**MEMORANDUM**

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**TO:** City Council
City of Saugatuck

**FROM:** Grayson Moore, Director of Planning/Zoning
David Jirousek, AICP, Consulting Planner

**MEETING DATE:** August 24, 2026

**RE:** Right of Way Permit Application, Christopher Hauck & Luis Allen: 731 Pleasant Street

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**REQUEST:**
The applicant proposes several improvements within the Pleasant Street right-of-way, including retaining walls, landscaping, hardscaping, driveways, parking, and a staircase. The overall project is intended to replace deteriorated retaining walls, improve outdoor living space, improve the existing driveway, and provide additional off-street parking within the public right-of-way.

**BACKGROUND:**
The property is located in the R-1 Community Residential Zoning District and contains 8,986 square feet of land area, with approximately 66 feet of frontage along Pleasant Street. Pleasant Street includes curb and gutter drainage, and there are no sidewalks along this segment of the street.

From the edge of pavement along Pleasant Street, the subject property drops steeply by approximately 18 to 20 feet from the public right-of-way to the basement-level walkout. The concrete driveway extends from the edge of Pleasant Street to the first-floor garage, providing a level connection from the street to the garage door, which is supported by a vertical concrete retaining wall.

Historically, the sloped area west of the driveway has contained landscaping, a staircase, water features, boulders, and other improvements. An existing lower-level deck and screened porch are located outside of the public right-of-way.

*Figure 1 - Previous Zillow Listing: https://www.zillow.com/homedetails/731-Pleasant-St-Saugatuck-MI-49453/74619522_zpid/?mmlb=g,38*

*Figure 2 - Previous Zillow Listing: https://www.zillow.com/homedetails/731-Pleasant-St-Saugatuck-MI-49453/74619522_zpid/?mmlb=g,28*

The proposed plan includes three levels of retaining walls, two of which are located within the public right-of-way. The upper retaining wall accommodates a new parking pad and a narrow-landscaped area, while the middle retaining wall creates an additional landscaped area. The lower retaining wall is located outside of the public right-of-way and supports a new patio that extends partially into the public right-of-way.

A new parking pad is proposed adjacent to Pleasant Street, where landscaping currently extends to the curb. The existing concrete driveway will also be removed and replaced with a new concrete pavement surface. A trench drain is proposed to accommodate stormwater runoff from the new driveway surface. The existing retaining wall supporting the primary driveway will remain unchanged.

A replacement deck will be located entirely on the subject property. However, a portion of the landing and replacement stairs will extend into the public right-of-way, connecting the lower-level walkout basement to the proposed parking pad adjacent to Pleasant Street.

**APPLICABILITY:**
Pursuant to §94.34(F), applications for limited residential improvements within the public right-of-way may be referred to the City Council for approval, denial, or approval with conditions.

**STAFF REVIEW:**
The project represents an overall improvement to the property that will primarily benefit the landowner through the continued and expanded use of land within the City's public right-of-way. The proposed cost of the improvements is significant, at approximately $100,000. However, the improvements are not anticipated to adversely affect the Pleasant Street travel area or drainage system, provided that all comments and requirements of the City Engineer are addressed.

The proposed improvements generally align with existing conditions along this portion of Pleasant Street, where steeply sloping properties have historically utilized portions of the public right-of-way for landscaping, access, and other improvements. The subject property itself has utilized the right-of-way for many years, with landscaping, a water feature, hardscaping, and stairs providing access to the lower level. Although the improvements will primarily be visible to and used by the landowner, the project is anticipated to enhance the property's overall appearance by replacing deteriorated improvements.

While the proposed improvements represent a significant private investment within the City's public right-of-way, the steep slope extending from the Pleasant Street edge of pavement substantially limits the likelihood that this portion of the right-of-way would be needed for future public use. Removal of the improvements, if ever required, would likely be difficult and costly. However, given the physical characteristics of the right-of-way and the historic use of this area, such removal appears unlikely.

The City Engineer indicated that allowing the proposed patio, stairs, landscaping, and parking improvements within the Pleasant Street right-of-way is primarily a policy decision. The proposed improvements do not appear to significantly increase existing encroachments and are not anticipated to interfere with future road or utility improvements. Accordingly, there are no objections from an engineering standpoint.

The Engineer also noted historical drainage issues at the rear of the property and recommended that the proposed underground drainage system include an appropriately sized stone-bedded leach basin and perforated sock tile/French drain, with overflow designed to avoid impacts to adjacent properties or slope erosion. Drainage for the proposed lower patio should also be addressed, potentially through a similar leach basin system.

Provided the City Engineer is satisfied that the improvements will not adversely affect Pleasant Street, public drainage, or utilities, Staff has no significant concerns with the proposed improvements within the right-of-way. The existing landscaping within the right-of-way proposed for removal is attractive; however, the need for additional off-street parking is also recognized. The proposed parking pad will provide space for an additional vehicle to be parked outside of the Pleasant Street travel area, although the parking space itself will remain within the public right-of-way.

Staff finds that the proposal is generally appropriate for consideration under §94.34 and recommends that the City Council determine whether the request satisfies the review criteria of §94.34(H).

**COUNCIL CONSIDERATIONS:**
Per §94.34(H), residential improvements to the right of way shall be assessed based on the following criteria:

1. The proposed cost of installation;
2. The potential risk of harm associated with such installation, including, but not limited to potential for the installation to encroach on the motorway, break, malfunction, and cause harm to pedestrians and motorists;
3. The ease and cost of removal of the installation;
4. Whether the installation aligns with the surrounding area and provides an aesthetic benefit to the community;
5. Whether the installation pre-exists the passage of this section;
6. The proposed size of the installation, including height and width;
7. The material of the installation (i.e., plant matter, wood, brick, mulch, and plaster); and
8. Review, comment, and recommendations of city staff and departments.

**MOTIONS:**
The following motions are provided for the City Council's consideration. The Council may approve, approve with additional or modified conditions, or deny the request based upon the review criteria established in §94.34(H).

