Planning Commission Regular Meeting
March 21, 2024 7:00PM
City Hall
102 Butler Street, Saugatuck, MI

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

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Then enter "Meeting ID":
2698572603

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

1. **Call to Order/Roll Call:**

2. **Approval of Agenda:** (Voice Vote)

3. **Approval of Minutes:** *(Voice Vote)*
   - **A.** Regular Meeting Minutes – February 15, 2024

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

5. **Old Business:**

6. **New Business:**
   - **A.** Short Term Rentals – Further Discussion of Residential Caps and Parking (pg. 14)
   - **B.** Goals for Remainder of 2024 (pg. 28)

7. **Communication:**

8. **Reports of Officers and Committees:**
   - **A.** Zoning Administrator Activity Report (pg. 30)

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, February 15, 2024, at 7:00 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 7:01 p.m.

Present: Chair Manns, Vice-Chair Broeker, Commission members: Anderson, Bagierek, Clark, Gaunt, & LaChey.

Absent: None.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, Deputy Clerk Sara Williams, City Attorney Jacob Witte & City Attorney Trent Cunningham.

2. Approval of Agenda:

Motion by Gaunt, second by LaChey, to approve the agenda as presented for February 15, 2024. Upon voice vote, motion carried unanimously.

3. Approval of Minutes:

Motion by Anderson, second Clark, to approve the minutes for the regular meeting January 18, 2024. Upon voice vote, motion carried unanimously.

4. Public Comment on Agenda Items:

- Liz Amundson – Not in favor of the blanket Short-Term rental two-person to a bedroom max.

5. Old Business: None.

6. New Business:

A. 311 Water Street: Public Hearing and Site Plan Review for a restaurant with outdoor seating and expanded outdoor dining area. (Roll Call Vote)

Public Hearing Information

A. Hearing is called to order by Chair Manns at 7:10 pm.

B. Summary by the Zoning Administrator:

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the proposed business.

The scope of the project includes the placement of picnic tables on sidewalks within the public right-of-way. The tables have light grey plastic tops and seats with dark metal framing. Tables are proposed to be placed on the patio seating areas and on the existing concrete sidewalk. Four (4) tables are proposed along Water Street and two (2) along Hoffman Street.

Table service is not proposed, and no significant exterior changes or site improvements are proposed as part of the project. However, it is unclear if existing lighting will be used or if additional light fixtures are proposed.

C. Presentation by the Applicant: Applicant was not present for meeting.

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 & letters): None.
    2. Opposing Comments (audience & letters): None.
    3. General Comments (audience & letters): None.
    4. Repeat Comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by the Chair at 7:15 pm.

F. Commission deliberation:

The board went into deliberation and discussed the applicants request for special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the proposed business.

G. Commission action:

Motion by Anderson, second by Bagierek to approve the special land use and site plan request for expanded outdoor dining contingent upon the following:

1. *Provide light fixture specification sheets for review and administrative approval if new exterior lighting will be installed.*
2. *Secure all other applicable approvals from City departments, the fire department, and applicable outside agencies.*
3. *Provide all Expanded Outdoor Dining Area checklist items in accordance with section 154.092 (O)(2)b (license agreement, fees, lighting attestation, and tax payment attestation.*

Upon roll call vote, motion carried unanimously.

B. <u>449 Water Street</u>: Public Hearing and Site Plan Review for a restaurant with outdoor seating and expanded outdoor dining area. (Roll Call Vote)

<u>Public Hearing Information</u>

A. <u>Hearing is called to order by Chair Manns at 7:20 pm.</u>

B. <u>Summary by the Zoning Administrator:</u>

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the proposed business.

The scope of the project includes the placement of picnic tables on sidewalks and parking spaces within the public right-of-way. Outdoor seating was originally approved through the special land use process in 2015 (four tables and 16 chairs). The current proposal is the same as approved by the City in previous seasons, which includes tables and chairs in four diagonal parking spaces and along the sidewalk area:

1. Six tables in parking spaces.
2. Three picnic tables in the mulch area within the right-of-way (Mary Street).
3. Two picnic tables within the right-of-way (Water Street).
4. Two picnic tables and four other tables under an awning extended from the building.

Based on the location of the outdoor dining area in relation to the street and traffic, barrels, planters, and metal partitions are proposed to enclose the area within existing diagonal parking spaces. The picnic tables are constructed with wood, and umbrellas will be installed through a central hole. String lights were previously installed around the boundaries of the angled parking area.

No significant exterior changes or site improvements are proposed as part of the project. All exterior furniture, planters, stations, and containers will be temporary in nature.

C. Presentation by the Applicant: Christine Murphy Peirce.

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 & letters): None.
    2. Opposing Comments (audience & letters): Jim Bouck (638 Spear) – Not in favor due to not being ADA compliant.
    3. General Comments (audience & letters): None.
    4. Repeat Comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by the Chair at 7:32 pm.

F. Commission deliberation:

The board went into deliberation and discussed the requests special land use and site plan approval for a restaurant with outdoor seating and the service of alcoholic beverages. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the proposed business.

G. Commission action:

Motion by LaChey, second by Gaunt to approve the special land use and site plan request for expanded outdoor dining contingent upon the following:

1. *Demonstrate the compliant placement of electrical cords.*
2. *Provide a detailed plan for installing pavers in the Mary Street right-of-way.*
3. *Secure all other applicable approvals from City departments, the fire department, and applicable outside agencies.*
4. *Provide all Expanded Outdoor Dining Area checklist items in accordance with section 154.092 (O)(2)b (license agreement, fees, lighting attestation, and tax payment attestation.*

Motion was amended by LaChey to add:

5. *Applicant must make accommodations for people to open car doors in handicapped spaces.*

Upon roll call vote, motion carried unanimously.

C. <u>Zoning Text Amendment:</u> Public Hearing – An ordinance which amends the Zoning Ordinance to, among other things, clarify and update provisions pertaining to short-term rentals and accessory dwelling units. (Roll call vote)

<u>Public Hearing Information</u>

A. <u>Hearing is called to order by Chair Manns at 7:50 pm.</u>

B. <u>Summary by the Zoning Administrator:</u>

The City's STR Task Force met for several months and finalized its report at the end of September. The Task Force recommendations were presented to the Planning Commission on October 19. On November 16 and December 21, the Planning Commission reviewed and discussed the STR Task Force recommendations. The Planning Commission found consensus on several of the Task Force recommendations. For items for which there was a consensus and for others staff has identified as needing further clarity, a draft police-powers ordinance, zoning amendments, and noise ordinance amendments were drafted.

The Planning Commission reviewed the draft zoning amendments at its January 18 meeting and agreed to schedule a public hearing for February 15. Changes to the draft include:

- Further clarification of where first floor and upper-floor units may front.
- Clarification of accessory dwelling unit access in a detached accessory building.
- Removal of interior access prohibition for attached accessory dwelling units.

