Planning Commission Regular Meeting
June 18, 2026, 6:30PM
City Hall
102 Butler Street, Saugatuck, MI

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1. **Call to Order/Roll Call:**
2. **Approval of Agenda:** (Voice Vote)
3. **Approval of Minutes:** (Voice Vote)
   A. Regular Meeting Minutes – May 21, 2026 ***Pg. 3***
4. **Public Comments on Agenda Items:** (Limit 3 minutes)
5. **New Business:**
   A. 150 Dunegrass Ridge – Site Plan Review ***Pg. 8***
   B. 510 Butler/120 Mary (Wickwood Inn) – Public Hearing for a Text Amendment ***Pg. 37***
6. **Old Business:**
   A. Master Plan Discussion ***Pg. 74***
7. **Communication:**
8. **Reports of Officers and Committees:**
   A. Parking Improvements Task Force – Auston Marineau
9. **Public Comment:** (Limit 3 minutes)
10. **Commissioner Comments:**
11. **Adjourn** (Voice Vote)

NOTICE:
This public meeting will be held in-person. The public can join via Zoom video/audio conference technology.
Join online by visiting:
https://us06web.zoom.us/j/2698572603?omn=88565612970
Join by phone by dialing:
(312) 626-6799
-or-
(646) 558-8656
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 – DRAFT

May 21, 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 Chair Manns.
Members Present: Baldwin, Bagierek, Gardner, LaChey, Manns
Members Absent: Marineau
Staff Present: Planning & Zoning Director Moore, City Clerk Wolters
Others Present: Trent Cunningham (Fahey Schultz Burzych Rhodes PLC), David Jirousek (Horizon Planning)

2. Approval of Agenda

Motion by LaChey, supported by Baldwin, to approve the agenda as presented for the May 21, 2026, meeting. Via voice vote, motion carried 5-0.

3. Approval of Minutes

Motion by Baldwin, supported by Bagierek, to approve the April 9, 2026, minutes as presented. Via voice vote, motion carried 5-0.

4. Public Comment

5. New Business

A. 405 Park St – Permit Extension Request

The Commission reviewed a request to extend the previously approved site plan for 405 Park Street, originally approved in 2025. Planning and Zoning Director Moore explained that the applicant needed a one-year extension because their soil erosion and sediment control permit from the state had been delayed, but they intend to begin construction as soon as that permit is issued. He clarified that under the ordinance, the Planning Commission must authorize such extensions, and once they do, no further approvals are required. Commissioners noted that the revised materials showed only minor changes which actually reduced the project scope and were comfortable treating them as minor. Gardner asked what would happen if construction still had not started by September 2026; Moore said that, while unlikely, the applicant would probably need to reapply under a new application due to how the ordinance is written. Moore and Chair Manns both indicated they understood the state permit was close to final, and Manns relayed that the applicant hoped to start construction in June, before the fourth of July.

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Motion by Baldwin, supported by LaChey, to approve the applicants' request for the extension of PZ24071 as amended for a period of one (1) year. Upon roll call vote, motion carried 5-0.

B. 510 Butler/120 Mary (Wickwood Inn) – Special Land Use Request Sale of Alcoholic Beverages
Motion by LaChey, supported by Bagierek, to amend the agenda and add a Public Hearing to consider the 510 Butler/120 Mary St (Wickwood Inn) – Special land use request for the sale of alcoholic beverages. Upon roll call vote, motion carried 5-0.

Public Hearing

A. Hearing was called to order by Chair Manns on 5/21/26 at 6:42 p.m.

B. Summary by Zoning Director
Moore recapped the background and scope of the 510 Butler/120 Mary Street (Wickwood Inn) request. He explained that the application had previously come before the Planning Commission in November as a special land use, but after that the applicant tried an alternative approach by seeking a rezoning, which was recently denied by the City Council. As a result, the applicant has not reapplied for special land use approval specifically to allow the service of alcoholic beverages in association with he existing bed and breakfast. Moore noted that this property is in the R-4 Transitional District, where alcohol service requires a special land use. He emphasized that while the Planning Commission's role is to recommend action, final approval of any liquor-related requests rests with the City Council. He also clarified that the request is limited to service for overnight guests only, and that no matter what type of state liquor license is obtained, the inn must still comply with all local zoning restrictions.

C. Presentation by the Applicant
Chris Khorey (McKenna, representing Wickwood Inn) explained that the request is solely for special land use approval to serve alcoholic beverages under Wickwood's existing bed-and-breakfast operations, and is separate from the denied rezoning. He outlined the current rules: in the R-4 district, Wickwood may serve food and non-alcoholic drinks only to overnight guests, breakfast must be included in the room rate, and any additional meals, special food services, or events must also be limited to those registered guests. The proposal is that alcohol service would follow these exact same limits, with any liquor sales still subject to Michigan Liquor Control requirements. Khorey clarified process details: because of the alcohol component, the Planning Commission's action would be a recommendation, with final approval by City Council, and the state liquor license process would move concurrently with the local special use. He noted that, since no physical changes are proposed, site plan approval would be folded into the special land use, rather than handled separately. Using floor plans and photos, he described where food and drink are served (primarily the dining room, with other interior and outdoor spaces used occasionally for guest-only functions) and summarized how the request meets special use standards: it keeps service incidental to the inn, enhances the economic viability and preservation of historic structures, may reduce drunk driving and public intoxication by allowing guests to drink on-site, and does not expand the use beyond a traditional quest-only bed-and-breakfast model.

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

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

F. Commission Deliberation

During deliberation, the Commission discussed how to allow alcohol service at Wickwood Inn while keeping it clearly limited to its bed-and-breakfast role. Commissioners generally supported the request, noting that many B&B's traditionally offer wine or similar hospitality and that the applicant was making a strong effort to be fully compliant. They focused on safeguards: ensuring alcohol service is only for registered overnight guests, capping any event attendance at the inn's maximum capacity of 28 guests, and setting a 10:00 p.m. cutoff for outdoor service to protect neighborhood character and be consistent with past approvals like "The Cottage." There was debate over a proposed condition that would have prohibited selling alcohol by the glass or outside the room charge; Christ Khorey explained this would create operational and billing problems and was more restrictive than existing food-and-beverage rules for B&B's. After discussion, commissioners agreed that controlling who is served and how late was more important than dictating the exact billing structure, and they were comfortable removing that "no sale by the glass/outside room charge" condition while retaining limits that keep service incidental to the inn and guest-only.

G. Commission action

Motion by LaChey, second by Baldwin, to recommend approval of the special land use to allow the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment. This motion is based on compliance with Section 1584.092 P and on the positive findings related to the special land use standards of approval in Section 154.082, as documented in the staff memo dated May 15, 2026. The following conditions apply to this approval:

1. *The applicant shall secure the appropriate license form the State of Michigan Liquor Control Commission.*
2. *Alcoholic beverages shall only be served to overnight guests of the Wickwood Inn, at the stated capacity of 28, as a part of the regular meal service.*
3. *Alcohol service shall not be sold by the glass or offered for purchase outside of the standard room charge.*
4. *Alcohol service shall remain incidental and accessory to the bed and breakfast use.*
5. *Outdoor service of alcohol shall not be permitted after 10:00 p.m.*

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

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Motion by LaChey, second by Baldwin, to amend the original motion and to recommend approval of the special land use to allow the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment. This motion is based on compliance with Section 1584.092 P and on the positive findings related to the special land use standards of approval in Section 154.082, as documented in the staff memo dated May 15, 2026. The following conditions apply to this approval:

1. *The applicant shall secure the appropriate license form the State of Michigan Liquor Control Commission.*
2. *Alcoholic beverages shall only be served to overnight guests of the Wickwood Inn, at the stated capacity of 28, as a part of the regular meal service.*
3. *Alcohol service shall remain incidental and accessory to the bed and breakfast use.*
4. *Outdoor service of alcohol shall not be permitted after 10:00 p.m.*

Upon roll call vote, motion carried 5-0.

6. Old Business

A. Master Plan Discussion

David Jirousek described the Planning Commission's ongoing master plan update work, focusing on a new mobility memo that serves as a progress report on one major topic area. He explained that the memo covers walking, biking, pathways, transit, transportation, parking, and connectivity, heavily informed by community survey results. Those results show strong use of and satisfaction with downtown walkability, but interest in better sidewalks and crossings in neighborhoods, and especially high support for a multi-use path connection to Oval Beach along Perryman and Park Streets. Residents also see value in expanding public transit (buses/trolleys) and preserving the chain ferry as part of the transportation system, while many feel parking is not convenient during peak times. Jirousek noted that he and Director of Planning and Zoning, Moore, will cross-check survey comments against the sidewalk/pathway map to identify gaps and then suggest priority projects that can later feed into the City's capital improvement planning. He emphasized that the master plan should be visionary but realistic – identifying long-term needs even if all improvements can be built immediately – and that upcoming topic memos will cover areas such as housing, infrastructure, natural and cultural resources, community facilities, and economic development, all leading into a refined future land use map that builds on the earlier character and area analysis.

7. Communication

Bobbie Gaunt letter

8. Reports of Officers and Committees

A. Parking Improvements Task Force: None

9. Public Comments

None

10. Commissioner Comments

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- Bagierek said it was a good meeting and that he sees the Commission making solid progress. He specifically noted that he is pleased with the headway on the master plan and thanked everyone for their work.
- Baldwin briefly shifted away from planning topics to mention that he has been tapped to handle race day operations for the Mount Baldhead Challenge because the organizer took another job. He told fellow commissioners who have volunteered to help on the course – mentioning Russ Gardner – that they should go onto RunSignUp to select and reserve their preferred course locations, explaining that he is working to fill out the volunteer roster.
- Gardner responded to Baldwin's announcement about the Mount Baldhead race by confirming that he will again volunteer at the top of Mount Baldhead, as he has in past years, and said he had no other comments beyond that.
- LaChey thought it was a good meeting.
- Manns said he though it was a good meeting and that he was glad the Commission could help move the Wickwood Inn request forward. He reiterated that he looks forward to continuing work on the master plan. He also highlighted the upcoming community pride events in the first week of June, noting that both Douglas and the City of Saugatuck will be very active, with many organizations involved and multiple activities planned. He said he was pleased to see that level of participation and encouraged everyone to come out and take part.

11. Adjournment

Motion by Gardner, supported by Bagierek, to adjourn the meeting at 7:45 p.m. Motion carried 5-0.

Submitted by:
Sara Williams
Deputy Clerk
City of Saugatuck

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MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**June 12, 2026**	**Meeting Date:**	**June 18, 2026**
Request:	**Site Plan Review**	**Applicant:**	**Zahn Builders, Inc.**
Address:	**150 Dunegrass Ridge Dr.**	**Project Name:**	**Ehrhart Residence**
Parcel:	**03-57-077-002-00**	**Plan Date:**	**May 15, 2026**
Acreage:	**2.97**	**Zoning District:**	**PUD/CRC**
Complete:	**Yes**	**Recommendation:**	**Conditional Approval**
City Staff:	**Grayson Moore**	**Consultant:**	**David M. Jirousek, AICP**

Overview

The applicant has applied to construct a single-family residential dwelling within a previously approved Planned Unit Development (PUD). The dwelling is proposed as a two-story home with a walkout basement, a pool, and an attached garage with a second-story living space. This memo provides a compliance review of all applicable zoning standards and requirements, in accordance with all applicable resolutions and the overall PUD plan (sheet C-102A).

Background

The subject lot originally fell within an area designated as "Undeveloped Property" on a site plan associated with a 2013 special land use application, which was approved for eight single-family lots on a portion of the property. The original development was authorized under Resolution No. 131203-A, A Resolution Approving a Special Land Use and Site Plan for the Former Presbyterian Camp Property (i.e., the Barker Application 13-013) to be Developed for Single-Family Residential Homes and to Attach Reasonable Conditions to Such Development. Under "Conditions and Requirements/Statement of Conditions" within the resolution, it states the following:

> *The Undeveloped Property shall remain undeveloped and no residences or buildings shall be built thereon (with the exception of the improvements specified herein) until and unless the Developer applies for and obtains a formal amendment to both the Approved Site Plan and the special land use approval contained in this Resolution or as part of a*

new zoning application or review.

A development plan for additional homes was considered as a new zoning application and reviewed in 2015 as part of an amendment to the overall development plan. Resolution No. 150610-A was approved for additional homes within the previously classified Undeveloped Property (Resolution Approving a Planned Unit Development for the Property Commonly Known as 631 Perryman). As a part of Resolution No. 150610-A, site plan review of all single-family dwellings is required.

In accordance with the PUD approval, development review is subject to specified PUD modifications and conditions, Conservation, Recreation and Camp District (CRC) requirements, as applicable, and general zoning requirements. Additionally, the review considers all applicable conditions and requirements of Resolution No. 131203-A (as confirmed in a related 9-24-15 consent judgment), although much of what applies to the Undeveloped Property under Resolution No. 131203-A is covered by Resolution No. 150610-A and other existing zoning requirements.

Zoning Commentary

This section includes a general review of the requirements referenced in Resolution No. 150610-A and the Zoning Ordinance.

PUD Requirements: The table below outlines the dimensional requirements for the subject PUD.

Regulation	**Requirement**	**Review Comment**
Front Setback	20 feet (PUD modification)	Complies
Side Setback	5 feet (PUD modification)	Complies
Rear Setback	10 feet (PUD modification)	Complies
Maximum Height	30 feet* (PUD modification)	Complies. Fire Department approval was secured.
Maximum Lot Coverage	5%	Complies. The 2.69-acre lot is 129,229 square feet, and proposed lot coverage is 4,224 square feet (3.27%).
* The PUD plan states that "no building shall have a building height exceeding 30 feet as measured from the highest level fire department vehicle access and the eave of the pitched roof." The applicant has proposed a flat roof, which was not contemplated in the PUD plan. The height requirement was based on Section D105.1 of the International Fire Code (IFC), which states that flat roof measurements are taken at the "top of parapet walls."		

Site and Vegetation Restoration: Resolution No. 150610-A references compliance with Section 154.027 (F)(5-6) of the Zoning Ordinance, which outlines restoration requirements but does not include a specific replanting requirement. Approval by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) states the following:

> *Restore all areas disturbed by the construction of the house and supporting structures, by planting native species as described in the submitted vegetation assurance. This will include the planting of new native tree specimens to replace all live trees over a diameter at breast height (DBH) of 3 inches removed as part of this project. The number of replacement trees shall be as described in on the attached revegetation plan. The replacement trees will be 4 feet in height or greater than 2 inches in caliper size and planted in the areas identified by the permittee.*

The vegetation assurance plan states that 66 trees were removed and that revegetation efforts will involve planting 67 native trees. All exposed soils will be re-vegetated with native species or covered with a weed-free biodegradable mulch blanket to stabilize soils and allow dead leaf material to accumulate, if deemed appropriate by the landscape. Additionally, the property will be restored and stabilized with backdune vegetation. However, a landscape plan showing the replanting was not provided.

The Planning Commission must approve the vegetative removal plan and vegetation assurance plan and may require amendments or impose additional conditions. Restoration must take place within 60 days of the normal planting season after the final building inspection. The Planning Commission may endorse the plan approved by EGLE, but it is recommended that the landscape plan sheet be provided for administrative review.

Other General Zoning Requirements: The proposal complies with other single-family dwelling requirements, including those related to minimum area, driveways, setback encroachments, and parking.

Resolution No. 131203-A

The requirements of Resolution No. 131203-A are primarily related to the "Residential Property" as opposed to the "Undeveloped Property." Additionally, the resolution acknowledges that no zoning approvals were issued for the Undeveloped Property. However, paragraph e under Conditions and Requirements/Statement of Conditions applies several conditions related to motorized vehicle use, outdoor lighting, vegetation replanting after structure removal, and the removal of trees and other vegetation.

