



**Planning Commission Regular Meeting
July 20, 2023 7:00PM
City Hall
102 Butler Street, Saugatuck, MI**

1. Call to Order/Roll Call:

2. Approval of Agenda: (Voice Vote)

3. Approval of Minutes: (*Voice Vote*)

A. Regular Meeting Minutes – June 15, 2023

4. Public Comments on Agenda Items: (Limit 3 minutes)

5. Old Business:

A. Short-Term Rental Task Force – Verbal Update

6. New Business:

A. 149 Griffith – Site Plan Review (*Pg. 9*)

B. Waterfront Development Zoning Ordinance Review – Initial Assessment Report (*Pg. 20*)

7. Communication:

8. Reports of Officers and Committees:

a. Zoning Administrator Activity Report (*Pg. 32*)

9. Public Comment: (Limit 3 minutes)

10. Commissioner Comments:

<p>NOTICE: Join online by visiting: https://us02web.zoom.us/j/2698572603</p> <p>Join by phone by dialing: (312) 626-6799 -or- (646) 518-9805</p> <p>Then enter "Meeting ID": 2698572603</p> <p>Please send questions or comments regarding meeting agenda items prior to meeting to: rcummins@saugatuckcity.com</p>

11. Adjourn (Voice Vote)

*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 **three** 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 Minutes - *Proposed*

The Planning Commission met for a Regular Committee Meeting, June 15, 2023, at
7:00 p.m. at City Hall
102 Butler St., Saugatuck, MI 49453.

1. Call to Order/Attendance:

The meeting was called to order by Chair Manns at 7:00 p.m.

Present: Chairman Manns, Vice-Chair Broeker, Commission members: Anderson, Bagierek, Gardner, Gaunt, LaChey.

Absent: None.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, Deputy Clerk Sara Williams.

2. Approval of Agenda:

Motion by Gaunt, second by Gardner to approve the agenda as presented for June 15, 2023.

Upon voice vote, motion carried unanimously.

3. Approval of Minutes:

Motion by Anderson, second by Bagierek to approve the minutes as presented for regular meeting May 18, 2023. Upon voice vote, motion carried unanimously.

4. Public Comment on Agenda Items: None.

5. Old Business:

A. Short-Term Rental Task Force – Verbal Update

Short-Term Rental Taskforce Chairwoman Anderson gave an update on the STR Rental Task Force. She said that they had a good meeting this afternoon. They wrote a letter updating the community about where the task force is in the process and invited them to engage and explained how they can do that. The Task Force is still in the assessment process and kind of moving into the engagement process. In the meeting today, they looked at recommendations from McKenna on community engagement. They recommended and there was consensus among the Task Force to get them to take it to a more formal proposal, but to do a town hall that will let people have more dialogue with the Task Force members and also have some boards where they can kind of agree or disagree but a more engaging forum. The Task Force will also be

moving their second meeting of the month to 5 to 7 pm so that people who work traditional working hours can get to at least most of those meetings and that provides more opportunity, and then do a survey. The next step will be for McKenna to come back to us with more meat on the bones on what that will look like including survey questions and what the townhall boards would say. They also had some proposals for providing some additional data and they had some discussion around what they really need. They offered some things that the Task Force didn't feel like it was critical for them to do the work plus it was costly. The Task Force did ask them to focus more on some communities that are similar to Saugatuck that have already put changes in place, whether caps or other significant changes a few years ago where they can see where they were and what they did and then in a few years they can see what they experienced, both intended and unintended. She thinks that they all felt that that would be valuable to our discernment process, and then they can also get some more data on short term rental rates or levels in other communities. This way they can see how they fit into the bigger picture. McKenna will bring us back some recommendations and they are going to follow-up with Ryan to make sure they are on a good path with that. If you are interested in seeing it, it is in the STRTF meeting packet for today's meeting. All of the Task Force members provided what they think the positives, negatives, and opportunities are for short-term rentals and McKenna aggregated that into one document. This will be a living document so you can take a look at that if you are interested.

Zoning Administrator Cummins had a few updates to add. He said that the Task Force asked for similar data that the Planning Commission had requested. They want to take a look at how the number of short-term rentals break down by zoning districts and how many are in our commercial districts. There is interest in looking at short-term rentals by their occupancy numbers as far as max occupancy. Zoning Administrator Cummins aggregated the data from what we have in our system and McKenna is sort of working on mapping that out and compiling that. There has also been some interest in looking at how many properties in the City are short-term rentals pf principal residence exemptions. Our assessor was there today to answer a question related to how PRE's work in relation to short-term rentals. At the last meeting, the Task Force went over enforcement analysis, as far as noise has been a very common concern that a lot of folks have raised in their public comments. The STR Taskforce numbers identified that as well, so the sheriff's office was there to present on how they have handled those complaints and they took a look at how many formal noise complaints with an actual complainant the city has had over the last few years and were able to take a look at how many of those were actually short-term rental units. Cummins touched on the City's efforts over the last few years as per City Council and 2021, establishing an actual investigation, fee, and policy as far as what that process should look like. He explained to the Task Force that the former Project Coordinator, Kate White, did a lot of proactive enforcement and actually went through a lot of online listings, took a look at which ones were registered and which weren't, and did a lot of proactive work to try to bring a lot of them into compliance. He said that since he has been with the City of Saugatuck, he has been working to try to clear up a lot of our rules that are in place, and getting ahead of folks that are going to be expiring to reapply so that they can avoid certificates lapsing if they want to

continue on. McKenna has done some community comparisons for various communities and is taking a look at what short-term rental regulations they have on the books.