**Motion to approve** the request for retaining walls, landscaping, hardscaping, driveways, parking, and staircase within the public right-of-way at 731 Pleasant Street, finding that the proposal is appropriate, with the following conditions, and is consistent with the review criteria of §94.34(H), including that unique circumstances justify the proposed improvements due to the dramatic shift in topography; the addition of one parking space will help alleviate parking pressure in an area where additional parking opportunities are limited; and the proposed improvements will address historical site drainage concerns and positively affect stormwater management on the property.

*Approval shall be subject to the following conditions:*

1. The City reserves the right to require immediate removal of the installation if it creates public safety concern or if the City determines, in its sole discretion, that the installation is interfering or will interfere with present or planned public improvements or maintenance activities within the right-of-way.

2. All improvements shall be constructed and maintained in accordance with all applicable zoning, engineering, building, stormwater, and other applicable City requirements. Any required plans or details shall be subject to review and approval by the appropriate City staff prior to construction.

3. Drainage shall be reviewed by the City engineer, and construction shall not commence until the City engineer approves the drainage for the installation.

4. Prior to construction, the applicant shall provide evidence of liability insurance in an amount and with coverage acceptable to the City, naming the City as an additional insured. The applicant shall be responsible for any damage, injury, loss, or expense arising from the construction, installation, maintenance, or use of the improvements within the public right-of-way and shall indemnify and hold the City harmless to the extent permitted by law.

5. The property owner shall be responsible for the ongoing maintenance, repair, and upkeep of all approved improvements located within the public right-of-way. If any portion of the improvements are removed or damaged as a result of City work, utility work, or other authorized public improvements, the City shall not be responsible for replacement or restoration unless agreed to in writing by the City.

6. The improvements shall be constructed substantially in accordance with the plans submitted approved by the City. Any material alteration, expansion, or relocation of the improvements within the public right-of-way shall require prior written approval from the City.

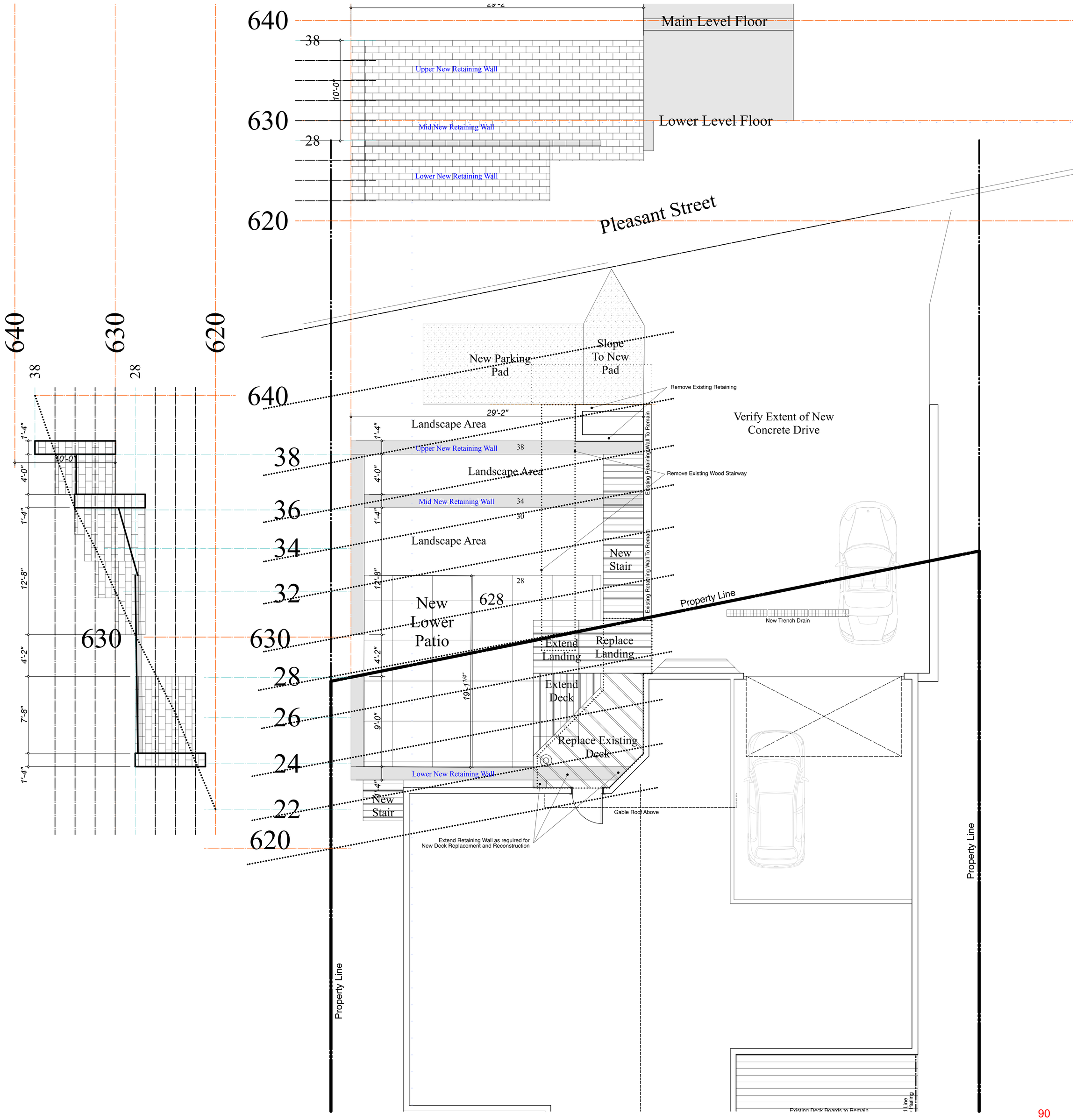
7. Approval of the improvements within the public right-of-way does not convey, transfer, or create any ownership interest, easement, permanent right, or other property interest in favor of the property owner.

8. Prior to commencement of construction within the public right-of-way, the applicant shall provide a bond or other financial guarantee acceptable to the City, in an amount determined by the City, sufficient to ensure the proper construction, maintenance, repair, removal, or restoration of the improvements within the right-of-way. The financial guarantee shall remain in effect for the duration required by the City.

