



**Planning Commission Regular Meeting
December 19, 2024 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 – December 2, 2024

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

5. Old Business:

A. Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District - Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

B. Accessory Dwelling Unit Standards – Discussion on requirements for Special Land use approval to allow for rental of accessory dwelling unit.

6. New Business:

A. 306 Mary St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit

B. Goals and Discussion points for the upcoming year – Discussing and prioritizing key community planning initiatives for the upcoming year.

7. Communication:

8. Reports of Officers and Committees:

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

Zoning Administrator Activity Report

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, December 2, 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 7:00 p.m.

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

Absent: None.

Others Present: Planning & Zoning Director Thompson, Deputy Clerk Williams.

2. Approval of Agenda:

Motion by Bagierek, second by Gaunt, approve to move item 6E to 6A and move the current items down in order on the agenda for September 19, 2024. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Gaunt, second by LaChey, to approve the minutes for the regular meeting September 19, 2024. Upon voice vote, motion carried 6-0.

4. Public Comment (Agenda Items Only):

- Paul Whitfield (450 Spear): He commented on Item A (Item E in packet). He expressed support for the proposed changes, stating they look good and align with the town's goals. He encouraged measures to make it easier and more proactive for residents with primary residences and Accessory Dwelling Units, as this fosters a sense of community and accommodates visitors.
- Chris Peterson (742 Pleasant): She provided feedback on Item 6C, focusing on first-floor apartments in the PUD (Planned Unit Development) departures. She began by thanking the Commission for their efforts, emphasizing the importance for preserving waterfront access. She inquired about clarifying whether the term "allowable departures" means exemptions and suggested that waterfront access requirements should "run with the land" to ensure continuity regardless of ownership changes. Peterson raised concerns about language in the regulations allowing PUD developments to exceed current size restrictions, as referenced in the synopsis (page 58) and Regulatory Flexibility (page 60). She argued that the maximum current restrictions should remain in place to prevent overdevelopment, which could negatively impact the viewshed and waterfront character. She specifically opposed permitting minimal setbacks combined with

taller structures, as this could lead to undesirable outcomes. Peterson urged for clearer, more restrictive standards to be established before any proposals are approved.

5. Old Business: None.

6. New Business:

A. Accessory Dwelling Unit Standards – Discussion on requirement for Special Land use approval to allow for rental of accessory dwelling unit.

Planning & Zoning Director Thompson addressed challenges with non-conforming accessory dwelling units and their eligibility for short-term rental licenses. He explained that the current challenges are due to many older ADU's built decades ago, do not meet the city's current regulations. To obtain a short-term rental license, ADUs must meet special land use approval standards. However, these older structures often cannot comply due to issues such as size, utility configurations, or layout (e.g., first-floor apartments). Non-conforming ADUs were built lawfully under older codes but now face barriers under stricter modern standards. This issue has led to delays and the tabling of license applications, as seen in cases like 450 Spear Street and others in the pipeline.

Thompson went on to explain that draft ordinance language has been introduced to allow flexibility for non-conforming ADUs that were lawfully established under previous standards. Adjustments include reconsidering square footage requirements and aligning with Michigan building codes where appropriate. The goal is to balance maintaining appropriate regulations while accommodating older, lawfully built ADUs, enabling them to obtain short-term rental licenses without undue barriers. These changes aim to streamline the approval process for non-conforming ADUs while maintaining oversight via special land use approvals. Recognizing the widespread non-conformity of older structures in the city, the revisions acknowledge historical development patterns. This reflects the city's effort to address regulatory challenges and support property owners while preserving compliance standards.

City Planner Jirousek said that the ordinance includes two key proposals regarding accessory dwelling units:

1. Square Footage Requirements for New ADUs:
 - Option 1: No minimum square footage, provided the unit complies with the Michigan Building Code.
 - Option 2: A minimum of 300 square feet of gross finished floor area.
 - Both options are included in the ordinance draft (Section 1, Paragraph 3) to allow for further discussion and final direction.
2. Non-Conforming ADUs:
 - The ordinance proposes allowing non-conforming ADUs to gain approval if they were lawfully established under the regulations in place at the time of construction.

Jirousek explained that these proposals aim to address both new and existing ADUs while ensuring compliance and flexibility for property owners.

The commission had a lengthy discussion regarding the proposals and decided to table the discussion until the December 19th meeting where they can discuss further before they call a public hearing.

B. 515 St. Joseph St – Public Hearing for a Special Land Use request for rental of an accessory dwelling unit.

Public Hearing

A. Hearing is called to order by Chair Manns at 7:18 pm.

B. Summary by Zoning Administrator:

The applicant has applied for special land use approval to rent an existing detached accessory dwelling unit (ADU) in accordance with Section 154.026 ©(3) of the Zoning Ordinance. The purpose of 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 rental of ADUs.

The detached ADU is located behind the principal dwelling and above a three-car garage. The applicant provided an interior measurement of 589 square feet (gross finished floor area).

The owner wishes to rent the ADU, and the principal dwelling will not be rented. If it is a short-term rental, all applicable requirements will also need to be met in accordance with Section 154.022 (V), and a license shall be required pursuant to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Chapter 99.5 of the City Code.

C. Presentation by the Applicants Doug & Bonnie Lowe.

Doug and Bonnie Lowe present their case, explaining the history of their property and the non-conforming nature of their ADU.

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.

5. Public comment portion closed by Chair Manns.

6. Commission deliberation:

The commission deliberates and decides to postpone the decision to a later meeting to align with potential ordinance changes.

7. Commission action:

Motion by Clark, second by Bagierek, to delay the decision on 515 St. Joseph Street. Upon roll call vote, motion carried 6-0. The Public Hearing remains open.

C. 149 Lucy St. – Public Hearing for a Special Land Use request for a proposed Single-Family Residence with a floor area that exceeds 0.3:1.

Public Hearing

A. Hearing is called to order by Chair Manns at 7:32 pm.

B. Summary by Zoning Administrator:

The applicant has for a special land use approval to exceed the 0.3:1 floor area ratio (FAR) requirement in accordance with Section 154.025(C)(3). 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 related to the request.

C. Presentation by the Applicant Barry Chesterman.

Barry Chesterman presents the project, explaining the need for additional space due to a growing family.

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 7:45pm.

F. Commission deliberation:

The commission deliberated, with some members expressing concerns about the impact on the neighborhood and the precedent set by the project. The commission discusses the implications of the floor area ratio requirement and its alignment with

other zoning ordinances. Some commissioners expressed concerns about the potential impact on the neighborhood and the precedent set by the project.

G. Commission action:

Motion by LaChey, second by Gaunt, to approve the special land use request for a single-family residence at 149 Lucy as presented. Upon roll call vote, motion carried 6-0.

D. First Floor apartments in the C-2 Waterfront Preservation District and PUD departures – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

A. Hearing is called to order by Chair Manns at 7:59 pm.

B. Summary by Zoning Administrator:

Based on the Commissions discussion in September, this agenda item includes a review of amendments to the Downtown Waterfront Preservation (DWP) District and allowable departures to the district requirements through the Planned Unit Development (PUD) process. The primary intent of this effort is to remove first-floor waterfront-facing apartments as permitted and special uses from the DWP District (Sections 1-2 for the attached ordinances). This was based on concerns that a developer may be less willing to allow public access to the waterfront when there are first floor residents. However, this memo also expands on the PUD departure provision of the Zoning Ordinance.

After lengthy legal discussions, we have also removed the option to allow first-floor waterfront-facing apartments through the PUD process if a developer committed to providing public access to the waterfront yard. The basic concept is that imposing a condition or incentivizing public access must be directly related to the impact of the land use. While we could spend additional time on this to justify the PUD allowance, the current priority is to remove first-floor waterfront-facing apartments and no overcomplicate the conversation.

Since we previously proposed changes to the PUD section concerning DWP zoning departures, Jirousek recommends that this section remain in the proposed ordinance to clarify the public access incentives (Section 3).

Additionally, internal conversations led us to the topic of building height. Currently, a PUD applicant could request a building height departure for a taller building with additional stories. Because the ordinance is silent on the matter, there is no “maximum request.” Although approval of four or five stories would be unlikely, the possibility for a request remains. As such, two options are present in two

separate ordinances. These ordinances are identical as they relate to first-floor waterfront-facing apartments but treat height departures differently.

