

MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	May 15, 2026	Meeting Date:	May 21, 2026
Request:	Special Land Use	Applicant:	Christopher Khorey
Address:	510 Butler and 120 Mary	Project Name:	Wickwood Inn
Parcel:	57-300-055-00 57-300-053-50	Plan Date:	N/A
Lot Size:	24,729 s.f.	Zoning District:	R-4 City Center Transitional Residential (CER)
Complete:	Yes	Recommendation:	Conditional Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests special land use approval for the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment, located at 510 Butler Street, and at the newly associated property at 120 Mary Street.

Background

Because the property is located in the R-4 zoning district, the Planning Commission provides a recommendation to the City Council for this particular use based on Section 154.049:

§ 154.049 SERVICE OF ALCOHOLIC BEVERAGES.

*The Planning Commission shall conduct a Special Land Use and Site Plan Review public hearing for any establishment seeking a license for the sale or consumption of beer, wine, or alcoholic beverages on-premises that is not located in the C-1 City Center Commercial District (CC), the C-4 Resort District, the C-2 Water Street East District (WSE), the C-1 Water Street North District (WSN), or the C-2 Water Street South District (WSS). Notice of the public hearing shall be served in the manner required by the Zoning Enabling Act, Act 110 of 2006 as amended. Following its determination as to whether the proposed special land use and accompanying site plan meet the criteria of the City Code, **the Planning Commission shall recommend to the City Council approval, approval with conditions or denial.** A*

recommendation for approval may be conditioned upon the execution of a development agreement between the applicant and the city. The City Council shall thereafter determine whether to deny, approve, or approve with conditions the special land use and site plan review.

Zoning Commentary

Based on the application narrative, the owners of the Wickwood Inn wish to serve alcoholic beverages to overnight guests as part of the meal service included in their stay. Additionally, alcohol service is also proposed for “events” for overnight guests, including “meetings, parties, weddings, and other gatherings.”

However, it is important to note that approval of the special land use does not authorize events and activities beyond what is determined as “accessory” and allowable by the Zoning Administrator for bed and breakfast establishments. For instance, the Zoning Ordinance does not explicitly authorize a bed and breakfast establishment as an event venue, nor does it acknowledge meal service beyond breakfast. As such, desired accessory uses and activities remain subject to the administrative authority of the Zoning Administrator to ensure activities are incidental, secondary, and commonly associated with the use. If the City Council approves the special land use for service of alcoholic beverages, the approval must not be construed as open-ended approval of the “events” described above, or allowing any use or activity not authorized by the Zoning Ordinance.

We also understand from the previous review that the Wickwood Inn is seeking a Resort License through the State of Michigan Liquor Control Commission (MLCC). Although the MLCC license may allow broader service and sales of alcoholic beverages, the facility remains subject to all zoning requirements for bed and breakfast establishments. As a bed and breakfast, the sale of alcoholic beverages by the glass or charging for alcoholic beverages beyond the normal overnight rate has not been determined as allowable.

Review Process and Standards

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

- Section 154.082 Standards [for Special Land Use Approval]
- Section 154.092 P Service of Alcoholic Beverages Standards

A review against Section 154.022 (R) Bed and Breakfast Establishments and Section 151.063 Standards for Formal Site Plan Approval is not necessary, as there will be no changes to the overall site plan, arrangement of rooms/buildings, and operations related to guest

accommodations and rooms. The review is limited to the service of alcoholic beverages during meal service.

Section 154.082 Standards for Special Land Use 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 standards of Section 154.082 are satisfied. 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: As long as the service of alcoholic beverages remains limited and ancillary to the general accommodations of guests, the use should remain compatible with nearby land uses.

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

Comment: The proposed special land use will expand the food and beverage services offered to overnight guests. As long as the use of land remains compliant with R-4 district and bed and breakfast establishment use allowances, it will be consistent with and promote the intent and purpose of Section 154.080.

