



**Planning Commission Regular Meeting
July 17, 2025 6:30PM
City Hall
102 Butler Street, Saugatuck, MI**

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

3. Approval of Minutes: (Voice Vote)

- A. Regular Meeting Minutes – June 19, 2025
- B. Special Meeting minutes – June 25, 2025

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

5. Old Business:

- A. Master Plan – Survey questions draft
- B. Zoning District Review

6. New Business:

7. Communication:

8. Reports of Officers and Committees:

- A. Planning and Zoning Project Report July 14, 2025.

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

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

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, June 19, 2025, at
6:30 p.m. at City Hall,
102 Butler St., Saugatuck, MI 49453.

1. Call to Order/Attendance:

The meeting was called to order by Chair Manns at 6:31 p.m.

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

Absent: Commissioner Bagierek.

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

2. Approval of Agenda:

Motion by LaChey, second by Gaunt, to amend the agenda to move Item 6 New Business ahead of Item 5 Old Business, for June 19, 2025. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Clark, second by LaChey, to approve the minutes for the regular meeting held on May 15, 2025. Upon voice vote, motion carried 6-0.

4. Public Comment (Agenda Items Only):

- CJ Bagierek (Planning Commission member, not in attendance): He said that he couldn't attend the meeting in person, but he had already shared his comments with Luke regarding the agenda items. He is looking forward to seeing how the discussion unfolds.

5. New Business:

A. 202 Butler St – Special Land Use.

The discussion on 202 Butler Street involved a Special Land Use application for an expanded outdoor dining area at Pumpernickels restaurant. Ron Schafe3r, the new owner, presented the plan to add 11 tables and two picnic tables.

Key points include:

1. The plan was previously approved by the Historic District Commission in 2024.
2. The new layout moves tables to the street to create more sidewalk space.

3. Commissioner LaChey raised concerns about pedestrian congestion at the busy intersection.
4. The Fire Department reviewed the plan and was comfortable with the three-foot clearance around their connection.
5. The Commission discussed parking impacts and the potential precedent of in-street dining.

Motion by Gaunt, second by Baldwin to conditionally approve the special land use and site plan amendment for an expanded outdoor dining area with alcohol service at 202 Butler Street based on a review against sections 154.092 O(2) and 154.092 P, satisfaction of the site plan approval standards Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated June 13, 2025. Approval is contingent upon the following:

- 1. Provide reflector specifications for the parking space dining area fencing.*
- 2. Provide all expanded outdoor dining area checklist items in accordance with Section 154.092 (O)(2)B (license agreement, fees, certificates of insurance, MLCC license, food service license, lighting/reflector attestation, and tax attestation).*
- 3. Secure all other applicable approvals from city departments, the fire department, and the applicable outside agencies.*

Upon roll call vote, motion carried 6-0.

B. 249 Mason St – Site Plan Review:

The site plan review for 249 Mason Street involved Lulu Cadieux constructing a permanent deck over a former drive-through lane.

Key Points include:

1. Luke Thomson explained the deck was built without permits and requires a major site plan amendment.
2. The deck blocks previous egress/ingress, triggering the need for site plan removal.
3. The deck is approximately 1,014 square feet and was previously approved by the Historic District Commission.
4. The Commission discussed the deck's potential use for with their cooking classes.
5. There were no significant concerns raised about the site plan. The Commission noted the next steps would involve obtaining fire department approval and a building permit.

The discussion was relatively straightforward, with the Commission seeing the deck as a good use of the former drive-through space.

Motion by LaChey, second by Marineau to approve the conversion of an existing drive-through lane and covered service area with outdoor amenity space at 249 Mason Street based on

satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated June 13, 2025. Approval is contingent upon the following:

1. *All applicable approvals are granted, including but not limited to:*
 - a. *Fire Department*
 - b. *City Engineer*

Upon roll call vote, motion carried 6-0.

6. Old Business:

A. Master Plan – Continued discussion and draft survey questions.

The Master Plan discussion focused on developing a comprehensive survey and planning process.

Key points included:

1. Proposal to move Master Plan discussions to dedicated workshops.
2. Agreement to schedule a workshop on June 25, 2025, at 4pm.
3. Discussion on creating a two-tier survey approach, potentially with separate surveys for community leaders and general public.
4. Debate about making survey responses potentially identifiable to increase credibility.
5. Consideration of hiring a consultant specializing in survey preparation.
6. Desire to define survey chapters and major topic areas.
7. Emphasis on crafting clear, meaningful survey questions during the workshop.
8. Goal of creating a 10-year plan that reflects the community priorities and engages residents effectively.

The Commission sees the Master Plan survey as a critical tool for understanding and shaping the city's future.

B. Sign Regulation Amendments.

The sign regulation amendment discussion was complex and focused on several key areas:

1. Need to consolidate temporary and permanent sign regulations.
2. Discussion on defining "on premises" and "off-premises" signs.
3. Debate about how to classify residential and non-residential uses for signage purposes.
4. Concerns about regulating political signs without violating constitutional rights.
5. Suggestions to simplify sign definitions and avoid content-based restrictions.
6. Discussions on temporary sign dimensions, height limits, and placement.
7. Consideration of different sign regulations for residential vs. commercial uses.
8. Acknowledgement that the current draft needs significant refinement.

The Commission agreed that the sign ordinance needs careful revision to ensure clarity, avoid legal challenges, and create consistent regulations. They plan to continue refining the draft at future meeting.

C. Zoning District Review.

The zoning district review focused on creating a new C3 Water Street Commercial district by combining Water Street North and Water Street East.

Key Points Included:

1. Davied Jirousek (Horizon Community Planning) proposed merging the two existing districts into a new C3 Water Street Commercial District.
2. Discussion of dimensional requirements including:
 - 10-foot front setback for residential uses.
 - 5-foot setback for non-residential uses.
 - 10-foot rear setback.
 - 65% lot coverage.
3. Proposal to simplify land use classifications by defining residential and non-residential uses.
4. Review of land use regulations and definitions.
5. Consideration of how to handle commercial uses in residential zones.
6. Plan to do “ground truthing” to ensure the new district doesn’t create too many non-conforming properties.

The Commission agreed to review the proposed district further and provide feedback at the next meeting, with the goal of creating a clear, consistent zoning classification for the area.

7. Communications: None.

8. Reports of Officers and Committees:

- A. Planning & Zoning Project Report May 27, 2025.
- B. Planning & Zoning Project Report June 9, 2025.

9. Public Comments:

- CJ Bagierek (Planning Commission member, not in attendance): He expressed support for the proposed workshop to segregate survey questions by chapters, agreed with the two-tier survey approach, and looked forward to the workshop on the 25th. He also commented that Jake seems to enjoy regulating signs, which he found challenging. CJ concluded by saying he is looking forward to being back with the commission next time.

