



**Planning Commission Regular Meeting
May 15, 2025 6:30PM
City Hall
102 Butler Street, Saugatuck, MI**

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

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

A. Regular Meeting Minutes – March 20, 2025

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

5. Old Business:

6. New Business:

A. Master Plan Discussion

B. Sign Regulation Amendments

C. 550 Dunegrass - Site Plan Review

D. Commercial District Zoning District Review

7. Communication:

8. Reports of Officers and Committees:

A. Planning and Zoning Project Report April 14, 2025.

B. Planning and Zoning Project Report May 12, 2025

NOTICE:

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

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

Then enter "Meeting ID":
2698572603

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

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

11. Adjourn (Voice Vote)

***Public Hearing Procedure**

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



Planning Commission Meeting Minutes - *Proposed*

The Planning Commission met for a Regular Committee Meeting, March 20, 2025, at
6:30 p.m. at City Hall,
102 Butler St., Saugatuck, MI 49453.

1. Call to Order/Attendance:

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

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

Absent: None.

Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams, City Planning Consultant Jirousek (Horizon Planning) .

2. Approval of Agenda:

Motion by Lachey, second by Bagierek, to approve the agenda for March 20, 2024. Upon voice vote, motion carried unanimously.

3. Approval of Minutes:

Motion Gaunt, second by Baldwin, to approve the minutes for the regular meeting held on February 20, 2025. Upon voice vote, motion carried unanimously.

4. Public Comment (Agenda Items Only):

- Paul Whitfield (450 Spear St): He was hoping to be in attendance at the meeting but is travelling for work. He wanted to thank the committee for all of their work and looks forward to the vote tonight.

5. Old Business:

1. 450 Spear St – Special Land Use request for rental of an Accessory Dwelling Unit.

Motion by LaChey, second by Gaunt, to approve the special land use request to allow the rental of the detached ADU at 450 Spear Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:35pm.

2. 515 St. Joseph St – Special Land Use request for rental of an Accessory Dwelling Unit.

Motion by Clark, second by Bagierek, to approve the application for 515 St. Joseph Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:36pm.

3. 306 Mary St – Special Land Use request for rental of an Accessory Dwelling Unit.

Motion by Marineau, second by LaChey, to approve the application for 306 Mary Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:38pm.

6. **New Business:**

A. **825 Bridge St – Public Hearing for a Special Land Use request for rental of an Accessory Dwelling Unit.**

Public Hearing

A. Hearing was called to order by Chair Manns on 3/20/25 at 6:38pm.

B. Summary by Zoning Director:

Planning & Zoning Director Thompson said that the applicant has applied for special land use approval to rent an existing attached accessory dwelling unit (ADU) in accordance with Section 154.026(C)(3) of the Zoning Ordinance.

C. Presentation by the Applicant.

D. Public comment regarding the application:

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

E. Public comment portion closed by Chair Manns at 6:43pm.

F. Commission deliberation:

The commission deliberates and makes a motion to approve the application.

G. Commission action:

Motion by Gaunt, second by Baldwin, to approve the special land use request to allow the rental of the detached ADU at 825 Bridge Street based on compliance with

the ADU rental requirements of Section 154.092 J, satisfaction of the site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated March 14, 2025. Upon roll call vote, motion carried unanimously.

B. Review of Zoning Districts:

The Commission discussed the need to review commercial and residential zoning districts, with Director of Planning & Zoning Thompson and City Planning Consultant Jirousek providing background information. The Commission agrees to create a chart comparing different zoning districts to assess compatibility and dimensional requirements. The chart will be prepared for review in the April meeting, with a preliminary look at all districts.

C. Review of Accessory Dwelling Units – Kitchens and Cooking:

The Commission reviewed the topic of kitchens and cooking in Accessory Dwelling Units and said there aren't any issues at this time. If problems arise in the future, the Commission could look at them again at that time. They recommended no changes at this time.

D. Updates to Sign Regulations:

City Attorney Cunningham (Fleis & VandenBrink) discussed the need to update sign regulations as the current regulations are not in compliance, which invites litigation and ordinances to be stricken down. He noted the Reed vs. Gilbert case, which prohibits content-based sign regulations. Cunningham explained the legal implications of the case and the need for time, place, and manner restrictions. The Commission agreed to draft a new sign regulation framework that standardizes temporary yard signs and aligns with zoning ordinances.

E. Chickens:

The Commission discussed the possibility of allowing chickens within the city, considering factors like licenses, lot coverage, and setbacks. Director of Planning & Zoning Thompson and Commissioner Marineau provided background information on other cities' approaches to chicken regulations. The Commission decided to defer further action on this topic until the city's other priorities are addressed.

F. Master Planning:

The Planning Commission discussed the steps for a Tri-Community Plan, emphasizing the need for public involvement and a detailed character analysis. A joint Planning Commission meeting with Douglas and Saugatuck Township was proposed to discuss the Tri-Community Master Plan. City Planner Jirousek (Horizon Planning) highlighted the importance of zoning district analysis and public engagement, suggesting a summer focus. The Commission debated the timeline, estimating it to be a 1 ½ - 2-year project. They considered a city-specific plan with a regional overlay, balancing city-specific needs with the neighboring communities' cooperation. The Council will decide on the approach, with a preference for a Tri-Community plan.

7. **Communications:** None.

8. **Reports of Officers and Committees:**

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

9. **Public Comments:** None.

10. **Commissioner Comments:**

- Baldwin – None.
- LaChey - He commended Jirousek on his memos, particularly he liked the conclusion on the Chicken memo. He expressed interest in the Master Plan Memo and thought it was well laid out.
- Clark – He thought it was a good meeting and that they accomplished a lot.
- Marineau – He thanked Jirousek and the Commission for entertaining the two issues that he brought forward. He is happy to be a part of this commission.
- Gaunt – She thought it was a fantastic meeting and said it was a job well done.
- Bagierek – None.
- Manns – He thanked Jirousek for all the work that he put into the documents for the packet. He appreciates that he takes on the task of putting some of the charts together for their future meetings. He feels positive that they are moving forward in the right direction.

11. **Adjournment:**

Motion by Gaunt, second by Clark, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 8:16 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



Memorandum

To: City of Saugatuck Planning Commission
Date: April 11, 2025
From: David M. Jirousek, AICP
RE: Master Plan

Overview

Although the Planning Commission members have supported a tri-community master planning effort, Douglas and Saugatuck Township do not appear to be willing to participate at this time. There may be a future willingness to participate through the development of an attachment or chapter to each master plan. However, it appears that we should plan on a city-only master plan. With that said, we can still ensure outreach and collaboration with neighboring communities, even if they are not formally part of the plan update.

We should continue the conversation regarding the level of public input desired for the planning process, especially for the upcoming summer months. Public involvement could include, but is not limited to, a community survey, open house workshops, and other pop-up events. This input is essential for understanding the various stakeholder and resident perspectives. Your input will help develop a scope and budget for the project.



Memorandum

To: City of Saugatuck Planning Commission
Date: April 11, 2025
From: David M. Jirousek, AICP
RE: Addressing Content-Based Sign Regulations

Overview

This memo includes initial general recommendations based on a cursory review of the sign regulations in Zoning Code Sections 154.140 and 154.141 and General Code Section 150.30. The primary recommendation is to “standardize” temporary yard sign requirements in addition to a general clean-up of terms and regulations concerning sign content. Additionally, I have included a comparison table showing the requirements for temporary yard signs as well as other temporary sign provisions.

Please think about the temporary sign and flag regulations, in particular, the elements in recommendation #'s 1-2 below.