6. New Business:

A. Waterfront Development Zoning Ordinance Review – Public Engagement Discussion

Zoning Administrator Cummins said that the Taskforce and Planning Commission had homework assigned from the last meeting and everyone completed their assignments. At the last meeting Planning Consultant David Jirousek presented to you a draft list of survey questions. After he received everyone's feedback along with some other thoughts on community engagement, he put that together in the form that is before the committee this evening. He is looking to kind of finalize a Community Engagement Plan with the Planning Commission tonight that we can work off of and then you can connect provide you an update with his assessment.

Planning Consultant Jirousek said that he was very interested to hear about the progress with the Short-Term Rental Taskforce and the public input strategies. He thinks that they could have a very similar conversation about the public input required for the waterfront project as well. He discussed with Zoning Administrator Cummins about whether or not these efforts could play off each other in terms of public involvement. They felt at that time that it might cause more confusion to have dueling topics at the same meeting and they aren't sure if there will be an opportunity for that. Maybe in terms of getting the word out via newsletters or other ways like tagging on opportunities for other events just in terms of public notice. As of right now, you do have the community survey in front of you and he said that he did incorporate probably 90% of the input to somebody if it were related to each other. There are some similar comments from different Planning Commission members so some of the changes might not look exactly as you suggested, but he hopes that your intent has been met with all of the questions. He said that they have to clarify the residency questions, clarify the location in terms of the different areas of the city, how they use the waterfronts, and the features of the waterfront area that are most important to you, the priority topics of study, a number of questions whether you agree or disagree with a certain type of development or certain type of building, building height, one for the east side, and one for the west side. Jirousek thinks that was a great suggestion because height is certainly one of the main topics of concern. At the end of the survey, there are three open-ended questions. What are model communities that you use as examples that we can learn from? What are the big ideas you might have for the waterfront? Then lastly, what are the most significant concerns that you have? He thinks it is a great opportunity for people to express the answers to the open-ended questions at the end just in case they didn't hit anything on their mind in the first several questions. He also would love to hear the commissioners' comments on the second draft survey. He is working on the visual preference survey that will be another online platform survey where they have 30-40 images, and it is very simple to choose which image you prefer and if they wanted to say why they could provide the answer to why they chose the specific image. So, they may like a certain building type, but it might be something they like in Grand Rapids or something they might like in another city. They want to be very clear that you do prefer this image as if this was situated on the east or west side of the river. So that is in the

works. Jirousek has been working on collecting a number of images for that survey. The third component of the public input process is going to be an open house or opportunities, and pop-ups at some local events. He said that one of the Planning Commission members mentioned a few different city events that they could have a table at just to get input or answer questions. They could also do an open house or a town hall similar to what they were discussing for short-term rentals. With that, he suggests that they have half of that be an open house with stations, and the other half be a public presentation, then possibly a question and answer in the end. It would be important to host that after they have the survey results in and after they have the assessment in their hands. They could give an update on the surveys and of the assessment during the formal presentation at the open house or town hall meeting. There is a lot to take in tonight. He would prefer that they at least get through the survey and get that posted in the next week or so and thinks it would be best if they had that open for three to four weeks. That would put them in mid-July. At the same time, they could get the visual preference out and follow a similar timeframe, then the big question is just when the open house would be. He thinks they are in the kind of the same position as the short-term rental taskforce and to where they have a lot of this work that they still need to complete before they open it up to that public opportunity. They certainly could do fewer formal pop-ups at events but if they have a formal open house, that would be a late July timeframe or even early August.

Jirousek said that this will be an online platform, that it is the best way to collect data. He said that they should have paper copies at City Hall so if someone wanted to stop in and fill out the survey, they could do so. They do realize that not everyone has online access. The downside of paper copies is the data entry process, but he doesn't expect that they would have more than 5% of the results as paper copies as most would probably fill the survey out online.

Commission members questioned how they would prevent duplicates. Jirousek said that they have an option on Survey Monkey to restrict only one response per IP address or you could allow for multiple responses. It is somewhat hard to restrict to one response per IP address because that only allows one response per household and family members or roommates may have different opinions. He explains that sometimes they have to just take it as input. He doesn't think that anyone is going to try to stack the deck but if they download the data and can see that they have 15 responses from one IP address, they can flag that as potential foul play.

Jirousek said that they could have both surveys available at upcoming local events and keep the surveys open until the end of July so that they are getting the word out at these events and letting the public know that the survey is available in paper form as well as online. He said that he could get materials ready in the two or three weeks so he can shoot to make sure that they make deadlines for all of the events on the July schedule. Jirousek said that this meeting was very helpful, that it gave him directions to prepare both surveys, the table boards, and then the assessment report. He is shooting to have everything done in the next three weeks so that they have enough time to review that ahead of the July 20th Planning Commission meeting. The assessment report that was in the April 30 scope memo included the report in which we are going to look at what the current zoning allows and look at best practices from other

communities. They will look at the current zoning and see if it's going to result in something consistent with their vision.

Jirousek said that this isn't the first assessment for this upcoming meeting next month. The areas of study would be Character Assessment, a Development and Redevelopment Assessment, Master Plan and Zoning Assessment, and Best Practices Review. At that time, the report will not have the final recommendations about how we move forward. He believes the recommendations would come in August, after they have the chance to review this report and after they have the benefit of public input. Then they would have more concrete zoning recommendations like what was referenced about consolidating zoning districts or gradient overlay and so on. That will be assessed over the next couple of weeks and will be based on public input.

