



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	October 10, 2025	Meeting Date:	October 16, 2025
Request:	Special Land Use	Applicant:	Christopher Khorey
Address:	510 Butler & 120 Mary	Project Name:	Wickwood Inn
Parcel:	57-300-055-00 57-300-053-50	Plan Date:	August 21, 2025
Lot Size:	24,728 s.f.	Zoning District:	R-4 City Center Transitional Residential (CER)
Complete:	Yes	Recommendation:	Approval
City Staff:	Grayson Moore	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests special land use and site plan approval to expand the existing Wickwood Inn Bed and Breakfast (B&B) located at 510 Butler Street by incorporating two existing structures, one located on the same lot (the shed) and another on the adjacent lot at 120 Mary Street (the bungalow), as accessory guest accommodations. Both buildings currently exist and will be converted for guest lodging without exterior expansion or changes to building height, footprint, or overall site configuration.

Background

The review of this proposal was authorized by a recently adopted amendment to the Saugatuck Zoning Ordinance (Ordinance No. 250310-A), which expands the definition and treatment of B&B establishments. Under the amendment, the definition of B&B was revised to recognize accessory guest buildings as a permissible component of a B&B in certain districts. Further, Section 154.022(R) was modified to allow accessory buildings on the same lot as a principal B&B building to be used as accessory guest buildings in the R-4 City Center Transitional Residential (CER) district, subject to meeting supplemental standards.

In light of this ordinance amendment, this application seeks special land use approval to incorporate two existing accessory structures as guest accommodations under the revised B&B provisions, consistent with the amended standards now codified in the zoning ordinance. As part of this proposal, the two subject lots will need to be combined so that the building at 120 Mary can be considered accessory to the principal B&B building at 510 Butler.

Review Process and Standards

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

- Section 154.022 (R) Bed and Breakfast Establishments
- Section 151.063 Standards for Formal Site Plan Approval
- Section 154.082 Standards [for Special Land Use Approval]

Section 154.022 (R) Bed and Breakfast Establishments

Bed and breakfast establishments (B&B) are permitted as special land uses in certain districts. In addition to compliance with the special land use standards and provisions, all B&Bs shall meet the following criteria:

1. *Rooms utilized for guest sleeping shall not exceed two occupants per room not including children under the age of 12. Each room for guest sleeping shall contain at least 100 net square feet of room size.*

Comment: The applicant has not provided square footage notations for the three guest rooms within the bungalow and shed. Any new room used for guest sleeping must comply with this requirement.

2. *The B&B facility and operation shall meet all applicable building, health and related safety codes. All sleeping rooms shall contain a separate smoke detector in proper working order. Each floor of the dwelling shall contain a fire extinguisher in proper working order in conformance with all applicable fire codes.*

Comment: Smoke detectors and fire extinguisher requirements must be satisfied before occupancy.

3. *The guest room charge shall include the preparation and serving of breakfast to overnight guest. No additional breakfast fee shall be charged.*

Comment: This is an ongoing requirement for all B&Bs.

4. *No separate or individual cooking facilities shall be provided for the use of guests, including existing cooking facilities.*

Comment: The plan shows a range, sink, and refrigerator in the rear common area of the bungalow. It is unclear if this area will be available to guests for cooking or if it is dedicated to preparing meals for guests.

5. *The B&B operation may include a wall sign, attached flat against the front face of the dwelling, not to exceed two square feet in area. The sign shall be non-illuminated and designed and constructed consistent with the architectural and aesthetic character of the dwelling to which the sign shall be affixed. In lieu of a wall sign, the Planning Commission may permit a free-standing sign, not to exceed four square feet. (See § 154.141 and Chapter 152).*

Comment: No new signs are proposed as part of the special land use request. Any future sign must be reviewed and permitted administratively unless a new free-standing sign is proposed. In that case, Planning Commission approval is necessary.

6. *No guest shall reside on the premises for more than 14 consecutive days, and not more than 30 days in any one year.*

Comment: This is an ongoing requirement for all B&Bs.

7. *Off-street parking shall be provided as required by the parking regulations of this chapter. See § 154.130.*

Comment: One parking space is required for every three sleeping rooms. With 16 rooms, six spaces are required, and the plan indicates that 11 off-street spaces are available.