Resolution No. 150610-A and the Zoning Ordinance cover these issues with more specificity, and no compliance issues with Resolution No. 131203-A are evident. Further, the current site plan also complies with the conditions previously applied to individual lots within the "Residential Property" designated area, which is covered by the special land use approval

(outside of the PUD boundary). Most notable is the vegetative removal plan, which is also covered by the Resolution No. 150610-A and Section 154.027 (F)(5-6) of the Zoning Ordinance.

Site Plan Standards of Approval

Applications: The submittal is sufficiently complete for review in accordance with Section 154.061, however, exterior lighting specifications must be provided. The applicant provided copies of approvals from EGLE (NREPA), Fire Department, and Allegan County Health Department (septic and SESC). Public water connection and engineering approvals remain outstanding.

Standards for Formal Site Plan Approval: The following standards for site plan review and approval apply to the project per Section 154.063. Comments related to each standard are provided for the Planning Commission's consideration.

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

   Comment: The overall development plan blends into the landscape and is consistent with the intended character of the PUD. Development will not impact adjacent and nearby properties.

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

   Comment: The proposed area of disturbance appears to limit the overall impact of site work. Alterations to the topography appear to be the minimum necessary to provide the most appropriate building site.

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

   Comment: Existing vegetation and hilly topography outside of the limits of disturbance will provide visual screening. No additional screening is recommended.

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

   Comment: The Fire Department approved the plans on November 25th, 2025.

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

Comment: The PUD plan indicates trails throughout the development. A boardwalk is proposed across the property for public resident access to the beach.

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

Comment: The street already exists, and pathways/boardwalks are incorporated in the plan.

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

Comment: The street has already been constructed.

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

Comment: The City's engineering consultant has reviewed the plans and has provided comments. All engineering comments must be addressed prior to development.

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

Comment: This standard applies to non-residential development.

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

Comment: Outdoor light fixture specifications were not provided.

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

Comment: Not applicable.

Recommendation

We recommend conditional approval of the site plan based on compliance with zoning requirements and the satisfaction of most of the site plan review standards. Approval is recommended with the following conditions to ensure compliance with the remaining standards and requirements. A sample motion is included below.

I move to approve the site plan for the proposed dwelling and site improvements at 150 Dunegrass Ridge Drive based on a review against the Conservation, Recreation and Camp District (CRC) requirements, general zoning requirements, Resolution No. 131203-A, Resolution No. 150610-A, and Section 154.063 Standards for formal Site Plan Approval, as documented in the June 12, 2026, staff report. Approval is contingent upon the following:

1. *Satisfy all City engineering review comments.*
2. *Secure public water service approval.*
3. *Provide compliant residential exterior light fixture specifications.*
4. *Provide the landscaping plan sheet for administrative review.*
5. _____
6. _____
7. _____

Application Fee: $750
Escrow Deposit: $2,000

Site Plan Review Application

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

Location Information

Address 150 Dunegrass Ridge Parcel Number 57-077-002-00

Applicants Information

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

Interest In Project _____ E-Mail _____

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

Signature Corey Judson Digitally signed by Corey Judson Date: 2026.06.01 07:28:43 -04'00' Date 6/1/2026

Owners Information (if different from applicants)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature DocuSigned by: Tom Elerhart 93A51045980445... Date 06/01/2026

Contractors/ Developers Information (unless proposed work is to be done by the property owner)

Name Zahn Builders, Inc Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number 2102153791 Expiration Date 5/31/2029

PROPERTY INFORMATION

Depth _____ Width_____Size _____ Zoning District_____Current Use _____

Check all that apply:

Waterfront X_____Historic District_____Dunes X_____ Vacant X_____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Construct a new single-family residential home with detached garage (connected by a bridge) that will be supported by a combination basement and slab-on-grade foundation. Additional work will include attached patios, decks, an outdoor pool, walkways, retaining walls, a new driveway, storm water collection and disposal systems, a new septic system, landscaping around the new house with native plants and connections to public and private utilities. The foundation footprint of the new house will be approximately 1,787 square feet in size with the detached garage having a footprint of approximately 925 square feet. Install concrete retaining walls to support the exterior patio and pool areas. Restore all areas disturbed by the construction of the house, garage, driveway, septic system, retaining walls and supporting structures with native dune vegetation per the submitted and attached vegetation assurance.

Site Plan Review Application

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

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

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

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

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

STANDARDS FOR APPROVAL (SECTION 154.063)

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 shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? 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?

Building placement, access drives, parking areas, landscaping, utilities, and stormwater facilities have been arranged to work with the natural characteristics of the site while minimizing disturbance.

(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?

Vegetation removal will be limited to those areas reasonably necessary for construction and site operations in accordance with EGLE Vegetation Assurance Plan. Disturbed areas will be minimized through efficient site design and construction practices, reducing impacts to existing natural resources.

(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? N/A - Residence sits alone at end of street with no adjacent neighbors.

(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? We have site plan approval from Saugatuck Township Fire.

(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.)

N/A

(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?

N/A

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

N/A

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

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

N/A

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

Exterior lighting will be shielded and directed downward to minimize glare and prevent light trespass onto adjacent properties.

Fixtures will be positioned to avoid impairing the vision of motorists on nearby streets while providing adequate site illumination for safety and security.

No flashing, blinking, or intermittent lighting is proposed.

ELEVATION NOTES:

HEAD HEIGHTS NOTED ARE FROM TOP OF UNIT TO TOP OF FINISH FLOOR. COORDINATE ROUGH OPENING RECOMMENDED BY MANUFACTURER WITH TOP OF UNIT HEAD HEIGHT.

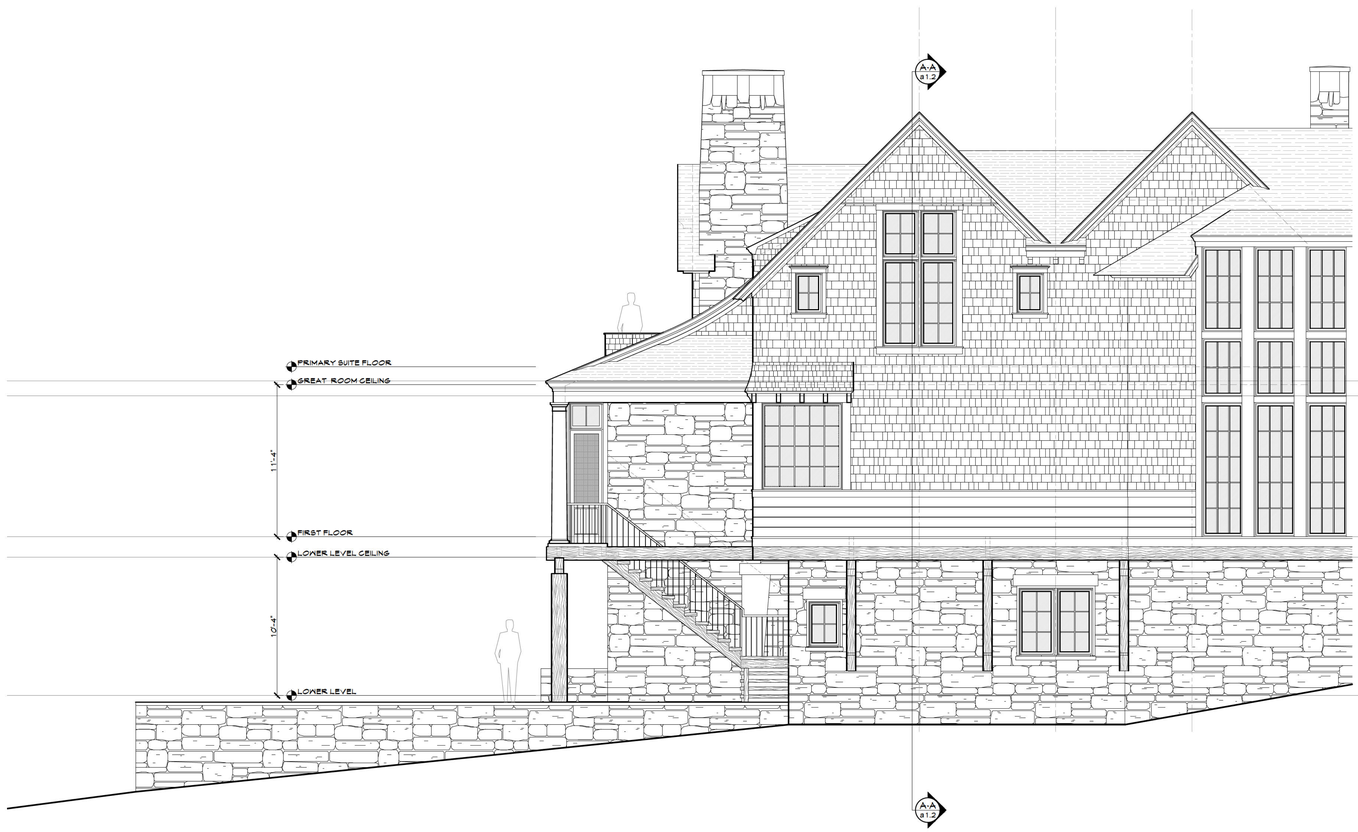
WINDOW SHOP DRAWINGS TO BE SUBMITTED TO ARCHITECT FOR DESIGN REVIEW. GENERAL TO REVIEW WITH ANY BUILT ROUGH OPENINGS

ANY OPERABLE WINDOWS LOCATED 6'-0" ABOVE FINISHED GRADE AND LESS THAN 24" INCHES ABOVE ADJACENT INTERIOR FLOOR MUST BE EQUIPPED WITH A WINDOW OPENING CONTROL DEVICE THAT LIMITS THE INITIAL WINDOW OPENING TO NO MORE THAN 4 INCHES.

PROVIDE TEMPERED GLAZING WHEN WITHIN 24" OF DOORS, ADJACENT TO TUBS AND STAIRS, SHOWER ENCLOSURES, GLAZING WITHIN 18" OF THE FINISHED FLOOR AND OTHER REQUIRED AREAS AS PER THE IRC. ALL SAFETY GLASS SHALL BE PERMANENTLY LABELED.

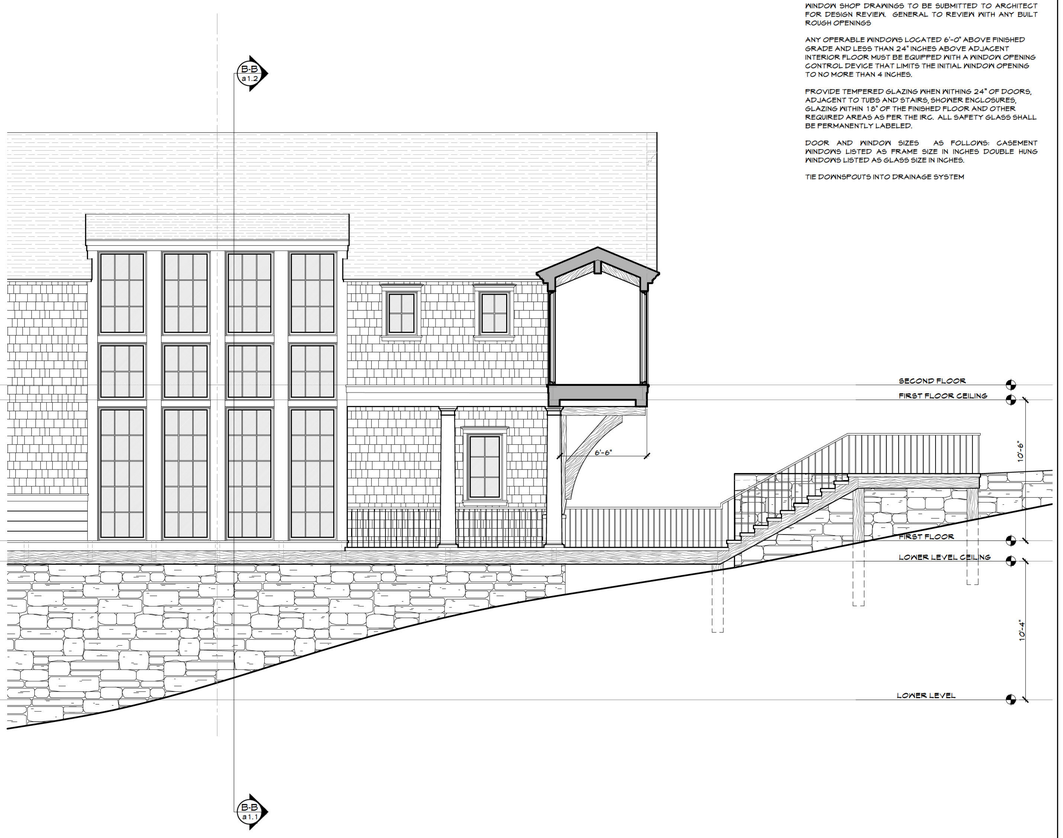
DOOR AND WINDOW SIZES AS FOLLOWS: CASEMENT WINDOWS LISTED AS FRAME SIZE IN INCHES. DOUBLE HUNG WINDOWS LISTED AS GLASS SIZE IN INCHES.

TIE DOWNSPOUTS INTO DRAINAGE SYSTEM



EAST ELEVATION

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





WEST ELEVATION

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



MICHAEL ABRAHAM
ARCHITECTURE

The Ehrhart Residence

150 Dunegrass Ridge
Saugatuck, MI

DOCUMENT:
Issued For Modified EGLE Permit 1.22.26
Issued For Builder Review 4.20.26