10. Commissioner Comments:

- Gaunt – She had no comments but had a question for Luke regarding adding zoning districts to his planning report so they can see which districts they are in.
- Manns – In his closing comments, he said that he is looking forward to the workshop on the 25th at 4pm to come in with questions reviewed but also thoughts on the other type of questions that they may want to incorporate in the survey. He appreciates everyone taking the time to look at the signs and looking at the new districts, although time consuming, they are slowly moving forward with it. The goal is to make sure they get it done during 2025 since that was one of their priorities. He thanked all for their participation.

11. Adjournment:

Motion by Clark, second by Gaunt, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned the meeting at 9:04 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



Planning Commission Special Meeting Minutes - *Proposed*

The Planning Commission met for a Special Committee Meeting, June 25, 2025, at
4:00 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 4:00 p.m.

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

Absent: None.

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

2. Approval of Agenda:

Motion by Clark, second by Bagierek, to approve the meeting agenda for June 10 , 2025. Upon voice vote, motion carried unanimously.

3. Approval of Minutes: None.

4. Public Comment (Agenda Items Only): None.

5. Old Business:

A. Master Plan – Continued Discussion.

The Planning Commission held a special meeting to discuss the development of the City of Saugatuck's 2026 Master Plan. Key points include:

1. The plan will follow a three-phase approach involving public input, community survey, and comprehensive planning.
2. The commission will manage the process internally, potentially creating smaller research groups for specific topics like economic development, land use, and parks.
3. They plan to develop a detailed community survey that covers:
 - Demographics
 - Residency status
 - Community priorities
 - Parks and recreation

- Economic development
 - Housing
 - Transportation and mobility
 - City identity and character
4. The survey aims to capture residents' perspectives on maintaining the city's small-town charm, understanding community needs, and gathering insights on future development.
 5. A tentative special meeting was scheduled for July 30th to continue refining the survey and planning process.

The overall goal is to create a forward-looking master plan that reflects the community's values and vision for Saugatuck's future.

6. **New Business:** None.

7. **Communications:** None.

8. **Reports of Officers and Committees:** None.

9. **Public Comments:** None.

10. **Commissioner Comments:** None.

11. **Adjournment:**

Motion by Bagierek, second by Baldwin, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned the meeting at 6:06 pm.

Respectfully Submitted,

Sara Williams, Deputy Clerk



Memorandum

To: City of Saugatuck Planning Commission
Date: July 12, 2025
From: David M. Jirousek, AICP
RE: Draft Community Survey Questions- Second Draft

General Demographics

- **What is your age?** (choose one)
 - Under 18
 - 19-39
 - 40-59
 - 60 and over
- **What is your ethnicity? (choose one).** *Note: Providing this information is optional. Your individual responses are strictly confidential and will only be reported in aggregate. These data will not be used for any discriminatory purpose.*
 - Hispanic or Latino
 - Not Hispanic or Latino
 - I prefer not to respond
- **What is your race? (choose all that apply)** *Note: Providing this information is optional. Your individual responses are strictly confidential and will only be reported in aggregate. These data will not be used for any discriminatory purpose.*
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
 - I prefer not to respond

- **What is your gender identity? (choose one)** *Note: Providing this information is optional. Your individual responses are strictly confidential and will only be reported in aggregate. These data will not be used for any discriminatory purpose.*
 - Woman
 - Man
 - Transgender
 - Non-binary/non-conforming
 - Prefer not to respond
- **In what category is your profession or professional background if retired? (choose one)**
 - Agriculture / Natural Resources
 - Construction / Trades
 - Education / Training
 - Healthcare / Human Services
 - Business / Finance / Law / Real Estate
 - Government / Public Sector
 - Manufacturing / Industry
 - Technology / Engineering
 - Arts / Media / Communications
 - Retail / Service Industry
 - Student
 - Other (please specify): _____
- **Where do you currently work? (choose one)**
 - I do not work (retired, in school, or for other reasons)
 - City of Saugatuck
 - The tri-communities area (Saugatuck, Douglas, or Saugatuck Township)
 - Allegan County, but outside of the tri-communities area (Saugatuck, Douglas, or Saugatuck Township)
 - Outside of Allegan County

General Residency

- **What is your interest in the City of Saugatuck? (select all that apply)**
 - I am a full-time or part-time resident of the City of Saugatuck
 - I work in the City of Saugatuck
 - I own property in the City of Saugatuck
 - I own a business in the City of Saugatuck
 - Other (please specify): _____
- **Describe your residency. (choose one)**
 - A full-time/primary home resident of the City of Saugatuck
 - A part-time/second home resident of the City of Saugatuck
 - A resident of Douglas
 - A resident of Saugatuck Township
 - A resident outside of Saugatuck, Douglas, or Saugatuck Township but within Allegan County
 - A resident of Allegan County, MI, but outside of the tri-communities area (Saugatuck, Douglas, or Saugatuck Township)
 - A resident outside of Allegan County, MI
- **If a full-time or part-time resident of the City of Saugatuck, where do you live? (choose one)-**
Note- the associated map will be revised and numbered.
 - Area #1: Waterfront and dunes area
 - Area #2: West of the river (near Campbell Street)
 - Area #3: West of the river (near Vine and Park Streets)
 - Area #4: Downtown (near downtown commercial area)
 - Area #5: Downtown (Lake Street)
 - Area #6: On the hill (How should we break up the hill?)
- **If a full-time or part-time resident of the City of Saugatuck, on what street is your residence? (open-ended)**
- **If a full-time or part-time resident of the City of Saugatuck, how long have you lived here? (select one)**
 - 0-2 years
 - 2-5 years
 - 6-10 years
 - 11-20 years
 - Over 20 years

- **If a full-time or part-time resident of the City of Saugatuck, describe your home. (select one)**
 - Accessory dwelling (guest or in-law suite, secondary to a main home on the lot)
 - Single-family home (detached- not connected to any other unit)
 - Attached home (duplex, townhome- attached to other units, but not a condo)
 - Attached condominium dwelling
 - Apartment complex
 - Apartment attached or above commercial space
- **If you are a part-time resident, do you plan to become a full-time resident? (yes/no)**
- **What are your primary reasons for living in the City of Saugatuck? (choose pick 3)**
 - Safety
 - Small town character
 - Welcoming and inclusive community
 - Recreation
 - Rivers and Lake Michigan
 - Schools
 - Nature
 - Close to family
 - Close to work
 - Close to shopping and restaurants
 - Other: _____
- **If you were to move elsewhere, what would be the main reason?**
 - Employment opportunities
 - Lower cost of living (rent or mortgage)
 - Lower taxes
 - To meet the needs of an aging family (single-story, senior living, or condominium development)
 - Desire to live in a bigger city
 - Need for more living space
 - To have more access to goods and services (retail, services, healthcare, etc.)
 - Warmer climate
 - Desire for a more rural area, more property
 - To be closer to family