General Recommendations

1. Standardize temporary yard sign regulation (construction, real estate, rental, garage sale, election, and opinion signs). Include:
 - a. Max. height
 - b. Max. size
 - c. Max. number
 - d. Min. setback
 - e. No illumination
 - f. Waive max. number of temporary yard signs 30-45 days before an election to 7-14 days after an election
 - g. General provisions for placement (not on trees, in ROW, benches, etc.)
 - h. Restrict off-site commercial messages in residential districts
2. Standardize flag regulation. Include:
 - a. Max. height (freestanding flagpole)
 - b. Max. size
 - c. Max. number
 - d. Min. setback (freestanding flagpole)

- e. Illumination regulations
- 3. Remove general content references:
 - a. Dock sign content
 - b. Residential dwelling signs
- 4. Retain but revise the following definitions to remove content references:
 - a. Banner
 - b. Bulletin or menu boards
 - c. Directional sign
 - d. Feather flag sign, windfeather sign
- 5. Delete the following definitions and regulations:
 - a. Home business/home occupation sign
 - b. Informational sign
- 6. Delete the following definitions and replace with “temporary yard sign:”
 - a. Garage sign
 - b. Political/election sign
 - c. Opinion sign
 - d. Real estate sign
 - e. Rental sign

Temporary Yard Signs						
Type	Height*	Size	Number	Setback	Permit	Other
Construction Sign	N/A	32 SF	1 per street frontage and water frontage	Outside of ROW	Yes	Allowed from permit to occupancy.
Real Estate Sign	N/A	6 SF	1 per street frontage and water frontage	N/A	No	Allowed from listing to 30 days after sale.
Rental Sign	N/A	4 SF	1	N/A	No	Only allowed on the building or in a window.
Garage Sale Sign	N/A	2 SF	3	Outside of ROW	No	Shall not be attached to any pole, tree, sign, or similar feature. Allowed 48 hours before sale to 24 hours after sale.
Election Sign		4 SF	No limit	Outside of ROW	No	Shall not be erected or attached to a tree, utility pole, rock, or similar feature. Assuming from the time a candidate files to 48 hours after election.
Opinion Sign	6 FT	4 SF		Outside of ROW	No	Shall only be placed on private property with the permission of the property owner.

* Temporary signs shall not exceed 28 feet in height from grade

Other Temporary Signs						
Type	Height	Size	Number	Setback	Permit	Other
Banners	N/A	16 SF	1	N/A	Yes	Located entirely on private property. Three 14-day periods per year. Allowed on non-res. lots.
Sandwich Boards	3.5 FT	6 SF	1 per business	N/A	Yes	Shall only be displayed when the business is open.
Official Gov't Flags	N/A	24 SF	N/A	N/A	No	7-foot clearance required.
Other Flags	N/A	24 SF	N/A	N/A	No	Educational institution, sports teams, or other decorative flags are allowed on res. lots.



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	May 9, 2025	Meeting Date:	May 15, 2025
Request:	Site Plan Review	Applicant:	Adrienne Peterson
Address:	550 Dunegrass Cir.	Project Name:	Vegetation Restoration
Parcel:	03-57-077-009-00	Plan Date:	N/A
Lot Size:	3.05 ac.	Zoning District:	CRC
Complete:	Yes	Recommendation:	Conditional Approval
City Staff:	Luke Thompson	Consultant:	David M. Jirousek, AICP

Overview

The applicant has applied for retroactive approval for tree and vegetation removal, grading, and lawn installation. Additionally, the applicant requests site plan approval to construct a driveway across 500 Dunegrass Circle Drive to 550 Dunegrass Circle Drive (the subject site).

Background

Typically, the Planning Commission reviews vegetation removal, grading, and restoration as part of a single-family residential site plan review required by the special land use approval for the former Presbyterian Camp property for eight single-family residential properties.

(r) No house or residential dwelling shall be built on any of the eight lots until and unless a final site plan for each such dwelling has been submitted to and approved by the Planning Commission as a final site plan for each such dwelling. The said site plan shall also include a vegetation plan showing which trees and other vegetation are to be removed and the reason for their removal. The Planning Commission may require that any trees removed or damaged be replaced with one or more trees where the total diameter is equal to the diameter of the tree(s) being removed.

Additionally, no vegetation removal or disturbance is permitted except as necessary for constructing a single-family residential dwelling, utilities, and driveways. Any removal or damage to vegetation must be addressed through a formal vegetation removal and restoration plan, which must be reviewed and approved by the City prior to implementation.

o) No vegetation shall be destroyed or removed from the residential sites or elsewhere except as is absolutely necessary for the construction of a single family residential dwelling, utilities and driveways as indicated on Exhibit C-104. In addition, in any areas where vegetation has been removed, destroyed or damaged, new compatible vegetation shall be planted and established by the Developer where required by the DEQ or the Zoning Ordinance, and such planting shall occur in a reasonably prompt fashion. The Developer shall monitor such new or replanted vegetation to ensure that it survives, and if it does not, it shall be promptly replaced by the Developer. Any trees with a caliber greater than 6 inches shall not be removed without prior City approval.

No vegetation or trees shall be removed, destroyed or damaged until and unless the Developer submits the following vegetative removal plans to the City and the City approves the same (including any conditions that the City may impose for any plan approval):

- i. For any infrastructure or disturbance on the Undeveloped Property;*
- ii. For any infrastructure or disturbance on any of the eight parcels (for work done before a final site plan is approved for a dwelling on such lot); and*
- iii. For the construction of a dwelling and improvements on an individual lot (i.e., the final site plan).*

In 2024, after tree and vegetation removal and grading, the landowner developed a lawn area on the 550 Dunegrass Circle Drive site within the existing dune system. The owner's longer-term plan is to construct a new house in the lawn area. In the meantime, the lawn is intended for a recreational area associated with the residence at 500 Dunegrass Circle Drive. However, the vegetation removal and restoration plan is separate from any future home construction plan. As such, compliance must be evaluated independently of the property owner's anticipated construction timeline.

The previous work included the following:

- Removal of 4 living trees and 12 dead trees
- Removal of 25-50 tons of landscape boulders
- Installation of a 100 linear feet shallow drainage swale
- Grading
- Planting of native vegetation
- Installing of a grass lawn

While a driveway is also proposed, the restoration activities include the following:

- Install 6, 5-gallon size roughly 2-5 feet tall, red maple (*Acer rubrum*) trees to replace the 4 living trees that were removed
- Install 3, 3-gallon size, red osier dogwood (*Cornus sericea*) shrubs to mitigate the "fill pile" area near the road

- Install 1, 3-gallon size, American witchhazel (*Hamamelis virginiana*) shrub to mitigate the “fill pile” area near the road
- The side slopes of the driveway will be stabilized with dune grass plugs.

Site Plan Standards of Approval

The following standards for site plan review and approval apply to the project. Findings related to each standard are provided for the Planning Commission to consider.

- 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 previously completed site work was intended to temporarily serve as a recreational space associated with 500 Dunegrass Circle Drive. The graded site and lawn area will be the location of a future home. Overall, the interim site plan for the recreational space is properly designed and will allow for the normal and orderly development of the site 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 overall area of impact is limited to where the future home and the surrounding lawn area are planned to exist. The developed area is limited, and the remainder of the site will remain in its present state. Additionally, EGLE has accepted the vegetation restoration plan.

- 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: The graded lawn area is located to respect the visual and sound privacy of neighboring property owners to the north. No screening or buffering 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 proposed activities will use existing fill piles on the property to install a 7,640 square foot gravel driveway on the property. The driveway will be 20' wide with a max 10% slope as required by the Fire Marshal. It should be noted that a driveway/access easement across 500 Dunegrass Circle Drive will be necessary to provide access to 550 Dunegrass Circle Drive in accordance with Section 154.022 C.4.