NOT FOR CONSTRUCTION

DRAWN BY: BB

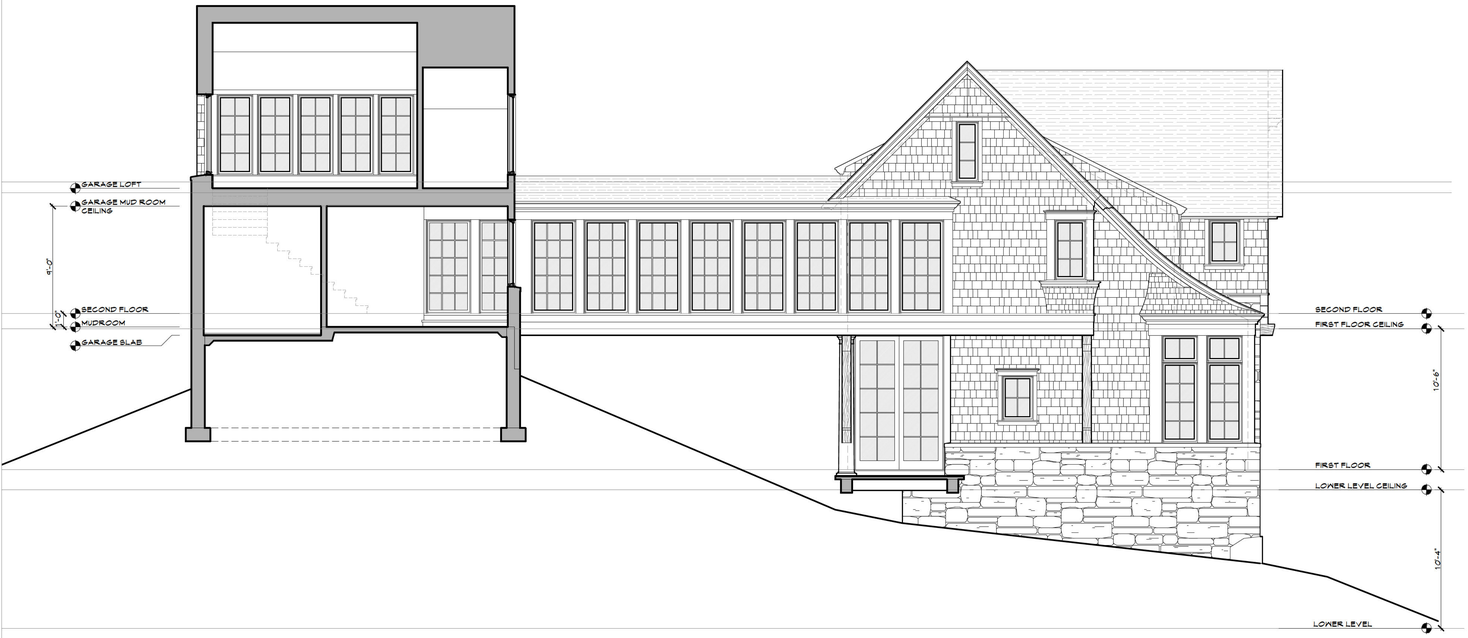
CHECKED: MA

PROJECT NO: 25015

West and East Elevations

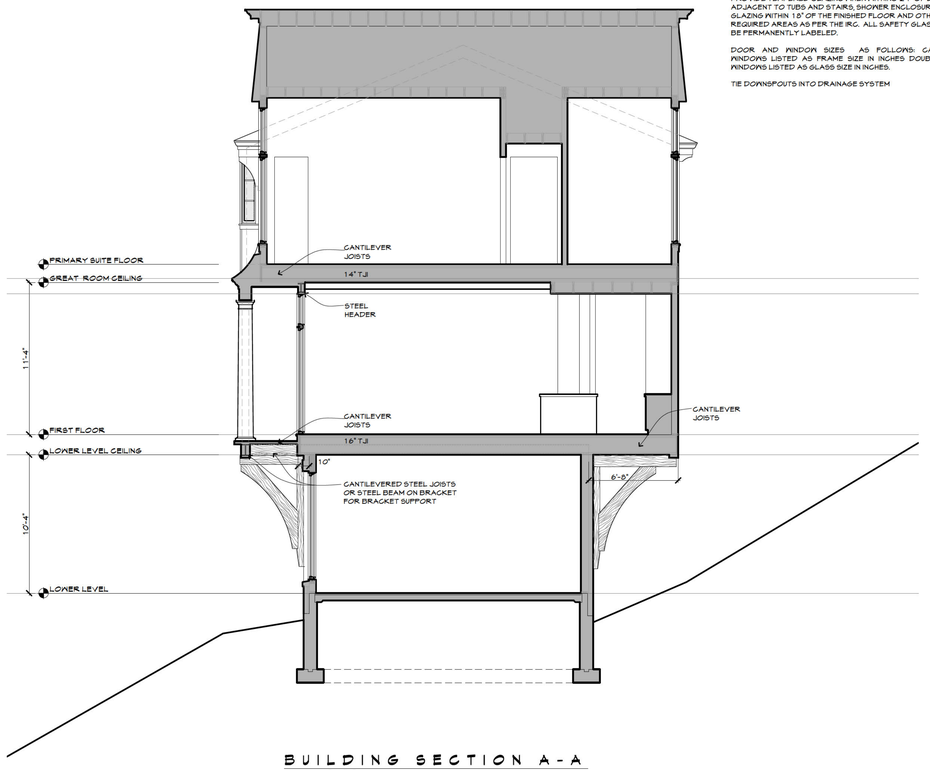
148 Burlington Avenue

a1.1



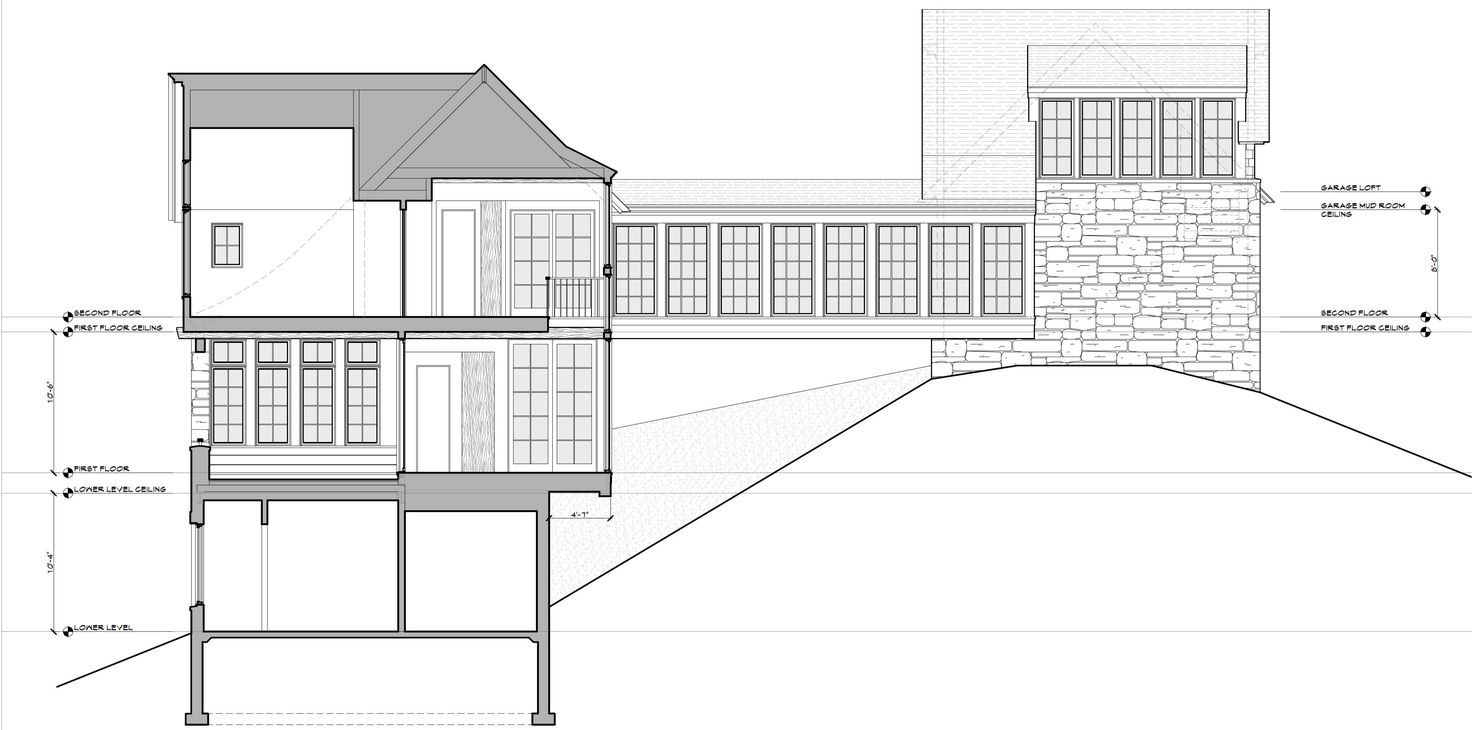
NORTH ELEVATION/SECTION C-C

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



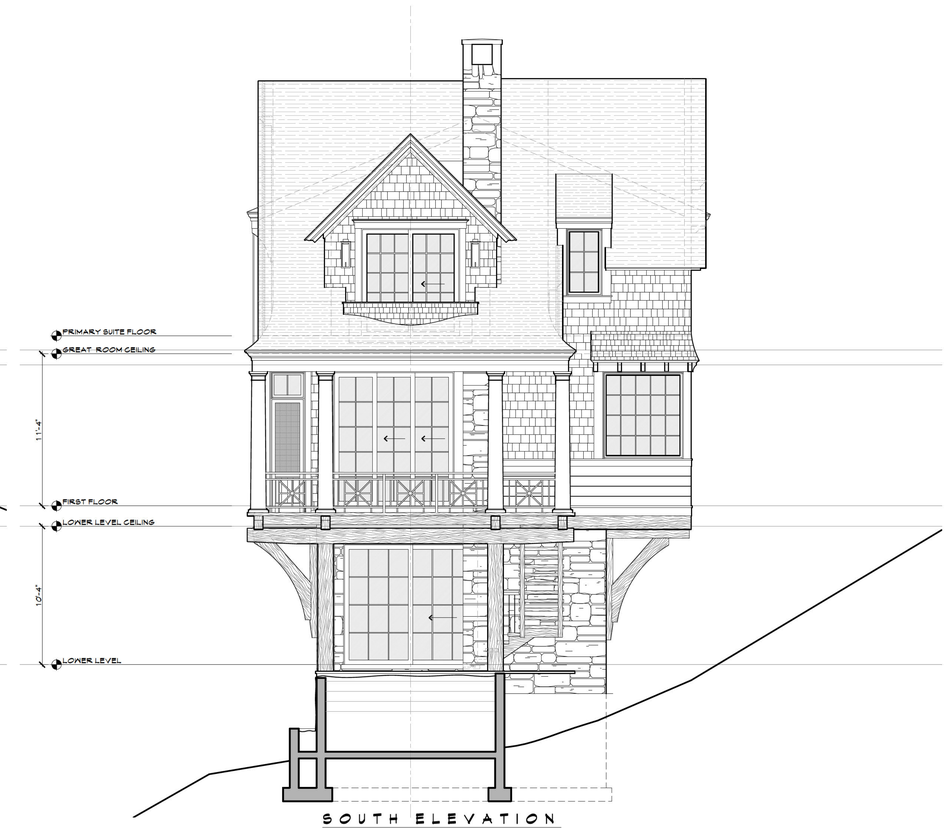
BUILDING SECTION A-A

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



SOUTH ELEVATION/SECTION B-B

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



SOUTH ELEVATION

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

ELEVATION NOTES:

HEAD HEIGHTS NOTED ARE FROM TOP OF UNIT TO TOP OF FINISH FLOOR. COORDINATE ROUGH OPENING RECOMMENDED BY MANUFACTURER WITH TOP OF UNIT HEAD HEIGHT.

WINDOW SHOP DRAWINGS TO BE SUBMITTED TO ARCHITECT FOR DESIGN REVIEW. GENERAL TO REVIEW WITH ANY BUILT ROUGH OPENINGS

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DOOR AND WINDOW SIZES AS FOLLOWS: CASEMENT WINDOWS LISTED AS FRAME SIZE IN INCHES DOUBLE HUNG WINDOWS LISTED AS GLASS SIZE IN INCHES.

TIE DOWNSPOUTS INTO DRAINAGE SYSTEM

MICHAEL ABRAHAM ARCHITECTURE

The Ehrhart Residence

150 Dunegrass Ridge
Saugatuck, MI

DOCUMENT:
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Issued For Builder Review 4.20.26

NOT FOR CONSTRUCTION

DRAWN BY: BB

CHECKED: MA

North,South Elev/Sections

PROJECT NO: 2501.5

148 Burlington Avenue



NORTH GARAGE ELEVATION
SCALE: 1/4" = 1'-0"

ELEVATION NOTES:

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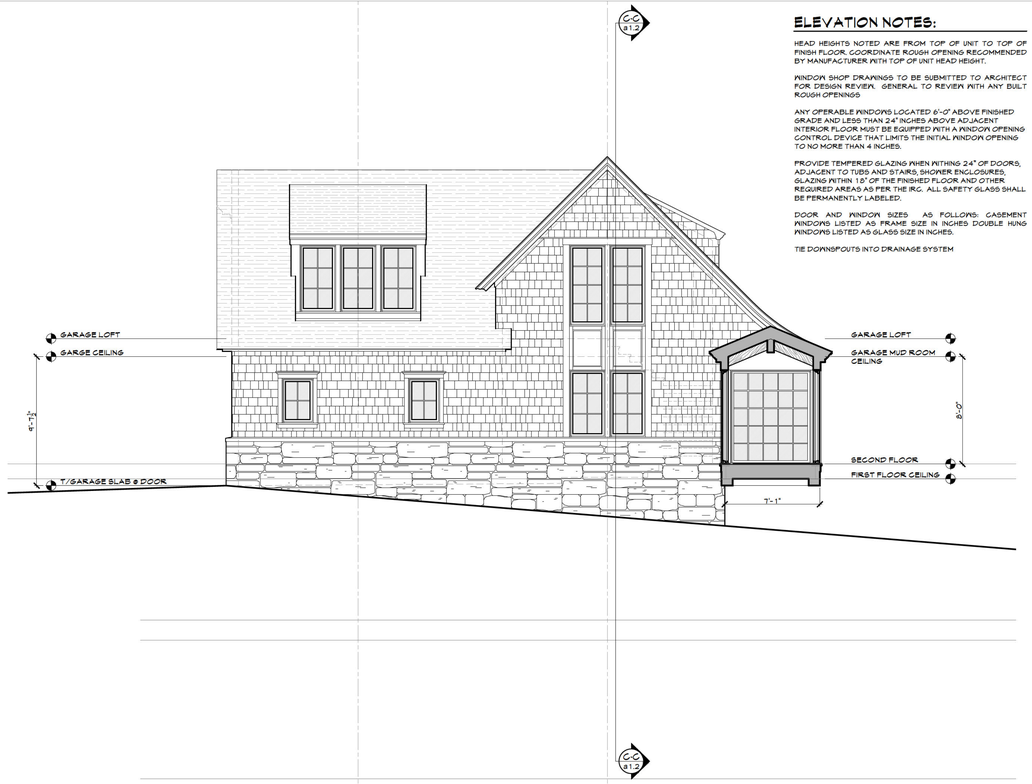
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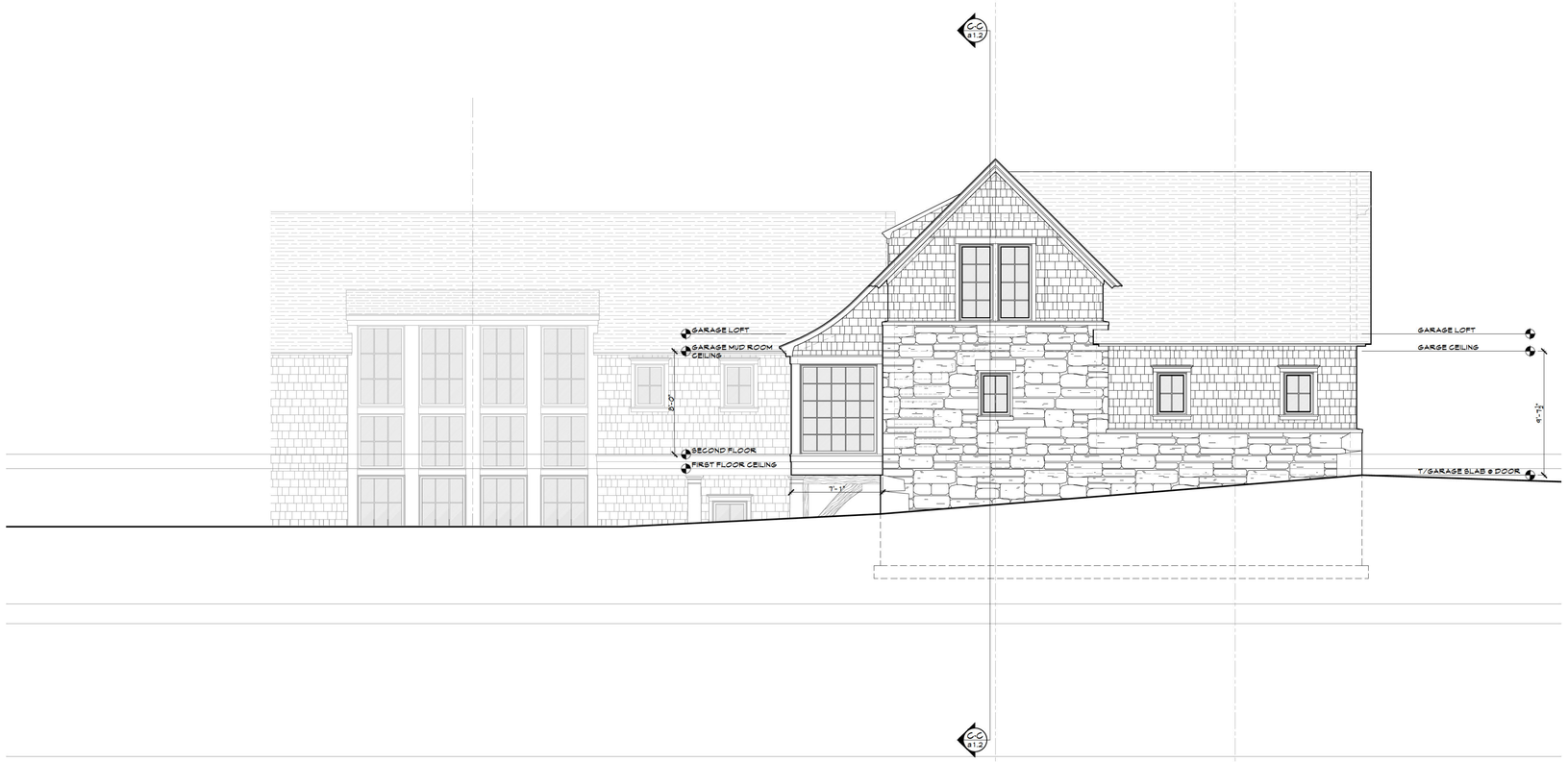
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TIE DOWNSPOUTS INTO DRAINAGE SYSTEM