The Planning Commission is asked to conduct a public hearing, discuss the amendments, and consider making a recommendation to City Council.

The following highlights some of the changes in the proposed text amendment:

- Three-year certificate requirements are removed as STRs will now be required to obtain an annual license under a separate police-powers ordinance.
- Zoning will still regulate STR signage.
- Updated accessory dwelling units to clarify who may occupy an ADU and when an accessory dwelling unit can be rented.
    - Note: The current requirements that both an ADU and single-family dwelling be rented under a single contract, or the owner occupy the home and receive special land use approval to rent the ADU separately remain unchanged. Not renting the ADU and single-family home separately also remains unchanged.

- Made language consistent in how an accessory dwelling unit size should be measured.
- Made clear that both an ADU and single-family dwelling, even if rented under a single contract, will still each be required to have their own STR license and inspection if rented 31 days or less.
- Clarified where certain dwellings and apartments can be located in the City Center, Water Street North, Water Street East, and Water Street South zoning districts. Also clarified which may be used for STRs.
- Note: Some single-family dwellings and first floor apartments exist in these districts, and they do not have frontage on the street. Many are ineligible to be used as STRs as they are not wholly located on the second or third floor. The language changes would still maintain the original intent to ensure that restaurants, retail, etc., were on first floors fronting active "main street" environments.
- Changed the definition of Flood Hazard Area to address a typo.

C. Presentation by the Applicant: None.

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 & letters): None.
    2. Opposing Comments (audience & letters): None.
    3. General Comments (audience & letters): None.
    4. Repeat Comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by the Chair at 8:11 pm.

F. Commission deliberation:

The board went into deliberation and discussed the following highlights some of the changes in the proposed text amendment:

- Three-year certificate requirements are removed as STRs will now be required to obtain an annual license under a separate police-powers ordinance.
- Zoning will still regulate STR signage.
- Updated accessory dwelling units to clarify who may occupy an ADU and when an accessory dwelling unit can be rented.
    - o Note: The current requirements that both an ADU and single-family dwelling be rented under a single contract, or the owner occupy the home and receive special land use approval to rent the ADU separately remain unchanged. Not renting the ADU and single-family home separately also remains unchanged.

- Made language consistent in how an accessory dwelling unit size should be measured.
- Made clear that both an ADU and single-family dwelling, even if rented under a single contract, will still each be required to have their own STR license and inspection if rented 31 days or less.
- Clarified where certain dwellings and apartments can be located in the City Center, Water Street North, Water Street East, and Water Street South zoning districts. Also clarified which may be used for STRs.
    - o Note: Some single-family dwellings and first floor apartments exist in these districts, and they do not have frontage on the street. Many are ineligible to be used as STRs as they are not wholly located on the second or third floor. The language changes would still maintain the original intent to ensure that restaurants, retail, etc., were on first floors fronting active "main street" environments.
- Changed the definition of Flood Hazard Area to address a typo.

G. Commission action:

Motion by Anderson, second by LaChey to RECOMMEND adoption of the amendments to the zoning ordinance to clarify and update provisions pertaining to short-term rentals, accessory dwelling units, and flood hazard area definition with the following changes:

1. *Edits to section 4B5 & 4B8, as well as section 8.*

Upon roll call vote, motion carried unanimously.

D. Police Powers Ordinance – Short-Term Rentals

The City's STR Task Force met for several months and finalized its report at the end of September. The Task Force recommendations were presented to the Planning Commission on October 19. On November 16 and December 21, the Planning Commission reviewed and discussed the STR Task Force recommendations. The Planning Commission found consensus on several of the Task Force recommendations. For items for which there was a consensus and for other staff identified as needing further clarity, a draft police-powers ordinance, zoning amendments, and noise ordinance amendments were drafted.

The Planning Commission reviewed the draft police powers ordinance at its January 18 meeting. Changes have been made based on Planning Commission feedback and further staff discussions.

Changes include:

- Clarifying subletting.
- Requiring owners to not allow use of fireworks.

- Requiring a signed attestation from the owner versus an affidavit.
- Requiring a completed and signed rental inspection checklist for both initial and renewal applications.
- Adding e-mail as a notification option for application deficiencies.
- Added motor courts as not being included in the definition of a dwelling unit.

The Planning Commission is asked to further discuss the draft ordinance and consider making a recommendation to City Council.

The following highlights some of the key elements of the licensing ordinance for short-term rentals:

- An annual license and inspection will be required for each short-term rental.
- Occupancy - Set at two (2) per bedroom, plus an additional two (2) occupants per finished floor but not to exceed a maximum of twelve (12).
- Visitor Maximum - The maximum number of visitors to be equal to the maximum number of occupants multiplied by a factor of 1.5. Visitors permitted only between the hours of 7:00 am and 11:00 pm.
- While not a Task Force recommendation, staff and some Planning Commissioners raised concern about how maximum sleeping occupancy can be enforced. This will assist. It is also consistent with the "quiet hours" in the existing noise ordinance. The factor can be modified, or the suggested regulation can be removed entirely.
- All advertising will have to reference the license number.
- Still required to comply with zoning.
- Requires providing and posting of the rules and regulations, name of the license holder and/or local agent responsible, that individual's telephone number and email address that they may be reached on a 24-hour basis, notification of the maximum number of overnight occupants, a copy of the City's noise ordinance, notification that an occupant and/or a visitor of an occupant may be cited for a violation and a copy of the Good Neighbor Guide.
    - Note: The Good Neighbor Guide will contain considerations for noise, trash disposal, parking, and maximum occupancy.
- Trash - One (1) outdoor garbage can, and one (1) recycling bin required. If occupancy is six (6) or more, at least two (2) outdoor garbage cans and at least one (1) recycling bin. Exposed waste or garbage will be considered a violation.
    - Note: Some discussion occurred on whether two recycling bins should be required. Staff plans on negotiating twice monthly pickup with Republic, but the current contract doesn't expire until October.
- All rooms in a dwelling must be rented under a single contract. No individual renting of rooms or subletting.
- Owner shall not allow use of fireworks by STR occupants and visitors.
- Rental insurance must be maintained.