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

Comment: This standard is not applicable. The previous work and the proposed driveway will not impact pedestrian circulation along 550 Dunegrass Circle Drive.

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

Comment: This standard is not applicable. The previous work and the proposed driveway will not impact pedestrian circulation along 550 Dunegrass Circle Drive.

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

Comment: This standard is not applicable. No streets are proposed.

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

Comment: The site work must be reviewed by the City's engineer. EGLE previously approved the work.

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

Comment: This standard is not applicable. No changes to loading or trash storage are proposed.

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

Comment: This standard is not applicable. No additional lighting is proposed.

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

Comment: The Planning Commission may recommend a bond to ensure the landscaping is installed per the applicant's proposal, or it may require that it be installed in the 2025 season.

Recommendation

Staff recommends approval of the vegetation removal and restoration plan and the driveway site plan for 550 Dunegrass Circle Drive with the conditions noted below. The following sample motion is provided for your use:

I move to approve the vegetation removal and restoration plan and the driveway site plan for 550 Dunegrass Circle Drive based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated May 9, 2025. Approval is contingent upon the following:

- 1. All proposed vegetation is installed during the 2025 planting season.*
- 2. An easement is established on 500 Dunegrass Circle Drive for access from Dunegrass Circle Drive to 550 Dunegrass Circle Drive.*
- 3. All applicable approvals are granted, including but not limited to:*
 - a. Fire Department*
 - b. City Engineer*
 - c. EGLE*



April 14, 2025

Sent via Email

Luke Thompson
 Director of Planning/Zoning
 City of Saugatuck
 102 Butler Street
 P.O. Box 86
 Saugatuck, MI 49453

Re: Planting & Restoration Plan
 550 Dunegrass Circle Drive, City of Saugatuck, Allegan County
 Parcel No. 03-57-077-009-00

Dear Mr. Thompson,

Pursuant to your email dated March 11, 2025, please find enclosed an application for site plan review for the May 15, 2025 Planning Commission meeting and a formal vegetation removal and restoration plan.

Your email noted that "Given that the tree and vegetation removal, grading, and lawn installation were conducted without prior approval from the Planning Commission, this matter must be reviewed retroactively at the next available Planning Commission meeting. The Planning Commission will determine the scope and timing of any necessary corrective actions. The property owner should submit a formal vegetation removal and restoration plan to the City, which should generally include the following.

- A narrative of past and proposed activities
- A site plan with imagery, including topography, structures, and lot lines
- A description of the previous site disturbance, including details on removed or relocated vegetation
- A replanting and mitigation plan, including:
 - Species, number, installation size, and spacing/density of replacement vegetation
 - Native grass stabilization measures
 - A maintenance plan
- Any newly proposed activities, including grading, tree removal, and replanting details
- Any mitigation and restoration required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE)"

P.O. Box 262
 Spring Lake, Michigan 49456
 Office: (616) 844-2441 | Cell: (616) 402-7592
www.petersonenviro.com

Please find below and attached a vegetation removal and replacement plan addressing these list items.

Narrative of past and proposed activities

After-the-fact activities include removal of 4 living trees, 12 dead trees, removing 25-50 tons of landscape boulders, installing a 100 linear feet shallow drainage swale, grading, planting native vegetation, and installing a mowed grass lawn. The boulders were approximately 2-4 feet in diameter. These rocks were left over from the rock placement in front of the sheet steel seawall previously conducted. Dune grass was planted on the slope portions of the dune, and lawn grass was planted on the flat area of the dune. The swale is approximately 0.5' deep on the south end and 3' deep on the north end. Minor site grading included filling in eroded areas and establishing a uniformly positive downward slope west toward the lake. Fill and excavation work was less than 2' in thickness. The lawn was installed to allow for recreational activity. Dune grass is not as conducive to recreational activity since it grows so tall and can be rough and house ticks.

The proposed activities consist of utilizing existing fill piles on the property to install a 7,640 square feet gravel driveway on the property. The driveway will be 20 feet wide with a max 10% slope as required by the Fire Marshal. Any excess fill will be placed in the location noted on the site plan. The existing mowed grass lawn, swale and grading will remain in place.

The 4 previously removed living trees will be replaced with 6, 5-gallon size roughly 2-5 feet tall, red maple (*Acer rubrum*) trees. The fill pile restoration areas near the road will be planted with 3, 3-gallon size, red osier dogwood (*Cornus sericea*) shrubs and 1, 3-gallon size, American witchhazel (*Hamamelis virginiana*) shrub. The side slopes of the driveway will be stabilized with dune grass plugs.

A site plan with imagery, including topography, structures, and lot lines

A site plan is enclosed.

A description of the previous site disturbance, including details on removed or relocated vegetation

As part of the installation of shoreline protection, this property was used for construction access and stockpiling of materials. It was relatively flat but was leveled out to provide a completely level area with a slight slope towards the lake to work from. A construction access was also created through the dune from 500 Dunegrass Circle to 550 Dunegrass Circle to reach this area. This work required the removal of 4 trees. The excess material from this grading was stockpiled adjacent to the construction access on 500 Dunegrass.

A replanting and mitigation plan, including:

- Species, number, installation size, and spacing/density of replacement vegetation
- Native grass stabilization measures
- A maintenance plan

A replanting and restoration plan is enclosed. In order to replace the 4 trees removed by the grading, 6 red maple (*Acer rubrum*) trees will be installed on the forested dune to the east. This is a 1.5 to 1 ratio, native trees planted to trees removed. The trees will be 5-gallon size and they will be planted on the more open areas of the dune to the east on the property. In addition, 3, 3-gallon size, red osier dogwoods (*Cornus sericea*) and one, 3-gallon size American witchhazel (*Hamamelis virginiana*) will be installed in the areas where the fill piles will be removed adjacent to the road to restore the area. These trees and shrubs are native to the backdune. Below are photographs of these trees and bushes



Red Maple in Fall (Photo credit Planting Tree)



Red Osier Dogwood in Winter (Photo credit Fine Gardening)



Red Osier Dogwood in Summer (Photo credit Breezy Hill Nursery)



American Witchhazel in Spring (Photo credit Cherokee Tree Care)

Dunegrass will be installed in the open disturbed areas with full sun, such as along the driveway.

Maintenance Plan

These plantings will be review in the Fall and Spring for two years to ensure that they have successfully established. Any plants that do not establish will be replaced with the same tree or shrub or another native tree or shrub deemed appropriate.

Any newly proposed activities, including grading, tree removal, and replanting details

As stated above, the proposed activities consist of utilizing existing fill piles on the property to install a 7,640 square feet gravel driveway on the property to the existing lawn area and future house. The driveway will be 20 feet wide with a max 10% slope as required by the Fire Marshal. Any excess fill will be placed in the location noted on the site plan. The existing mowed grass lawn, swale and grading will remain in place. No additional tree or vegetation removal is proposed.

Any mitigation and restoration required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE)

We met with the EGLE representative on March 21, 2025 to discuss the lawn, driveway and restoration proposed. EGLE found the proposed restoration plan acceptable and plans to issue a permit for this work this week.

Overall

As discussed, while vegetation removal was conducted on this property without a permit, restoring it back to its original condition would be a waste of resources. Permits will be applied for in the next year for a new single-family residence with associated infrastructure and landscaping on the property. This residence will be constructed in the lawn area within roughly a year after the permit is issued. If the lawn area was restored, it would only be disturbed again 1-2 years later by the construction of the house. The proposed planting of the replacement trees, shrubs and dune grass along the driveway will be conducted in areas that will not be disturbed by future construction.

Please let us know if you have any questions or need anything further.

