



**Planning Commission Meeting  
April 21, 2022, City Hall  
102 Butler Street, Saugatuck, MI  
7:00 PM**

1. **Call to Order/Roll Call:**
2. **Approval of Agenda:**
3. **Approval of Minutes:** March 17, 2022 and March 21, 2022
4. **Public Comment on Agenda Items:** Limit 3 minutes
5. **Old Business:** None
6. **New Business:**
  - a. Consideration of amending conditions for 449 Water Street, 121 Mary Street
7. **Communications:** None
8. **Reports of Officers and Committees:**
9. **Public Comments:** Limit 3 minutes
10. **Adjournment**

**NOTICE:**

Join online by visiting:  
<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:  
**(312) 626-6799 -or-  
(646) 518-9805**

Then enter "Meeting ID":  
**2698572603**

Please send questions or comments regarding meeting agenda items prior to meeting to:  
[cindy@saugatuckcity.com](mailto:cindy@saugatuckcity.com)

**\*Public Hearing Procedure**

- A. Hearing is called to order by the Chair
- B. Summary by the Zoning Administrator
- C. Presentation by the Applicant
- D. Public comment regarding the application
  - 1) Participants shall identify themselves by name and address
  - 2) Comments/Questions shall be addressed to the Chair
  - 3) Comments/Questions shall be limited to five minutes
  1. Supporting comments (audience and letters)
  2. Opposing comments (audience and letters)
  3. General comments (audience and letters)
  4. Repeat comment opportunity (Supporting, Opposing, General)
- E. Public comment portion closed by the Chair
- F. Commission deliberation
- G. Commission action



**Planning Commission Meeting- *Proposed Minutes***  
**March 17th, 2022, City Hall**  
**102 Butler Street, Saugatuck, MI**  
**7:00 PM**

**Call to Order:**

The meeting was called to order by Chairperson Fox at 7:00 p.m.

**Attendance:**

Present: Broeker, Crawford, Fox, Gardner, Gaunt & Heriford.

Absent: Heriford and Manns were excused.

Others Present: Zoning Administrator Osman.

**Approval of Agenda:**

*Motion by Gaunt, second by Gardner, to approve the agenda for the 17<sup>th</sup> of March 2022 meeting. The motion carried 5-0 via voice vote.*

**Approval of Minutes from February 17, 2022:**

*Motion by Gaunt, second by Gardner, to approve the minutes from the 17<sup>th</sup> of February 2022 meeting. The motion carried 5-0 via voice vote.*

**Public Comment on Agenda Items:** None.

**New Business:**

Planning and zoning consultant for the City of Saugatuck David Jirousek was in-person at the meeting. He educated the Commission on the topic of establishing a Planning Commission master plan and held a question-and-answer session. Chairperson Fox recommended Chairperson Gaunt to be the commission lead contact for the process with developing the Planning Commission master plan.

**Old Business:**

**A. 449 Water St. and 121 Mary St** (tabled from February 17<sup>th</sup>, 2022, meeting):

Original request from February 17<sup>th</sup>, 2022: WPBG, LLC applied to extend Wicks Park Bar and Grille into the existing structure on the same parcel with the address of 121 Mary Street and 449 WATER ST 435, and establish outdoor seating at the rear of 121 Mary Street. This property is located in the WSE-WATER E C2 Zone District.

Summary: The overview of the revised application was given by the Zoning Administrator Osman.

**Commission Action:**

*Motion made by Gaunt, second by Gardner, due to an incomplete application the commission tabled this item to a scheduled special meeting on March 21<sup>st</sup>, 2022 at 6:00 p.m. The motion carried 5-0 via voice vote.*

**Communications:**

Communications will be deferred to the special meeting on March 21<sup>st</sup>, 2022 at 6:00 p.m.

**Reports of Officers and Committees:** None

**Public Comments:**

- Catherine Simon the owner of Maplewood Hotel distributed a letter and spoke in opposition to WPBG, LLC's application.
- Jane Verplank the owner of The Inn of Saugatuck spoke in opposition to WPBG, LLC's application.

**Adjournment:** Chairperson Fox adjourned at 9:08 p.m.

*Motion by Gaunt, second by Broeker, to adjourn. The motion carried 5-0 via voice vote.*



## **Minutes Planning Commission Meeting**

**Proposed Minutes  
March 21, 2022, City Hall  
102 Butler Street, Saugatuck, MI  
6:00 PM**

### **Call to Order:**

The meeting was called to order by Chairperson Fox at 6:00 p.m.

### **Attendance:**

Present: Crawford, Fox, Gardner, & Gaunt. Broecker entered at 6:15.

Absent: Heriford and Manns were excused.

Others Present: Zoning Administrator Osman.

Approval of agenda: A motion was made by Gaunt, 2<sup>nd</sup> by Gardner to approve the agenda as presented. Motion carried 5-0.

### **Approval of Minutes: None**

### **Public Comment on Agenda Items:**

1. Gregory Muncy (*resident*) commented that Wicks Park Bar and Grill has been a unique longstanding destination in the community and supports local events. It seems logical to approve outdoor seating that doesn't take up any parking spaces. This is no different than the corner of Water and Culver as far as noise is concerned.
2. Catherine Simon (*resident*) said she started another memo, but thinks she gave you enough memos already. She hopes that the Commission can come to a respectable decision her concern is the drainage, noise and interruption of her business.