- **Option 1 – Height Departures Restricted.** Prohibit building height departures in the DWP District.
- **Option 2 – Height Departures Limited.** Allow building height departures if public open space is provided in the DWP District, but set a maximum (for instance, three stories and 35 feet in height).

Also, as requested by the Planning Commission, the City Attorney added language concerning the legal instrument required to memorialize public access.

C. Presentation by the Applicant.

D. Public comment regarding the application:

1. Supporting comments: None.
2. Opposing comments: Chris Peterson (742 Pleasant) – She opposes section 6C of the PUD departures, arguing it could lead to overdevelopment. She suggests making PUD requirements less permissive to protect the boardwalk and view shed.
3. General comments: None.
4. Repeat comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by Chair Manns at 8:48pm.

F. Commission deliberation:

The commission deliberated and discussed the legal and practical implications of the proposed amendments. They also discussed the pros and cons of the two amendment options with some members preferring a height limit. They debated the merits of allowing height variations through PUDs and expressed concerns about allowing three-story buildings while considering the potential impact on the boardwalk and public access.

G. Commission action:

Motion by Clark, second by Gaunt, to adopt option 1, to amend title XV, Chapter 154, of the code of the City of Saugatuck to amend Section 154.038 C-2 Downtown Waterfront Preservation District to eliminate first-floor apartments as permitted special land uses and the amend section 154.113 to clarify and revise planned unit development modifications for the C-2 Downtown Waterfront Preservation District concerning qualifying public access and allowable departures including a restriction on

height increase requests, with section two, paragraph A, subsection two, the setback be changed from 10 to 15 feet. Upon roll call vote, motion carried 6-0.

- E. Bed and Breakfast accessory structures in the R-4 City Center Transitional Residential District – Review of Draft Code Ordinance Amendment and Public Hearing for a proposed text amendment.

Public Hearing

- A. Hearing is called to order by Chair Manns at 8:51pm.

- B. Summary by Zoning Administrator:

The applicant is here from McKenna to propose the habitation of accessory structures for bed and breakfasts. Essentially, it would add a couple areas to our zoning ordinance to allow for accessory buildings to rent rooms as an accessory to a bed and breakfast. He is here on behalf of the Wickwood Bed & Breakfast.

- C. Presentation by the Chris Corey from McKenna.

Chris Corey from McKenna presented a proposed text amendment on behalf of Wickwood Inn for consideration. The amendment seeks to introduce provisions allowing bed and breakfasts in the R-4 CER zoning district to renovate accessory buildings for guest rooms. This would introduce a new section, 154.4.022(R)(10), to permit bed and breakfasts in the R-4 CER district to use accessory buildings as guest rooms through a special use permit. This would enable expansion of hospitality capacity without altering or expanding historic principal structures, preserving the area's charm.

Renovated or newly constructed accessory building must meet all accessory building standards (e.g., height limits, setbacks) and cannot function as second principal buildings. All existing requirements for bed and breakfasts (sections 154.4.022(R)(1-9)) would still apply to both principal and accessory structures.

Wickwood Inn's potential plan to combine their current property with an adjacent lot at 120 Mary Street for a multi-building bed and breakfast complex is acknowledged in the amendment. Such a project would require additional special use permits and adherence to zoning and building standards.

Renovations of existing accessory buildings that maintain the current footprint and height would not be considered expansions of dimensional non-conformities. Non-conforming buildings could still be sued for guest rooms if lawfully established and compliant with building and fire codes.

Accessory guest buildings would be clearly defined as distinct from ADUs. The building would be restricted to temporary guest accommodations and cannot serve as permanent dwellings. Definitions and language in related ordinance sections would be

updated to reflect the inclusion of accessory building as part of bed and breakfast operations.

Corey said that this amendment aims to balance expanded hospitality opportunities with preservation of historic character and adherence to zoning standards. Wickwood Inn expressed openness to the staff and consultant-recommended changes and willingness to engage further on the details.

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 9:02pm.

F. Commission deliberation:

The commission deliberated and discussed the potential impact on neighborhood character and the proliferation of bed and breakfasts. They discussed the need for guardrails to prevent overdevelopment. Chris Corey suggested adding a section to limit the number of accessory guest buildings to two per lot. The commission debated the appropriate language and provisions to ensure control over bed and breakfast expansions. They discussed the implications of allowing accessory guest buildings versus ADUs. They agree that they need consistent language and provisions throughout the zoning ordinance. Corey clarifies the intent to pull 120 Mary into the complex and discusses the hurdles involved in combining a parcel. Planning and Zoning Director Thompson discussed the setback perspectives, noting that accessory building setbacks are smaller than principal setbacks. Thompson and Corey agreed on the need for confirmation and planning commission discretion for special use permits.

Commissioner LaChey expressed concerns about the “established lawfully” language arguing it could bypass necessary compliance. Jirousek explained the differences between Section D and Section E, which address new and converted accessory buildings. The commission discussed the need to consider the potential impact on other bed and breakfast properties and the number of accessory buildings allowed.

G. Commission action:

Motion by LaChey, second by Marineau, to postpone the public hearing on the bed and breakfast accessory structure proposal until the December 19th meeting to allow for further review and discussion. Upon roll call vote, motion carried 6-0. The public hearing remains open.

7. **Communications:** None.

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

A. Zoning Administrator Activity Report: The Commission requested that Director of Planning, Zoning, and Project Management Thompson include a copy of the report he submits to Council in the Planning Commission packet each month.

9. **Public Comments:**

- Chris Peterson (742 Pleasant): She thanks the chairman, council, and commission members for their work, particularly on the waterfront and boardwalk deliberations. She addressed a question regarding past negotiations, noting two instances: one involving the Bentley Bed and Breakfast's zoning change, where the boardwalk remained open, and a street was added; and another involving the Butler property, where a city easement for the boardwalk was included in the agreement. Peterson concluded with appreciation for everyone's efforts.

10. **Commissioner Comments:**

- LaChey – He stated that under their current bylaws, for good reason, they may continue or postpone a hearing, in any case, on an affirmative vote of a majority of the members present. He said that a roll call vote was the right call as it is within the bylaws.
- Gaunt – She said that she wanted to follow-up on LaChey's previous comments that they really appreciate having the ordinances.
- Marineau – He expressed gratitude for being present, enthusiasm for learning from others, and openness to constructive feedback. He acknowledged the learning process and invites honesty while showing a positive and humble attitude.
- Manns – He welcomed and commended new Planning Commission member Auston Marineau for his preparedness and valuable input, expressing confidence in his contributions. He acknowledged the unanimous support for his appointment by himself, Mayor Anderson, and Planning & Zoning Director Thompson, while also noting regret over Ann Broeker's resignation as vice chair. Manns mentions plans to address the vacancy by posting the open position, interviewing new applicants if any arise, and considering previous candidates. Additionally, he noted the need to nominate a new vice chair, which will be included in their December 19th agenda.

11. **Adjournment:**

Motion by Gaunt, second by Marineau, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned the meeting at 9:50 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



Memorandum

To: City of Saugatuck Planning Commission
Date: December 13, 2024
From: David M. Jirousek, AICP
RE: Bed and Breakfast Establishments and Accessory Guest Buildings

Overview

As discussed at our last meeting, a zoning text amendment request was received to allow the incorporation of guest rooms into accessory buildings at the Wickwood Inn property and the newly acquired 120 Mary Street property. The applicant provided a revised comprehensive overview regarding the owner's intent and the overall development request. As noted by the applicant, several zoning changes would be necessary to authorize the use of accessory buildings as guest accommodations, and recommended language was provided.

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

1. Will the land use proposed in the text amendment be consistent with the Master Plan and future land use designation?
2. Will the land use proposed in the text amendment be compatible with other uses in the subject zoning district and the neighborhood in general?
3. Will public services and facilities be adversely impacted by the land use involved with the text amendment?
4. Will the land use proposed in the text amendment be equally or better suited for the subject zoning district than the uses currently allowed?

If the Planning Commission supports the overall concept of allowing bed and breakfast accessory buildings to accommodate guests, the attached ordinance has been provided for review. The applicant's original language was slightly revised and broadened to consider reasonable requests. Additionally, since the last meeting, revisions were included to address concerns noted by Planning Commission members.