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

Comment: No site work is proposed as part of the proposal, and the service of alcoholic beverages will have no impact on the natural environment.

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

Comment: The service of alcoholic beverages to overnight guests will not create a measurable increase in demand for utilities, road access, or emergency services.

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: The proposed increase in services can result in an overall improvement of the guest experience and should not impact public health, safety, and welfare as long as the service of alcohol is limited to overnight guests during normal meal service.

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

Comment: The proposed use will not involve the storage or use of flammable fluids beyond typical residential levels, and no hazards are anticipated.

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 site is accessible to emergency services and will not create or contribute to hazardous traffic conditions. The service of alcoholic beverages will not increase the occupancy or usage of the facility; rather, it is an expanded service to overnight guests.

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: No building or site changes are proposed, and the overall design and appearance will remain compatible with surrounding properties, which will preserve neighborhood character and property values.

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: The expanded service to overnight guests is consistent with the R-4 zoning district's limited commercial allowances. These limitations ensure that commercial uses remain compatible and harmonious with the district.

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: As long as the service of alcoholic beverages is limited to overnight guests as part of authorized meal service, the special land use should not be objectionable to residents of nearby dwellings.

Section 154.092 P Service of Alcoholic Beverages Standards

1. *Any new establishment seeking a license for the sale and consumption of beer, wine, or alcoholic beverages on-premises shall require special land use approval and site plan review in accordance with this division.*

Comment: The applicant is seeking special land use and site plan approval in accordance with the Zoning Ordinance.

2. *The applicant shall provide a copy of any licensing materials submitted to the Michigan Liquor Control Commission.*

Comment: In 2025, the Wickwood Inn representative stated their intention to see a Resort License through the State of Michigan Liquor Control Commission (MLCC). However, no information has been included in the current application package, and no copies of materials sent to the MLCC have been provided. The applicant should be prepared to address this during the upcoming meeting.

3. *The applicant shall provide a site plan illustrating the proposed location where the alcohol sales would occur, as well as all other locations where on-premises sales presently exist within a one thousand-foot radius of the closest lot lines of the subject site.*

Comment: The applicant provided a seating chart showing eight indoor seats in the pool house, 30 outdoor seats on the green terrace, 22 outdoor seats on the brick terrace, and 24 indoor seats in the primary dining room. The applicant stated that regular meal services, with beverage service, will remain in the dining room. The additional outdoor seating and indoor pool house seating areas are proposed for food and beverage service during events.

During the previous 2025 review, the applicant provided a working list of 20 properties with liquor licenses within 1,000 feet of 510 Buter Street.

4. *The proposed establishment must promote the city's economic development goals and objectives, and must be consistent with the city's master plan and zoning ordinance.*

Comment: The owner previously stated that the total recent investment into the property would exceed four million dollars and would create approximately 12 year-round and eight seasonal jobs.

Because the property lies within a “transitional” zoning district, the business must be limited in scale and intensity to serve as a buffer between commercial and residential zones. As such, the service of alcohol must only be part of regular and allowable meal service associated with bed and breakfast establishment uses.

5. *Given the character, location, development trends and other aspects of the area in which the proposed use or change in use is requested, the applicant shall demonstrate that the use will: rejuvenate an underutilized property or an identifiable area within the city; provide a unique business model, service, product, or function; add to the diversity of the to the city or to an identifiable area within the city; or, that the addition of the use or proposed change in use will be otherwise a benefit or asset to the city or identifiable area.*

Comment: The proposed use expands the food and beverage service associated with a unique bed and breakfast accommodation in the downtown area.