- Preference for a different school district
 - To find a more recently built house
 - Other: _____
- **If you were to move, would you desire to remain a resident of the tri-communities area (Saugatuck, Douglas, or Saugatuck Township)? (yes/no)**

Small Town Character

- **How would you best define small-town community character? (rank or choose top 3)**
 - Quaint, smaller-scale cottages and homes
 - Arts and culture
 - Walkable neighborhoods
 - Walkable downtown
 - “Mom and pop” shops
 - Rural
 - Historic preservation
 - Community events
 - Knowing your neighbors
 - No “franchise” commercial architecture
 - Knowing your elected officials
- **How else would you define small-town community character as it relates to the City of Saugatuck? (open-ended)**

Parks

- **How frequently do you use the following parks? (weekly, monthly, several times a year, rarely, never)**
 - Oval Beach
 - Mt. Baldhead Park
 - Chain Ferry
 - Saugatuck Harbor Natural Area
 - Coghlin Park
 - Cook Park
 - John Woolam Trail
 - Village Square Park

- Mildred Peterson Nature Preserve
- Rose Garden
- Wicks Park
- Saugatuck Wilds
- Other (name park and frequency): _____
- **Are facility improvements needed? (yes/no, if yes, then what?)**
 - Oval Beach
 - Mt. Baldhead Park
 - Chain Ferry
 - Saugatuck Harbor Natural area
 - Coghlin Park
 - Cook Park
 - John Woolam Trail
 - Village Square Park
 - Mildred Peterson Nature Preserve
 - Rose Garden
 - Wicks Park
 - Saugatuck Wilds

Downtown, Economic Development, Tourism, and Local Businesses

- **How important are the following? (important, unsure, not important)**
 - Supporting existing or new local businesses
 - Focusing on developing more arts and cultural attractions
 - Filling vacant storefronts
 - Improving commercial building façades and storefronts
 - Redevelopment of aging buildings
 - Redevelopment of parking lots
 - Eco-tourism and recreation, such as hiking, beaches, birding, etc.
 - Waterfront activities
 - Day-use/transient docking
 - Availability of accommodations (hotels, inns, bed & breakfast, short-term rentals)
 - Community festivals and events

- Outdoor dining along sidewalks and streets, such as café seating
 - Ensure attractive and limited signage to preserve character
- **Do we need more of the following businesses? (yes/no)**
 - Restaurants
 - Taverns, wineries, breweries
 - Offices and services
 - Retail stores
 - Galleries
- **Recently constructed commercial buildings and recently renovated buildings fit the character of the downtown area and commercial district (agree, neither agree or disagree, disagree)**
- **Do you agree with the following statements regarding accommodations? (agree, neither agree or disagree, disagree)**
 - **Regulations and** caps on short-term rentals have been effective in preserving residential character
 - Bed and breakfast inns should be allowed all residential areas
 - Bed and breakfast inns should be allowed in transitional residential areas near downtown
 - Boutique inns are appropriate in transitional areas near downtown

Mobility and Transportation

- Walking
 - **Why do you walk in the City? (choose all that apply)**
 - Exercise
 - Recreation
 - Commuting
 - Shopping
 - I don't walk in the City
 - Downtown
 - **How often do you walk downtown? (weekly, monthly, several times a year, rarely, never)**
 - **Would you walk downtown more frequently with improved sidewalks and crosswalks? (yes/no)**

- Neighborhoods
 - How often do you walk in residential neighborhoods (weekly, monthly, several times a year, rarely, never)
 - Would you walk in residential neighborhoods more frequently with improved sidewalks, crosswalks, and pathways? (yes/no)
- Biking
 - Why do you ride a bike in the City? (choose all that apply)
 - Exercise
 - Recreation
 - Commuting
 - Shopping
 - I don't ride a bike in the City
 - Downtown
 - How often do you ride a bike downtown (weekly, monthly, several times a year, rarely, never)
 - Would you ride a bike downtown more frequently with improved street markings, safety signage, or pathways? (yes/no)
 - Neighborhoods
 - How often do you ride a bike in residential neighborhoods (weekly, monthly, several times a year, rarely, never)
 - Would you ride a bike in residential neighborhoods more frequently with improved street markings, safety signage, or pathways? (yes/no)
- Do you agree or disagree with the following? (agree, neither agree or disagree, disagree)
 - The downtown area is safe and convenient for the mobility of disabled individuals.
 - Options for public transit (buses, trolleys, etc.) should be expanded/.
 - A multi-use pathway should be constructed along Perryman Street to walk or bike to Oval Beach.
- Where is improved pedestrian connectivity needed? (open-ended)
- Where can crosswalks be improved? (open-ended)
- Where can intersections be improved with signals, lighting, signage, etc. (open-ended or options provided)

- **Do you agree or disagree with the following statements regarding parking (agree, neither agree or disagree, disagree)**
 - Parking is convenient and available when I need it
 - Improved signage and identification of parking areas are needed
 - On-street parking, such as parallel and angled spaces, is convenient when I need it
 - There is a sufficient number of off-street parking lots downtown
- **Do you feel the City should invest in the following? (agree, neither agree or disagree, disagree):**
 - On-street bike lanes
 - Street improvements
 - On-street painted bike lanes
 - Sidewalk extensions and improvements
 - On-street parking (angled or parallel)
 - Multi-use pathways for walking, biking, running, scooters, roller skates/blades, etc.
 - Off-street parking lots

Housing

- **Do you agree with the following statements about housing? (agree, neither agree or disagree, disagree)**
 - Preserving existing neighborhood character should be a priority
 - The design of new homes should be limited to match the scale of existing homes in the vicinity
 - It should be easier to rent an accessory dwelling unit (long-term- 30 days+)
 - The City should investigate strategies for more affordable workforce housing
 - Options for “aging in place” should be explored
 - Recent housing development fits the character of the neighborhood
 - Townhomes and row houses are appropriate in neighborhoods if designed to fit the scale and character
 - Small apartment buildings are appropriate in neighborhoods if designed to fit the scale and character
 - Upper-floor apartments are appropriate in the downtown area
 - The historic district should be expanded to place further restrictions on redevelopment and new development
 - Backyard chickens should be allowed

Environment

- **Do you agree with the following statements about the environment? (agree, neither agree or disagree, disagree)**
 - The existing tree canopy should be preserved and new street trees planted
 - Right-of-way (between sidewalks and streets), yards, parks, and green spaces should be used for rain gardens and natural stormwater treatment
 - Increased protection of dunes is needed
 - Light fixtures should be Dark Sky Friendly