Respectfully Submitted,

Grayson Moore

Director of Planning & Zoning


Main Level Floor
Lower Level Floor
Upper New Retaining Wall
Mid New Retaining Wall
Lower New Retaining Wall
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
Landscape Area
Upper New Retaining Wall
Remove Existing Wood Stairway
Mid New Retaining Wall
New Stair
Existing Retaining Wall To Remain
Property Line
New Trench Drain
New Lower Patio
Extend Landing
Replace Landing
Extend Deck
Replace Existing Deck
Lower New Retaining Wall
Gable Roof Above
Extend Retaining Wall as required for New Deck Replacement and Reconstruction
Existing Deck Boards to Remain
Property Line

**ROW Permit Fee: $150**
**Temp ROW Permit Fee: $75**
**Street Cut/Curb Cut Escrow Deposit: $3000**
**Installation Bond/Escrow: Superintendent Discretion**
**ROW Permit – Council Review: $250**

City of Saugatuck EST. 1868

RECEIVED
JUL 3 0 2026
CITY OF SAUGATUCK
102 BUTLER ST
SAUGATUCK, MI 49453

# RIGHT OF WAY PERMIT APPLICATION

| Applicant Information | |
|---|---|
| Name: Christopher Hauck/Luis Allen | Business or Organization: |
| Address: 813 N June St, LA, CA, 90038 | Phone: 310-402-3119 |
| E-mail: cdhauck@aol.com, leallen@aol.com | |
| Contractor: Lakeshore Property Services, LLC | |

| Project Information | |
|---|---|
| Request Type (select all that apply): | ☐ Street Cut<br>☐ Curb Cut<br>☐ Boring<br>☐ Stormwater Connection<br>☐ Sidewalk Closure<br>☐ Sidewalk Removal/Replacement<br>☒ Installation<br>☐ Temporary Encroachment |
| Project Location: 731 Pleasant St. | |
| Description of Work/Project/Installation: | |
| see attached. | |
| | |
| | |
| | |
| | |
| Cost of Installation: $100,000.00 | |
| Safety Measures: See attached. | |
| | |
| Start Date: Fall 2026 | End Date: Spring 2027 |

City of Saugatuck
EST. 1868

| Checklist | |
|---|---|
| Attachments (select all that apply): | ☒ Survey, Site Plan and/or Drawing<br>☒ Traffic Control Plan<br>☐ Certificate of Insurance naming City of Saugatuck as additional insured**(not included) |

**Per Grayson, we can wait on the COI while he gathers more information for this project

## Attestation

By signing this application, I understand and agree to all of the following:

- The statements made in this application and submitted plans are true, and if found not to be true, any permit that may be issued may be void.
- To comply with the conditions and regulations provided with any permit that may be issued.
- This application shall be deemed an agreement by the applicant to promptly complete the work permitted, observe all pertinent laws and regulations of the City in connection therewith, repair all damage done to the street surface and installations on, over or within the street, including trees, and protect and save harmless the City from all damages or actions at law that may arise or may be brought on account of injury to persons or property resulting from the work done under the permit or in connection therewith.
- To indemnify and save harmless the City against all damages or actions at law that may arise or be brought by reason of the excavation or structure being under, over, in or upon the street, or being unfastened, out of repair or defective during the ownership or control.
- An issued permit may be revoked by the City Council if there is a failure to abide by the conditions set forth in the permit or maintain the installation. A permit is automatically revoked if the installation causes or inflicts unreasonable harm on persons or property.
- Encroachments and obstructions in the street may be removed and excavations refilled, and the expense of the removal or refilling charged to the abutting landowner when made or permitted by him or her or suffered to remain by him or her otherwise than in accordance with the terms and conditions of the City of Saugatuck Code of Ordinances.
- All applicable sections of the City of Saugatuck Code of Ordinances and all other applicable laws, ordinances and regulations will be complied with.
- This is a permit application (not a permit) and a permit, if issued, does not include any representation or conveyance of rights in any other statute, building code, fire code, deed restriction or other property rights.

| Applicant Signature: | Date: 7/29/26 |
|---|---|

## ADDITIONAL INFORMATION

**Street Cuts**
Each street cut shall be at the applicant's expense with no cost to the City of Saugatuck. An escrow deposit for engineer monitoring and inspection costs shall be submitted in accordance with the City fee schedule. The unused remainder of the escrow deposit will be returned. If the deposit does not cover all costs and expenses of the City, the deficit shall be paid by the applicant. One week prior to initiating the work, contact the City's engineering firm (Fleis & Vandenbrink) via the contact information listed below to schedule the necessary inspections for your project.

Jon Moxey
Fleis & Vandenbrink
jmoxey@fveng.com
O: 616.977.1000 | D: 616.588.1925 | C: 616.262.8717

**Curb Cuts**
Curb cuts may require engineer inspection and monitoring. If monitoring and inspection is required, an escrow deposit will be required. No single curb cut shall exceed 25 feet, nor be less than ten feet at the street line nor less than eight feet at the outside sidewalk line. The minimum distance between any curb cut and a public crosswalk shall be five feet. The minimum distance between curb cuts, except those serving residential property, shall be 25 feet. The maximum number of lineal feet of sidewalk driveway crossings permitted for any lot, parcel of land, business or enterprise shall be 45% of the total abutting street frontage up to and including 200 lineal feet of street frontage plus 20% of the lineal feet of street frontage in excess of 200 feet. The necessary adjustments to utility poles, light standards, fire hydrants, catch basins, street or railway signs, signals or other public improvements or installations shall be accomplished without cost to the City. Driveways over sidewalk lines shall be of concrete at least six inches thick. Driveway aprons between the sidewalk and the street shall be of concrete six inches thick.

**Temporary Encroachments**
Items such as dumpsters and trailers must be visible to motorists and pedestrians by means of reflectors, cones, and/or barricades. They must be placed so as to not impede access to a fire hydrant or block or impair traffic flow in the street or a motorists' line of sight.

**Miss Dig**
The permittee must comply with the requirements of PA 53 of 1974, as amended. CALL MISS DIG AT 811 or (800) 482-7171 AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN TWENTY-ONE (21) CALENDAR DAYS, BEFORE YOU START WORK. The permittee assumes all responsibility for damage to or interruption of underground utilities.

