



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	January 9, 2026	Meeting Date:	January 15, 2026
Request:	Site Plan Amend	Applicant:	Rison BS, LLC
Address:	202 Butler Street	Project Name:	Pumpnickels
Parcel:	03-57-300-146-00	Plan Date:	November 25, 2025
Lot Size:	3,016 square feet	Zoning District:	City Center C-1
Complete:	Yes	Recommendation:	Conditional Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant proposes a 500-square-foot rear building addition at 202 Butler Street to expand the existing commercial kitchen serving the Pumpnickels restaurant. The addition will include basement space beneath a portion of its footprint and will be located entirely to the rear of the principal structure. This memo provides a compliance review related to all applicable zoning standards and requirements, including Section 154.025 C-1 City Center Commercial District and Section 154.060 Site Plan Review.

Background

The proposed addition is designed as a secondary element at the rear of the existing building, with a sloped shed roof, horizontal clapboard siding, and a PVC membrane roof, consistent with the existing rear kitchen roof. The addition will be largely screened from public view by the mass of the existing building and by an existing gated enclosure along Mason Street. No windows are proposed, but a small loading dock and service entry are located on the south elevation fronting Mason Street. All work is confined to the rear of the building.

The Historic District Commission (HDC) is scheduled for the afternoon of January 9, 2026.

Zoning Commentary

The table below outlines the dimensional requirements for the subject City Center C-1 zoning district (Section 154.025). The proposal complies with all requirements.

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com

Regulation	Requirement	Review Comment
Front Setback	0 feet	Complies
Side Setback	0 feet*	Complies
Rear Setback	0 feet*	Complies
Minimum Lot Area	4,356	Existing- nonconforming
Minimum Lot Width	33 feet of street frontage	Existing- conforming
Maximum Lot Coverage	100%	Complies
* Subject to Fire Code Regulations		

Site Plan Standards of Approval

Applications: The submittal is sufficiently complete for review in accordance with Section 154.061.

Standards for Formal Site Plan Approval: The following standards for site plan review and approval apply to the project per Section 154.063. Comments related to each standard are provided for consideration by the Planning Commission.

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

Comment: The overall design includes a logical and appropriate rear kitchen addition. However, it should be noted that there is an access easement on the west side of the property that benefits the abutting property owner. The applicant is working out the details with the neighbor to avoid affecting access to the neighbor's property. As long as this is addressed, the addition will not impede the use or development of the abutting property.

- B. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.*

Comment: There will be no changes to existing natural features and no alterations to the topography.

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

Comment: The existing and proposed location of trash receptacles is unknown. If placed outdoors, a screening plan must be provided for administrative review and approval.

- D. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department.*

Comment: Approval of the site plan amendment is contingent upon approval of the Fire Department.

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

Comment: This standard is not applicable. The proposed improvements have no impact on the overall pedestrian circulation system.

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

Comment: No changes to public ways for vehicle or pedestrian access are proposed. However, the applicant is working out the details of the private access easement with the neighbor to avoid affecting access to the neighbor's property.

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

Comment: This standard is not applicable, as streets are not proposed.

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

Comment: The applicant must comply with all comments provided by the City Engineer.

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

Comment: The applicant should provide information regarding current and proposed methods for screening and storing trash receptacles.

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

Comment: Lighting details were not provided. If new lighting is proposed, fixture details should be provided for administrative review and approval.

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

Comment: A financial guarantee is not recommended.

Recommendation

Staff recommends conditional approval of the proposed site plan amendment and building addition.

Sample motion:

I move to approve the site plan amendment requested by Rison BS, LLC, for a 500-square-foot kitchen area expansion and associated improvements at 202 Butler Street, in accordance with the application materials submitted by the applicant, with the following conditions:

- 1. Administrative approval of trash receptacle screening.*
- 2. Administrative approval of new light fixtures, if applicable.*
- 3. Approval of the use of the access easement and a formal amendment of the easement.*
- 4. Approval by all applicable City departments and the City Engineer.*
- 5. Approval by the Fire Department.*
- 6. _____*
- 7. _____*



ZONING PERMIT APPLICATION

Failure to answer all pertinent questions and to supply all of the requested information will delay processing of this application.