City Identity

- **Do you agree with the following statements about the City's logo and signs (agree, neither agree or disagree, disagree)**
 - The City logo is representative of the community
 - Wayfinding signs are attractive and conveniently placed throughout the community
 - Gateway signs are attractive and representative of the community
 - Interpretative historic signs are representative of our history and culture
- **What else is important to consider about the City's identity? (open-ended)**

City Services

- **Rate the following City Services. (excellent, good, average, poor, very poor, unknown)**
 - Law enforcement services
 - Code enforcement
 - Fire department
 - Snow removal
 - Park maintenance
 - Curbside trash/recycling
 - Street maintenance
 - Bulky item and yard waste pickup
 - Administration (management, planning/zoning, finance, assessing, building)
 - Overall quality of City services

Community Outreach and Information

- **Do you agree or disagree with the following statements? (agree, neither agree or disagree, disagree)**
 - The City's website is easy and convenient to use for accessing information
 - The City has an active and informative presence on social media
 - Meetings are accessible and convenient to attend in person
 - Meetings are accessible and convenient to attend online through Zoom virtual meetings
 - I can find the information I need by calling or emailing City Hall
 - I feel well-informed about community issues, events, and programs
 - I can find the information I need from other community sources (social media, church, school, homeowners association, etc.)
- **What are the best ways to receive community information? (select all that apply)**
 - Newsletter
 - Newspaper
 - Text message
 - Email
 - Social media
 - Website

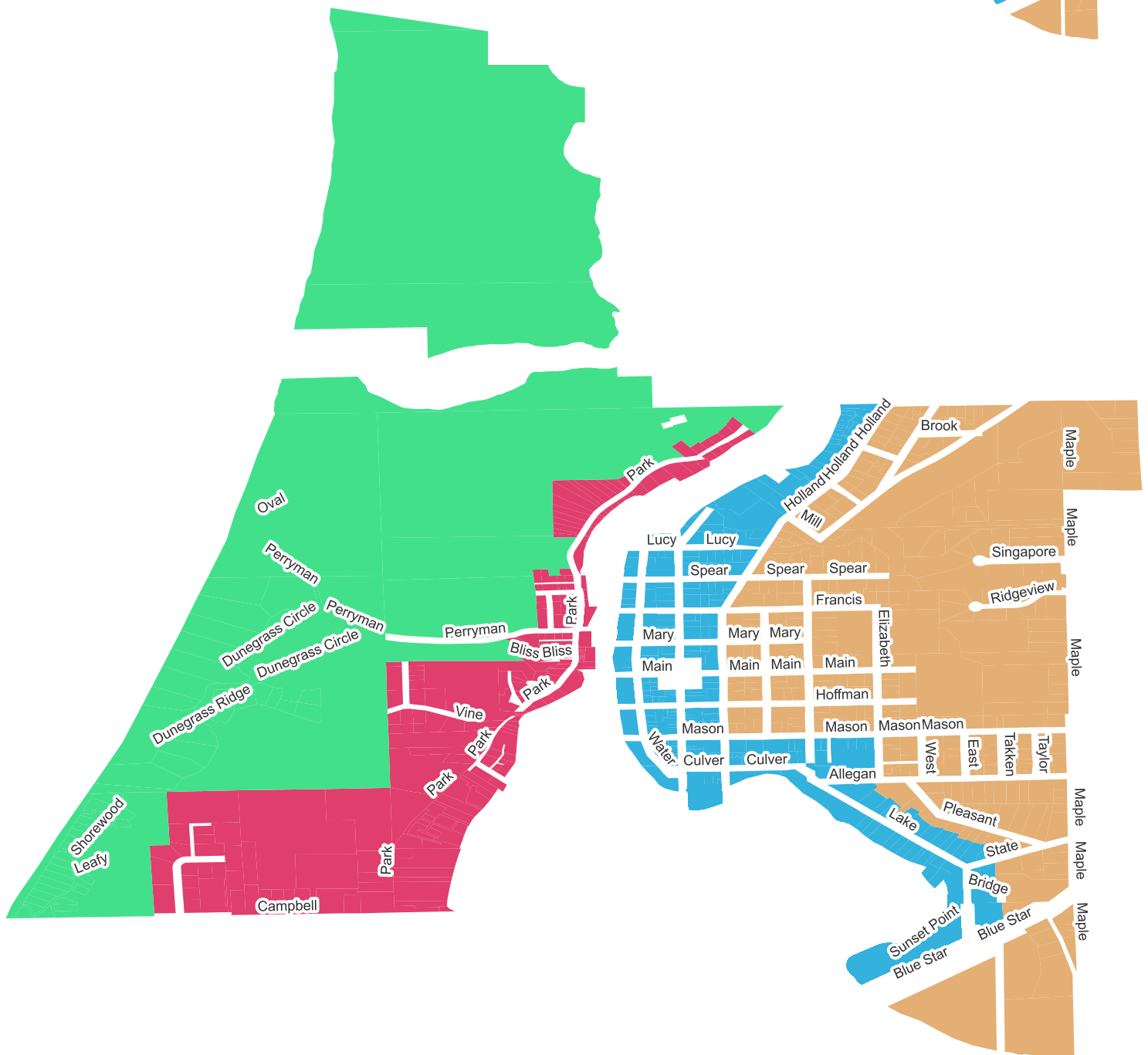
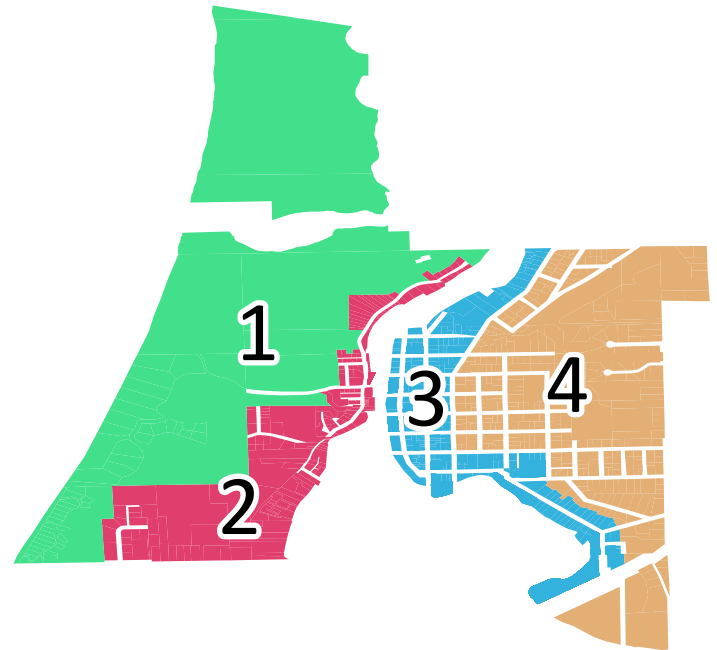
Overall Priorities and Values