The assessment report for next month will compare the different zoning districts. One of the Planning Commission members asked them to provide a side-by-side table concerning the uses and dimensional requirements for the zoning districts involved in the area of focus. He thinks it is a great idea and it should be part of the assessment. Jirousek was just giving examples of how you could amend the zoning ordinance, which they don't know what they are going to do yet but will have the recommendations in August.

He really appreciates the input and said that this gives him good direction to prepare the surveys and the materials for July. As Ryan suggested, he thinks that once they have that all finalized, they will go through July and schedule something in August with the results for the work from July.

7. **Communications:** None.

8. **Reports of Officers and Committees:**

A. Zoning Administrator Activity Report: Director of Planning, Zoning, and Project Management Cummins gave brief update on his report.

9. **Public Comments:** None.

10. **Commission Comments:**

- **Commissioner Gardner:** Several of their commission member's terms are coming up July 1st. Commissioners Broeker and Chair Mann's terms are coming up and as he understands both have resubmitted an application. He thanked them both and is very pleased by that.
- **Commissioner Anderson:** Gave kudos to the City Clerk regarding terms that are coming up and keeping everyone informed.
- **Commissioner LaChey:** He said that the commission spent a lot of time knocking around how to get public input on the waterfront. He thinks that people who live in town care a lot more about the short-term rental issue than whether there are three, four, or no story buildings along the waterfront and that may be an educational thing that they need to learn about the waterfront. He hopes that the same type of effort for public input is put towards how people feel about short-

term rentals in this town, they just talked about an exhaustive way to drag information and opinions out of people whether they are walking past City Hall or are sitting listening to a concert. It is just an observation, but he hopes moving forward that there is similar effort put towards gaining public input for the short-term rentals as seemingly they're going to be doing for how people feel about the development or lack of development or the waterfront.

- Commissioner Gaunt: She thinks that when these questions go out and people are forced to think about what could happen on the waterfront in terms of development, that will generate some interest. She said that if there was one message that came through loud and clear from everyone is about getting public input on short-term rentals, everyone's input.
- Chairman Manns: He thinks that the public engagement is something somewhat different between the short-term rental and the waterfront which is much more visual. What do you want to see in a short-term rental? Many times, we'll have someone say that they don't think we should have short-term rentals, or I don't think you need to make any changes. He says that they haven't really had a chance to think through or understand all of the ramifications of either decision. It is really more of an education and trying to help them move along. Manns thinks that is what they are trying to do with the surveys, gather that but then also put it out in the forums. He had an opportunity to meet the new person who is the Zoning Administrator for the City of the Village of Douglas. They are watching a lot of the things that the City of Saugatuck is doing very closely, and their residents are also watching and asking if Saugatuck changes their rules if the City of the Village of Douglas will follow as it is an issue there as well. That had to do with the waterfront as well as short-term rentals as far as what he was saying. Some of the new developments they are talking about are geared toward second home investment, and short-term rental ownership.

Motion by Anderson, second by Gaunt, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned at 8:11 pm.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	July 14, 2023	Meeting Date:	July 20, 2023
Request:	Site Plan Review	Applicant:	Matthew Bush
Address:	149 Griffith Street	Project Name:	Restaurant Project
Parcel:	57-900-645-00	Plan Date:	July 5, 2023
Acreage:	0.198 acres	Zoning District:	C-1
Complete:	Yes	Recommendation:	Conditions noted
Staff:	Ryan Cummins	Consultant:	David M. Jirousek, AICP

Overview

The applicant has applied to construct a single-level walk-in refrigerator/freezer attached to the principal restaurant building, new fencing, and a replacement deck. Privacy fences and a gate are proposed to screen the rear of the property, and lower fences are proposed for the front of the building. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings of fact related to the request.

Completeness Review

Site plans must contain the information required by Section 154.061 of the Zoning Ordinance. It should be noted that the narrative does not match the plans. The narrative states that a deck will be replaced, but the current and proposed deck is not shown. Overall, the use of the rear yard for outdoor activities and/or dining is unclear on the plan. This should be clarified by the applicant.

Zoning Compliance Review

The walk-in refrigerator/freezer meets all height and setback requirements. The proposed fence/gate along Mason Street must be at least one (1) foot from the right-of-way, and the setback was not indicated on the plan.

Site Plan Standards of Approval

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

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

Comment: The walk-in refrigerator/freezer and fencing allows for reasonable expansion of, and improvement to, the restaurant. The six (6) foot fence/gate will primarily screen the freezer, but the top will be visible. The proposed site development is not anticipated to impact nearby properties negatively.

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

Comment: The rear yard landscaping is not proposed to be impacted. However, the details of the rear yard use for activities or dining are not clear.

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

Comment: Existing and proposed fencing will provide reasonable screening of the exterior equipment, walk-in refrigerator/freezer, dumpster, and outdoor area.

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

Comment: The Fire Department must review the site layout regarding site access and the ability to respond to emergencies.

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

Comment: Not applicable.

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

Comment: Not applicable.

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

Comment: Not applicable.

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

Comment: The increase in impervious surface is minimal, and the impact of stormwater will be negligible.

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

Comment: The loading and service area to the rear of the site is proposed to be screened by existing fencing and a new six (6) foot fence/gate.