FEES

Fence Only: \$75.00

Deck, Patio, Shed, Pool or Hot Tub Only (per item): \$125

New Dwelling (Single or Two Family) or Bed and Breakfast: \$500

All Others: \$250

Escrow Deposit: Zoning Administrator Discretion

City of Saugatuck Zoning Code: [https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck mi/0-0-0-4355](https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355)

PROPERTY ADDRESS 202 Butler St, Saugatuck

PARCEL NUMBER 03-57-300-146-00

PROPERTY OWNER Rison BS, LLC

ADDRESS / PO BOX [REDACTED]

EMAIL [REDACTED]

PHONE [REDACTED]

I hereby authorize the applicant listed below 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.

OWNER SIGNATURE [Signature]

Date 12/12/25

APPLICANT Ron Schafer

ADDRESS / PO BOX _____

EMAIL rschafer@c2gw.com

PHONE 616 890-4734

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.

APPLICANT SIGNATURE _____

Date 12/12/25

PROJECT DESCRIPTION Storage addition to NW corner of existing bldg

PROPOSED AREA/
DIMENSIONS

LOT AREA (SQ FT) _____

LOT COVERAGE (%) _____

HEIGHT 112"

TOTAL FLOOR AREA 450 sqft

FLOOR AREA RATIO _____

CHECKLIST

☒ SURVEY

☒ CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)

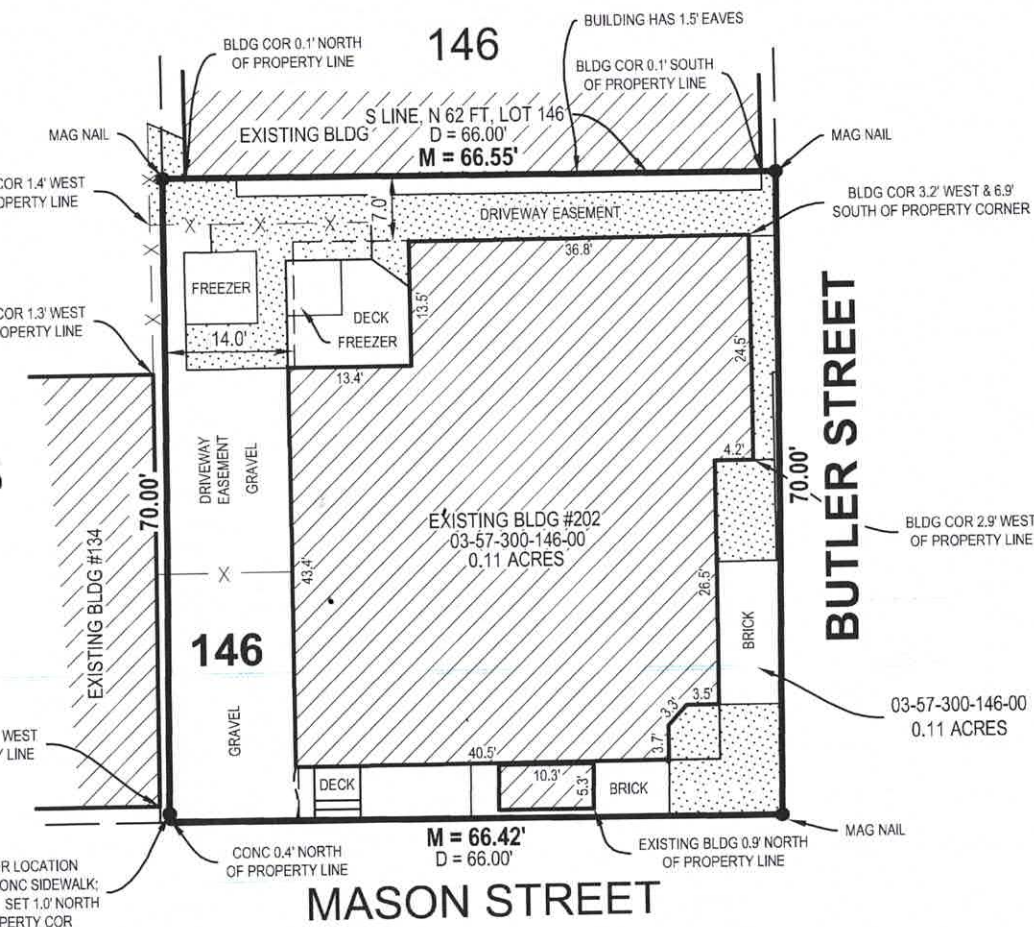
☒ PROPOSED IMPROVEMENTS, DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES, DIMENSIONS