The following changes are underlined in the proposed ordinance.

1. Added additional discretionary special land use standards that would apply to accessory guest buildings.
2. Included limitations on the number of accessory guest buildings, number of guest rooms in each building, and total number of guest rooms between all accessory guest buildings.
3. Include a clearer provision allowing the Planning Commission to approve existing buildings as accessory guest buildings even if nonconforming to certain accessory building requirements.

Recommendation

The Planning Commission should decide if it is appropriate to provide a recommendation to the City Council or continue deliberation at a future meeting.

CITY COUNCIL
CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF
THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.005 TO
REVISE THE DEFINITION OF BED AND BREAKFAST ESTABLISHMENT; TO
AMEND SECTION 154.022(H)(7) TO EXPAND ON THE HABITATION OPTIONS OF
ACCESSORY STRUCTURES; TO AMEND 154.022(R) TO ALLOW BED AND
BREAKFAST ESTABLISHMENTS TO HOST GUESTS IN ACCESSORY GUEST
BUILDINGS IN THE R-4 CITY CENTER TRANSITIONAL RESIDENTIAL (CER)
ZONING DISTRICT IF CERTAIN CONDITIONS ARE SATISFIED; TO AMEND
154.025 (B)(4) TO ALLOW BED AND BREAKFAST ESTABLISHMENTS AS
PERMITTED USES WHEN GUEST ROOMS ARE IN THE PRINCIPAL BUILDING;
AND TO AMEND SECTION 154.025 (C) TO ALLOW BED AND BREAKFAST
ESTABLISHMENTS WITH ACCESSORY GUEST BUILDINGS AS SPECIAL LAND
USES**

Section 1. Amendment to Zoning Ordinance, Section 154.005. The City of Saugatuck Zoning Ordinance is amended to revise Section 154.005 and the definition of Bed and Breakfast Establishment as follows:

Existing:

BED AND BREAKFAST ESTABLISHMENT. A residential structure occupied by the owner(s) or resident manager, which has sleeping rooms available for rent by transient people on a short-term basis.

Revised (tracked changes shown for reference):

BED AND BREAKFAST ESTABLISHMENT. A residential building occupied by the owner(s) or resident manager, along with associated accessory guest buildings allowable under certain circumstances, which has sleeping rooms available for rent by transient people on a short-term basis.

Section 2. Amendment to Zoning Ordinance, Section 154.022(H)(7). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (H)(7) as follows:

Existing:

- (7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M) or (W).

Revised (tracked changes shown for reference):

- (7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M), (R), or (W).

Section 3. Amendment to Zoning Ordinance, Section 154.022(R). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022 (R) to include a new paragraph 10 to read in its entirety as follows (*note: this entire paragraph is new and does not replace existing text, significant changes since the last meeting are underlined*):

- (10) An accessory building or buildings on the same lot as a principal building used as a B&B may be used as accessory guest buildings, provided the following requirements are met:
 - (a) The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District.
 - (b) Special land use approval shall be required, as described in Sections 154.080-92. The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:
 - 1. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.
 - 2. Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.
 - (c) All requirements of Section 154.022 (R) 1-9 must be met.
 - (d) There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.
 - (e) An individual accessory guest building shall include no more than three (3) guest rooms.
 - (f) The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six (6), whichever number is less.
 - (g) Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).
 - (h) Conversions of Existing Buildings.
 - 1. The conversion of existing buildings that previously served as principal or accessory buildings into accessory guest buildings must meet all requirements of Section 154.022 (H). However, existing buildings that do not currently comply with height, lot coverage, or setback requirements

may be approved by the Planning Commission for conversion to accessory guest buildings if special land use standards are satisfied.

2. Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).
 3. Conversions that do not alter the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.
- (i) Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).

Section 4. Amendment to Zoning Ordinance, Section 154.025(B)(4). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (B) Permitted uses, paragraph (4), as follows:

Existing:

- (4) Bed and breakfasts;

Revised (tracked changes shown for reference):

- (4) Bed and breakfasts with guest rooms only in the principal building;

Section 5. Amendment to Zoning Ordinance, Section 154.025(C). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.025 (C) Special Land Uses to include a new subparagraph 4 to read in its entirety as follows (*note: this entire paragraph is new and does not replace existing text*):

- (4) Bed and breakfasts with guest rooms in the principal building and in an accessory guest building or buildings.

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

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

YEAS: _____
NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Lauren Stanton
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2024, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2024.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk



MCKENNA

December 12, 2024

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

**Subject: Proposed Zoning Text Amendment – Multi-Building Bed and Breakfast
Revised Version for December 19 Meeting**

Dear Commissioners,

On behalf of Wickwood Inn, we look forward to discussing the revised version of the proposed text amendment for accessory guest buildings. The revised language, which was developed in consultation with our office and Wickwood's design consultants, will come from City Planning Consultant David Jirousek of Horizon Planning.

It is our understanding that the language will include a limit of 2 accessory guest buildings per Bed and Breakfast and 2:1 limit on the ratio of principal guest rooms to accessory guest rooms, as well as other language changes.

Wickwood supports the revised language and urges the Planning Commission to make a positive recommendation to the City Council.

Below please find some additional information to aid in the Planning Commission's discussion.

DETAILS OF WICKWOOD VISION

As the Planning Commission is aware, Wickwood Inn proposes to combine its current lot (510 Butler) with the lot at 120 Mary, then convert both the house at 120 Mary and the existing accessory building at 510 Butler in accessory guest rooms.

Renovation plans for the two buildings call for 3 guest rooms in the 120 Mary house and 2 guest rooms in the accessory building, for a total of 5 accessory guest rooms. There are 11 guest rooms in the principal building (the house at 510 Butler), for a ratio of 2.3:1 principal to accessory guest rooms.

No guest rooms are proposed for the accessory building at 120 Mary.

DIMENSIONAL CONSIDERATIONS

When combined, the Wickwood Inn parcel would have a principal building and three accessory buildings. We have evaluated the four buildings against the requirements applicable to each building, once the lots are combined. Based on our analysis, all dimensional requirements will be met, except for existing, legal non-conformities that are not proposed to be made more non-conforming, and thus are not impediments to investment in the property according to Section 154.174.C1.a of the City's Zoning Ordinance.

The proposed lot combination would also eliminate on non-conformity – the lot coverage on 120 Mary is currently non-conforming, but the resulting lot coverage of the combined parcel would be in compliance.

GRAND RAPIDS
124 East Fulton Street
6th Floor, Suite B
Grand Rapids, Michigan 49503

○ 616.226.6375
F 248.596.0930
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Communities for real life.



510 Butler (Principal Building)

Zoning Standard	Requirement	Proposed	In Compliance?
Front Setback	20 feet	20.3 feet	Yes
Side Setbacks	South/Mary Street: 20 feet North: 7 feet	South/Mary Street: 45.4 feet North: 18.8 feet	Yes
Rear Setback	10 feet	83.2 feet	Yes

Accessory Guest Building (510 Butler)

Zoning Standard	Requirement	Proposed	In Compliance?
Front Setback	20 feet	>20 feet	Yes
Side Setbacks	South/Mary Street: 20 feet North: 7 feet	South/Mary Street: >20 feet North: ~2 feet	Yes/Legal Non-Conformity
Rear Setback	10 feet	93.4 feet	Yes
Setback from Other Buildings	10 feet	>10 feet	Yes
Footprint	Cannot Exceed Principal Building Footprint (2,787.5 square feet)	677.16 square feet	Yes

Accessory Guest Building (120 Mary)

Zoning Standard	Requirement	Proposed	In Compliance?
Front Setback	20 feet	<20 feet	Legal Non-Conformity
Side Setbacks	East/Butler Street: 20 feet West: 7 feet	East/Butler Street: ~135 feet West: ~25 feet	Yes
Rear Setback	10 feet	~68 feet	Yes
Setback from Other Buildings	10 feet	~13 feet	Yes
Footprint	Cannot Exceed Principal Building Footprint (2,787.5 square feet)	1,717.2 square feet	Yes



Accessory Building (No Guest Rooms – 120 Mary)