WEST GARAGE ELEVATION
SCALE: 1/4" = 1'-0"



WEST GARAGE ELEVATION
SCALE: 1/4" = 1'-0"

MICHAEL ABRAHAM
ARCHITECTURE

The Ehrhart Residence
150 Dunegrass Ridge
Saugatuck, MI

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NOT FOR CONSTRUCTION

DRAWN BY: BB
CHECKED: MA

Garage Elevations

PROJECT NO: 25013

148 Burlington Avenue

GENERAL FDN PLAN NOTES:

ALL CONSTRUCTION SHALL BE IN CONFORMANCE WITH LOCAL, STATE AND NATIONAL CODES.

USE FIGURED DIMENSIONS ONLY. DRAWINGS ARE NOT TO BE SCALED. ANY DIMENSIONAL DISCREPANCIES ARE TO BE BROUGHT TO THE ARCHITECTS ATTENTION AFTER THE CONTRACTOR HAS FIELD VERIFIED ALL DIMENSIONS.

ANY DISCREPANCIES IN REINFORCING OF CONCRETE TO BE BROUGHT TO ARCHITECT OR STRUCTURAL ENGINEER'S ATTENTION PRIOR TO CONCRETE POURING.

CONTRACTOR TO EVALUATE SOIL UPON EXCAVATION. CONTACT SOILS ENGINEER AS NEEDED.

REFER TO SOILS REPORT FOR ANY SUBSURFACE PREPARATIONS UNDER CONCRETE FOOTINGS AND SLABS.

ALL FOOTINGS SHALL BEAR ON UNDISTURBED SOIL OR COMPACTED FILL HAVING A MINIMUM ALLOWABLE BEARING CAPACITY OF 1500 PSF.

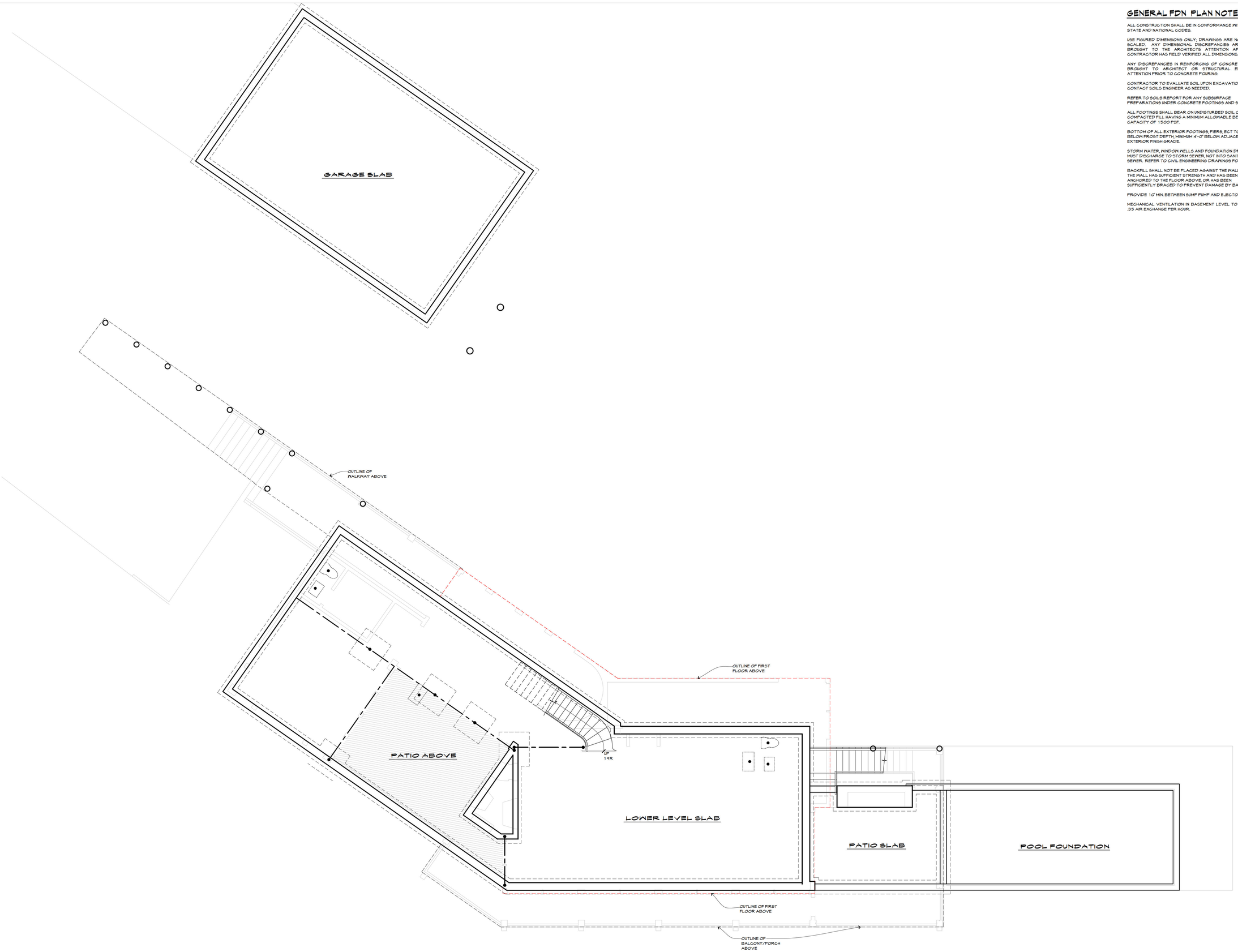
BOTTOM OF ALL EXTERIOR FOOTINGS, PIERS, ECT TO BE BELOW FROST DEPTH, MINIMUM 4'-0" BELOW ADJACENT EXTERIOR FINISH GRADE.

STORM WATER, WINDOW WELLS AND FOUNDATION DRAINS MUST DISCHARGE TO STORM SEWER, NOT INTO SANITARY SEWER. REFER TO CIVIL ENGINEERING DRAWINGS FOR FINAL.

BACKFILL SHALL NOT BE PLACED AGAINST THE WALL UNTIL THE WALL HAS SUFFICIENT STRENGTH AND HAS BEEN ANCHORED TO THE FLOOR ABOVE, OR HAS BEEN SUFFICIENTLY BRACED TO PREVENT DAMAGE BY BACKFILL.

PROVIDE 10' MIN. BETWEEN SUMP PUMP AND EJECTOR PIT.

MECHANICAL VENTILATION IN BASEMENT LEVEL TO PROVIDE .35 AIR EXCHANGE PER HOUR.



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

MICHAEL ABRAHAM
ARCHITECTURE

The Ehrhart Residence
150 Dunegrass Ridge
Saugatuck, MI

DOCUMENT:
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Issued For Owner Meeting 3.11.26
NOT FOR CONSTRUCTION

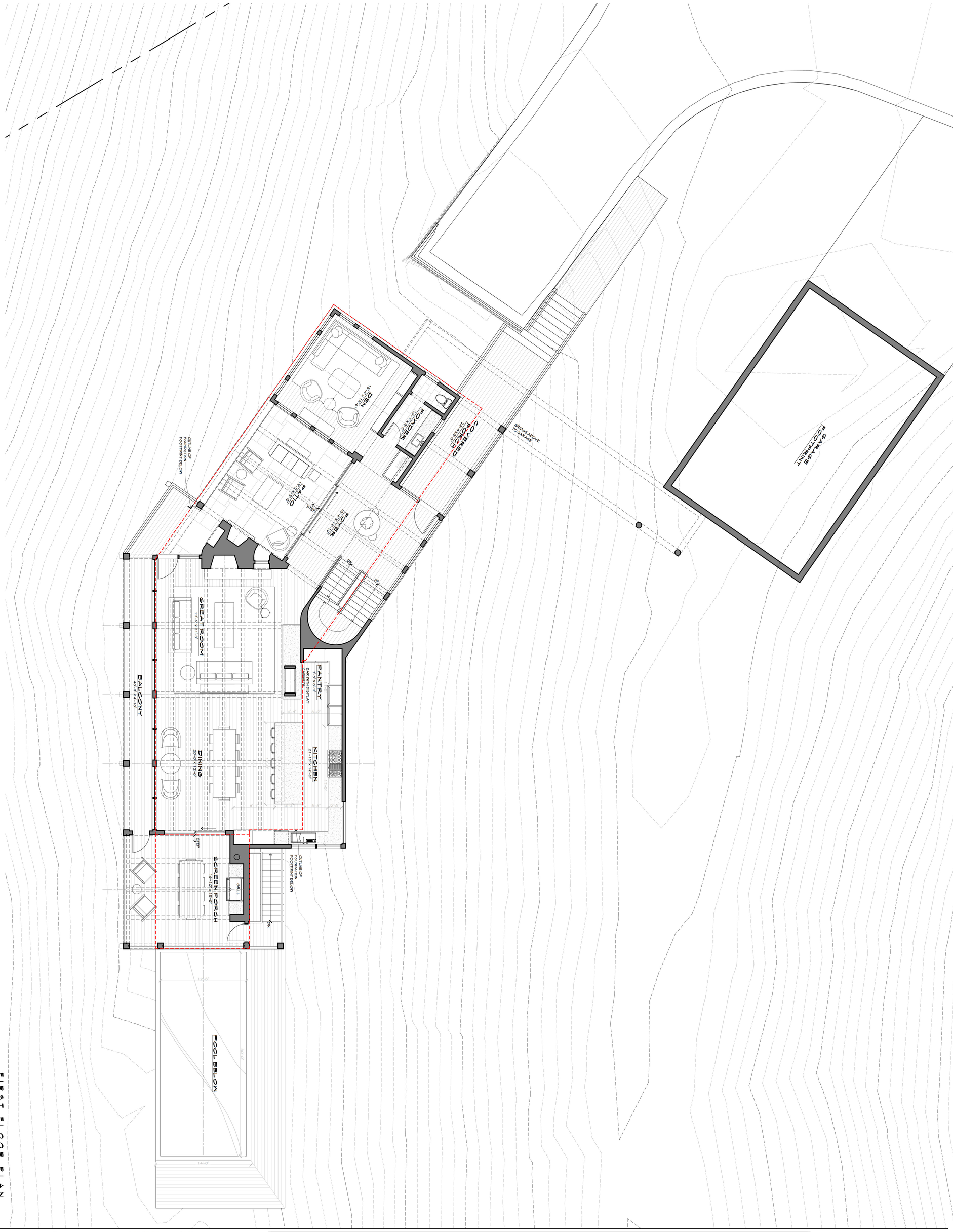
DRAWN BY: BB
CHECKED: MA

Foundation Plan

PROJECT NO: 25015

a2.0a

148 Burlington Avenue



FIRST FLOOR PLAN

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

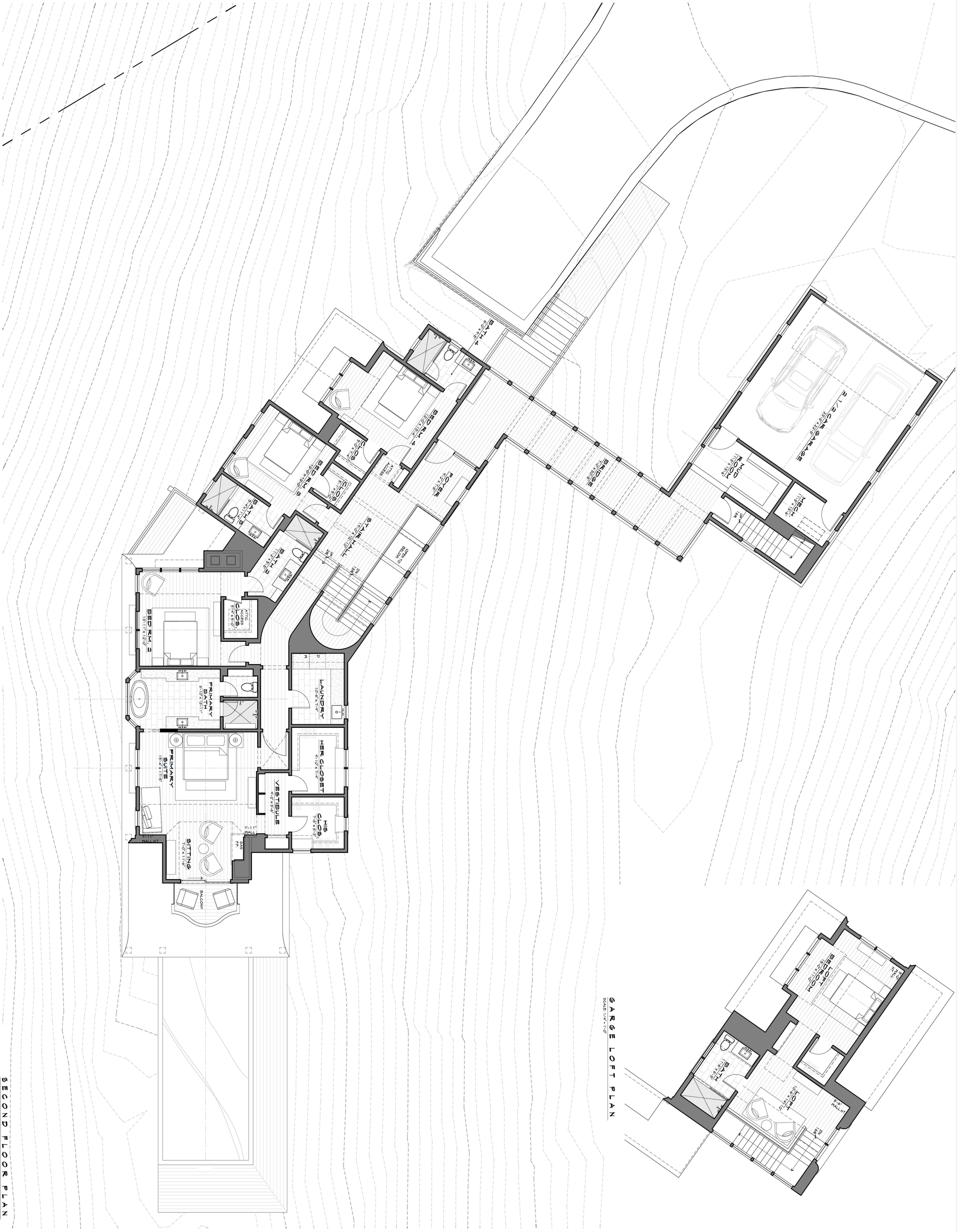
a2 1 23

First Floor Plan	**DRAWN BY:** BB	**DOCUMENT:** Issued For Modified EGLE Permit 1.22.26 Issued For Owner Meeting 3.11.26	
PROJECT NO: 25013	**CHECKED:** MA	NOT FOR CONSTRUCTION	