☐ LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES

☐ DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES

STORAGE & WORKING SPACE

FOR PUMPERNICKEES



LEGEND

- Iron - Set
- X — X — Fence
- Concrete
- Building

erein described, that the improvements
ot encroach except as shown hereon.
above. The description should be
accuracy, easements and exceptions.

DESCRIPTION

The land referred to in this Commitment is described as follows:

Located in the City of Saugatuck, County of Allegan, State of Michigan, Lot 146, Kalamazoo Plat of the Village (Now City) of Saugatuck, Allegan County, Michigan in Section 9, Town 3 North, Range 16 West. EXCEPT: The North 62.00 feet according to the recorded plat thereof as recorded in the office of the Register of Deeds for Allegan County, Michigan.

Subject to an easement for driveway purposes to the grantors over and across the West 14.00 feet and the North 7.00 feet of the premises being sold pursuant to this agreement which driveway privileges shall be given to grantor, their heirs, executors, grantees and assigns and shall be for the benefit of and run with the title to the South 32.00 feet of the North 62.00 feet of Lot 146 of said Kalamazoo Plat.

(Transntation Title Commitment No. 197343WMS, dated November 4, 2016)



By: *Scott A. Hendges*
Scott A. Hendges Licensed Professional Surveyor No. 47953

SCALE: 1" = 20'

0' 10' 20'



NORTH

Fred Gerigery
P. O. Box 2840
Douglas, MI 49406

FMG Investments, LLC
202 Butler Street

DRAWN BY: HM
REV. BY:
REV.:

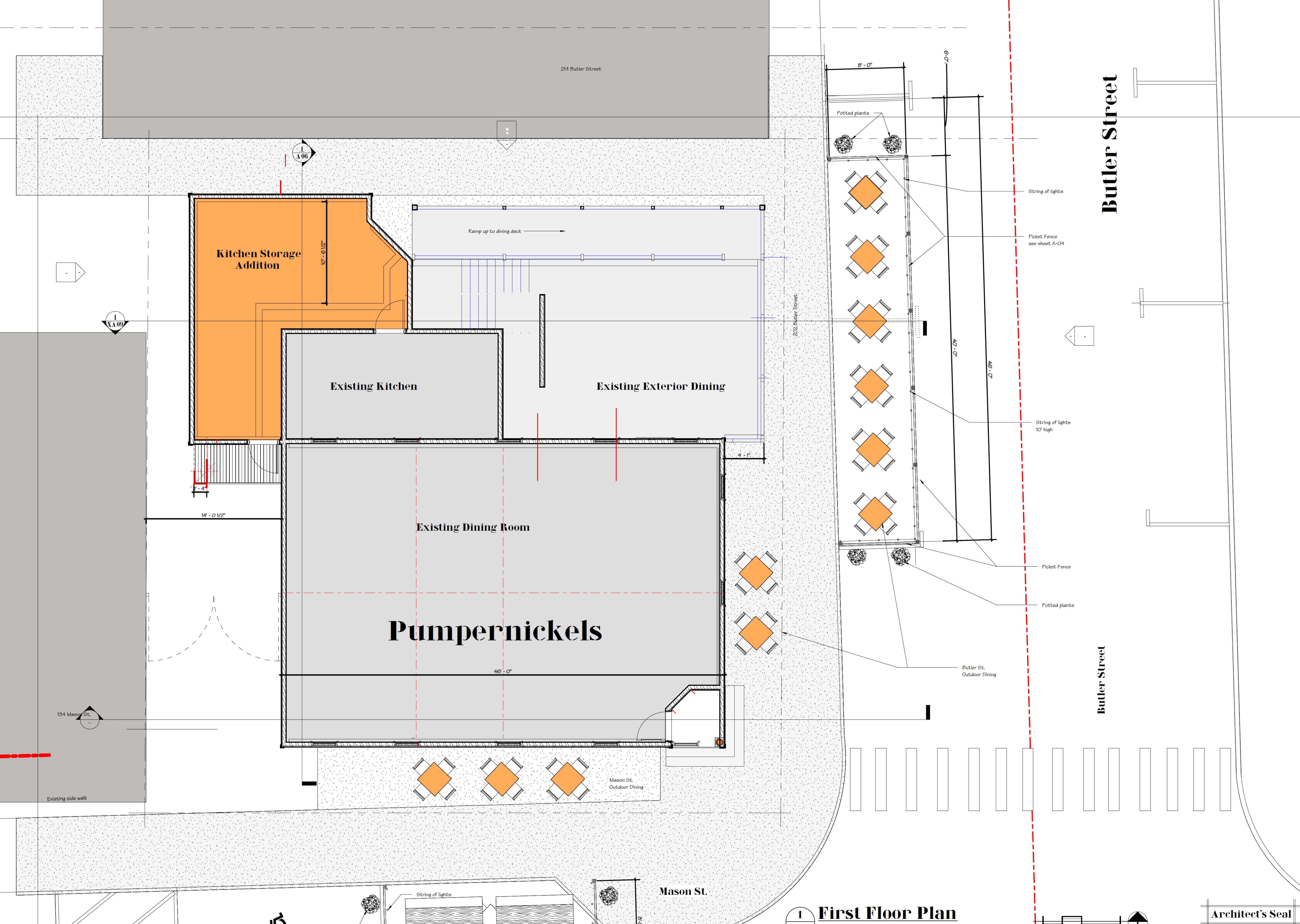
DATE: 11/09/2016
REV. DATE:

PRJ #: 16201726

1 OF 1

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Richard Schramm, Architect
7540 Stadium Drive
Kalamazoo, MI 49009
Phone: 269.375.2472
FAX: 269.372.7272
www.ArchWorkInc.us

First Floor Plan
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Pumpernickels, Kitchen Addition
202 Butler Street, Saugatuck, Michigan 49453

Date: 10/1/2025
Revised:

Architect's Seal



03.332 Concrete Basement Wall:
New 8" conc. basement wall with #5 bars @ 8"
o.c. both ways, 8"x24" #5 bent bars @ 16" o.c.
and top bent 1/2" anchor bolts @ 16" o.c.

03.332 Asphalt Dampproofing:
Provide asphalt dampproofing
on the exterior of the wall below
grade to top of footing.

Basement Drain Loop:
Install porous ADS porous
basement drain loop to pump

Zeller pump pump system:
Connect porous basement drain
loop to pump as recommended
by the manufacturer.

03.331 F-14 FOOTING:
16"x8" Conc. Footing, with
3-#5 horizontal bars located
near the bottom of the
footing, continuous, lap 30",
and install 16"x24" bent #4
vertical footing dowels @ 24"
o.c. extending from footing
into bottom of concrete wall.

