B.3.b.
- Retail stores, by right.
- Meeting and/or conference rooms, which are permitted by right when accessory to Motel/Motor Courts, but are limited “exclusively” to guests per Section 154.092.B.3.c. Wickwood has applied for separately to change that wording to “primarily” in order to allow non-guests to attend events alongside overnight guests. That application is under separate cover, with further explanation included.



CLASSIFICATION AS MOTEL/MOTOR COURT

While Wickwood has no plans to alter the character of their lodging and will continue to market themselves to the general public as a “Bed and Breakfast”, they wish to seek approval to be classified as a Motel/Motor Court under the Zoning Ordinance. It is acknowledged that a Special Use Permit would be required, subsequent to the Conditional Rezoning, to be granted that classification.

The definition of Motel/Motor Court, from Section 154.005, is as follows:

MOTEL/MOTOR COURT. *A series of attached, semi-detached or detached, furnished, rental units each containing a bedroom, bathroom and closet space in which transient, overnight, lodging or boarding are offered to the public for compensation. The design of a motel is oriented to the public traveling by motor vehicle with individual sleeping rooms typically exiting directly to the outside with patron parking located at or near each room exit. A motel may contain a restaurant, gift and specialty shop, lounge and swimming pool and exercise facilities, provided, these are uses clearly accessory to the motel.*

Wickwood’s current operation, including the previously approved Accessory Guest Units, is consistent with this definition. Therefore, provided that Special Use and Site Plan requirements can be met, it would be appropriate for Wickwood to be considered a Motel/Motor Court, and be subject to those regulations, rather than those for Bed and Breakfast Establishments.

VOLUNTARY CONDITIONS

In order to preserve the character of both the Wickwood site and the broader Butler Street corridor, Wickwood is proposing the following voluntary conditions in the Conditional Rezoning Agreement.

- The following land uses, which would otherwise be permitted by Special Use Permit in the C-2/WES District, shall not be permitted on 510 Butler or 120 Mary. The Conditional Rezoning Agreement includes language ensuring that appropriate facilities for guests are not deemed to be included on this list.
 - Motion Picture Facilities
 - Amusement and Recreation Services
 - Recreational Transportation Rental Facilities
 - Parking Facilities (as a principal use of land).
- Expanded Outdoor Dining, which is defined in Section 154.092.O.2 as outdoor dining within a public right-of-way, shall not be permitted accessory to 510 Butler or 120 Mary.
- The maximum number of people attending any special event, or simultaneous special events, shall be 125.
- For the purposes of zoning regulations not specifically listed in the agreement, 510 Butler and 120 Mary shall be subject to the provisions of the R-4/CER District. This includes, but is not limited to:
 - Dimensional standards such as setbacks and building heights.
 - Landscaping requirements.
 - Lighting requirements.
 - Signage requirements.

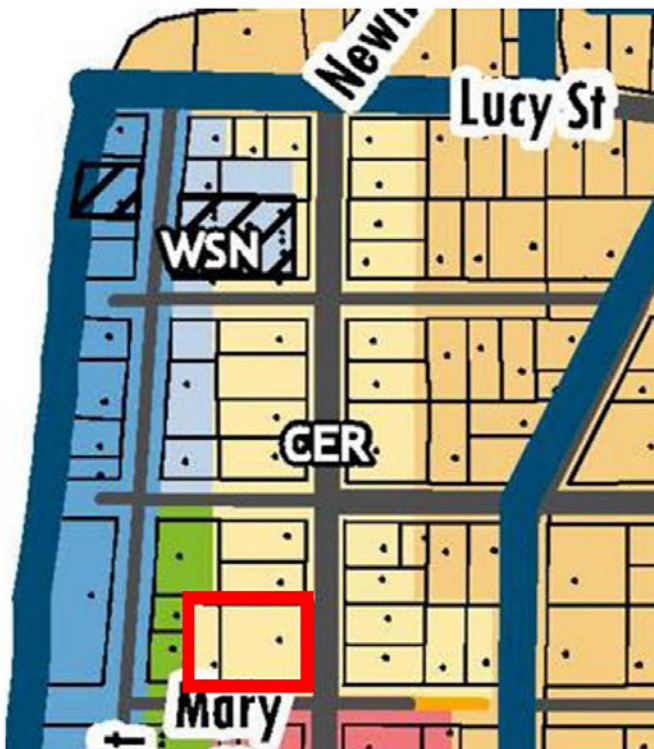


Wickwood is willing to consider additional voluntary conditions that do not interfere with their purpose for proposing the Conditional Rezoning, as described above.

APPLICATION FORM QUESTION 1

Please explain how the Conditional Rezoning is consistent with the polices and uses proposed for that area in the city's Master Land Use Plan.

The proposed Conditional Rezoning would expand the C-2/WES district to the parcels highlighted below.



In the Tri-Community Master Plan that covers the Cities of Saugatuck and Douglas, as well as Saugatuck Township, that area is on the edge of the "Commercial" and "Medium to High Density Single and Multi-Family Residential" categories.

Specifically, on Page 10-5, the Plan states "Downtown Saugatuck features larger, older homes that contribute to the downtown's charm, many of which have been converted to profitable bed and breakfast establishments" and, on Page 10-6, "Downtown Saugatuck will continue to serve as the major center for commercial tourist activities. This should be encouraged. However, the downtown area should not be permitted to expand outside the area presently zoned for downtown commercial use. Appropriate measures should be instituted as necessary to mitigate impacts of the city center on adjoining residential areas."



The Conditional Rezoning is intended to allow reasonable expansions of the Wickwood Inn operation without threatening the character of the Butler Street corridor, as described in the Master Plan. The restrictions on intensive uses and the retention of R-4/CER site and building design standards will ensure that the historic, residential character of Butler Street is preserved, while also expanding Saugatuck's hospitality offerings for residents and guests.

The site's location right on the edge of the downtown commercial/mixed use core makes the proposal particularly appropriate as a transitional land use between that core and the more residential blocks to the north.

QUESTION 2

Please explain how all of the uses allowed under the proposed Conditional Rezoning would be compatible with other zones and uses in the surrounding area.

The Conditional Rezoning protects the residential uses to the north and east by prohibiting intensive uses and only expanding the authorized uses on the site to those that can be operated accessory to the existing lodging facility.

Additionally, given the layout of the site, any noticeable increases in activity would likely take place on the Mary Street side of the facility, where the parking entrance is, and where adjacent land uses are more commercial and mixed use in nature.

QUESTION 3

Please explain how public services and facilities would not be significantly adversely impacted by development or use allowed under the requested Conditional Rezoning.

While the operations of Wickwood Inn would expand in nature, the expansion in scale would be minor, and would not increase substantially increase Wickwood's need for public services and facilities.

QUESTION 4

Please explain if the uses allowed under the proposed Conditional Rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.

Operating a lodging use under the regulations for Bed and Breakfast Establishments ensures that the facility remains quaint and harmonious with residential and historical surroundings, like the area around Wickwood. However, those regulations are also highly limiting on the operations of the facility, which can negatively impact the guest experience. Being able to offer full service dining and retail, as well as special events, would allow Wickwood to give its guests a broader and more customizable experience. This will enhance the economic viability not only of Wickwood itself, but of Downtown Saugatuck more broadly.

Additionally, the creation of a "buffer zone" between C-1/CC and R-4/CER would further protect the historic residential character of the blocks to the north. Wickwood already serves as a transition point between the core downtown and the residential area, and this Conditional Rezoning would allow it to do so for many years into the future.

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



Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President

DRAFT Conditional Rezoning Agreement

Parcel: 510 Butler Street and 120 Mary Street (Parcels 57-300-055-00 and 57-300-053-50)

Property Owner: 510 Butler St LLC

Current Zoning: R-4/CER City Center Traditional Residential

Proposed Zoning: C-2/WSE Water Street East with Conditions

The City of Saugatuck and 510 Butler St LLC, Property Owner of the parcels at 510 Butler Street and 120 Mary Street agree to the following:

- 1) The Parcels at 510 Butler Street and 120 Mary Street shall be rezoned from R-4/CER City Center Traditional Residential to C-2 WSE Water Street East, with the following conditions:
 - a) The permitted uses on the Parcel shall be the following:
 - a. The permitted uses in the C-2/WSE District, as listed in Section 154.039.B of the Zoning Ordinance. No other uses shall be considered permitted by right on the subject properties.
 - b) The uses permissible by Special Use Approval on the Parcel shall be the following:
 - a. The uses permissible by Special Use Approval in the C-2/WES Water Street East district, as listed in Section 154.039.C, except for the following, which shall be prohibited on the parcels:
 - i. Motion Picture Facilities
 - ii. Amusement and Recreational Services.
 1. This provision shall not be deemed to prohibit in-room entertainment at a Bed and Breakfast, nor shall it be deemed to prohibit games and activities for guests of a Bed and Breakfast located within common spaces, provided those games and activities do not generate noise or other impacts discernable on neighboring properties.
 - iii. Recreational Transportation Rental Facilities.
 - iv. Parking Facilities.
 1. This provision shall be understood to mean parking facilities as the principal use of land. Parking accessory to permitted and/or approved uses shall not be prohibited.

v. Domestic Business Repairs.

- c) Outdoor dining shall be permitted on the subject parcels, accessory to any approved restaurant, provided that the standards of Section 154.092.O.1 are met. Expanded Outdoor Dining on public rights-of-way, as described in Section 154.092.O.2 shall not be permitted and shall not be considered an approvable Special Use for the subject parcels.
 - d) Special events may take place on the premises, consistent with any regulations on such events in the C-2/WSE District adopted by the City. However, the maximum number of total guests at any special event, or simultaneous special events, shall not exceed 125 people.
 - e) The parcels shall be considered to be zoned within the C-2/WSE Water Street East District for the purposes of Section 154.131, and shall be exempt from off-street parking requirements, except when the Planning Commission determines that off-street parking is necessary under Section 154.131.B.
 - f) The parcels shall be considered to be zoned within the C-2/WSE Water Street East District for the purposes of Section 154.049 regarding approval of the sale of alcoholic beverages.
 - g) For all aspects of the Zoning Ordinance not listed above, the standards of the C-2/WSE District shall apply to the Parcel. This shall include, but not be limited to:
 - a. Dimensional standards, such as setbacks and building heights.
 - b. Landscaping Requirements.
 - c. Lighting Requirements.
 - d. Signage Requirements.
- 2) In the event that any of the following occur, this agreement shall be void and the City shall have the right to rezone the Parcel to the R-4/CER zoning district, or any other district deemed appropriate by the City Council:
- a) The Parcel is used for a use that is not permitted under this agreement.
 - b) The use on the Parcel is determined to be out of compliance with any standards of this agreement, conditions of any applicable Special Use Approvals, or any applicable standards in the Zoning Ordinance.
 - c) The Property Owner submits a statement, in writing, to the City Council, voluntarily voiding this agreement.

3) The City and Property Owner further agree to the following:

- a) All existing zoning approvals, including Special Use Permits, applicable to the site shall remain in force, and shall not be considered altered by this agreement. However, this agreement does not constitute any new zoning permit or any approval for any specific use under the Zoning Ordinance not previously authorized on the parcels. The Property Owner must obtain all required approvals, including Site Plan Approvals, Variances (if any), and/or Special Parcel Use permits (if any), prior to constructing any improvements on the Parcel and/or beginning operations of any uses not previously approved by the City.
- b) The conditional rezoning was proposed by the Applicant to induce the City to grant the rezoning, and that the City relied upon such proposal and would not have granted the rezoning but for the terms in the conditional rezoning agreement.
- c) The conditions and conditional rezoning agreement are authorized by all applicable state and federal laws and constitutions, and that the conditional rezoning agreement is valid and was entered into on a voluntary basis, representing a permissible exercise of authority by the City.
- d) As long as this agreement is in force, the Parcel in question shall not be developed or used in a manner that is inconsistent with this conditional rezoning agreement.
- e) Until voided by an action described above, the approval and conditional rezoning agreement shall be binding on and inure to the benefit of the Property Owner and the City, and their respective heirs, successors, assigns, and transferees in perpetuity.
- f) If the conditional zoning becomes void as described above, no development shall be undertaken or permits for development issued until a new zoning district classification of the Parcel has been established by resolution of the City Council.
- g) Each of the requirements and conditions in the conditional rezoning agreement represents a necessary and reasonable measure which, when considered with all other conditions and requirements, is roughly proportional to the increased impact created by the use represented in the approved conditional rezoning, taking into consideration the changed zoning district classification and the specific use authorization granted.

Signed:

Representative
Title
City of Saugatuck

Date: _____

Representative
Title
510 Butler St LLC

Date: _____

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE AND ZONING MAP OF
THE CITY OF SAUGATUCK BY APPROVING THE REZONING OF 120 MARY
STREET AND 510 BUTLER STREET WITH VOLUNTARY CONDITIONS**

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2026, 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 and Zoning Map by approving a rezoning of 120 Mary Street and 510 Butler Street with voluntary conditions as offered by the applicant because the rezoning aligns with the City's overall zoning scheme and long-term goals and the conditions offered by the applicant and incorporated herein as an integral part of this amendment are sufficient to alleviate any potential adverse impacts, and thus this rezoning advances the safety, security, and general welfare of the City and its residents.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO SECTION 154.043 OF THE ZONING ORDINANCE. The City of Saugatuck Zoning Ordinance, Section 154.043, which is the Zoning Map, is hereby amended to conditionally rezone two lots that are currently zoned R-4 City Center Transitional Residential District to C-2 Water Street East District with voluntary conditions submitted by Christopher Khorey of McKenna ("Applicant") on behalf of 510 Butler, LLC ("Landowner"). The lots are commonly described as follows and are collectively referred to as the "Subject Property":

120 Mary Street, Saugatuck, Michigan 49453
Parcel Number: 57-300-053-50
Legal Description: E 1/2 OF LOTS 53 & 54 KALAMAZOO PLAT

510 Butler Street, Saugatuck, Michigan 49453
Parcel Number: 57-300-055-00
Legal Description: LOTS 55 & 56 KALAMAZOO PLAT

SECTION 2. CONDITIONS. In accordance with the voluntary written offer made by the Applicant on behalf of the Landowner, dated January 23, 2026, and incorporated herein via the

Statement of Conditions attached as an integral part of this Zoning Amendment as **Exhibit 1**, it is a condition of the rezoning of the Subject Property that the following conditions shall apply, and the Subject Property shall at all times comply with the following conditions:

- a) The following principal land uses are prohibited: motion picture facilities; amusement and recreational services; recreational transportation rental facilities; parking facilities as the principal use of land; domestic business repairs, and expanded outdoor dining. This provision shall not be deemed to prevent the Landowner from establishing permissible accessory uses that would be allowed under the applicable provisions of the Zoning Ordinance.
- b) The maximum number of guests at any special event, or at simultaneous special events, shall not exceed 125 people.
- c) The front setback shall be increased from zero (0) feet to 20 feet. However, if structures are established on at least 40% of the parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven (7) feet to the front street line.
- d) Maximum lot coverage shall be decreased from 65 percent to 27 percent.