The Ehrhart Residence

150 Dunegrass Ridge
Saugatuck, MI

MICHAEL ABRAHAM ARCHITECTURE



SECOND FLOOR PLAN

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

GARGE LOFT PLAN

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

a22

Second Floor Plan

PROJECT NO: 25013

DRAWN BY: BB

CHECKED: MA

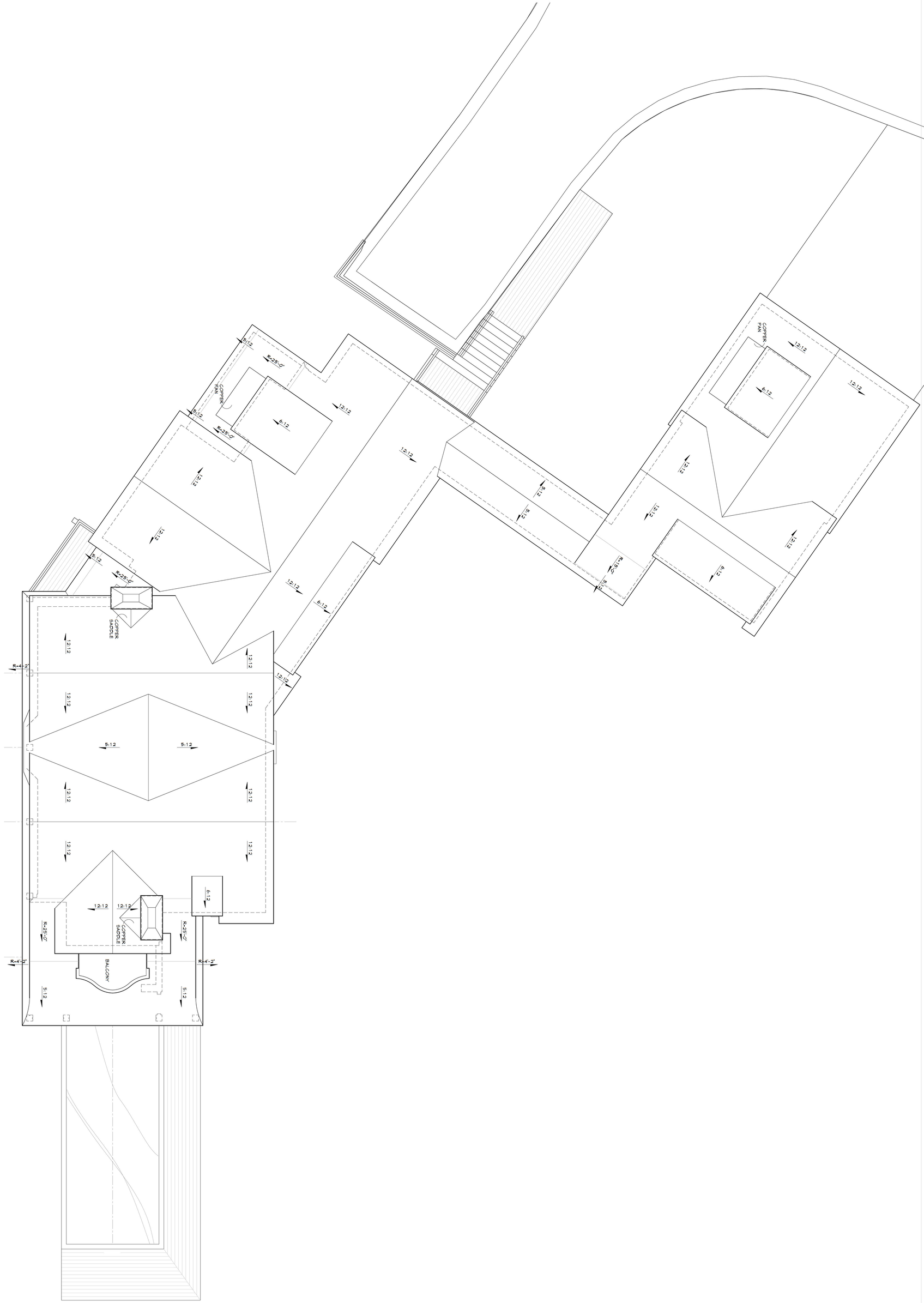
DOCUMENT:
Issued For Modified EGLE Permit 1.22.26
Issued For Builder Review 4.20.26

NOT FOR CONSTRUCTION

The Ehrhart Residence

150 Dunegrass Ridge
Saugatuck, MI

MICHAEL ABRAHAM ARCHITECTURE



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

a23	Roof Plan	**DRAWN BY:** BB	**DOCUMENT:** Issued For Modified EGLE Permit 1.22.26 Issued For Builder Review 4.20.26	The Ehrhart Residence 150 Dunegrass Ridge Saugatuck, MI	MICHAEL ABRAHAM ARCHITECTURE
23	**PROJECT NO:** 25013	**CHECKED:** MA	NOT FOR CONSTRUCTION		



LOWER LEVEL PLAN

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

a24	Lower Level Plan	**DRAWN BY:** BB	**DOCUMENT:** Issued For Modified EGLE Permit 1.22.26 Issued For Owner Meeting 3.11.26	The Ehrhart Residence 150 Dunegrass Ridge Saugatuck, MI
2504		**PROJECT NO:** 25013	**CHECKED:** MA	NOT FOR CONSTRUCTION

MICHAEL ABRAHAM ARCHITECTURE

N87°59'05"E 331'±

5' SIDE SETBACK

157.92'

APPROX. CREST OF DUNE (FROM PERMIT APPLICATION SKETCHES OF DUNEGRASS DATED JULY 1, 2016)

CREST OF DUNE

STEEP SLOPE BOUNDARY

LIMIT OF DISTURBANCE

PROPOSED FOOTPRINT (SEE A2.0)

OUTLINE OF FIRST FLOOR ABOVE

OUTLINE OF BALCONY /PORCH ABOVE

PATIO ELEV= 640.67

POOL

LOWER LEVEL SLAB ELEV=641.17

OUTLINE OF WALKWAY ABOVE

OUTLINE OF FIRST FLOOR ABOVE

OUTLINE OF PREVIOUSLY APPROVED FOOTPRINT

TEMPORARY SAND STAGING AREA

BEACH ACCESS 4'-0" STAIR ON HAND DUG POSTS

LIMIT OF DISTURBANCE

STEEP SLOPE BOUNDARY

EXISTING PATH

APPROX. CREST OF DUNE

10' REAR SETBACK

N82°40'30"W 602'±

ENTRANCE TO COMMUNITY STAIR DOWN TO BEACH

449.21'

GAS

WATER

BENCHMARK #102
ELEV. = 661.35

FIRE HYDRANT LOCATION

GAS/WATER ACCESS

BENCHMARK #1003
ELEV. = 657.56

EXISTING DRIVEWAY

6" STEEL RETAINING WALL

OUTLINE OF PROPOSED DRIVEWAY

GARAGE SLAB ELEV=663'

OUTLINE OF PREVIOUSLY APPROVED FOOTPRINT

LIMIT OF DISTURBANCE

STEEP SLOPE BOUNDARY

DIRECTIONAL BORE BORE SEPTIC FORCEMAIN TO DRAINAGE FIELD

STORMWATER DIRECTIONAL BORE TO LEACH BASIN

4'-0" DIAMETER LEACH BASIN

N56°36'32"W 302.15'

58.20' FRONT SET BACK

4'-0" BOARDWALK ON HAND DUG POSTS

EXISTING TRAIL WILL BE USED FOR TEMPORARY CONSTRUCTION ACCESS TO INSTALL LEACH BASIN

PROPOSED SEPTIC 5'X8' (1,000 GAL) EACH, 2' APART. TANKS ARE MORE THAN 75' FROM THE CREST OF THE DUNE

RESERVE SEPTIC FIELD NOT TO BE CONSTRUCTED AT THIS TIME

24'X50' RESERVE SEPTIC FIELD

24'X50' SEPTIC FIELD

10'-0"

10'-0"

5' SIDE SETBACK

N29°42'36"E 134.61'

LOT COVERAGE INFORMATION SEE SHEET 02.1

LOT AREA=	129,229.14 SF
ALLOWABLE LOT COVERAGE=	6,461.46 SF (.05*129,229.14)
PROPOSED LOT COVERAGE=	4,223.94 SF

ARCHITECTURAL SITE PLAN

SCALE: 1" = 1'-0"

MICHAEL ABRAHAM ARCHITECTURE

The Ehrhart Residence
150 Dunegrass Ridge
Saugatuck, MI

DOCUMENT:
Issued For Modified EGLE Permit 1.22.26
Issued For Permit 5.15.26

NOT FOR CONSTRUCTION

DRAWN BY: BB

CHECKED: MA

Architectural Site Plan

PROJECT NO: 25013

t1.1

148 Burlington Avenue

EGLE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
WATER RESOURCES DIVISION
PERMIT

Issued To:

Kristina Ehrhart

[redacted]

Permit No: WRP036690 v1.2
Submission No: HQJ-A04V-W6M6Q
Site Name: 03-150 Dunegrass Ridge Drive-Saugatuck
Issued: April 19, 2023
Revised: May 1, 2026
Expires: April 19, 2028

This permit is being issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); specifically:

☒ **Part 323, Shorelands Protection and Management**
☒ **Part 353, Sand Dunes Protection and Management**

EGLE certifies that the activities authorized under this permit are in compliance with the State Coastal Zone Management Program and certifies without conditions under the Federal Clean Water Act, Section 401 that the discharge from the activities authorized under this permit will comply with Michigan's water quality requirements in Part 31, Water Resources Protection, of the NREPA and associated administrative rules, where applicable.

Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:

Authorized Activity:

Construct a new single-family residential home with detached garage (connected by a bridge) that will be supported by a combination basement and slab-on-grade foundation. Additional work will include attached patios, decks, an outdoor pool, walkways, retaining walls, a new driveway, storm water collection and disposal systems, a new septic system, landscaping around the new house with native plants and connections to public and private utilities. The foundation footprint of the new house will be approximately 1,787 square feet in size with the detached garage having a footprint of approximately 925 square feet. Install concrete retaining walls to support the exterior patio and pool areas. Restore all areas disturbed by the construction of the house, garage, driveway, septic system, retaining walls and supporting structures with native dune vegetation per the submitted and attached vegetation assurance.

All work shall be completed in accordance with the attached plans approved by EGLE on May 1, 2026, and the permit specifications listed herein.

EGLE
WRP036690 v1.2
Approved
Issued On:04/19/2023
Expires On:04/19/2028

Docusign Envelope ID: 653EB598-64C2-8E55-83C8-176E92EC51C3

Waterbody Affected: Lake Michigan
Property Location: Allegan County, City of Saugatuck, Town/Range/Section: 03N16W08; Property Tax No: 03-57-077-002-00

Authority granted by this permit is subject to the following limitations:

A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31 of the NREPA.
C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with 2013 PA 174 (Act 174) and comply with each of the requirements of Act 174.
G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
I. Permittee shall notify EGLE within one week after the completion of the activity authorized by this permit by completing and forwarding the attached preaddressed postcard to the office addressed thereon.
J. This permit shall not be assigned or transferred without the written approval of EGLE.
K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31 of the NREPA, and wetlands).
M. In issuing this permit, EGLE has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, EGLE may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.
N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the state: (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the state, and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act, 1969 PA 306, as amended, challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, EGLE may initiate criminal and/or civil proceedings as may be

EGLE
WRP036690 v1.2
Approved
Issued On:04/19/2023
Expires On:04/19/2028

Docusign Envelope ID: 653EB598-64C2-8E55-83C8-176E92EC51C3

deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.

P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from EGLE. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by EGLE prior to being implemented.

Q. This permit may be transferred to another person upon written approval of EGLE. The permittee must submit a written request to EGLE to transfer the permit to the new owner. The new owner must also submit a written request to EGLE to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties that includes all the above information may be provided to EGLE. EGLE will review the request and, if approved, will provide written notification to the new owner.

R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.

S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.

T. Authority granted by this permit does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, of the NREPA, or the need to acquire applicable permits from the County Enforcing Agent (CEA).

U. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.

V. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.

W. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the water body are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.

X. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the Michigan Department of Natural Resources, Fisheries Division.

Y. Work to be done under authority of this permit is further subject to the following special instructions and specifications:

1. Authority granted by this permit does not waive permit or program requirements under Part 91 of the NREPA or the need to acquire applicable permits from the County Enforcing Agent (CEA). To locate the Soil Erosion Program Administrator for your county, visit www.mi.gov/eglestormwater and select "Soil Erosion and Sedimentation Control Program" under "Related Links."

2. The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive

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the permittee's obligation to acquire any local, county, state, or federal approval or authorization necessary to conduct the activity.

3. No fill, excess soil, or other material shall be placed in any wetland, floodplain, or surface water area not specifically authorized by this permit, its plans, and specifications.

4. This permit does not authorize or sanction work that has been completed in violation of applicable federal, state, or local statutes.

5. The permit placard shall be kept posted at the work site in a prominent location at all times for the duration of the project or until permit expiration.

6. This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by EGLE, will be for a five-year period beginning on the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.

7. The permittee is responsible for acquiring all necessary easements or rights of way before commencing any work authorized by this permit. All construction operations relating to or part of this project shall be confined to the existing right-of-way limits or other acquired easements.

8. Prior to initiation of construction, a preconstruction meeting shall be held with the contractor, permittee or her/his representative(s), and representatives of EGLE. Contact: John Bayha at [redacted]

9. Prior to the initiation of any permitted construction activities, a sedimentation barrier shall be constructed immediately down gradient of the construction site. Sedimentation barriers shall be specifically designed to handle the sediment type, load, water depth, and flow conditions of each construction site throughout the anticipated time of construction and unstable site conditions. The sedimentation barrier shall be maintained in good working order throughout the duration of the project. Upon project completion, the accumulated materials shall be removed and disposed of at an upland (non-wetland, non-floodplain) site and stabilized with seed and mulch. The sedimentation barrier shall then be removed in its entirety and the area restored to its original configuration and cover.

10. This permit was issued after the review of the existing conditions at the project site. The Great Lakes shoreline is always changing. Erosion occurs with fluctuating water levels and storms. Soil types and the presence or absence of plants and trees may also impact the rate of erosion. The location of the landward edge of the zone of active erosion (erosion hazard line) used for this permit may change due to erosion. At the time of construction, the permittee should review the location of the building site with the erosion hazard line and the setbacks. More information is available online at: www.mi.gov/shorelands.

11. The proposed activity is on a bluff greater than 25 feet in height. The 30-year required setback distance from the erosion hazard line for readily moveable structures is 65 feet.