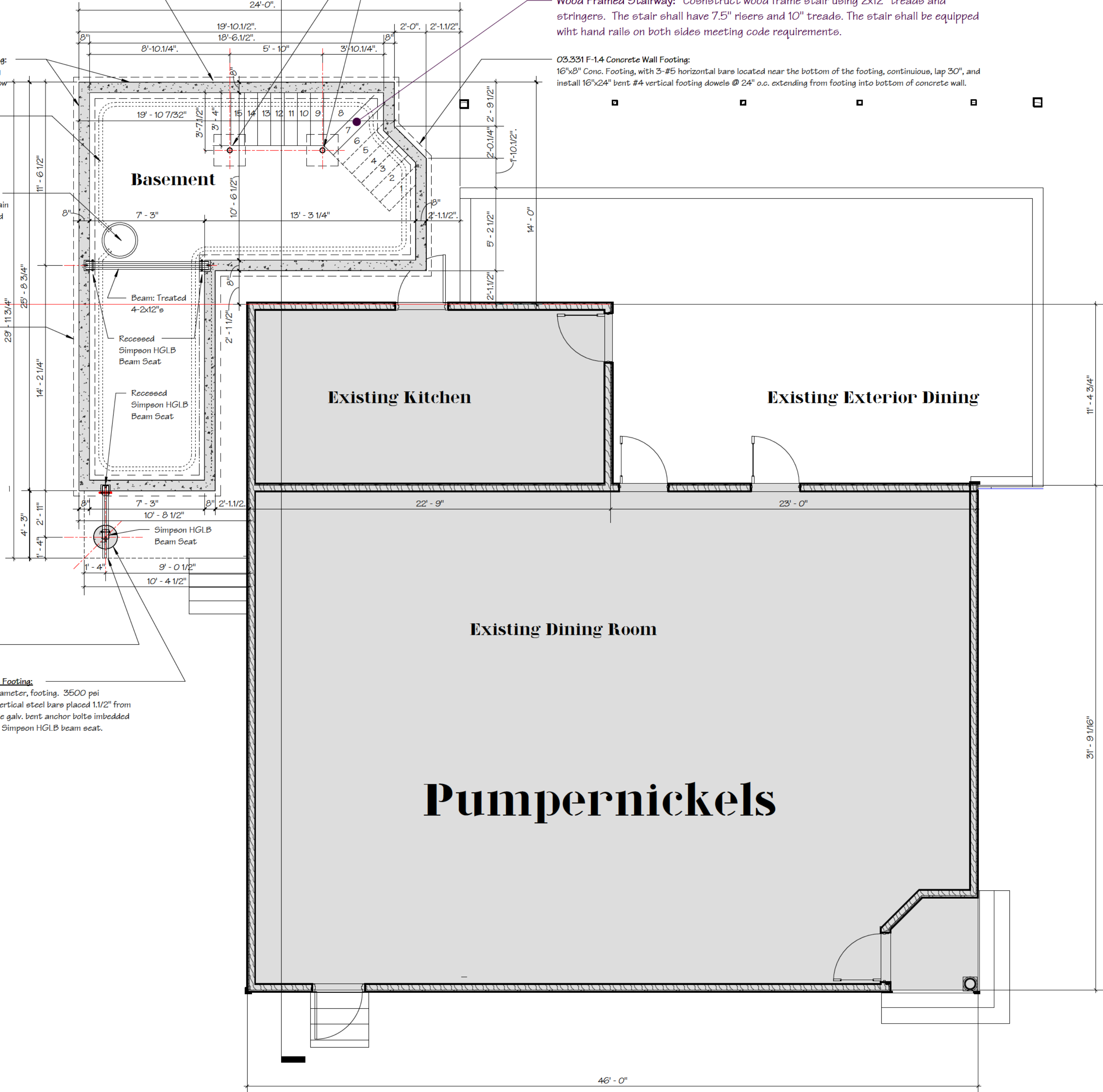
Beam: Treated
3-2x12 loading deck beam

03.331 "F-09" Concrete Post Footing:
Concrete Post Footing: 18" diameter, footing, 3500 psi
concrete with four #6 diam. vertical steel bars placed 1 1/2" from
the bottom of footing. Provide galv. bent anchor bolts imbedded
in footing to connect support Simpson HGLB beam seat.