**Project Narrative**

The proposed project consists of the reconstruction and improvement of the existing hillside landscape and site amenities located at 731 Pleasant St.

Existing materials to be removed include deteriorated timber retaining walls, the water feature, timber stairways, landscape plantings, the existing concrete driveway, and the existing wood deck landing.

The proposed improvements include the installation of a new tiered Verti-Block retaining wall system with integrated stairways, as shown on the submitted plans. The retaining walls have been intentionally designed to be recessed into the existing hillside, following the natural topography rather than projecting above it. The new retaining walls will remain below or at existing grade and will not create exposed vertical walls along the roadway. This design minimizes visual impacts from the public right-of-way, preserves roadway sight distance, and reduces the potential hazard associated with vehicles leaving the roadway and striking above-grade retaining structures. Replacing the existing timber walls with a permanent engineered retaining wall system will reduce future maintenance requirements, improve overall slope stability, and minimize the potential for structural deterioration over time.

A new lower-level concrete patio will be constructed within the hillside to create additional usable outdoor living space for the homeowners. Because the patio and retaining walls are integrated into the existing slope, the improvements will have minimal visibility from the roadway.

A landscape buffer consisting of shrubs and ornamental plantings will be installed along the upper portions of the retaining wall system as illustrated on the landscape plan.

The project also proposes one additional off-street parking space located within the existing buffer area between the retaining wall system and the roadway. This improvement is intended to increase on-site parking and will be poured concrete.

The existing concrete driveway will be removed and replaced with new concrete pavement. A trench drain will be installed across the driveway to intercept surface runoff that currently flows toward the residence. Stormwater collected by the trench drain will be conveyed through an underground piping system to a collection basin (crock) located on the southeast portion of the property, where it will be discharged in accordance with the proposed drainage plan.

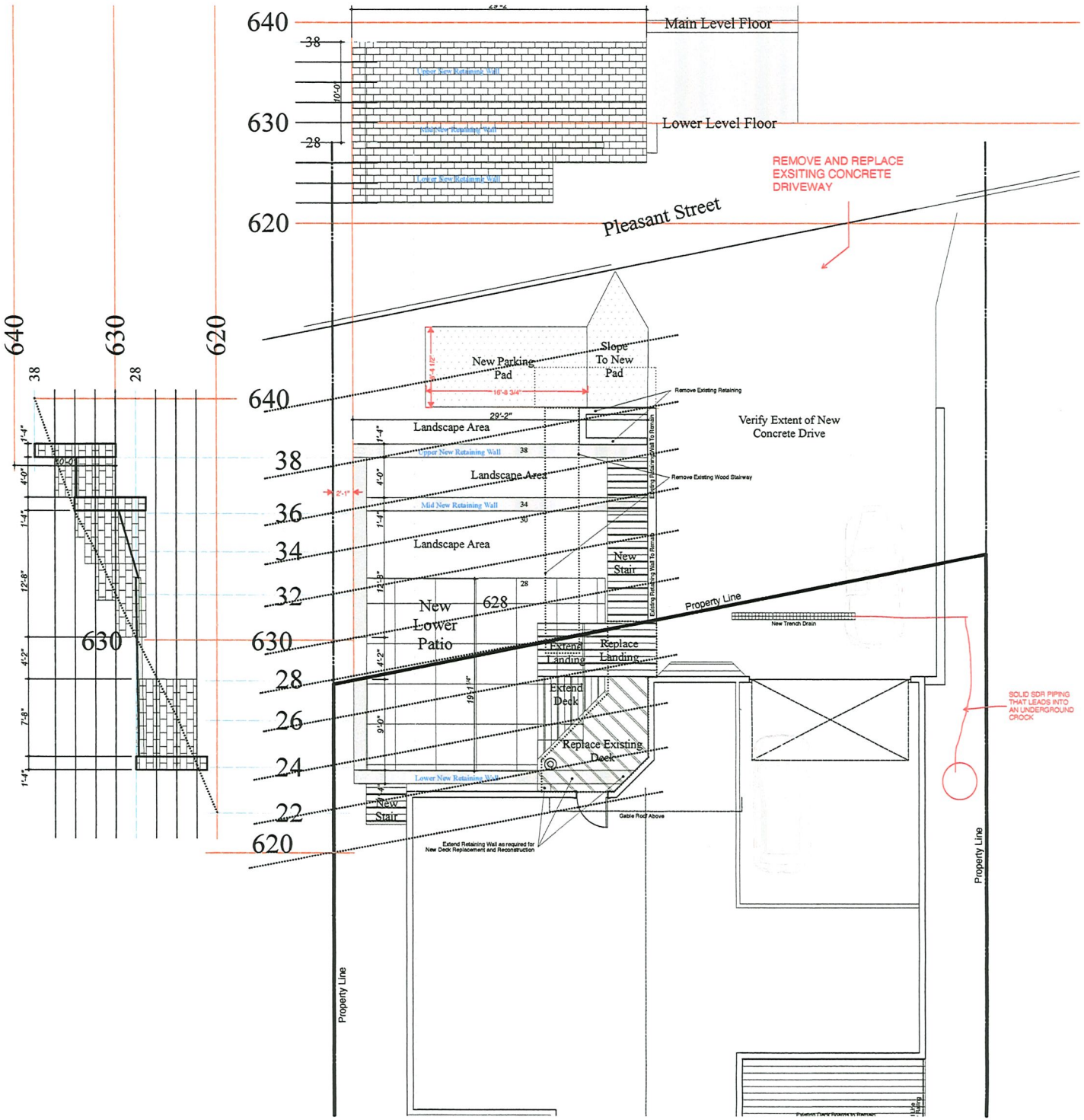
Overall, the project replaces aging and deteriorated materials with a modern retaining wall system, improved access, enhanced drainage, additional outdoor living space, and increased parking while maintaining the natural character of the hillside. The retaining walls and patio are designed to be integrated into the existing terrain to reduce their visual impact from the public right-of-way and to improve both site safety and long-term stability.