SECTION 3. REVERSION. The zoning of the Subject Property shall revert to the R-4 City Center Transitional Residential District in the event that all or any portion of the Subject Property is used or developed in a manner that does not comply with the conditions and terms of the Applicant's voluntary written offer of conditions as set forth above in Section 2 of this Ordinance. The conditions stated in Section 2 of this Ordinance shall be binding upon the Subject Property.

SECTION 4. RECORDING. Upon the adoption of this Ordinance, the Applicant shall promptly record with the Allegan County Register of Deeds, at the Applicant's expense, an affidavit or other instrument acceptable to the City's Attorney giving public notice of the conditions on the use of the Subject Property. The document shall be approved by the City's Attorney prior to recording, and the Applicant shall modify the instrument prior to recording if directed by the City's Attorney in order to receive the required approval. After recording, the Applicant will promptly furnish a copy of the recorded instrument to the City Clerk. Additionally, a statement of conditions or an affidavit or memorandum giving notice thereof may be recorded by the City with the Allegan County Register of Deeds.

SECTION 5. CONDITIONS RUN WITH THE LAND. The above-stated conditions, as contained in the Applicant's written offer and as stated in Section 2 herein, having been voluntarily offered by the Applicant and accepted by the City Council, shall run with the Subject Property, and shall be binding upon and inure to the benefit of any heirs, successors, assigns, and transferees that hold or obtain an interest in the Subject Property.

SECTION 6. DURATION. The foregoing conditions upon the use of the Subject Property shall continue in perpetuity or until such time as this Ordinance is amended or repealed.

SECTION 7. REPEAL. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 8. SEVERABILITY. The provisions of this Ordinance are declared severable. If any part of this Ordinance is declared invalid for any reason by a court of competent jurisdiction, that declaration does not affect or impair the validity of all other provisions that are not subject to that declaration.

SECTION 9. 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: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2026, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2026.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2026.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. ____

Please take notice that on _____, 2026, the City Council of City of Saugatuck adopted Ordinance No. ____, which amends the City of Saugatuck Zoning Ordinance (“Zoning Ordinance”) and Zoning Map by approving a conditional rezoning of 120 Mary Street and 510 Butler Street with voluntary conditions as offered by the applicant because the rezoning aligns with the City’s overall zoning scheme and long-term goals and the conditions offered by the applicant are sufficient to alleviate any potential adverse impacts. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Zoning Ordinance Amendment has the following sections, which are summarized below: Section 1: Amendment to Section 154.043 of the Zoning Ordinance; Section 2: Conditions; Section 3: Reversion; Section 4: Recording; Section 5: Conditions Run with the Land; Section 6: Duration; Section 7: Repeal; Section 8: Severability; Section 9: Effective Date, which is seven days after publication of this notice of adoption unless referendum procedures are initiated under MCL 125.3402

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: _____, 2026

Statement of Conditions

Description of Rezoned Property. The following restrictions shall be imposed upon property located at 120 Mary Street, Saugatuck, Michigan 49453 (Parcel Number: 57-300-053-50) and 510 Butler Street, Saugatuck, Michigan 49453 (Parcel Number: 57-300-055-00) as conditions of rezoning the Property pursuant to Ordinance No. _____ that amends the zoning map to reclassify the properties from the R-4/CER zoning district to the C-2 WSE zoning district. The rezoned property consists of the parcels identified above, which are legally described as follows:

120 Mary Street, Saugatuck, Michigan 49453
Parcel Number: 57-300-053-50
Legal Description: E 1/2 OF LOTS 53 & 54 KALAMAZOO PLAT

510 Butler Street, Saugatuck, Michigan 49453
Parcel Number: 57-300-055-00
Legal Description: LOTS 55 & 56 KALAMAZOO PLAT

Recordable Conditions Run with the Land. This Statement of Conditions shall run with the land and is binding upon any heirs, successors, assigns, and transferees. This Statement of Conditions shall be recorded with the Allegan County Register of Deeds.

Restrictive Conditions

Pursuant to this Statement of Conditions and City of Saugatuck Zoning Ordinance Amendment No. _____, it is a condition of the rezoning of the above-described properties that the following conditions shall apply, and the above-described properties shall at all times comply with the following conditions:

- a) The following principal land uses are prohibited: motion picture facilities; amusement and recreational services; recreational transportation rental facilities; parking facilities as the principal use of land; domestic business repairs, and expanded outdoor dining. This provision shall not be deemed to prevent the Landowner from establishing permissible accessory uses that would be allowed under the applicable provisions of the Zoning Ordinance.
- b) The maximum number of guests at any special event, or at simultaneous special events, shall not exceed 125 people.

- c) The front setback shall be increased from zero (0) feet to 20 feet. However, if structures are established on at least 40% of the parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven (7) feet to the front street line.
- d) Maximum lot coverage shall be decreased from 65 percent to 27 percent.
- e) In the event that any of the following occur, this agreement shall be void and the City shall have the right to rezone the Parcel to the R-4/CER zoning district, or any other district deemed appropriate by the City Council:
 - 1. The Parcel is used for a use that is not permitted under this agreement.
 - 2. The use on the Parcel is determined to be out of compliance with any standards of this agreement, conditions of any applicable Special Use Approvals, or any applicable standards in the Zoning Ordinance.
- f) All existing zoning approvals, including Special Use Permits, applicable to the site shall remain in force, and shall not be considered altered by this agreement. However, this agreement does not constitute any new zoning permit or any approval for any specific use under the Zoning Ordinance not previously authorized on the parcels. The Property Owner must obtain all required approvals, including Site Plan Approvals, Variances (if any), and/or Special Parcel Use permits (if any), prior to constructing any improvements on the Parcel and/or beginning operations of any uses not previously approved by the City.
- g) As long as this Statement of Conditions is in effect, the above described properties shall not be developed or used in a manner that is inconsistent with the voluntarily condition imposed herein.
- h) If the conditional zoning becomes void as described above, no development shall be undertaken or permits for development issued until a new zoning district classification of the above-described property has been established by the Saugatuck City Council.

- i) Each of the requirements and conditions in the conditional rezoning agreement represents a necessary and reasonable measure which, when considered with all other conditions and requirements, is roughly proportional to the increased impact created by the use represented in the approved conditional rezoning, taking into consideration the changed zoning district classification and the specific use authorization granted.

(The remainder of this page is intentionally left blank, signature page(s) to follow)

By signing below, I attest that I am a property owner of the above-described property and that all conditions imposed on the above-described property herein were voluntarily offered and I consent to the provisions contained within this Statement of Conditions.

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

On this ____ day of _____, 2026, before me, a Notary Public, in and for said County, personally appeared _____ to me known to be the same person described herein, who executed the within instrument, and who acknowledge the same to be their free act and deed.

_____, Notary Public

_____ County, Michigan

My Commission Expires: _____



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	March 5, 2026	Meeting Date:	March 19, 2026
Request:	Zoning Text Amendment	Applicant:	Christopher Khorey/ McKenna
Address:	120 Mary/510 Butler	Project Name:	Wickwood Inn
Parcel:	57-300-055-00 and 57-300-053-50	Plan Date:	N/A
Lot Size:	24,729 s.f.	Zoning District:	R-4 (Current)
Complete:	Yes	Recommendation:	Approval
Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

In conjunction with the applicant's conditional rezoning request for 120 Mary Street and 510 Butler Street, they have also requested a Zoning Ordinance text amendment related to the "motel/motor court" land use requirements. The amendment is intended to permit certain accessory uses for the "primary" use of overnight guests, rather than the "exclusive" use, providing flexibility for non-overnight guest use of the facilities.

Background

As noted in the rezoning report, any expanded usage of the Wickwood Inn would not comply with bed and breakfast establishment and R-4 zoning district requirements. As such, they intend to pursue future approval for a "motel/motor court" designation if they are successful in their request to conditionally rezone the subject properties from R-4 to C-2 Water Street East (C-2 WSE).

Section 154.092 (B)(3) addresses allowable accessory uses and paragraph (c) itemizes "amusement and sport facilities for the *exclusive* use of guests," including:

1. Swimming pool;
2. Children's playground;
3. Tennis and other game courts;
4. Game or recreation rooms; and
5. Meeting and/or conference rooms.

The primary concern is that non-overnight guests would not be able to use these general facilities and amenities, and meeting and conference rooms would be available only to overnight guests, effectively excluding wedding parties and other events that draw attendees beyond those staying in overnight accommodations. Replacing “exclusive” with “primary” with respect to the usage of facilities by overnight guests would allow reasonable flexibility for non-overnight guest use of facilities when dining, attending events, etc.

However, another important consideration is the use of meeting and/or conference rooms. Even as proposed by the applicant, meeting and conference rooms used to host events would need to be reserved primarily for overnight guests. Where “exclusive” means every attendee must be an overnight guest, “primary” could be interpreted as “most of the users” must be overnight guests, or as “most of the events” must be for overnight guests. As such, the Planning Commission may wish to separate meeting and/or conference rooms from the list under (c) to allow general use of these facilities without the restriction as item “(d).” Interestingly, this is the current structure in the use requirements for hotels/inns. See below:

(c) Amusements and sports facilities for the ~~exclusive~~ primary use of guests, including:

1. Swimming pool;
2. Children’s playground;
3. Tennis and other game courts; and
4. Game or recreation rooms. ~~and~~

(d) Meeting and/or conference rooms.

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

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

1. *Whether the rezoning is consistent with the policies and uses proposed for that area in the city’s Master Land Use Plan.*
2. *Whether all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area.*
3. *Whether any public services and facilities would be significantly adversely impacted by a development or use allowed under the requested rezoning.*
4. *Whether the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.*

The motel/motor court use is classified as a special land use in the C-2 WSE, C-2 WSS, C-1 WSN, and C-1 CC zoning districts. Hotel/inn is also a special land use in the same zoning districts and allows for meeting and/or conference rooms that are not restricted to the exclusive use of overnight guests. As such, including this provision for motels/motor courts would have no additional impact on the C-2 WSE zoning district as a whole, as uses of comparable impact are already contemplated and allowed in the district.

Additionally, it should be noted that, as a special land use, all proposals for new or expanded motel/motor court use would be subject to the increased discretionary authority of the Planning Commission. All proposals would be considered on a case-by-case basis, with impact and compatibility assessed alongside hours of operation, number of events, outdoor activities, and other relevant factors.

Recommendation

Based on the factors mentioned above, staff recommends approval of the Zoning Ordinance amendment. A sample motion in support of the request is shown below. A secondary motion is also included in case the Planning Commission is open to separating meeting and/or conference rooms on its own, as Section 154.092(B)(3)(d).

Option 1

I move to recommend approval of the proposed “Ordinance to amend the City of Saugatuck’s Zoning Ordinance, Section 154.092(B)(3)(c) to allow certain accessory uses to “Motels/Motor Courts” to be used primarily by overnight guests as opposed to “exclusively” by overnight guests as such a change will positively impact the City’s overall economy and general welfare for the benefit of all residents and visitors” as offered by staff based on the positive findings related to Section 154.176 (C)(1)(b) of the Zoning Ordinance as outlined in the staff memo dated February 13, 2026.

Option 2

I move to recommend approval of the proposed “Ordinance to amend the City of Saugatuck’s Zoning Ordinance, Section 154.092(B)(3)(c) to allow certain accessory uses to “Motels/Motor Courts” to be used primarily by overnight guests as opposed to “exclusively” by overnight guests as such a change will positively impact the City’s overall economy and general welfare for the benefit of all residents and visitors” as offered by staff based on the positive findings related to Section 154.176 (C)(1)(b) of the Zoning Ordinance as outlined in the staff memo dated February 13, 2026, and to revise the ordinance to relocate “Meeting and/or conference rooms” from Section 154.092(B)(3)(c) to 154.092(B)(3)(d).



Rezoning/ Amendment Application

Application # _____

STANDARDS FOR APPROVAL PER SECTION 154.176

1. Please explain how the rezoning is consistent with the policies and uses proposed for that area in the city's Master Land Use Plan;
see attached
2. Please explain how all of the uses allowed under the proposed rezoning would be compatible with other zones and uses in the surrounding area;
see attached
3. Please explain how any public services and facilities would not be significantly adversely impacted by a development or use allowed under the requested rezoning; and
see attached
4. Please explain if the uses allowed under the proposed rezoning would be equally or better suited to the area than uses allowed under the current zoning of the land.
see attached

OFFICE USE ONLY:

Application Complete _____ Date _____ Fee Paid _____ Date Paid _____
Notices Sent Paper _____ Resident Notification _____

Notes: _____



January 23, 2026

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

Subject: Proposed Zoning Text Amendment – Ancillary Uses in Motel/Motor Courts

Dear Commissioners,

On behalf of Wickwood Inn (510 Butler Street), we are proposing an amendment to the City of Saugatuck Zoning Ordinance to require ancillary uses for Motel/Motor Courts to be used “**primarily**” by guests, instead of “**exclusively**” by guests.

While Wickwood does not intend to alter the character of its current Bed and Breakfast operation, it wishes to be classified as a Motel/Motor Court for the purposes of zoning, in conjunction with the proposed Conditional Rezoning Agreement that has also been submitted for consideration. Further details on that request are included in our supporting materials for the Conditional Rezoning application.

Further explanation of the purpose this requested text amendment can be found in our supporting materials.

As permitted by the Michigan Zoning Enabling Act and Section 154.176.B of the City of Saugatuck Zoning Ordinance, Wickwood Inn has proposed this amendment for consideration by the City through the Zoning Amendment process laid out in both State law and the City’s Zoning Ordinance.

We look forward to discussing this amendment with the City’s Staff, Consultants, Planning Commission and City Council. We are open to revisions and alterations as it moves forward.