03.332 F-2.0 Column & Footing:
24"x24"x 8" Conc. column footing, with 4-#5 horizontal bars both ways located near the
bottom of the footing. Install 3 1/2" diam. pipe column with 1/2" bearing plates top &
bottom. Install bent anchor bolts to top of footing and attach the column to the footing.
Screw the top column top plate to the bottom of the wood floor joist structure.

Wood Framed Stairway: Coenstruct wood frame stair using 2x12" treads and
stringers. The stair shall have 7.5" risers and 10" treads. The stair shall be equipped
with hand rails on both sides meeting code requirements.

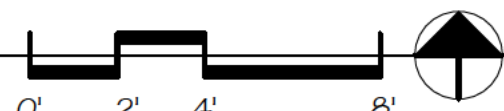
03.331 F-14 Concrete Wall Footing:
16"x8" Conc. Footing, with 3-#5 horizontal bars located near the bottom of the footing, continuous, lap 30", and
install 16"x24" bent #4 vertical footing dowels @ 24" o.c. extending from footing into bottom of concrete wall.



1
A-04

Basement Floor Plan

SCALE: 1/4" = 1'-0"



Architect's Seal

NOTE: Official drawings prepared by the
Architect bear his embossed seal below.

Date: 12/15/25
Revised:
Drawn by: R.A.S.
Project: 1028.101

Sheet Number

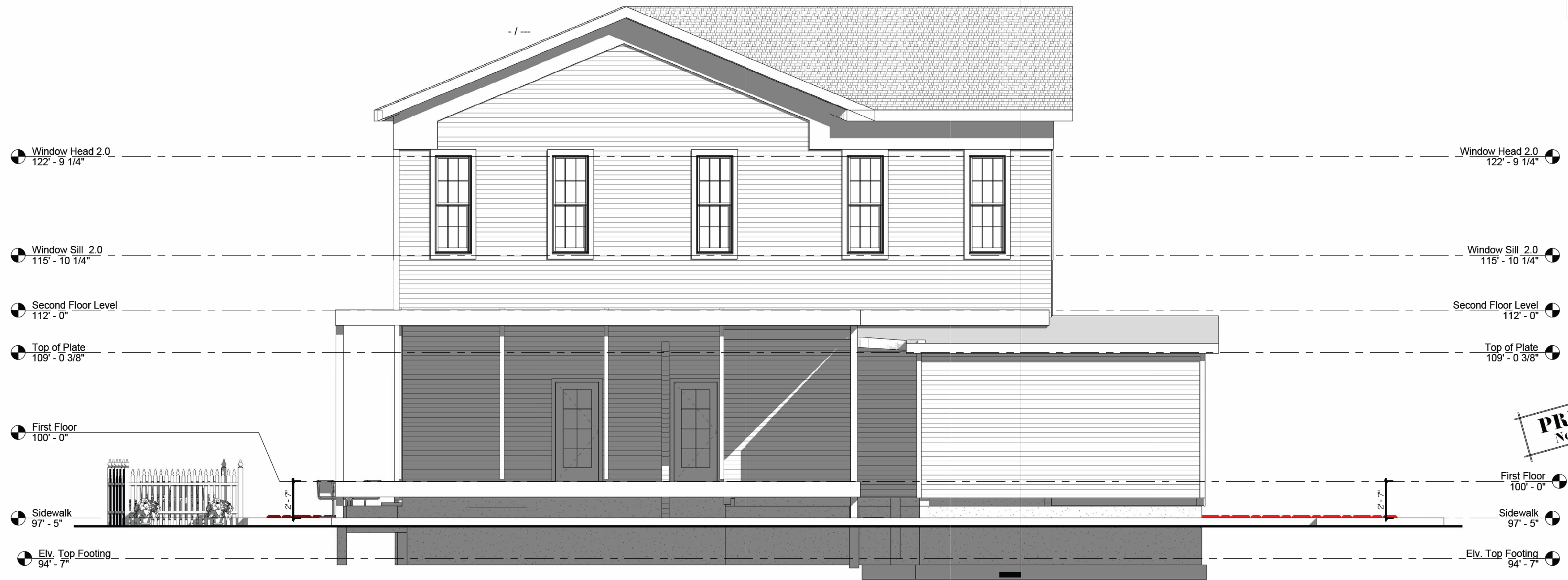
A-04

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Basement Plan
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Pumpnickels, Kitchen Addition
202 Butler Street, Saugatuck, Michigan 49453



2 W. Elevation, on Alleyway
SCALE: 1/4" = 1'-0"



1 N. Elevation, on Sidewalk
SCALE: 1/4" = 1'-0"

PRELIMINARY
Not for Construction

Architect's Seal

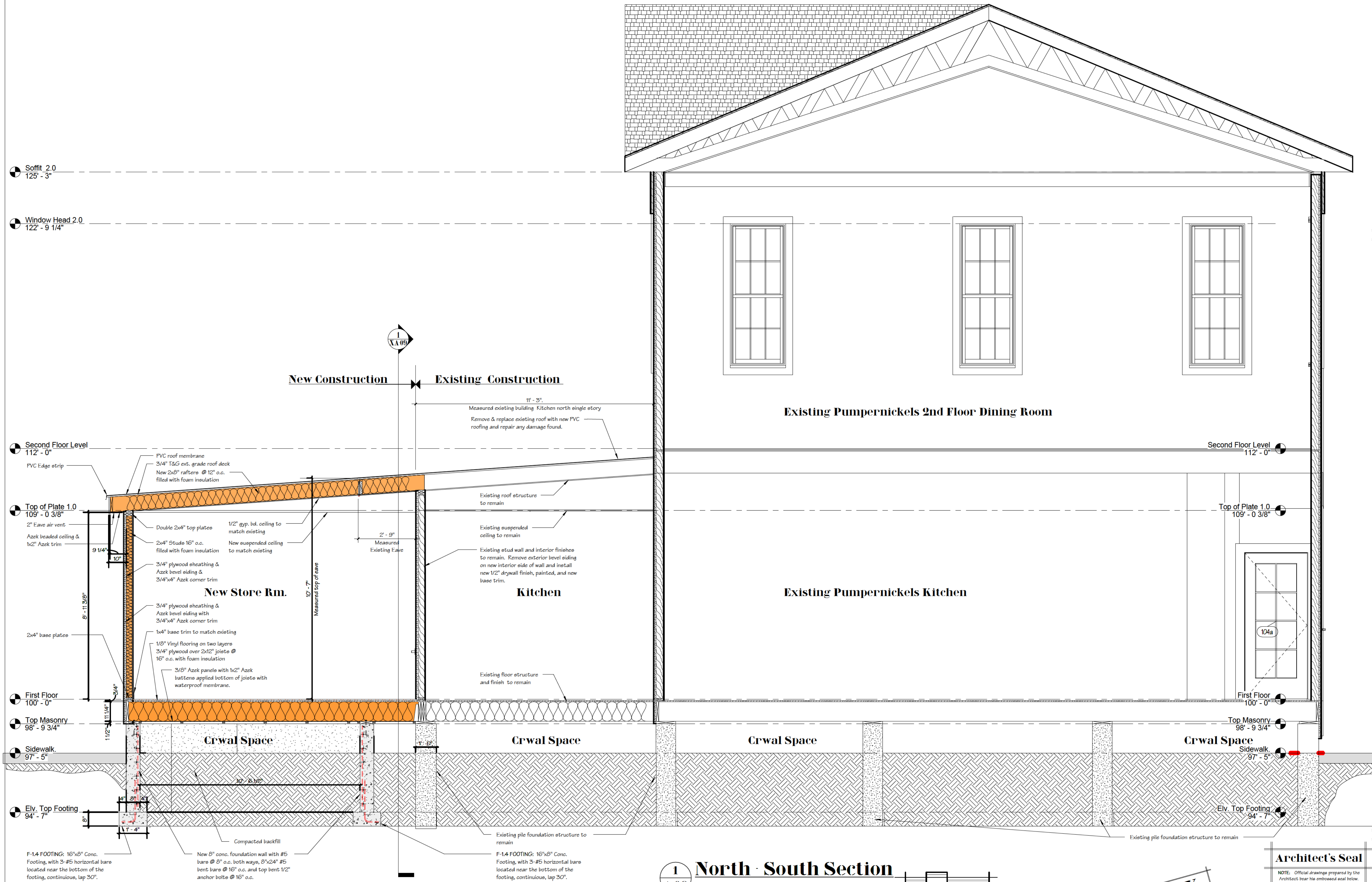
NOTE: Official drawings prepared by the Architect bear his embossed seal below.