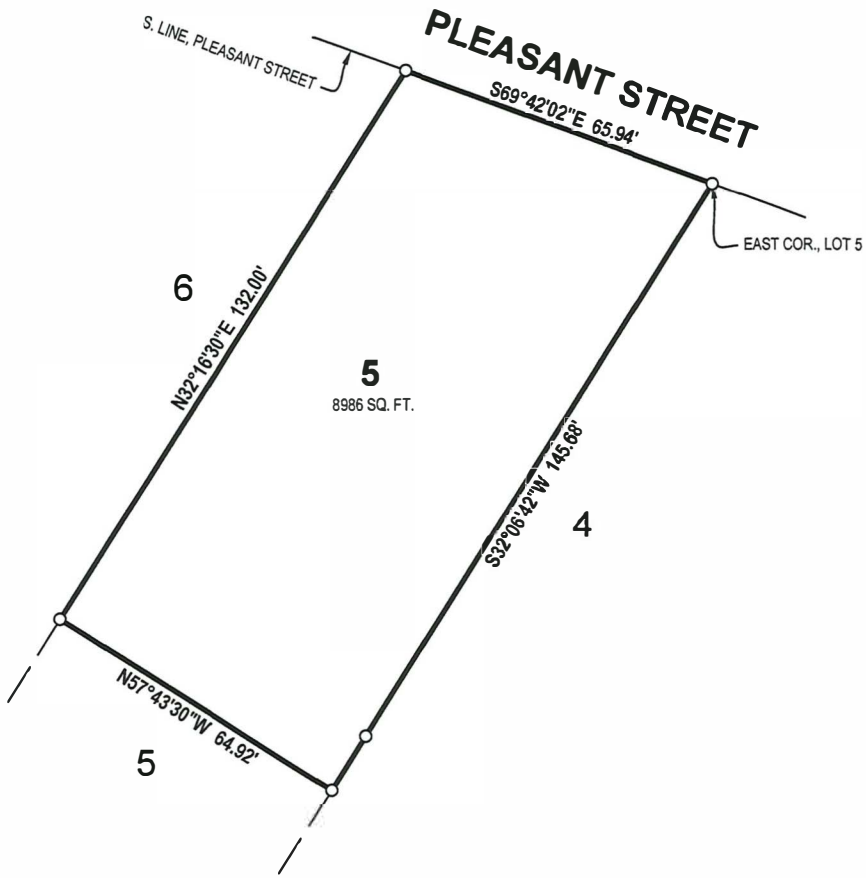
**Traffic Control & Safety Plan**

All work will be performed with the safety of the public, employees, and motorists as the highest priority. The work area will be clearly identified and protected using orange traffic cones placed around the active work zone adjacent to the roadway.

Crews will keep all equipment, materials, and vehicles within the designated work area whenever possible to minimize impacts to traffic and pedestrians. At least one travel lane will remain open at all times, and access to adjacent properties will be maintained throughout the project.

Employees will wear high-visibility safety apparel while working near the roadway and will remain alert to passing traffic. Cones will be adjusted as work progresses and removed promptly upon completion of the work each day.


640
630
620
38
28
Main Level Floor
Lower Level Floor
Upper New Retaining Wall
Lower New Retaining Wall
REMOVE AND REPLACE EXSITING CONCRETE DRIVEWAY
Pleasant Street
New Parking Pad
Slope To New Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
Landscape Area
Upper New Retaining Wall
Remove Existing Wood Stairway
Mid New Retaining Wall
Landscape Area
New Stair
New Lower Patio
628
Property Line
New Trench Drain
Extend Landing
Replace Landing
Extend Deck
Replace Existing Deck
Lower New Retaining Wall
New Stair
Gable Roof Above
Extend Retaining Wall as required for New Deck Replacement and Reconstruction
SOLID SDR PIPING THAT LEADS INTO AN UNDERGROUND CROCK
Property Line
Property Line




## DESCRIPTION

Land situated in the City of Saugatuck, County of Allegan, State of Michigan.

Part of Lot 5, Block 4 of Morrison and Densmores Addition to Saugatuck in the Southeast 1/4 of Section 9, Town 3 North, Range 16 West, Allegan County, Michigan described as beginning at the most easterly corner of Lot 5 and proceeding thence along the line between Lots 4 and 5, South 32 degrees 06'42" West 145.68 feet; thence North 57 degrees 43' 30" West 64.92 feet; thence along the line between Lots 5 and 6, North 32 degrees 16'30" East 132.00 feet; thence along the South line of Pleasant Street, South 69 degrees 42'02" East 65.94 feet to the point of beginning.

(Warranty Deed recorded in Liber 4867, Page 578, recorded June 29, 2023, Allegan County Register of Deeds Office)

## LEGEND

O Iron-Found

STATE OF MICHIGAN
Scott A Hendges
License No. 4001047953
LICENSED PROFESSIONAL SURVEYOR

By: Scott A. Hendges

Scott A. Hendges Licensed Professional Surveyor No. 4001047953

SCALE: 1" = 30' 0' 15' 30' NORTH

Christopher Hauck
813 N June St
Los Angeles, CA 90038

731 Pleasant St

DRAWN BY: NH
REV. BY:
REV.:

DATE: 11/19/2025
REV. DATE:

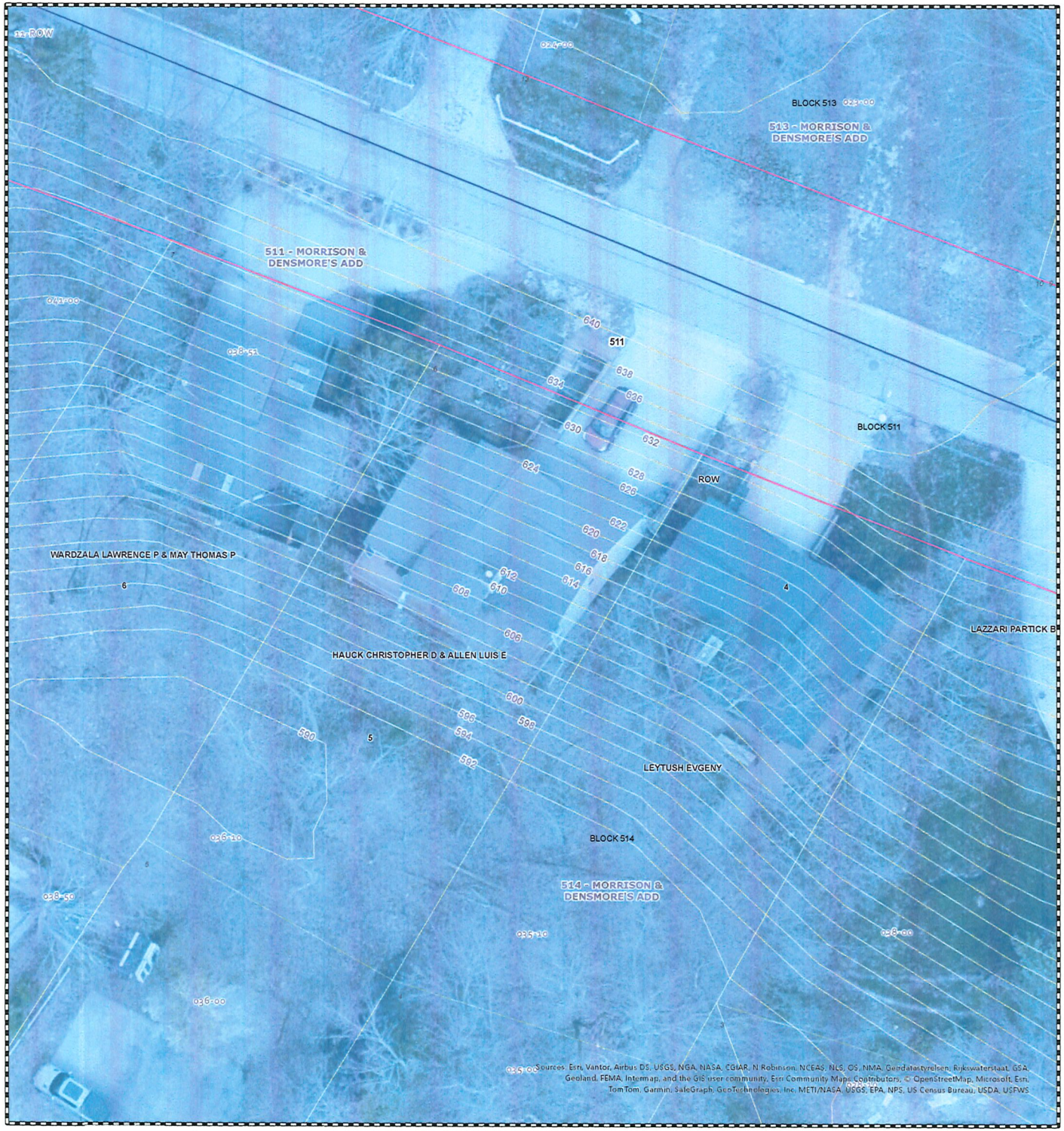
PRJ #: 25202051

1 OF 1

NEDERVELD
www.nederveld.com • 800.222.1868
Holland
730 Chicago Dr.
Holland, MI 49423
Phone: 616.393.0449
Grand Rapids • Ann Arbor

This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

© 2025 Nederveld, Inc.




N
W E
S

1:282

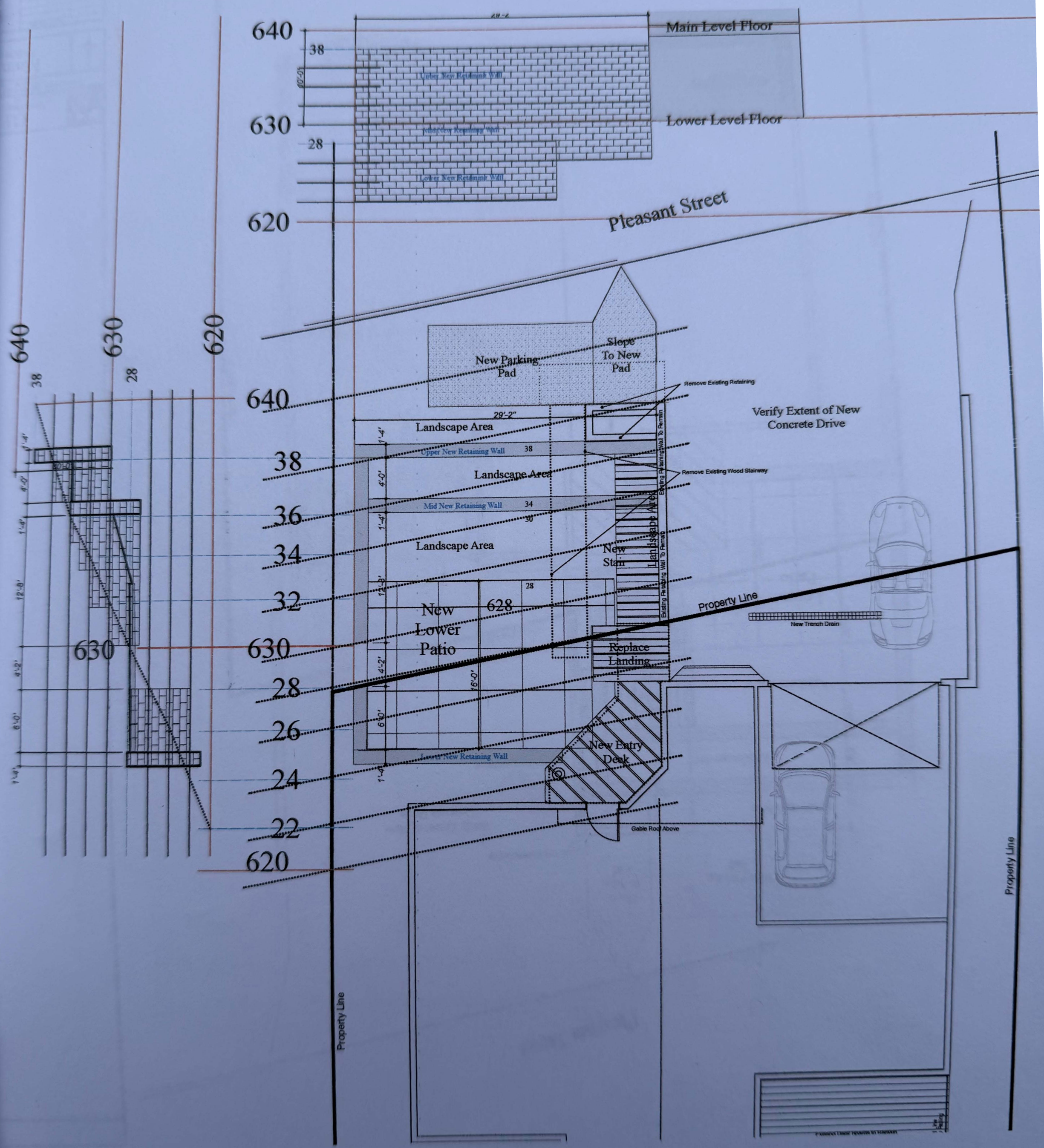
*This map was compiled for tax administration purposes only. It does not represent a legal property survey.*