PROPOSED AMENDMENT TO MOTEL/MOTOR COURT STANDARDS (SECTION 154.092.B)

Wickwood Inn proposes an amendment to Section 154.092.B.3.c, reading as follows:

(c) *Amusements and sports facilities for the ~~exclusive~~-primary use of guests, including:*

1. *Swimming pool;*
2. *Children’s playground;*
3. *Tennis and other game courts;*
4. *Game or recreation rooms; and*
5. *Meeting and/or conference rooms.*

We look forward to further discussions on this proposed amendment with the City’s leadership. Thank you for your consideration of this proposal.



Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President



January 23, 2026

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

Subject: Proposed Text Amendment – Supporting Materials and Application Form Responses

Dear Commissioners,

In support of Wickwood Inn's application for a Text Amendment revising the regulations on Motel/Motor Courts in Section 154.092.B.3.c, below please find supporting materials and responses to the application form.

PURPOSE OF REQUEST

Wickwood Inn is proposing to amend Section 154.092.B.3.c, which currently lists certain ancillary uses that are permitted accessory to Motel/Motor Courts, but requires them to be for the "exclusive" use of guests.

Wickwood is requesting that the word "exclusive" be replaced with the word "primary." This change would mean that the amenities listed would still be intended for the use of guests, but that members of the general public would be permitted to use them as well, at the discretion of the lodging facility.

Wickwood is requesting this change primarily due to its desire to host special events in the "meeting and/or conference rooms" permitted under Section 154.092.B.3. While the intention is that every event would have guests in attendance, there may also be non-guests in attendance. An example could be a small wedding, where the bridal party stays overnight at Wickwood, but other attendees might not.

Wickwood only has 16 guest rooms, and has limited capacity for additional expansion - Section 154.092.B.2 limits the facility to no more than 24 rooms, and it is unlikely even that many could be created on the site given other limitations, both zoning and otherwise. The Conditional Rezoning proposes a voluntary limit on the number of guests at Wickwood events of 125 people. For this reason, it is not possible for all attendees at some events to stay at the Inn, making the text amendment necessary.

It is likely that other lodging facilities in the City would benefit from the flexibility that this proposed amendment provides as well.

CLASSIFICATION AS MOTEL/MOTOR COURT

While Wickwood has no plans to alter the character of their lodging and will continue to market themselves to the general public as a "Bed and Breakfast", they wish to seek approval to be classified as a Motel/Motor Court under the Zoning Ordinance. It is acknowledged that a Special Use Permit would be required, subsequent to the Conditional Rezoning that has been submitted alongside this text amendment, to be granted that classification.

The definition of Motel/Motor Court, from Section 154.005, is as follows:

MOTEL/MOTOR COURT. *A series of attached, semi-detached or detached, furnished, rental units each containing a bedroom, bathroom and closet space in which transient, overnight, lodging or boarding are offered to the public for compensation. The design of a motel is oriented to the public traveling by motor vehicle with*



individual sleeping rooms typically exiting directly to the outside with patron parking located at or near each room exit. A motel may contain a restaurant, gift and specialty shop, lounge and swimming pool and exercise facilities, provided, these are uses clearly accessory to the motel.

Wickwood's current operation, including the previously approved Accessory Guest Units, is consistent with this definition. Therefore, provided that Special Use and Site Plan requirements can be met, it would be appropriate for Wickwood to be considered a Motel/Motor Court, and be subject to those regulations, rather than those for Bed and Breakfast Establishments.

For this reason, Wickwood is requesting the minor wording change to Section 154.092.B.3.c.

APPLICATION FORM QUESTION 1

Please explain how the Text Amendment is consistent with the policies and uses proposed for that area in the city's Master Land Use Plan.

The proposed Text Amendment would create only a subtle change in the allowable operations of Motel/Motor Courts, and would not require any lodging facility to make changes to their operations. The operational change is unlikely to cause any discernable change to the character, economy, or physical layout of Saugatuck, and thus does not rise to the policy level of the Master Plan.

QUESTION 2

Please explain how all of the uses allowed under the proposed Text Amendment would be compatible with other zones and uses in the surrounding area.

Allowing Motel/Motor Courts to allow limited use of their facilities by non-guests would have little impact on other uses or districts. Importantly, Section 154.092.C.4.d already allows Hotel/Inns to open their conference and meeting rooms to non-guests, and does not even include the "primarily" language proposed to apply to Motel/Motor Courts.

QUESTION 3

Please explain how public services and facilities would not be significantly adversely impacted by development or use allowed under the requested Text Amendment.

The Text Amendment is minor in nature and would not impact public facilities and services.

QUESTION 4

Please explain if the uses allowed under the proposed Text Amendment would be equally or better suited to the area than uses allowed under the current zoning of the land.

The proposed text amendment gives Motel/Motor Courts more flexibility in the use of their facilities, and brings them into parity with Hotel/Inns when it comes to allowing non-guests to use their events spaces. This creates more economic opportunity and increases the viability of the important hospitality uses.

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



Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President



To: City of Saugatuck, Planning Commission

From: Grayson Moore, Director of Planning & Zoning

Meeting Date: March 19, 2026

RE: 2025 Planning Commission Activity Report

Members of the Planning Commission,

The purpose of this memo is to provide an overview of planning & zoning related activities for the 2025 calendar year.

Zoning Permit Activity

Year	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Permits*	80	57	95	68	75	52	98	107	108	89	77

* Includes permits issued administratively including zoning and sign permits. This does not include short-term rental certificates, historic district permits, street cut permits, water and sewer permits, temporary ROW, or other miscellaneous permits.

Enforcement Activity

Enforcement Type	2025 Cases
Garbage Out Day After	41
Nuisances	9
Other	2
Short-Term Rental	23
Streets and Sidewalk	25
Zoning	15
Total	115

Year	2025	2024	2023	2022	2021	2020	2019
Total Cases	115	87	86	35	39	19	71

Short Term Rental Activity

A total of 179 Short Term Rental Licenses were issued in 2025 including ADUs.

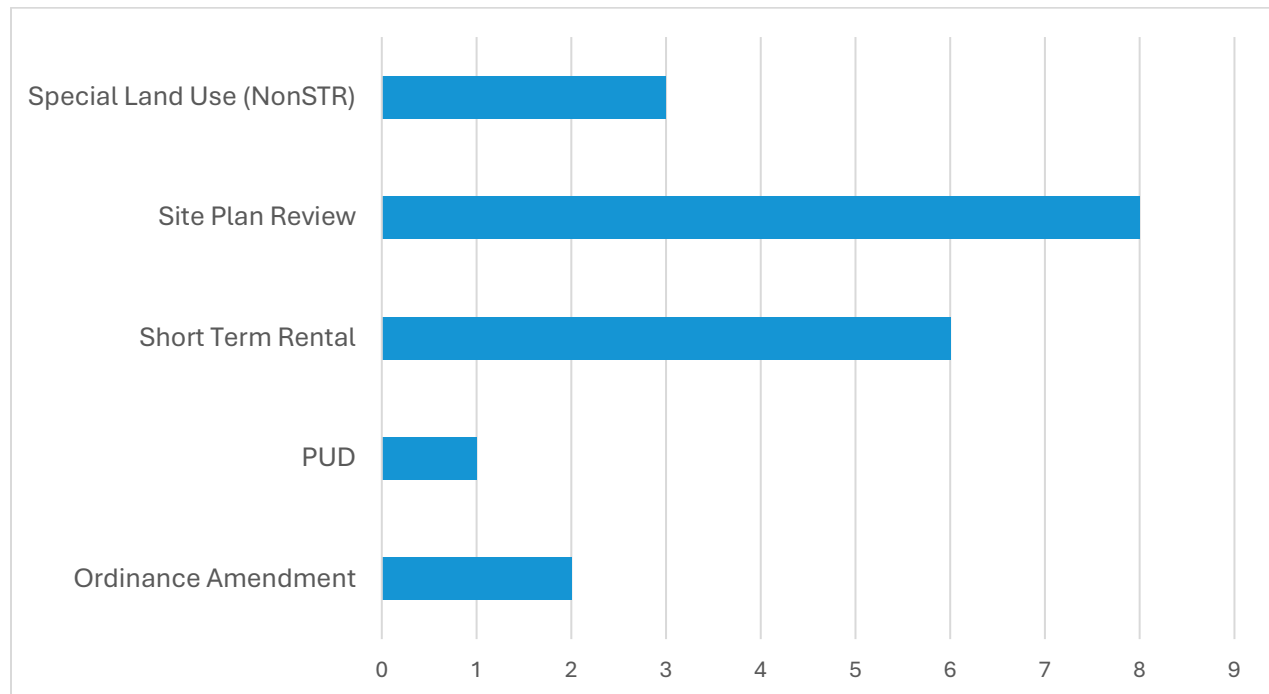
License counts declined across all R-1 zoning districts. Both Peninsula North (Riverside) and Peninsula South (PS) remain below their respective caps, and public notice has been issued regarding the availability of additional licenses in those areas.

City Council recently approved several amendments to the Short-Term Rental Ordinance. The amended Ordinance was published in the Commercial Record on February 19, 2026 and took effect on February 26, 2026. Attached with this report is the memo presented to the City Council on February 9, 2026 and the approved Short-Term Rental Ordinance.

Planning Commission Activity

The Planning Commission met 13 times and approved a total of 20 agenda items in 2025. A summary of the approved items and corresponding motions is attached to this report.

Planning.Commission.Approval.Activity.868📍

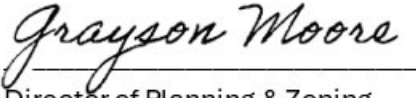


2025 Priorities

The Planning Commission had set the following priorities for 2025:

1. Master Plan Update
2. Consolidation of Zoning Districts
3. Sign Ordinance Updates

Respectfully submitted,



Director of Planning & Zoning



2025 Planning Commission Activity Report

Meeting Date	Item	Address	Motion	Type
1/16/2025	ADU Ordinance Amendment	-	Motion by Clark, second by Gaunt, to adopt an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck, to amend Section 154.022 (W)(3) to revise the required minimum gross finished floor area for accessory dwelling units and to amend Section 154092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Upon roll call vote, motion carried 6-0.	Ordinance Amendment
1/16/2025	Site Plan Review for Addition to Commercial Building in NHM District	880 Holland	Motion by Gaunt, second by Marineau, to approve the site plan amendment contingent upon approval from the Fire Department and all applicable City Departments. Upon roll call vote, motion carried 6-0.	Ordinance Amendment
1/16/2025	Site Plan Review for Addition to Multi Family Building in C-4 Resort District	405 Park	Motion by Clark, second by Marineau, to approve the site plan for 405 Park Street subject to the approval from all applicable City Departments and compliance with Section 151.04 of Chapter 151, Flood Damage Prevention. Upon roll call vote, motion carried 6-0.	PUD
2/20/2025	Bed & Breakfast Ordinance Amendment	-	Motion by LaChey, second by Gaunt, to recommend approval of an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend Section 154.005 to revise the definition of Bed and Breakfast Establishment; to amend Section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow Bed and Breakfast establishments to host guests in Accessory Guest Buildings in the R-4 City Center Transitional Residential (CER) Zoning District if certain conditions are satisfied; to amend 154.025(B)(4) to allow Bed and Breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend Section 154.025(C) to allow Bed and Breakfast establishments with Accessory Guest Buildings as Special Land Uses as presented to us with the change in the definition of Bed and Breakfast as proposed to change “from under certain circumstances” to “within certain districts”. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 7:18pm.	Short Term Rental
2/20/2025	Special Land Use Request for Rental of an ADU	911 Ridgeview Lane	Motion by Marineau, second by Baldwin, to approve the special land use request to allow the rental of the attached ADU at 991 Ridgeview Lane based on compliance with the ADU requirements of Section 154.022(W), compliance with the ADU rental requirements of Section 154.092(J), satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section	Short Term Rental

			154.080 that are documented in the staff memo dated February 14, 2025. Upon roll call vote, motion carried unanimously.	
3/20/2025	Special Land Use Request for Rental of an ADU	515 St. Joseph	Motion by Clark, second by Bagierek, to approve the application for 515 St. Joseph Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:36pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	306 Mary	Motion by Marineau, second by LaChey, to approve the application for 306 Mary Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:38pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	450 Spear	Motion by LaChey, second by Gaunt, to approve the special land use request to allow the rental of the detached ADU at 450 Spear Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:35pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	825 Bridge	Motion by Gaunt, second by Baldwin, to approve the special land use request to allow the rental of the detached ADU at 825 Bridge Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of the site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated March 14, 2025. Upon roll call vote, motion carried unanimously.	Short Term Rental
5/15/2025	Retroactive Site Plan for Vegetation Removal and New Driveway	550 Dunegrass	Motion LaChey, second by Bagierek, to approve the vegetation removal and restoration plan and the driveway site plan for 550 Dunegrass Circle Drive based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated May 9, 2025. Approval is contingent upon the following: 1) All proposed vegetation is installed during the 2025 planting season. 2) an easement is established on 500 Dunegrass Circle Drive for access from Dunegrass Circle Dive to 550 Dunegrass Circle Drive. 3) All applicable approvals are granted, including but not limited to: a) Fire Department b) City Engineer c) EGLE	Site Plan

6/19/2025	Site Plan Review for Deck	249 Mason	Motion by LaChey, second by Marineau to approve the conversion of an existing drive through lane and covered service area with outdoor amenity space at 249 Mason Street based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated June 13, 2025. Approval is contingent upon the following: 1) All applicable approvals are granted, including but not limited to: a) Fire Department b) City Engineer	Site Plan
6/19/2025	Special Land Use for Expanded Outdoor Dining	202 Butler	Motion by Gaunt, second by Baldwin to conditionally approve the special land use and site plan amendment for an expanded outdoor dining area with alcohol service at 202 Butler Street based on a review against sections 154.092 O(2) and 154.092 P, satisfaction of the site plan approval standards Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated June 13, 2025. Approval is contingent upon the following: 1) Provide reflector specifications for the parking space dining area fencing. 2) Provide all expanded outdoor dining area checklist items in accordance with Section 154.092 (O)(2)B (license agreement, fees, certificates of insurance, MLCC license, food service license, lighting/reflector attestation, and tax attestation). 3) Secure all other applicable approvals from city departments, the fire department, and the applicable outside agencies.	Site Plan
8/21/2025	Site Plan Review for Major Waterfront Construction	405 Park	Motion by Bagierek, second by Gaunt, to approve the application for 405 Park Street with the following contingencies: 1) Lighting information is provided for Administrative Approval. 2) Documentation that an EGLE permit is not required, provided to staff. Upon roll call vote, motion carried unanimously.	Site Plan
8/21/2025	Site Plan Amendment	615 Park	Motion by LaChey, second by Gaunt to approve the site plan amendment, including the concrete dock and a change to the shape and configuration of the foundation supporting Unit 12, with the following conditions: 1) The change to the shape and configuration of the foundation supporting Unit 12 is contingent upon the applicant obtaining a waterfront setback variance for the expansion of a nonconforming structure into the required 25' waterfront setback area and documentation of original or demonstrating zoning compliance to the satisfaction of the zoning administrator. 2) Installation of a concrete dock is approved and allowable, independently from the conditionally approved changes related to unit 12. 3) All changes are subject to approval by all applicable city departments and EGLE. Motion carried 6-0	Site Plan