### **Old Business:**

#### **A. 449 Water St. and 121 Mary St:**

WPBG, LLC has applied to extend Wicks Park Bar and Grille into the existing structure on the same parcel with the address of 121 Mary Street and 449 WATER ST 435, connect the two buildings with a breezeway and establish outdoor seating at the rear of 121 Mary Street. This property is located in the WSE-WATER E C2 Zone District.

Introduction: Some sections of the ordinance were reviewed. Photos were reviewed.

Presentation: Christine Murphy-Pierce owner of Wicks Park Bar & Grill provided her presentation regarding her application to modify 121 Mary Street and 449 Water Street.

Public Hearing was opened by the Chair at 6:12 pm:

Christine Murphy presented her application, the last packet received on Friday had some additional information. It will fill a need in the city of wedding rehearsals, and other large groups. I think we answered all the questions on the lighting, fencing and everything else

- There were no comments in support of the application.
- Catherine Simon stated there is no noise there now, and there will be noise.
- Jane Ver Plank counted the existing seating and concluded that the seating total existing at Wicks is 231 including the existing sidewalk seating and pop up patio and inside the restaurant.
- Christine Murphy stated that the Maplewood has a pool that is noisy. The Ivy Inn is always loud too. We always follow the law, the patrons are not always cooperative, but the business owners do care. It is a large piece of property. It fills a need for gathering space in the community.
- Randall Strong feels it will help the bed and breakfast establishments especially in the fall and winter.
- Catherine Simon stated that she never had a noise complaint about her pool in 32 years.
- Two letters were received from Gary Medler, they were not read into the record but will be attached as part of permanent record. The ZA commented on the references to the ordinances made in the letters.

The public comment portion of the hearing was closed at 7:27 pm.

Deliberation:

- The lighting was discussed particularly those lights on the fence. The Fire Department review was discussed. The capacity and occupancy were discussed. Weight was given to the remarks made by the applicant during the original presentation. An occupancy number that was discussed was a total of seats. Source of music was discussed. The height of the fence was discussed. Covering over the seating was discussed temporary or permanent except for umbrellas. Safety and exiting were discussed because of the fence. It was acknowledged that that is the purview of the fire department. Further discussion on the fence height ensued.

Commission Action:

A motion was made by Gardner, 2<sup>nd</sup> by Broeker, to approve the applications and direct staff to prepare a recordable document to be recorded with the register of deeds with the following conditions:

1. Occupancy is limited to twenty five seats total, inside and out and posted inside the building.
2. Hours of occupancy limited to 11:00 AM to 11:00 PM

3. Music, live or recorded, is limited to indoor only at a level that does not interfere with intimate conversation, no amplified music, no live or recorded music outside, no speakers outside, and no percussion instruments.
4. Written contracts for events including specific hours of occupancy, number of seats, and limitations on music and other information that the proprietor has indicated, shall be kept on file and copies provided to the Zoning Administrator upon request.
5. Outdoor seating covers either permanent or temporary other than umbrellas are not permitted.
6. Fence height is limited to 8 feet above the adjacent grade.
7. Drainage is to be approved by the city engineer, and if after construction it does not drain properly the concrete will be removed and replaced.
8. Fire Department plan review and approval of the sealed plan is required.
9. Written approval from the Allegan County Health Department will be submitted to the Zoning Administrator.
10. Any changes to the site plan or the conditions shall be brought back to the Planning Commission for review.

Upon roll call vote the motion carried 4-0,  
Yeas, Gardner, Broeker, Gaunt, and Fox  
Nays, Crawford.

**Communications:** Two additional letter were received and attached to the permanent record.

**Reports of Officers and Committees:** None

**Public Comments:**

Christine Murphy spoke and indicated that when she mentioned the 25 occupants, she meant for inside, the outdoor would be for events. Twenty-five total will be difficult.

- Jane Verplank owner of The Inn of Saugatuck thanked the Planning Commission for taking the neighbors situations in mind.
- Catherine Simon also thanked the Planning Commission

**Adjournment:** Upon motion by Gaunt, 2<sup>nd</sup> by Gardner, the motion to adjourn carried 5-0.



## MEMORANDUM

**TO:** Planning Commission  
City of Saugatuck

**FROM:** Cindy Osman, Planning and Zoning

**DATE:** April 21, 2022

**RE:** 449 WATER ST 435– Amend conditions for the expanded bar/restaurant on the same parcel with address at 121 Mary Street

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WPBG, LLC has applied for consideration to amend the conditions for the expanded bar/restaurant at 449 WATER ST 435. This property is located in the WSE-WATER E C2 Zone District. The purpose of this memo is to show how the ordinance relates to this application.

On March 21, 2022, the Planning Commission approved the expansion of the bar/restaurant at 449 Water Street into the existing building on the same parcel with the address of 121 Mary Street and outdoor seating with a site plan review and as a special land use permit with the following conditions:

1. Occupancy is limited to twenty five seats total, inside and outside. The total number of seats shall be posted inside the building.
2. Hours of occupancy limited to 11:00 AM to 11:00 PM
3. Music, live or recorded, is limited to indoor only at a level that does not interfere with intimate conversation, no amplified music, no live or recorded music outside, no speakers outside, and no percussion instruments.
4. Written contracts for events including specific hours of occupancy, number of seats, and limitations on music and other information that the proprietor has indicated, shall be kept on file and copies provided to the Zoning Administrator upon request.
5. Covering other than umbrellas over the outdoor seating areas, either permanent or temporary are not permitted.
6. Fence height is limited to 8 feet above the adjacent grade.
7. Drainage is to be approved by the city engineer, and if after construction it does not drain properly the concrete will be removed and replaced.
8. Fire Department plan review and approval of the sealed plan is required.