Sincerely,



Peterson & VandenBerg Environmental
Adrienne Peterson

Enclosures

cc: Jeff Parker (CFM Property Management, JHC Revocable Trust)

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 550 Dunegrass Circle Drive

Parcel Number 03-57-077-009-00

APPLICANTS INFORMATION

Name Adrienne Peterson Address / PO Box PO Box 262

City Spring Lake State MI Zip 49456 Phone 616-402-7592

Interest In Project Agent of Owner E-Mail adrienne@petersonenviro.com

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

Signed by: Adrienne Peterson Date 4/14/2025
Signature _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name CFM Property Management, JHC Revocable Trust Address / PO Box 99 E 8th Street, Suite 300

City Holland State MI Zip 49423 Phone 678-409-9271

E-Mail jeff.parker@cfmcapital.org

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.

DocuSigned by: Jeff Parker Date 4/14/2025
Signature _____

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

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

21 of 63

Depth 657 Width 183.86 Size 3.053 Zoning District CRC Current Use Residential - Vacant

Check all that apply:

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

After-the-fact activities include removal of 4 living trees, 12 dead trees, removing 25-50 tons of landscape boulders, installing a 100 LF shallow drainage swale, grading, planting native vegetation, and installing a mowed grass lawn. The boulders were approximately 2-4 feet in diameter. These rocks were left over from the rock placement in front of the sheet steel seawall previously conducted. Dune grass was planted on the slope portions of the dune, and lawn grass was planted on the flat area of the dune. The swale is approximately 0.5' deep on the south end and 3' deep on the north end. Minor site grading included filling in eroded areas and establishing a uniformly positive downward slope west toward the lake. Fill and excavation work was less than 2' in thickness. The lawn was installed to allow for recreational activity. Dune grass is not as conducive to recreational activity since it grows so tall and can be rough and house ticks.

The proposed activities consist of utilizing existing fill piles on the property to install a 7,640 SF gravel driveway on the property. The driveway will be 20' wide with a max 10% slope as required by the Fire Marshal. Any excess fill will be placed in the location noted on the site plan. The existing mowed grass lawn, swale and grading will remain in place.

The 4 previously removed living trees will be replaced with 6, 5 gallon size, red maple (*Acer rubrum*) trees. The fill pile restoration areas near the road will be planted with 3, 3 gallon size, red osier dogwood (*Cornus sericea*) shrubs and 1, 3 gallon size, witch hazel (*Hamamelis virginiana*) shrub. The side slopes of the driveway will be stabilized with dune grass plugs.



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; |



Site Plan Review Application

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

STANDARDS FOR APPROVAL (SECTION 154.063)

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? _____

See attached Standards for Approval document for the answers to these questions.

- (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? _____

- (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? _____

- (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? _____

- (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.) _____



Site Plan Review Application

- (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?

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

- (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.

- (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](#)).

- (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.

City of Saugatuck – Site Plan Review Application

Standards for Approval (Section 154.063)

- (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? _____

The site plan proposes to utilize an existing driveway area to install a new gravel driveway to access a flat lawn area that was installed for recreation purposes. The rest of the forested large dune on the east half of the property and the area lakeward of the lawn will remain undisturbed. This proposal does not impede the normal and orderly development or improvement of surrounding property. Minimal new grading is proposed. Previous grading was needed for site stability and erosion control. Within a year or so, applications will be submitted for a new home within this lawn area. At that time, a full landscaping plan will be provided to the City for review.

- (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? _____

A mowed grass lawn was installed in the flat area of the site and in the swale. All areas outside of the lawn and access driveway will be left alone or will be restored by planting native dune grass. The project also proposes planting 6 native trees, red maple (*Acer rubrum*), in order to replace the 4 trees that were removed for the placement of the lawn at a 1 to 1.5 ratio (trees removed to trees replaced). In addition, native red osier dogwood (*Cornus sericea*) and American witchhazel (*Hamamelis virginiana*) shrubs will be installed in the area where the fill piles will be removed near the road to stabilize the area. The restoration plan showing these proposed plantings is enclosed.

- (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? _____

The property to the north is screened by trees from this property. There is not a dwelling proposed at this time.

- (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? _____

There are not any buildings proposed but the proposed driveway has been preemptively designed to meet the Fire Department requirements of a 20-foot-wide driveway with a less than 10% slope. This driveway will allow the adjacent side slopes to be stabilized with vegetation (dune grass plugs) and remain so when a house is constructed in the future.

- (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.) _____

Not applicable.

- (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?

Not applicable.

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

Not applicable.

- (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. _____

A swale was installed on the property for stormwater management and erosion prevention. Native dune grass, trees, and shrubs will be installed in areas outside of the existing mowed grass lawn as noted on the site plan.

- (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](#)).

Not applicable.

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

No exterior lighting is proposed.

*This map was compiled
for tax administration
purposes only.
It does not represent a
legal property survey.*

550 Dunegrass
Circle Drive

GOV'T LOT # 2

**077 -
DUNEGRASS
SITE CONDO**

Presbyterian Camps

2

COMMON

GOV'T LOT # 3

Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N. Robinson, NCEAS, NLS, OS, NMA, Geodatasysteisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community, Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

	Gaps
	Overlaps
	Waterbod

Circle

550 Dunegrass Cir Dr

Dunegrass Cir Dr

Legend



PREPARED FOR:

CFM Capital
Jeff Parker
99 E. 8th St Suite 300
Holland, MI 4942

CREATED:

Drawn: HM

Date: 12-23-24

REVISIONS:

Rev:

Drawn:

Date:

550 Dunegrass Circle Dr

Topographic Survey

LOT 9, DUNEGRASS CONDOMINIUMS, SECTION 8, T3N, R16W,
SAUGATUCK TOWNSHIP, ALLEGAN COUNTY, MICHIGAN

STAMP:



PROJECT NO:
24202090

SHEET NO:

TO

SHEET: 1 OF 1

TAX DESCRIPTION

Unit 9, Dunegrass Site Condominium, part of Section 8, Town 3 North, Range 16 West, Saugatuck Township, Allegan County, Michigan.

EASEMENT DESCRIPTION

A 16-foot wide easement for ingress and egress over part of Unit 8, Dunegrass Site Condominiums, part of Section 8, Town 3 North, Range 16 West, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the Northeast corner of said Unit 8, then Southerly 40.19 feet along a 77.00 foot radius curve to the right, said curve having a central angle of 29°54'26", and a chord bearing S46°34'32"W 39.74 feet; then S61°31'45"W 63.55 feet to the Point of Beginning (the previous two calls being along the East Line of said Unit 8); then N89°28'40"W 27.29 feet; then N67°34'24"W 23.74 feet; then N62°35'49"W 21.33 feet; then N58°02'49"W 23.92 feet; then N65°04'41"W 32.39 feet; then N70°21'48"W 40.50 feet; then Northerly 91.97 feet along a 72.69 foot radius curve to the right, said curve having a central angle of 72°29'27", and a chord bearing N34°07'05"W 85.96 feet; then N02°07'36"E 28.77 feet; then N07°19'07"E 9.84 feet; then N67°07'08"W 16.61 feet; then S07°10'07"W 4.83 feet; then S02°07'35"W 25.50 feet; then Southerly 112.22 feet along a 88.69 foot radius curve to the left, said curve having a central angle of 72°29'27", and a chord bearing S34°07'05"E 104.88 feet; then S70°21'48"E 39.76 feet; then S65°04'41"E 30.67 feet; then S58°02'49"E 23.57 feet; then S62°35'49"E 22.66 feet; then S67°34'24"E 24.70 feet; then S69°28'40"E 15.87 feet; then Northeastery 17.69 feet along a 93.00 foot radius curve to the right, said curve having a central angle of 10°54'05", and a chord bearing N56°04'42"E 17.67 feet; then N61°31'45"E 2.16 feet to the Point of Beginning.