Zoning Standard	Requirement	Proposed	In Compliance?
Front Setback	20 feet	>20 feet	Yes
Side Setbacks	East/Butler Street: 20 feet West: 7 feet	East/Butler Street: >20 West: ~1 foot	Yes/Legal Non-Conformity
Rear Setback	10 feet	~30 feet	Yes
Setback from Other Buildings	10 feet	~13 feet	Yes
Footprint	Cannot Exceed Principal Building Footprint (2,787.5 square feet)	413 square feet	Yes

Overall Site

- **Total Accessory Building Footprints**
 - **Requirement:** Cannot exceed principal building footprint
 - **Principal Building Footprint:** 2787.5 square feet
 - **Total Accessory Building Footprint:** 2,770.2 square feet
 - **Compliance?** Yes
- **Lot Coverage**
 - **Requirement:** Maximum 25%
 - **510 Butler Lot Coverage:** 19.6%
 - **120 Mary Lot Coverage:** 29.5%
 - **Combined:** 22.6%
 - **Compliance?** Yes

MASTER PLAN CONSISTENCY

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

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

Allowing Bed and Breakfast operations along Butler Street north of the downtown to expand their operations without altering their historic principal buildings is not only consistent with the Master Plan’s vision, it could be a key implementation tool. Allowing the construction of guest rooms within accessory buildings in the rear yards of the historic homes keeps the street frontage pristine and historical while expanding the City’s hospitality capacity.



VARIANCE ALTERNATIVE

Wickwood Inn chose to pursue the text amendment after evaluating other options, including pursuing a variance. The variance in question would be a use variance. The criteria for a Use Variance approval can be found in Section 154.155.B of the City of Saugatuck Zoning Ordinance. While we cannot project how the ZBA will interpret these criteria, our analysis follows:

- **That the property in question cannot be used for any of the uses permitted in the district in which it is located.** This is an extremely high bar to meet, and likely cannot be met for the question of allowing the units in the accessory building.
- **That the plight of the owner is due to unique circumstances of the property and not to general neighborhood conditions.** The Wickwood Inn team could argue that the limited space on the property and the restrictions of the CER Center Residential Zoning District severely limit expansion opportunities, but that is not necessarily unique to the Wickwood Inn property.
- **That by granting the variance, the essential character of the neighborhood would not be altered.** Because the accessory building is existing, in the rear of the property, and would only contain two units, this criteria is strongly in favor of the Wickwood Inn position.
- **That the problem is not self-created or based on personal financial circumstances.** The ZBA may determine that Wickwood Inn's desire for expansion is a self-created hardship. We do not necessarily agree, but that is a vulnerability.

It would be very difficult – perhaps impossible – to meet the first criteria. Therefore, Wickwood Inn decided not to pursue a variance.

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

Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President



Memorandum

To: City of Saugatuck Planning Commission
Date: December 13, 2024
From: David M. Jirousek, AICP
RE: Accessory Dwelling Units and Rental

Overview

The previous accessory dwelling unit (ADU)/rental ordinance was revised to reflect the Planning Commission's direction. Changes are as follows and are tracked in the ordinance.

1. There is no set ADU square footage minimum as long as the building code is met.
2. An existing ADU that does not conform to all present-day requirements can qualify for rental.

Recommendation

It is recommended that a public hearing be set for the January Planning Commission meeting.

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND TITLE XV, CHAPTER 154, OF
THE CODE OF THE CITY OF SAUGATUCK TO AMEND SECTION 154.022 (W)(3)
TO REVISE THE REQUIRED MINIMUM GROSS FINISHED FLOOR AREA FOR
ACCESSORY DWELLING UNITS AND TO AMEND SECTION 154.092 (J) TO ALLOW
EXISTING ACCESSORY DWELLING UNITS THAT DO NOT CONFORM TO THE
REQUIREMENTS OF 154.022 (W) TO QUALIFY FOR RENTAL IF ALL OTHER
APPLICABLE REQUIREMENTS ARE SATISFIED**

Section 1. Amendment to Zoning Ordinance, Section 154.022(W). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.022(W)(3) as follows:

Existing:

- (3) An accessory dwelling unit shall have a minimum of 375 square feet of gross finished floor area and shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.

Revised (tracked changes shown for reference):

- (3) Minimum and Maximum Size.
- a. An accessory dwelling unit shall have the minimum gross finished floor area necessary to satisfy the State of Michigan Building Code for residential occupancy.
 - b. An accessory dwelling unit ~~shall have a minimum of 375 square feet of gross finished floor area and~~ shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in

area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet.

- c. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.

Section 2. Amendment to Zoning Ordinance, Section 154.092(J). The City of Saugatuck Zoning Ordinance is amended to revise Section 154.092(J) as follows:

Existing:

- (J) *Rental of an accessory dwelling unit.* Unless otherwise specified below, a rental accessory dwelling unit shall conform to all regulations in § 154.022(W) and the following:
 - (1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.
 - (2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Revised (tracked changes shown for reference):

- (J) *Rental of an accessory dwelling unit.* ~~Unless otherwise specified below, A rental accessory dwelling unit shall conform to all regulations in § 154.022(W) and the following requirements:~~ comply with
 - (1) A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.
 - (2) Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Section 3. Repeal. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

Section 4. Effective Date. This Ordinance shall take effect seven (7) days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Holly Anderson
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2024, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2024.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	December 13, 2024	Meeting Date:	December 19, 2024
Request:	Special Land Use	Applicant:	Philip Huffman
Address:	306 Mary	Project Name:	ADU Rental Proposal
Parcel:	03-57-204-012-00	Plan Date:	N/A
Lot Size:	0.40	Zoning District:	R-1 Community Residential
Complete:	Yes	Recommendation:	Ord. Amendment Necessary
City Staff:	Luke Thompson	Consultant:	David M. Jirousek, AICP

Overview

The applicant has applied for special land use approval to rent an existing detached accessory dwelling unit (ADU) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. 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 rental of ADUs.

Background

The detached ADU is located east of the principal dwelling and a detached garage. The applicant provided an interior measurement of 985 square feet for the two-story ADU (gross finished floor area).

The owner wishes to rent the ADU, and the principal dwelling will not be rented. If it is a short-term rental, all applicable requirements will also need to be met in accordance with Section 154.022 (V), and a license shall be required pursuant to the City of Saugatuck's Short-Term Rental Licensing Ordinance, Chapter 99.5 of the City Code.

Review Process and Standards

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

- Section 151.060 Site Plan
- Section 154.022 W- Accessory Dwelling Unit
- Section 154.080 Special Land Use
- Section 154.092 J- Rental of an Accessory Dwelling Unit

Site Plan Standards of Approval

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

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU.

- 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: This standard is not applicable. No site work is proposed as part of the proposal.

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

Comment: Screening is not necessary or recommended for a single residential dwelling with an existing ADU in an established residential area.

- 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: Site improvements were previously approved by all applicable City departments. A fire inspection will be required as part of short-term rental permitting.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU. No changes to pedestrian access are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU. No changes to vehicle or pedestrian access are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU. No changes to site drainage are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU. No changes to loading or trash storage are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU. No additional lighting is proposed.

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

Comment: A financial guarantee is not necessary. The site is already developed.

Accessory Dwelling Unit

In accordance with Section 154.022 W, an accessory dwelling unit shall meet the following criteria:

- 1. An accessory dwelling unit shall be permitted on a lot where the principal use is an existing single-family detached dwelling.*

Comment: The principal use is an existing single-family detached dwelling.

- 2. Occupancy of an accessory dwelling unit permitted by right shall be limited to the following:*

- a. Owners/occupants of the single-family detached dwelling on the same property.*
- b. Non-renting invited guests of the owners/occupants of the single-family detached dwelling on the same property, such as family or friends.*
- c. Renters of the single-family detached dwelling on the same property if both the single-family detached dwelling and accessory dwelling unit are rented under a single contract. Renting both the single-family detached dwelling and the accessory dwelling unit under a single contract does not require a special land use approval. If an accessory dwelling unit is rented in conjunction with a*

single-family detached dwelling for less than 31 days, each dwelling unit must obtain a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals.

Comment: Until it is approved for renters, the ADU occupancy is limited to owner/occupants and non-renting guests.