6. *The applicant must demonstrate that the use or change in use as constructed and operated is compatible with the area in which it will be located, and will not have appreciable negative secondary effects on the area, such as:*
- a. Vehicular and pedestrian traffic, particularly during late night or early morning hours that might disturb area residents;*
 - b. Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings;*
 - c. Excessive numbers of persons gathering outside the establishment; or*
 - d. Peak hours of use that add to congestion or other negative effects in the neighborhood.*

Comment: The applicant should further describe the hours and character of alcoholic beverage service as part of “events.” A bed and breakfast establishment is not a commercial event venue, but it is understood that, on occasion, all overnight guests may be part of a wedding party, family reunion, business retreat, or other similar group. Alcohol service during organized social events shall remain incidental to food service provided to registered overnight guests and shall not function as a stand-alone bar or reception service.

Recommendation

Staff recommends that the Planning Commission provide a positive recommendation to the City Council regarding special land use approval to allow the service of alcoholic beverages to overnight guests as part of regular meal service. Conditions are also recommended, and the following sample motions are provided for your use. The Planning Commission may wish to add additional conditions based on conversation with the applicant during the meeting.

*I move to recommend **approval** of the special land use to allow the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment. This motion is based on compliance with Section 154.092 P and on the positive findings related to the special land use standards of approval in Section 154.082, as documented in the staff memo dated May 15, 2026. The following conditions apply to this approval:*

- 1. The applicant shall secure the appropriate license from the State of Michigan Liquor Control Commission.*
- 2. Alcoholic beverages shall only be served to overnight guests of the Wickwood Inn as part of regular meal service.*
- 3. Alcoholic beverages shall not be sold by the glass or offered for purchase outside of the standard room charge.*
- 4. Alcohol service shall remain incidental and accessory to the bed and breakfast use.*

Optional Conditions:

- 1. Outdoor service of alcohol shall not be permitted after ____ PM.*
- 2. _____*
- 3. _____*
- 4. _____*

*I move to recommend **denial** of the special land use request to allow the service of alcoholic beverages at the Wickwood Inn bed and breakfast establishment based on the following standards not having been satisfied:*

- 1. _____*
- 2. _____*
- 3. _____*
- 4. _____*



April 21, 2026

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

Subject: Wickwood Inn Alcohol Sales – Special Land Use Application Narrative

Dear Commissioners,

On behalf of Wickwood Inn (510 Butler Street and 120 Mary Street), we are requesting a Special Use Approval under the City of Saugatuck Zoning Ordinance to allow alcohol sales in the R-4/CER Zoning District.

Section 154.049 requires Special Land Use and Site Plan Approval for any establishment wishing to serve alcohol in any district other than the five specifically listed in the Ordinance (C-1/CC, C-4, C-2/WSE, C-1/WSN, and C-2/WSS). Wickwood is currently zoned R-4/CER and therefore needs Planning Commission approval prior to applying for a liquor license from the City Council.

While Wickwood is currently in the process of seeking a Conditional Rezoning to be rezoned to C-2/WSE, this application is being submitted separately in case that is not approved. This application is also separate from any application for a Special Use permit to be re-classified as a Hotel(Inn), which cannot happen unless the Conditional Rezoning is approved.

This application is **only** for the service of alcohol. Wickwood would remain classified as a **Bed and Breakfast Establishment**. Approval would not authorize Wickwood to alter their operations other than serving alcohol within their allowable food and beverage service operation, which is as follows:

- Consistent with Section 154.022.R.3, Wickwood is permitted to serve food to **overnight guests only** and is not permitted to charge a fee beyond the room rate for breakfast.
- Planning and Zoning Director Grayson Moore confirmed via email on April 17 that Wickwood is permitted to serve meals other than breakfast, but, again, to **overnight guests only**.
- Planning and Zoning Director Grayson Moore confirmed via email on April 17 that Wickwood is permitted to hold “activities” for overnight guests, which could include meetings, parties, weddings, and other gatherings that are sometimes described as “events.” Importantly, these activities are currently **limited to overnight guests**, per Director Moore. Food and drink can be served at these activities. This approval would allow alcoholic beverages to be served.

Though Section 154.049 states that Council approval is required, Director Moore confirmed via email on April 1 that that approval pertains to the liquor license. Therefore, it is our understanding that, consistent with Sections 154.081 and 154.084, the Planning Commission is the final approving body for the Special Use and Site Plan.