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12. The 60-year required setback distance from the erosion hazard line for non-readily moveable structures is 115 feet.

13. Altering the crest and the area lakeward of the crest by placing retaining walls or other regulated structures, removing soil or vegetation, lowering or raising the elevation of the crest, placing materials or soils lakeward of the crest on the lakeward facing bluff is not permitted.

14. All slopes steeper than one on three (33%) must not be disturbed under any circumstances except as allowed for on the attached drawings for temporary access during construction.

15. All earth moving and contour changes must occur within the “LIMIT OF DISTURBANCE” as depicted on the attached project drawings.

16. Vertically install temporary slope protection (plywood, etc.) prior to the start of the project. The slope protection shall be placed as shown on the attached project plans before the project’s earthwork begins to prevent slope impacts caused by over digging during construction. The slope protection shall remain in place during construction and shall be removed once the project is completed.

17. Vertically install permanent slope protection (steel sheet piling) prior to the start of the project. The slope protection shall be placed as shown on the attached project.

18. Vegetation changes are not permitted more than ten (10) feet outside of the project footprint. All disturbed areas shall be re-vegetated with native dune vegetation and stabilized with temporary measures before or upon commencement of the permitted activity and maintained until permanent measures are in place. The removal and re-establishment of vegetation must be in accordance with the submitted and attached vegetation assurance.

19. Restore all areas disturbed by the construction of the house and supporting structures, by planting native species as described in the submitted vegetation assurance. This will include the planting of new native tree specimens to replace all live trees over a diameter at breast height (DBH) of 3 inches removed as part of this project. The number of replacement trees shall be as described in on the attached revegetation plan. The replacement trees will be 4 feet in height or greater than 2 inches in caliper size and planted in the areas identified by the permittee.

20. The transport of building materials/excavated sand and access to and from the site shall be via the newly permitted driveway and the existing private roadway. Access around the proposed buildings, etc. will be via temporary construction accessways.

21. The temporary construction access as depicted on the attached plans shall not involve a contour change or vegetation removal that increases erosion or decreases stability, except as can be restabilized upon completion of the construction.

22. The temporary access shall be maintained in stable condition, and temporary stabilization measures shall be installed before or upon commencement of the permitted activity and shall be maintained until permanent measures are in place. The restabilization and replanting shall follow the attached stabilization and planting plan. Vegetation shall be monitored for a

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minimum of two growing seasons to ensure the vegetation is fully established in the disturbed area.

23. Impacting the dunes is not permitted outside of the approved disturbance area including activities such as driving machinery on any slopes steeper than one-on-three (33%), or storing (permanently or temporarily) machinery, soil, materials, equipment, or removed vegetation, on any slopes steeper than one-on-four (25%).

24. The construction of porches, decks, landscaping (with the exception of planting native dune vegetation), on-grade walkways, on-grade stairways, and retaining walls which also includes the placement of boulders, are considered uses, and not permitted unless specified in the permit conditions.

25. The underground utility lines must be placed in areas with slopes less than one on four or the lines must be installed using the directional bore method or by hand digging. If the directional bore method is utilized, the bore pits must be located in areas with slopes less than one on four. The disturbed areas must be stabilized and repaired with temporary measures before or upon commencement of the permitted activity and shall be maintained until permanent measures are in place. Trenching areas with slopes steeper than one on four is not permitted.

26. All excess woody debris, concrete, building materials, or other types of soil must be deposited off-site, outside of the Critical Dunes Area.

27. Only clean sand shall be placed in areas depicted on the site plan. Where mature trees are present, sand shall not be placed greater than 2 inches deep. Where shrubs are present, sand shall not be placed greater 3 inches deep. In areas of open sand or dune grass, sand shall not be placed greater than 18 inches deep.

28. There are currently (as of the issuance date of this permit) two neighboring properties in *Dunegrass* that have accessways to the beach for the disposal of excess sand. Permittee shall explore feasibility of depositing excess excavated clean sand on the beach above the ordinary high-water mark (OHWM) of 580.5 feet IGLD85, for Lake Michigan or on-site in areas with slopes less than 33% which do not contain woody vegetation. The sand shall be leveled out immediately and spread to a maximum thickness of one (1.0) foot and planted with native dune vegetation. Machinery is not permitted to be driven down the lakeward facing bluff or on slopes steeper than 33% for the purpose of depositing the excess sand. All excess woody debris, concrete, building materials, or other types of soil must be deposited off site, outside of the Critical Dunes Area.

29. If it is not feasible to dispose of excess excavated sand or soil on-site, then it must be deposited off-site, outside of a regulated critical dune area, floodplain, lake, river, stream, or wetland, and stabilized with temporary measures until permanent measures are in place. Permanent measures shall be in place within five (5) days of achieving final grade.

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Upon signing by the permittee named herein, this permit must be returned to EGLE's Water Resources Division, Kalamazoo District Office, [redacted] for final execution. This permit shall become effective on the date of the EGLE representative's signature.

Permittee hereby accepts and agrees to comply with the terms and conditions of this permit.

X DocuSigned by: Kristina Ehrhart E22C223A88024E9... 4/22/2026

Permittee Date

X Kristina Ehrhart

Printed Name and Title of Permittee

Issued By:

John Bayha, P.E.
District Engineer
Kalamazoo District Office
Water Resources Division
[redacted]

cc: City of Saugatuck Clerk
Allegan County SESC Agent
Allegan County Health Department
Adrienne Peterson, Agent
Laurel Bronkella, Agent

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DocuSigned by:
kristina Ekrhart
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Vegetation Assurance

150 Dunegrass Ridge Drive, City of Saugatuck, Allegan County, Michigan

Project Site Description

The project site is a forested backdune with an existing driveway and retaining walls.

Proposed Development

The development proposes the construction of a new single-family residence with a garage, parking area, septic system, pool, decks, and other associated infrastructure. 66 trees were previously removed under the permit, and 67 native replacement trees will be planted onsite.

Proposed Actions for Maintaining Site Stability During & After Construction

1. No disturbance is proposed outside of the areas of activity. Any incidental disturbance will be restored as deemed appropriate.
2. All trees outside the limits of disturbance will be protected from construction activities.
3. To decrease the risk of oak wilt the oaks will not be pruned, or roots disturbed between April 15 and July 15. Any damage to branches will be painted immediately to prevent infection.
4. All hemlock branches and logs will remain onsite. If a hemlock needs to be moved, a compliance agreement with the Michigan Department of Agriculture and Rural Development will be in place.
5. Care will be taken to follow protocols to prevent the spread of Beech Bark Disease. Material from any potentially infested American Beech trees will remain onsite.

Proposed Revegetation of the Site

1. Upon completion of construction activities, all exposed soils will be re-vegetated with native species or covered with a weed-free biodegradable mulch blanket to stabilize soils and allow dead leaf material to accumulate, if deemed appropriate by the landscape.
2. The permitted removed trees will be replaced onsite with 67 native trees from the below list of native backdune trees.

Common Name	Scientific Name	Category
Balsam Fir	*Abies balsamea*	Tree
Red Maple	*Acer rubrum*	Tree
Sugar Maple	*Acer saccharum*	Tree
Smooth Shadbush	*Amelanchier laevis*	Tree
Alternate Leaved Dogwood	*Cornus alternifolia*	Tree
American Beech~	*Fagus grandifolia*	Tree
Eastern Red Cedar	*Juniperus virginiana*	Tree
Hop-Hornbeam	*Ostrya virginiana*	Tree
Red Pine	*Pinus resinosa*	Tree
Jack Pine	*Pinus banksiana*	Tree
Eastern White Pine	*Pinus strobus*	Tree
Cottonwood	*Populus deltoides*	Tree
Northern Red Oak*	*Quercus rubra*	Tree
Black Oak*	*Quercus velutina*	Tree
Northern White Cedar	*Thuja occidentalis*	Tree
American Basswood	*Tilia americana*	Tree

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DocuSigned by:
kristina Elerhart 4/22/2026
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Eastern Hemlock^	*Tsuga canadensis*	Tree
* = not recommended if Oak Wilt in area ^ = not recommended if Hemlock Woolly Adelgid in area ~ = not recommended if Beech Bark Disease in area		

3. The property will be restored and stabilized with backdune vegetation from the species listed below, or other species deemed appropriate by the landscaper.

Common Name	Scientific Name	Category
Bearberry	*Arctostaphylos uva-ursi*	Shrub
Serviceberry	*Amelanchier interior*	Shrub
Round-Leaved Serviceberry	*Amelanchier sanguinea*	Shrub
Shadbush Serviceberry	*Amelanchier spicata*	Shrub
Bunchberry	*Cornus canadensis*	Shrub
Round-Leaved Dogwood	*Cornus rugosa*	Shrub
Red-Osier Dogwood	*Cornus stolonifera (sericea)*	Shrub
Shrubby Cinquefoil	*Dasiphora fruticosa*	Shrub
Witch Hazel	*Hamamelis virginiana*	Shrub
Beach-Heath	*Hudsonia tomentosa*	Shrub
Kalm's St. John's Wort	*Hypericum kalmianum*	Shrub
Ground Juniper	*Juniperus communis*	Shrub
Creeping Juniper	*Juniperus horizontalis*	Shrub
Hop Tree	*Ptelea trifoliata*	Shrub
Blueleaf Willow	*Salix myricoides*	Shrub
American Yew	*Taxus canadensis*	Shrub
Low Sweet Blueberry	*Vaccinium angustifolium*	Shrub
Velvetleaf Blueberry	*Vaccinium myrtilloides*	Shrub
Wild Columbine	*Aquilegia canadensis*	Forb
Rue Anemone	*Thalictrum thalictroides*	Forb
Jack-in-the-Pulpit	*Arisaema triphyllum*	Forb
Dutchman's Breeches	*Dicentra cucullaria*	Forb
Yellow Trout Lily	*Erythonium Americanum*	Forb
Round-Lobed Hepatica	*Hepatica acutiloba*	Forb
Common Evening Primrose	*Oenothera biennis*	Forb
May-Apple	*Podophyllum peltatum*	Forb
Starry False Solomon's Seal	*Maianthemum stellatum*	Forb
Common Blue Violet	*Viola sororia*	Forb
Horse Mint	*Monarda punctata*	Forb
Hairy Puccoon	*Lithospermum caroliniense*	Forb
Seaside Spurge	*Euphorbia polygonifolia*	Forb
Flowering Spurge	*Euphorbia corollata*	Forb
Hyssop-Leaved Bugseed	*Corispermum hyssopifolium*	Forb
Wild Wormwood	*Artemisia campestris*	Forb
Sand Cress	*Arabidopsis lyrata*	Forb
Marram Grass	*Ammophila breviluglata*	Grass
Canada Wild Rye	*Elymus canadensis*	Grass
Little Bluestem	*Schizachyrium scoparium*	Grass
Pennsylvania Sedge	*Carex pensylvanica*	Sedge
Beach Pea	*Lathyrus japonicus*	Vine
Virginia Creeper	*Parthenocissus quinquefolia*	Vine
Summer Grape	*Vitis aestivalis*	Vine

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MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	**June 12, 2026**	**Meeting Date:**	**June 18, 2026**
Request:	**Zoning Ordinance Text Amendment**	**Applicant:**	**Christopher Khorey/ McKenna**
Complete:	**Yes**	**Recommendation:**	**Table**
City Staff:	**Grayson Moore**	**Consultant:**	**David M. Jirousek, AICP**

Overview

On behalf of the Wickwood Inn, the applicant has requested a zoning text amendment to establish a new lodging use, identified as a "boutique inn." The proposed use is intended to function as a specialized accommodation use that is less intensive and less obtrusive than a hotel/inn and less auto-oriented than a motel, motor court, or motel/motor court, while allowing a broader range of services and amenities than are allowed under a bed and breakfast.

The boutique inn use would permit multiple accommodation buildings and is intended, in part, to accommodate the existing and future operations of the Wickwood Inn. A primary purpose of the amendment is to allow accessory services, amenities, expanded dining options, and event spaces that may serve both overnight guests and the general public. However, the application proposes allowing use in nine zoning districts and has broader implications than the allowable uses at the site at 120 Mary and 510 Butler Street.

Background

The applicant proposes to permit boutique inns by right in all commercial zoning districts where overnight accommodations are already permitted, as well as allow them in R-3 MR (special), R-4 CER (permitted and special), and NHM (special). The applicant contends that the boutique inn use is less intensive than other lodging uses currently allowed within those districts.

A unique distinction applies to the R-4 District, where the Wickwood Inn is located. Boutique inns located within existing buildings on lots abutting the C-1 or C-2 Districts would be permitted by right, which would apply to the Wickwood Inn. New construction of a boutique inn, or a boutique inn located on a lot not abutting a C-1 or C-2 District, would require special land use approval.

The amendment also proposes a new set of use-specific standards within Section 155.022(S), which is currently reserved. Many of the proposed standards are generally consistent with existing bed and breakfast regulations. However, the proposed boutique inn standards would allow restaurants open to the general public, subject to limitations on seating capacity and hours of operation. The proposal would also permit accessory event facilities that are not completely limited to overnight guests. Additional operational standards, including hours of operation, are proposed as part of the amendment.

Analysis

Wickwood Inn and R-4

Our primary concern remains the appropriateness of the proposed boutique inn use within the R-4 District. The R-4 District was established as a residential district with very limited allowable non-residential uses and is intended to serve as a transitional buffer between commercial districts and nearby residential neighborhoods. Previous discussions regarding the Wickwood Inn centered on the concept that lodging uses that exceed the traditional scope of a bed and breakfast constitute a commercial use that is more appropriately located in a commercial zoning district. While this does not necessarily suggest that the property should be rezoned to a commercial district, our concern is the continued expansion of commercial activities within a residential zoning district, especially while the Master Plan effort is currently underway.

We also remain concerned about the increased intensity of use associated with the proposed boutique inn classification, particularly the inclusion of restaurants open to the general public and accessory event facilities not limited to overnight guests. The proposal allows a level of activity that exceeds what has traditionally been contemplated within the R-4 District, particularly at this site.

Additionally, the proposal would permit boutique inns by right within existing buildings located on lots abutting the C-1 or C-2 Districts. Under this approach, the conversion of the Wickwood Inn to a boutique inn, as proposed, would avoid special land use approval or any other discretionary review by the Planning Commission. This would eliminate the Commission's ability to evaluate site-specific impacts and operational characteristics that have been central to previous discussions regarding the Wickwood Inn and similar uses.

Beyond R-4

Beyond the impacts on the R-4 District, we have not had sufficient time to fully evaluate the broader implications of the proposed text amendment. The application materials, which contained the substantive details of the proposal, were submitted on June 4, 2026. As proposed, the boutique inn use would be allowed in several zoning districts. Additional review is necessary to evaluate the long-term implications of introducing this new land use classification throughout the Zoning Ordinance.

Public Notice

We also have concerns regarding the timing of the application and the adequacy of public notice. The substantive amendment request was submitted on June 4, 2026, and the final ordinance language was not prepared until June 12, 2026. The Michigan Zoning Enabling Act requires that the proposed ordinance be available for public inspection when notice of the public hearing is published. Since the submittal occurred less than 15 days before the meeting date, this requirement could not be met.

As such, we do not believe the statutory notice requirements have been fully satisfied. Furthermore, the public notice was prepared before the complete details of the amendment were submitted and therefore does not fully describe the scope of the proposal, including all affected zoning districts, applicable sections, and the scope of proposed regulatory changes.

Recommendation

We recommend that the Planning Commission treat the June 18, 2026, meeting as an introductory discussion of the proposed boutique inn amendment. We also recommend that the Planning Commission postpone formal consideration of the amendment and schedule a new public hearing for the July Planning Commission meeting to ensure that complete ordinance language is available for public review and that notice requirements are fully satisfied.