- **Rank the top overall priorities for the City of Saugatuck. (order of importance)**
 - A vibrant, strong, and attractive downtown that maintains small-town charm
 - Environmental sustainability and resiliency
 - Safe and accessible sidewalks, crosswalks, and pathways for pedestrians and cyclists
 - A welcoming and inclusive community
 - Affordable/workforce housing
 - Year-round, residential community
 - Economic development, tourism, and support for local businesses
 - Residential growth and development (infill of neighborhoods or redevelopment of existing houses)
 - A strong cultural and arts community

- **Rank the top overall priorities for the Tri-Communities Area- Saugatuck, Douglas, and Saugatuck Township (order of importance)**
 - Tourism
 - Environmental sustainability and resiliency
 - Regional pathways
 - Economic development and job creation
 - Growth and development
 - Regional road network
 - Affordable/workforce housing

General Concluding Questions

- **What are the best things about living, working, and playing in the City of Saugatuck? (open-ended)**
- **What improvements are needed to improve the City of Saugatuck? (open-ended)**
- **What else would you like to tell us? (open-ended)**
- **If you would like additional information on this project, please provide your email address. (email address)**





Memorandum

To: City of Saugatuck Planning Commission
Date: July 12, 2025
From: David M. Jirousek, AICP
RE: Proposed C-3 Water Street Commercial District

WSC Zoning District Intent Statement

The following paragraph is a general description of the proposed district.

The C-3 Water Street Commercial (WSC) is intended to accommodate a diverse mix of commercial, mixed-use, and residential development along the east side of Water Street. Serving as a transitional zone between the C-1 City Center Commercial zoning district and the C-2 Downtown Waterfront Preservation zoning district, the WSC District supports a flexible range of building types and land uses that reinforce the walkable, small-town character of Water Street and the downtown area. Permitted uses include retail establishments, accommodations, restaurants, and other hospitality-related uses, as well as residential dwellings such as single-family detached dwellings, two-family dwellings, and single-family attached dwellings. The district also supports mixed-use buildings with residential units located above ground-floor commercial or other non-residential uses, embracing both economic activity and housing diversity in a context-sensitive manner.

Dimensional Requirements

C-3 Water Street Commercial Requirements	
Min. Front Setback	10 ft.
Min. Side Setback	5 ft.
Min. Rear Setback	10 ft.
Min. Lot Area	4,356 s.f.
Min. Lot Width	66 ft.
Max. Lot Coverage	65%

Land Use Regulation

- P: permitted use
- S: special land use
- NP: not permitted

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	Name	P/S/NP	Definition
Accessory	Accessory dwelling units	P	An independent attached or detached dwelling that is secondary and subordinate to a principal single-family detached dwelling that contains living space, bedroom(s), a full bathroom facility, and a full kitchen facility, although a bedroom and living space may be combined as a studio (new).
	Home businesses	P	A home occupation exhibiting a level of impact exceeding the home occupation standards of this chapter due to increased levels of non-resident employees, client trips, identification signage and/or other external factors. A home business shall meet the home business standards of the ordinance (existing).
	Home occupations	P	An occupation customarily conducted in a dwelling unit or accessory building that is a clearly incidental and secondary use of the dwelling and which meets the home occupation standards of the ordinance. Without limiting the foregoing, a single-family residence used by an occupant of the residence to give instruction in a craft or fine art within the residence shall be considered a home occupation (existing).
	Rental of accessory dwelling units	P	The leasing or occupancy of an accessory dwelling unit (ADU) by a person or household in exchange for compensation, monetary or otherwise. Rental of an ADU may be for long-term or short-term tenancy as defined by this ordinance and the Short-Term Rental Ordinance, subject to specific use and licensing requirements (new).
Accommodations	Bed & breakfast	S	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 (existing).
	Hotel/motel/inn	S	A building or buildings under single management that provides rooms or suites intended primarily as sleeping accommodations for public rental on a daily or longer basis for registered guests. Other supportive facilities may include meeting rooms, incidental retail sales, restaurants, lounges, swimming pools, recreational and fitness facilities,