SPECIAL USE STANDARDS (FROM APPLICATION FORM)

(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?

No new construction is proposed, nor are any other external alterations required. The operations of Wickwood will remain unchanged, except that alcohol could be served to overnight guests part of the already-authorized food and beverage services.

A seating diagram showing the places where meals and other activities with food/beverage service take place on site. These are existing and are not proposed to change. Regular meal service takes place in the Dining Room shown on the plans. Other locations are used for “activities” where food and beverage may be served.

(2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter? The proposed request allows Wickwood to provide a more well-rounded service to its guests, within the current bounds of its approval as Bed and Breakfast Establishment.

(3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy? The request enhances the use of existing structures, preserving their life, and reducing the demand for new development to sprawl into the countryside surrounding Saugatuck.

(4) How will the proposed request consistent with existing and future capabilities of public services and facilities? The impact on public services and facilities will be minimal.

(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? By serving alcohol on-site, Wickwood will reduce the desire of its guests to leave the property to seek opportunities for alcohol consumption. This could reduce the instances of public intoxication and drunk driving in Saugatuck.

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids? To the extent alcohol falls under this standard, it will be stored consistent with Michigan Liquor Control regulations and best practices for responsible alcohol consumption.

(7) How will the proposed request will 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? The access conditions for public safety will not change.

(b) Will measure be taken as to not create or add to any hazardous traffic condition? Vehicular access to the property will not change, nor will traffic flows to and from the property significantly increase. It is possible that the frequency of guests leaving Wickwood in automobiles will decrease.

(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? There will be no exterior physical changes to the property proposed, maintaining the existing historic character and charm of the bed and breakfast.

(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? The bed and breakfast is already a harmonious part of the district, and with no exterior physical changes, that harmony will not be interrupted.

(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? The site is not currently causing any negative impacts listed in this question. Because there will be no exterior physical changes, there is no reason to believe any of these impacts would occur if the alcohol sales are approved.

SITE PLAN

As required, a Site Plan and Landscape Plan have been submitted, along with a seating diagram showing the places where meals and other activities with food/beverage service take place on site. The plan reflects the existing conditions and operations. As no physical changes to the site are proposed, we request that the Site Plan be approved as submitted.

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

Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President

Kyle Mucha, AICP
Principal Planner

Liquor-Licensed Properties within ~1000 ft of 510 Butler St (Saugatuck, MI)