8. *The use of outdoor yard areas, open decks, pools and the like shall not result in the production of excessive off-site noise, odor and other external disturbances. Said determination to be based on the judgement of the Zoning Administrator. Approval of the B&B operation may be conditioned upon the installation of screening, fencing, plantings and/or other such installations and conditions to help ensure compatibility of the B&B operation with the surrounding area.*

Comment: The overall site plan, along with open space and outdoor amenities, is not anticipated to result in excessive external disturbances. B&Bs, by their nature, are limited in occupancy, and a resident manager oversees the operation.

9. *An existing residential structure may be converted to a bed and breakfast and exterior additions to an existing residential structure for the purpose of providing additional rental rooms shall only be allowed if all of the following conditions are met: (a) The parcel of property must meet all of the provisions of this chapter for the particular zone in which the*

proposed bed and breakfast is located; and (b) All of the special land use permit requirements of this subchapter shall be met.

Comment: This requirement assumes a conversion of a principal residential dwelling to a principal B&B building. The dwelling at 120 Mary is proposed to be converted to an accessory guest building, which is reviewed against subsection 10.

10. An accessory building or buildings on the same lot as a principal building used as a B&B may be used as accessory guest buildings, provided the following requirements are met:

a. The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District.

Comment: The subject property is zoned R-4 City Center Transitional Residential (CER).

b. Special land use approval shall be required, as described in Sections 154.080-92. The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:

- i. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.*
- ii. Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.*

Comment: The proposed incorporation of 120 Mary into the existing Wickwood Inn B&B at 510 Butler, along with the existing accessory building at 510 Butler, maintains the cohesive appearance and layout of the block and surrounding neighborhood. Both buildings are existing structures that are compatible with the established built character, including the prevailing density, mass, bulk, scale, and design found along Butler Street, Mary Street, and nearby blocks. No changes are proposed to the building size, height, or site configuration, ensuring that the overall appearance and relationship of the buildings remain consistent and harmonious with the neighborhood context.

c. All requirements of Section 154.022 (R) 1-9 must be met.

Comment: As stated earlier, the applicant must provide square footage notations for each of the three guest rooms within the bungalow and two rooms in the shed to demonstrate compliance with Section 154.022(R)(1). Installation of required smoke detectors and fire extinguishers shall be a condition of approval and must be completed before occupancy per 154.022(R)(2). Based on 154.022(R)(4), the kitchen located in the rear common room of the bungalow can only be used by the operator and shall not be available for guest use or independent cooking.

- d. *There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.*

Comment: The applicant proposes two accessory guest buildings that will be associated with the principal B&B building (bungalow and shed conversions).

- e. *An individual accessory guest building shall include no more than three (3) guest rooms.*

Comment: The bungalow is proposed to have three guest rooms, and two guest rooms are proposed within the shed building.

- f. *The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six (6), whichever number is less.*

Comment: Five guest rooms in the accessory guest buildings comprise 45% of the total number of guest rooms in the principal B&B building.

- g. *Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).*

Comment: New buildings are not proposed.

- h. *Conversions of Existing Buildings.*

- i. *The conversion of existing buildings that previously served as principal or accessory buildings into accessory guest buildings must meet all requirements of Section 154.022 (H). However, existing buildings that do not currently comply with height, lot coverage, or setback requirements may be approved by the Planning Commission for conversion to accessory guest buildings if special land use standards are satisfied.*
- ii. *Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).*
- iii. *Conversions that do not alter the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.*

Comment: The bungalow at 120 Mary and the shed at 510 Butler are existing buildings proposed to be converted to accessory guest buildings, and special land use standards are met. No expansions or height increases are proposed, and all improvements related to the conversion are indoors.

11. *Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).*

Comment: The proposed guest rooms and accessory guest buildings are not intended for use as accessory dwelling units, nor are they designed to comply with requirements applicable to accessory dwelling units.

Section 151.063 Standards for Formal Site Plan Approval

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

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

Comment: The site has already been developed and improved with a B&B principal building, an accessory shed, and an existing dwelling at 120 Mary, which will be incorporated into the Wickwood property. The overall organization of buildings on the site is logical and well arranged, supporting the intended B&B use while maintaining compatibility with surrounding properties. The layout does not impede the normal and orderly development or improvement of adjacent properties for uses permitted within the district, and it preserves the functional and visual character of the neighborhood.

- 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: No site work is proposed as part of the proposal. Aside from interior improvements, buildings are proposed as accessory guest accommodations in their current state.

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

Comment: Screening is not necessary or recommended.

- 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: The overall site plan and conversion of existing buildings into accessory guest buildings must be reviewed and approved by 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 site has already been developed and improved. No changes to pedestrian access are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved. No changes to vehicle or pedestrian access are proposed.