9. Written approval from the Allegan County Health Department will be submitted to the Zoning Administrator.
10. Any changes to the site plan or the conditions shall be brought back to the Planning Commission for review.

**Comment:** The applicant objects to the first condition limiting to a total of 25 seats, inside and outside, in particular to standard 4 below. At the February 21, 2022, meeting, in response to questions from Crawford, the applicant stated she planned on 25 inside of the building, and 25 outside. On the floor plan submitted on March 21, 2022, the drawings indicated 44 seats outside and 31 seats inside. The following is the section of the ordinance that addresses conditions that may be attached to approval of a special land use:

**154.085 CONDITIONS. (Ordinance)**

*(A) The Planning Commission may attach conditions to the approval of the special land use which may include conditions necessary to:*

*(1) Ensure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use and activity;*

*(2) Protect the natural environment and conserve natural resources and energy;*

*(3) Insure compatibility with adjacent uses of land; and*

*(4) Promote the use of land in a socially and economically desirable manner.*

*(B) Any conditions imposed shall be recorded in the record of the special land use permit. These conditions shall not be changed except upon the mutual consent of the Planning Commission and the landowner.*

**Comment:** This section of the zoning ordinance was clearly based on the following section of the State Statute that permits cities to have zoning ordinances and dictates what can be in the ordinance. This statute overrides what is in our local ordinance:

**MICHIGAN ZONING ENABLING ACT (EXCERPT)  
Act 110 of 2006**

**125.3504 Special land uses; regulations and standards; compliance; conditions; record of conditions.**

*Sec. 504.*

*(1) If the zoning ordinance authorizes the consideration and approval of special land uses or planned unit developments under section 502 or 503 or otherwise provides for discretionary decisions, the regulations and standards upon which those decisions are made shall be specified in the zoning ordinance.*



*(2) The standards shall be consistent with and promote the intent and purpose of the zoning ordinance and shall insure that the land use or activity authorized shall be compatible with adjacent uses of land, the natural environment, and the capacities of public services and facilities affected by the land use. The standards shall also insure that the land use or activity is consistent with the public health, safety, and welfare of the local unit of government.*

*(3) A request for approval of a land use or activity shall be approved if the request is in compliance with the standards stated in the zoning ordinance, the conditions imposed under the zoning ordinance, other applicable ordinances, and state and federal statutes.*

*(4) Reasonable conditions may be required with the approval of a special land use, planned unit development, or other land uses or activities permitted by discretionary decision. The conditions may include conditions necessary to insure that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, to protect the natural environment and conserve natural resources and energy, to insure compatibility with adjacent uses of land, and to promote the use of land in a socially and economically desirable manner. Conditions imposed shall meet all of the following requirements:*

*(a) Be designed to protect natural resources, the health, safety, and welfare, as well as the social and economic well-being, of those who will use the land use or activity under consideration, residents and landowners immediately adjacent to the proposed land use or activity, and the community as a whole.*

*(b) Be related to the valid exercise of the police power and purposes which are affected by the proposed use or activity.*

*(c) Be necessary to meet the intent and purpose of the zoning requirements, be related to the standards established in the zoning ordinance for the land use or activity under consideration, and be necessary to insure compliance with those standards.*

*(5) The conditions imposed with respect to the approval of a land use or activity shall be recorded in the record of the approval action and remain unchanged except upon the mutual consent of the approving authority and the landowner. The approving authority shall maintain a record of conditions which are changed.*

**Comment from legal:** While it must be “reasonable,” I suspect the Commission is imposing it [the condition] to “insure compatibility with adjacent uses of land.” Note that subsection (c) has language that identifies the nexus of the condition with the standards of the zoning ordinance for the request before the Commission. Thus, I think you might find it helpful to explore with the Commission if the condition is “reasonable” and is “necessary” to insure this use complies with the Zoning Ordinance.

Thus, I think the related motion language from another project does focus on limiting external noise to reduce impacts to adjacent uses. I do understand the Commission’s focus on occupant

load, although it does seem that focusing on the occupant load that is outside, along with any amplified or audible noise restrictions may get the Commission to the same end result with stricter adherence to the standards for imposing a condition.



wicks park  
*bar & grille*

March 24, 2022

Attached is an application for Special Land Use for 449 Water Street/121 Mary Street. I am requesting a change of condition.

154.039 C-2 Water Street East District

A. Generally. The Water Street East District is designed to preserve the residential flavor of the area while promoting commercial land use and development. The district is designed for an intermediate intensity and density of structures and land use. Commercial development is desired in this district. The district will also promote visual access to the Kalamazoo River and Lake.

The Planning and Zoning Board approve my applications with lots of conditions most of the conditions I understand and am willing to agree to them – One of them I have an issue with – which is:

1. I am only permitted to have 25 seats in both inside area and outside area combined

In the ordinance it states the zoning board can make conditions but under (4) in 154.085 states:

(4) Promote the use of land in a socially and economically desirable manner

By the condition of only allowing only 25 seats in total for inside and outside it doesn't promote the use of land in socially and economically desirable manner.