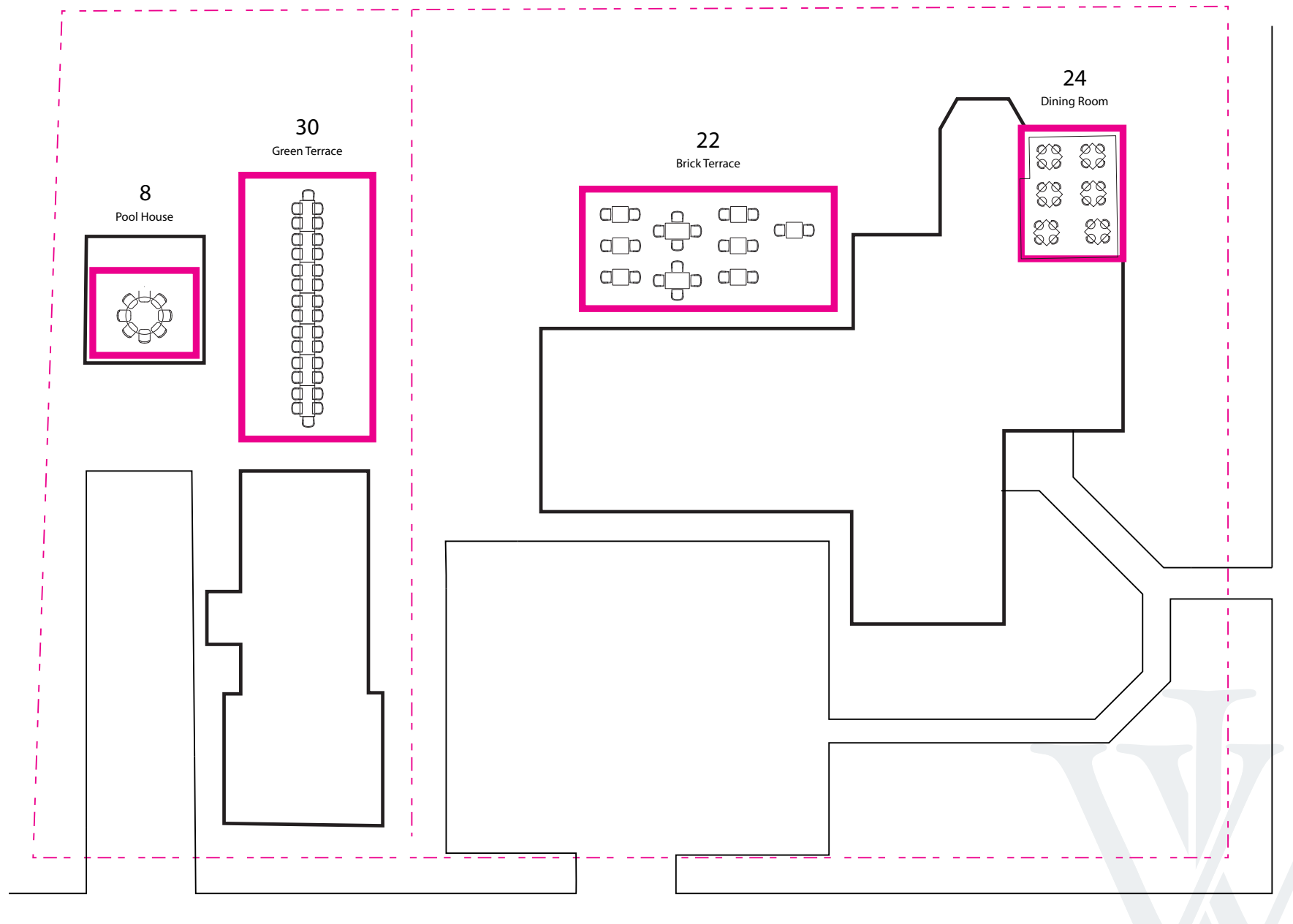
Working list; verify MLCC license numbers and types with MLCC database.