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

Comment: This standard is not applicable. The site has already been developed and improved, and no streets are 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: This standard is not applicable. The site has already been developed and improved. No increase in impervious surface and no changes to stormwater drainage patterns are proposed.

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

Comment: No changes to loading or trash storage are proposed.

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

Comment: No additional lighting is proposed.

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

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

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: The location, size, height, and intensity of the proposed accessory guest buildings are compatible with the existing development pattern and character of the surrounding area. Both the primary and accessory structures are consistent in scale and design with nearby residential and lodging properties, and no changes are proposed that would increase building height or intensity of use. The operations are modest in scale and appropriate for the neighborhood context, ensuring compatibility with adjacent buildings and uses.

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

Comment: The proposed accessory guest buildings are consistent with and promote the intent and purpose of the ordinance by supporting compatible mixed residential and lodging opportunities within the established neighborhood fabric. The expanded use maintains the character and scale of surrounding properties, contributes to the local economy through tourism, and upholds the goals of orderly development and preservation of neighborhood quality envisioned by the Zoning Ordinance.

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

Comment: No site work is proposed as part of the proposal. Aside from interior improvements, buildings are proposed as accessory guest accommodations in their current state.

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

Comment: The proposed use will be fully consistent with the existing and future capabilities of public services and facilities. The addition of guest accommodations within existing buildings will not create a measurable increase in demand for utilities, road access, or emergency services. The limited number of additional guests and the relatively small scale of operations will result in only a negligible impact on public infrastructure and services, ensuring continued capacity for surrounding development and other allowable uses.

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 overall plan for accessory guest buildings protects public health, safety, and welfare by operating within existing code-compliant buildings, maintaining low impacts on surrounding properties, and contributing to neighborhood and community vitality through responsible small-scale lodging activity.

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 easily accessible to emergency services and will not create or contribute to any hazardous traffic conditions. Adequate off-street parking is provided on-site to accommodate guests and operators, ensuring safe and convenient vehicle circulation consistent with the normal flow and character of the neighborhood. However, review and approval by the Fire Department remains necessary.

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 changes are proposed to building height or site layout, 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 proposed conversion of existing structures into accessory guest accommodations is appropriate within this zoning district, which is intended to serve as a transition area between the downtown commercial environment and the surrounding residential neighborhoods. The proposal complements this purpose by providing a small-scale lodging option that supports downtown activity while maintaining the residential character, scale, and compatibility of the neighborhood.

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: The proposed use will not be objectionable to nearby dwellings. Operations will occur within existing buildings, with only limited outdoor activities by guests. There will be no increase in noise, lighting, or other impacts beyond those typical of residential or lodging uses permitted by right in the district, ensuring continued neighborhood compatibility.

Recommendation

Staff recommends approval of the special land use and site plan to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. Please note that we recommend that a motion to approve special land use specifically reference the findings against the special land use standards in this report, as well as other standards of approval and zoning requirements. The following sample motion is provided for your use.

I move to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B requirements of Section 154.022 (R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval:

- 1. The applicant shall provide square footage notations for each of the three guest rooms within the bungalow and the two guest rooms within the shed to demonstrate compliance with Section 154.022(R)(1).*
- 2. Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(2).*
- 3. The kitchen located in the rear common room of the bungalow shall be removed or shall be used only by the B&B operator and shall not be available for guest use or independent cooking, consistent with Section 154.022(R)(4).*
- 4. The lots at 510 Butler and 120 Mary shall be combined.*
- 5. The proposal shall be approved by all other City Departments, as applicable.*



Special Land Use Application

LOCATION INFORMATION	APPLICATION NUMBER _____
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Address 510 Butler / 120 Mary

Parcel Number 57-300-055-00

57-300-053-50

APPLICANTS INFORMATION

Name Christopher Khoe, AICP Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

Interest In Project Owner's Consultant E-Mail _____

Signature [Signature] Date _____

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)
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Name W. K. Wood Inn Address / PO Box 510 Butler Street

City Saugatuck State MI Zip _____ Phone 49543

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. 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.

