



Report to Planning Commission

FROM: Ryan Cummins, City Manager

MEETING DATE: March 19, 2026

SUBJECT: Learning and Improvement Opportunity

DESCRIPTION:

It has come to the attention of City staff that until recently, Planning Commissioner CJ Bagierek was likely operating a short-term rental (“STR”) on his property at 610 Lake Street (the “Property”) in violation of the City Code for the entire duration of his tenure on the City Planning Commission, specifically by renting an accessory dwelling unit (“ADU”) separately from the principal dwelling on the Property without a special land use permit and/or by renting out an individual room rather than renting out the entire dwelling unit under a single contract.

This matter was reviewed with the City Council. It was also reviewed with Chairman Manns. It was suggested that I present the factual findings to the Planning Commission so that the Planning Commission is aware and can have a discussion, as a learning and improvement opportunity, of how to avoid such issues in the future.

Factual Background

Commissioner Bagierek acquired his property at 610 Lake Street in September of 2017. The Property contains a principal dwelling with two bedrooms along with a garage containing a second floor ADU that is connected to the principal dwelling by a covered breezeway. Granicus records show that the property was listed as STR on hosting sites in October 2017 with documented stays beginning that month and continuing thereafter (Exhibit A, Granicus Listing).

A. APPLICATIONS AND APPROVALS FOR THE PROPERTY

The City sent Commissioner Bagierek an enforcement letter for an unlicensed STR in December of 2021 (attached as Exhibit B), prompting Commissioner Bagierek to apply for an STR certificate for the Property under the City's previous zoning STR regulations, which was issued in June of 2022. The STR application submitted by Commissioner Bagierek indicated that it was for a 4- bedroom unit with a maximum occupancy of 8 people. (Exhibit C, STR Certificate Application). This occupancy would only be possible if both the principal dwelling and ADU were rented as an STR. Commissioner Bagierek was appointed to the City Planning Commission on December 12, 2022.

Commissioner Bagierek submitted an application for an STR license under the City's new STR regulations on October 14, 2025. Unlike the 2022 STR certificate application, the STR license application listed a proposed occupancy of only two guests. (Exhibit D, 2025 STR License Application and ADU SLU Application). Concurrently with the STR license application, Commissioner Bagierek also applied for a special land use permit to rent the attached ADU separately from the principal dwelling on the Property. A few neighbors voiced objections to the application, which prompted the City Manager to examine the rental history of the Property via Granicus along with the City approvals that had previously been issued for the Property.

B. CITY CODE VIOLATIONS

Upon reviewing the available records for the Property, it appeared that the ADU had been rented separately from the principal dwelling for some time. When the STR certificate was issued for the Property in 2022, the City's ADU zoning regulations relevantly provided: "The rental of an accessory dwelling unit independently from the rental of the single-family detached dwelling on the same parcel shall be prohibited without receiving special land use approval from the Planning Commission." In addition, the City's STR regulations stated: "In no event shall the owner of the short-term rental unit or their agent rent solely an individual room in the short-term rental unit to a person, family, or other group of persons, nor shall the renter of the dwelling so sublet any room. All dwelling units rented for short term use shall be fully rented under a single contract." Under these provisions, the ADU could not be rented separately unless a special land use permit was issued by the Planning Commission. Further, even if the ADU was considered part of the principal dwelling, it would have been unlawful to rent that portion of the dwelling out separately from the rest of the Property.

It is unclear from the City's records whether Commissioner Bagierek ever rented out the entire Property under a single contract. BS&A records for the Property show a homestead

date of September 30, 2017, and that a principal residence exemption is still being claimed. When the City sent Commissioner Bagierek a violation letter for an unlicensed STR in 2021, the letter included a screenshot of the STR listing for the Property, which advertised an “entire rental unit” with a single bedroom and occupancy for two guests, stating: “you’ll have the entire apartment to yourself.”

Mariner's Watch Harbor View Steps to Downtown

★ 4.98 (243 reviews) · Superhost · Saugatuck, Michigan, United States

Share Save



Entire rental unit hosted by Kimberly

2 guests · 1 bedroom · 1 bed · 1 bath



Entire home

You'll have the apartment to yourself.

\$149 / night

★ 4.98 (243 reviews)

CHECK-IN

Add date

CHECKOUT

Add date

GUESTS

2 guests



The oldest STR listings available through Granicus are from March of 2024, which likewise advertise an “entire rental unit” containing a single bedroom and occupancy for two guests. (Exhibit E, March 2024 AirBnB Listing). The March 2024 listing describes the available rental space as “an apartment that is completely separate from the main house.” (Exhibit F, “About this Space” Excerpt). Archived AirBnB listings show substantially the same description of the Property from March of 2024 to the present.

C. INITIAL DISCUSSION WITH COMMISSION BAGIEREK

The City Attorney briefly spoke to Commissioner Bagierek on the morning of November 20, 2025, the date the Planning Commission was scheduled to hear his special land use application. When asked about the potential zoning violation, Commissioner Bagierek responded that he did not necessarily consider the dwelling over the garage to be an ADU, as it was connected to the principal dwelling unit (in his words, it was “all under one roof”),

and that he believed that he had just been renting one of the rooms in his home. Commissioner Bagierek stated that it was not until the Planning Commission approved a special land use permit for an attached rental ADU on Mason Street a few months prior that he realized that there was such a thing as an attached ADU and that special land use approval was required. Commissioner Bagierek indicated that he decided to wait until his STR certificate expired so the STR renewal and special land use application could be processed at the same time.

The Planning Commission approved Commissioner Bagierek's special land use permit application on November 20, 2025. Commissioner Bagierek appropriately abstained from any deliberation or voting on the application and instead presented the request to the Commission. During his presentation, Commissioner Bagierek indicated that he had rented out the whole property, "but with what happened with STRs and our usage currently we're looking to go to just the apartment."

D. ADU REGULATIONS AND PERMITTING

At all relevant times, the City's zoning regulations contemplated and provided special regulations for attached ADUs.

A review of the Planning Commission's meeting minutes during Commissioner Bagierek's service show that the Planning Commission was heavily involved in ADUs, including in issuing numerous special land use permits for ADUs (both attached and detached) rented separately from a principal dwelling. Each time these special land use applications were before the Planning Commission, City Staff and the City Planner would provide a report analyzing the applicable regulations under the City Code.