MCKENNA

June 4, 2026

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

Subject: Proposed Text Amendment to Create "Boutique Inn" Land Use Classification under the Saugatuck Zoning Ordinance

Dear Commissioners,

On behalf of Wickwood Inn (510 Butler Street and 120 Mary Street), we are proposing an amendment to the City of Saugatuck Zoning Ordinance to create a new type of lodging use. The purpose of this new use would be to create a "middle ground" between Bed and Breakfast Establishment and Hotel(Inn). We propose that the new use be called **"Boutique Inn."**

The Zoning Ordinance does include "Motel", "Motor Court", and "Motel/Motor Court' as lodging uses that are less intensive than "Hotel(Inn)." However, those uses have standards that are specific to a mid-century, auto-oriented design, or to a multi-building resort community. They are therefore not appropriate to lodging uses in historic buildings within the City core.

We propose the following amendments to the Zoning Ordinance to create the new lodging use. We look forward to discussing this proposal with the Planning Commission and working together to create an amendment that supports the goals of both Wickwood and the City.

DEFINITION

We proposed that Section 154.005 be revised to add the following definition:

Inn, Boutique: *A lodging use which has sleeping rooms available for rent by transient people on a short-term basis. A Boutique Inn shall include a residential dwelling unit, to be occupied by the property owner on an on-site resident manager. A Boutique Inn may contain amenities, including, but not limited to swimming pool, game room, exercise facilities, or similar amenities, which are for the exclusive use of guests. A Boutique Inn may also contain restaurant and/or event facilities, which shall be operated primarily, though not necessarily exclusively, for the benefit of the overnight guests. A Boutique Inn shall not be considered or construed to be a Hotel(Inn), motel, bed and breakfast establishment, multiple- family dwelling, or similar facility.*

The City may also wish to amend related definitions, like Hotel(Inn) and Bed and Breakfast Establishment (as well as the "Inn" definition, which is just a cross reference to "Hotel(Inn)") to ensure consistency. We can provide wording suggestions if desired.

Rationale: This definition is, intentionally, a combination of the definitions of Hotel(Inn) and Bed and Breakfast Establishment. Like a bed and breakfast, a Boutique Inn would be required to have an on-site owner or resident manager. Like a hotel, it would be permitted to have a full range of amenities and services, with dining and event facilities "primarily" but not "exclusively" for overnight guests. These distinctions are further clarified with more objective regulations proposed for the Use Standards.

STATUS WITHIN ZONING DISTRICTS

The chart below shows the proposed status for “Boutique Inn” in the City’s Zoning Districts.

Zoning District	Proposed Status	Rationale
LI-1	Prohibited	Light Industrial District, not appropriate for Lodging Uses
C-1/CC	Permitted	Appropriate District for Lodging
C-1/WSN	Permitted	Appropriate District for Lodging
C-2/WSS	Permitted	Appropriate District for Lodging
C-2/WSE	Permitted	Appropriate District for Lodging
C-2/WS	Permitted	Appropriate District for Lodging
C-4	Special Land Use	Other Lodging Uses allowed by SLU Only
R-1/CR	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-1/MS	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-1/PN-A	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-1/PN-B	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-1/PS	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-1/PW	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-2/LS	Prohibited	Low Density Residential District, not appropriate for Lodging Uses
R-3/MR	Special Land Use	Bed and Breakfasts are allowable by Special Use in this District
R-4/CER	**See Below**	**See Below**

CRC	Prohibited	Environmental Preservation District, not appropriate for Lodging Uses
C/C	Prohibited	Public Use District, not appropriate for Lodging Uses
NHM	Special Land Use	Bed and Breakfast Permitted by Right Hotel(Inn) Prohibited
SRP	Prohibited	District intended for specific kinds of resorts.

R-4/CER District
For the R-4/CER District, we propose a specialized approach:

- ***Permitted by Right:*** *Boutique Inns located within existing buildings on lots abutting a C-1 or C-2 Zoning District.*

- ***Special Use Permit:*** *New construction for Boutique Inns OR Boutique Inns on lots not abutting a C-1 or C-2 District.*

Rationale: While this system would obviously benefit Wickwood Inn, it also ensures other Boutique Inns are consistent with the Master Plan and the Purpose and Intent of the R-4/CER District, in the following ways:

- It distinguishes between lots on the west side of Butler, which back onto commercial uses on Water Street, and lots on the east side of Butler, which back onto residential uses.

- It encourages the renovation of historic homes into appropriately scaled lodging uses, while requiring Special Use to demolish and replace an existing home.

The Planning Commission may want to create a similar system for Bed and Breakfast Establishments in the R-4/CER District, rather than require Special Use Permits for all Bed and Breakfast Establishments

PARKING REQUIREMENT

We propose that the minimum parking requirement for Boutique Inns be consistent with the requirement for Bed and Breakfast Establishments, which is **1 space per 3 sleeping units.** The parking requirement would be listed in the chart in Section 154.135.

Like all land uses, Boutique Inns would be exempt from parking requirements in the C-1 and C-2 Districts, per Section 154.131.

USE STANDARDS

We propose that the Use Standards be based on the Bed and Breakfast standards in Section 155.022.R, with revisions to allow more operational flexibility for Boutique Inns. We recommend that the following Use Standards be placed in **Section 155.022.S**, which is currently reserved.

- *Rooms utilized for guest sleeping shall not exceed two occupants per room not including children under the age of 12. Each room for guest sleeping shall contain at least 100 net square feet of room size.*
    - This is consistent with current Bed and Breakfast requirements.
- *The Boutique Inn facility and operation shall meet all applicable building, health and related safety codes. All sleeping rooms shall contain a separate smoke detector in proper working order. Each floor of the dwelling shall contain a fire extinguisher in proper working order in conformance with all applicable fire codes.*
    - This is consistent with current Bed and Breakfast requirements.
- *No separate or individual cooking facilities shall be provided for the use of guests, including existing cooking facilities.*
    - This is consistent with current Bed and Breakfast requirements.
- *The Boutique Inn operation may include a wall sign, attached flat against the front face of the dwelling, not to exceed two square feet in area. The sign shall be non-illuminated and designed and constructed consistent with the architectural and aesthetic character of the dwelling to which the sign shall be affixed. In lieu of a wall sign, the Planning Commission may permit a free-standing sign, not to exceed four square feet. (See § 154.141 and Chapter 152).*
    - This is consistent with current Bed and Breakfast requirements.
- *No guest shall reside on the premises for more that 14 consecutive days, and not more than 30 days in any one year.*
    - This is consistent with current Bed and Breakfast requirements.
- *The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor and other external disturbances. Said determination to be based on the judgement of the Zoning Administrator. Approval of the Boutique Inn operation may be conditioned upon the installation of screening, fencing, plantings and/or other such installations and conditions to help ensure compatibility of the Boutique Inn operation with the surrounding area.*
    - This is consistent with current Bed and Breakfast requirements.
- *The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor and other external disturbances. Said determination to be based on the*

judgement of the Zoning Administrator. Approval of the Boutique Inn operation may be conditioned upon the installation of screening, fencing, plantings and/or other such installations and conditions to help ensure compatibility of the Boutique Inn operation with the surrounding area.

  - This is consistent with current Bed and Breakfast requirements.

- *An existing residential structure may be converted to a Boutique Inn and exterior additions to an existing residential structure for the purpose of providing additional rental rooms shall only be allowed if the parcel of property meets all of the provisions of this chapter for the particular zone in which the proposed Boutique Inn is located.*

  - This is mostly consistent with current Bed and Breakfast requirements, except that the conversion of an existing residential structure would not automatically trigger a Special Use Permit.

- *Accessory Guest Units shall be permitted accessory to Boutique Inns, subject to the approval of a Special Use Permit and compliance with the requirements of Section 155.022.R.10.*

  - This would be consistent with Bed and Breakfast requirements.

- *Boutique Inns shall be limited to no more than one guest unit per 1,500 square feet of lot area, inclusive of Accessory Guest Units.*

  - There is currently no limit on the number of rooms in a Bed and Breakfast. Hotels are limited to one guest room per 1,900 square feet of lot area.

- *A restaurant accessory to a Boutique Inn may be open to the general public. The seating capacity of the restaurant shall not exceed two times the number of guest rooms. The restaurant shall not operate after 10 PM, and shall not be open to the general public before 8 AM. A Boutique Inn may provide food or beverage service to overnight guests in locations other than an accessory restaurant, but shall not serve food or drink to the general public outside of an approved accessory restaurant space.*

  - This would be a new standard for Boutique Inns, allowing dining space to be open to the general public, but limiting it in scale. Two times the number of guest rooms is the same as the maximum number of adults who would be permitted to stay overnight at the facility.

  - Unlike Bed and Breakfasts, there is no requirement that breakfast be included in the room rate. But there is also no prohibition on a Boutique Inn providing “free” breakfast.

  - Room service, poolside beverages, and other food and drink service would be allowed for overnight guests only.

- *Boutique Inns may contain an accessory event facility. For any event at the facility, the person named in the reservation for the event space must be an overnight guest, but the event itself may include non-guests. The maximum number of guests at an event shall not exceed six times the number of guest rooms. No event shall begin before 9 AM and no event shall extend beyond 10 PM.*

- This would be a new standard for Boutique Inns, allowing event space to be reserved by overnight guests for events that also include non-guests, but with limitations. Six event attendees per room implies no more than two non-guests for every guest in attendance.

COMPARISON TO WICKWOOD

Below please find a comparison of the operational regulations for Hotel(Inn) and Bed and Breakfast Establishments, as regulated by the Saugatuck Zoning Ordinance, alongside the proposed Boutique Inn standards, and Wickwood's current operations.

Operational Consideration	Hotel (Inn) (Section 154.092.C)	Bed and Breakfast Establishment (154.022.R)	Boutique Inn (Proposed)	Wickwood (Current)
Manager's Quarters	Required	Required	Required	Has Manager's Quarters on Site
Food Service	Can be Open to the General Public	Limited to Overnight Guests Only	Can be Open to the General Public Ratio of Dining Area Capacity to Number of Rooms Cannot Exceed 2:1	Current Serves Overnight Guests Only **Seeking Limited Service to General Public** Current Ratio of Dining Area Capacity to Number of Rooms: 1.4:1
Swimming Pool	For Exclusive Use of Guests	For Exclusive Use of Guests	For Exclusive Use of Guests	Existing Pool is for Exclusive Use of Guests
Game or Recreation Rooms	For Exclusive Use of Guests	For Exclusive Use of Guests	For Exclusive Use of Guests	Indoor and Outdoor Areas for Quiet Recreation, for the Exclusive Use of Guests

Operational Consideration	Hotel (Inn) (Section 154.092.C)	Bed and Breakfast Establishment (154.022.R)	Boutique Inn (Proposed)	Wickwood (Current)
Event Space	Non-Overnight Guests May Participate in Events	Non-Overnight Guests May **Not** Participate in Events	Non-Overnight Guests May Participate in Events Ratio of Event Attendees to Number of Rooms Cannot Exceed 6:1	Events for Overnight Guests Only **Seeking to allow Non-Guests to attend Events.** **Proposed Ratio of Event Capacity to Number of Rooms: 5.4:1**
Maximum Occupants Per Guest Sleeping Room	Up to Building Code Limit	Up to 2, not including children under 12	Up to 2, not including children under 12	All Wickwood guest units designed for up to 2 people.
Building, Fire, and Safety Codes	Compliance Required	Compliance Required	Compliance Required	No Violations
Cooking Facilities in Guest Rooms	Not Prohibited	Prohibited	Prohibited	No Cooking Facilities in Guest Rooms Existing or Proposed
Time Limit on Guest Stays	None in Hotel Regulations	14 Consecutive Days 30 Days per Year	14 Consecutive Days 30 Days per Year	Wickwood does not accept reservations in violation of the limits.
Minimum Parking Requirement	1 per Guest Unit	0.33 per Guest Unit	0.33 per Guest Unit	12 On-Site Parking Spaces (0.85 per Guest Unit)

Operational Consideration	Hotel (Inn) (Section 154.092.C)	Bed and Breakfast Establishment (154.022.R)	Boutique Inn (Proposed)	Wickwood (Current)
Noise Limits	Section 94.04	Section 94.04 and Section 154.022.R.8	Section 94.04 and Section 154.022.R.8	We are not aware of any Noise Complaints.
Conversion of Residential Structure	No Specific Regulations	Subject to Section 154.022.R.9 and Special Use Permit.	Subject to Section 154.022.R.9	Conversions Approved and Complete
Accessory Guest Units	Not Permitted	Permitted Subject to Section 154.022.R.10 and Special Use Permit.	Permitted Subject to Section 154.022.R.10 and Special Use Permit.	Up to 5 Accessory Guest Units Previously Approved

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

Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President

Kyle Mucha, AICP
Principal Planner

Boutique Inn
Proposed Text Amendment

Saugatuck Planning Commission
June 18, 2026

MCKENNA

Proposed “Boutique Inn”

- **New Lodging Classification** under the Saugatuck Zoning Ordinance
- **More expansive** than “Bed and Breakfast Establishment.”
- **Smaller scale** than “Hotel(Inn).”
- No requirements or implication of **auto-centricity** like “Motel”, “Motor Court,” or “Motel/Motor Court.”
- **City-wide** policy update – not specific to Wickwood Inn

Proposed Definition

Inn, Boutique: *A lodging use which has sleeping rooms available for rent by transient people on a short-term basis. A Boutique Inn shall include a residential dwelling unit, to be occupied by the property owner on an on-site resident manager. A Boutique Inn may contain amenities, including, but not limited to swimming pool, game room, exercise facilities, or similar amenities, which are for the exclusive use of guests. A Boutique Inn may also contain restaurant and/or event facilities, which shall be operated primarily, though not necessarily exclusively, for the benefit of the overnight guests. A Boutique Inn shall not be considered or construed to be a Hotel(Inn), motel, bed and breakfast establishment, multiple- family dwelling, or similar facility.*

Bed and Breakfast Establishment: *A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable within certain districts, which has sleeping rooms available for rent by transient people on a short-term basis.*

Proposed Definition

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Hotel (Inn): *A building comprised of attached, furnished, sleeping rooms, containing bathroom facilities, which are accessible by interior hallways, in which transient lodging or boarding are offered to the public for compensation. A hotel may contain a **restaurant(s)**, gift and specialty shop(s), swimming pool and exercise facilities, lounge(s), and conference rooms(s); provided these uses are clearly accessory to the hotel. A hotel shall not be considered or construed to be a motel, bed and breakfast establishment, multiple- family dwelling, or similar facility.*

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Inn, Boutique: *A lodging use which has sleeping rooms available for rent by transient people on a short-term basis. A Boutique Inn shall include a residential dwelling unit, to be occupied by the property owner on an on-site resident manager. A Boutique Inn may contain amenities, including, but not limited to swimming pool, game room, exercise facilities, or similar amenities, which are for the exclusive use of guests. A Boutique Inn may also contain restaurant and/or event facilities, which shall be operated primarily, though not necessarily exclusively, for the benefit of the overnight guests. A Boutique Inn shall not be considered or construed to be a Hotel(Inn), motel, bed and breakfast establishment, multiple- family dwelling, or similar facility.*

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Proposed Status Per Zoning District

LI-1	C-1/CC	C-1/WSN	C-2/WSS	C-2/WSE	C-2/WS	C-4
Prohibited	**Permitted**	**Permitted**	**Permitted**	**Permitted**	**Permitted**	**Special Use**

R-1/CR	R-1/MS	R-1/PN-A	R-1/PN-B	R-1/PS	R-1/PW	R-2/LS
Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

R-3/MR	R-4/CER	CRC	C/C	NHM	SRP
Special Use	*See Next Slide*	Prohibited	Prohibited	Prohibited	Prohibited

R-4/CER – Proposed Status

- **Permitted by Right:** Boutique Inns located within **existing buildings** on lots **abutting a C-1 or C-2** Zoning District.