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

Comment: New light fixtures are not proposed.

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

Comment: Not applicable.

Recommendation

The applicant must clarify the setback of the proposed fence/gate along Mason Street and the extent of the deck replacement project. Further, the general use of the rear yard for activities and outdoor dining must be clarified. If this information is provided and all improvements are compliant, the Planning Commission may approve the site plan, as only the walk-in refrigerator/freezer triggered the site plan review. However, fire department review should be a condition of approval.

Application Fee: \$750
Escrow Deposit: \$2,000



Site Plan Review Application

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

LOCATION INFORMATION

Address 149 Griffith Street

Parcel Number 57-900-645-00

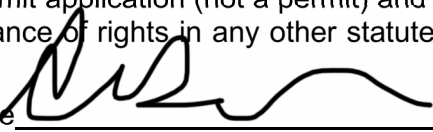
APPLICANTS INFORMATION

Name Matthew Bush Address / PO Box 601 Gremps Street

City Paw Paw State MI Zip 49079 Phone 269.532.4447

Interest In Project Owner E-Mail allisonmaxwell4@gmail.com

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 

Date 6/16/23

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANT)

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 Hall Builders Contact Name Paul Hall

Address / PO Box 29080 E. Red Arrow Hwy City Paw Paw

State MI Zip 49079 Phone 269.655.8866 Fax 269.655.8466

E-Mail paul@hallbuilders.org

License Number 2102181195 Expiration Date 5/31/26

PROPERTY INFORMATION

Depth 133.67' Width 64.5' Size .198 acres Zoning District C1 Current Use Restaurant & short term rental above
Check all that apply:
Waterfront Historic District Dunes Vacant

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

The existing building is configured as a restaurant with a short term rental on the upper floor. The project is to cleanup and paint the existing building. This application is related the replacement of the dilapidated wood deck/walk on the back side of the building and the reconfiguration of the existing wood privacy fence.

The deck is falling apart and is hazard, the intent is to replace it with new treated wood in a similar configuration that it currently is, at the same time the existing 2 story walk-in-cooler is removed (and not replaced). The existing fence is configured around the cooler and deck, once the cooler is gone the fence can be repositioned up to the deck and house. The majority of the fence will remain as existing.

On Mason St., the installation of a new walk-in cooler is proposed that will attach to the structure, with access from inside the structure in the area of the existing concrete driveway. A new 8' tall wood fence and sliding gate is proposed to shield the new cooler and existing service area from public view and shall extend from the structure east to the north/south running fence.

In the front, on Griffith St. a new 3' tall decorative aluminum fence and gate is proposed to enclose the existing outdoor dining area.



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

- 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 154.063)

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 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 be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter? There is no change in the organization or character of the site nor does it affect any adjacent property. The new deck will be the same as the existing and the fence reconfiguration will be shielded from view of all adjacent properties
- (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? Some overgrown landscaping is being removed from the north side of the building to clean up the property. No landscaping changes related to the deck and fence change.
- (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? This work does not change the use of the site it only cleans it up and removes the obsolete outdoor cooler.
- (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? There is no change to the existing configuration.
- (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.) There is no change in the circulation system of the site.



Site Plan Review 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?

There is no change to the circulation of the existing site.

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

There are no streets proposed.

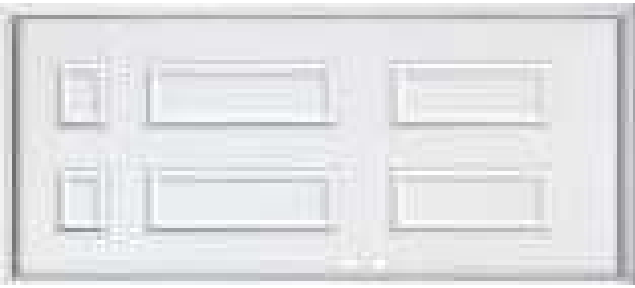
(8) How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions be made to accommodate storm water, prevent erosion and the formation of dust? The use of detention/retention ponds 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. There is no change to the existing drainage system.

(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).

There is no change to these existing configurations.

(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.

There is no change to these existing configurations.