Some key Planning Commission meetings are summarized below:

- **April 20, 2023.** The Planning Commission holds a public hearing on a special land use permit for a rented ADU at 245 Spear Street, which was submitted by Russ Gardner, who served as the City Council representative on the Planning Commission at that time. Commissioner Bagierek moves to table the request pending clarification on dimensional requirements related to the ADU.
- **May 18, 2023.** The Planning Commission approves the special land use permit for the rented ADU at 245 Spear Street. Commissioner Bagierek votes in favor of the request.

The Planning Commission also approves a special land use permit for a rented ADU at 703 Pleasant Street. The ADU at issue, like Commissioner Bagierek's ADU, is located above a garage. During deliberations, Commissioner Bagierek discloses that he lives three houses west and down the hill from 703 Pleasant Street. The Planning Commission, by majority vote, determines that no conflict of interest exists related to Commissioner Bagierek's proximity to the subject property. The application is unanimously approved.

- **July 11, 2023.** Commissioner Bagierek sends an email to the City's STR Task Force regarding the Task Force's anticipated discussion of issues related to STRs and ADUs. (Exhibit G, 7/11/23 Correspondence). Commissioner Bagierek's email states: "My opinion is that the "owner operator" type (where owner lives on the property) have the least nuisance infraction history. Because they have a representative on the property not just in the area. Yet, some of these places have the biggest hurdle to certification. An ADU requires a special land use. I'm not sure why that is important."
- **February 15, 2024.** Extensive discussion of the City's ADU and STR regulations as the Planning Commission holds a public hearing and contemplates updates to both. At this meeting, the Zoning Administrator and City Planner explain the distinction between attached and detached ADUs and the different regulations pertaining to the same with the Planning Commission.

The Zoning Administrator also clearly explains that the existing and updated ADU regulations both require a special land use permit to rent an ADU separately. The meeting minutes summarize this explanation as follows: "The current requirements that both an ADU and single-family dwelling be rented under a single contract, or the owner occupy the home and receive special land use approval to rent the ADU separately remain unchanged. Not renting the ADU and single-family home separately also remains unchanged."

The Planning Commission, the Zoning Administrator, City Planner, and the City Attorney discuss whether to retain the special land use requirement for rented ADUs for nearly half an hour. On multiple occasions, Commissioner Bagierek advocates against this requirement, but the Planning Commission ultimately determines to leave this requirement intact. At no point during these deliberations

does Commissioner Bagierek disclose that he has an ADU on his property being rented separately from the principal dwelling without special land use approval.

- **April 18, 2024.** The Planning Commission approves a special land use permit for a rented ADU at 831 Holland Street. The rented ADU is a garage with a second floor living space, similar to Commissioner Bagierek’s ADU. Commissioner Bagierek votes in favor of approving the request.
- **December 2, 2024.** The Planning Commission discusses updates to the special land use requirements for ADUs to enable nonconforming ADUs to be rented upon receiving special land use approval. The meeting minutes note: “To obtain a short-term rental license, ADUs must meet special land use approval standards.”

The Planning Commission also considers an application for a special land use permit for a rented ADU at 515 St Joseph Street, which is located behind the principal dwelling and above a garage, but the Planning Commission decides to delay the decision pending the updates to the ADU regulations. Commissioner Bagierek is present and participates in both of these agenda items.

- **December 19, 2024.** The Planning Commission continues deliberations on revising the special land use requirements for rented ADUs. The Planning Commission also considers an application for a special land use permit for a rented ADU at 306 Mary Street (located above a garage behind the principal dwelling) but again votes to postpone this decision until the ADU regulations are updated. Commissioner Bagierek is present and participates in both of these agenda items.
- **January 16, 2025.** The Planning Commission approves amendments to the special land use requirements for rented ADUs. These amendments do not change the requirement that an ADU rented separately from a principal dwelling must receive special land use approval.
- **February 20, 2025.** The Planning Commission considers a request for a special land use permit for a rented ADU at 450 Spear Street but decides to table the request (along with the other pending ADU requests) until the updates to the ADU regulations take effect.

The Planning Commission also votes to approve a special use permit for a rented ADU at 991 Ridgeview Lane, which is for an attached ADU located above a garage

that is connected to the principal dwelling by an enclosed breezeway—very similar to Commissioner Bagierek’s ADU. Commissioner Bagierek is present and votes in favor of both agenda items.

- **March 20, 2025.** The Planning Commission approves four special land use permits for rented ADUs. In addition to the previously tabled requests for 515 St Joseph Street, 306 Mary Street, and 450 Spear Street, the Planning Commission also approves a special land use permit for a rented ADU at 825 Bridge Street. Commissioner Bagierek is present and votes on all of these applications.
- **August 21, 2025.** The Planning Commission approves a special land use permit for a rented attached ADU at 204 Grant Street. Commissioner Bagierek is present and votes in favor of this request.

E. CITY MANAGER DISCUSSIONS WITH CHAIRMAN MANNS AND COMMISSIONER BAGIEREK

Contacts with Chairman Manns

On December 10, I spoke to Chairman Manns on the phone. I explained to him that I was asked to share a legal opinion regarding a matter involving a member of the Planning Commission. I advised him that I would be e-mailing him the report and that City Council has asked for him and me to meet with Commissioner Bagierek to discuss the report. I told Chairman Manns that he did not have to agree with what was in the legal opinion, he could form his own opinion and views, and that I would be seeking his perspective to share with the City Council. I then sent Chairman Manns a copy of the legal opinion and asked that once he had a chance to read and digest, that he let me know so we could set up a meeting.

On December 17, I met with Chairman Manns in my office in order to prepare for our meeting with Commissioner Bagierek. During our meeting, Chairman Manns advised that he had a discussion about ADU regulations with Commissioner Bagierek in September or October. During that conversation, Chairman Manns stated that due to the lack of applications, it may now be a good time to conduct another review of whether to remove the special land use requirements for renting ADUs. Chairman Manns explained that this was a frequent topic of discussion for the Planning Commission as every application that came before them was approved without issues and the Commission was questioning whether renting an ADU needed to go through a more extensive special land use review process. Commissioner Bagierek told him that

there would be another application coming for his own property and that he did not want the regulations changed at that time because some may view it as the regulations changing for him.