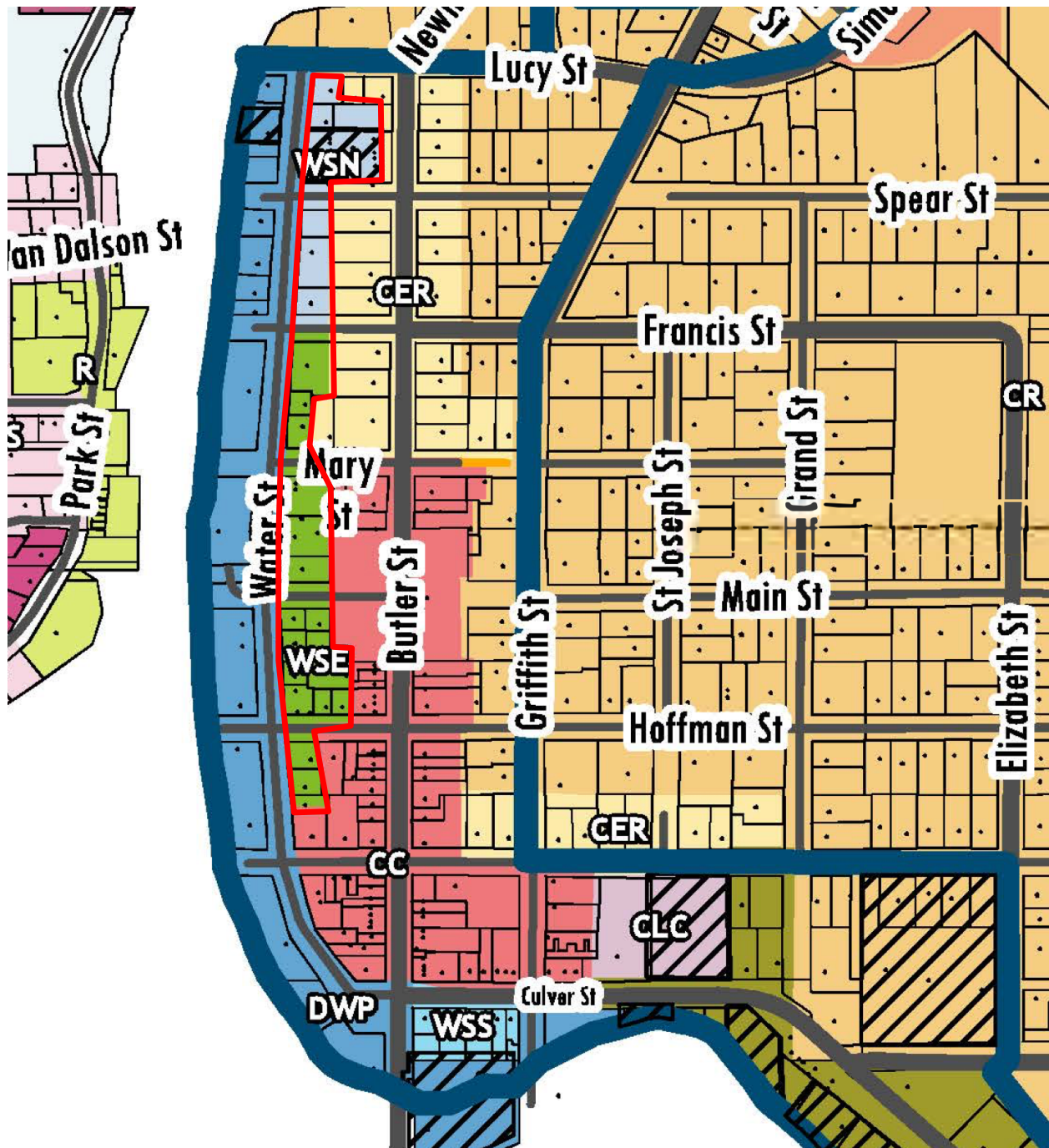
Proposed C-3 Water Street Commercial Land Use Regulation			
Type	Name	P/S/NP	Definition
			and similar facilities/services intended primarily to serve registered guests (revised).
	Motor court	NP	A grouping of single story attached, semi-detached, or detached, furnished rental units each containing a bedroom, bathroom, and closet space, with or without a kitchen, less than 700 square feet in floor area, in which transient, overnight, lodging, or boarding are offered to the public for compensation. A motor court may contain shared amenities (for example, a swimming pool) for renters of the units and their guests but not separate commercial uses - for example, restaurants, gift or retail shops (existing).
	Short-term rental of a dwelling unit	P	A dwelling unit which is rented to a person for less than thirty-one (31) consecutive days, or is advertised to be rented for any period less than thirty-one (31) days.
Hospitality	Brewery, distillery, and winery	P	The industrial production of beer, wine, and spirits operated and duly licensed by the State of Michigan Liquor Control Commission (new).
	Restaurant	P	A business establishment whose method of operation involves either the delivery of prepared food by servers to customers seated at indoor or outdoor areas or prepared food is acquired by customers at a counter, window, or cafeteria line and consumed on-site or for take-out. The service of alcoholic beverages by the drink is incidental to the service of food, and food receipts exceed 50 percent of sales. Accessory uses may include an outdoor dining area or sidewalk café (revised).
	Tavern	S	A commercial establishment licensed to sell at retail and serve beer, wine, liquor, or other alcoholic beverages for consumption on the premises and where the service of food is incidental to the sales and consumption of such beverages. The service of alcoholic beverages exceeds 50 percent of sales. Taverns include nightclubs, lounges, and bars (new).
Public and Semi-Public	Essential public service	P	Public and private underground or overhead telephone, cable television, gas, electrical, steam or water transmission, or distribution system, collection, communication, supply or disposal system (including towers, structures, poles, wires,

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	Name	P/S/NP	Definition
			mains, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, electric substations, telephone substations, gas regulator stations and other similar equipment and accessories in connection therewith) reasonably necessary for the furnishing and adequate service by such public utilities for the public health, safety or general welfare. Cellular wireless antennas/towers are not included in the definitions of essential public services (revised).
	Government building	P	Buildings, structures, and facilities that include administrative offices, public works services, law enforcement, fire protection, libraries, museums, cemeteries, recreational centers, and storage areas for public equipment and materials for local, county, state, and federal public agencies (new).
	Parking facility	S	A land surface or facility providing vehicular parking spaces off of a street along with adequate drives and aisles for maneuvering so as to provide access for entrance and exit for the parking of three or more automobiles or trucks (existing).
Residential	Dwelling, single-family detached	P	A dwelling unit exclusively for use by one family which is entirely surrounded by open space or yards on the same lot and which meets the single family detached dwelling standards of the ordinance (existing).
	Dwelling, two-family	P	A detached building used or designed for use exclusively by two families living independently of each other, providing each family with its own cooking, sleeping and bathing facilities in separate dwelling units. It may also be termed a duplex or a two-flat (existing).
	Dwelling, attached	P	A group of <u>three</u> or more single-family dwelling units joined to one another by a common party wall, but not a common floor-ceiling. Each unit shall have its own outside entrance. For the purposes of this chapter, dwellings such as semi-detached, row-houses, patio- houses and townhouses shall be deemed single-family attached dwellings (revised).
	Dwelling, multiple-family	S	A building or portion thereof, used or designed for use, as an apartment for three or more families

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	Name	P/S/NP	Definition
			living independently of each other. This definition does not include mobile homes, single-family attached dwellings or two-family dwellings (existing).
	Dwelling, mixed use (upper floors)	P	A dwelling unit attached to a commercial building on an upper floor (new).
	Dwelling, mixed use (ground floor)	NP	A dwelling unit attached to a commercial building on the ground floor (new).
Retail, Offices, and Services	Art gallery	P	A commercial establishment primarily engaged in the exhibition, display, and sale of original works of art, including but not limited to paintings, sculpture, photography, ceramics, glass, fiber, and other visual art forms. Art galleries may host artist receptions, temporary exhibitions, and related cultural events. On-site sales of exhibited artwork and art-related merchandise are permitted as an accessory use (new).
	General offices	P	Establishments that offer financial, business, business support, medical, personal, professional, and administrative services. 1. Business Services. Establishments providing direct services to consumers, including, but not limited to: employment agencies, insurance agent offices, real estate offices, and travel agencies. 2. Business Support Services. Establishments providing services to other businesses, including, but not limited to, computer rental and repair, copying, quick printing, and mailing and mailbox services. 3. Financial Services. Financial institutions, including, but not limited to, banks, credit agencies, investment companies, security, and commodity exchanges. 4. Medical. A facility other than a hospital where medical, dental, mental health, surgical, and/or other personal health care services are provided on an outpatient basis, including, but not limited to, chiropractors, medical doctors, psychiatrists, etc., other than nursing staff. 5. Personal Services. Establishments providing non-medical services to individuals, including, but not limited to, barber and beauty shops, tattoo parlors, self-serve laundry facility, dry cleaning