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North & West Elevations
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Pumpernickels, Kitchen Addition
202 Butler Street, Saugatuck, Michigan 49453

Date: 12/04/25
Revised:
Drawn by: R.A.S.
Project: 1028.101

Sheet Number
A-08



1 North - South Section
SCALE: 1/2" = 1'-0"

PRELIMINARY
Not for Construction

Architect's Seal

NOTE: Official drawings prepared by the Architect bear his embossed seal below.

Date: 12/04/25

Revised:

Drawn by: R.A.S.

Project: 1028.101

Sheet Number

A-06

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North - South Section

Pumpnickels, Kitchen Addition

202 Butler Street, Gaugatuck, Michigan 49453

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2 S. Elevation, on Mason St.
SCALE: 1/4" = 1'-0"



1 E. Elevation, on Butler St.
SCALE: 1/4" = 1'-0"

PRELIMINARY
Not for Construction

Architect's Seal
NOTE: Official drawings prepared by the Architect bear this embossed seal below.



CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

ZONING ORDINANCE AMENDMENT

ORDINANCE NO. _____

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2025 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to amend the City of Saugatuck's Zoning Ordinance to update signage regulations to regulate signs in a content-neutral manner, and to promote the public health, safety, and welfare of the residents and visitors of the City of Saugatuck.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. AMENDMENT TO ZONING ORDINANCE, SECTION 154.140: The City of Saugatuck Zoning Ordinance, Section 154.140 is amended to revise the regulations and definitions applicable to signage within the City. Section 154.140 shall now read as follows:

(A) Purpose. The purpose of this Section is to regulate signs within the City of Saugatuck (the "City") in a content-neutral manner to protect the health, safety and general welfare, to protect property values, and to protect the character of the various neighborhoods in the City. This Section intends to make the City attractive to residents, visitors, commercial, and professional businesses while maintaining a sustainable economy through an appropriate signage program. The elements of this program will:

- (1) Recognize that the proliferation of signs is unduly distracting to motorists and nonmotorized travelers, reduces the effectiveness of signs directing and warning the public, causes confusion, reduces desired uniform traffic flow, and creates potential for accidents.
- (2) Prevent signs that are potentially dangerous to the public due to structural deficiencies or disrepair.
- (3) Enable the public to locate goods, services, and facilities without excessive difficulty and confusion by restricting the placement of signs.
- (4) Prevent placement of signs which will conceal or obscure signs of adjacent uses.
- (5) Preserve and improve the aesthetics and character of the City by encouraging signs of consistent size which are compatible with and complementary to related buildings and uses, and harmonious with their surroundings.