Meeting with Chairman Manns and Commissioner Bagierek

On December 19, I met with Chairman Manns and Commissioner Bagierek in my office. I did not share a copy of the legal opinion with Commissioner Bagierek but advised Commissioner Bagierek that we were following up on his special land use application to rent his ADU. I explained how the concerns were discovered, that a legal opinion was prepared and reviewed by City Council, and that City Council did not take any action on the matter but suggested it would be helpful for Chairman Manns and I to meet with him.

Commissioner Bagierek explained that he does not have an ADU on his tax records. He stated his wife handles the rental and that when purchasing the home, the prior owners didn't disclose any particular short-term rental requirements. He stated in 2021 he and his wife received a letter from Cindy Osman who was the Zoning Administrator at the time. The letter stated they were renting without a STR certificate. He went on to explain that he and his wife met with Ms. Osman and explained that at times they rent the entire property and at other times rent out space above their garage, which was attached to the home. He explained that when the area above the garage was rented, they occupied a separate "owner area". He stated Ms. Osman told them how to rent the property and that they needed a STR certificate for the whole property and didn't need separate certificates. They applied and received a STR certificate to rent out the property.

Commissioner Bagierek stated they use two online listings for their property. One is for the entire property and the other is just for the space above the garage. The one for the entire property is used when he and his wife go on vacation. Commissioner Bagierek expressed that he believed that occupying and closing off the "owner area" and renting out the space above the garage was still renting out the entire property. Commissioner Bagierek advised the "owner area" was the entire principal dwelling. We discussed that both STR certificate and license regulations prohibited renting just a room. We also discussed that the license regulations did clarify that an owner could still be on site, but that the intent was for the renter to still have access to the entire property (kitchen, living spaces, etc) except for something like a bedroom. Both Commissioner Bagierek and Chair Manns did not recall the owner clarification being added in.

Without raising the specific example, Commissioner Bagierek offered that when Council Member Gardner's special land use application to rent an ADU came before the Planning Commission there were some questions about it. He stated that Council Member Gardner talked with him and asked how he rented his property and Commissioner Bagierek told him he didn't have an ADU. Commissioner Bagierek explained that one of the requirements for an ADU is to not have separate utilities and his ADU and home have separate gas bills, so he didn't believe he had an ADU.

Commissioner Bagierek stated his garage and living space above is attached to his home by a covered walkway. He explained that his prior research showed that all detached ADUs are shown that way on their tax records. He explained that if you check "GIS" it shows this information and it did not show an ADU on his property. I pulled up the public BS&A website and Commissioner Bagierek confirmed that when he stated "GIS" that the BS&A system that I showed him was what he was referring to. I pulled up Commissioner Bagierek's property and we reviewed what was listed. It showed two separate "residential" buildings. One was for a single-story building that is 1,196 square feet and Commissioner Bagierek confirmed that it was his single-family dwelling. The second residential building is shown as two stories with 672 square feet of floor area and 768 square feet of garage. Commissioner Bagierek confirmed that is the garage and space above. We looked at two additional properties with known accessory dwelling units and both of them also showed the accessory dwelling units as being a separate residential building. Commissioner Bagierek explained that he hasn't viewed the records in some time but back in 2023 the records were labeled as accessory dwelling units and don't appear to be so any longer.

Commissioner Bagierek stated that after the August special land use approval for 204 Grand, he realized there were attached ADUs. Commissioner Bagierek went on to explain that following the meeting, he had a quick conversation with previous Zoning Administrator, Luke Thompson. He stated they reviewed his property and determined there was not an ADU on his property at 610 Lake according to the "GIS" info.

I advised Commissioner Bagierek that Mr. Thompson's last day with the City was at the end of July and that I covered the Zoning Administrator role in August. I asked if he may have spoken to Mr. Thompson about his property at another time and he thought it was actually in July. I asked him what would have prompted that discussion and he did not recall but believed it would have been something related to accessory dwelling units. I pulled up the meeting minutes and reviewed them with Commissioner Bagierek and we could not find notes related to ADUs, but Commissioner Bagierek and Chairman Manns

advised it's not uncommon for there to be mention of upcoming cases and that may have been what occurred as 204 Grand was scheduled for the following month.

I asked Commissioner Bagierek if he remembered the special land use application from 991 Ridgeview to rent out their ADU. I showed him the plans from the February 2025 Planning Commission packet which showed a single-family dwelling next to a garage with an ADU above it and connected by an enclosed breezeway. Commissioner Bagierek believed they had separate buildings. I showed him the Zoning Administrator report from that meeting packet which identified it as an "attached accessory dwelling unit". Commissioner Bagierek stated he did not remember it being attached and "my bad".

During the meeting Commissioner Bagierek still expressed some disagreement on whether he in fact does have an ADU on his property and asked if he could build one. We discussed what makes something an ADU and all agreed Commissioner Bagierek has an ADU on the property. I explained that it is questionable whether it's attached as defined by the zoning ordinance but that there isn't a specific connection definition in the ordinance. I also explained that a property can only have one ADU and he could not build another.

Commissioner Bagierek did confirm the conversation that he had with Chairman Manns that he would be submitting a special land use application to rent an ADU and that he did not want the appearance of the regulations changing around the same time he was applying.

Commissioner Bagierek confirmed that he has completed the Michigan State University Extension Citizen Planner courses.

Call with Luke Thompson

On December 19, I made contact with Luke Thompson, who was the City's Zoning Administrator from August 2024 – July 2025. Mr. Thompson stated he did not recall having a conversation with Commissioner Bagierek about whether he had an ADU on his property. Mr. Thompson added that if the conversation did happen, he didn't know if he would remember as he had a lot of conversations and it had been several months. He also added that he was "very comfortable" with the STR and ADU regulations and would have given Commissioner Bagierek correct information.

Planning Commission Discussion Questions

The following questions are provided to assist the Planning Commission in having a discussion about how to avoid such issues in the future. Again, the purpose of this report is to be a learning and improvement opportunity.

- Understanding and Clarity of Regulations
 - Do Planning Commissioners see areas of confusion in the City's ADU and STR regulations that could be improved?
 - Are there specific terms or concepts that would benefit from clearer definitions in the Zoning Ordinance or STR regulations?
- Reliance on Records and Informal Guidance
 - To what extent should Planning Commissioners rely on:
 - BS&A / GIS records
 - Tax classifications
 - Prior informal conversations with staff or others
 - What steps should Commissioners take when records, listings, or physical conditions appear inconsistent with zoning definitions?
 - If there is uncertainty about a property's use or other zoning matters, how should this be handled?
- Disclosures and Perception
 - What best practices should guide voluntary disclosure by Commissioners when they own property subject to regulations frequently reviewed by the Planning Commission?
 - Should there be clearer expectations for Commissioners to raise potential personal compliance issues proactively, even if they believe they are operating lawfully?
- Training and Ongoing Education
 - Are there specific trainings that would be beneficial for Planning Commissioners?
- Lessons Learned
 - What are the key lessons the Planning Commission should take away from this situation?
 - What actions can the Planning Commission commit to that will help prevent similar issues in the future?