Signature [Signature] Date 9/2/25

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

Name Saucie Horner Contact Name Michael Waechter, AIA

Address / PO Box _____ City _____

State _____ Zip _____ Phone [Redacted]

License Number 1301071816 Expiration Date 1/21/2026

PROPERTY INFORMATION

Depth 190.04 Width 132 Size 24,729.54 Zoning District CER Current Use Bed and Breakfast

Check all that apply:

Waterfront _____ Historic District ☒ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)
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see attached



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. Twelve reproducible copies of a final site plan, at a scale of not less than one inch equals ten feet, shall include:

Y ☒ N ☐ NA ☐

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



Special Land Use Application

Application # ____ - ____

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

STANDARDS FOR 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.



September 3, 2025

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

Subject: Wickwood Inn Accessory Guest Buildings – Special Land Use Application Narrative

Dear Commissioners,

On behalf of Wickwood Inn (510 Butler Street), we are requesting a Special Use Approval under the City of Saugatuck Zoning Ordinance to allow the creation of three Accessory Guest Buildings for the existing Bed and Breakfast.

The three Accessory Guest Buildings would be created by renovating existing buildings and combining the existing lots at 510 Butler Street and 120 Mary Street into a single lot. This would create a single lot containing the following:

- The 4,216.8 square foot principal bed and breakfast building, containing 11 guest units.
- A 674.6 square foot accessory building containing 2 accessory guest units.
- A 1,403.5 square foot accessory building containing 3 accessory guest units (the former principal building/house at 120 Mary)
- A 413 square foot accessory building containing storage and recreation space, but no accessory guest units.

Wickwood has not applied for the lot combination yet, but would be willing to do so as a condition of any approval of the Special Land Use.

Wickwood Inn is requesting approval of the Special Use under Sections 154.022.R.10 and 154.082. Below please find our analysis of how the proposal meets the requirements of those Sections.

ACCESSORY GUEST BUILDING STANDARDS (SECTION 154.022.R.10)

1) The lot must be in the R-4 City Center Transitional Residential (CER) Zoning District. The lot in question is located in that district.

2) Special land use approval shall be required, as described in Sections 154.080-92. Wickwood has applied for Special Land Use Approval.

3) The Planning Commission shall also consider the following supplemental special land use standards related to accessory guest buildings:

- a. The overall site plan shall not detract from the cohesive appearance and layout of the subject block and surrounding neighborhood.** No new construction is proposed, and no expansions to any buildings are proposed. There will be no change to the appearance of the site, keeping its current historic character and consistency with the surrounding neighborhood.



- b. **Accessory guest buildings shall be designed to be compatible with the existing built character of the block in which they are located, as well as nearby blocks that are similar in character, including consistency with prevailing building density, mass, bulk, scale, and design.** No new construction is proposed, and no expansions to any buildings are proposed. There will be no change to the appearance of the site, keeping the current consistency between the existing principal building and the accessory buildings.
- 4) **All requirements of Section 154.022 (R) 1-9 must be met.** The Wickwood Inn Bed and Breakfast was previously approved and is not in violation of any of these requirements.
- 5) **There shall be no more than two (2) accessory guest buildings per principal bed and breakfast building.** The application includes one principal bed and breakfast building, and two accessory guest buildings.
- 6) **An individual accessory guest building shall include no more than three (3) guest rooms.** One of the proposed accessory guest buildings includes three rooms, and the other includes two.
- 7) **The total number of guest rooms within accessory guest buildings shall not exceed 50% of the total number of guest rooms within the principal building or six (6), whichever number is less.** The principal building contains 11 guest rooms, meaning the maximum number of accessory guest rooms is 5. 5 accessory guest rooms are proposed.
- 8) **Any newly constructed accessory guest building must meet all requirements of Section 154.022 (H).** No newly constructed accessory guest buildings are proposed.
- 9) **Conversion of Existing Buildings.**
 - a. **The conversion of existing buildings that previously served as principal or accessory buildings into accessory guest buildings must meet all requirements of Section 154.022 (H). However, existing buildings that do not currently comply with height, lot coverage, or setback requirements may be approved by the Planning Commission for conversion to accessory guest buildings if special land use standards are satisfied.** Wickwood is requesting that the two accessory guest buildings be approved in their current locations.
 - b. **Any expansion to a building proposed to be converted to an accessory guest building shall comply with Section 154.022 (H).** No expansions are proposed.
 - c. **Conversions that do not alter the footprint or height of the building(s) shall not be considered to be an expansion of a dimensional non-conformity.** All conversions will be done with the existing footprint and height of the building.
- 10) **Accessory guest buildings shall not be considered Accessory Dwelling Units, as defined in Section 154.005, and shall not be subject to the requirements of Section 155.022 (W).** Wickwood acknowledges that the buildings in question are not Accessory Dwelling Units, and would be approved for lodging only.