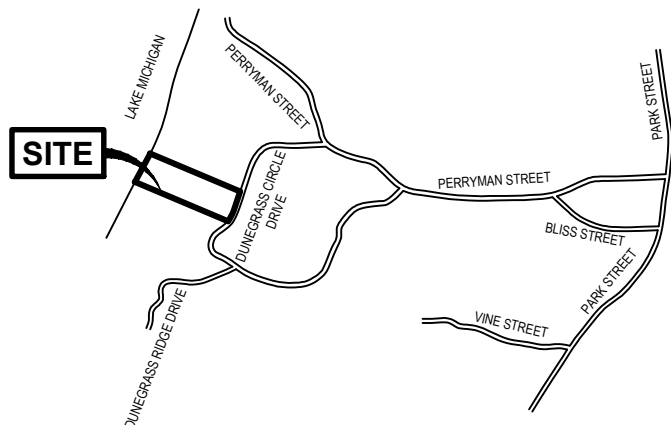
SURVEYOR'S NOTES

- Flood Zone Classification: An examination of the National Flood Insurance Program's Flood Insurance Rate Map for Community Number 260305, Map Number 26005C01626, with an Effective Date of June 21, 2023, shows this parcel to be partially located in Zone X & Zone VE.(subject to map scale uncertainty).
- Source information from plans and markings has been combined with observed evidence of utilities to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.
- NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.
- Approximate waters edge as plotted and shown hereon was field located on 12-23-24. The boundary along the waters edge is subject to change due to natural causes and it may or may not represent the actual location of the limit of title.
- The boundary lines shown hereon do not represent the ownership of any riparian rights, littoral rights, bottom lands or submerged land on, beneath or appertaining to the subject property

BENCHMARKS

BENCHMARK #504 ELEV. = 632.06 (IGLD85)
Top flange bolt under "M" in "MADE" on hydrant, 0.7'± above grade. Located 11'± West of the Northeast corner of Unit 8.
BENCHMARK #764 ELEV. = 617.83 (IGLD85)
Set vertical spindle in Tree root. Located 65'± South of the North property line to Unit 9 & 120'± East of the Top of Bank.

Removal and Restoration Plan

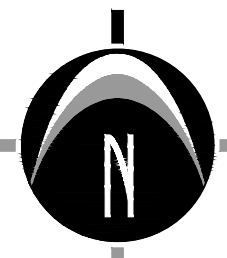


LOCATION MAP

NOT TO SCALE

LEGEND

- Control Point/ Benchmark
- Cable Riser
- Deciduous Tree
- Electric Meter
- Electric Riser
- Evergreen Tree
- Gas Meter
- Iron-Found
- Iron-Set
- Set Wood Stake
- Water Valve
- Zoning Setback Line
- Asphalt
- Existing Building
- Concrete
- Slopes greater than 33%



0' 15' 30' 60'
SCALE: 1" = 30'



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE CITY AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

Site Plan Prepared by: Adrienne Peterson, Peterson & Vandenberg Environmental
P.O. Box 262, Spring Lake, MI 49456
(616) 402-7592
March 31, 2025

Peterson & Vandenberg Environmental is not liable for activities associated with this drawing. Elements of the site plan were estimated based on current site conditions and photographs.

550 Dunegrass Circle Drive, City of Saugatuck, Allegan County, Michigan

Site Photographs – March 21, 2025





















NOTICE OF AUTHORIZATION

Permit Number: WRP044616 v1.0

Date Issued: April 28, 2025

Expiration Date: April 28, 2030

Site Name: 03-550 Dunegrass Circle Drive-Saugatuck

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, P.O. Box 30458, Lansing, Michigan 48909-7958, under provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; specifically:

☒ Part 353, Sand Dunes Protection and Management.

Authorized activity:

A portion of this work is being authorized After-the-Fact under Part 353:

Remove unauthorized landscaping boulders and some dead/dying trees, grade out an area measuring approximately 0.42 acres located partially within a previously graded/impacted area. The graded area will be to prepare the site for future house structure. Plant a temporary lawn in the graded area to stabilize the site. Additional work will entail the creation of a vegetated drainage swale, grading along the existing 20-foot-wide driveway that has slowly filled in with windblown sand, the temporary stockpiling of excess sand, revegetation of sloped disturbed areas with native dune grass, etc.

To be conducted at property located in: Allegan County, Waterbody: Lake Michigan
Section 08, Town 03N, Range 16W, City of Saugatuck

Permittee:

CFM Property Management, JHC Revocable Trust

Attn: Jeff Parker

99 East 8th Street, Suite 300

Holland, Michigan 49423

John Bayha, P.E.
District Engineer
Kalamazoo District Office
Water Resources Division
bayhaj@michigan.gov
269-568-2680

This notice must be displayed at the site of work.

Laminating this notice or utilizing sheet protectors is recommended.

Please refer to the above permit number with any questions or concerns.

EGLE
WRP044616 v1.0
Approved
Issued On: 04/28/2025
Expires On: 04/28/2030



Memorandum

To: City of Saugatuck Planning Commission
Date: May 9, 2025
From: David M. Jirousek, AICP
RE: Review of Commercial Zoning Districts

Overview

We are in the early phases of analyzing the commercial zoning districts, and we plan to introduce initial observations at the upcoming meeting. This analysis focused more on the land use and dimensional requirements in the zoning code than on actual site, building, and lot conditions and characteristics. That step will come next.

Four tables are attached to this memo. Exhibits 1-2 include land use regulations, with all commercial districts in Exhibit 1 and “focus area” districts in Exhibit 2. Exhibits 3-4 include dimensional requirements, with all commercial districts in Exhibit 3 and “focus area” districts in Exhibit 4.

Focus area districts have the most common characteristics. In these areas, there is a higher likelihood of rezoning land, consolidating districts, or making clearer distinctions between them.

- C-1 City Center
- C-1 Water Street North
- C-1 Water Street South
- C-2 Water Street East

Initial Observations

Land Use

Exhibit 1 shows all commercial districts, and similarities are less clear because of the antiquated use of very specific land uses where generalization is more appropriate (P=Permitted, S=Special, NP= Not Permitted).

Exhibit 2 includes the focus area districts. However, several suggestions are made throughout the table for changes, such as “NP to P.” Many land uses are permitted in one district but not another, while very similar land uses are allowed in both districts. Working through an exercise to combine similar land uses, the four focus area districts become almost identical regarding allowable land uses. Also, with the new C-2 Waterfront Preservation District, none of the focus area districts have waterfrontage, meaning many water-oriented uses are no longer necessary.

In this table, blue cells indicate the similarities after proposed changes.

Dimensional Requirements

Exhibit 3 shows the commercial district dimensional requirements, while Exhibit 4 shows the focus area districts. In both Exhibits, commonalities are less obvious, mainly because each district may have one to three different sets of dimensional requirements based on individual land uses (see notes 1-13). However, as we study Exhibit 4, a few possibilities arise:

1. C-2 Water Street South could be absorbed into C-1 City Center. This is not because these districts are similar, but the remaining land and buildings in C-2 Water Street South are much closer to C-1 City Center than the current regulations.
2. C-1 Water Street North and C-2 Water Street East may be able to be combined. This will be further studied when assessing actual built conditions, but with an initial look, there is very little differentiation between these areas (existing conditions). The regulations are not too far off either. While specific land uses may require greater lot area or setbacks, that does not mean the base district requirements cannot be the same.