8/21/2025	Special Land Use Request for Rental of an ADU	204 Grand	Motion by LaChey, second by Marineau, to approve the special land use request to allow the rental of the attached lower-level ADU at 204 Grand Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated August 15, 2025. Upon roll call vote, motion carried 6-0.	Site Plan
9/18/2025	Site Plan Review for Major Waterfront Construction	405 Park	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.	Site Plan
9/18/2025	Site Plan Review for Single Family Residence	195 Dunegrass	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.	Site Plan
10/16/2025	Special Land Use & Site Plan Review for Bed & Breakfast	510 Butler	Motion by LaChey, second by Bagierek, 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) Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(1). 2) The lots at 510 Butler and 120 Mary shall be combined. 3) The proposal shall be approved by all other City Departments as applicable. Upon roll call vote, motion carried 6-0.	Special Land Use

11/20/2025	Special Land Use Request for Rental of an ADU	610 Lake	Motion by Baldwin, second by Marineau, to approve the special land use request to allow the rental of detached upper-level ADU at 610 Lake Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 154.080 that are documented in the staff memo dated November 14, 2025. Upon roll call vote, motion carried 6-0 (Bagierek recused himself from vote & deliberation)	Special Land Use
12/18/2025	PUD for Mixed-Use Commercial Building	640 Water	Motion by Bagierek, second by Gaunt, to approve the PUD rezoning overlay, contingent on several conditions: 1) Adoption of both the original (11/18/25) and revised (12/18/25) site plans for the application. 2) Approval of 3 zoning modifications: a) Front yard setback at zero feet b) Waterfront setback at 15 feet (including provision of an easement for public access). c) Parking lot setback at five feet. 3) Public access must be maintained with signage that: a) Meets Saugatuck's wayfinding/signage standards. b) Is readily visible from Water Street. 4) Submission and administrative review of the following legal documents: a) Proof of single ownership or control of the property. b) A specific schedule/timeline for intended development and structure details, including phasing and timing of improvements. i) Deed of ownership and warranty ii) List of all covenants, conditions and restrictions iii) associated bylaws as described in the staff report iv) Required easement agreement(s) - especially for public access and shared driveway/parking. 5) All outstanding conditions, signage, and easement details must be reviewed and approved administratively (by Grayson Moore and staff) before the project proceeds to final City Council consideration. Upon roll call vote, motion carried 5-1.	Special Land Use



To: City of Saugatuck, City Council
From: Grayson Moore, Director of Planning & Zoning
Meeting Date: February 9, 2026
RE: Short Term Rental Ordinance Amendment

City Council Members,

At your January 12, 2026 meeting, staff presented the 2025 Short Term Rental Report. Council provided guidance for staff along with legal counsel to prepare amendments to the Short Term Rental Ordinance to address concerns raised by both staff and the public. The attached draft ordinance proposes the following amendments:

- **Fixed License Renewal Date:** All short term rental licenses will now take effect on the same date as the expiration of the prior license, establishing a consistent renewal cycle.
- **Application Window:** Renewal applications may be submitted no earlier than sixty (60) days and no later than thirty (30) days prior to the license expiration date.
- **One-Time Amnesty:** A one-time amnesty is provided for license holders meeting all of the following criteria:
 - The short term rental license expired between April 24, 2025, and the effective date of the proposed ordinance.
 - The license holder submitted a renewal application after the original renewal deadline but before the license expired.
 - The renewal application otherwise complied with all applicable City Code requirements.

- **Amnesty Application Period:** Applications under this amnesty must be submitted within five (5) calendar days of the ordinance's effective date.
- **Amnesty Fee:** Applicants submitting under the amnesty provision will be subject to a late fee (\$525) previously determined by the Council.
- **Enforcement Discretion:** The enforcing officer may excuse compliance with deadlines if a license holder can demonstrate that the untimely submission was caused by extraordinary circumstances beyond their control, such as natural disasters, public health emergencies, documented medical issues, or military service or deployment, but not by the license holder's or agent's own action, inaction, or negligence, or other reasonably foreseeable circumstances.

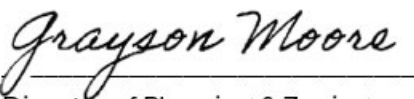
These amendments are intended to simplify the licensing process, provide flexibility for license holders affected by timing issues, and maintain compliance with City Code requirements.

A summary of the confirmed nine (9) properties that were unable to renew their Short-Term Rental License for reasons other than a change in property ownership has been provided. As noted in the year-end report, this number may not fully represent all applications that were "lost" due to untimely submission, as the Ordinance requires that late submissions not be processed. Additional properties may come forward, and if sufficient evidence of submission within the required 30-day period is provided, they will be added to the list.

Currently, with the Ordinance language proposed, four (4) of the nine (9) confirmed licenses would not qualify for renewal as they were submitted after the 30 day deadline, did not submit an application, or did not comply with other Ordinance requirements. Those which qualify for renewal are highlighted in green where those which do not qualify for renewal are highlighted in gray.

Address	Expiration Date	Date Applied	Difference	Notes
1010 Holland	9/30/2025	9/12/2025	18 days before expiration	
651 Holland	9/30/2025	9/7/2025	23 days before expiration	
1021 Holland	10/16/2025	10/7/2025	9 days before expiration	
126 Park	10/28/2025			Submitted untimely - Can not confirm what day it was received.
955 Holland	1/20/2026	12/30/2025	21 days before expiration	
534 Joseph	7/5/2025	-	-	Never submitted. Staff emailed on 8/1/25 to notify that license had expired and owner wanted to apply then.
128 Van Dalson	-	-	-	Cancelled due to not receiving Fire Department inspection timely.
260 Brook St.	3/23/2025	7/6/2025	105 days after expiration	Submitted false claims of applying in February 2025 but didn't after checking emails and reviewing their false check register.
580 Mason St	10/28/2025	1/7/2026	71 days after expiration	

Respectfully submitted,


 Director of Planning & Zoning

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 260209-A

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on February 9, 2026 at 6:30 p.m., City Council Member Muncey moved to adopt the following ordinance, which motion was seconded by City Council Member Gardner.

An ordinance to amend the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, as amended, to update provisions regarding the renewal of STR Licenses to provide a fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met, to protect the public health, safety, and welfare.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ORDINANCE NO. 240299-B, SECTION 99.58: City of Saugatuck Ordinance No. 240229-B, Section 99.58, shall be amended to read as follows:

§99.58 DURATION OF LICENSE; RENEWAL.

- (A) Except as otherwise provided herein, a license issued under this chapter shall remain in effect for a period of one (1) year from the date it was issued unless it is suspended or revoked by the City.
- (B) The license holder or local agent may apply for a renewed license by submitting a renewal application to the enforcing officer no sooner than sixty (60) days prior and no later than thirty (30) days prior to the date that the license is set to expire, along with the license renewal fee established by the City's fee schedule. Renewal applications may be submitted no later than five (5) calendar days after this deadline, subject to a late fee established by resolution of the City Council. Renewal applications submitted after this five (5) calendar day grace period by any amount of time shall be deemed untimely and shall not be processed by the City, and the short-term rental license shall be deemed expired.
 - a. Notwithstanding anything in this chapter to the contrary, an application for a short-term rental license may be submitted by an owner who previously held

a short-term rental license if the following applies: 1) the short-term rental license at issue expired between April 24, 2025, and the effective date of this Ordinance; and 2) the license holder submitted a renewal application to the City after the renewal deadline but before the license expired; and 3) the untimely renewal application otherwise satisfied all applicable requirements of the City Code. In such circumstances, the license holder may apply for a short-term license no later than five (5) calendar days after the effective date of this Ordinance. Such applications may be processed and a short-term rental license issued (effective on the date of issuance), subject to the payment of the late fee set forth herein and satisfaction of all other requirements of the City Code.

- (C) All information submitted with the prior application(s) shall be deemed submitted with the application for renewal, except that each year a new completed and signed fire safety checklist must be submitted, a new fire inspection must be conducted, and an approved fire inspection certification must be issued before a license can be renewed. In addition, short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in this chapter. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.
- (D) A renewed license for a short-term rental shall be issued when all of the standards and regulations of this chapter are met. Once issued, a renewed license for a short-term rental shall take effect on the same day as the expiration of the prior license, such that a short-term rental license will retain the same expiration date from year-to-year.
- (E) If the short-term rental premises does not meet all the requirements of this chapter at the time of renewal, the City shall promptly notify the license holder. The license holder shall have thirty (30) calendar days from the date the notice of a deficiency was sent to cure any deficiencies. If the license holder cannot demonstrate full compliance with this chapter at the end of the cure period, the short-term rental license will not be renewed and will be deemed expired.

SECTION 2. AMENDMENT TO ORDINANCE NO. 240299-B, Section 99.64: City of Saugatuck Ordinance No. 240229-B, Section 99.64, shall be amended to read as follows:

§99.64 ADMINISTRATION AND INTERPRETATION.

- (A) The enforcing officer shall have the authority to administer and interpret this chapter.

This shall include, but shall not be limited to, developing, and enacting administrative policies and procedures pertaining to short-term rental licenses and interpreting or construing provisions of this chapter so as to give effect to the City Council's intent underlying the enactment of this chapter.

- (B) The enforcing officer shall also have the authority to excuse compliance with the deadlines set forth in this chapter (but no other requirements of this chapter) if a license holder provides the enforcing officer with satisfactory proof that an untimely submission was caused by extraordinary circumstances beyond the license holder's control. For the purposes of this subsection, "extraordinary circumstances" may include such circumstances as acts of God including flood, fire, endemic, pandemic, war, or civil unrest; a documented medical condition that renders the license holder unable to submit a timely application; or military service or deployment. "Extraordinary circumstances" shall not include any circumstances attributable to the license holder or local agent's own actions, inaction, negligence, or neglect; any alleged failure of the City to provide notice; or any other reasonably foreseeable circumstances. The enforcing officer's determination of whether extraordinary circumstances exist shall be final.

SECTION 3. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid or unconstitutional, 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 or unconstitutional by the court.

SECTION 4. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 5. EFFECTIVE DATE: This Ordinance shall become effective immediately upon the date of this Ordinance's publication as required by law.

YEAS: Anderson, Clark, Dean, Gardner, Muncey and Peterson.

NAYS: None.

ABSENT/ABSTAIN: Stanton.

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

Jamie Wolters
City of Saugatuck, City Clerk

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on February 9, 2026, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the Commercial Record newspaper, a newspaper that circulates within the City of Saugatuck, on February 19, 2026.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

**CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ADOPTION

SHORT-TERM RENTAL LICENSING ORDINANCE AMENDMENT

ORDINANCE NO. 260209-A

Please take notice that on February 9, 2026, the City Council of City of Saugatuck adopted Ordinance No. 2 6 0 2 0 9 - A , which, among other things, amends the City of Saugatuck's Short-Term Rental Licensing Ordinance, Ordinance No. 240229-B, to update provisions regarding the renewal of STR Licenses to provide a fixed renewal date for issued licenses, to establish an application window in which renewal applications can be submitted, to provide an exception for waivers based on extraordinary circumstances, and, in recognition of some apparent confusion surrounding annual renewal deadlines under previous Ordinance language, to provide a narrow exception for licenses that lapsed due to a failure to timely submit a renewal application to reapply for a license if certain criteria are met. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453, during regular business hours.

The Amendment to Ordinance No. 240299-B has the following sections, which are summarized below: Section 1: Amendment Section 99.58; Section 2: Amendment to Section 99.64; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date.

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

Publication Date: February 19, 2026



Report to Planning Commission

FROM: Ryan Cummins, City Manager

MEETING DATE: March 19, 2026

SUBJECT: Learning and Improvement Opportunity

DESCRIPTION:

It has come to the attention of City staff that until recently, Planning Commissioner CJ Bagierek was likely operating a short-term rental (“STR”) on his property at 610 Lake Street (the “Property”) in violation of the City Code for the entire duration of his tenure on the City Planning Commission, specifically by renting an accessory dwelling unit (“ADU”) separately from the principal dwelling on the Property without a special land use permit and/or by renting out an individual room rather than renting out the entire dwelling unit under a single contract.

This matter was reviewed with the City Council. It was also reviewed with Chairman Manns. It was suggested that I present the factual findings to the Planning Commission so that the Planning Commission is aware and can have a discussion, as a learning and improvement opportunity, of how to avoid such issues in the future.

Factual Background

Commissioner Bagierek acquired his property at 610 Lake Street in September of 2017. The Property contains a principal dwelling with two bedrooms along with a garage containing a second floor ADU that is connected to the principal dwelling by a covered breezeway. Granicus records show that the property was listed as STR on hosting sites in October 2017 with documented stays beginning that month and continuing thereafter (Exhibit A, Granicus Listing).

A. APPLICATIONS AND APPROVALS FOR THE PROPERTY

The City sent Commissioner Bagierek an enforcement letter for an unlicensed STR in December of 2021 (attached as Exhibit B), prompting Commissioner Bagierek to apply for an STR certificate for the Property under the City's previous zoning STR regulations, which was issued in June of 2022. The STR application submitted by Commissioner Bagierek indicated that it was for a 4- bedroom unit with a maximum occupancy of 8 people. (Exhibit C, STR Certificate Application). This occupancy would only be possible if both the principal dwelling and ADU were rented as an STR. Commissioner Bagierek was appointed to the City Planning Commission on December 12, 2022.

Commissioner Bagierek submitted an application for an STR license under the City's new STR regulations on October 14, 2025. Unlike the 2022 STR certificate application, the STR license application listed a proposed occupancy of only two guests. (Exhibit D, 2025 STR License Application and ADU SLU Application). Concurrently with the STR license application, Commissioner Bagierek also applied for a special land use permit to rent the attached ADU separately from the principal dwelling on the Property. A few neighbors voiced objections to the application, which prompted the City Manager to examine the rental history of the Property via Granicus along with the City approvals that had previously been issued for the Property.