LEGAL REVIEW:

This report was shared with the City Attorney. The City Attorney will be at the meeting to help answer any questions.

SAMPLE MOTION:

N/A.

EXHIBIT

A

Rental Unit Record

610 Lake St, Saugatuck, MI 49453, USA

Active
Identified
Compliant

PRINT

Listing(s) Information

Airbnb - 21028471
Flipkey - 2280336-404



Matched Details

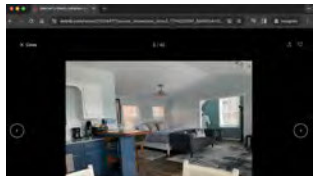
Analyst BU2G

Explanation
This STR listing points directly to this home. A listing on zillow confirms this as the correct address for this rental property. The proof below includes matches for the exterior, the studio, and the kitchen.

Listing Photos

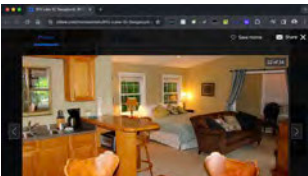
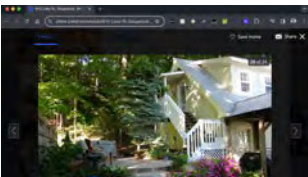


same exterior

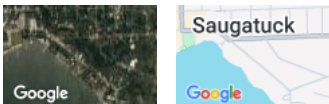
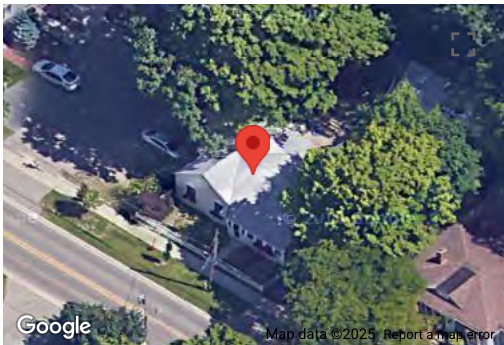


same studio

Matching 3rd Party Sources



Rental Unit Information



Identified Address
610 Lake St, Saugatuck, MI 49453, USA

Identified Unit Number
None

Identified Latitude, Longitude
42.653608, -86.198344

Parcel Number
5751405000

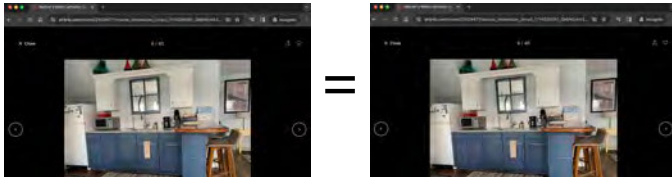
Owner Name
BAGIEREKCHRISTOPHER

Owner Address
POBOX1104
null, null null, US

Registration / Permit Number
CSTR-210105

Timeline of Activity
View the series of events and documentation pertaining to this property

1 Documented Stay
November, 2025



same kitchen (has been updated)

📍 Zip Code Match

🏠 City Name Match

Listing Details

Listing URL	— https://www.airbnb.com/rooms/21028471
Listing Status	● Active
Host Compliance Listing ID	— air21028471
Listing Title	— Mariner's Watch w/harbor views
Property type	— apartment
Room type	— entire_home
Listing Info Last Captured	— Nov 17, 2025
Screenshot Last Captured	— Nov 10, 2025

Information Provided on Listing

Contact Name	— Kimberly
Latitude, Longitude	— 42.653700, -86.198320
Minimum Stay (# of Nights)	— 2
Max Sleeping Capacity (# of People)	— 2
Max Number of People per Bedroom	— 2.0
Number of Reviews	— 477
Last Documented Stay	— 11/2025

Listing Screenshot History

📷 View Latest Listing Screenshot

September 1

October 1

November 2

- 📅 4 Documented Stays
October, 2025
- 📅 3 Documented Stays
September, 2025
- 📅 7 Documented Stays
August, 2025
- 📅 8 Documented Stays
July, 2025
- 📅 5 Documented Stays
June, 2025
- 📅 3 Documented Stays
May, 2025
- 📅 1 Documented Stay
April, 2025
- 📅 3 Documented Stays
March, 2025
- 📅 4 Documented Stays
February, 2025
- 📅 5 Documented Stays
January, 2025
- 📅 2 Documented Stays
December, 2024
- 📅 3 Documented Stays
November, 2024
- 📅 4 Documented Stays
October, 2024
- 📅 4 Documented Stays
September, 2024
- 📅 7 Documented Stays
August, 2024
- 📅 7 Documented Stays
July, 2024
- 📅 5 Documented Stays
June, 2024
- 📅 5 Documented Stays
May, 2024
- ✓ Listing air21028471 Identified
April 29th, 2024
- 📅 4 Documented Stays
April, 2024
- ✓ Listing fli2280336-404 Identified
April 23rd, 2024
- 📅 4 Documented Stays
March, 2024
- Listing air21028471 Reposted
March 19th, 2024
- 📅 3 Documented Stays
February, 2024
- 📅 2 Documented Stays
January, 2024
- 📅 3 Documented Stays
December, 2023
- 📅 2 Documented Stays

November, 2023

-  5 Documented Stays
October, 2023
-  6 Documented Stays
September, 2023
-  7 Documented Stays
August, 2023
-  7 Documented Stays
July, 2023
-  Listing air21028471 Removed
June 26th, 2023
-  6 Documented Stays
June, 2023
-  5 Documented Stays
May, 2023
-  7 Documented Stays
April, 2023
-  3 Documented Stays
March, 2023
-  4 Documented Stays
February, 2023
-  4 Documented Stays
January, 2023
-  4 Documented Stays
November, 2022
-  6 Documented Stays
October, 2022
-  5 Documented Stays
September, 2022
-  11 Documented Stays
August, 2022
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July, 2022
-  7 Documented Stays
June, 2022
-  4 Documented Stays
May, 2022
-  10 Documented Stays
April, 2022
-  8 Documented Stays
March, 2022
-  6 Documented Stays
February, 2022
-  8 Documented Stays
January, 2022
-  4 Documented Stays
December, 2021
-  1 Documented Stay
November, 2021
-  10 Documented Stays
October, 2021
-  9 Documented Stays
September, 2021