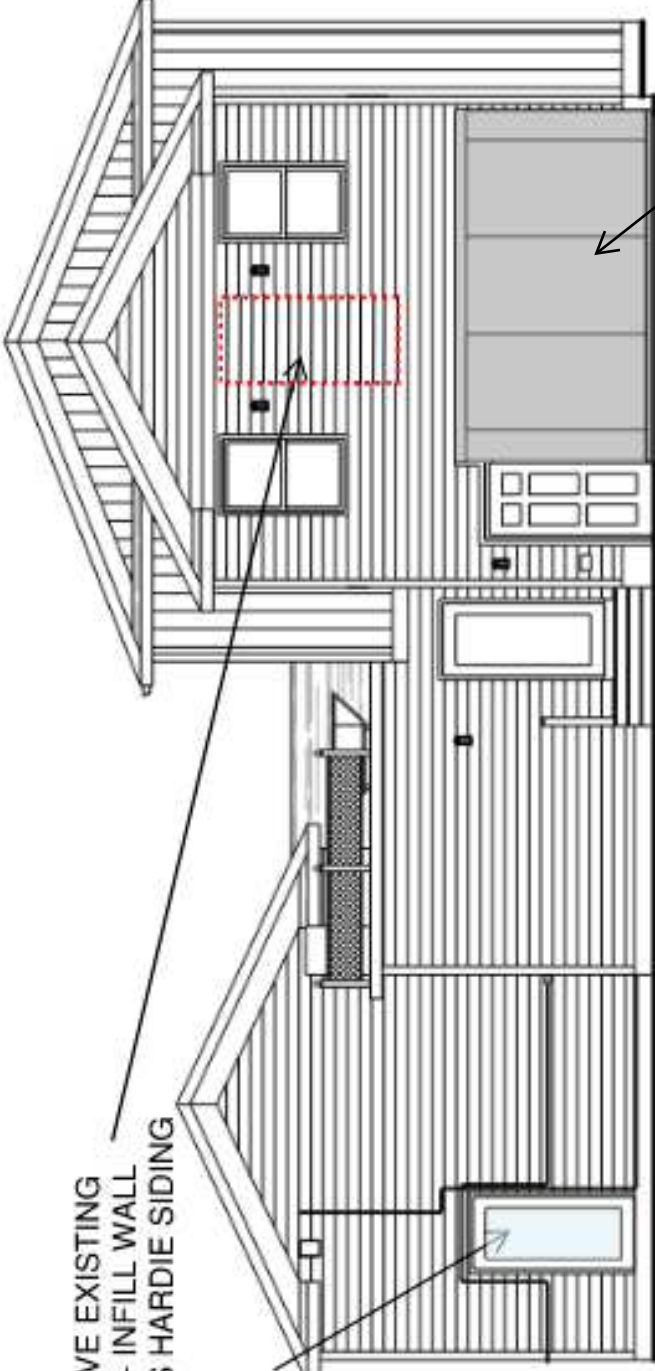
DOOR TYPE A
SOLID CORE 6 PN'L
STEEL DOOR-
3'-0"X 6'-8" PAINTED
COLOR SELECTED BY
OWNER



DOOR TYPE B
STILE AND RAIL ALU
CLAD FRENCH DOOR
W/GLAZING 3'-0"X 6'-8"
PAINTED COLOR
SELECTED BY OWNER

REMOVE EXISTING
DOOR- INFILL WALL
JAMES HARDIE SIDING

NEW
DOOR



REAR ELEVATION

DOOR TYPE A

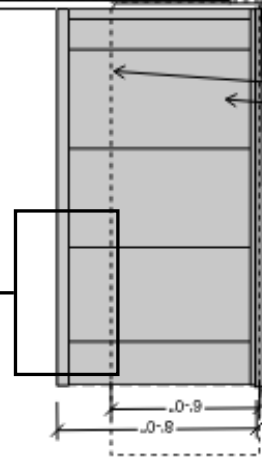
NEW WALK-IN REF./FREEZER
EXTERIOR PANELS ON LEVEL
CONCRETE PAD

**PARTIAL
SIDE
ELEVATION**

OUTLINE OF 6' STOCKADE FENCE



ACRYLUME STEEL PANEL



Features and Benefits

- Stainless steel multi-point locking hardware option for added security
- "Easy Adjust" hinge system for effortless operation and correction after installation
- Wept sill system to eliminate water infiltration
- Dual-seal frame weatherstripping at panel face and edge improves air and thermal performance
- Taller sill provides excellent water performance and design pressure ratings
- Active stiles constructed of an LVL core material for added strength and stability
- In-swing and out-swing options available
- Certified against hurricane blasts: Laminated glass allows unit to crack instead of shatter when under great pressure
- Meets and exceeds building codes for extreme coastal environment conditions
- Laminated glass dampens sounds from traffic, neighbors and the outdoors
- Preserve protective film standard

Sizes

- Five standard heights: 6'8", 6'10", 8'0"

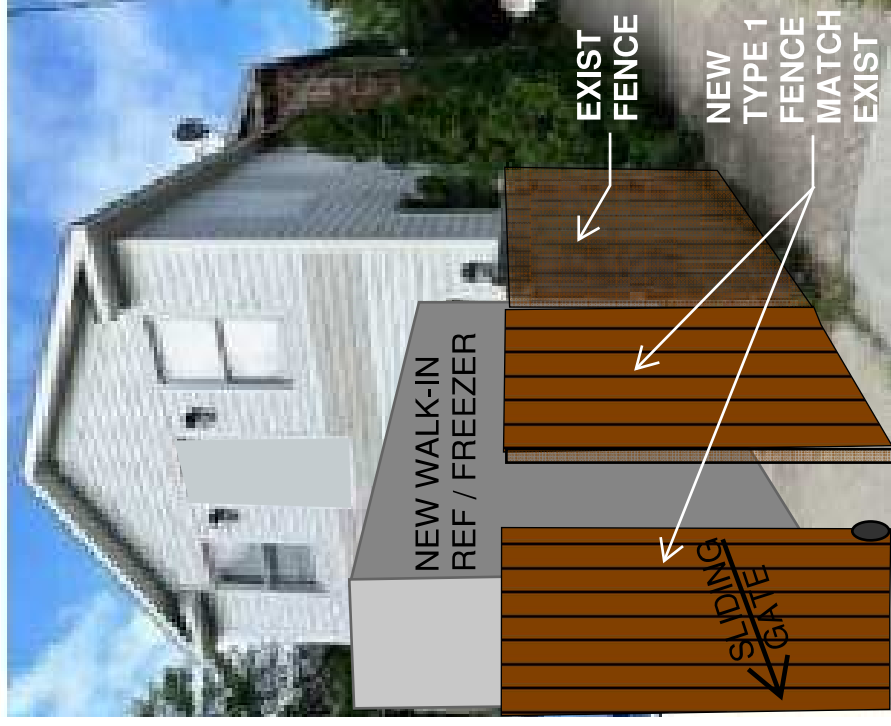
JAMES HARDIE SIDING

TO MATCH EXISTING SIDING
PAINTED - COLOR SELECTED BY OWNER



PRESSURE TREATED PINE WOOD-MATCHES EXISTING

3. FENCE TYPE 1 PANEL - 6't x 8'w



REAR/SIDE MASON ST VIEW

**MATERIAL SPECIFICATIONS
FOR HDC-JUNE 1, 2023
PRESENTATION**

SAUGATUCK RESTAURANT

Project for:

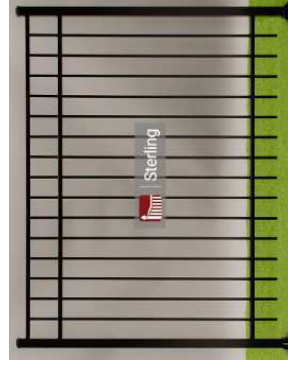
149 Griffith Street, Saugatuck, MI 49453

**Schley Nelson
Architects**
400 S. 9th Street, PO Box 239
Oshtemo, MI 49077
(269) 375-8300

Rev. Date:	JULY 5, 2023
Rev. Date:	JUNE 9, 2023
Rev. Date:	
Rev. Date:	
Rev. Date:	
Rev. Date:	
Rev. Date:	
Issue Date:	JUNE 9, 2023
Schley Nelson Architects Project No.	
23-107	
Sheet No.	
A201.B	
Copyright © 2023 Schley Nelson Architects, Inc.	

**PRESENTED AT JUNE 1, 2023 HDC
MEETING - VERBALLY APPROVED**

SHOWN HERE FOR INFORMATION



ALUMINUM PICKET FENCE & GATE

4. FENCE TYPE 2 - 3'tall

1. NEW DOOR TYPE B SPECIFICATION

Memorandum

To: City of Saugatuck Planning Commission
Date: July 17, 2023
From: David M. Jirousek, AICP
RE: Waterfront Regulation Report #1- Character, Development, and Zoning

Overview

Waterfront development and building concerns along Water Street and Park Street led to the initiation of a waterfront regulation assessment project. The City's objective is to assess land use regulations applicable to this area and update the Zoning Ordinance to ensure adequate riverfront character protection related to development and redevelopment. This initial discussion report is the first of two, with background information and other considerations. A final report will be formalized for the August Planning Commission with additional zoning analysis, best practices, a summary of public input, and final zoning recommendations.



Character Assessment

This section assesses the character of existing buildings and land uses within the area of study (see Exhibit #1). Within this assessment, factors such as land use, building siting and placement, building design and architecture, building frontage type, parking availability, and pedestrian accommodations are considered.

The study area is situated along the Kalamazoo River, with the downtown on the east side and the Resort Districts/Peninsula on the west side. While the east side study area is part of the City's vibrant downtown area, the west side is a quieter neighborhood and primarily consists of multi-family buildings along Park Street and several boat lots.

East Side

The waterfront area along Water Street includes an eclectic mix of buildings and architectural designs and waterfront parks, boardwalks, and boat slips. Most of the land uses are commercial, including retail, offices, restaurants, and accommodations. The newer buildings include The Butler restaurant's open-air building and the Saugatuck Landings Luxury Suites and Marina. The area is generally walkable, with some notable gaps in the sidewalk network.

Architecture

The architectural character includes a significant range of building age and style. The Sergeant Marina Condominium was built in 1978, and units are oriented toward the waterfront. The Butler Restaurant building was built in 1960, and its newer two-story open-air building was constructed within the last two years. These buildings are one to two stories, two with walk-out lower levels.

Moving north, beyond Cook Park and the Singapore Yacht Club parking lot, is the Coral Gables Restaurant, a three-story building with a gambrel roof. Along with the one-story Annex take-out restaurant, coffee shop, and bakery, these businesses also include outdoor space for dining. Beyond that is a residential-scale two-story building with an Italianate style and the Dockside Market Place, a multi-tenant warehouse-style building. The warehouse building style is the only of its kind in the study area.

North of Wicks Park is the Ship 'n Shore Hotel. While the covered primary entryway faces Water Street, the rest of the hotel appears to be the rear of the building with no significant architectural features. North of the Ship 'n Shore includes additional bed and breakfast accommodations, with a complex of residential-scale buildings with gable, hip, and shed roofs making up the Bayside Inn – Harbor House.

The next buildings include Big Lake Outfitters, a one-story flat-roof building, and the River Market and Deli, a one-and-a-half-story building with a gable roof. Just north of the boat launch is the Star of Saugatuck building, a two-story multiple-use building with a gable roof.

Saugatuck Landings Luxury Suites and Marina is a newer two-story building that includes rental dwelling units. Just north of the marina is the Demerest Shanty and the Old Boat House. These buildings accommodate additional dining opportunities, exhibits, and boat rentals, and are one-story structures with gable roofs.

As observed, there is a significant range in building type and a variety of commercial and residential land uses. However, there are a few common themes. The majority of buildings have gable roofs and are one to two stories in height. However, a few gambrel, hipped, and flat roofs were observed. While several buildings have walk-out lower levels, they are not evident from the front of the building when considering visual impact, bulk, and scale.