Conclusion

Please review the exhibits and see what other observations can be made. We will walk through this exercise during the May meeting, and a more detailed analysis is planned for the June meeting.

*- First-floor apartments shall not front public streets. First-floor apartments may front public or private alleys, private streets, private driveways, side yards, and rear yards.

** - On first or upper floors, except that first-floor offices shall not front public streets. First-floor offices may front public or private alleys, private streets, private driveways, side yards, and rear yards.

***- If it involves a significant exterior change.

****- Only if part of a hotel or motel

*- First-floor apartments shall not front public streets. First-floor apartments may front public or private alleys, private streets, private driveways, side yards, and rear yards.

**- On first or upper floors, except that first-floor offices shall not front public streets. First-floor offices may front public or private alleys, private streets, private driveways, side yards, and rear yards.



Planning, Zoning and Project Report

April 14, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and attended the Historic District Commission meeting.
- Prepared for and attended the Planning Commission meeting.
- Prepared materials for the upcoming Zoning Board of Appeals meeting.
- Held internal discussions to outline next steps for the Master Plan update.
- Met with a resident to address concerns related to weekend enforcement.
- Compiled the Quarterly Short-Term Rental Report.
- Issued enforcement letters in response to identified violations.
- Conducted site inspections for active projects, as required.
- Identified HDC violations and ensured corrective actions were taken.
- Continued coordination with Legal Counsel regarding an ongoing waterfront enforcement issue.
- Provided clarification on insurance requirements for specific uses within the City right-of-way.
- Continued discussions with residents concerning STR ownership transfers.
- Followed up on outstanding permit payments.
- Met with residents to review and explain Historic District requirements.
- Conducted an on-site meeting to discuss requirements for Major Site Plan Amendments.
- Sent neighbor notifications for Minor Waterfront Construction activities.
- Continued follow-up on open enforcement cases.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to egle violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished.	KLWSA

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane.	Zoning
150 Taylor St	Application for STR renewal received. More information needed from applicant. Info provided, sent to Fire Department. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	STR
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR
249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary.	
304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer.	STR
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop. Updated owners on pending language.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending.	
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line.	HDC

405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims	Enforcement
120 Mary St	Spa application received, HDC approved on 05-23-2024. Dimensions different from what has been approved, sent to HDC chair for clarification on process. Sent email to contractor notifying them of dimensional difference and need for HDC meeting.	Zoning
131 Griffith St	application for street cut ROW permit. Invoice sent.	ROW
40 Butler St	ZBA application received for variance from waterfront fence requirements.	ZBA
237 Francis St	STR application received. More info needed. Info received, sent to fire department,	STR
665 Spear	Had meeting with resident about final requirements for occupancy permits and explained that there are no available STR licenses in the CR district.	STR
790 Simonson	STR application received. Sent to fire department.	STR
715 Pleasant	STR Application received. Sent to fire department. License issued.	STR
991 Ridgeview Ln	STR Application received, need payment. Payment Received, Sent to fire department.	STR
565 Weirich Dr	Notified of potential enforcement case for STR.	Enforcement
70 Park St	Spoke to applicant about installation of solar. Application received, Sent invoice.	Zoning
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS.	Zoning
446 Culver St	STR application received, More info needed. John came to confirm additional trash receptacles and pay. Sent to Fire Department.	STR
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
129 Griffith St 6	STR application received, sent to fire department.	STR
888 Holland St	Receive questions regarding converting property into staff housing.	Zoning
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice.	HDC
149 Griffith St	SPR application received, Sent to engineer for stipulations regarding drainage.	Zoning
347 Water St 4	STR Application received, more info needed. Sent to fire department.	STR
128 Elizabeth St	STR Application received, sent to fire department.	STR

825 Bridge St	STR app for ADU received, waiting on insurance info.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant.	STR
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant.	HDC
842 Lake St 10	STR application received, sent to fire department.	STR
1035 Park St	Minor Waterfront Construction application received. Sent letter to neighboring properties.	Zoning

Closed Casework

450 Spear	SLU app for rental of an accessory dwelling unit. Need fee paid and app signed. Schedule for September PC meeting. Received signed app. Received fee. Dimensions too small. ZBA agreed to look at regulations and bring this back before the commission after that date. Notified applicants that their case will be at the March PC Meeting. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
515 St Joseph	STR Renewal of Accessory Structure. No SLU obtained, advised they need to go before the PC. Had meeting to discuss case. Received SLU App. Requested information on Gross Finished Floor Measurements. Postponed until later date. Notified applicants that their case will be at the March PC Meeting. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC. Postponed due to potential regulatory changes. Notified applicants that their case will be at the March PC Meeting. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant.	PC
825 Bridge St	Application for STR ADU SLU received. Had discussion about minimum size not meeting requirements. Applicant explained structure had been rented since 2011. suggested waiting for the 12-19-2024 Meeting for discussion on regulations before submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC. Spoke to owner again about potential timeline for review. Owner picked up checks for application, still intends to apply for SLU at future time. SLU Application received, still need payment. Approved at 03-20-2025 PC meeting. Sent SLU approval to applicant	PC
231 Grand St	STR Application received. Local Agent outside of allowed radius, notified owner. License issued.	STR
412 Mason St	STR Application received. More information needed. Information received, sent to fire department. License issued.	STR
102 Butler	Application received for art installation, Special Meeting approved for 03-13-2025 Approved.	HDC
40 Butler St	HDC application for Fence received. Sent to Contract planner. HDC approved contingent upon material used being wood. Sent applicant Zoning permit application for next steps. ZBA approval required.	HDC
El Burrito Feliz	Applicant reached out to renew EODA for the year. Asked for updated insurance. Insurance provided, sent invoice. Invoice paid	EODA
142 Butler	Provided ROW permit resources.	ROW
515 St Joseph	STR Application received. Sent to fire department. License Issued.	STR

149 Griffith	Administrative approval for replacement of patio in rear yard. Sent site plan review application for next steps.	HDC
807 Lake Unit 9	Application for door replacement in Historic District. Replacement is like for like, both new and old door is fiberglass, reason for replacement is mechanical issues with current door. Sent invoice for Administrative approval. Administrative approval issued.	HDC
1035 Park St	Received EGLE notification of dock plans. Emailed owner with minor waterfront app. No further action needed.	EGLE
31 Butler St	Application for installation of new power pedestal received. Administrative approval issued. Zoning permit approved, sent to MTS and Fire Department.	HDC
131 Griffith St	HDC application received for reroof. Approved administratively 04-02-2025.	HDC
731 Butler St	STR Application received. Sent to fire department. License issued.	STR
807 Lake St #5	STR Application received. Sent to fire department. License issued.	STR
715 Pleasant St	STR Application received. Sent to fire department. License issued.	STR
635 Holland St	STR Application received. Sent to fire department. License issued.	STR
419 Lake St	STR application received. Sent to fire department License issued.	STR
336 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
340 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
340 Park St ADU	ADU STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
295 Park St	STR Application received. More info needed. Info received, sent to fire department. License issued.	STR
558 Mason	Answered general Zoning questions for resident.	Zoning
545 Spear St	Applicant to remove tree from ROW and relocate onto private property to allow for development of driveway. Waiting on payment. Payment received, permit issued.	ROW
940 Pleasant	Received site plan review from fire department. Reached out to Ryan with questions. Sat down with owner to discuss plan. More information needed. Application received, asked for engineering drawings for storm water. Emailed owner with proposal for how to proceed and provided stipulations for project. Approved accessory structure in the rear yard, further approvals will be needed to fully complete project.	Zoning
560 Mill St	Sent enforcement letter regarding denied hardscaping request.	Enforcement