    - Note: The Fire Department advised "we have had owners within the District, that had a fire at their property and found out after the fact that their standard homeowner's insurance did not cover renting the property, and the loss they incurred was not covered." The recommendation was "an effort to help protect property owners to ensure they have adequate information and proper coverages."
- Registry - By applying for a license, the owner and/or license holder agrees to have their name, contact information, the address of the short-term rental, maximum occupancy and contact information for their local agent included in the City's publicly available short-term rental registry.
- Current STR Certificates – Intent to "grandfather" certificates that were issued under the Zoning ordinance until those certificates expire. Once a previously issued short-term rental certificate expires, the certificate-holder must receive a short-term rental license to continue operating at the premises.
- Duty to Address Issues - The license holder and/or local agent will have the duty to remedy a violation, including the noise ordinance, within two hours. If they do not, it would be a violation.
    - Note: This makes it clear that the local agent or license holder has a responsibility to act and respond to concerns. The time limit can be modified if desired.
- A suspension and revocation process is outlined. Any suspension time will occur during primary tourist season.
    - Note: Months can be modified if desired.
- Fraudulent Complaints – Anyone who makes a fraudulent complaint will face their own violation.
- Licenses cannot be transferred.
    - Note: STR certificates do not transfer to new owners either. The language provides much more detail to define a transfer. Depending on whether the Planning Commission desires to recommend residential caps and at what level, transfer of ownership clarity will be important.

Motion by Gaunt, second by Clark to RECOMMEND adoption of the short-term rentals licensing ordinance to provide for the public peace and health and for the safety of persons and property in the City of Saugatuck by the licensing and regulation of short-term rentals, to provide procedures for the suspension and revocation of short-term rental licenses, and to provide penalties for violations of short-term rental regulations.

A roll call vote was taken:
Yes: Commissioners Anderson, Broker, Clark, Gaunt, & LaChey, Chair Manns.
No: Commissioner Bagierek.
Motion carried 6-1.

E. <u>Police Powers Ordinance – Noise</u>

The City's STR Task Force met for several months and finalized its report at the end of September. The Task Force recommendations were presented to the Planning Commission on October 19. On November 16 and December 21, the Planning Commission reviewed and discussed the STR Task Force recommendations. The Planning Commission found consensus on several of the Task Force recommendations. For items for which there was a consensus and for other staff identified as needing further clarity, a draft police-powers ordinance, zoning amendments, and noise ordinance amendments were drafted.

The Planning Commission reviewed the draft noise ordinance at its January 18 meeting. Changes have been made based on Planning Commission feedback. Changes include:

- Modifying the hours of operation for lawn equipment.

The Planning Commission is asked to further discuss the draft ordinance and consider making a recommendation to City Council.

The following highlights some of the key elements of the noise ordinance:

- Language was modified to be compliant with recent case law and more defensible.
- Time limitations were left unchanged except for lawn maintenance equipment.
    - Note: Some have thought "quiet hours" started at 10p while others believed it was 11p. The existing ordinance states 11p.

Motion by Anderson, second by LaChey to RECOMMEND adoption of the amendment to the noise ordinance to clarify provisions related to the quiet hours and provide examples of violations of the ordinance to better protect the public health, safety, and general welfare of the City, its residents, and visitors with the following changes:

1. Section 9D (2)(E)4 changed hours from 8am-8pm.

Upon roll call vote, motion was carried unanimously.

F. Short-Term Rentals – Further Discussion of Residential Caps and Parking

The City Attorney has provided drafts of two ordinances to implement several recommendations from the City's Short-Term Rental Task Force Action Report ("action report"). One ordinance proposes to amend several sections of the City Zoning Ordinance regarding accessory dwelling units and short-term rentals, and the other "police power" ordinance outlines the permitting and enforcement process in the general City Code of Ordinances. However, certain policy discussions are recommended to assess rental permit caps and other requirements, such as parking restrictions.

Motion by Broeker, second by Anderson to recommend to City Council to reconsider the moratorium on short-term rentals that they previously recommended to them only the moratorium would be limited to R1 districts only as opposed to the current draft being city wide.

There was no vote and the discussion continued. Broeker amended the motion to update the recommendation of a six-month time period for the proposed moratorium that they are recommending to City Council.

A roll call vote was taken:
Yes: Commissioners Anderson, Broker, Clark, Gaunt, & LaChey, Chair Manns.
No: Commissioner Bagierek.
Motion carried 6-1.

7. Communications: None.

8. Reports of Officers and Committees:

A. Zoning Administrator Activity Report: Director of Planning, Zoning, and Project Management Cummins included brief update of his report.

9. Public Comments: None.

10. Commission Comments:

- CJ Bagierek: He said that he voted no on the short-term rental item, but there were a lot of good things in there. He hopes that City Council takes the opportunity to go through each line item, takes a look at each one to make their decision based upon each of the merits of each item.
- Joe Clark: Said that there was a lot of hard work and progress during this meeting and thanked everyone.
- Holly Anderson: She agreed with Commissioner Clark.
- Steve Manns: He thanked them for being part of the task force for the majority of 2023. He said that it's moving forward but it 's not an easy topic. He appreciates the fact that all of the Commissioners, staff, and consultants are willing to be here to make certain that they are doing something that fits for the City of Saugatuck and not just try to mimic what's been done somewhere else. He thinks the idea of possible limiting any new licenses is very prudent as they continue to look at this knowing that they will more than likely put limitations in. He hopes the rest of the city will also feel comfortable that they are taking the additional time.

11. Adjournment:

Motion by LaChey, second by Gaunt, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 10:15 pm.

Respectfully Submitted,

_____

Sara Williams, Deputy Clerk

HORIZON
Community Planning

Memorandum

To: City of Saugatuck Planning Commission

Date: March 16, 2024

From: David M. Jirousek, AICP

RE: Short-Term Rental Regulation: Neighborhood Analysis

Overview

Based on public concern about the impact of short-term rentals within the city, the Planning Commission could consider caps or separation requirements to lessen the total number of permits or distribute permits to avoid clustering. This report takes initial steps to identify, name, and characterize R-1 "neighborhoods" and includes initial data and a preliminary analysis. The analysis helps to narrow down areas where the impact of short-term rentals may be more concerning. The areas with the most concerns on issues or exceptionally high individual concerns could be candidates for caps or to apply minimum separations.

Please note that this is an initial analysis and a framework intended to encourage discussion on the pros and cons of caps and separation requirements. As Planning Commission members and residents, you know your community best. Based on your input, the neighborhood boundaries in this report can be amended, and comments can be changed or supplemented.

Additionally, of the 12 areas identified in this report, the Planning Commission may find that several may not be appropriate for caps or separation requirements. If certain areas are ruled out, we can provide a deeper analysis on a smaller area of focus for the April meeting.

Notes and Methods

Please note that public property and multi-family residential lots were removed from the summary data table information for this exercise. While this data was removed from the information used to create the summary tables, some maps may include public property as highlighted lots.

Also, permit numbers for each neighborhood were counted from the Short-Term Rental Task Force report maps and then supplemented by January 2024 data from Ryan Cummins. Not all permit locations are shown, as many are outside the study areas.

The following breakdown was used for low, medium, and high designations based on the distribution of lot sizes and permits per number of lots in each study area. These can undoubtedly change based on our upcoming conversation.