B. CITY CODE VIOLATIONS

Upon reviewing the available records for the Property, it appeared that the ADU had been rented separately from the principal dwelling for some time. When the STR certificate was issued for the Property in 2022, the City's ADU zoning regulations relevantly provided: "The rental of an accessory dwelling unit independently from the rental of the single-family detached dwelling on the same parcel shall be prohibited without receiving special land use approval from the Planning Commission." In addition, the City's STR regulations stated: "In no event shall the owner of the short-term rental unit or their agent rent solely an individual room in the short-term rental unit to a person, family, or other group of persons, nor shall the renter of the dwelling so sublet any room. All dwelling units rented for short term use shall be fully rented under a single contract." Under these provisions, the ADU could not be rented separately unless a special land use permit was issued by the Planning Commission. Further, even if the ADU was considered part of the principal dwelling, it would have been unlawful to rent that portion of the dwelling out separately from the rest of the Property.

It is unclear from the City's records whether Commissioner Bagierek ever rented out the entire Property under a single contract. BS&A records for the Property show a homestead

date of September 30, 2017, and that a principal residence exemption is still being claimed. When the City sent Commissioner Bagierek a violation letter for an unlicensed STR in 2021, the letter included a screenshot of the STR listing for the Property, which advertised an “entire rental unit” with a single bedroom and occupancy for two guests, stating: “you’ll have the entire apartment to yourself.”

Mariner's Watch Harbor View Steps to Downtown

★ 4.98 (243 reviews) · Superhost · Saugatuck, Michigan, United States

Share Save



Entire rental unit hosted by Kimberly

2 guests · 1 bedroom · 1 bed · 1 bath



Entire home

You'll have the apartment to yourself.

\$149 / night

★ 4.98 (243 reviews)

CHECK-IN

Add date

CHECKOUT

Add date

GUESTS

2 guests



The oldest STR listings available through Granicus are from March of 2024, which likewise advertise an “entire rental unit” containing a single bedroom and occupancy for two guests. (Exhibit E, March 2024 AirBnB Listing). The March 2024 listing describes the available rental space as “an apartment that is completely separate from the main house.” (Exhibit F, “About this Space” Excerpt). Archived AirBnB listings show substantially the same description of the Property from March of 2024 to the present.

C. INITIAL DISCUSSION WITH COMMISSION BAGIEREK

The City Attorney briefly spoke to Commissioner Bagierek on the morning of November 20, 2025, the date the Planning Commission was scheduled to hear his special land use application. When asked about the potential zoning violation, Commissioner Bagierek responded that he did not necessarily consider the dwelling over the garage to be an ADU, as it was connected to the principal dwelling unit (in his words, it was “all under one roof”),

and that he believed that he had just been renting one of the rooms in his home. Commissioner Bagierek stated that it was not until the Planning Commission approved a special land use permit for an attached rental ADU on Mason Street a few months prior that he realized that there was such a thing as an attached ADU and that special land use approval was required. Commissioner Bagierek indicated that he decided to wait until his STR certificate expired so the STR renewal and special land use application could be processed at the same time.

The Planning Commission approved Commissioner Bagierek's special land use permit application on November 20, 2025. Commissioner Bagierek appropriately abstained from any deliberation or voting on the application and instead presented the request to the Commission. During his presentation, Commissioner Bagierek indicated that he had rented out the whole property, "but with what happened with STRs and our usage currently we're looking to go to just the apartment."

D. ADU REGULATIONS AND PERMITTING

At all relevant times, the City's zoning regulations contemplated and provided special regulations for attached ADUs.

A review of the Planning Commission's meeting minutes during Commissioner Bagierek's service show that the Planning Commission was heavily involved in ADUs, including in issuing numerous special land use permits for ADUs (both attached and detached) rented separately from a principal dwelling. Each time these special land use applications were before the Planning Commission, City Staff and the City Planner would provide a report analyzing the applicable regulations under the City Code.

Some key Planning Commission meetings are summarized below:

- **April 20, 2023.** The Planning Commission holds a public hearing on a special land use permit for a rented ADU at 245 Spear Street, which was submitted by Russ Gardner, who served as the City Council representative on the Planning Commission at that time. Commissioner Bagierek moves to table the request pending clarification on dimensional requirements related to the ADU.
- **May 18, 2023.** The Planning Commission approves the special land use permit for the rented ADU at 245 Spear Street. Commissioner Bagierek votes in favor of the request.

The Planning Commission also approves a special land use permit for a rented ADU at 703 Pleasant Street. The ADU at issue, like Commissioner Bagierek's ADU, is located above a garage. During deliberations, Commissioner Bagierek discloses that he lives three houses west and down the hill from 703 Pleasant Street. The Planning Commission, by majority vote, determines that no conflict of interest exists related to Commissioner Bagierek's proximity to the subject property. The application is unanimously approved.

- **July 11, 2023.** Commissioner Bagierek sends an email to the City's STR Task Force regarding the Task Force's anticipated discussion of issues related to STRs and ADUs. (Exhibit G, 7/11/23 Correspondence). Commissioner Bagierek's email states: "My opinion is that the "owner operator" type (where owner lives on the property) have the least nuisance infraction history. Because they have a representative on the property not just in the area. Yet, some of these places have the biggest hurdle to certification. An ADU requires a special land use. I'm not sure why that is important."
- **February 15, 2024.** Extensive discussion of the City's ADU and STR regulations as the Planning Commission holds a public hearing and contemplates updates to both. At this meeting, the Zoning Administrator and City Planner explain the distinction between attached and detached ADUs and the different regulations pertaining to the same with the Planning Commission.

The Zoning Administrator also clearly explains that the existing and updated ADU regulations both require a special land use permit to rent an ADU separately. The meeting minutes summarize this explanation as follows: "The current requirements that both an ADU and single-family dwelling be rented under a single contract, or the owner occupy the home and receive special land use approval to rent the ADU separately remain unchanged. Not renting the ADU and single-family home separately also remains unchanged."

The Planning Commission, the Zoning Administrator, City Planner, and the City Attorney discuss whether to retain the special land use requirement for rented ADUs for nearly half an hour. On multiple occasions, Commissioner Bagierek advocates against this requirement, but the Planning Commission ultimately determines to leave this requirement intact. At no point during these deliberations

does Commissioner Bagierek disclose that he has an ADU on his property being rented separately from the principal dwelling without special land use approval.

- **April 18, 2024.** The Planning Commission approves a special land use permit for a rented ADU at 831 Holland Street. The rented ADU is a garage with a second floor living space, similar to Commissioner Bagierek’s ADU. Commissioner Bagierek votes in favor of approving the request.
- **December 2, 2024.** The Planning Commission discusses updates to the special land use requirements for ADUs to enable nonconforming ADUs to be rented upon receiving special land use approval. The meeting minutes note: “To obtain a short-term rental license, ADUs must meet special land use approval standards.”

The Planning Commission also considers an application for a special land use permit for a rented ADU at 515 St Joseph Street, which is located behind the principal dwelling and above a garage, but the Planning Commission decides to delay the decision pending the updates to the ADU regulations. Commissioner Bagierek is present and participates in both of these agenda items.

- **December 19, 2024.** The Planning Commission continues deliberations on revising the special land use requirements for rented ADUs. The Planning Commission also considers an application for a special land use permit for a rented ADU at 306 Mary Street (located above a garage behind the principal dwelling) but again votes to postpone this decision until the ADU regulations are updated. Commissioner Bagierek is present and participates in both of these agenda items.
- **January 16, 2025.** The Planning Commission approves amendments to the special land use requirements for rented ADUs. These amendments do not change the requirement that an ADU rented separately from a principal dwelling must receive special land use approval.
- **February 20, 2025.** The Planning Commission considers a request for a special land use permit for a rented ADU at 450 Spear Street but decides to table the request (along with the other pending ADU requests) until the updates to the ADU regulations take effect.

The Planning Commission also votes to approve a special use permit for a rented ADU at 991 Ridgeview Lane, which is for an attached ADU located above a garage

that is connected to the principal dwelling by an enclosed breezeway—very similar to Commissioner Bagierek’s ADU. Commissioner Bagierek is present and votes in favor of both agenda items.

- **March 20, 2025.** The Planning Commission approves four special land use permits for rented ADUs. In addition to the previously tabled requests for 515 St Joseph Street, 306 Mary Street, and 450 Spear Street, the Planning Commission also approves a special land use permit for a rented ADU at 825 Bridge Street. Commissioner Bagierek is present and votes on all of these applications.
- **August 21, 2025.** The Planning Commission approves a special land use permit for a rented attached ADU at 204 Grant Street. Commissioner Bagierek is present and votes in favor of this request.

E. CITY MANAGER DISCUSSIONS WITH CHAIRMAN MANNS AND COMMISSIONER BAGIEREK

Contacts with Chairman Manns

On December 10, I spoke to Chairman Manns on the phone. I explained to him that I was asked to share a legal opinion regarding a matter involving a member of the Planning Commission. I advised him that I would be e-mailing him the report and that City Council has asked for him and me to meet with Commissioner Bagierek to discuss the report. I told Chairman Manns that he did not have to agree with what was in the legal opinion, he could form his own opinion and views, and that I would be seeking his perspective to share with the City Council. I then sent Chairman Manns a copy of the legal opinion and asked that once he had a chance to read and digest, that he let me know so we could set up a meeting.

On December 17, I met with Chairman Manns in my office in order to prepare for our meeting with Commissioner Bagierek. During our meeting, Chairman Manns advised that he had a discussion about ADU regulations with Commissioner Bagierek in September or October. During that conversation, Chairman Manns stated that due to the lack of applications, it may now be a good time to conduct another review of whether to remove the special land use requirements for renting ADUs. Chairman Manns explained that this was a frequent topic of discussion for the Planning Commission as every application that came before them was approved without issues and the Commission was questioning whether renting an ADU needed to go through a more extensive special land use review process. Commissioner Bagierek told him that

there would be another application coming for his own property and that he did not want the regulations changed at that time because some may view it as the regulations changing for him.

Meeting with Chairman Manns and Commissioner Bagierek

On December 19, I met with Chairman Manns and Commissioner Bagierek in my office. I did not share a copy of the legal opinion with Commissioner Bagierek but advised Commissioner Bagierek that we were following up on his special land use application to rent his ADU. I explained how the concerns were discovered, that a legal opinion was prepared and reviewed by City Council, and that City Council did not take any action on the matter but suggested it would be helpful for Chairman Manns and I to meet with him.

Commissioner Bagierek explained that he does not have an ADU on his tax records. He stated his wife handles the rental and that when purchasing the home, the prior owners didn't disclose any particular short-term rental requirements. He stated in 2021 he and his wife received a letter from Cindy Osman who was the Zoning Administrator at the time. The letter stated they were renting without a STR certificate. He went on to explain that he and his wife met with Ms. Osman and explained that at times they rent the entire property and at other times rent out space above their garage, which was attached to the home. He explained that when the area above the garage was rented, they occupied a separate "owner area". He stated Ms. Osman told them how to rent the property and that they needed a STR certificate for the whole property and didn't need separate certificates. They applied and received a STR certificate to rent out the property.

Commissioner Bagierek stated they use two online listings for their property. One is for the entire property and the other is just for the space above the garage. The one for the entire property is used when he and his wife go on vacation. Commissioner Bagierek expressed that he believed that occupying and closing off the "owner area" and renting out the space above the garage was still renting out the entire property. Commissioner Bagierek advised the "owner area" was the entire principal dwelling. We discussed that both STR certificate and license regulations prohibited renting just a room. We also discussed that the license regulations did clarify that an owner could still be on site, but that the intent was for the renter to still have access to the entire property (kitchen, living spaces, etc) except for something like a bedroom. Both Commissioner Bagierek and Chair Manns did not recall the owner clarification being added in.

Without raising the specific example, Commissioner Bagierek offered that when Council Member Gardner's special land use application to rent an ADU came before the Planning Commission there were some questions about it. He stated that Council Member Gardner talked with him and asked how he rented his property and Commissioner Bagierek told him he didn't have an ADU. Commissioner Bagierek explained that one of the requirements for an ADU is to not have separate utilities and his ADU and home have separate gas bills, so he didn't believe he had an ADU.

Commissioner Bagierek stated his garage and living space above is attached to his home by a covered walkway. He explained that his prior research showed that all detached ADUs are shown that way on their tax records. He explained that if you check "GIS" it shows this information and it did not show an ADU on his property. I pulled up the public BS&A website and Commissioner Bagierek confirmed that when he stated "GIS" that the BS&A system that I showed him was what he was referring to. I pulled up Commissioner Bagierek's property and we reviewed what was listed. It showed two separate "residential" buildings. One was for a single-story building that is 1,196 square feet and Commissioner Bagierek confirmed that it was his single-family dwelling. The second residential building is shown as two stories with 672 square feet of floor area and 768 square feet of garage. Commissioner Bagierek confirmed that is the garage and space above. We looked at two additional properties with known accessory dwelling units and both of them also showed the accessory dwelling units as being a separate residential building. Commissioner Bagierek explained that he hasn't viewed the records in some time but back in 2023 the records were labeled as accessory dwelling units and don't appear to be so any longer.

Commissioner Bagierek stated that after the August special land use approval for 204 Grand, he realized there were attached ADUs. Commissioner Bagierek went on to explain that following the meeting, he had a quick conversation with previous Zoning Administrator, Luke Thompson. He stated they reviewed his property and determined there was not an ADU on his property at 610 Lake according to the "GIS" info.

I advised Commissioner Bagierek that Mr. Thompson's last day with the City was at the end of July and that I covered the Zoning Administrator role in August. I asked if he may have spoken to Mr. Thompson about his property at another time and he thought it was actually in July. I asked him what would have prompted that discussion and he did not recall but believed it would have been something related to accessory dwelling units. I pulled up the meeting minutes and reviewed them with Commissioner Bagierek and we could not find notes related to ADUs, but Commissioner Bagierek and Chairman Manns

advised it's not uncommon for there to be mention of upcoming cases and that may have been what occurred as 204 Grand was scheduled for the following month.

I asked Commissioner Bagierek if he remembered the special land use application from 991 Ridgeview to rent out their ADU. I showed him the plans from the February 2025 Planning Commission packet which showed a single-family dwelling next to a garage with an ADU above it and connected by an enclosed breezeway. Commissioner Bagierek believed they had separate buildings. I showed him the Zoning Administrator report from that meeting packet which identified it as an "attached accessory dwelling unit". Commissioner Bagierek stated he did not remember it being attached and "my bad".