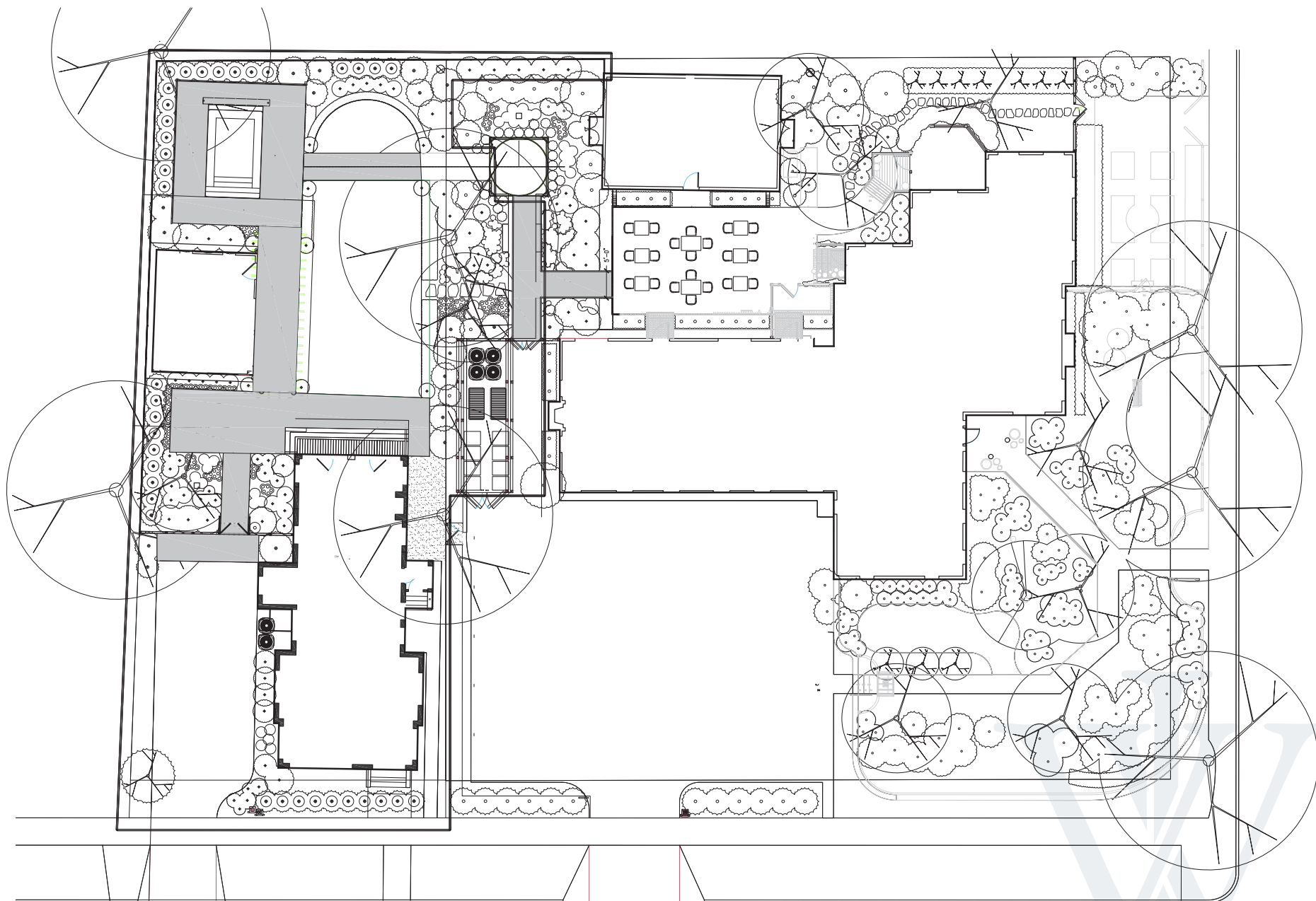
1. The Butler — 40 Butler St
2. Sand Bar Saloon — 141 Butler St
3. Phil's Bar and Grill — 215 Butler St
4. Pumppernickels — 202 Butler St
5. Noble Twist Taphouse — 248 Butler St
6. Marro's Restaurant — 147 Water St
7. Wicks Park Bar & Grill — 449 Water St
8. Coral Gables (Il Forno / Crow Bar / Rathskeller / Oyster Bar) — 220 Water St
9. Bowdie's (Chophouse) — 230 Culver St
10. Scooters Café & Pizzeria — 322 Culver St
11. Loco Burrito — 322 Culver St
12. New Holland Brewing — 201 Culver St, Unit 3
13. Isabel's Market (Pietsch/McWebb Hospitality Group) — 236 Culver St
14. Duck Alley (Weidman Outdoors) — 220 Culver St
15. Fenn Valley Vineyards — 310 Butler St
16. Mitten Brewing Company — 329 Water St
17. Retro Boat Rentals — 730 Water St
18. The Barge (528 Water Street, LLC & Ship 'N Shore LLC) — 528 Water St
19. Marker 14, LLC — 360 Water St, Units 1–6 & 12
20. Coppercraft Distillery LLC — 360 Water St, Units 9–11