Lot Sizes	**Level**	**Permits per Number of Lots**	**Level**
½ acre or greater	Low Density	Less than 20%	Low
¼ acre or greater but less than ½ acre	Medium Density	20% or greater but less than 30%	Medium
Less than ¼ acre	High Density	30% or greater	High

"Clustering" of STR-permitted lots was noted as concerning where mapping shows at least three abutting properties with STR permits or a block with most lots with STR permits.

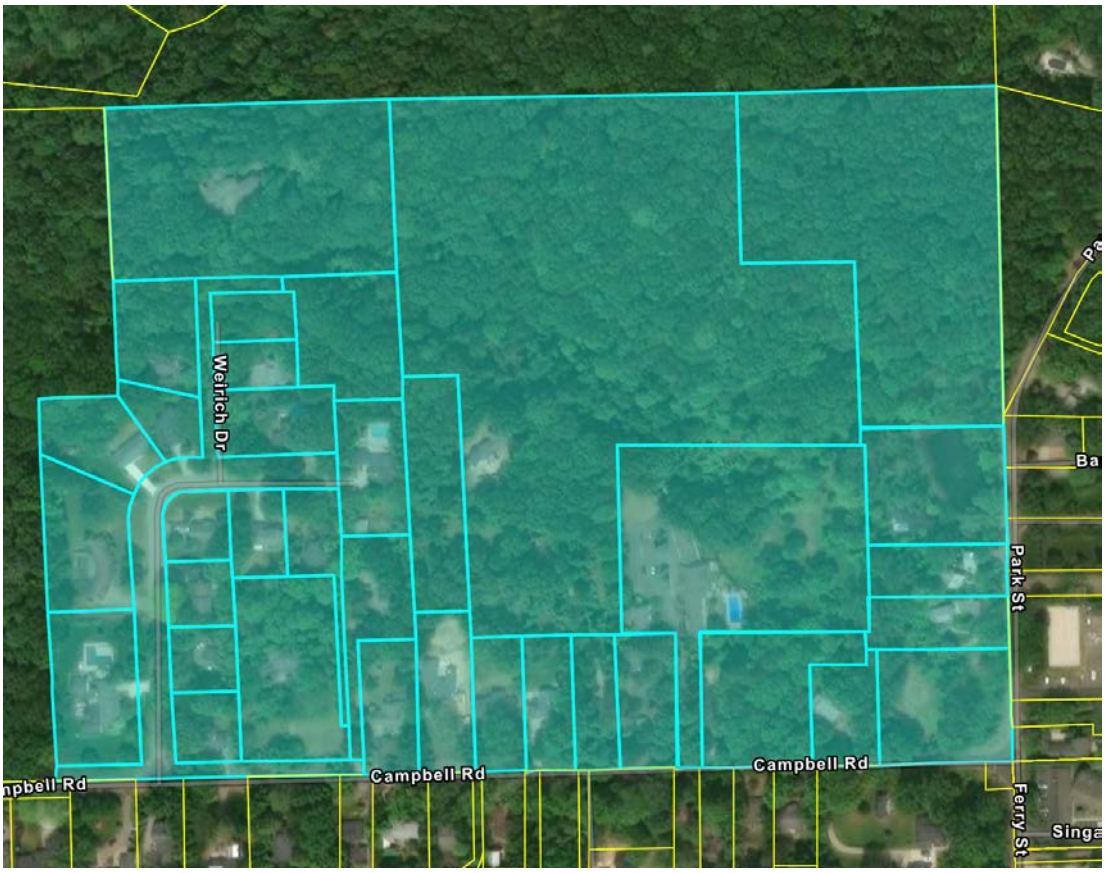
Every effort has been made to ensure the accuracy and completeness of this data. However, this report is intended as a preliminary and broad analysis of neighborhood-level lot and permit information to guide general policy discussions.

Conclusion

Of the 12 neighborhoods identified, one or more higher-level concerns were noted for the following areas:

- Area 3: Park/Perryman
- Area 6: Holland Corridor
- Area 7: Central
- Area 8: The Hill
- Area 10: Pleasant
- Area 11: Lake Street

Area 1: Manchester/Campbell



Total Acreage (ac.)	**53.67**
Total Lots	**36**
Median Lot Size (ac.)	**0.70**
Average Lot Size (ac.)	**1.49**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are larger, and driveways are longer	Low
Noise and Activity	Lot sizes are larger, and residential density is low	Low
Number of Existing STR Permits	6 (16%)	Low
Clustering	None	Low

Area 2: Park Street South

Total Acreage (ac.)	**36.96**
Total Lots	**80**
Median Lot Size (ac.)	**0.26**
Average Lot Size (ac.)	**0.46**

Issue	**Comment**	**Concern Level**
Parking	To the south, lot sizes are larger, and driveways are longer To the north, lot sizes are smaller and there is less room to park	Low/Medium
Noise and Activity	To the south, lot sizes are larger To the north, lot sizes are smaller	Low/Medium
Number of Existing STR Permits	11 (13.75%)	Low
Clustering	None	Low

Area 3: Park/Perryman

Total Acreage (ac.)	**2.17**
Total Lots	**15**
Median Lot Size (ac.)	**0.10**
Average Lot Size (ac.)	**0.14**

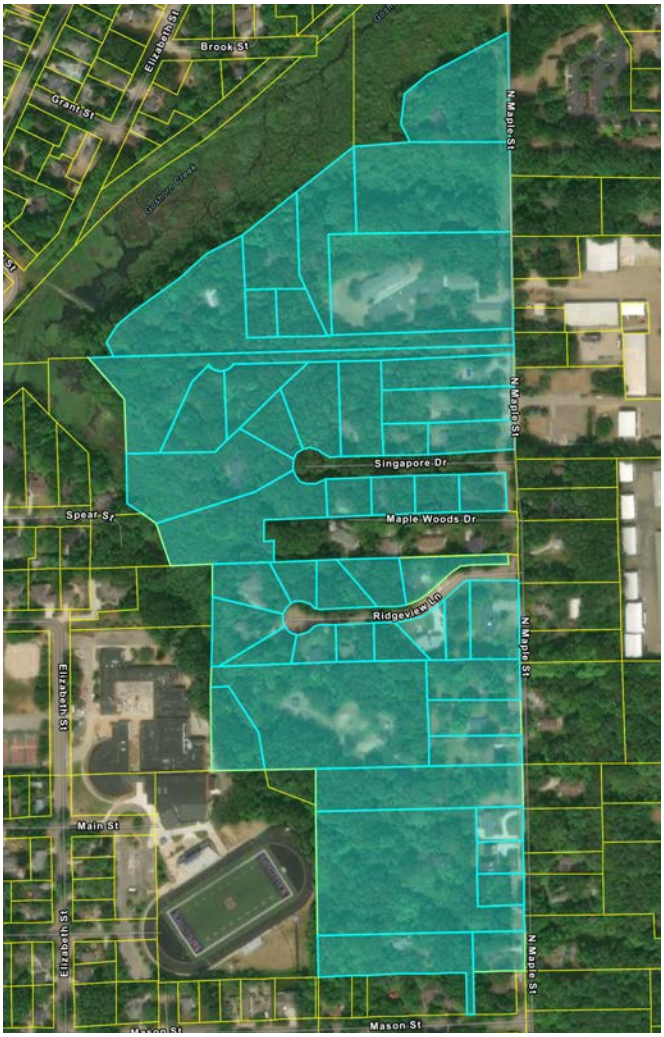
Issue	**Comment**	**Concern Level**
Parking	Lot sizes are smaller and there is less room to park	High
Noise and Activity	Lot sizes are smaller and residential density is higher	High
Number of Existing STR Permits	3 (20%)	Medium
Clustering	None	Low