3. *An accessory dwelling unit shall have a minimum of 375 square feet of gross finished floor area and shall not exceed the lesser of 30% of the gross finished floor area contained within the single-family detached dwelling or 600 square feet of gross finished floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total gross finished floor area intended for living, sleeping, bathing, eating and cooking. In the case of an accessory dwelling unit attached to or incorporated with a detached accessory building intended for other purposes, such as accessory studio, shop, or storage space, there shall be no internal access and connection to the additional floor area intended for the other purpose if the result of the connection would exceed the maximum gross finished floor area required for the accessory dwelling unit.*

Comment: The ADU significantly exceeds the 600-square-foot maximum gross finished floor area requirement, which means it does not comply with this requirement.

FLOOR AREA, GROSS FINISHED. The sum of all gross horizontal areas of all floors of a building or buildings measured from the inside dimensions of the inside face of the outside wall. Unenclosed and uncovered porches, court yards or patios shall not be considered as part of the GROSS FINISHED FLOOR AREA.

4. *An accessory dwelling, which is not located within the single-family detached dwelling, shall not be located between the front door of the single-family detached dwelling and the public right-of-way, unless located above an existing detached accessory structure.*

Comment: The front of the ADU is closer to the street than the front door of the principal dwelling. As such, it does not comply.

5. *An accessory dwelling shall be subject to all setback and lot coverage requirements applicable to a single-family detached dwelling in the district in which it is located.*

Comment: The building was previously confirmed as compliant with dimensional requirements for the subject zoning district.

6. *No more than one accessory dwelling unit is permitted on any lot.*

Comment: Only one ADU exists on the site.

7. *Accessory dwellings shall not be permitted to have independent electric, gas, or water meters from the single-family detached dwelling.*

Comment: The building is served by separate electric and gas services. The ADU does not comply with this requirement.

8. *An accessory dwelling unit attached to a single-family detached dwelling shall have a separate entrance from the exterior of the single-family detached dwelling.*

Comment: Not applicable. The ADU is detached.

9. *A lot with an accessory dwelling unit shall provide one additional parking space on a fully improved surface of concrete, asphalt, or brick, gravel, stone, or other surface approved by the city.*

Comment: Parking for the ADU is available on an existing driveway dedicated to the unit.

10. *The rental of an accessory dwelling unit independently from the single-family detached dwelling on the same parcel shall be prohibited without receiving special land use approval from the Planning Commission as authorized in § 154.092(J).*

Comment: The applicant is seeking approval for renting the ADU.

Special Land Use Standards of Approval

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

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

Comment: The existing principal dwelling and ADU are compatible with nearby properties and land uses. Permits were secured for improvements to the dwelling and construction of the detached accessory building.

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

Comment: Except for the size and utility service requirements mentioned earlier, all other standards and zoning requirements have been met for the ADU and its rental.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU. No changes to the site are proposed.

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

Comment: Renting the existing ADU may have a minor increase but negligible impact on public services, as there may be more frequent turnover than if it were only used for guests or by the primary resident.

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

Comment: Renting the existing ADU will have no additional impact on public health, safety, welfare, or the social and economic well-being of the community.

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

Comment: This standard is not applicable to a single ADU.

7. *Not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development. In particular:*

- (a) *The property shall be easily accessible to fire and police; and*
- (b) *Not create or add to any hazardous traffic condition.*

Comment: The rental of the existing ADU will have a negligible impact on traffic conditions. Sufficient parking exists on the dedicated driveway.

8. *Be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site shall not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;*

Comment: Renting the existing ADU will not impede the use of adjacent properties or negatively impact them.

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

Comment: This standard is not applicable. The site has already been developed and improved with a single-family dwelling, detached garage, and a detached ADU.

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

Comment: This standard is not applicable to a single-family residential dwelling with an ADU.

Rental of an Accessory Dwelling Unit

In accordance with Section 154.092 J, a rental accessory dwelling unit shall conform to all regulations in Section 154.022(W) and the following requirements.

Comment: As mentioned earlier, the ADU does not conform to all of the regulations in Section 154.022(W)

1. *A rented accessory dwelling unit shall only be permitted on a parcel that contains a single-family detached dwelling that is occupied and used by the owner as his or her primary, year-round residence. Under no circumstances may a single-family detached dwelling and an accessory dwelling unit on the same parcel be rented to separate parties or under separate contracts.*

Comment: The owner intends to remain the primary occupant of the principal detached single-family dwelling. This will remain an ongoing requirement for renting the ADU.

2. *Accessory dwelling units rented for less than 31 days shall require a short-term rental license pursuant to the City of Saugatuck's Short-Term Rental Ordinance, Chapter 99.5 of the City Code, and shall otherwise adhere to all of this chapter's requirements concerning short-term rentals*

Comment: If intended to be rented on a short-term basis, the proper permit must be secured by the applicant.

Recommendation

Section 154.092(J) states that to rent an ADU, all requirements of 154.022(W) must be met. The ADU cannot be approved for rental because it does not comply with the size, placement, and service/utility requirements. A zoning text amendment will be required to approve the special land use.

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



Special Land Use Application

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

LOCATION INFORMATION

Address 306 Mary St.

Parcel Number 57-204-012-00

APPLICANTS INFORMATION

Name Philip Huffman Address / PO Box 306 Mary St.

City Saugatuck State MI Zip 49453 Phone 616-322-3119

Interest In Project owner E-Mail Huffdaddy2023@gmail.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.

Signature *Philip Huffman* Date 11/18/24

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature _____ Date _____

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

Name NA Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 132 Width 132 Size 17,424 sq/ft Zoning District R1 Current Use Residence

Check all that apply:

Waterfront ☐ Historic District ☐ Dunes ☐ Vacant ☐

+ vacant
guest house

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

We would like to use our guest house as a rental property.

Rent June - Aug. to Saugatuck Center for the Arts.
Rent Sept - May short term and guest accommodations
for friends + family.



SITE PLAN REQUIREMENTS (SECTION 154.061)

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

Y N NA

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

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

Y N NA

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



Special Land Use Application

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

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

The property is slightly smaller than adjacent properties.

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

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

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

No change

- (5) How will the proposed request protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole?

No change



Special Land Use Application

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

NA

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

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

yes, it already is

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

yes, no changes

- (8) How will the proposed request be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof?

No change

- (9) How will the nature, location, size and site layout of proposed request be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district?

No change

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

No change



Special Land Use Application

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

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

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

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

No change

- (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?

NA

- (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?

No change

- (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?

No change

- (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.)

NA

- (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?

NA

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

NA



Special Land Use Application

- (8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, create puddles in paved areas or create erosion problems. No change
-
-

- (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). NA
-
-

- (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 change
-
-



Garage

Primary
Residence

Requested Special
Land Use

Guest house has seperate
natural gas and electric service

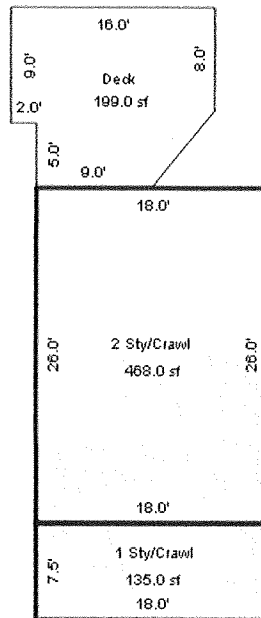
Guest house water + sewer
service are connected to
primary residence

The floor plan diagram illustrates the following areas and their specifications:

- Second Floor**: 288.0 sf, 12.0' x 24.0'
- CCEP**: 288.0 sf, 12.0' x 24.0'
- A/C**: 16.0' x 24.0'
- Deck**: 184.3 sf, 14.5' x 9.5'
- 2 Sty/Bsmnt**: 408.0 sf, 16.0' x 24.0'
- 1.75 Sty/Crawl**: 411.3 sf, 23.5' x 17.5'
- WCP**: 43.0 sf, 6.0' x 7.0'
- 1 Sty/Crawl**: 49.0 sf, 10.5' x 4.0'

Primary Residence
306 Mary St.