- ☐ 5 Documented Stays
August, 2021
- ☐ 6 Documented Stays
July, 2021
- ☐ 4 Documented Stays
June, 2021
- ☐ 7 Documented Stays
May, 2021
- ☐ 6 Documented Stays
April, 2021
- ☐ 6 Documented Stays
March, 2021
- ☐ 8 Documented Stays
February, 2021
- ☐ 8 Documented Stays
January, 2021
- ☐ 13 Documented Stays
December, 2020
- ☐ 6 Documented Stays
November, 2020
- ☐ 8 Documented Stays
October, 2020
- ☐ 8 Documented Stays
September, 2020
- ☐ 6 Documented Stays
August, 2020
- ☐ 2 Documented Stays
July, 2020
- ☐ 3 Documented Stays
June, 2020
- ☐ 2 Documented Stays
March, 2020
- ☐ 4 Documented Stays
February, 2020
- ☐ 4 Documented Stays
January, 2020
- ☐ 6 Documented Stays
December, 2019
- ☐ 7 Documented Stays
November, 2019
- ☐ 5 Documented Stays
October, 2019
- ☐ 8 Documented Stays
September, 2019
- ☐ 1 Documented Stay
August, 2019
- ☐ 2 Documented Stays
July, 2019
- ☐ 5 Documented Stays
June, 2019
- ☐ 6 Documented Stays
May, 2019
- ☐ 5 Documented Stays

- April, 2019
- 📅 5 Documented Stays
March, 2019
- 📅 5 Documented Stays
February, 2019
- 📅 4 Documented Stays
January, 2019
- 📅 3 Documented Stays
December, 2018
- 📅 5 Documented Stays
November, 2018
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October, 2018
- 📅 6 Documented Stays
September, 2018
- 📅 4 Documented Stays
August, 2018
- 📅 5 Documented Stays
July, 2018
- 📅 2 Documented Stays
June, 2018
- 📅 3 Documented Stays
May, 2018
- 📅 3 Documented Stays
April, 2018
- 📅 5 Documented Stays
March, 2018
- 📅 3 Documented Stays
February, 2018
- ✳ Listing air21028471 First Crawled
February 13th, 2018
- 📅 4 Documented Stays
January, 2018
- 📅 4 Documented Stays
December, 2017
- 📅 4 Documented Stays
November, 2017
- 📅 1 Documented Stay
October, 2017
- Listing air21028471 First Activity
October 21st, 2017
- ✕ Listing fli2280336-404 Removed
August 12th, 2017
- ✳ Listing fli2280336-404 First Crawled
November 13th, 2016
- Listing fli2280336-404 First Activity
November 13th, 2016

EXHIBIT B



12/08/2021

BAGIEREK CHRISTOPHER
PO BOX 1104
SAUGATUCK, MI 49453

RE: 610 LAKE ST

Dear CHRISTOPHER BAGIEREK:

As you may know, the City of Saugatuck requires that all short term rental properties be registered with the City before they are rented. In order to ensure that you have the proper certificate in place, please fill out the enclosed registration application and check list, and submit it with payment of \$250.00 to this office without delay.

Below is a snapshot of the unregistered rental unit as listed on AirBnB.

Mariner's Watch Harbor View Steps to Downtown

★ 4.98 (243 reviews) · Superhost · Saugatuck, Michigan, United States

Share Save



Entire rental unit hosted by Kimberly

2 guests · 1 bedroom · 1 bed · 1 bath



Entire home

You'll have the apartment to yourself.

\$149 / night

★ 4.98 (243 reviews)

CHECK-IN

Add date

CHECKOUT

Add date

GUESTS

2 guests

If you feel that you have received this letter in error, or no longer rent or manage this property, please contact me without delay so I can update my records. **Renting without a certificate in place is an ordinance violation and may result in additional fees or penalties, or your rental unit may be shut down.**

****PLEASE REMEMBER** –Section 150.30(F)(2)(c) requires rental signs to be mounted to the surface of the structure or placed in window. Yard signs placed in front of the structure on the lawn are not permitted.



Should you have any questions please do not hesitate to contact me at cindy@saugatuckcity.com or 269-857-2603.

Respectfully,

Cindy Osman
Zoning Administrator
City of Saugatuck



Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee \$250.00 to Saugatuck City Clerk. (Certification is valid for a 3 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a Registration Certificate.

LOCATION INFORMATION

APPLICATION NUMBER ____ - ____

Property Address _____ Parcel Number _____

PROPERTY OWNER'S INFORMATION

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

I hereby authorize that the agent as listed below is authorized to make this application for short-term rental 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 the property as needed.

Signature _____ Date _____

RENTAL AGENCY / LOCAL CONTACT INFORMATION (IF APPLICABLE)

Agency Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

CONTACT AND OTHER INFORMATION

Who should be contacted to set up the Fire District inspection? Owner ☐ Rental Agent ☐

Who is the primary contact for questions from the City? Owner ☐ Rental Agent ☐

How many off-street parking spaces are available for renters? _____

Number of bedrooms _____ Sleeps how many? _____

LOCAL EMERGENCY CONTACT PHONE NUMBER _____ ALTERNATE _____

I have read and understand the City of Saugatuck's Single Home Short-Term Rental Ordinance

Property Owner's Name (Please Print) _____

Property Owner's Signature _____

Date Signed _____

For Use	Application	Fire Dist.	Fire Dist.	Approved Occupant
By City:	Received ____/____/____	Notified ____/____/____	Approved ____/____/____	Load: _____

EXHIBIT C



Steps in the Registration Process

1. Complete this Registration Application.
2. Submit this application with the registration fee \$250.00 to Saugatuck City Clerk. (Certification is valid for a 3 calendar year period.)
3. Fire Department will be informed of your application and will contact you (or your agent) to set-up a mutually convenient time for the inspection.
4. The Fire Department will notify the City when the property meets the inspection guidelines.
5. Upon notification from the Fire Department, City will send owner (or agent) a Registration Certificate.