Area 4: Park Street North

Total Acreage (ac.)	**10.01**
Total Lots	**25**
Median Lot Size (ac.)	**0.35**
Average Lot Size (ac.)	**0.40**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are mid-range and driveways are mid-range	Medium
Noise and Activity	Lot sizes are mid-range and residential density is mid-range	Medium
Number of Existing STR Permits	2 (8%)	Low
Clustering	None	Low

Area 5: Maple Street



Total Acreage (ac.)	**47.38**
Total Lots	**46**
Median Lot Size (ac.)	**0.63**
Average Lot Size (ac.)	**1.03**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are larger, and driveways are longer	Low
Noise and Activity	Lot sizes are larger and residential density is lower	Low
Number of Existing STR Permits	9 (19.6%)	Low
Clustering	None	Low

Area 6: Holland Corridor

Total Acreage (ac.)	**16.73**
Total Lots	**61**
Median Lot Size (ac.)	**0.24**
Average Lot Size (ac.)	**0.27**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are smaller and there is less room to park	High
Noise and Activity	Lot sizes are smaller and residential density is higher	High
Number of Existing STR Permits	25 (41%)	High
Clustering	6 abutting in one location	High

Area 7: Central

Total Acreage (ac.)	**14.32**
Total Lots	**67**
Median Lot Size (ac.)	**0.20**
Average Lot Size (ac.)	**0.21**

Issue	Comment	Concern Level
Parking	Lot sizes are smaller and there is less room to park However, there is a higher amount of public and on-street parking closer to this area	High
Noise and Activity	Lot sizes are smaller and residential density is higher	High
Number of Existing STR Permits	28 (41.8%)	High
Clustering	3 abutting in two locations 4 abutting in two locations	High

Area 8: The Hill

Total Acreage (ac.)	**37.09**
Total Lots	**134**
Median Lot Size (ac.)	**0.21**
Average Size (ac.)	**0.28**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are smaller and there is less room to park	High
Noise and Activity	Lot sizes are smaller and residential density is higher	High
Number of Existing STR Permits	43 (32%)	High
Clustering	One block over 66% STR with 9 clustered (not all abutting)	High

Area 9: Mason/Allegan

Total Acreage (ac.)	**18.69**
Total Lots	**64**
Median Lot Size (ac.)	**0.25**
Average Lot Size (ac.)	**0.29**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are mid-range and driveways are mid-range	Medium
Noise and Activity	Lot sizes are mid-range and residential density is mid-range	Medium
Number of Existing STR Permits	16 (25%)	Medium
Clustering	None	Low

Area 10: Pleasant

Total Acreage (ac.)	**9.45**
Total Lots	**21**
Median Lot Size (ac.)	**0.39**
Average Lot Size (ac.)	**0.45**

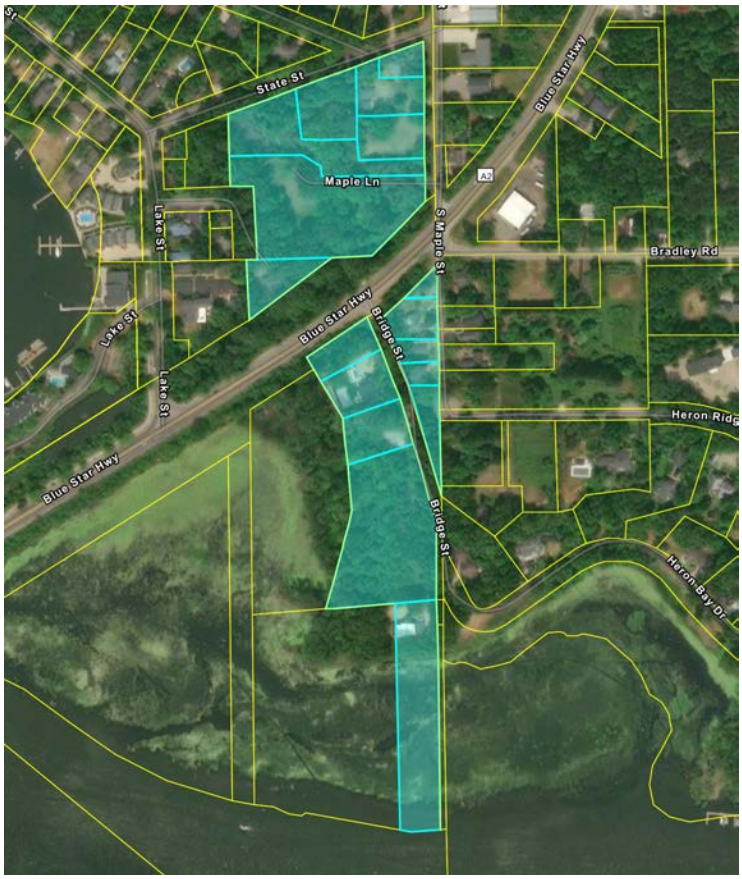
Issue	**Comment**	**Concern Level**
Parking	Lot sizes are mid-range and there is less room to park.	Medium
Noise and Activity	Lot sizes are mid-range and residential density is mid-range	Medium
Number of Existing STR Permits	6 (28.6%)	Medium
Clustering	4 abutting	High

Area 11: Lake Street

Total Acreage (ac.)	**10.73**
Total Lots	**36**
Median Lot Size (ac.)	**0.28**
Average Lot Size (ac.)	**0.30**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are mid-range and driveways are mid-range	Medium
Noise and Activity	Lot sizes are mid-range and residential density is mid-range	Medium
Number of Existing STR Permits	12 (33.3%)	High
Clustering	3 abutting in two locations	High

Area 12: Maple/Bridge



Total Acreage	**11.43**
Total Lots	**16**
Median Lot Size	**0.55**
Average Lot Size	**0.83**

Issue	**Comment**	**Concern Level**
Parking	Lot sizes are larger, and driveways are longer	Low
Noise and Activity	Lot sizes are larger and residential density is lower	Low
Number of Existing STR Permits	2 (12.5%)	Low
Clustering	None	Low

Planning Commission Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: March 21, 2024

SUBJECT: Goals for Remainder of 2024

DESCRIPTION:

Due to a heavy caseload with several other matters, the Planning Commission hasn't discussed goals for 2024. With a lighter agenda for this meeting, the Planning Commission is asked to discuss its goals for the remainder of 2024.