Image/Sketch for Parcel: 57-204-012-00



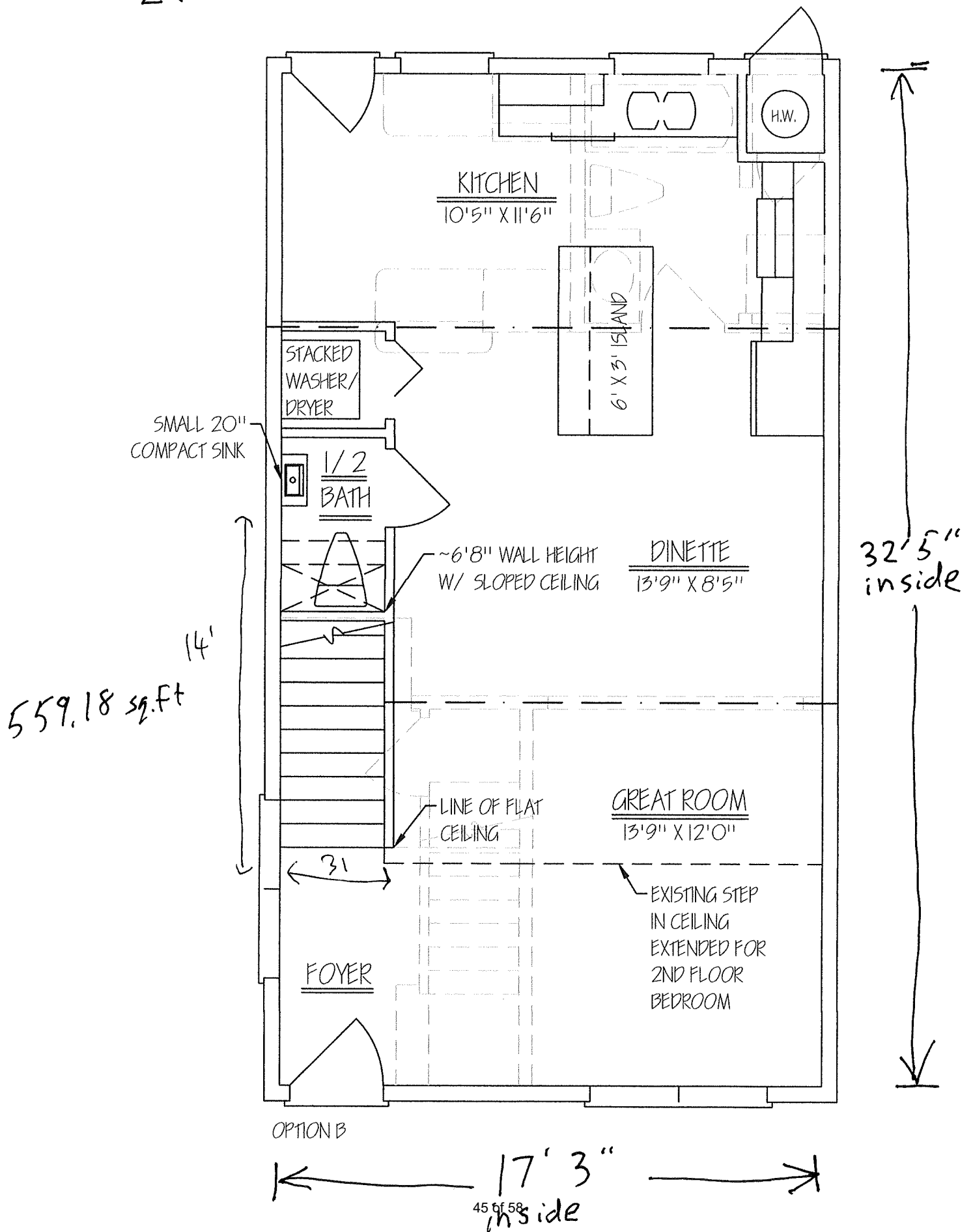
Sketch by Apex Medina™

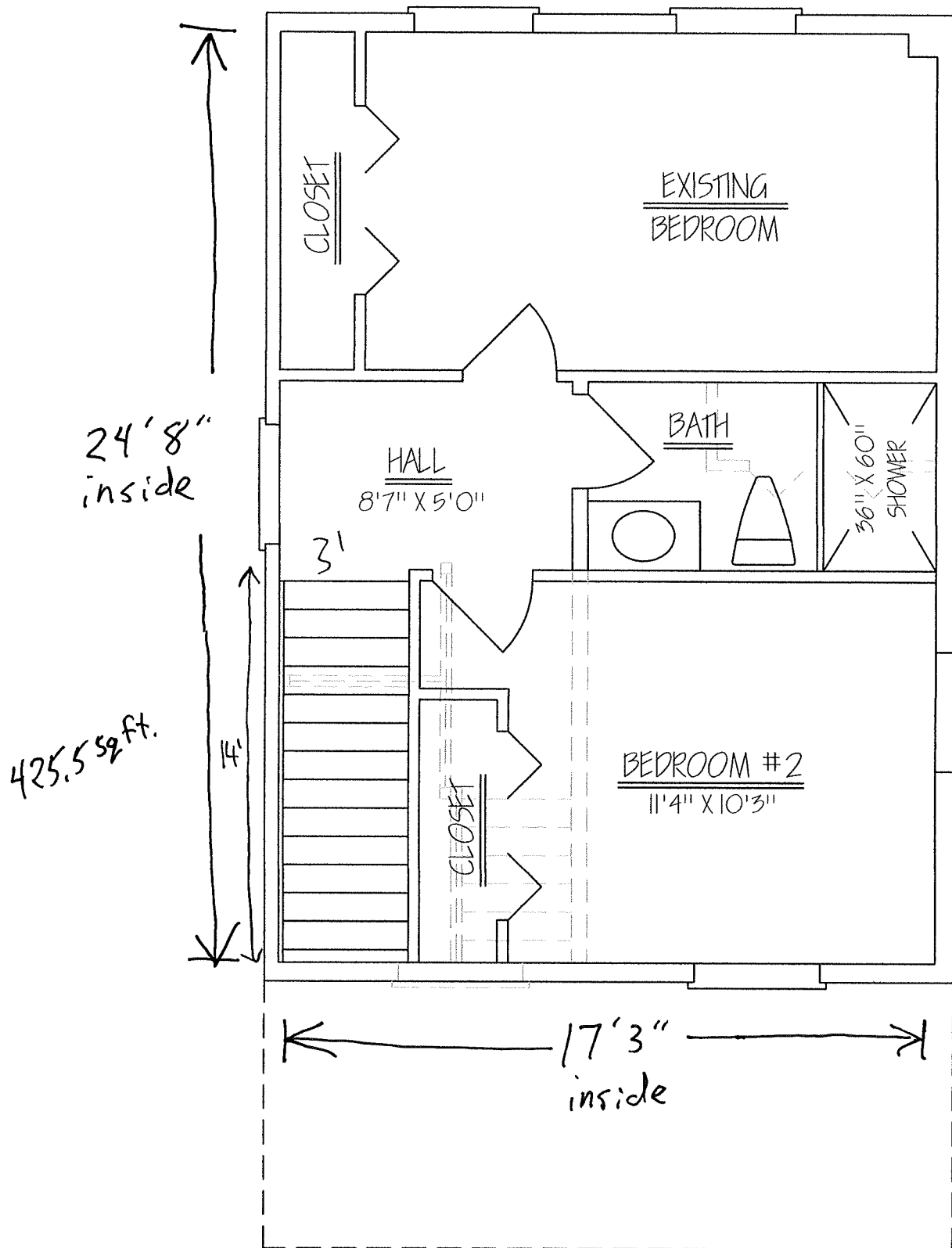
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Proposed Special Land
Use

24'3" to Peak





OPTION D

306 MARY ST SAUGATUCK, MI 49453 (Property Address)

Parcel Number: 57-204-012-00



Item 1 of 13 11 Images / 2 Sketches

Property Owner: HUFFMAN PHILIP N & ELIZABETH D

Summary Information

- > Residential Building Summary
 - Year Built: 1938
 - Full Baths: 3
 - Sq. Feet: 2,854
 - Bedrooms: 5
 - Half Baths: 0
 - Acres: 0.400
- > Assessed Value: \$410,500 | Taxable Value: \$217,138
- > Property Tax information found
- > 4 Building Department records found