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. The new guest units will be added without altering the character of the site or its surroundings. Even the lot combination will only exist “on paper” – from the perspective of the surrounding area, the physical character of 510 Butler and 120 Mary will be unchanged.

(2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter? The proposed request increases the lodging capacity in the core of Saugatuck without altering the historic character and charm that define the City. The new units will be located in newly renovated buildings, adding vibrancy to the area without changing the physical character.

(3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy? The request re-uses existing structures, preserving their life, and reducing the demand for new development to sprawl into the countryside surrounding Saugatuck. Guests in the new units will be able to walk to many of the destinations in Downtown Saugatuck, reducing vehicle emissions.

(4) How will the proposed request consistent with existing and future capabilities of public services and facilities? The new guest units will create a small increase in water and sewer needs on the site, but any other impacts would be minimal. The guests in the units are unlikely to cause any strain on infrastructure public services, especially given their location in walking distance to many of Saugatuck’s attractions.

(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? The request will renovate existing buildings to add lodging capacity, boosting vibrancy and adding customers for downtown businesses while adding little additional demand for public services and not changing the physical character. This protects the well-being of City residents and businesses while boosting Saugatuck’s economy.

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids? No large-scale use or storage of inflammable liquids is proposed.

(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.

(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? Exterior physical changes to the property will be minimal, 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.

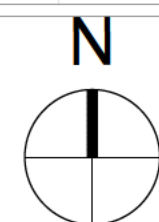
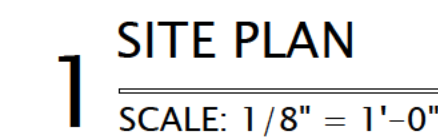
(10) How will the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right 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 accessory guest units are approved.

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

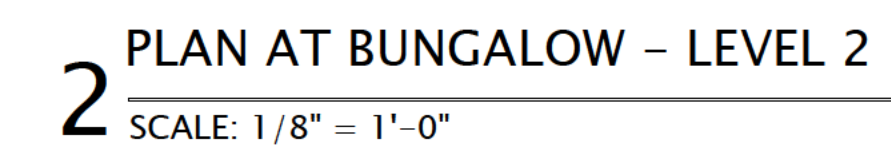
Respectfully Submitted,

McKenna

Christopher Khorey, AICP
Vice President



- 1) PRIMARY STRUCTURE – 11 PRIMARY GUEST DWELLING UNITS
- 2) BUNGALOW – 3 ACCESSORY GUEST DWELLING UNITS
- 3) SHED – 2 ACCESSORY GUEST DWELLING UNITS
- 4) TOTAL ON SITE – 16 GDU



208 West Kinzie Street, 4th Floor
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NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.
DRAWING REPRESENTS DESIGN INTENT ONLY.