Most buildings are drawn close to the right-of-way, aside from the Ship 'n Shore Hotel with its associated front parking lot and The Butler, with a front lawn area. However, The Butler is drawn close to the Griffith Street right-of-way.

Water Access

From the south end of the study area behind the Sergeant Marina Condominium, there are boardwalks or concrete walkways all the way to the north end of Wicks Park, a distance of approximately one-half mile. While open, the boardwalk along the Singapore Yacht Club parking lot is noted as private property. The remaining 2/10th of a mile is private, with water access for customers, renters, guests, and owners.

Sidewalks/Pathways

Sidewalks and crosswalks exist along Culver and Water Streets from the south end of the study area to The Butler restaurant. Sidewalks are not present along Cooks Park and the Singapore Yacht Club parking lot. Sidewalks then stretch from Coral Gables to the Star of Saugatuck building. The only striped crosswalk is located crossing Hoffman Street.

Parking

There is on-street parking available along Water Street for the entire study area. Also, it should be noted that the only front on-site parking is located at the Ship 'n Shore Hotel, and the only front-loaded garage is located at the Saugatuck Landings Luxury Suites and Marina.

Building Frontages and Water Views

The widths of most buildings do not span the entire property frontage, with the exceptions of the Ship 'n Shore Hotel and the Saugatuck Landings Luxury Suites and Marina. The width of the hotel blocks views of the water from the right-of-way for the entire frontage, while the marina includes an open corridor between two components of the building. While some smaller buildings may be almost as wide as their associated lot frontage, the impact is much lesser due to building height, road-end/right-of-way views, or separation from adjacent buildings.

West Side

The west side of the Kalamazoo River within the Resort District zoning designation is a significantly different environment than the east side. There are three primary properties with buildings within this study area. These properties include, from south to north, a larger marina property with an aging residential structure (Casa Loma), one relatively new multi-family building, and one older multi-family building.

Architecture

The Casa Loma property includes what appears to be two residential buildings, which at times has been a short-term rental. Moving north are boat lots and parking areas, followed by a multi-tenant building. This building appears to be three levels. However, it is a split-level design with less visual impact. The roof varies with gable end sections and hipped sections with multiple roof-top and side porches. North of this building is an older multi-family building with a flat roof and a flat rear deck area.

Water Access

The City owns two small parcels along the waterfront, with one being the chain ferry stop. All other waterfront access is private.

Sidewalks/Pathways

Park Street does not have sidewalks or pathways, and the shoulders are narrow. Pedestrians and cyclists must share the road or walk off of the paved surface.

Parking

Aside from the Casa Loma property with on-site parking, all other properties have parking along the street frontage between the buildings and the right-of-way. Most of the properties are narrow and have no other parking option besides in front of the principal buildings.

Building Frontages and Water Views

Due to the number of boat lots and docks, there are ample water views. However, both multi-family building widths take up most of the building frontage.

Conclusion

While there is an eclectic mix of building types and designs within the project area, understanding the current character is essential when considering new regulations. Zoning regulations may allow for a similar character of buildings or, in some cases, a complete transformation, intended or unintended.

Based on initial survey responses, it appears that participants prefer buildings in the one to two-and-a-half-story range. Further, participants preferred more traditional architecture than modern, with pitched roofs. Although some newer buildings may not be preferred, the general sense from the survey as it relates to the existing character is that participants prefer and appreciate the current conditions rather than supporting a transformation of the study area.

Development Assessment

The project area includes a variety of redevelopment opportunities, while other sites will likely remain in their present states for years to come. Recently developed properties or those with significant investments in improvements are less likely to be redeveloped. In contrast, properties that have not maximized their development potential or have aging structures may have a higher likelihood of redevelopment. Vacant land or lands with parking lots could also have a higher development potential.



Potential Development Site



Potential Redevelopment Site



Recent Development Site

Please note that this assessment does not consider the owners' intentions, historical attributes, significance in the community, or other unknown information. It should be considered a general assessment of development potential for planning purposes only.

East Side Property Assessment				
Address/Name	Year Built	Lot Size	Potential	Comments
64 th Griffith Street <i>Sergeant Marina Condominium Building</i>	1978	0.62	Low	Numerous owners involved would significantly lower redevelopment potential.
64 th Griffith Street <i>Sergeant Marina Condominium Parking Lot</i>	--	0.96	Low	Although there may be restrictions in the Master Deed, surface parking lots are commonly redeveloped. However, development could block views from owners' units.
40 Butler Street <i>The Butler Restaurant</i>	1960 & 2022	0.45	Low-Mid	The site is primarily built-out. However, the principal structure is 63 years old. Given the age, there could be a higher possibility of redevelopment than otherwise assumed.
48 Water Street <i>Singapore Yacht Club Parking Lot</i>	--	0.64	High	Given the waterfront location, lot size, and the existence of a surface parking area, the lot has a high potential for development.
220 Water Street <i>Coral Gables and Annex</i>	1900 (main building)	0.75	High	The location and size of the property and the building's age give this property a higher redevelopment potential.
326 Water Street	1950	0.18	Low-Mid	While the location is attractive, the lot area is smaller, and the condominium ownership could complicate redevelopment.
340-360 Water Street <i>Dockside Market Place</i>	1998	0.79	Low	A newer building with numerous owners involved would significantly lower redevelopment potential.
528 Water Street <i>Ship 'n Shore Hotel</i>	Not known	0.76	Low	As a well-established hotel and restaurant in a renovated and expanded building, redevelopment potential is low.
608 & 618 Water Street <i>Bayside Inn – Harbor House</i>	Not known	0.25	Low-Mid	Although a well-established bed and breakfast, the three individual buildings are smaller and under common ownership, giving a slightly higher redevelopment potential than "low."
640 Water Street <i>Big Lake Outfitters</i>	1970	0.24	High	Given the common ownership with 650 Water Street and the age of the building, redevelopment potential is high.
650 Water Street <i>The River Market and Deli</i>	1956	0.16	High	Given the common ownership with 640 Water Street and the age of the building, redevelopment potential is high.
716 Water Street <i>Star of Saugatuck</i>	1956	0.16	High	The location and the building's age give this property a higher redevelopment potential.
720 Water Street	Not known	0.08	Low	If combined with 716 Street, this property would have redevelopment potential. Otherwise, it is too small for any significant redevelopment.