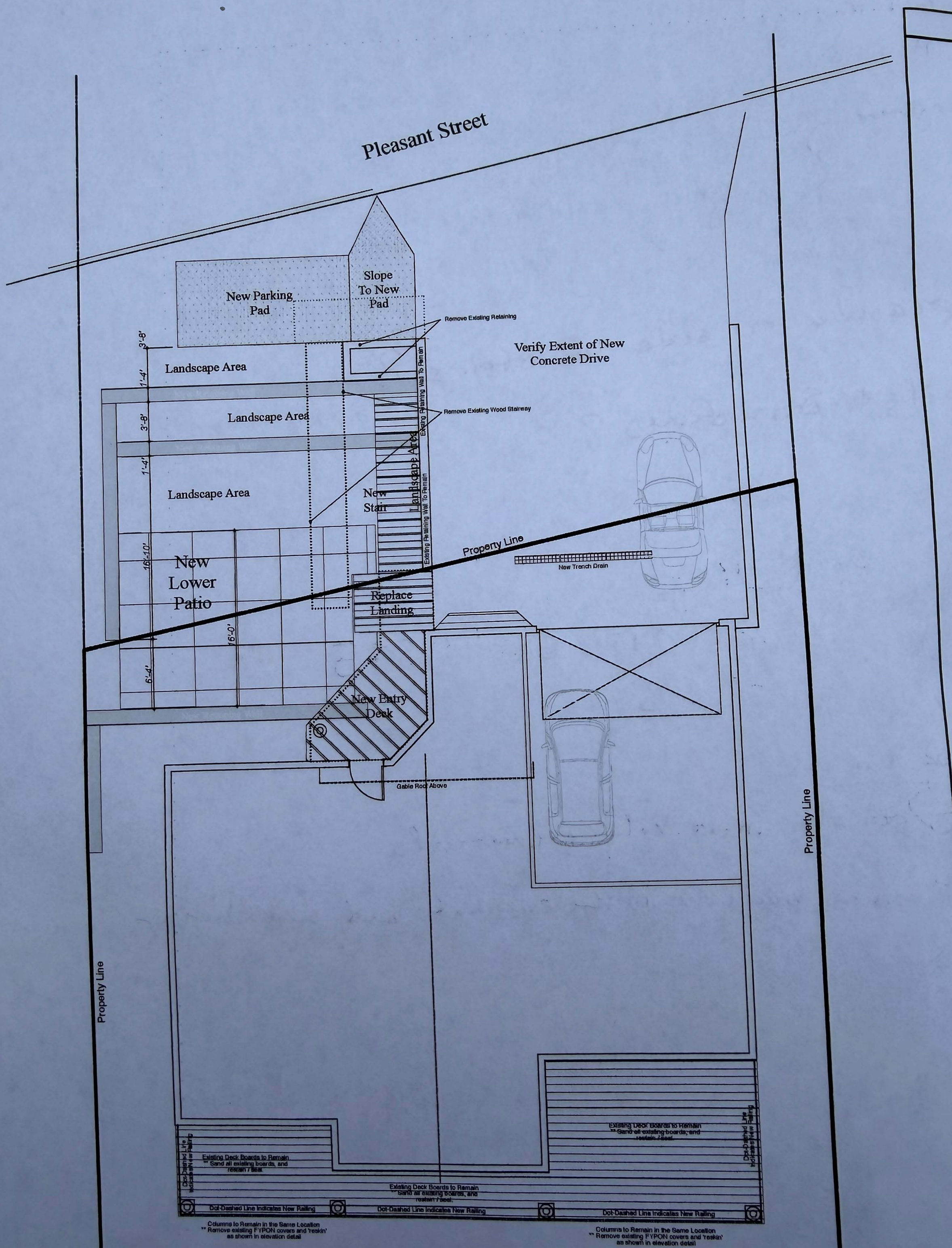
**Map Printed: 7/27/2026**

Gaps
Overlaps
Waterbody

0 0 0 0.01 mi

Engineering Supply
prints@engineeringsupply.com
c/o Mike De




Pleasant Street
Slope To New Pad
New Parking Pad
Remove Existing Retaining
Verify Extent of New Concrete Drive
3'-8'
1'-4'
Landscape Area
Landscape Area
3'-8'
1'-4'
Landscape Area
Remove Existing Wood Stairway
Existing Retaining Wall To Remain
Landscape Area
New Stair
Existing Retaining Wall To Remain
Property Line
New Trench Drain
16'-10'
New Lower Patio
Replace Landing
16'-0"
6'-4"
New Entry Deck
Gable Roof Above
Property Line
Property Line
Existing Deck Boards to Remain
** Sand all existing boards, and reseal / seal.
Dot-Dashed Line indicates New Railing
Existing Deck Boards to Remain
** Sand all existing boards, and reseal / seal.
Dot-Dashed Line indicates New Railing
Existing Deck Boards to Remain
** Sand all existing boards, and reseal / seal.
Dot-Dashed Line indicates New Railing
Dot-Dashed Line indicates New Railing
Columns to Remain in the Same Location
** Remove existing FYPON covers and 'reskin' as shown in elevation detail
Columns to Remain in the Same Location
** Remove existing FYPON covers and 'reskin' as shown in elevation detail