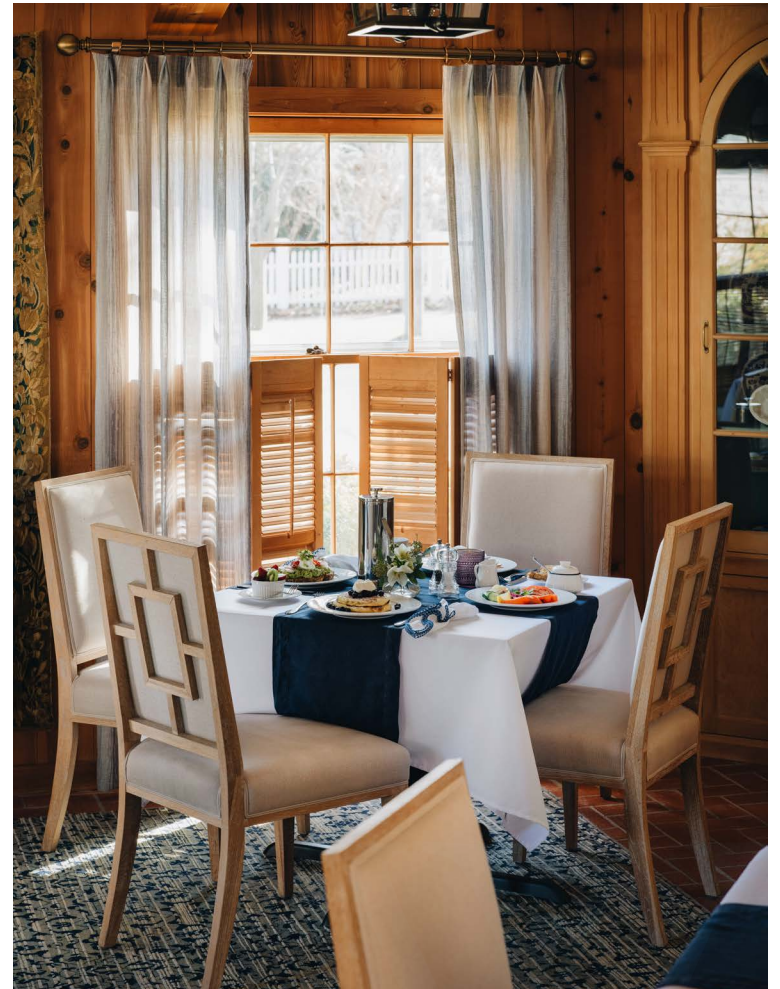


THE
WICKWOOD
INN















THE WICKWOOD INN

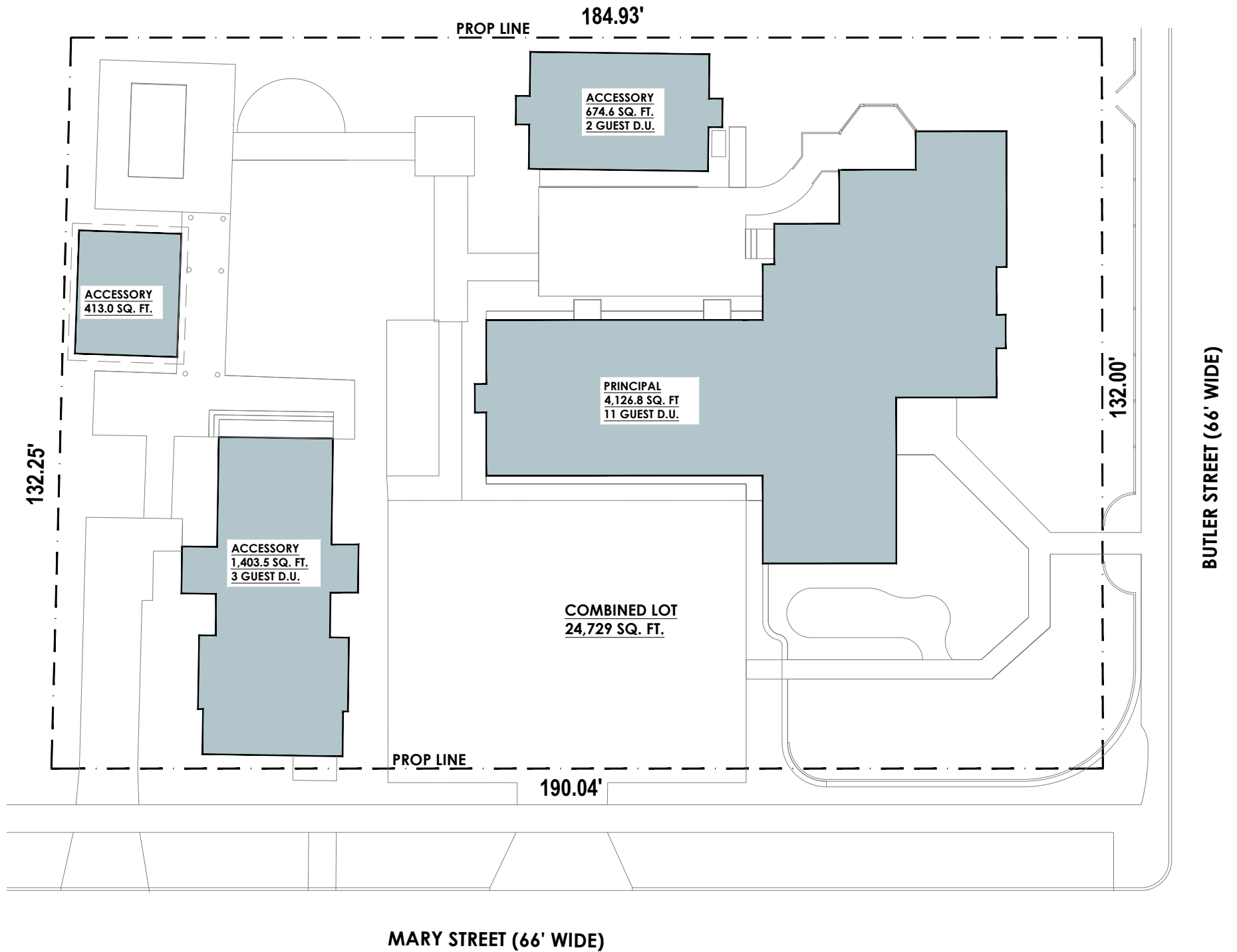


510 BUTLER STREET
SAUGATUCK, MI

THE
WICKWOOD INN

(269) 857-1465
WICKWOODINN.COM

OWNED & OPERATED BY SOUCIE HORNER DESIGN COLLECTIVE



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 510 Butler / 120 Mary

Parcel Number 57-300-055-001
57-300-053-50

APPLICANTS INFORMATION

Name Christopher Khorey, AICP (Michigan) Address / PO Box [REDACTED]

City Grand Rapids State MI Zip [REDACTED]

Interest In Project Consulting Planner E-mail [REDACTED]

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 [Signature] Date 4-17-26

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Wickwood Inn Address / PO Box 510 Butler Street

City Saugatuck State MI Zip 49453

E-Mail [REDACTED]

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 _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 102 Width 100132 Size ~25,000sf Zoning District _____ Current Use _____

Check all that apply:

Waterfront _____ Historic District ☒ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



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; ~ No Change
- ☒ ☐ ☒ 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; ~ No Change



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; *No Change*
 - 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?

See Attached

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

See Attached

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

See Attached

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

See Attached

- (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?

See Attached



Special Land Use Application

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

See Attached

- (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?

See Attached

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

See Attached

- (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?

See Attached

- (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?

See Attached

- (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?

See Attached



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?

See Attached

- (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?

See Attached

- (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?

See Attached

- (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?

See Attached

- (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.)

See Attached

- (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?

See Attached

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

See Attached



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. *See Attached*
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- (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](#)). *See Attached*
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- (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. *See Attached*
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