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C-1.01



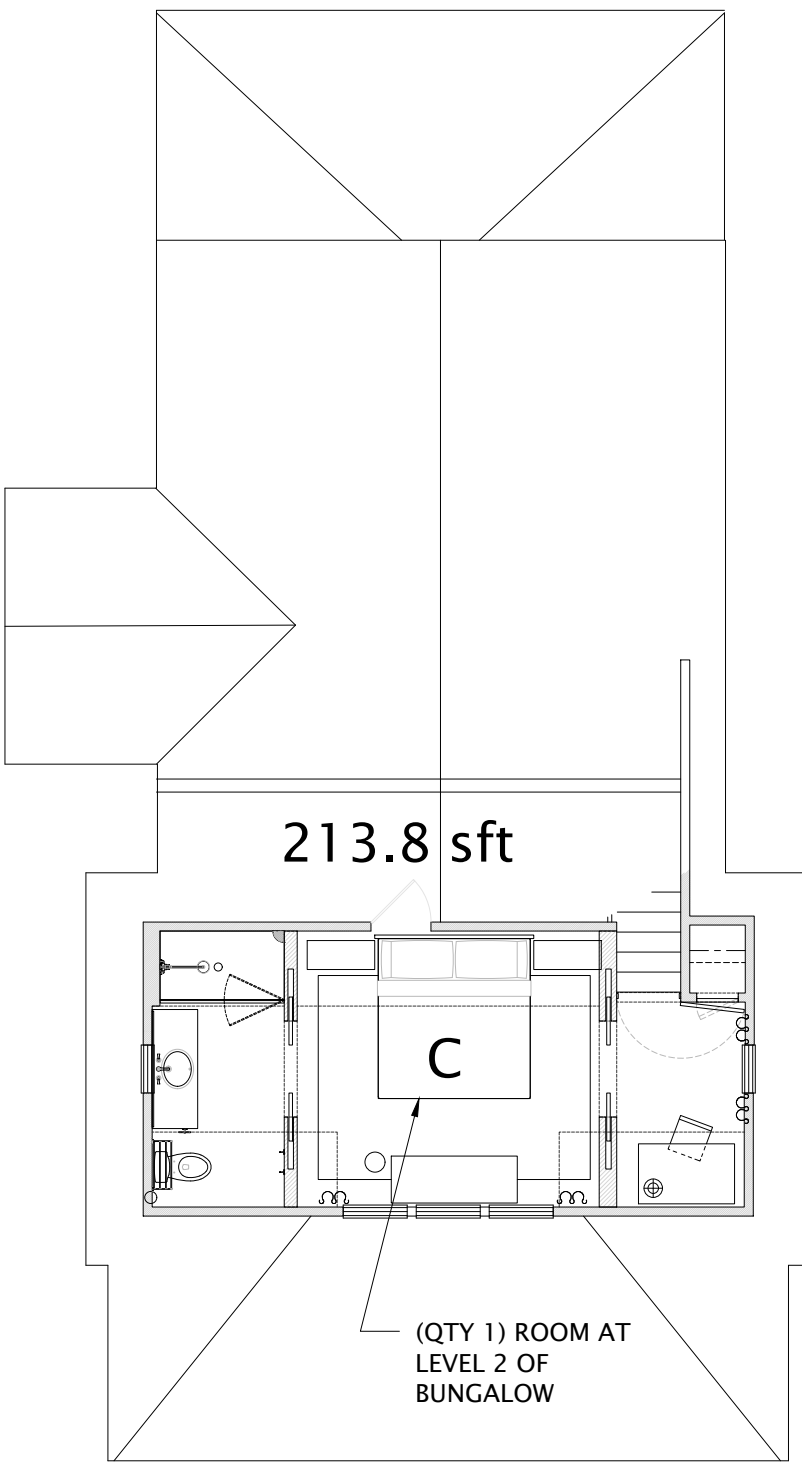
1 SITE PLAN
SCALE: 1/8" = 1'-0"

1/8"=1'-0" 1' 4' 8' 16'

NOTES:

- 1) PRIMARY STRUCTURE - 11 PRIMARY GUEST DWELLING UNITS
- 2) BUNGALOW - 3 ACCESSORY GUEST DWELLING UNITS
- 3) SHED - 2 ACCESSORY GUEST DWELLING UNITS
- 4) TOTAL ON SITE - 16 GDU

2 PLAN AT BUNGALOW - LEVEL 2
SCALE: 1/8" = 1'-0"



SOUCIE HORNER
INTERIORS

ARCHITECTURAL INTERIORS

SOUCIE HORNER, LTD.

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PROJECT NAME:

Wickwood Inn - Cottage
120 Mary Street
Saugautuck, MI, 49453

NOTE: CONTRACTOR TO VERIFY ALL DIMENSIONS IN FIELD.
DRAWING REPRESENTS DESIGN INTENT ONLY.

ISSUES AND REVISIONS:

No. DATE DESCRIPTION:

SITE
PLAN

DATE: 8/21/25

SHEET NUMBER:

C-1.01

I move to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B requirements of Section 154.022 (R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval:

- 1. The applicant shall provide square footage notations for each of the three guest rooms within the bungalow and the two guest rooms within the shed to demonstrate compliance with Section 154.022(R)(1). **Noted - SH to provide***
- 2. Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(2). **Compliant***
- 3. The kitchen located in the rear common room of the bungalow shall be removed or shall be used only by the B&B operator and shall not be available for guest use or independent cooking, consistent with Section 154.022(R)(4). **See below***
- 4. **The lots at 510 Butler and 120 Mary shall be combined.***
- 5. The proposal shall be approved by all other City Departments, as applicable.*

Item 1: Accessory Guest Room Areas

Bungalow

**Room A - 290.9 sft
Room B - 260.2 sft
Room C - 213.8 sft**

Cottage

**Room D - 305.3 sft
Room E - 305.4 sft**

Item 3 - Access to the stove is limited to use only by the B&B.

See images below.



Figure 1 - Cooking equipment closed off behind locked doors



Figure 2 - Cooking facility opened up