**I am open to changing the hours of operation to closing the outside to 10:00PM if I allow to have more seating outside –**

I know that the neighbors are concerned about noise – In the meeting on March 21, 2022 the list of conditions it was stated that the intent of this project was not to keep the neighbors up – not to have a noisy area. I want to keep the peace and not disturb the neighborhood.

I appreciate everyone that has been involved with this project.

Thank you –

A handwritten signature in black ink, appearing to be 'Christine Murphy', written over the printed name.

Christine Murphy  
Owner



## Special Land Use Application

### LOCATION INFORMATION APPLICATION NUMBER \_\_\_\_\_ - \_\_\_\_\_

Address 449 Water Street Saugatuck, Parcel Number 03-57-300-068-00

### APPLICANTS INFORMATION

Name Wicks Parki Bar & Grille Address / PO Box PO Box 58  
City Saugatuck State MI Zip 49453 Phone 269-857-2888  
Interest In Project Owner E-Mail christine@wickspark.com  
Signature [Signature] Date ~~3/25/22~~ 3/25/22

### OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name SAME Address / PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [Signature] Date \_\_\_\_\_

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

Name Randal Strong Contact Name Randal Strong  
Address / PO Box \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
License Number 2101174497 Expiration Date \_\_\_\_\_

### PROPERTY INFORMATION

Depth 93 (N) Width 120(W) (I) Size \_\_\_\_\_ Zoning District Water Current Use commerica  
Check all that apply:  
Waterfront  Historic District  Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

### PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Taking existing old cottage and remodeling it and turning it into a Event Space and Bar. Remodeling of the inside, cleaning putting in new alley way and back yard.

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## Special Land Use Application

Application # \_\_\_\_ - \_\_\_\_

### 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

Application #      -     

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

## STANDARDS FOR APPROVAL (SECTION 154.082)

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

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

Nothing is changing on the location, size or height

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

Adding an updated look on a buidling that is needed of updating. This chapter is commerical so it will be adding another busine to the commerical area

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

Nothing is going to be changing to affect the natural environmnet

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

Nothing will change to affect existing or future capabilities of public services and facilities.

- (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?

All laws will be followed that the city has in place -









## Site Plan Review Application

<b>LOCATION INFORMATION</b>	<b>APPLICATION NUMBER</b> _____ - _____
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Address 449 Water St Parcel Number 03-57-300-068-00

<b>APPLICANTS INFORMATION</b>
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Name Wicks Park Bar & Grille Address / PO Box Po Box 58  
City Saugatuck State MI Zip 49453 Phone 2698572888  
Interest In Project Owner E-Mail christine@wickspark.com  
Signature [Signature] Date 3/25/22

<b>OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)</b>
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Name Christine Murphy Address / PO Box PO Box 58  
City Saugatuck State MI Zip 49453 Phone 2392724296

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature [Signature] Date \_\_\_\_\_

<b>CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)</b>
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Name RS Carpentry Contact Name Randal Strong  
Address / PO Box 14099 Michelle Court City Holland  
State MI Zip 49424 Phone 6162688982 Fax \_\_\_\_\_  
License Number 2101174497 Expiration Date 5/31/2023

<b>PROPERTY INFORMATION</b>
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Depth 93(N) Width 120(W) (L) Size \_\_\_\_\_ Zoning District Water Current Use Rental  
Check all that apply:  
Waterfront \_\_\_\_\_ Historic District  Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

<b>PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)</b>
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Taking existing old cottage and remodeling it and turning it into a Event Space and Bar. Remodeling of the inside, cleaning putting in new alley way and back yard.

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## Site Plan Review Application

Application # \_\_\_\_ - \_\_\_\_

### 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;





# Site Plan Review Application

Application # \_\_\_\_ - \_\_\_\_

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

## STANDARDS FOR APPROVAL (SECTION 154.062)

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 shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property and the type and size of the buildings? Will the site will be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? \_\_\_\_\_

The site plan is not changing - remodeling of existing house

- (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? \_\_\_\_\_

More landscaping will be added to update the area

- (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? \_\_\_\_\_

updated fence where existing fence is located

- (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? \_\_\_\_\_

Street access for Fire and emergency vehicle - nothing is changing

- (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.) \_\_\_\_\_

Sidewalk will stay the same



# Site Plan Review Application

Application # \_\_\_\_\_ - \_\_\_\_\_

- (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?

All sidewalks will remain the same

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

No streets are being added

- (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.

None

- (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).

The alley at Wicks Park is where currently all the deliveries currently happen and that will remain the same - the trash dumpsters will also remain the same area