During the meeting Commissioner Bagierek still expressed some disagreement on whether he in fact does have an ADU on his property and asked if he could build one. We discussed what makes something an ADU and all agreed Commissioner Bagierek has an ADU on the property. I explained that it is questionable whether it's attached as defined by the zoning ordinance but that there isn't a specific connection definition in the ordinance. I also explained that a property can only have one ADU and he could not build another.

Commissioner Bagierek did confirm the conversation that he had with Chairman Manns that he would be submitting a special land use application to rent an ADU and that he did not want the appearance of the regulations changing around the same time he was applying.

Commissioner Bagierek confirmed that he has completed the Michigan State University Extension Citizen Planner courses.

Call with Luke Thompson

On December 19, I made contact with Luke Thompson, who was the City's Zoning Administrator from August 2024 – July 2025. Mr. Thompson stated he did not recall having a conversation with Commissioner Bagierek about whether he had an ADU on his property. Mr. Thompson added that if the conversation did happen, he didn't know if he would remember as he had a lot of conversations and it had been several months. He also added that he was "very comfortable" with the STR and ADU regulations and would have given Commissioner Bagierek correct information.

Planning Commission Discussion Questions

The following questions are provided to assist the Planning Commission in having a discussion about how to avoid such issues in the future. Again, the purpose of this report is to be a learning and improvement opportunity.

- Understanding and Clarity of Regulations
 - Do Planning Commissioners see areas of confusion in the City's ADU and STR regulations that could be improved?
 - Are there specific terms or concepts that would benefit from clearer definitions in the Zoning Ordinance or STR regulations?
- Reliance on Records and Informal Guidance
 - To what extent should Planning Commissioners rely on:
 - BS&A / GIS records
 - Tax classifications
 - Prior informal conversations with staff or others
 - What steps should Commissioners take when records, listings, or physical conditions appear inconsistent with zoning definitions?
 - If there is uncertainty about a property's use or other zoning matters, how should this be handled?
- Disclosures and Perception
 - What best practices should guide voluntary disclosure by Commissioners when they own property subject to regulations frequently reviewed by the Planning Commission?
 - Should there be clearer expectations for Commissioners to raise potential personal compliance issues proactively, even if they believe they are operating lawfully?
- Training and Ongoing Education
 - Are there specific trainings that would be beneficial for Planning Commissioners?
- Lessons Learned
 - What are the key lessons the Planning Commission should take away from this situation?
 - What actions can the Planning Commission commit to that will help prevent similar issues in the future?

LEGAL REVIEW:

This report was shared with the City Attorney. The City Attorney will be at the meeting to help answer any questions.

SAMPLE MOTION:

N/A.

EXHIBIT

A

Rental Unit Record

610 Lake St, Saugatuck, MI 49453, USA

Active
Identified
Compliant

PRINT

Listing(s) Information

Airbnb - 21028471
Flipkey - 2280336-404



Matched Details

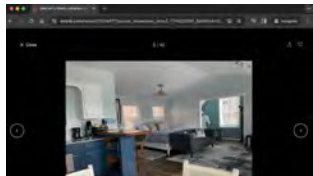
Analyst BU2G

Explanation
This STR listing points directly to this home. A listing on zillow confirms this as the correct address for this rental property. The proof below includes matches for the exterior, the studio, and the kitchen.

Listing Photos

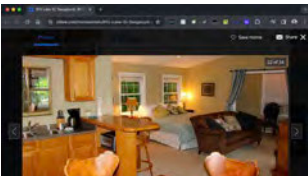
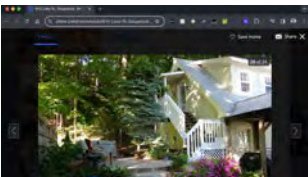


same exterior

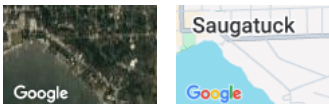
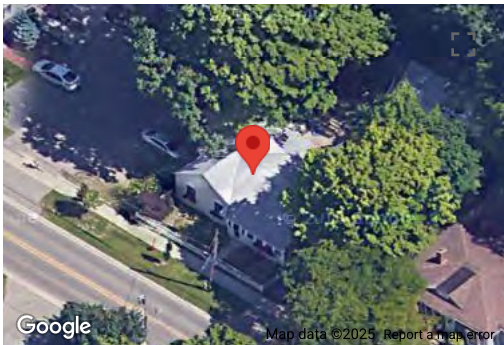


same studio

Matching 3rd Party Sources



Rental Unit Information



Identified Address
610 Lake St, Saugatuck, MI 49453, USA

Identified Unit Number
None

Identified Latitude, Longitude
42.653608, -86.198344

Parcel Number
5751405000

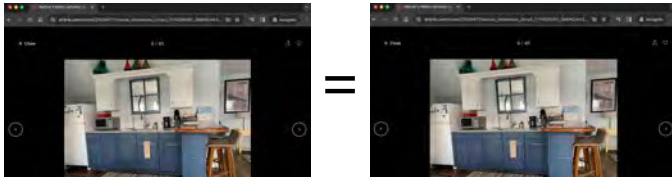
Owner Name
BAGIEREKCHRISTOPHER

Owner Address
POBOX1104
null, null null, US

Registration / Permit Number
CSTR-210105

Timeline of Activity
View the series of events and documentation pertaining to this property

1 Documented Stay
November, 2025



same kitchen (has been updated)

📍 Zip Code Match

🏠 City Name Match

Listing Details

Listing URL	— https://www.airbnb.com/rooms/21028471
Listing Status	● Active
Host Compliance Listing ID	— air21028471
Listing Title	— Mariner's Watch w/harbor views
Property type	— apartment
Room type	— entire_home
Listing Info Last Captured	— Nov 17, 2025
Screenshot Last Captured	— Nov 10, 2025

Information Provided on Listing

Contact Name	— Kimberly
Latitude, Longitude	— 42.653700, -86.198320
Minimum Stay (# of Nights)	— 2
Max Sleeping Capacity (# of People)	— 2
Max Number of People per Bedroom	— 2.0
Number of Reviews	— 477
Last Documented Stay	— 11/2025

Listing Screenshot History

📷 View Latest Listing Screenshot

September 1

October 1

November 2

- 📅 4 Documented Stays
October, 2025
- 📅 3 Documented Stays
September, 2025
- 📅 7 Documented Stays
August, 2025
- 📅 8 Documented Stays
July, 2025
- 📅 5 Documented Stays
June, 2025
- 📅 3 Documented Stays
May, 2025
- 📅 1 Documented Stay
April, 2025
- 📅 3 Documented Stays
March, 2025
- 📅 4 Documented Stays
February, 2025
- 📅 5 Documented Stays
January, 2025
- 📅 2 Documented Stays
December, 2024
- 📅 3 Documented Stays
November, 2024
- 📅 4 Documented Stays
October, 2024
- 📅 4 Documented Stays
September, 2024
- 📅 7 Documented Stays
August, 2024
- 📅 7 Documented Stays
July, 2024
- 📅 5 Documented Stays
June, 2024
- 📅 5 Documented Stays
May, 2024
- ✓ Listing air21028471 Identified
April 29th, 2024
- 📅 4 Documented Stays
April, 2024
- ✓ Listing fli2280336-404 Identified
April 23rd, 2024
- 📅 4 Documented Stays
March, 2024
- Listing air21028471 Reposted
March 19th, 2024
- 📅 3 Documented Stays
February, 2024
- 📅 2 Documented Stays
January, 2024
- 📅 3 Documented Stays
December, 2023
- 📅 2 Documented Stays

November, 2023

📅 5 Documented Stays
October, 2023

📅 6 Documented Stays
September, 2023

📅 7 Documented Stays
August, 2023

📅 7 Documented Stays
July, 2023

✖ Listing air21028471 Removed
June 26th, 2023

📅 6 Documented Stays
June, 2023

📅 5 Documented Stays
May, 2023

📅 7 Documented Stays
April, 2023

📅 3 Documented Stays
March, 2023

📅 4 Documented Stays
February, 2023

📅 4 Documented Stays
January, 2023

📅 4 Documented Stays
November, 2022

📅 6 Documented Stays
October, 2022

📅 5 Documented Stays
September, 2022

📅 11 Documented Stays
August, 2022

📅 8 Documented Stays
July, 2022

📅 7 Documented Stays
June, 2022

📅 4 Documented Stays
May, 2022

📅 10 Documented Stays
April, 2022

📅 8 Documented Stays
March, 2022

📅 6 Documented Stays
February, 2022

📅 8 Documented Stays
January, 2022

📅 4 Documented Stays
December, 2021

📅 1 Documented Stay
November, 2021

📅 10 Documented Stays
October, 2021

📅 9 Documented Stays
September, 2021

- ☞ 5 Documented Stays
August, 2021
- ☞ 6 Documented Stays
July, 2021
- ☞ 4 Documented Stays
June, 2021
- ☞ 7 Documented Stays
May, 2021
- ☞ 6 Documented Stays
April, 2021
- ☞ 6 Documented Stays
March, 2021
- ☞ 8 Documented Stays
February, 2021
- ☞ 8 Documented Stays
January, 2021
- ☞ 13 Documented Stays
December, 2020
- ☞ 6 Documented Stays
November, 2020
- ☞ 8 Documented Stays
October, 2020
- ☞ 8 Documented Stays
September, 2020
- ☞ 6 Documented Stays
August, 2020
- ☞ 2 Documented Stays
July, 2020
- ☞ 3 Documented Stays
June, 2020
- ☞ 2 Documented Stays
March, 2020
- ☞ 4 Documented Stays
February, 2020
- ☞ 4 Documented Stays
January, 2020
- ☞ 6 Documented Stays
December, 2019
- ☞ 7 Documented Stays
November, 2019
- ☞ 5 Documented Stays
October, 2019
- ☞ 8 Documented Stays
September, 2019
- ☞ 1 Documented Stay
August, 2019
- ☞ 2 Documented Stays
July, 2019
- ☞ 5 Documented Stays
June, 2019
- ☞ 6 Documented Stays
May, 2019
- ☞ 5 Documented Stays

April, 2019

📅 5 Documented Stays
March, 2019

📅 5 Documented Stays
February, 2019

📅 4 Documented Stays
January, 2019

📅 3 Documented Stays
December, 2018

📅 5 Documented Stays
November, 2018

📅 6 Documented Stays
October, 2018

📅 6 Documented Stays
September, 2018

📅 4 Documented Stays
August, 2018

📅 5 Documented Stays
July, 2018

📅 2 Documented Stays
June, 2018

📅 3 Documented Stays
May, 2018

📅 3 Documented Stays
April, 2018

📅 5 Documented Stays
March, 2018

📅 3 Documented Stays
February, 2018

✳ Listing air21028471 First Crawled
February 13th, 2018

📅 4 Documented Stays
January, 2018

📅 4 Documented Stays
December, 2017

📅 4 Documented Stays
November, 2017

📅 1 Documented Stay
October, 2017

● Listing air21028471 First Activity
October 21st, 2017

✕ Listing fli2280336-404 Removed
August 12th, 2017

✳ Listing fli2280336-404 First Crawled
November 13th, 2016

● Listing fli2280336-404 First Activity
November 13th, 2016

EXHIBIT B



12/08/2021

BAGIEREK CHRISTOPHER
PO BOX 1104
SAUGATUCK, MI 49453

RE: 610 LAKE ST

Dear CHRISTOPHER BAGIEREK:

As you may know, the City of Saugatuck requires that all short term rental properties be registered with the City before they are rented. In order to ensure that you have the proper certificate in place, please fill out the enclosed registration application and check list, and submit it with payment of \$250.00 to this office without delay.

Below is a snapshot of the unregistered rental unit as listed on AirBnB.

Mariner's Watch Harbor View Steps to Downtown

★ 4.98 (243 reviews) · Superhost · Saugatuck, Michigan, United States

Share Save



Entire rental unit hosted by Kimberly

2 guests · 1 bedroom · 1 bed · 1 bath



Entire home

You'll have the apartment to yourself.

\$149 / night

★ 4.98 (243 reviews)

CHECK-IN

Add date

CHECKOUT

Add date

GUESTS

2 guests

If you feel that you have received this letter in error, or no longer rent or manage this property, please contact me without delay so I can update my records. **Renting without a certificate in place is an ordinance violation and may result in additional fees or penalties, or your rental unit may be shut down.**

****PLEASE REMEMBER** –Section 150.30(F)(2)(c) requires rental signs to be mounted to the surface of the structure or placed in window. Yard signs placed in front of the structure on the lawn are not permitted.



Should you have any questions please do not hesitate to contact me at cindy@saugatuckcity.com or 269-857-2603.

Respectfully,

Cindy Osman
Zoning Administrator
City of Saugatuck



Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee \$250.00 to Saugatuck City Clerk. (Certification is valid for a 3 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a Registration Certificate.

LOCATION INFORMATION

APPLICATION NUMBER ____ - ____

Property Address _____ Parcel Number _____

PROPERTY OWNER'S INFORMATION

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize that the agent as listed below is authorized to make this application for short-term rental 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 the property as needed.

Signature _____ Date _____

RENTAL AGENCY / LOCAL CONTACT INFORMATION (IF APPLICABLE)

Agency Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

CONTACT AND OTHER INFORMATION

Who should be contacted to set up the Fire District inspection? Owner ☐ Rental Agent ☐

Who is the primary contact for questions from the City? Owner ☐ Rental Agent ☐

How many off-street parking spaces are available for renters? _____

Number of bedrooms _____ Sleeps how many? _____

LOCAL EMERGENCY CONTACT PHONE NUMBER _____ ALTERNATE _____

I have read and understand the City of Saugatuck's Single Home Short-Term Rental Ordinance

Property Owner's Name (Please Print) _____

Property Owner's Signature _____

Date Signed _____

For Use	Application	Fire Dist.	Fire Dist.	Approved Occupant
By City:	Received ____/____/____	Notified ____/____/____	Approved ____/____/____	Load: _____

EXHIBIT C



Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee \$250.00 to Saugatuck City Clerk. (Certification is valid for a 3 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a Registration Certificate.

LOCATION INFORMATION

APPLICATION NUMBER ____ - ____

Property Address 610 Lake St Parcel Number _____

PROPERTY OWNER'S INFORMATION

Name Christopher Bagierek Address / PO Box _____
City Saugatuck State MI Zip 49453 Phone _____
E-Mail _____

I hereby authorize that the agent as listed below is authorized to make this application for short-term rental 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 the property as needed.