Proposed C-3 Water Street Commercial Land Use Regulation			
Type	Name	P/S/NP	Definition
			pick-up and drop-off, small appliance repair, laundromats, massage therapists, shoe repair shops, and tanning salons. These uses may include incidental retail sales related to the services they provide. 6. Professional and Administrative Services. Office-type facilities occupied by businesses or agencies that provide professional or government services or are engaged in the production of intellectual property (new).
	Retail stores	P	Stores and shops that sell goods and merchandise to the general public. The uses may include incidental repair services (new).
Tourism and Recreation	Community cultural facilities	P	A public or non-profit facility that provides educational and cultural experiences for the general public. Examples include aquariums, arboretums, art galleries, botanical gardens, libraries, museums, planetariums, civic centers, and theaters predominantly used for live performances. The use may also include accessory retail uses such as gift shops and restaurants (new).
	Indoor commercial recreation	P	A facility, open either to the general public or to members and their guests, located in an enclosed building that is designed to accommodate sports, recreational activities, training, or related enterprises, including but not limited to a gymnasium, swimming pool, tennis, racquetball and/or handball courts, and other indoor sports activities. Also included are accessory uses that are clearly in support of the primary use, such as sporting goods shops, food service, and party/banquet facilities serving patrons of the indoor recreation use, spectator accommodations, changing/locker rooms, and employee offices (new).
	Parks	P	An open area intended to be used for passive or active recreation by the public or a private group of individuals (existing).

Zoning Map- Proposed WSC Outlined in Red





Planning, Zoning and Project Report

July 14, 2025

Planning and Zoning

- Participated in scheduled internal team meetings.
- Prepped for and PC Meeting.
- Created Agenda Packet for Historic District Commission Meeting.
- Created Memo's and License Agreements for City Council.
- Prepared for Historic District Commission Meeting.
- Had internal discussions regarding the Master Plan.
- Met with Legal regarding Sign Amendments.
- Reviewed proposed Master Plan survey.
- Created Map for City Council.
- Created Map for Planning Commission.
- Met with residents regarding Commercial addition.
- Performed multiple on-site visits for MTS.
- Created STR report for Granicus.
- Attended meeting for Fiber installation in ROW.
- Worked with Clerk to ensure license agreements are signed and up to date.
- Reached out to multiple residents regarding ongoing enforcement action.
- Continued discussion regarding stop work orders.
- Met with City Manager to discuss ongoing projects and case list.
- Spoke to business owners regarding code violations.
- Had discussion with legal representatives of residential condo regarding site plan standards.
- Maintained general code enforcement follow-up efforts.
- Issued permits and completed casework as detailed below.

Open Casework

249 Mason	Change of Use application received. Had discussion with fire department and sent request for more information to applicant. Had meeting with owner regarding proposed deck, agreed that major site plan amendment is necessary. Received site plan review application, Scheduled for June pc meeting. waiting on FD approval for issuance of permit.	PC
405 Park St	Received concerns for a floating dock at 405 Park which has no permits. Reached out to owner for clarification. Owner claims dock placed 4 years prior. No permits issued for dock. Spoke with Legal regarding enforcement action. Issued stop work order as work being done requires Minor site plan amendment. Provided resources to owner. Major construction application received. Not enough notice for July PC meeting. Will need to send notice to newspaper by July 25.	Enforcement
347 Water St	Potential enforcement case noticed. Emailed legal for discussion.	Enforcement
125 Elizabeth	Sent letter regarding obstruction to City ROW stating options for correction. Received contact from Legal representative of 125 Elizabeth on 05-07-2025 that the owners intend to petition to Vacate white alley, but would first contact the neighboring properties for support. Called representative and left message asking for update on process. received email stating that they are gauging interest of neighbors, asked for estimated timeline. letters from home owner to surrounding home owners will go out this week.	ROW
717 Water St 5	STR application received, More info needed. Sent to fire department.	STR
615 Park St	Issued stop work order to site due to deviation from approved plan regarding material of dock. Provided resources for site plan amendment. Emailed contractor with determination that major site plan amendment is required. Discussions continued regarding site, site plan review	Enforcement

	application submitted which addressed 1 of the 2 identified issues with the site, sent email explaining that addressing 1 issue would not lift the stop work order.	
133 Mason	Applicant notified me of windows that were to be installed on 05-13-2025. Explained that they are in the Historic District and HDC permits as well as Building permits would be required. Sent HDC application and explained processes. Application received, to be presented at 07-10-2025 HDC.	HDC
401 Elizabeth St	Application for Accessory Structure received. Invoice sent. Delegation of review received by School, to go before CC on 07-14-2025.	Zoning
347 Water St	Letter sent to owners regarding driveway vendor. Discussion with Legal regarding vendor.	Zoning
700 N Maple	Letter sent regarding use of septic tank and requirement to connect to City Sewer. Emailed owner. follow up by 07-14-25.	Zoning
444 Park St	STR application received. More info needed. Sent to fire department.	STR
717 Water St 7	STR application received. More info needed. Reached out to local agent.	STR
880 Holland St	Water Connection application received. Sent to engineer. Sent additional requirements back to applicant.	Water Service
241 Culver St	Sent email notifying owner of multiple violations to city code. Met with owner, follow up needed.	Enforcement
129 Griffith St 11	STR application received. Sent to fire department.	STR
234 Spear St	Zoning and Historic district app submitted for addition to SF Res. Scheduled for July HDC. Waiting on HDC info.	HDC
102 Butler St	Received application for fiber installation. Sent invoice. Invoice paid, sent to engineer.	ROW
133 Butler St 5	STR application received. More info needed.	STR
237 Spear St	STR Application received. No payment included, email sent. Payment received, sent to fire department.	STR
204 Grand	STR ADU application received. No SLU in place. Sent email explaining that SLU is required to rent an ADU. Continued discussions regarding Renting ADU on property.	STR
312 Hoffman	Main and ADU STR received. Sent to fire department.	STR

450 Park St	Observed fence on property when no permit was granted. Left message for property owner. Spoke to owner who agreed to provide application for retroactive approval of fence. Provided resources.	Zoning
510 Maple	Answered questions regarding lot line adjustment and noted that accessory structures can not	Zoning