2023 Priorities
The Planning Commission set the following priorities for 2023 and made significant progress in completing most items. A summary of the progress is provided for each:

a. Update the Tri-Community Master Plan - Some discussions have occurred with Saugatuck Township and Douglas Planning Commissioners. Douglas has moved ahead with implementing a master plan specific to their City, but has expressed openness in continuing to also have a Tri-Community Master Olan.

b. Short-term Rentals
    i. Recommend to City Council that a Task Force be formed. – Completed. Task Force report formally presented to Planning Commission in November.

    ii. Recommend to City Council that they enact a moratorium on new STR certificates. – Completed. City Council decision was to not enact a moratorium.

c. Improvement of the Zoning Ordinance
    i. The Planning Commission advised they wish to focus updates to the zoning ordinance to key areas such as:

        1. Waterfront Development – Completed. Several meetings were held to study and evaluate the project area, conduct public engagement, and draft recommendations. The Planning Commission recommended several zoning amendments to City Council. City Council approved the recommendations.

        2. Consolidation of Zoning Districts – Partial progress related to Water Street East and Water Street South. Additional evaluation and study needed for remaining parcels and other zoning districts.

        3. Short-Term Rentals – Completed. The Task Force recommendations were discussed by the Planning Commission. The Planning Commission recommended several zoning and police-power amendments to City Council. City Council approved the recommendations.

d. Fee in Lieu of Parking – No progress.

e. Park Street sidewalks and widening – No progress by Planning Commission. The Parks and Public Works Committee has formed a sub-group to evaluate.

f. Continued Planning Commission Education and Training – Completed and ongoing. Citizen Planner training was completed by new members. Some Planning Commissioners completed site plan review training and attended Zoning Board of Appeals training. The MSU Extensional annual planning and zoning case law update was provided to all Planning Commissioners.

City Manager, Planning, Zoning and Project Report

March 11, 2024

Acting City Manager

Blue Star Trail

- I met with the C2AE project manager to further discuss trail status and issues specific to Lake/Blue Star Trail. C2AE provided updated details on the estimated construction costs. The good news is they are coming in on target from the estimates a few years ago.
- The DNR Trust Fund grant agreement is before Council approval for approval so things can be uploaded properly in the DNR grant system.
- Further discussion of the pallet sign is planned for the next Parks and Public Works meeting.
- Further information related to the proposed traffic signal and its costs will also be forthcoming to Council.

AT&T

- AT&T is still working on State Historic Preservation Office (SHPO) approvals. This week they submitted alternate analysis documentation to SHPO to review. SHPO advised their review will likely take 30 days. AT&Ts decision on the City's agreement request is pending resolution of SHPO approval.

Updated Water/Sewer Agreements

- A framework for an updated water agreement has been prepared and sent to KLSWA for consideration. Still awaiting KLSWA draft of the updated water agreement for further review.
- Requested well capacity and customer flow data that Baker Tilly needs to assist with water capacity portions of the agreement.

Cemetery Agreement

- The Township's agreement with the City for shared mowing cost of the cemetery in exchange for reduced fees for plots is now expired. An updated agreement was drafted by the Township and reviewed by legal. This agreement will be on your next agenda for consideration.

Trash/Recycling

- The City's agreement with Republic is set to expire in October. Planning on this being a topic of discussion at the next workshop meeting.

Milfoil Treatment

- An agreement for 2024 is not yet approved.
- I reached out to the contractor requesting a presentation to the Council on the effectiveness of prior treatments.
- The cost is also being evaluated further.
- I reached out to Douglas to get their input on the treatment success and whether they renewed for 2024.

Saugatuck Harbor Natural Area

- Met with the Parks and Public Works Committee Chair to discuss an existing endowment fund for this area. Received the fund agreement to review.
- Reviewed historical documents.

Airport Property and Old Landfill

- Met with the Parks and Public Works Committee Chair to discuss historical work on these areas and discuss next steps.

Budget and Capital Improvements

- DPW Superintendent and Engineer presented updated capital improvement plan during last week's workshop.
- Staff is in the early stages of drafting a budget proposal for the fiscal year 24/25. A draft budget will be presented to Council in April.
- I will reach out to Council soon to check your availability in April for a dedicated meeting to discuss the budget.

Planning and Zoning

- Prepared for and attended Historic District Commission meeting.
- Worked with legal to draft moratorium language as directed by Council.
    - Note: Moratorium was not adopted.
- Presented STR ordinances to Council which were all adopted.
- STR enforcement plan was completed. This includes recommended updates to fees, fines, and third-party enforcement support.
- Met and talked with several property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- Completed planning and zoning casework as outlines in the chart below.

Planning and Zoning Casework		
320 Mason	Enforcement	Previously discovered STR property still being advertised contrary to options presented to owner and agent in several e-mails and in person meeting. Also found evidence property isn't being rented under a single contract despite past warnings. Civil infraction notice issued. Owner denied responsibility. Evaluated next steps with legal. Legal engaged in discussions with owner's attorney to gain compliance. Discovered further evidence of non-compliance. Legal received no response to recent inquires. Sent correspondence to owner and agent with final opportunity to comply before City takes further action.
560 Mill and 860 Simonson	Enforcement	Enforcement was pending of hardscaping in ROW. Report back to City Council for further policy direction occurred at September 20 workshop meeting. Formal policy and ordinance amendments were approved by Council on January 22. Forwarded amended ordinance, formal policy, and application to both property owners to apply for approval. 860 Simonson applied but needs to provide further information. No response from 560 Mill. Sent additional correspondence.
405 Park	Enforcement	Previous enforcement action related to deck and cantilevered structure work without permits. Civil infraction notices were paid. Sent owner correspondence that moratorium is lifted and zoning application will be needed for work, including previously unpermitted deck work.
57-850-010-00	Easement	Current owner requested copy of water main easement. Engineer and I unable to locate. Referred to register of deeds. Owner advised they could not locate one. Engineer later advised it appears watermain easement was recorded for Dunegrass Condos to the west, but this one parcel was missed. Dune Ridge had to install water main as part of site condo development. Legal prepared easement documents to present to current property owners. Owner sent proposed easement. Reviewed with legal and engineer. Sent City proposed easement. Owner requested modifications. City is agreeable to request. Updated agreement sent for owner to review.
650 Water	New Restaurant	SLU and site plan app for a restaurant with an expanded outdoor dining area and service of alcoholic beverages. PC approved with conditions. SLU permit issued with conditions. HDC app received. Approved by HDC with conditions. ZBA app received for setback variances for equipment. Scheduled for March 28 ZBA special meeting. Council provided preliminary feedback. HDC approval will also be needed.
345 Hoffman	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Reinspection fee paid. Still pending reinspection.
255 Spear	Short Term Rental	STR app. Renewing. Reviewed history and discussed with owner. Sent to Fire Department for inspection.