Owner and Taxpayer Information

Owner	HUFFMAN PHILIP N & ELIZABETH D REVOCABLE LIVING TRUSTS 306 MARY ST SAUGATUCK, MI 49453	Taxpayer	SEE OWNER INFORMATION
--------------	--	-----------------	-----------------------

General Information for Tax Year 2024

Property Class	401 RESIDENTIAL-IMPROVED	Unit	57 CITY OF SAUGATUCK
School District	SAUGATUCK PUBLIC SCHOOLS	Assessed Value	\$410,500
MAP #	374 & 375	Taxable Value	\$217,138
USER NUM IDX	86	State Equalized Value	\$410,500
SEE IN YEAR	Not Available	Date of Last Name Change	02/12/2018
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	No	Census Block Group	Not Available
USER ALPHA 2	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date 02/26/2009

Principal Residence Exemption	June 1st	Final
2024	67.0000 %	67.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2023	\$303,300	\$303,300	\$206,799
2022	\$282,500	\$282,500	\$196,952
2021	\$248,000	\$248,000	\$190,661

Land Information

Zoning Code	CR-COMM RES R-1	Total Acres	0.400
Land Value	\$336,600	Land Improvements	\$1,862
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	Not Available	Mortgage Code	No Data to Display
Lot Dimensions/Comments	Not Available	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	132.00 ft	132.00 ft
Total Frontage: 132.00 ft		Average Depth: 132.00 ft

Legal Description

Land Division Act Information

Date of Last Split/Combine	No Data to Display	Number of Splits Left	0
Date Form Filed	No Data to Display	Unallocated Div.s of Parent	0
Date Created	01/01/0001	Unallocated Div.s Transferred	0
Acreage of Parent	0.00	Rights Were Transferred	Not Available
Split Number	0	Courtesy Split	Not Available
Parent Parcel	No Data to Display		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
04/23/2009	\$0.00	WD	HUFFMAN PHILIP & ELIZABETH D LIVING	HUFFMAN PHILIP N & ELIZABETH D	14-INTO/OUT OF TRUST	3323-275
06/18/2007	\$0.00	OTH	HUFFMAN PHILIP & ELIZABETH D	HUFFMAN PHILIP & ELIZABETH D	03-ARM'S LENGTH	3133/25
04/26/2006	\$525,000.00	WD	TAYERLE JEAN P	HUFFMAN PHILIP & ELIZABETH D	03-ARM'S LENGTH	2980/247

Building Information - 1783 sq ft 2 STORY (Residential)

General

Floor Area	1,783 sq ft	Estimated TCV	\$300,554
Garage Area	528 sq ft	Basement Area	48 sq ft
Foundation Size	799 sq ft		
Year Built	1938	Year Remodeled	2011
Occupancy	Single Family	Class	C
Effective Age	64 yrs	Tri-Level	No
Percent Complete	100%	Heat	Forced Heat & Cool
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Not Available
1st Floor Rooms	4	Sewer	Not Available
2nd Floor Rooms	4	Style	2 STORY
Bedrooms	3		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
1.75 Story	Crawl Space	Siding	411 sq ft	1.75 Story
2 Story	Basement	Siding	48 sq ft	2 Story
2 Story	Crawl Space	Siding	340 sq ft	2 Story

Area Detail - Overhangs

Area	Story Height	Exterior	Included in Size for Rates
288 sq ft	1 Story	Siding	No

Basement Finish

Recreation	0 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Plumbing Information

3 Fixture Bath	2
-----------------------	---

Fireplace Information

Exterior 2 Story	1
-------------------------	---

Garage Information

Area	528 sq ft	Exterior	Siding
Foundation	42 Inch	Common Wall	Detached
Year Built	No Data to Display	Finished	Yes
Auto Doors	2	Mech Doors	0

Deck Information

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.jon

Shallow

Deck Information

Treated Wood 184 sq ft

Subject of special land
use application

Building Information - 1071 sq ft 2 STORY (Residential)

General

Floor Area	1,071 sq ft	Estimated TCV	\$175,062
Garage Area	0 sq ft	Basement Area	0 sq ft
Foundation Size	603 sq ft		
Year Built	No Data to Display	Year Remodeled	2006
Occupancy	Single Family	Class	CD
Effective Age	48 yrs	Tri-Level	No
Percent Complete	100%	Heat	Forced Heat & Cool
AC w/Separate Ducts	No	Wood Stove Add-on	No
Basement Rooms	0	Water	Not Available
1st Floor Rooms	3	Sewer	Not Available
2nd Floor Rooms	2	Style	2 STORY
Bedrooms	2		

Area Detail - Basic Building Areas

Height	Foundation	Exterior	Area	Heated
2 Story	Crawl Space	Siding	468 sq ft	2 Story
1 Story	Crawl Space	Siding	135 sq ft	1 Story

Basement Finish

Recreation	0 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Plumbing Information

3 Fixture Bath 1

Deck Information

Treated Wood 199 sq ft

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Planning Commission Agenda Item Report

FROM: Luke Thompson, Director of Planning & Zoning

MEETING DATE: December 13, 2024

SUBJECT: Goals and Discussion Points for the Upcoming Year

DESCRIPTION:

As we move into the upcoming year, it is important to outline and prioritize the goals for the Planning Commission. The following items represent key areas of focus and discussion for our future meetings, ensuring that our planning work aligns with the needs and development goals of our community. These focus areas for the upcoming year will ensure that we remain proactive in addressing the community's needs while also planning for sustainable growth and development. The Planning Commission is encouraged to start preparing for discussions on these topics at our upcoming meetings, so we can establish clear action steps and timelines for each. We also encourage residents and community members to share their ideas and feedback on these topics. Public input is vital to ensuring that our planning work reflects the needs and desires of our community. Please feel free to reach out to the Planning Commission with any thoughts, concerns, or suggestions.

1. Updating the Master Plan

A significant goal for 2025 is preparing for the 10-year update of the Master Plan. We should begin drafting a calendar and timeline that will guide the update process. This will ensure adequate time for community input, data gathering, and necessary revisions. Key components for consideration in the update should include:

- **Community engagement:** Organizing outreach efforts to engage residents and stakeholders.
- **Data analysis:** Reviewing demographic, housing, economic, and environmental trends.
- **Strategic revisions:** Adjusting the plan to reflect any new goals, priorities, or challenges that have emerged in the last decade.

We will need to develop a more detailed schedule and assign responsibilities for each phase of the update process.

2. Tri-Community Master Plan vs. City-Specific Planning

A key topic of discussion in the coming year is whether to continue developing the Tri-Community Master Plan, which includes input from Saugatuck, Douglas, and Saugatuck Township, or to pursue individual city-specific plans. Each approach has its advantages and challenges:

- **Advantages of a Tri-Community Master Plan:** Promotes regional collaboration, fosters shared resources, and provides a unified vision across neighboring municipalities.
- **Disadvantages of a Tri-Community Master Plan:** Potential conflicts in goals or priorities between the communities, logistical challenges in coordinating between multiple municipalities, and varying needs for each area.

To move forward, it will be important to reach out to the governing bodies of Douglas and Saugatuck Township to understand their preferences, concerns, and planning objectives. A joint meeting may be required to discuss the benefits of continuing the Tri-Community approach versus creating separate, tailored plans for each city.

3. Commercial Zones Review

Another priority may be reviewing the current commercial zoning regulations to ensure they align with the city's objectives. We will need to assess:

- **Current uses:** Are the uses permitted in each commercial zone still reflective of current economic trends and community needs?
- **Zoning compatibility:** Do the existing zones support the growth and development goals of our community? Are there areas where the zones overlap or create inefficiencies?
- **Proposed revisions or mergers:** Are there zones that should be merged, revised, or eliminated to better serve our community?

This review will require collaboration with local stakeholders and businesses to gain insights into whether current zoning rules are helping or hindering development. Recommendations for updates or changes should be provided by mid-year.

4. Seasonal Shuttle Services between Remote Parking Areas and Downtown

In collaboration with the City Council, the Streets Department, and Interurban, we should explore the potential for a seasonal shuttle service between remote parking areas and the downtown areas of Saugatuck and Douglas. This could help alleviate parking congestion during peak tourist seasons and improve overall visitor experience.