LOCATION INFORMATION

APPLICATION NUMBER ____ - ____

Property Address 610 Lake St Parcel Number _____

PROPERTY OWNER'S INFORMATION

Name Christopher Baglerak Address / PO Box _____

City Saugatuck State MI Zip 49453 Phone _____

E-Mail _____

I hereby authorize that the agent as listed below is authorized to make this application for short-term rental 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 the property as needed.

Signature _____

Date 12/13/2021

RENTAL AGENCY / LOCAL CONTACT INFORMATION (IF APPLICABLE)

Agency Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

CONTACT AND OTHER INFORMATION

Who should be contacted to set up the Fire District inspection?

Owner ☒ Rental Agent ☐

Who is the primary contact for questions from the City?

Owner ☒ Rental Agent ☐

How many off-street parking spaces are available for renters? 4

Number of bedrooms 4 Sleeps how many? 8

Kim Baglerak

CT Baglerak

LOCAL EMERGENCY CONTACT PHONE _____

I have read and understand the City of Saugatuck's Single Home Short-Term Rental Ordinance

Property Owner's Name (Please Print) Christopher J Baglerak

Property Owner's Signature _____

Date Signed 12/13/2021

For Use	Application	Fire Dist.	Fire Dist.	Approved Occupant
By City:	Received <u> / / </u>	Notified <u> / / </u>	Approved <u> / / </u>	Load: _____

EXHIBIT D



RECEIVED

OCT 14 2025

SHORT-TERM RENTAL LICENSE RENEWAL APPLICATION

Steps to Renew Existing License

Short-term rentals owned by corporate entities or trusts must submit updated documentation each year showing that the interest, composition, membership, or ownership in said corporation or trust has not changed so as to constitute a transfer as defined in the ordinance. Aside from the renewed fire safety checklist, fire inspection, and updated ownership documentation, the license holder or local agent shall only be required to submit new information with the application for renewal when that application information has changed since the last application was filed with the City.

1. Fully complete this STR Renewal Application and submit along with the annual license fee of \$525.00.
2. City Staff will review the application, and all previously submitted documentation for completeness.
3. The Fire Department will be notified and will contact you (or your agent) to schedule an inspection.
4. The Fire Department will notify the City when the Dwelling unit meets the inspection guidelines. If the property fails inspection, the applicant must pay \$150.00 to the City of Saugatuck for each reinspection.
5. Upon approval, the City will issue a Short-Term Rental License which will be valid for 1 year.

Property Information

License holder: <u>KIM & CJ BAGIEREK</u>	License Number: <u>CSTR-210105</u>
Address: <u>610 LAKE ST</u>	Parcel Number: <u>57-514-050-00</u>
Requested Occupant Load: <u>2</u>	Off-Street Parking Spaces: <u>8</u>
Number of Trash Receptacles: <u>1 + 1 personal</u>	Number of Recycling Receptacles: <u>1</u>
Type of Dwelling Unit: ☒ Single Family	☐ Accessory Dwelling ☐ Multi-Family

Checklist – PROVIDE IF DIFFERENT FROM LAST APPLICATION OR AS NOTED

- | |
|--|
| ☐ Documentation showing the owner's valid tenancy, ownership, or other legal interest in the proposed short-term rental premises, which may include, but is not necessarily limited to, a deed, land contract, or lease agreement.
REQUIRED ANNUALLY FOR CORPORATION OR TRUST |
| ☐ Floorplan drawing that includes the number of bedrooms or sleeping areas intended to be occupied as part of the short-term rental. |
| ☐ Drawing of the premises that includes all buildings on the premises and the location where all parking will be provided. |
| ☐ Documentation showing that the dwelling unit has been insured as a rental dwelling. |

For Use by Fire Department	Fire Dept. Notified	Fire Dept. Approved	Max Occupancy
			107

Owner Information

Ownership Type (select one)

☒

Personal

Name of Person(s):

☐

Trust

Name of Trust:

Identify all beneficiaries and trustees of the trust (use additional sheet if necessary):

1. Beneficiary/Trustee:

2. Beneficiary/Trustee:

3. Beneficiary/Trustee:

4. Beneficiary/Trustee:

5. Beneficiary/Trustee:

☐

Corporate Entity

Name of Corporate Entity:

Identify all current members of the Corporate Entity and their percentage ownership interests in the corporation or other entity (use additional sheets if necessary):

Member:

% Ownership:

Member:

% Ownership:

Member:

% Ownership:

Member:

% Ownership:

Member

% Ownership:

Owner Attestation:

- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5

Owner Signature:

Kimberly Baginski

Date:

10/13/2025

[Signature]

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453

Phone: 269-857-2603 • Website: www.saugatuckcity.com

Code of Ordinances: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-1 108

License Holder Information

Applicant
(Select all
that apply):

- ☒ Owner **KIMBERLY BAGIGZK**
☐ Other **CHRISTOPHER BAGIGZK**

Applicant Name:

Applicant Address: **610 LAKE ST PO Box 1104 SAUGATUCK MI 49453**

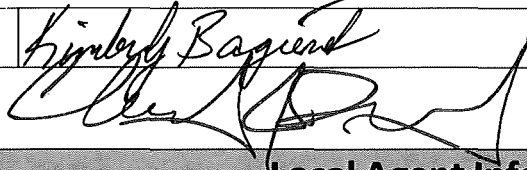
Applicant Phone:

Applicant E-mail:

Owner Approval of Another Applicant:

- I grant authority to the applicant to act on my behalf to request a license under Chapter 99.5 of the City's Code of Ordinances.

Owner Signature:



Date:

10/13/2025

Local Agent Information

If the owner or license holder does not qualify as, or does not desire to be, a local agent, then the license holder shall designate a local agent. A local agent must reside or maintain a physical place of business within a 25-mile radius of the short-term rental. The local agent shall be knowledgeable about the premises and accountable for responding to the premises 24 hours per day, 7 days per week, 365 days per year.

Designated
Local Agent

- ☒ Owner
☐ Other

Agent Name:

Agent Address:

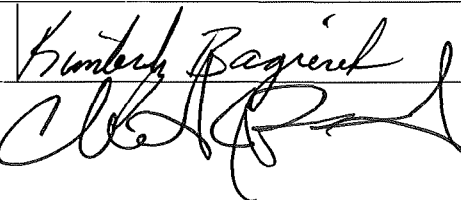
Agent Phone:

Agent E-mail:

Approval of Agent:

- I designate the local agent above and authorize the local agent to act as my agent for any acts required of the license under Chapter 99.5.