Planning and Zoning Casework Continued		
100 Park	Sewer and Lot Line Adjustment	Previous questions about water-sewer connection infrastructure for new home. Provided initial engineer feedback and applications. Contractor made request for septic. Engineer not willing to recommend septic as sewer is available and needed construction techniques are common. Contractor has concerns they would not be able to keep at least one lane open to connect to City sewer. Sent to engineer for further feedback. Reviewed engineer feedback and ordinance. Advised contractor sewer connection required. Contractor requested to meet. Advised escrow deposit will be required for further review or meetings. Contractor advised owner willing to pay. Advised escrow deposit is not a guarantee of a recommendation to Council for septic. Meeting scheduled. Escrow paid. Met with contractors. Discussed options but septic still not recommended. Lot line adjustment application received. Under review.
842 Lake Unit 6	Short Term Rental	New owner of property with STR certificate. New owner did not apply. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. STR app received from new owner. Did not list contact within 45 miles. Asked for updated local agent. Info provided. Sent to Fire Department for inspection. Still pending inspection.
842 Lake Unit 2	Short Term Rental	New owner of property with STR certificate. New owner has not applied. Advised new owner of requirement to apply for STR certificate if they wish to operate unit as STR. Asked to advise if no longer an STR. Did not list contact within 45 miles. Asked for updated local agent. Info provided. Sent to Fire Department for inspection. Still pending inspection.
443 Park	Enforcement	Complaint of a boat cover in right of way. Researched surveys from prior plans and from engineer. Reviewed by legal due to pending litigation and discussed with Council.
322 Culver	Outdoor Seating	Request from Scooter's Pizza for revocable license agreement for continued sidewalk seating. Previous zoning approval prior to pandemic and no changes. Insurance provided. Council approved. Pending owner signature on agreement.
1042 N Maple	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Still pending re-inspection.
311 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. PC and HDC both approved. Council approved license agreement. Pending owner signature.
717 Water, #8	Short Term Rental	STR app. New STR. Asked for proof of ownership. Proof provided. Sent to Fire Department for inspection. Still pending.
449 Water	Outdoor Seating	SLU/Site Plan app and HDC app for outdoor seating area. Requested clarifications and clearer photos and plans. Info provided. HDC approved. PC approved with conditions, including paver requirement along Mary Street. Answered owner questions regarding this and options. Still needs Council approval.

Planning and Zoning Casework Continued		
730 Water	Vent	HDC app to install kitchen fan vent. Need owner signature. Advised applicant. Chair agreed admin approval. Applicant advised new owner will be signing soon.
230 Culver	Awning	HDC app to install an awning structure in front of the front door. Reviewed history. 2018 similar awning was approved conditioned on Fire Department approval and seasonal removal. Asked Fire Department whether they approved. Sent applicant info Fire Department needs. Applicant provided spec details and Fire Department has no concerns with materials. Scheduled for March HDC meeting.
120 Mary	Short Term Rental	STR app. New STR. City Center Transitional Residential district. Sent to Fire Department for inspection. Still pending.
716 Water Unit A	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Still pending.
716 Water Unit B	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Still pending.
716 Water Unit C	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Studio unit no cooking facilities. Unclear if independent entrance. Talked with owner about history and unit. He advised he will install a small stove or range. Sent to Fire Department for inspection. Stove installed. Still pending inspection.
716 Water Unit D	Short Term Rental	STR app. Renewing. Need owner signature and additional fee. Both received. Sent to Fire Department for inspection. Still pending.
1005 Elizabeth	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Still pending.
184 Park	Variance	ZBA app for setback variance. Revised plans do not substantially conform to prior approval, so new variance is needed. Scheduled for March ZBA meeting. Engineer assisting with various sewer connection questions.
120 Butler	Roof and Parapet Siding	HDC app for roof replacement and some siding. Need clarification on siding and spec sheets. Also need fee. Sent invoice. Further details provided. Chair advised full commission review. Advised applicant. Scheduled for March HDC.
997 Elizabeth	Enforcement	Complaints about brush and sapling removal on City property adjacent to this property. Received further detail from DPW about their recent discovery. Sent to law enforcement for follow up. A follow up complaint about paint being dumped in storm sewer. Brush removed but no protected trees under the tree ordinance. Owner stated to law enforcement one of his employees must have dumped a drywall material into the drain. Material is reported to be biodegradable. Tenant advised he will clean anything remaining and will not allow his employees to do this going forward.
827 Holland	Short Term Rental	STR app. Renewing one, one new. Community Residential district. Asked for clarification from applicant/owner on whether there are two units on this property as only one app was received. Owner confirmed two units and submitted additional app. Both apps sent to Fire Department for inspection.

Planning and Zoning Casework Continued		
831 Holland	Short Term Rental	Two STR apps. Renewing. Asked for clarification from applicant/owner on whether this is for the single family dwelling and ADU and whether the ADU is being rented under a single contract or separately as online listings suggest. Met with owner. Conducted research. Spoke with legal. Sent documents to legal for review. Discussed with legal. Property is not legally non-conforming. Has single family dwelling with ADU above. Sent property owners decision and options. Owner advised they will be renting entire property under single contract. Sent apps to Fire Department for inspection. Owner has since submitted special land use application to just rent ADU. Under review.
743 Allegan	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
133 Mason	Short Term Rental	STR app. Renewing. Needed additional fee paid. Paid. Sent to Fire Department for inspection.
201 Culver #6	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
787 Lake Ave	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection
748 Holland St Unit A	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection
748 Holland St Unit B	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection
746 Holland St	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection
568 Main St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
415 Lake St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
444 Main St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
547 Water #2	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
311 Water #3	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
311 Water #4	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
313 Water #7	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.