888 Holland St	Received question on use at SF res in NHM. Research questions. Provided information regarding Lodging and boarding houses. Continued investigation and discussion on lodging as a use and stated that a text amendment would be necessary.	Zoning
120 Mary St	HDC application for spa received. HDC permitted spa changes on 04-03-2025. HDC and Zoning permit issued.	HDC
142 Butler St	Answered questions and provided resources regarding signs and hardscaping in City ROW.	ROW
131 Mason St	Administrative approval for removal of section of fencing in rear of buildings to create egress at request of fire department.	HDC
3388 Bluestar HWY	STR Application received, more information needed. Reached out to owner as provided information did not suffice. Information provided, sent to fire department. License issued.	STR
3390 Bluestar HWY	STR Application received, more information needed. Reached out to owner as provided information did not suffice. Information provided, sent to fire department. License issued.	STR
138 Mason St	STR Application received. Sent to fire department. License issued.	STR
332 Mary St	Discussion with STR owner, resources provided.	STR
110 Butler St	STR Application received, more information needed. Spoke to applicant, info incoming. Sent to fire department. License issued.	STR
673 Lake St	HDC application received for pool house and acc building. Sent invoice to applicant. Received HDC approval on 04-03-2025. Motion by Gardner, second by Donahue, to approve the new pool, pool house, patio, fencing, resurfaced deck, and demolition of the tool shed at 673 Lake Steet in accordance with the revised plans and details submitted within the application materials and the revised plans that were presented at the meeting by the applicant. Approval shall be subject to the following conditions: 1. Revised posts on pool house be white to match the current house. 2. Ceiling on porches on current house are resurfaced with tongue and groove wood that matches the pool house that is in the revised packet that was provided at the meeting. 3. Including the fence as submitted in the revised packet.	HDC
142 Butler St	Observed Dumpster in City Street without permit. Emailed owner with ROW permit. Received ROW app. Issued with stipulation that dumpster is removed when not in use. Expiration date 05-01-2025	ROW
202 Butler St	Owner requested information for potential future Zoning project. Provided resources and Survey of property.	Zoning
302 Culver St	Observed work being done within the HDC without permits. Sent HDC application. HDC application received, sent to chair for discussion. Stamped PVC was used to restore trim, reached out to applicant to correct. Waiting on payment. Payment received. Permit issued.	HDC

618 Water St	Spoke to sign company in regards to requirements for monument sign in the historic District. Discussion continues on requirements of HDC. No further action at this time.	HDC
842 Lake St Unit 8	STR Application received. More info needed. Info received, still need payment. Sent to fire department. License issued.	STR
842 Lake St Unit 7	Str application with no required documentation provided, sent back to local agent. Info received, still need payment. Sent email asking for update on payment. Payment received, sent to fire department. License issued.	STR
821 Allegan St	STR Application received. Sent to fire department. License issued.	STR



Planning, Zoning and Project Report

May 12, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepared for and participated in HDC meeting.
- Prepared for and participated in Wellhead protection meeting.
- Had meetings regarding regulation changes.
- Spoke with legal regarding various topics.
- Spoke with MTS regarding various topics.
- Met with residents on site regarding complaints about site.
- Met with residents regarding residential project.
- Issued stop work orders to multiple projects.
- Spoke with legal representatives of owners regarding vacation of alley way.
- Spoke with legal representatives of owners regarding removal of ROW hardscaping.
- Sent enforcement letters regarding obstructions to ROW.
- Sent letter regarding requirements for major waterfront construction.
- Reached out to multiple residents regarding unpaid fees for various projects.
- Reached out to multiple residents regarding remaining balance of Escrow accounts.
- Created reports at the request of City Manager.
- Performed onsite visits at the request of MTS.
- Went onsite regarding potential water construction violations.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

550 Dunegrass Circle	Received notice of violation from EGLE. Researched property to ensure process shall be followed, in talks with developer in regards to potential development, will address requirements in regards to EGLE violation when determined. Had discussion with contract planner to determine how to move forward with proposed development. Further research done on SLU and Site Plan approval for 500 and 550 Dunegrass. sent legal questions for appropriate next steps. Reached out to developer with information regarding potential future project and also with plans to resolve EGLE violations. Reps from site will be required to submit vegetation removal plan to the PC. Developer stated that they would be reaching out to an environmental consulting firm to put together information. had discussion with environmental consultants on what needs to be provided to the PC. Received questions from environmental consultants, scheduled call with developer for further discussion. Emailed environmental consultants with expectations for site plan review application. Application received, invoice sent. Scheduled for may PC meeting.	Enforcement
568 Mason	Emailed Contractor about damaged water line. Sent application to engineer. Asked applicant for more information. Confirmed Drawings are being made. Spoke with developers about issue. Still awaiting complete application and drawings for work completed onsite to address waterline issue. Had further discussions about what happened on site and emailed engineer and KLWSA to determine appropriate action. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department.	STR

249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting.	PC
555 Griffith St	STR application received. Sent to fire department. Notified of pipe burst at property, inspection postponed until further notice.	STR
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner.	Enforcement
403 Water St	Received notice of proposed change of use. Provided resources. Application expected.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department.	STR
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
825 Bridge St	STR app for ADU received, waiting on insurance info. Insurance info received. Fee paid from escrow. Sent to fire department.	STR
449 Water St	Renewal of EODA, 4 spaces for 6 months. Invoice sent, waiting on insurance info. Left voicemail on 04-17-2025 to notify owner that EODA remains unpaid and work may not begin until payment is received, also noted that City Hall is closed 04-18-2025. Reached out stating that city still has not received payment. Applicant stated that the check is in the mail.	EODA
615 Park St 8	Applicant paid str renewal, supplied no application. Resources sent to applicant. Sent to fire department.	STR
842 Lake St 10	STR application received, sent to fire department.	STR
97 Park St	Received insurance information for STR. Sent STR application to owner.	STR
1039 N Maple St	had discussion regarding multi unit fence project. Send app and fence regulations.	Zoning
807 Lake St 1	Application received, more info needed. Info provided, sent to fire department.	STR
230 Griffith St	Application received, no payment. Sent invoice.	STR
807 Lake St 10	Application received, no payment. Sent invoice. Payment received. Sent to fire department.	STR

444 N Maple St	Application received, no payment. Sent invoice.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded.	Zoning
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
633 Butler St	STR Application received, more info needed. Info received, sent to Fire Department.	STR
345 Griffith	STR Application received, sent to fire department.	STR
97 Park St	STR Application received, sent to fire department.	STR
245 Spear St	STR Application received, sent to fire department.	STR
611 Lake St	HDC application received for Sauna in rear yard.	HDC
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
230 Griffith St	STR Application received, sent to fire department.	STR
165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
135 Grant St	STR Application received, More info needed. Info received, sent to fire department.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025	EODA
630 Holland St	STR Application received, sent to fire department. Invoice not updated, emailed treasurer to confirm payment has been received.	STR
545 Spear St	SF residential application received. Sent invoice and asked for survey of property.	Zoning
813 Allegan St	SF residential application received. Sent invoice	Zoning
515 Water St 2	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
547 Water St 3	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 5	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 6	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR
533 Water St 7	STR Application received, Sent to fire department. No fire department Checklist form. Sent email to owner.	STR