Closed Casework

165 Elizabeth St	STR Application received, sent to fire department. License issued.	STR
743 Allegan St	STR Application received, sent to fire department. License issued.	STR
202 Butler St	Application for EODA SLU Received , PC meeting June 19. Check too high. Applicant said keep additional in escrow. Ensure SLU mailer is done by 05-23-2025. Mailer information sent to Clerks office and newspaper. Reviewed location of FDC onsite. Received changes to plan. Discussed changes with Chair of HDC, who is comfortable with administrative update. SLU issued by PC with conditions. Confirmed conditions with applicant and sent license agreement and memo to City Council for review at 06-23-2025 meeting.	EODA
302 Culver St	Reached out to Malu regarding outdoor seating on Griffith St, explained that while they have approval for seating on Culver they do not have approval for seating on Griffith, explained steps to receive approval. No further action at this time.	Enforcement
110 Butler St	Removed cones from Street.	Enforcement
147 Water St	Removed cones from Street.	Enforcement
244 Brook St	Answered questions regarding process for renewing STR license early.	STR
555 Lake St	Received concerns about cones in City ROW, sent email to have cones removed.	Enforcement
247 Grand St	Spoke with resident regarding plans for expansion at rear of property. No further action needed.	Zoning
120 Elizabeth St	answered str questions regarding previous licenses. No further action needed.	STR
295 Park St	Had concerns regarding waterfront construction and had general zoning questions.	Waterfront Construction
545 Spear St	SF residential application received. Sent invoice and asked for survey of property. Applicant provided info regarding plans for storm water mitigation but no survey. Survey provided, Zoning review complete, waiting on Fire department site plan review. Updated applicant on where we are at in the process. Fire department site plan review received. Permit issued.	Zoning
951 Holland St	Potential enforcement case noticed. Left voicemail for owner. Firepit constructed without permits a year and a half ago. Owner was unaware that he needed permits, provided him with applications to apply for retroactive approvals. Fire department confirmed that they have no concerns. Drawings provided not with Survey, need survey. Owner stated that they would	Enforcement

	rather move firepit than get a survey. provided new plan to show more compliant location. Invoice sent. Permit issued.	
790 Lake St	Answered questions relating to STR and previously approved variance for property.	Zoning
247 Grand St	Answered variance request questions in discussion with ZBA chair.	ZBA
712 Lake St	STR application received. More info needed. Had discussion with owner regarding requirements. Info received, sent to fire department. License issued.	STR
612 Lake St	STR Application received. More info needed. Sent to fire department. License issued.	STR
651 Holland	Sent email regarding unattended weeds.	Enforcement
111 Park St	Spoke to resident regarding long term rentals in Pen South.	STR
419 St Joseph St	Responded to resident looking to gather all permits within last few years.	Zoning
309 Grand St	Supplied resident with survey for potential future addition to house.	Zoning
755 Holland	Called and emailed resident explaining that RV was observed in front yard. Asked that it be relocated. No further action at this time.	Enforcement
831 Holland	Called and emailed resident explaining that RV was observed in front yard. Asked that it be relocated. No further action at this time.	Enforcement
1020 Holland St	Application for hot tub received. Invoice sent. Discussion with applicant on timeline for approval. Permit issued.	Zoning
842 Lake St 8	STR Application received. More info needed. Sent to fire department. License issued.	STR
650 Butler St	STR application received. Sent to fire department. License issued.	STR
145 Spear St	STR application received. Sent to fire department. License issued.	STR
602 Francis St	STR application received. Sent to fire department. License issued.	STR
546 Butler St	STR application received. \$525.00 check received, new fee is \$540.00. emailed owner. Paid. Sent to fire department. License issued.	STR
129 Griffith St 8	STR application received. Need further info. License issued.	STR
142 Butler St	Sign application received. Approved by the HDC as part of larger plan. Projecting sign and replacing existing pylon sign requires license agreement and council approval. Created Memo and license agreement for 06-23-2025 CC. Permit issued.	City Council
5 Park St	Fence application received. Permit issued.	Zoning

245 Spear St	STR Application received, sent to fire department. License issued.	STR
226 Butler St	ROW app to Remove portion of sidewalk to determine sewer issue. Attach or repair sewer line depending on discovery. Invoice sent. Payment received, applicant asked about shutting down lane while work occurs, sent standards required to shut down lane. Permit issued.	ROW
560 Mill St	Continued discussions regarding denied ROW Hardscaping request. Followed up on letter sent and asked for timeline regarding continued removal of hardscaping. Representative reached out stating that work has begun and boulders have been removed, currently discussing reading work with landscaping companies. Continue to follow up. Hardscaping continues to be removed from property, no further action at this time.	Enforcement
888 Holland	Answered questions regarding change of use process and parking requirements for B&B's	Zoning
145 Grant St	Received plans for full landscaping remodel including patio, retaining walls, firepit. Asked for more detailed plans. Permits issued.	Zoning
820 Holland St	Application received to install generators in rear yard. Permit issued.	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. Recommendations received from Kal Lake and City Engineer, passed on to Contractor. discussion on utility work continues. Invoice for Asphalt work sent to Contractor. Further confirmation still needed, discussion with contractor, engineer, and KLWSA continue. Spoke with contractor for update. discussions continue with Contractor and Kal-Lake. Reached out to contractor to again discuss reimbursement for Kal-Lake. Called Alex for update, left voicemail. Advised MTS that occupancy permits would not be issued while an outstanding balance exists and sidewalk unfinished. Had discussion on timeline for side walk. Sidewalk to be poured week of 05-12-2025. Sidewalk poured. discussions continue between true north and Kal-Lake regarding damaged water line. No further action at this time.	KLWSA
807 Lake St 7	Incomplete STR application received. Sent back to local agent. Received info, asked for further information. Info received, sent to fire department. Closed due to pending sale.	STR

403 Water St	Received notice of proposed change of use. Provided resources. Application expected. No further action at this time.	Zoning
421 Water St	STR Application received. More info needed. Sent to fire department. License issued.	STR
230 Griffith St	Application received, no payment. Sent invoice. Invoice paid, sent to fd. License issued.	STR
673 Lake St	Zoning application received for pool house and pool in rear yard, provided review of project to applicant and advised lot coverage is being exceeded. New survey provided to show lot is larger than first thought. Emailed question regarding storm water mitigation. Engineer confirmed plans are appropriate. Permits issued.	Zoning
842 Lake St 10	STR application received, sent to fire department. License issued.	STR
345 Griffith	STR Application received, sent to fire department. License issued.	STR
347 Park St	STR Application received, more information needed. Info received, sent to fire department. License issued.	STR
450 Spear St	ADU STR application received. Sent to fire department. License issued.	STR
246 Culver	Sign application received. Sent to HDC chair. Administratively approved. Projecting sign requires license agreement and council approval. Created Memo and license agreement for 06-23-2025 CC. Approved.	City Council
94 Interlaken Dr	Minor Waterfront construction permit application received. Plans not compliant, sent back to applicant. No further action at this time.	Waterfront Construction
302 Culver St	Reached out to Malu regarding outdoor seating on Griffith St, explained that while they have approval for seating on Culver they do not have approval for seating on Griffith, explained steps to receive approval. No further action at this time.	Enforcement
243 Spear	Answered zoning questions and historic district questions regarding addition to residential property.	HDC