Planning and Zoning Casework Continued		
313 Water #6	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection.
441 Frederick St	Short Term Rental	STR app. New STR. Peninsula West district. Sent to Fire Department for inspection.
246 Butler	Enforcement	Complaint about interior and exterior work without permits. Sent interior concerns to MTS. They had building inspector check site and left note. Sent letter regarding exterior work without historic district permit and to apply. Received HDC app for exterior doors and interior work. Request did not include exterior work noted in letter. Application not signed by owner. Use listed is not allowable on first floor fronting the street. Sent correspondence to applicant with concerns and needed information.
827 Holland Unit 1	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
827 Holland Unit 2	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
3388 Blue Star	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
419 St. Joseph	Short Term Rental	STR app. New. Community Residential district. Sent to Fire Department for inspection.
120 Elizabeth Unit 1	Short Term Rental	STR app. Existing. New owner. Sent to Fire Department for inspection.
842 Lake Unit 3	Short Term Rental	STR app. New. Resort district. Sent to Fire Department for inspection.
515 Park Unit 1	Short Term Rental	STR app. New. Resort district. Sent to Fire Department for inspection.
548 Hoffman	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
660 Lake	Short Term Rental	STR app. New. Lake Street district. Sent to Fire Department for inspection.
1050 Holland	ROW Work	ROW app to bore and install service line for Frontier. Need fee paid. Sent to engineer to review.
582 Campbell	Short Term Rental	STR app. New. ADU is also on property. Peninsula West district. Asked owner about whether he is apply for ADU to be rented and advised of ADU requirements. Owner isn't currently planning on renting ADU but is considering an application. No ADU app received. Sent to Fire Department for home only.
990 Ridgeview	Short Term Rental	STR app. New. Maple Street district. Need additional $100 for fee to be paid. E-mailed owner.
143 Elizabeth	Short Term Rental	STR app. New. Community Residential district. Sent to Fire Department for inspection.
1052 Elizabeth	Short Term Rental	STR app. Previous STR. Sent to Fire Department for inspection.
412 Francis	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection.
471 Grand	Short Term Rental	STR app. Renewing. Need fee paid.
720 Butler #14	Short Term Rental	STR app. Renewing. Need fee paid. Fee paid. Sent to Fire Department for inspection.

Planning and Zoning Casework Continued		
350 Mason	Stormwater Plans	Stormwater plans received. Engineer reviewed and provided comments. Provided comments to applicant.
229 Francis	Deck Replacement	Zoning and HDC app to replace deck and steps in same footprint. Under review.
812 Mason	Short Term Rental	STR app. Renewing. Under Review.
819 Bridge	Short Term Rental	STR app. Previous STR. Under Review.
540 Mason	Short Term Rental	STR app. Renewing. Under Review.
120 Butler	Inquiry	Questions about permits for roof replacement. Answered questions.
290 Spear	Stairway Replacement	Zoning app for stairway replacement. Permit issued.
249 Mason	Inquiry	Questions about zoning for property. Answered questions and provided resources.
229 Francis	Inquiry	Questions about permits for porch work. Answered questions.
743 Allegan	Inquiry	Question about permits for a deck replacement and new roof over deck. Answered questions.
615 Park #5	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Fire Department advised they contacted owner and unit is not ready for inspection. Owner also left voicemail. Sent owner e-mail advising of current requirements. Advised fee is not refundable. Owner advised she is now ready for inspection. Advised Fire Department. Passed inspection. STR certificate issued.
215 Grand	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
685 Lake	Refurbish ADU	HDC and zoning app to refurbish accessory building into an art studio and construct a deck around it. Concerns with setbacks, possible floodplain issue. Need clarity on what will be inside art studio. Need fees paid. Chair indicated full HDC review. Scheduled for February 1 meeting. Asked Building Official for feedback on floodplain concerns. Owner responded with requested information. Provided resources regarding variances. Provided feedback regarding floodplain concerns. Owner withdrew deck request. No zoning permit needed. HDC approved. Permit issued.
743 Allegan	Deck Replacement	Zoning app for deck replacement and new cover over deck. Need plan showing setbacks. Plan received. Permit issued.
450 Spear	Inquiry	Question about STR certificate expiration. Answered question.
N/A	Inquiry	Answered numerous calls and e-mails with questions related to status of STR regulations and moratorium.
350 N Maple	Inquiry	Met with owner to discuss questions about non-conforming garage, ADUs, easements, and options for all. Provided resources.
129 Griffith Units 3, 4, 5	Inquiry	Questions about zoning permits. Provided resources.
646 Francis	Inquiry	Question about water-sewer stubs and as builts. Forwarded to City Engineer to advise. Answered questions.

Planning and Zoning Casework Continued		
347 Water	Inquiry	Questions about registering units as STRs. Units have not received prior certificate. Answered questions.
203 Grand	Inquiry	Questions about permits for a new garage and possible accessory dwelling unit above. Provided apps and resources. Also provided possible amendment to ADU standards and advised of pending moratorium decision and caps discussion.
297 Sugar Hill	New Home	Zoning app for new home. Roof encroached further than allowed. Appeared to be ADU with internal connection which is not allowed. Advised applicant of concerns. Talked with applicant about ADU. Updated plans for eaves received. Eaves still not compliant. Water-sewer application received. Driveway concerns also noted. Advised applicant of concerns and non-compliant items. Plans updated. Permits issued.
819 Bridge	Inquiry	Questions about permits for fence, hot tub, and concrete pad. Answered questions. Referred to MTS regarding electrical questions.
984 Ridgeview	Inquiry	Questions about air conditions and generator setback requirements. Answered questions.
510 Butler	Inquiry	ROW app to bore for fiber. Work is not actually in right of way but on private property. No ROW permit needed. Advised to call Miss Dig prior to work.
350 Mason	Water-Sewer Connection	Water-Sewer replacement app. Need application fee. Need updated plan of intended connection and plumber section filled out. Info received. Sent to engineer for review. Engineer feedback on connections and stormwater notes provided to applicant. Asked to update plans. Still need fee. Fee received. Water-Sewer permits issued. Issued discovered during connections. Engineer and KLSWA assisted.
149 Griffith	Final Inspections	Request for final inspections. Inspected site. Work differed from zoning and HDC approvals. Fence locations and height were corrected. Minor amendments to site plan were approved. Updated HDC request for deviations from approved plans forthcoming. Plans received. Sent to Chair for review. Chair agreed admin approval. Deviations approved.
Village Square	Complaint	Complaint about playground footprint not being compliant with approvals. Discussed with DPW Superintendent. Reviewed plans approved by Council and HDC. Approved plans showed footprint would be expanded beyond existing. Advised complainant City can evaluate further screening. Also discussed with HDC Chair.
259 North	Inquiry	Questions about previous lot line adjustments. Answered questions and provided resources.
395 Dunegrass	Inquiry	Questions about replacement of egress with door. Referred to MTS.
1050 Elizabeth	Patio/Pergola	MTS asked for final inspections. Pergola and patio constructed without zoning permit. Asked contractor to submit for zoning approval. Zoning app received. Need fee paid. Paid. Permit issued.

Planning and Zoning Casework Continued		
118 Hoffman	Enforcement	Shed and freezer previously installed without permits. Applicant applied for retroactive approval then withdrew, with agreement to remove. Owner advised items removed.
201 Culver	Inquiry	Talked with Tree of Life owner about outdoor dining requirements. Asked to remove table as previous agreement expired and required removal November 1. Table removed.
322 Culver	Inquiry	Owner has questions about outdoor dining. Answered questions.
584 Lake	Inquiry	Questions about motor court regulations. Provided resources.