The Planning Commission will need to:

- **Assess feasibility:** Analyze the logistics of implementing a seasonal shuttle, including routes, schedules, and funding.
- **Gather input:** Reach out to residents, businesses, and tourists to gauge interest and identify potential challenges or barriers.
- **Develop a recommendation:** Based on our findings, the Commission can make a formal recommendation to City Council for implementation.

5. Public Recommendations and Feedback

LEGAL REVIEW:

N/A at this time.

SAMPLE MOTION:

N/A at this time.

Luke Thompson

Subject: FW: Consideration for square footage variance for 825 Bridge Street Place

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

Hi Luke -

We have spoken a few times about the new rental laws for rental properties within the city of Saugatuck. I would like to request special consideration for the square footage allowance on my rental property located at 825 Bridge Street. The new guidelines require a minimum of 300 square feet; my cottage is 230 square feet plus an outdoor deck.

I would like to point out some details regarding the cottage:

- Bridge Street Place is part of the historic Bird Center Resort that catered to vacationers for over 100 years.
- There are only 5 original cottages left, all with bird names. Bridge Street Place was originally named The Lark.
- The cottage has all the amenities for a great weekend getaway within a 5-minute walk into town, supporting local businesses and restaurants.
- I purchased the property that contains the cottage and my home in 2001. The previous owner was already renting the cottage through the Chamber of Commerce. I have continued to rent it for the past 24 years, continuing with the upkeep and maintenance, along with added improvements.
- Both my home and the cottage reside in the historical district. I have always followed the guidelines related to this designation.
- The cottage is rented from May through October, and I have many guests that enjoy hearing about the history of it and return yearly, supporting the local economy.

I appreciate all your assistance with this matter and look forward to hearing from you on what my next steps would be to pursue an exception to the new guidelines regarding square footage.

Thank you

Wilma Kosal
825 Bridge Street Place
Saugatuck, MI 49453
269.857.7122
wilmakosal@gmail.com



Planning, Zoning and Project Report

December 9, 2024

Planning and Zoning

- Created packets for Planning Commission and Historic District Commission.
- Prepped for and attended Planning Commission Meeting.
- Made recommendation of new planning Commissioner to City Council.
- Cancelled Historic District Commission due to weather.
- Attended monthly meetings with staff.
- Met with members of the public to discuss lot splits.
- Reached out to members of the public in regard to violations.
- Went onsite to discuss potential development at Dunegrass.
- Researched Dunegrass development and its approval by resolution.
- Created memo for recommended approval of text amendment to the Downtown Waterfront Preservation District.
- Spoke with realtors regarding renting Accessory Dwelling Units.
- Spoke with residents regarding regulations which may prevent the renting of existing Accessory Dwelling Unit Rentals.
- Followed up on general enforcement.
- Received applications for openings for Boards and Commissions.
- Completed Planning and Zoning casework as outlined in the chart below.

Open Casework

1021 Holland	STR License app. Existing STR. Items needed. Items received. Sent to Fire Department for inspection. Inspection failed, reinspection fee required. Reached out to local agent for fee. Reached out to owner again for fee.	STR
1026 Holland St	ROW Permit received. Payment Received. Sent to engineer.	ROW
120 Mary	Zoning App. Sent concerns to applicant. Responses sent back to Planner. Emailed builder with concerns. Emailed contractor with request for information. Spoke with the contractor on 12-2, still waiting on updates to the plans.	Zoning
110 120 Park	Lot Line Adjustment. Email sent to applicant for additional info. Info provided. Asked for legal description.	Zoning
646 Francis	SF Res application. Additional information required. Additional information provided, sent to planner. Sent invoice. Paid. Sent to planner. Emailed applicant with request for height and adjustments to ADU. New plan received. Emailed Contract planner with questions on new plan. The issue with plan was that adu in in front of the house and first floor. The new plan shows 1 continuous foundation to connect adu to primary structure.	Zoning
246 Butler	HDC Façade improvements. Additional information required. Information provided. Explained to applicant that next meeting is November 7, and additional fee of \$200.00 is required.	HDC
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.	PC
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.	Enforcement
249 Mason St	Stop work order issued for unpermitted outdoor deck. HDC app and Zoning App required. Emailed Owner for more information. Emailed owner to follow up. HDC Application received. Sent to Contract Planner . HDC approved application, sent resources for Zoning Permits. and emailed about change of use permit requirements.	Enforcement

246 Butler	Façade improvements. Sent to HDC Chair to confirm need for meeting. Sent concerns to applicant. No response from applicant.	HDC
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.	KLWSA
413 Lake St	Contractor looking to replace windows. Advised that hdc meeting is required, sent resources.	HDC
727 Butler St	Reached out in regards to concerns raised by HDC due to materials on site. Sent HDC application to owner. Asked owner for more information. Reached out to owner as no response was received.	HDC
403 Water St	Spoke with applicant about proposed fence project. Provided HDC application and Fence regulations.	HDC
611 Lake St	Pool application received. Advised that the property is located within the Historic District and will require HDC approval. HDC meeting rescheduled from dec to Jan, called applicant with no response. Sent email.	HDC
988 Ridgeview Ln	Application for SF Residence Received. Application for new water sewer lines received. Spoke with contractor about missing information and asked for updated plans.	Zoning
118 Hoffman	Observed outdoor seating. No email address on file, called with no answer. Emailed owner.	Enforcement
333 Culver	HDC Application received for replacement of garage doors. Emailed applicant for payment.	HDC
249 Culver St Unit 1	Existing STR. Received application for STR License. Sent to Fire Department.	STR
249 Culver St Unit 2	Existing STR. Received application for STR License. Sent to Fire Department.	STR
60 Griffith St	Existing STR. Received application for STR License. Sent to Fire Department.	STR
306 Mary St	Application for SLU for ADU STR. Scheduled for 12-19 PC.	PC
242 Park	Received questions about developing public land for access to parcels. Emailed contract planner for discussion. Received further questions about utilities and splitting of lots, contacted engineer for discussion.	Zoning
129 Griffith Unit 2	Received concerns from MTS that change of use is occurring without proper permits. Continued discussion with MTS, change of use application expected.	Zoning
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	PC

	submitting application. Spoke further about minimum size requirements and how to best relay concerns to the PC.	
401 Park St	Submitted plans for potential expansion, sent question to contract planner to determine next steps. Recommended approval via minor site plan amendment due to footprint of structure not changing.	Zoning
149 Lucy St	Zoning app and plans received, payment still needed.	Zoning
124 Elizabeth St C	Received report of rental without license. Sent information for enforcement.	Enforcement

Closed Casework

419 St Joseph St	Met with resident in regards to requirements for solar and geothermal. Provided Zoning and Lot Combination information.	Zoning
997 Singapore Dr	Answered questions regarding STR renewal.	STR
102 Butler	Application for Sign in City ROW. City Council Approved.	CC
449 Water St	Observed outdoor seating. Emailed owner to remove. Owner agreed to remove.	Enforcement
249 Mason	Sign Permit issued.	Zoning
242 Park	Received complaint in regards to real estate sign in public ROW. Emailed realtor to require sign be relocated.	Enforcement
1165 Bridge St	Spoke with resident about potential future dock project, explained the major waterfront construction regulations. Provided resources.	Zoning
220 Water St	Observed addition to structure at rear of property with no historical or zoning permits. Discovered structure is nonconforming due to its location on city property. Issued stop work order. Spoke with owner in regards to requirements to go before Historic District Commission. Provided resources. Owner agreed to stop work and revert structure back to original construction.	Enforcement
615 Park	Emailed legal with questions raised by occupant of 615 Park. Emailed MTS for permits issued to the property. Contractor notified me of incoming letter from condo associations lawyers. Project must conform to approved plans or provide site plan amendment application.	Zoning
740 Lake St	Zoning app received with changes recommended by HDC. Requested spec sheet for front door as required by hdc. Spec sheet received. Permit Approved.	Zoning
149 Lucy	HDC application for addition to SF RES. Advised that SLU would be needed also. Passed to Planner. SLU Application received. Scheduled for 10-16-2024 HDC. 10-17-2024 PC. Spoke to applicant about language referring to average distance from lot lines. Special Land use approved.	HDC/PC
142 Butler	Minor Site Plan Amendment application received. Zoning permit approved for Façade alteration, forwarded permits and plans to MTS.	Zoning