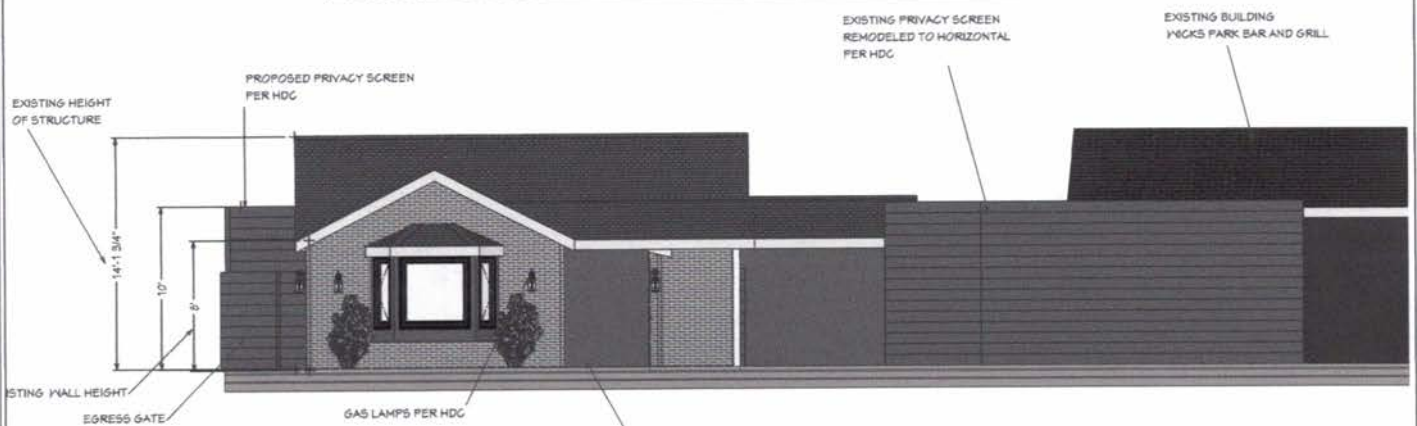
- (10) How will exterior lighting be arranged so that it is deflected away from adjacent properties and so that it does not impede the vision of traffic along adjacent streets? Flashing or intermittent lights shall not be permitted.

Exterior lights will be facing on the cottage and very dime

*8 exterior lights*  
*2 exterior lights on fence*  
*per Fire Code*

**OFFICE USE ONLY:**  
 Application Complete \_\_\_\_\_ Paid \_\_\_\_\_ Date Paid \_\_\_\_\_  
 Notice Sent \_\_\_\_\_ Resident Notification \_\_\_\_\_ Hearing Date \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
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## FRONT ELEVATION WITH SIGN AND GAS LAMPS



GAS LAMP APPROVED BY HDC

*Soon Building Zoning*



Bevco  
Williamsburg  
Original Bracket  
Gas Lamps  
Oxidized Copper

SIGNAGE IN NORTH GRASSY AREA  
42" WIDE X 32" TALL, 54" TO TOP.  
PLACED TO CONFORM TO SAUGATUCK ZONING SECTION D 154.141



Patrick Murphy Design  
*It's about pride...*

SHEET TITLE:

PROJECT DESCRIPTION:

THE COTTAGE AT WIGGS PARK

DRAWINGS PROVIDED BY:

DATE:

SCALE:

SHEET:

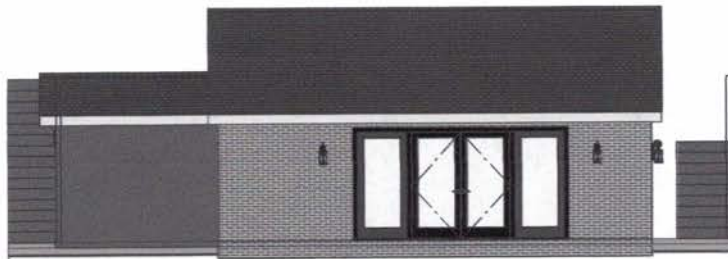
P-1



**EAST ELEVATION**



**SOUTH ELEVATION**



*Patrick Murphy Design*  
*It's about pride...*

SHEET TITLE:

PROJECT DESCRIPTION:  
THE COTTAGE AT WIGGS PARK

DRAWING PROVIDED BY:

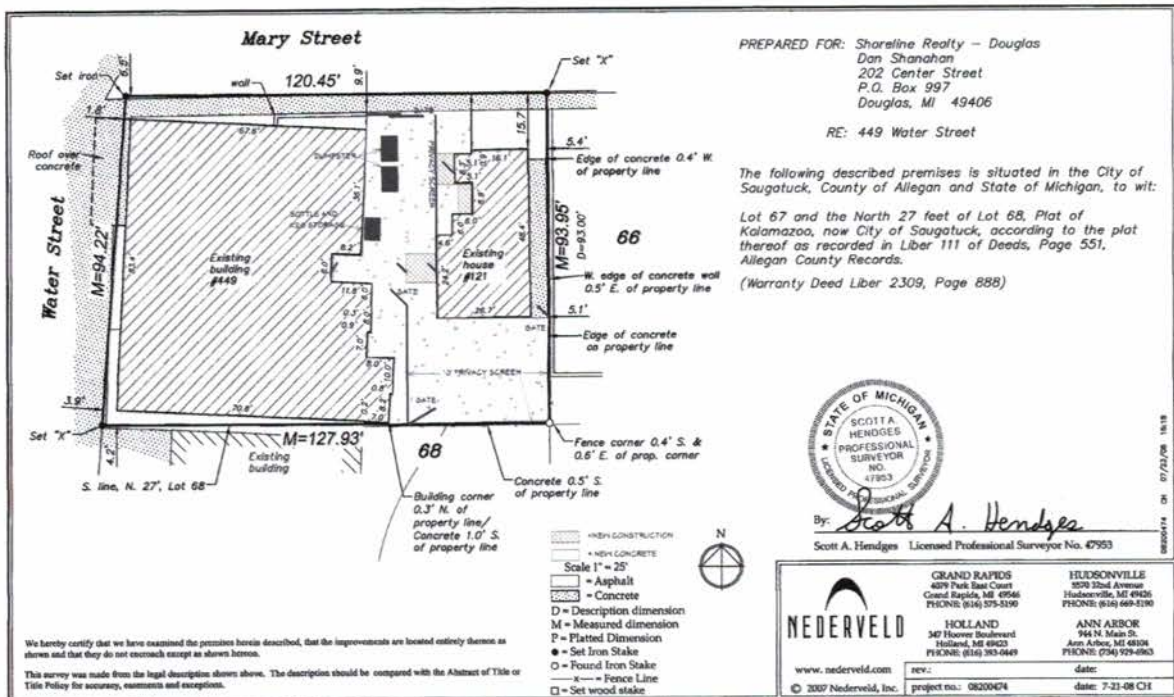
DATE:

SCALE:

SHEET:

**P-5**

# THE COTTAGE AT WICKS PARK SITE PLAN



PREPARED FOR: Shoreline Realty - Douglas  
Dan Shanahan  
202 Center Street  
P.O. Box 997  
Douglas, MI 49406

RE: 449 Water Street

The following described premises is situated in the City of Saugatuck, County of Allegan and State of Michigan, to wit:

Lot 67 and the North 27 feet of Lot 68, Plat of Kalamazoo, now City of Saugatuck, according to the plat thereof as recorded in Liber 111 of Deeds, Page 551, Allegan County Records.

(Warranty Deed Liber 2309, Page 888)

Patrick Murphy Design  
*It's about priority...*  
 SHEET TITLE  
 PROJECT DESCRIPTION:  
 THE COTTAGE AT WICKS PARK  
 DRAWING PROVIDED BY:  
 DATE:  
 SCALE:  
 SHEET:  
 P-2

## BUILDING CODE ALLOWABLE CAPACITIES

### THE COTTAGE AT WICKS PARK CAPACITY

TOTAL SQUARE FOOTAGE OF THE COTTAGE= 1,105 SQ. FT.  
SUBTRACTIONS FROM TOTAL SQUARE FOOTAGE ARE AS FOLLOWS  
81 SQ. FT. FOR BAR  
52.5 SQ. FT. FOR ADA BATH  
54 SQ. FT. FOR TABLES  
31 SQ. FT. FOR CORNER TABLE AND BENCH SEAT  
42 SQ. FT. FOR CHAIRS AT TABLES  
14.25 SQ. FT. FOR LOUNGE CHAIRS AND COFFEE TABLE  
10 SQ. FT. FOR FIREPLACE  
47 SQ. FT. FOR EXTERIOR WALL THICKNESS  
=TOTAL SUBTRACTION OF 331.75 SQ. FT.

1,105.00 SQ. FT.  
-331.75 SQ. FT.  
CAPACITY SPACE OF 773.25 SQ. FT.

773.25 SQ. FT. CAPACITY SPACE / 15 SQ. FT. MINIMUM PER PERSON =

**51.55 PERSON MAX CAPACITY**

### THE COTTAGE AT WICKS PARK OUTDOOR CAPACITY

TOTAL SQUARE FOOTAGE OF OUTDOOR AREA = 1,339 SQ. FT.  
SUBTRACTIONS FROM TOTAL SQUARE FOOTAGE ARE AS FOLLOWS  
18 SQ. FT. FOR POSSIBLE SERVICE BAR  
162 SQ. FT. FOR TABLES AND CHAIRS  
= SUBTRACTION OF 180 SQ. FT.

1,339 SQ. FT.  
- 180 SQ. FT.  
CAPACITY SPACE OF 1,159 SQ. FT.

1,159 SQ. FT. CAPACITY SPACE / 15 SQ. FT. MINIMUM PER PERSON=

**77.26 PERSON MAXIMUM CAPACITY**

BY COMAPRISON IF TABLES AND CHAIRS WERE REMOVED  
1,321 SQ. FT. CAPACITY SPACE / 5 SQ. FT. MINIMUM PER PERSON=  
**264.2 PERSON MAXIMUM CAPACITY**



# BUILDING CODES

## Section 302 Classification

### 302.1 General

Structures or portions of structures shall be classified with respect to occupancy in one or more of the groups listed in the section. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements for the applicable use of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with Section 502, where a structure is proposed for a purpose that is not specifically provided for in this code. Each structure shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved.

1. Assembly (see Section 302.1 Group A, 1, 2, 3, 4, 5, 6, 7 and 8.)
2. Business (see Section 302.1 Group B.)
3. Educational (see Section 302.1 Group C.)
4. Factory and industrial (see Section 302.1 Groups 1, 2 and 3.)
5. High hazard (see Section 302.1 Groups 1, 2, 3, 4, 5, 6, 7, 8 and 9.)
6. Institutional (see Section 302.1 Groups 1, 2, 3, 4 and 5.)
7. Mercantile (see Section 302.1 Group 1.)
8. Residential (see Section 302.1 Groups 1, 2, 3, 4, 5 and 6.)
9. Storage (see Section 302.1 Groups 1, 2 and 3.)
10. Utility and miscellaneous (see Section 302.1 Group 1.)

## Section 303 Assembly Group A

### 303.1 Assembly Group A

Assembly Group A occupancy includes, among others, the use of a building or structure or a portion thereof for the gathering of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.