License Holder or
Owner Signature:



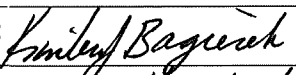
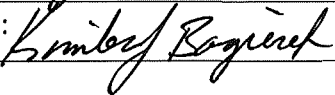
Date:

10/13/2025

Attestation

By signing this application, I attest to all of the following:

- Chapter 99.5 has been reviewed.
- The contents of this application are true and will be promptly updated if any of the information in this application changes. I understand that including false, incorrect, or misleading information on an application is grounds for suspension or revocation of a license.
- The dwelling unit will be operated in conformance with all applicable requirements of Chapter 99.5. I understand a license may be suspended or revoked for non-compliance.
- **I understand the license holder and/or local agent has the duty to remedy any violation of Chapter 99.5 and the City's Noise Ordinance, as set forth in Section 94.04 of the City Code, by the occupants and visitors of a short-term rental. Upon receiving notice of the violation, the license holder and/or local agent shall ensure that the violation is remedied **within two (2) hours** of receipt of such notice.**
- I understand that the owner, license holder, and/or local agent is at all times responsible for obtaining all applicable local, state, and federal licenses, permits, and approvals, and that the issuance of a City short-term rental license in no way excuses compliance with any other applicable local, state, or federal laws, rules, regulations, or codes.
- I understand this is an application, not a license, and that an application does not convey a property right. **I understand that if a license is issued under Chapter 99.5, it shall remain in effect for a period of one (1) year from the date it was issued** unless it is suspended or revoked by the City. I further understand that **the application fee is non-refundable.**
- I understand I may apply for a renewed license by submitting a renewal application to the enforcing officer no later than thirty (30) days prior to the date that my license is set to expire, along with the license renewal fee established by the City's fee schedule, and that if a complete renewal application has not been timely submitted or my previous license expires, my premises cannot be used as a short-term rental until a new license is issued.
- **I understand that short-term rental licenses are non-transferable**, and that my license shall become void upon the attempted transfer of a license or transfer of ownership of the dwelling unit for which the license is issued. I understand that in the event of an unauthorized transfer, a new license must be obtained by the new owner of the dwelling unit from the City before short-term rentals may be resumed. I understand that a "transfer" includes the following:
 - Any transfer, sale, change in ownership, or other conveyance of a short-term rental license to a person or entity other than the owner or license holder;
 - Any transfer, sale, change in ownership, or other conveyance of the premises;
 - Any transfer, sale, change in ownership, or other conveyance of an interest or membership in the corporate entity which is the owner of the premises or the short-term rental license; or
 - Any change in the trustee(s), beneficiary, or beneficiaries of the trust which is the owner of the premises or the short-term rental license.

Owner Signature: 	Date: 10/13/2025
License Holder Signature: 	Date: 10/13/2025
Local Agent Signature:	Date:



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township



Rental Inspection Checklist

This is a summary checklist to ensure compliance with Fire and Life Safety codes. The entire International Fire Code 2015 edition may be referenced if other violations are found.

Please ensure compliance with the entire checklist PRIOR to scheduling your fire safety inspection. Violations found upon initial inspection may require a re-inspection and additional fees.

1. Recreational fires shall not be conducted within 25 feet of a structure or combustible material (IFC 307.4.3)
2. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. *Exceptions: LP-gas cooking devices having LP-gas container with a water capacity not greater than 1 pound (0.454 kg) LP-gas capacity. (IFC 308.1.4)*
3. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum 36" clearance on all sides of fuel fired appliances to storage of combustibles. (IFC 315.3)
4. Fire Safety Plans shall be posted on each floor level of the structure adjacent to the main egress travel path and shall include the following information: (IFC 404)
 - a. The procedure for reporting a fire or other emergency. *(ie: Call 911, there is a fire at 123 Main St. or there is a medical emergency at 123 Main St.)*
 - b. Current address and location of occupancy.
 - c. Floor Plans identifying the locations of the following:
 - i. Exits
 - ii. Primary evacuation routes
 - iii. Secondary evacuation routes
 - iv. Portable fire extinguishers
 - d. Identification and assignment of personnel responsible for emergency contact and maintenance of systems. (Local representative)
5. Address must be installed so it is visible from the road fronting property with 4" minimum letters and numbers. *(Green Reflective 911 Address Signs mounted at road fronting property and visible from both directions of travel are recommended.)* (IFC 505.1) *7-11-2025 4"*
6. Portable unvented fuel-fired heating equipment is prohibited. (IFC 603.4)
7. Electrical hazards shall be abated. (Cover plates intact, no open wiring junction boxes) (IFC 605.1)
8. Electrical Panels require a minimum 30" clear working space provided in front of the panel. No storage of any materials shall be within the 30" clear designated space. (IFC 605.3)



SAUGATUCK TOWNSHIP FIRE DISTRICT

Proudly serving : Douglas | Saugatuck | Saugatuck Township

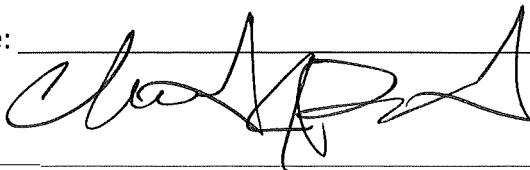


9. Extension cords shall not be a substitute for permanent wiring. Ensure there are NO extension cords within the occupancy. (Approved UL listed surge protectors may be utilized) (IFC 605.5)
10. Holes in walls, ceilings, and doors must be repaired to maintain the fire resistance rating of the barrier. (IFC 703.1)
11. Portable Fire Extinguishers of a 2A10BC minimum rating must be installed and mounted on an approved hanger within the egress path on each level of the structure. (IFC 906)
12. Portable Fire Extinguishers require annual maintenance by an approved fire protection contractor. (IFC 906)
13. Smoke Alarms are required to be installed in every sleeping room and outside of every sleeping room, in all mechanical rooms, and in every room in the path of the means of egress. In addition, there must be a smoke alarm on each level of the structure including basements. Interconnected smoke alarms may be required. (IFC 907.2)
14. Carbon Monoxide alarms shall be installed on each level of the structure. They shall be installed outside of the sleeping areas where sleeping occurs. (Carbon Monoxide alarms are not required if the home contains NO fuel fired appliances and utilizes only electric heat and cooking devices.) (IFC 1103.9)
15. Minimum dimensions of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening shall not be more than 44" measured from the floor. Non-compliant windows shall be replaced or rooms will not be utilized for sleeping. (IFC 1030)
16. Exits shall be maintained free of obstructions including ice and snow at all times. (IFC 1031)
17. Basements and attached garages shall be free of flammable liquid storage. (ie: solvent, thinners, oil paints, gasoline, propane, etc.) (IFC 5704)