- **Special Use Required: New construction** for Boutique Inns **OR** on lots **not abutting a C-1 or C-2** District.

Proposed Parking Requirement

- 1 space per **3** guest units.

- **Consistent** with Bed and Breakfast Establishments.

- **Exempt** from parking minimums in all C-1 and C-2 Districts.
  - ✓ **Consistent** with all other uses - including Hotel(Inn).

Proposed Use Standards

- **Consistent** with Bed and Breakfast Establishments:
  - ✓ No more than **two adults** per room.
  - ✓ Must meet **building and fire** codes.
  - ✓ **No individual cooking facilities** in guest rooms.
  - ✓ **Signage** – more permissible than R-4 standards, less permissive than C-2 standards.
  - ✓ Guest stay limits: **14** consecutive days, **30** days per year
  - ✓ **Noise/Nuisance** Restrictions
  - ✓ **Accessory Guest Units** permitted by Special Use Permit.

Proposed Use Standards

- **New** Boutique Inn Standards:
  - ✓ Conversion of existing home permitted **without Special Use Permit**.
  - ✓ Maximum Guest Rooms: **1 per 1,500** square feet of lot area.
    - Bed and Breakfast Establishments: **No Limit**
    - Hotel(Inn): **1 per 1,900** square feet

Proposed Use Standards

- **New** Boutique Inn Standards:
  - ✓ **Food/Beverage Service:**
    - May be open to the **General Public** in designated Dining Room **only.**
    - Dining Room Seating Capacity: Shall not exceed **2x** the number of guest rooms.
    - No requirement for **breakfast** to be included in the room rate (but no prohibition on that, either).
    - No service in Dining Room after **10 PM**.
    - No service to public in Dining Room before **8 AM**.

Proposed Use Standards

- **New** Boutique Inn Standards:
  - ✓ **Events:**
    - Person named on event reservation must be an **overnight guest**.
    - **Non-overnight guests** may attend events.
    - Maximum Guests: **6x** the number of guest rooms.
    - No event can start before **9 AM**.
    - No event can end after **10 PM**.

Comparison to Wickwood

Requirement	Wickwood Status
Manager's Quarters	In Compliance
Building/Fire Codes	In Compliance
Guest Limit (Two Adults per Guest Unit)	In Compliance
No Cooking Facilities in Guest Units	In Compliance
Signage	In Compliance
Guest Stay Limits (14 consecutive days, no more than 30 days in a Year)	In Compliance
Noise/Nuisance	No Complaints
Accessory Guest Units	Up to 5 Approved 3 Constructed

Comparison to Wickwood

Requirement	Wickwood Status
Conversion of Existing Homes	Approved and Complete (x2) No Further Conversions Envisioned
Total Number of Guest Rooms (Max: 1 per 1,500 square feet)	Existing: 1 per ~1,790 square feet Approved: 1 per ~1,570 square feet

Comparison to Wickwood

Requirement	Wickwood Status
Food/Beverage Service to General Public	*Not Currently Permitted* *Seeking Pathway to Approval*
Dining Room Capacity (Max: 2 x Number of Guest Rooms)	Guest Rooms: 14 Dining Capacity: 20 (1.2 x Number of Guest Rooms)
Included Breakfast Not Required	Breakfast Included
Hours of Operation: 8 AM to 10 PM	In Compliance

Comparison to Wickwood

Requirement	Wickwood Status
Non-Guests at Events	*Not Currently Permitted* *Seeking Pathway to Approval*
Event Capacity (Max: 6 x Number of Guest Rooms)	Guest Rooms: 14 Hypothetical Event Capacity: 75 (5.3 x Number of Guest Rooms)
Event Hours: 9 AM to 10 PM	In Compliance



Feedback and Discussion

MCKENNA

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 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 to create a new definition for Boutique Inn and to regulate Boutique Inns to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck.*

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ZONING ORDINANCE, SECTION 154.005: The City of Saugatuck Zoning Ordinance, Section 154.005 is amended to add the definition of "Boutique Inn," which shall read as follows. The remainder of section 154.005 shall remain the same unless expressly amended herein:

> ***Inn, Boutique:*** A lodging use which has sleeping rooms available for rent by transient people on a short-term basis. A Boutique Inn shall include a residential dwelling unit, to be occupied by the property owner or an on-site resident manager. A Boutique Inn may contain amenities, including, but not limited to swimming pool, game room, exercise facilities, or similar amenities, which are for the exclusive use of guests. A Boutique Inn may also contain restaurant and/or event facilities, which shall be operated primarily, though not necessarily exclusively, for the benefit of the overnight guests. A Boutique Inn shall not be considered or construed to be a Hotel (Inn), motel, bed and breakfast establishment, multiple-family dwelling, or similar facility.

SECTION 2. AMENDMENT TO ZONING ORDINANCE, SECTION 154.024(B): The City of Saugatuck Zoning Ordinance, Section 154.024(B) is amended to add Section 154.024(B)(9), which shall read as follows. The remainder of section 154.024(B) shall remain the same unless expressly amended herein:

> (9) Boutique Inn.

SECTION 3. AMENDMENT TO ZONING ORDINANCE, SECTION 154.039(B): The City of Saugatuck Zoning Ordinance, Section 154.039(B) is amended to add Section 154.039(B)(10), which shall read as follows. The remainder of section 154.039(B) shall remain the same unless expressly amended herein:

(10) Boutique Inn.

SECTION 4. AMENDMENT TO ZONING ORDINANCE, SECTION 154.040(B): The City of Saugatuck Zoning Ordinance, Section 154.040(B) is amended to add Section 154.040(B)(12), which shall read as follows. The remainder of section 154.040(B) shall remain the same unless expressly amended herein:

(12) Boutique Inn.

SECTION 5. AMENDMENT TO ZONING ORDINANCE, SECTION 154.041(B): The City of Saugatuck Zoning Ordinance, Section 154.041(B) is amended to add Section 154.041(B)(11), which shall read as follows. The remainder of section 154.041(B) shall remain the same unless expressly amended herein:

(11) Boutique Inn.

SECTION 6. AMENDMENT TO ZONING ORDINANCE, SECTION 154.037(C): The City of Saugatuck Zoning Ordinance, Section 154.037(C) is amended to add Section 154.037(C)(12), which shall read as follows. The remainder of section 154.037(C) shall remain the same unless expressly amended herein:

(12) Boutique Inn.

SECTION 7. AMENDMENT TO ZONING ORDINANCE, SECTION 154.042(C): The City of Saugatuck Zoning Ordinance, Section 154.042(C) is amended to add Section 154.042(C)(5), which shall read as follows. The remainder of section 154.042(C) shall remain the same unless expressly amended herein.

(5) Boutique Inn.

SECTION 8. AMENDMENT TO ZONING ORDINANCE, SECTION 154.025(B): The City of Saugatuck Zoning Ordinance, Section 154.025(B) is amended to add Section 154.025(B)(7), which shall read as follows. The remainder of section 154.025(B) shall remain the same unless expressly amended herein:

(7) Boutique Inns located within existing buildings on lots abutting a C-1 or C-2 Zoning District.

SECTION 9. AMENDMENT TO ZONING ORDINANCE, SECTION 154.025(C): The City of Saugatuck Zoning Ordinance, Section 154.025(C) is amended to add Section 154.025(C)(5), which shall read as follows. The remainder of section 154.025(C) shall remain the same unless expressly amended herein:

(5) New construction for Boutique Inns OR Boutique Inns on lots not abutting a C-1 or C-2 District.

SECTION 10. AMENDMENT TO ZONING ORDINANCE, SECTION 154.032(C): The City of Saugatuck Zoning Ordinance, Section 154.032(C) is amended to add Section 154.032(C)(7), which shall read as follows. The remainder of section 154.032(C) shall remain the same unless expressly amended herein:

(7) Boutique Inn.

SECTION 11. AMENDMENT TO ZONING ORDINANCE, SECTION 154.135: The City of Saugatuck Zoning Ordinance, Section 154.135 is amended to add the following row pertaining to "Boutique Inns" to the table of off-street parking requirements. The remainder of section 154.135, including the remainder of the table, shall remain the same unless expressly amended herein.

Boutique Inns	1.0	Per 3 sleeping units

SECTION 12. AMENDMENT TO ZONING ORDINANCE, SECTION 154.022: The City of Saugatuck Zoning Ordinance, Section 154.022 is amended to add Section 154.022(S), which shall read as follows. The remainder of section 154.022 shall remain the same unless expressly amended herein:

(S) *Boutique Inns*. All Boutique Inns shall meet the following criteria:

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

(2) The Boutique Inn facility and operation shall meet all applicable building, health and related safety codes. All sleeping rooms shall contain a separate smoke detector in proper working order. Each floor of the dwelling shall contain

a fire extinguisher in proper working order in conformance with all applicable fire codes.

(3) No separate or individual cooking facilities shall be provided for the use of guests, including existing cooking facilities.

(4) The Boutique Inn operation may include a wall sign, attached flat against the front face of the dwelling, not to exceed two square feet in area. The sign shall be non-illuminated and designed and constructed consistent with the architectural and aesthetic character of the dwelling to which the sign shall be affixed. In lieu of a wall sign, the Planning Commission may permit a free-standing sign, not to exceed four square feet. (See § 154.140 and Chapter 152).

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

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

(7) An existing residential structure may be converted to a Boutique Inn and exterior additions to an existing residential structure for the purpose of providing additional rental rooms shall only be allowed if the parcel of property meets all of the provisions of this chapter for the particular zone in which the proposed Boutique Inn is located.

(8) Accessory Guest Units shall be permitted accessory to Boutique Inns, subject to the approval of a Special Use Permit and compliance with the requirements of Section 154.022(R)(10).

(9) Boutique Inns shall be limited to no more than one guest unit per 1,500 square feet of lot area, inclusive of Accessory Guest Units.

(10) A restaurant accessory to a Boutique Inn may be open to the general public. The seating capacity of the restaurant shall not exceed two times the number of guest rooms. The restaurant shall not operate after 10 PM, and shall not be open to the general public before 8 AM. A Boutique Inn may provide food or

beverage service to overnight guests in locations other than an accessory restaurant, but shall not serve food or drink to the general public outside of an approved accessory restaurant space.

(11) Boutique Inns may contain an accessory event facility. For any event at the facility, the person named in the reservation for the event space must be an overnight guest, but the event itself may include non-guests. The maximum number of guests at an event shall not exceed six times the number of guest rooms. No event shall begin before 9 AM and no event shall extend beyond 10 PM.

SECTION 13. REPEAL. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 14. 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 15. 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 the City of Saugatuck adopted Ordinance No. ___, which amends the City of Saugatuck's Zoning Ordinance to create a new land use for Boutique Inns, to regulate Boutique Inns, and to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck. 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 and catch lines: Section 1: Amendment to Zoning Ordinance, Section 154.005; Section 2: Amendment to Zoning Ordinance, Section 154.024(B); Section 3: Amendment to Zoning Ordinance, Section 154.039(B); Section 4: Amendment to Zoning Ordinance, Section 154.040(B); Section 5: Amendment to Zoning Ordinance, Section 154.041(B); Section 6: Amendment to Zoning Ordinance, Section 154.037(C); Section 7: Amendment to Zoning Ordinance, Section 154.042(C); Section 8: Amendment to Zoning Ordinance, Section 154.025(B); Section 9: Amendment to Zoning Ordinance, Section 154.025(C); Section 10: Amendment to Zoning Ordinance, Section 154.032(C); Section 11: Amendment to Zoning Ordinance, Section 154.135; Section 12: Amendment to Zoning Ordinance, Section 154.022; Section 13: Repeal; Section 14: Severability; and Section 15: 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) 558-9495
JWolters@saugatuckcity.com

Publication Date: _____, 2026

Comprehensive Plan Draft Outline

- Introduction
    - Why Plan?
        - What is a Master Plan?
        - Legal Basis
        - Relationship to Zoning
        - Planning Area
        - How to Use This Plan
        - Who Will Use This Plan?
    - Community Engagement
        - Public Participation Process
        - Survey Results
        - Focus Groups
        - Stakeholder Interviews
        - Community Visioning
    - Community Vision
        - Vision Statement
        - Desired Outcomes
        - Planning Principals
- Understanding Saugatuck
    - History & Evolution
        - Indigenous History
        - Maritime Heritage
        - Resort Community Development
        - Arts & Cultural Legacy
    - Population & Demographics
        - Population Trends

        - Age Distribution
        - Seasonal Population
        - Household Composition
    - Economic Profile
        - Employment
        - Tourism Economy
        - Local Businesses
        - Regional Context
    - Housing Profile
        - Housing Stock
        - Housing Affordability
        - Homeownership
        - Vacancy Rates
        - Seasonal Homes
        - Short-Term Rentals
        - Accessory Dwelling Units
- Community Character
    - Existing Land Use
    - Character Analysis
        - Neighborhood Analysis
        - Commercial Areas
        - Waterfront Areas
    - Urban Design & Sense of Place
        - Community Character
        - Building Form
        - Public Spaces
        - Transition Zones/Gateways

        - Wayfinding
    - Historic Preservation
        - Historic Resources
        - Historic District
        - Preservation Goals
- Housing & Neighborhoods
    - Existing Conditions
    - Key Challenges
        - Workforce Housing
        - Housing Diversity
        - Aging Population
    - Goals & Strategies
- Mobility & Connectivity
    - Streets
    - Sidewalks
    - Bicycle Facilities
    - Transit
    - Parking
    - Water Transportation
    - Regional Connectors
    - (Focus Areas)
        - Summer Congestion
        - Downtown Parking
        - Pedestrian Safety
        - Non-Motorized Connectivity
- Natural Environment & Resiliency
    - Water Resources

        - Kalamazoo River
        - Lake Michigan
        - Wetlands
    - Natural Features
        - Tree Canopy
        - Open Space
        - Wildlife Habitat (deer)
    - Climate Resiliency
        - Flooding
        - Shoreline Impacts
        - Infrastructure Resilience
    - Sustainability
- Parks, Recreation, & Waterfront
    - Parks System
    - Public Access
    - Waterfront Character
    - Harbor & Marina Areas
    - Trails
    - Recreational Opportunities
- Community Facilities & Services
    - Public Safety
    - Utilities
    - Schools
    - Municipal Facilities
    - Future Service Needs
- Regional Partnerships
    - Tri-Community Relationship

    - Regional Housing Efforts
    - Transportation Partnerships
    - Economic Development Partnerships
    - Shared Services
- Future Land Use Plan
    - Planning Framework
    - Future Land Use Categories
        - Each Category:
            - Purpose
            - Character Description
            - Appropriate Uses
            - Development Expectations
    - Opportunity Areas
        - Downtown
        - Blue Star Corridor
        - Waterfront
        - Gateway/Transition Areas
        - Residential Neighborhoods
- Action Plan
    - Goals
        - Housing
        - Mobility
        - Environment
        - Economic Vitality
        - Waterfront
        - Community Character
    - Implementation Matrix

Action	Priority	Lead Agency	Timeframe

- Measuring Success
  - Indicators:
    - Housing Units Created
    - Sidewalk Miles Added
    - Tree Canopy Coverage
    - Year-Round Population Trends
    - Housing Affordability
    - Waterfront Access Improvements