## 403.1 Minimum Number of Fixtures

Plumbing fixtures shall be provided in the minimum number as shown in Table 403.1, based on the actual use of the building or space. Uses not shown in Table 403.1 shall be considered individually by the code official. The number of occupants shall be determined by the building official.

TABLE 403.1  
MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES<sup>a</sup> (see Sections 403.1.1 and 403.2)

NO.	CLASSIFICATION	DESCRIPTION	WATER CLOSETS (SINKS: SEE SECTION 424.2)		LAVATORIES		BATHS/UBS/SHOWERS	DRINKING FOUNTAIN (SEE SECTION 419)	OTHER
			MALE	FEMALE	MALE	FEMALE			
		Theaters and other buildings for the performing arts and motion pictures <sup>b</sup>	1 per 125	1 per 65	1 per 200	—	1 per 500	1 service sink	
		Nightclubs, bars, taverns, dance halls and buildings for similar purposes <sup>b</sup>	1 per 40	1 per 40	1 per 75	—	1 per 500	1 service sink	
		Restaurants, banquet halls and food courts <sup>b</sup>	1 per 75	1 per 75	1 per 200	—	1 per 500	1 service sink	
		Casino gaming areas <sup>b</sup>	1 per 100 for the first 400 and 1 per 250 for the remainder exceeding 400	1 per 50 for the first 400 and 1 per 150 for the remainder exceeding 400	1 per 100 for the first 750 and 1 per 500 for the remainder exceeding 750	—	1 per 1,000	1 service sink	
	Assembly	Auditoriums, lecture halls, permanent seating, art galleries, school gymnasiums, multi-story lecture halls, theaters, mosques and gymnasiums <sup>b</sup>	1 per 125	1 per 65	1 per 200	—	1 per 500	1 service sink	
		Passenger terminals and transportation facilities <sup>b</sup>	1 per 500	1 per 500	1 per 750	—	1 per 1,000	1 service sink	

TABLE 1004.1.2  
MAXIMUM FLOOR AREA ALLOWANCES PER OCCUPANT

FUNCTION OF SPACE	FLOOR AREA IN SQ. FT. PER
Agricultural building	300 gross
Aircraft hangars	500 gross
Airport terminal	
Baggage claim	20 gross
Baggage handling	300 gross
Concourse	100 gross
Waiting areas	15 gross
Assembly	
Gaming floors (pools, slots, etc.)	11 gross
Exhibit Gallery and Museum	30 net
Assembly with fixed seats	See Section 1004.4
Assembly without fixed seats	
Concentrated (chairs only-not fixed)	7 net
Standing space	5 net
Uncentered (tables and chairs)	15 net
Bowling centers: allow 5 persons for each lane including 15 feet of runway, and for additional areas	7 net

TABLE 1006.3.1  
MINIMUM NUMBER OF EXITS OR ACCESS TO EXITS PER STORY

OCCUPANT LOAD PER STORY	MINIMUM NUMBER OF EXITS OR ACCESS TO EXITS FROM STORY
1-500	2
501-1,000	3
More than 1,000	4

## 1004.5 Outdoor Areas

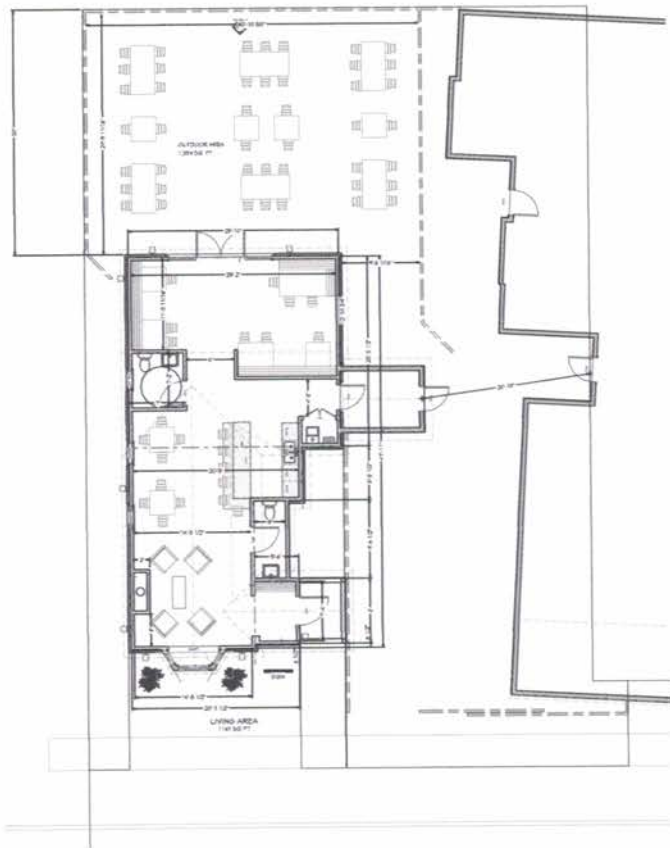
Patios, decks, courts and similar outdoor areas accessible to and usable by the building occupants shall be provided with means of egress as required by this chapter. The occupant load of such outdoor areas shall be assigned by the building official in accordance with the anticipated use. Where outdoor areas are to be used by persons in addition to the occupants of the building, and the path of egress travel from the outdoor areas passes through the building, means of egress requirements for the building shall be based on the sum of the occupant loads of the building plus the outdoor areas.