Signature [Signature] Date 12/13/2021

RENTAL AGENCY / LOCAL CONTACT INFORMATION (IF APPLICABLE)

Agency Name _____ Contact Name _____
Address / PO Box _____ City _____
State _____ Zip _____ Phone _____ Fax _____
E-Mail _____

CONTACT AND OTHER INFORMATION

Who should be contacted to set up the Fire District inspection? Owner ☒ Rental Agent ☐

Who is the primary contact for questions from the City? Owner ☒ Rental Agent ☐

How many off-street parking spaces are available for renters? 4

Number of bedrooms 4 Sleeps how many? 8

Kim Bagierek CT Bagierek

LOCAL EMERGENCY CONTACT PHONE _____

I have read and understand the City of Saugatuck's Single Home Short-Term Rental Ordinance

Property Owner's Name (Please Print) Christopher J Bagierek

Property Owner's Signature [Signature] Date Signed 12/13/2021

For Use	Application	Fire Dist.	Fire Dist.	Approved Occupant
By City:	Received <u> / / </u>	Notified <u> / / </u>	Approved <u> / / </u>	Load: <u> </u>

EXHIBIT D



RECEIVED

OCT 14 2025

SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION

Steps to Renew Existing License

Short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in the ordinance. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

1. Fully complete this STR Renewal Application and submit along with the annual license fee of \$525.00.
2. City Staff will review the application, and all previously submitted documentation for completeness.
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the City when the Dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$150.00 to the City of Saugatuck for each reinspection.
5. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information

License holder: <u>KIM & CJ BAGIEREK</u>	License Number: <u>CSTR-210105</u>
Address: <u>610 LAKE ST</u>	Parcel Number: <u>57-514-050-00</u>
Requested Occupant Load: <u>2</u>	Off-Street Parking Spaces: <u>8</u>
Number of Trash Receptacles: <u>1 + 1 personal</u>	Number of Recycling Receptacles: <u>1</u>
Type of Dwelling Unit: ☒ Single Family	☐ Accessory Dwelling ☐ Multi-Family

Checklist – PROVIDE IF DIFFERENT FROM LAST APPLICATION OR AS NOTED

- | |
|--|
| ☐ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement.
REQUIRED ANNUALLY FOR CORPORATION OR TRUST |
| ☐ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental. |
| ☐ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided. |
| ☐ Documentation showing that the dwelling unit has been insured as a rental dwelling. |

For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy
			107

Owner Information

Ownership Type (select one)



Personal

Name of Person(s):



Trust

Name of Trust:

Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):

1. Beneficiary/Trustee:

2. Beneficiary/Trustee:

3. Beneficiary/Trustee:

4. Beneficiary/Trustee:

5. Beneficiary/Trustee:



Corporate Entity

Name of Corporate Entity:

Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):

Member:

% Ownership:

Member:

% Ownership:

Member:

% Ownership:

Member:

% Ownership:

Member

% Ownership:

Owner Attestation:

- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5

Owner Signature:

Kimberly Baginski

Date:

10/13/2025

[Signature]

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453

Phone: 269-857-2603 • Website: www.saugatuckcity.com

Code of Ordinances: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-1 108

License Holder Information

Applicant
(Select all
that apply):

- ☒ Owner **KIMBERLY BAGIGZK**
☐ Other **CHRISTOPHER BAGIGZK**

Applicant Name:

Applicant Address: **610 LAKE ST PO Box 1104 SAUGATUCK MI 49453**

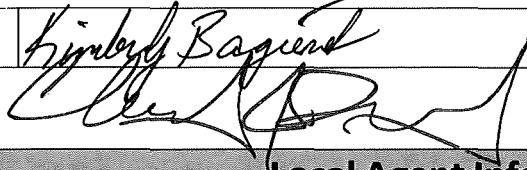
Applicant Phone:

Applicant E-mail:

Owner Approval of Another Applicant:

- I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.

Owner Signature:



Date:

10/13/2025

Local Agent Information

If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.

Designated
Local Agent

- ☒ Owner
☐ Other

Agent Name:

Agent Address:

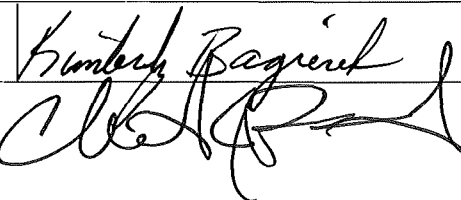
Agent Phone:

Agent E-mail:

Approval of Agent:

- I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.

License Holder or
Owner Signature:



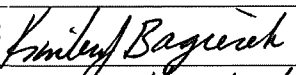
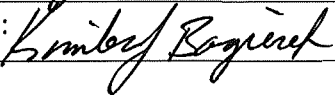
Date:

10/13/2025

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.**
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it shall remain in effect for a period of one (1) year from the date it was issued** unless it is suspended or revoked by the City. I further understand that **the application fee is non-refundable.**
- I understand I may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that my license is set to expire, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
 - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
 - Any transfer, sale, change in ownership, or other conveyance of the premises;
 - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature: 	Date: 10/13/2025
License Holder Signature: 	Date: 10/13/2025
Local Agent Signature:	Date:



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist PRIOR to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Recreational fires shall not be conducted within 25 feet of a structure or combustible material (IFC 307.4.3)
2. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
3. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
4. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
 - a. The procedure for reporting a fire or other emergency. (*ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.*)
 - b. Current address and location of occupancy.
 - c. Floor Plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Portable fire extinguishers
 - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
5. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. (*Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.*) (IFC 505.1)
6. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
7. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
8. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

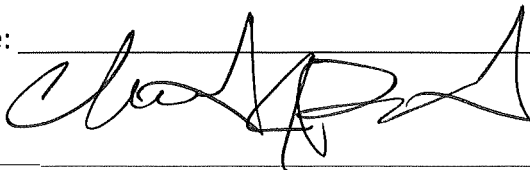


9. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (Approved UL listed surge protectors may be utilized) (IFC 605.5)
10. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
11. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
12. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
13. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
14. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
15. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)
16. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)
17. Basements and attached garages shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I the property owner acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Rental Property Street Address: 610 Lake St

Property Owner's Printed Name: Kim & CJ Bagierak Date: 10/13/2025

Property Owner's Signature: 

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



RECEIVED

OCT 14 2025

Special Land Use Application

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

LOCATION INFORMATION

CITY OF SAUGATUCK

Address 610 Lake St

Parcel Number 0357-514-050-00

APPLICANTS INFORMATION

Name William BARKER Address / PO Box 610 Lake St PO Box 1104

City Saugatuck State MI Zip 49453

Interest In Project Owner E-Mail [REDACTED]

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

Signature [Signature] Date 10/13/2025

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature _____ Date _____

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

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

113

PROPERTY INFORMATION

Depth _____ Width _____ Size _____ Zoning District _____ Current Use Single Family

Check all that apply:

Waterfront _____ Historic District X Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



SITE PLAN REQUIREMENTS (SECTION 154.061)

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

Y N NA

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

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

Y N NA

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



Special Land Use Application

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

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

Existing Structure

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

Existing Structure

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

Existing Structures

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

Existing Structure

- (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?

Existing Structure



Special Land Use Application

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

FIRE INSPECTION REQUESTED SEPARATELY. PASSED PREVIOUSLY

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

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE



STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

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

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

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE

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

EXISTING STRUCTURE



Special Land Use Application

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

EXISTING SITUATION

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

EXISTING TRASH STORAGE IS NOT EXPOSED TO STREET VIEW

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

EXISTING LIGHTING

EXHIBIT E

121

EXHIBIT F

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About this space

*****7 PERSON HOT TUB OPEN YEAR ROUND*****

Enjoy the fall colors while soaking in the hot tub!

Perfect couples getaway spot! Located in the Saugatuck Historic District, nestled against majestic maples, this hideaway has views of the harbor and just a short walk to the charm of both Downtown Saugatuck and Douglas! Spend your day browsing the many shops and galleries then come back and relax in seclusion.

The space

Second story unit has a kitchenette (no stove/oven but it does have a microwave, toaster oven, full fridge and electric skillet) with table and chairs. Vaulted ceilings, custom lighting, private entrance, high end furnishings and large closets complete this stunning apartment space. Hot Tub is open year round and exclusively for use of Mariners Watch guests. This space is dog friendly with an additional \$100 pet fee, include your pet in the booking.

*Smoking of any kind is NOT allowed inside the apartment. Please respect our place. We provide an ashtray outdoors for smokers. You will be charged an extra cleaning fee of \$100 if there is smoke smell of any kind upon checkout. Parking for one vehicle in private drive. Most Everything is walkable from our place!

Guest access

Guests will enjoy the comforts of an apartment that is completely separate from the main house. A set of lit wooden stairs leads to a second story private entrance into the kitchen of the apartment.

Other things to note

Saugatuck/Douglas offers a variety of indoor and outdoor activities to please the most discerning travelers. Saugatuck Dunes State Park, Oval Beach, and an array of scenic destinations are minutes away. Fine dining, shopping, and art galleries galore! There is something for everyone here!

EXHIBIT G

Jamie Wolters

From: Ryan Cummins
Sent: Tuesday, July 11, 2023 11:48 AM
To: Jamie Wolters
Subject: FW: STR task force correspondence

Hey Jamie,

Can you include this as correspondence in the next STR Task Force packet?

Thanks,
RC

-----Original Message-----

From: Badge <badge_cj@yahoo.com>
Sent: Tuesday, July 11, 2023 11:09 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Holly Anderson <andersonholly616@gmail.com>
Subject: STR task force correspondence

I hope to be able to attend the next meeting and provide comment in person. Also wanted to get comments into the groups packet.

I found the discussion around the survey very insightful. I didn't feel it matched the tenor of all the meetings leading upto this point. The survey was called out for having a slant and lacked opportunities by some of the task force members so I am hopeful.

I think it lacked a basic question that I think might be helpful in directing the most impactful recommendations.

What issue is the biggest issue with STR's.

- A. Nuisances issues (noise, parking, good neighbor issues) B. Transient community (2nd homes, snowbirds, investment homes) C. Enforcement of ordinances (existing or new) do we need more funding to facilitate.
D. Others specify.

This might identify the most immediate need.

Second issue that I would like to see taken up is the current ordinance. To review the ordinance to validate it is appropriate with current or foreseen conditions.

My opinion is that the "owner operator" type (where owner lives on the property) have the least nuisance infraction history. Because they have a representative on the property not just in the area. Yet, some of these places have the biggest hurdle to certification.

- An ADU requires a special land use. I'm not sure why that is important.
- 2nd second story requirement in some districts.

There is a current enforcement issue on a 1-1/2 story structure that likely has an easy fix. Street level/store front requirement for commercial use seems correct, but a rear 1-1/2 story property has fallen in a hole of the current ordinance.

I am a proponent for enforcement but I think those are 2 examples of current ordinance issues that may not jive with the goals when constructed.

Last point. Please consider the economic impact of your recommendations. This is such a big piece that I don't think has been fully considered. Multiple comments have been made from the public with the following gist.

"I know that Saugatuck is a tourist town, but it is the locals or school year residents that support the businesses during the off season."

I find this a misunderstanding of our market. As a local I know the shops appreciate our patronage, but I am not deluded to think we would have our rich collection of shops and restaurants without tourists. And the tourists need STRs to be here.

Good luck with your continued investigations.

CJ Bagierek
Saugatuck

Memorandum

To: City of Saugatuck Planning Commission
Date: February 13, 2026
From: David M. Jirousek, AICP
RE: Master Plan Update- Progress Report

Overview

This memorandum provides a general project status update and outlines the primary areas of work for the next several months. During this phase of the project, much of the effort will take place behind the scenes, focusing on the analysis, synthesis, and refinement of information gathered to date. The components described below will form the technical and policy foundation for the next phase of the Master Plan process. Once this work is completed, the project will transition into a series of structured Planning Commission discussions organized by chapter and topic area over an anticipated three-month period.

Ongoing Analysis of Public Engagement

The 2025 community survey and open house represent a significant and valuable public input effort, providing both quantitative data and qualitative insights into community priorities, values, and concerns. The high-level observations summarized in the October memorandum were intended to provide the Planning Commission with an initial overview of key themes emerging from this input. The project team will continue to evaluate this information in greater depth, including additional review of cross-tabulations, comparisons among respondent groups, and spatial patterns identified during the open house activities. This deeper analysis will support more refined conclusions, clearer identification of community needs, and stronger alignment between public input and the City's Master Plan goals, policies, and implementation strategies.

Character Analysis

As the Master Plan process progresses, the project team will complete a community character analysis to supplement the public input findings and the existing land use review. A character analysis is essential for understanding the unique qualities of the City and its neighborhoods in ways that a traditional existing land use map alone cannot capture. Rather than serving as a simple inventory of land uses, this analysis evaluates the physical and functional characteristics that define districts, neighborhoods, and corridors, including development scale, block and lot patterns, street and sidewalk networks, pathways, parking, building types, and land use relationships. This approach will help the Planning Commission more clearly identify areas to preserve, enhance, or thoughtfully transform, and provide a stronger foundation for future land use recommendations and zoning policy decisions. Ultimately, the character analysis will help ensure that future growth and development align with Saugatuck's established character and community context.

Demographic Analysis

As part of the Master Plan update, the project team will also prepare a demographic analysis to better understand current conditions, recent trends, and projected changes affecting the City of Saugatuck. This analysis will examine population characteristics such as age distribution, household composition, housing tenure, income, employment, and seasonal residency patterns, using available Census and regional data. This effort will provide context for community needs related to housing, services, infrastructure, and economic vitality. When considered alongside public input and community character findings, the demographic analysis will help the Planning Commission assess whether existing policies remain appropriate and where adjustments may be warranted to support a resilient, inclusive, and sustainable future for the City.

Base Mapping

The Master Plan update will also be supported by a comprehensive set of base maps. Base mapping will compile key physical and environmental data, including parcels, streets, utilities, public facilities, environmental features, floodplains, shoreline conditions, and existing land use patterns. This information will be used to identify constraints and opportunities, clarify relationships between land use and infrastructure, and ensure that future land use recommendations are grounded in on-the-ground conditions.

Conclusion

This phase of the project is intended to strengthen the analytical foundation of the Master Plan and position the Planning Commission for more focused policy discussions in the months ahead. Please feel free to share any questions, comments, or suggestions regarding this stage of the process or the areas of work outlined above.