# Verti-Block Wall Sketcher

| | |
|---|---|
| Job Name | |
| Company/Person | |
| Address | |
| City State, Zip | |
| Telephone | |

**Summary:**

| Retaining: | | 2 & 3 Sided: | |
|---|---|---|---|
| Full blocks | 100 | 2 & 3 sided blocks | 22 |
| Half blocks | 13 | 6" cap | 35 |
| Half-step blks | 5 | Free stand. columns | 2 |
| Half half blks | 0 | | |
| Square Feet | 872 | Square Feet | 184 |

| | | | |
|---|---|---|---|
| Retaining Wall Blocks | 118 | | |
| Freestanding Wall Blocks | 24 | | |
| Steps & Caps | 35 | Total Square feet | 1056 |
| Total Blocks | 177 | | |

## Project Notes:

4 - SMALL WEDGES

## Retaining Series Legend

### 36" BLOCK SERIES

| | | |
|---|---|---|
| 36" | 36" Std Block | 44 |
| TBlk | Top Block | 6 |
| HB | Half Block | 4 |
| HTB | Half Top Block | 1 |
| 48"V | 48" VERTICAL | 4 |
| 60" | MIDDLE | 13 |
| RCTB | R. Corner Top Block | 5 |
| LCTB | L. Corner Top Block | 1 |

### MASS EXTENDER SERIES

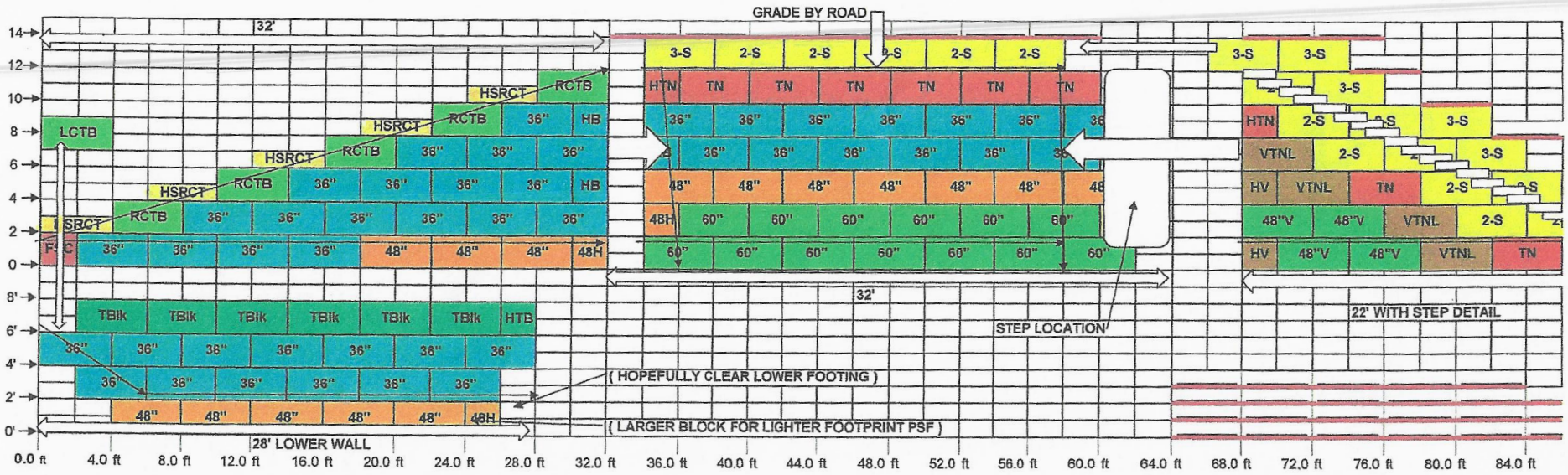
| | | |
|---|---|---|
| 48" | 48" MIDDLE | 15 |
| 48H | 48" HALF BLOCK | 4 |
| TN | TINY KNOB | 8 |
| HTN | TN HALF | 2 |
| VTNL | VERT TNL | 4 |
| HV | HALF VERTICAL | 2 |

### HALF-STEP SERIES

| | | |
|---|---|---|
| HS | Standard HS Block | 0 |
| HSTB | HS Top Block | 0 |
| HH | HS Half Block | 0 |
| HHT | HS Half Top Block | 0 |
| HSRC | HS Right Corner Blk | 0 |
| HSLC | HS Left Corner Blk | 0 |
| HSRCT | HS R. Corner Top Blk | 5 |
| HSLCT | HS L. Corner Top Blk | 0 |

## 2 & 3 Sided Block Series

| | | |
|---|---|---|
| 2-S | 2-Sided Block | 14 |
| 3-S | 3-Sided Block | 8 |
| FSC | Free Standing Column | 2 |
| | 6" Smooth Cap | 35 |


GRADE BY ROAD
32'
LCTB
HSRCT
RCTB
36"
HB
48"
48H
60"
TBlk
HTB
3-S
2-S
HTN
TN
VTNL
HV
48"V
22' WITH STEP DETAIL
STEP LOCATION
( HOPEFULLY CLEAR LOWER FOOTING )
( LARGER BLOCK FOR LIGHTER FOOTPRINT PSF )
28' LOWER WALL
0.0 ft
4.0 ft
8.0 ft
12.0 ft
16.0 ft
20.0 ft
24.0 ft
28.0 ft
32.0 ft
36.0 ft
40.0 ft
44.0 ft
48.0 ft
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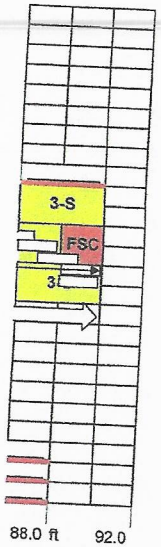
72.0 ft
76.0 ft
80.0 ft
84.0 ft


3-S
FSC
3
88.0 ft
92.0