PROPOSED OUTDOOR CAPACITY

60 SEATING  
7 EMPLOYEES  
10 STANDING  
= 77 PERSONS

PROPOSED INDOOR CAPACITY

38 SEATING  
5 EMPLOYEES  
8 STANDING  
= 51 PERSONS





# SAUGATUCK TOWNSHIP FIRE DISTRICT

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3342 Blue Star Highway  
Saugatuck, MI 49453  
269 857-3000 / Fax: 269 857-1228  
E-mail: [info@saugatuckfire.org](mailto:info@saugatuckfire.org)

March 10<sup>th</sup>, 2022

Wicks Park Bar & Grill  
c/o Christine Murphy  
449 Water Street  
Saugatuck, MI 49453

Re: 449 Water St. – 121 Mary St. – The Cottage at Wicks Park Bar & Grill, Saugatuck, MI — Site Plan Review #1 for Nederveld Project No: 08200474, drawings dated 7-21-08 for Sheet 1.

Dear Ms. Murphy,

We are in receipt of the site plan for The Cottage at Wicks Park Bar & Grill, 449 Water St. – 121 Mary St., received 2/26/2022. We reviewed the plans using the International Fire Code (IFC) 2015 edition. Please see the result of the fire department review listed **below**.

1. Vehicle impact protection required by this code shall be provided by posts that comply with Section 312.2 or by other approved physical barriers that comply with Section 312.3. (312.1) **Guard posts are required to protect the gas meter and are not shown in the plans provided. Inspector will field verify guard post installation to protect the gas meter.**
2. Dead end driveways and access roads in excess of 150 feet in length shall be provided with an approved area for turning around with fire apparatus (IFC 503.2.5) **Not applicable, existing structure.**
3. "No Parking Fire Lane" signage shall be installed at the dead end of the turnaround. (IFC 503.3) **Not applicable, existing structure.**
4. No parking shall be allowed within the turnaround. The area must be clear and unobstructed for turnaround at all times. (IFC 503.4)
5. Fire apparatus access roads and driveways shall have an unobstructed width of not less than 20 feet, exclusive of shoulders. (IFC 503.2.1) **Approved, existing structures.**
6. Minimum clear height shall be 13'6" across the entire 20ft width of driveway. (IFC 503.2.1) **Approved, existing structures.**
7. Road shall not exceed the 10% maximum grade. (IFC 503.2.7) **Approved, existing structures.**
8. The driveway shall be installed with asphalt, concrete, or other approved driving surfaces capable of supporting the 80,000-pound imposed load of our heaviest apparatus and be installed to provide emergency access prior to commencement of building construction. (IFC 503.2.3) **Approved, existing structures.**
9. The road shall be maintained free of snow and ice to provide all weather driving capabilities. (IFC 503.2.3)
10. Fire department access roads shall be constructed and maintained for all construction sites. (IFC 3310.1) **Approved, existing structures.**





# SAUGATUCK TOWNSHIP FIRE DISTRICT

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11. The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200. (IFC 503.6) ***If any of the gates listed plans provided end up being locked a Knox Key switch or Knox Pad Lock will be required for emergency access and activation***
12. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. (IFC 505.1) ***Address signage must be posted prior to commencement of construction. Green reflective address signs are preferred and are available free of charge to Fire District properties at <https://www.saugatuckfire.org/address-sign-order-form.html>***
13. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the fire code official. (IFC 506.1) ***A Knox Key Box is required and shall be installed adjacent to the main front door. Box shall be installed 60" AFF. Minimum required box is #3261 and will hold up to 10 keys. Surface mount or recessed options are available at [www.knoxbox.com](http://www.knoxbox.com).***
14. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. (IFC 507.1) ***Approved, existing.***
15. The fire code official shall be notified prior to the water supply test. Water supply tests shall be witnessed by the fire code official, or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system. (IFC 507.4) ***Not applicable, existing.***
16. A hydrant is required within 400 ft. of any exterior portion of a non-sprinklered building or 600 ft. for an R-3 occupancy or sprinklered building. (IFC 507.5.1) ***Approved, hydrants are existing.***
17. An approved water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material arrives on the site. (IFC 3312.1) ***Approved, hydrant locations are existing.***
18. Upon completion of construction, physical testing with apparatus will be required. If the apparatus is unable to navigate the completed road and driveway in a safe and efficient manner, modifications may be required.
19. Anything omitted in this plan review is subject to field inspection. (IFC 105.4.4)

***You have site plan approval from the Fire District for the proposed renovations at The Cottage at Wicks Park Bar & Grill, 449 Water St. / 121 Mary St. in Saugatuck, MI if you are in agreement with the above-mentioned items. Please ensure you receive the appropriate permits from the City of Saugatuck prior to commencement of construction.***

***Please also submit building plans, fire suppression plans, fire alarm plans, emergency lighting, and kitchen hood suppression plans for review as applicable. Please let us know if you have any questions.***



# SAUGATUCK TOWNSHIP FIRE DISTRICT

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Respectfully Yours,

*Chris Mantels*

Deputy Chief / Fire Inspector

Cc: Greg Janik – Fire Chief (via email)  
Cindy Osman – Zoning Administrator (via email)  
Dan Poll – Building Official (via email)  
Randall Strong – Builder (via email)  
Pat Murphy – Builder (via email)

Enclosure: Reviewed site plan with comments