For Inclusion in the Planning Commission and City Administrative Record

(Not an Appeal; Record Clarification Only)

Property: Holiday Hills Yacht Club Resort Condominium – Unit 12

Address: 615 Park Street, Saugatuck, Michigan

Planning Commission Meeting: August 21, 2025

Related Review: Waterfront Setback / Site Plan Review – Holiday Hills Yacht Club Resort Condominium

Submitted by:

Tamara Bodine-Wilson

Owner, Unit 12

Holiday Hills Yacht Club Resort Condominium

Purpose of Submission

This written notice is submitted solely to correct and clarify the public and administrative record relating to the Planning Commission materials and review concerning the Holiday Hills Yacht Club Resort Condominium. This submission is **not an appeal** of any Planning Commission decision and does **not** request reconsideration of any zoning determination.

The undersigned was not provided notice of the August 21, 2025 Planning Commission meeting or the related application materials pertaining to Unit 12. The existence of the meeting packet and minutes was discovered approximately one week ago through a public records search related to the property. This submission is therefore made promptly upon discovery and is intended solely to correct and clarify the administrative record.

Record Corrections and Clarifications

1. Ownership and Authority Over Unit 12 Bedroom / Foundation Area

Planning Commission materials and discussion depict the foundation footprint of the building as including the bedroom/bump-out area of Unit 12 and characterize that footprint as part of the “original building” subject to condominium association authority.

That characterization is incomplete and potentially misleading.

- The bedroom/bump-out of Unit 12, including its slab and foundation, is privately owned as part of Unit 12 pursuant to a recorded **First Amendment to the Master Deed** (attached as **Exhibit A**).
- That area is not a common element or limited common element subject to unilateral control by the condominium association.

- Its depiction within a building footprint reflects a lawful pre-existing structure for zoning reference purposes only and does not confer ownership, construction authority, or consent rights upon the association.

No site plan approval, Planning Commission action, or zoning review alters condominium ownership boundaries or substitutes for owner consent required under the Michigan Condominium Act.

2. Lawful Pre-Existing Footprint; Unlawful Removal

The slab and footprint associated with Unit 12 were lawfully established and permitted prior to the 2019 flood.

- The pre-flood structure included angled exterior wall segments forming a bay window.
- Those wall angles did not alter the slab footprint, did not expand the structure, and did not create any zoning or setback nonconformity.

Following the flood:

- The Unit 12 structure and slab were removed without owner authorization and outside the scope of the City-approved permit;
- Helical piers, footings, and a frost wall were constructed outside the scope of the City-approved permit and without owner consent; and
- These actions resulted in City enforcement activity, including the issuance of a stop-work order related to non-compliant construction.

The unlawful removal of a structure does not extinguish a lawful pre-existing footprint and does not convert privately owned condominium property into a common element.

3. Restoration to Slab Edge Is Not an Expansion or Variance Issue

Reconstruction of exterior walls to the edge of the lawfully permitted, pre-existing slab footprint constitutes restoration of an existing structure, not an expansion, encroachment, or increase in nonconformity.

Any apparent increase in enclosed area results solely from the prior unlawful removal of the structure.

Restoration within the original slab footprint does not require zoning variance approval or Planning Commission authorization.

4. Permit Enforcement vs. Planning Commission Review

Issues affecting Unit 12 arose because construction occurred:

- Outside the scope of the approved permit;
- Without required owner consent; and
- In violation of applicable building code and life-safety provisions.

These issues are matters of permit compliance and enforcement. Planning Commission review does not substitute for:

- Building permit enforcement;
- Correction of non-conforming work; or
- Obtaining legally required owner authorization.

5. Raised Frost Wall and Concrete Dock — Permanent Egress and Drainage Impacts

Planning Commission materials depict a raised concrete dock or walk surface physically attached to a raised frost wall, with the exterior walking surface approximately 6–7 inches above Unit 12’s interior finished floor elevation at bedroom and patio door exits.

The wall assembly depicted is materially thicker than the pre-flood framed wall condition and, as shown in the structural details, extends inward from the slab edge, reducing interior usable floor area and interior clear dimensions within Unit 12.

This configuration:

- Creates a permanent step-up at exterior doors serving as required egress that did not exist prior to the flood;
- Establishes a non-compliant egress condition under the Michigan Residential Code that would require demolition to correct once constructed; and
- Creates a water-entrapment condition, as water may migrate beneath the slab during high-water events but cannot drain by gravity back toward the dock due to the raised perimeter wall.

No drainage system addressing this condition is shown in the submitted site or structural plans.

No authorization has been given by the Unit 12 owner for:

- A frost wall raised above interior finished floor elevation;
- A raised concrete dock attached to such a wall; or
- Any exterior construction that introduces new elevation changes, drainage impacts, egress hazards, or interior dimensional loss affecting Unit 12’s private property.

The Unit 12 owner accepts reconstruction using a straight foundation configuration consistent with the original slab footprint but does not consent to any raised frost wall, raised dock, or variance that alters egress, drainage, or interior dimensions.

6. Ongoing Proceedings and Reservation of Rights

Issues affecting Unit 12—including unlawful demolition, non-conforming construction, permit violations, abandonment of work, and lack of enforcement—are the subject of ongoing civil and regulatory proceedings.

Nothing in the Planning Commission record or proceedings may be construed as waiver, acquiescence, or consent by the Unit 12 owner.

Closing

This submission is made solely to ensure that the Planning Commission and City administrative record accurately reflects:

- Lawful ownership boundaries;
- Absence of condominium association authority over Unit 12's bedroom/bump-out;
- Lack of owner consent for the proposed work; and
- The enforcement-based, not zoning-based, nature of the issues affecting Unit 12.

Respectfully submitted,

/s/ Tamara Bodine-Wilson
Tamara Bodine-Wilson
Owner, Unit 12
Holiday Hills Yacht Club Resort Condominium
Date: February 2, 2026

Attachment

**Exhibit A – First Amendment to Master Deed, Holiday Hills Yacht Club Resort Condominium
(Unit 12 Bedroom/Bump-Out)**

Exhibit A

FILE COPY

STATE OF MICHIGAN Allegan County
Joyce A. Watts Register of Deeds

RECORDED

October 12, 2011 12:16:00

Liber 3553 Page 163-167 D.MAM
FEE: \$26.00



Liber 3553 Page 163 #2011018659

**FIRST AMENDMENT TO
MASTER DEED
HOLIDAY HILLS YACHT CLUB RESORT CONDOMINIUM**

(Act 59, Public Acts of 1978, as amended)

Allegan County Condominium Subdivision Plan No. 155

This First Amendment to the Master Deed of Holiday Hills Yacht Club Resort
Condominium is made this 11th day of September, 2010, by the Holiday Hills
Yacht Club Resort Condominium Association.

RECITALS

This First Amendment is made with reference to the following facts and circumstances:

- A. Holiday Hills Yacht Club Resort Condominium (the "Project") is a Condominium Project under the Michigan Condominium Act, Act 59, Public Acts of 1978 as amended (the "Act"), established August 31, 2001.
- B. The Master Deed establishing the Project was recorded with the Allegan County Register of Deeds on September 31, 2001 and may be found at Liber 2125, Page 354 through 394, inclusive.
- C. Holiday Hills Yacht Club Resort Condominium Association (the "Association") was established upon the recording of the Master Deed on September 31, 2001. The Association By-Laws are recorded with the Allegan County Register of Deeds as Exhibit A to the Master Deed and may be found at Liber 2125, Page 368 through 389, inclusive.
- D. The Association owns a General Common Element situated to the North of, and immediately adjacent to, Unit 12 of the Project.
- E. The Association owns a General Common Element situated to the West of, and immediately adjacent to, Unit 12 of the Project.
- F. The Association desires to sell the General Common Element situated to the North of, and immediately adjacent to, Unit 12 to the owner of Unit 12 to be made a permanent part of Unit 12 and it shall cease to be considered a General Common Element and shall henceforth be regarded as, and under full control of, Unit 12.
- G. The Association desires to sell two closet-sized portions of the General Common Element situated to the West of, and immediately adjacent to, Unit 12, to the owner of Unit 12 to be made permanent parts of Unit 12 and they shall cease to be considered General Common Elements and shall henceforth be regarded as, and under full control of, Unit 12.
- H. The Owner of Unit 12 desires to purchase, and cause the General Common Elements to become permanent parts of Unit 12.
- I. As provided in Article IV, Section 4.2(h) of the Association By-Laws, the Board shall have all powers and duties necessary for the administration of the affairs of the Association, and may take all actions in support of such administration as are not prohibited by the Condominium Documents or specifically reserved to the members. The

powers and duties to be exercised by the Board shall include... authorizing the executions of contracts, deeds of conveyance, easements and rights-of-way affecting any real or personal property of the Condominium on behalf of the Co-Owners.

- J. As provided in Article IV, Section 4.5 of the Master Deed, by acceptance of a deed, mortgage, land contract, or other instrument of conveyance or encumbrance all Co-owners, mortgagees and other interested parties are deemed to have appointed the Developer (during the Development and Sales Period) and/or the Association (after the Development and Sale Period has expired), as their agent and attorney to act in connection with all matters concerning the Common Elements and their respective interests in the Common Elements. Without limiting the generality of this appointment, the Developer (or Association) will have full power and authority to grant easements over, to sever or lease mineral interests and/or to convey title to the land or improvements constituting the General Common Elements or any part of them, to dedicate as public streets any parts of the General Common Elements, to amend the Condominium Documents for the purpose of assigning or reassigning the Limited Common Elements and in general to execute all documents and do all things necessary or convenient to the exercise of such powers.
- K. As provided in Article V, Section 5.3 of the Master Deed, the size, style and/or location of Units or of any Limited Common Element appurtenant to a Unit may be modified by the Developer or its successors without the consent of any Co-Owner, mortgagee or other interested person, so long as such modifications do not unreasonably impair or diminish the appearance of the Project or the view, privacy or other significant attribute of any Unit which adjoins or is proximate to the modified Unit or Limited Common Element; provided that no Unit which has been sold or which is subject to a binding Purchase Agreement shall be modified without the consent of the Co-owner or Purchaser and the mortgagee of such Unit.
- L. The Master Deed may be amended as provided in Article VII, Section 7.2 of the Master Deed.

WHEREAS, the Association desires to sell the above-described General Common Elements to the owner of Unit 12; and the owner of Unit 12 desires to purchase the above-described General Common Elements; and,

WHEREAS, proper notice having been given, an online vote of the Members having been held, and a quorum having opportunity to be present by a response from September 3, 2010 to September 10, 2010 at 8 am/pm EDT; and,

WHEREAS, the consent of not less than two-thirds of the Co-owners having been received, whether in person or by proxy, in favor of amending the Master Deed as set forth herein;

NOW THEREFORE, the Association hereby amends the Master Deed to read as follows:

5.1 Description of Units. A complete description of each Condominium Unit in the Project, with elevations referenced to an official benchmark of the United States Geological Survey sufficient to accurately relocate the space enclosed by the description without reference to any structure, is contained in the Condominium Subdivision Plan as surveyed by Focus Engineering & Surveying, P.C., consulting engineers and surveyors. Each Unit shall include all the space contained within certain horizontal planes and vertical planes designated by a heavy outline on the interior finished surface of the walls, floors and ceilings as depicted in the Subdivision Plan and as delineated by detailed dimensional descriptions contained by the outline, less any Common Elements located within the description; provided however, that the structure situated to the North of, and immediately adjacent to, Unit 12 of the Project, and originally designated as a General Common Element, shall henceforth be regarded as, and under full control of, Unit 12. Further, two closet-sized portions of the General Common Element situated to the West of, and immediately adjacent to, Unit 12 of the Project, shall henceforth be regarded as, and under full control of, Unit 12. In determining dimensions, each Condominium Unit will be measured from the interior finished unpainted surfaces of the walls and ceilings and from the interior surfaces of the finished subfloor. The owner of Unit 12, is and shall continue to be, responsible for all costs associated with and all repairs and/or improvements including, but not limited to, roofing and concrete. Any modifications or repairs made to the exterior of the building must be consistent with the rest of the building and the approval of the Board of Directors of the Association must be sought prior to beginning any such project. The Association will retain the repair and improvement obligations with regard to the original portion of the condo structure.

All other terms and conditions of the Master Deed shall remain in full force and effect.

The Amendment will have authority immediately without the need for filing with the Allegan County Clerk.

This Amendment may be executed in counterparts, when placed together, they shall comprise on original document.

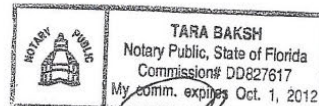
IN WITNESS WHEREOF, the undersigned have executed this Amendment to the Master
Deed of Holiday Hills Yacht Club Resort Condominium, the day and year listed above.

Holiday Hills Yacht Club Resort Condominium Association


By: Jay Frederickson
Its: Vice President FLOZ

STATE OF FLORIDA)
COUNTY OF Charlotte ss.

The foregoing instrument was acknowledged before me this 06 day of
October, 2011 by Jay Frederickson, Vice President of Holiday Hills Resort
Condominium Association.



(NOTARY SEAL)

✓
PREPARED BY:
SHERIDAN HADDOCK PLLC
PO BOX 187
DOUGLAS, MI 49406-0187
gww



Outlook

FW: 510 Butler Re-zone

From Grayson Moore <gmoore@saugatuckcity.com>

Date Mon 2/16/2026 12:31 PM

To Sara Williams <Sara@saugatuckcity.com>

From: Ken Morris [REDACTED]

Sent: Saturday, February 14, 2026 6:46 PM

To: Grayson Moore <gmoore@saugatuckcity.com>

Subject: 510 Butler Re-zone

You don't often get email from 446griffith@gmail.com. [Learn why this is important](#)

Caution: This email originated from outside of the organization. DO NOT click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Planning Commission,

Been a neighbor for the past 47 years or so. Can remember when Stub and Sue bought the place. Helped clean it out with Steve Smith and crew, seem to recall it was a bunch of apartments, not at all in the best of condition. A few years later helped put the addition on that added more guest rooms.

At the time nobody really seemed to know what a Bed and Breakfast was... some European thing. Clearly it has been a success, it is kept up very well, obviously the business draws a fair amount of well heeled people into town. Have gotten some of their overflow throughout the years. Never any noise or disturbances that come to mind. Their lights are pleasing to look at out the kitchen window in the winter.

I would be in favor of the commission giving a yes vote on rezoning.

Kam
446 Griffith St.