By signing below, I the property owner acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Rental Property Street Address: 610 Lake St

Property Owner's Printed Name: Kim & CJ Bagierak Date: 10/13/2025

Property Owner's Signature: 

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



RECEIVED

OCT 14 2025

Special Land Use Application

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

LOCATION INFORMATION

CITY OF SAUGATUCK

Address 610 Lake St

Parcel Number 0357-514-050-00

APPLICANTS INFORMATION

Name William BARKER Address / PO Box 610 Lake St PO Box 1104

City Saugatuck State MI Zip 49453

Interest In Project Owner 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 10/13/2025

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

E-Mail _____

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

Signature _____ Date _____

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

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

E-Mail _____

License Number _____ Expiration Date _____

113

PROPERTY INFORMATIONDepth _____ Width _____ Size _____ Zoning District _____ Current Use Single Family

Check all that apply:

Waterfront _____ Historic District X 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; |
| ☐ | ☐ | ☒ | Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain; |
| ☐ | ☐ | ☒ | Proposed common open spaces and recreational facilities, if applicable; |
| ☐ | ☐ | ☒ | Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials; |
| ☐ | ☐ | ☒ | Signs, including type, locations and sizes; |



Special Land Use Application

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

STANDARDS FOR SPECIAL LAND USE APPROVAL (SECTION 154.082)

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

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

Existing Structure

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

Existing Structure

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

Existing Structures

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

Existing Structure

- (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?

Existing Structure



Special Land Use Application

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

FIRE INSPECTION REQUESTED SEPARATELY. PASSED PREVIOUSLY

- (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?

EXISTING STRUCTURE

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

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE



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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

- (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.)

EXISTING STRUCTURE

- (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?

EXISTING STRUCTURE

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

EXISTING STRUCTURE



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. _____

EXISTING SITUATION

- (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).

EXISTING TRASH STORAGE IS NOT EXPOSED TO STREET VIEW

- (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.

EXISTING LIGHTING

EXHIBIT E

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EXHIBIT F



About this space

*****7 PERSON HOT TUB OPEN YEAR ROUND*****

Enjoy the fall colors while soaking in the hot tub!

Perfect couples getaway spot! Located in the Saugatuck Historic District, nestled against majestic maples, this hideaway has views of the harbor and just a short walk to the charm of both Downtown Saugatuck and Douglas! Spend your day browsing the many shops and galleries then come back and relax in seclusion.

The space

Second story unit has a kitchenette (no stove/oven but it does have a microwave, toaster oven, full fridge and electric skillet) with table and chairs. Vaulted ceilings, custom lighting, private entrance, high end furnishings and large closets complete this stunning apartment space. Hot Tub is open year round and exclusively for use of Mariners Watch guests. This space is dog friendly with an additional \$100 pet fee, include your pet in the booking.

*Smoking of any kind is NOT allowed inside the apartment. Please respect our place. We provide an ashtray outdoors for smokers. You will be charged an extra cleaning fee of \$100 if there is smoke smell of any kind upon checkout. Parking for one vehicle in private drive. Most Everything is walkable from our place!

Guest access

Guests will enjoy the comforts of an apartment that is completely separate from the main house. A set of lit wooden stairs leads to a second story private entrance into the kitchen of the apartment.

Other things to note

Saugatuck/Douglas offers a variety of indoor and outdoor activities to please the most discerning travelers. Saugatuck Dunes State Park, Oval Beach, and an array of scenic destinations are minutes away. Fine dining, shopping, and art galleries galore! There is something for everyone here!

EXHIBIT G

Jamie Wolters

From: Ryan Cummins
Sent: Tuesday, July 11, 2023 11:48 AM
To: Jamie Wolters
Subject: FW: STR task force correspondence

Hey Jamie,

Can you include this as correspondence in the next STR Task Force packet?

Thanks,
RC

-----Original Message-----

From: Badge <badge_cj@yahoo.com>
Sent: Tuesday, July 11, 2023 11:09 AM
To: Ryan Cummins <rcummins@saugatuckcity.com>; Holly Anderson <andersonholly616@gmail.com>
Subject: STR task force correspondence

I hope to be able to attend the next meeting and provide comment in person. Also wanted to get comments into the groups packet.

I found the discussion around the survey very insightful. I didn't feel it matched the tenor of all the meetings leading upto this point. The survey was called out for having a slant and lacked opportunities by some of the task force members so I am hopeful.

I think it lacked a basic question that I think might be helpful in directing the most impactful recommendations.

What issue is the biggest issue with STR's.

A. Nuisances issues (noise, parking, good neighbor issues) B. Transient community (2nd homes, snowbirds, investment homes) C. Enforcement of ordinances (existing or new) do we need more funding to facilitate.
D. Others specify.

This might identify the most immediate need.

Second issue that I would like to see taken up is the current ordinance. To review the ordinance to validate it is appropriate with current or foreseen conditions.

My opinion is that the "owner operator" type (where owner lives on the property) have the least nuisance infraction history. Because they have a representative on the property not just in the area. Yet, some of these places have the biggest hurdle to certification.

- An ADU requires a special land use. I'm not sure why that is important.
- 2nd second story requirement in some districts.

There is a current enforcement issue on a 1-1/2 story structure that likely has an easy fix. Street level/store front requirement for commercial use seems correct, but a rear 1-1/2 story property has fallen in a hole of the current ordinance.

I am a proponent for enforcement but I think those are 2 examples of current ordinance issues that may not jive with the goals when constructed.

Last point. Please consider the economic impact of your recommendations. this is such a big piece that I don't think has been fully considered. Multiple comments have been made from the public with the following gist.

"I know that saugatuck is a tourist town, but it is the locals or school year residents that support the businesses during the off season."

I find this a misunderstanding of our market. As a local I know the shops appreciate our patronage, but I am not deluded to think we would have our rich collection of shops and restaurants without tourists. And the tourists need STRs to be here.

Good luck with your continued investigations.

CJ Bagierek
Saugatuck