Closed Casework

842 Lake St 9	Answered STR questions regarding regulation changes.	STR
665 Spear	Had meeting with resident about final requirements for occupancy permits and explained that there are no available STR licenses in the CR district.	STR
568 Mason	Answered STR questions regarding regulation changes.	STR
607 Butler St	Answered questions about approved uses in R4 CER	Zoning
611 Lake St	Spoke with owner regarding HDC policy.	HDC
302 Culver	Observed obstruction to public parking spaces. Violation letter sent.	Enforcement
568 Mason	Completed FOIA request	FOIA
825 Bridge St	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
450 Spear St	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
515 St Joseph	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
880 Holland	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
306 Mary	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
991 Ridgeview Dr	Emailed applicant regarding Escrow Balance. Provided W-9 for refund.	Escrow
807 Lake St	Answered questions and provided resources regarding occupancy limits and local agent designations.	STR
129 Griffith St	Sign application received, sent request for more detailed info on placement. Info received, sent to Chair of HDC. Admin approval. Sign Permit issued.	HDC
128 Elizabeth St 13	STR Application received, sent to fire department. License issued.	STR
240 Lucy St	Answered STR questions regarding regulation changes.	STR
827 Holland St	Answered STR questions regarding regulation changes.	STR
831 Holland St	Answered STR questions regarding regulation changes.	STR
220 Culver	Received application for sign in historic district. Received approval for administrative sign off. Sent invoice to applicant. received payment. Sent to city council for approval of license agreement. Permit issued.	HDC
660 Lake St	Observed Work being done In the Historic district without permits. Stopped work to get permit applications and plans. Spoke with owner and contractor about plans and permits required in this district. Plans and permits received. Permits issued.	HDC
890 Holland St	Application for Water service replacement received. Spoke with Public works superintendent and City Engineer. permit issued.	Zoning

1045 Elizabeth St	Application received for second story addition to home. No setbacks on plans were provided. Reached out to applicant to clarify. Survey provided. License issued.	Zoning
807 Lake St	Answered numerous questions regarding occupancy and violations for multiple units within Multi Family Structure.	STR
344 Francis St	Application received, no payment. Sent invoice. License Issued.	STR
985 Ridgeview Ln	STR Application received, sent to fire department. License issued.	STR
332 Mary St #1 #2 #3	STR Application received, sent to fire department. License issued.	STR
320 Mason St	STR Application received, sent to fire department. License issued.	STR
787 Manchester Dr	Went onsite to perform final inspection.	Zoning
403 Water St	Observed Feather flag on site. owner agreed to remove and add flag to structure. No further action.	Enforcement
302 Culver St	Received application to HDC for minor masonry work. Sent invoice. Permit issued.	HDC
152 Butler St	HDC Application to replace 10 sq ft of entry way with concrete. Sent invoice to applicant. Issued on 05-01-2025 with stipulation to save as much material as possible.	HDC
439 Butler St	Provided information and resources regarding project in the Historic District. Awaiting application. HDC application received for window replacement received, advised that board review would be required. Sent invoice. Approved on 05-01-2025.	HDC
303 Culver St	HDC Application for historical marker to replace existing sign. Approved on 05-02-2025.	HDC
237 Francis St	STR application received. More info needed. Info received, sent to fire department, Notified fire department that reinspection fee was paid. License issued.	STR
1055 Holland St	STR Application received, sent to fire department. License issued.	STR
1035 Holland St	Received STR application. Transfer occurred 02/26/2025, on hold for now. Sent to fire department. License issued.	STR
347 Water St #2	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
347 Water St #3	STR Application received, need signature for Fire inspection. Sent to Fire Department. License issued.	STR
303 Butler St	Had meeting regarding alterations planned for the Saugatuck Women's Club, explained HDC regulations and provided resources.	Zoning
515 Water St	STR Application received, sent to fire department. License issued.	STR

405 Park St	Received application for addition of bathrooms and interior renovation. Sent to Contract planner for discussions. Administrative review deemed inappropriate due to location and scope of project, Formal site plan review scheduled for pc. Site plan review approved contingent upon applicable flood plain requirements being met. Waiting on owner to send additional documentation. Emailed owner regarding conditioned site plan approval and asked about required documentation. Had meeting with owner concerning EGLE requirements and location of flood plane. Received Topo survey of site, and confirmation from Jon Bayha of EGLE that all work proposed is above flood zone. Permit issued and sent to Fire Department and MTS.	Zoning
560 Mill	Spoke to attorney regarding Hardscaping request, had questions regarding private stone walkway remaining, asked if reapplication is possible or if appeal would be necessary. Stated that removal of denied hardscaping would begin and would reach out if they had further questions.	ROW
842 Lake St 8	Notified of transfer of property in resort district. Advised that transfer would void STR license and a new license would need to be obtained.	STR
102 Butler St	Application to install Fiber on Park St. No signatures with application, sent back to applicant. Signatures and payment received. Had discussion with DPW director and Engineer regarding stipulations. Sent permits to applicant with directions to contact City Engineer for walkthrough/review meeting as soon as possible.	ROW
550 Mason St	STR Application received, more information needed. Application withdrawn.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
510 Butler	Sent invoice to McKenna due to overdrawn escrow account for proposed text amendment.	Escrow
410 Hoffman	STR Application received, sent to fire department. License issued.	STR
229 Francis St	STR Application received, sent to fire department. License issued.	STR
781 Manchester Dr	STR application received. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Updated owners on pending language. Pending language approved. sent to fire department. License issued.	STR

304 Lucy St	Received STR renewal with new owners. Noted a different license holder on application from previous years. Transfer occurred Jan 2024, existing certificate never updated. Application denied due to unauthorized transfer of ownership. Email and letter sent to owner. Discussions with the owner and local agent in regards to appropriateness of denial was had. Owner to provide timeline of events for argument to be sent to legal. Explained to owner that their application is considered denied due to transfer. Explained regulation changes to representative of 304 Lucy. STR application received. Sent to Fire Department, License issued.	STR
131 Mason St	Fire department notified me of fence blocking egress, owner intends to remove panel of fence, emailed HDC chair to confirm that administrative approval is appropriate for modification of a fence behind a building line. HDC permit issued.	HDC
405 Park St	Potential enforcement case. Site work observed, emailed EGLE and Allegan County to ensure no permits from them is required. Issued stop work order as minor site plan amendment required. Applicant adding pavers where concrete exists and adding decorative boulders to existing retaining wall. Engineer and contract planner consulted, scope of work is compliant and existing Stormwater mitigation precautions is acceptable. Permit issued.	Enforcement
646 Francis St	ROW application for natural gas installation received. Engineer provided stipulations for work. Permit issued.	ROW
449 Water St	noticed outdoor dining set up without fees paid, reached out to owner who stated that check was mailed last week. No further action at this time.	EODA
403 Water St	Received application for internal remodel of Personal Service establishment. Sent to fire department and MTS. Fire department approved with stipulations that further documentation be provided to them. No further action needed at this time.	Zoning
338 Park St	Application received for existing STR. Noted transfer from owner to LLC, notified owner that license is currently pending. Sent email to applicant explaining that due to transfer of ownership to LLC, application is currently pending. Spoke with applicant about upcoming City Council Workshop. Updated owners on pending language. Pending language approved. sent to fire department. License issued.	STR
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
25 Park St	Received concerns from neighbors regarding work being done without permits. Visited site to confirm that no permits were needed from Zoning as scope of project was maintenance on existing structure.	Enforcement

165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #1	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #2	STR Application received, sent to fire department. License issued.	STR
153 Lucy St #3	STR Application received, sent to fire department. License issued.	STR
731 Water St	STR Application received, sent to fire department. License issued.	STR
329 Water St	HDC and Zoning App received to replace concrete driveway. Footprint will be unchanged, material will be unchanged. Permits issued 05-08-2025.	HDC
102 Butler St	HDC app for replacement of Chain Ferry Arbors. All materials will be like for like. Discussion had with DPW director. Sent to Chair of HDC. Chair agreed to admin approval. Approved 05-08-2025	HDC