East Side Property Assessment				
Address/Name	Year Built	Lot Size	Potential	Comments
726 Water Street <i>Saugatuck Landings Luxury Suites and Marina</i>	2011	0.24	Low	This property was redeveloped 12 years ago. Further redevelopment of a site with a newer building is not anticipated.
730 Water Street <i>Old Boat House</i>	1953	0.14	Low	The size of the lot and more recent investment into the building would lower redevelopment potential.

West Side Property Assessment				
Address/Name	Year Built	Lot Size	Potential	Comments
405 Park Street <i>Casa Loma Marina</i>	Not known	0.65	High	This property has a high development potential due to the age and condition of the building, waterfront location, and the existing marina. Additionally, the lot is deep enough to comply with waterfront and front setbacks without the need for a variance.
503-515 Park Street	1999	0.30 acres	Low	This property has a low redevelopment potential due to the newer age and the condition of the multi-unit building. Significant investments have been made into this property.
615 Park Street <i>Waterside Suites</i>	1970	0.28	Mid	The multi-tenant building on this property is over 50 years old and has experienced flooding issues. Building owners have recently planned improvements to the building. The age and flooding issues give this a mid-level redevelopment potential.

Summary

Overall, approximately one-third (2.5 acres) of the study area is expected to have a higher likelihood of redevelopment than the remaining two-thirds. Please note that boat lots and City-owned property are not included.

Development Potential Summary		
Potential	Properties	Acreage
East Side		
Low	7	3.59
Mid	3	0.88
High	5	1.85
Total	15	6.32
West Side		
Low	1	0.3
Mid	1	0.28
High	1	0.65
Total	3	1.23
Grand Total	18	7.55

Master Plan and Zoning

The City's Zoning Ordinance regulations have the most significant impact on the development and redevelopment potential of the area of study. A zoning assessment will provide City officials with an understanding of what type of development or redevelopment could occur on sites within the area of study.

While this report includes a summary of waterfront planning policies and goals and a summary of zoning regulations, a future report will address the questions below.

1. *Will allowable development implement the City's vision for the Area of Study and the Tri-Communities Master Plan?*
2. *Will allowable development result in a desirable waterfront area?*

Master Plan

The Tri-Communities Master Plan is a comprehensive document that covers three jurisdictions. However, there is not a detailed plan for the downtown area. The policies and goals are general in nature, with no specific recommendations regarding building scale, form, and design.

However, the plan includes guidance that directly relates to this project, and the following statements support zoning requirements and regulation to ensure sensitive development which preserves views and access to the waterfront, place reasonable limitations on development, preserve historic buildings, and consider the compatibility of future development and land uses with existing land uses and buildings.

- *Policy: Encourage **architectural and site design that complements**, rather than detracts from **existing development** on neighboring parcels.*
- *Policy: Encourage the **preservation and restoration** of historic structures.*
- *Policy: **Preserve the character** of the area by encouraging land uses and densities/intensities of development which are consistent with and complement the character, economic base, and image of the area (Page 1-3).*
- *Policy: Encourage a **compatible and desirable mix of commercial uses**. (Page 1-7)*
- *Policy: **Avoid separate parking lots** for each business where feasible and encourage centrally placed lots which serve several businesses.*
- *Goal: **Protect and enhance the natural aesthetic values and recreation potential** of all waterfront areas for the enjoyment of area citizens while recognizing **private property rights** of waterfront property owners (Page 1-13)*
- *Policy: Encourage private property owners to **grant scenic easements** wherever public values dictate the maintenance of visual access to the waterfront and the property is not available for fee simple purchase.*

- *Policy: **Limit the height and mass** of new development along waterfront areas and **preserve setbacks between buildings** to maintain visual access and the natural beauty of the waterfront for the broader public (Page 1-14).*
- *This commercial district has a **unique historic character worth preserving** and further enhancing and represents a great asset to the Tri-Community area as well as to the region and the state (Page 5-8).*
- *The primary issues concerning proper future use of the waterfront involve **competition between economic development and environmental protection**. Waterfront lands represent the highest value lands in the Tri-Community area, and local officials are therefore concerned about the potential tax base associated with use of waterfront lands (Page 8-1).*
- *Examine zoning along the waterfront with an eye to permitting **limited mix use** and more **public views** of the waterfront without increasing **building height** (Page 13-3).*
- *Protect the **visual quality** of and **visual access** to the waterfront (Page 13-5).*

Zoning Comparison

The following tables compare dimension requirements and land use regulations for the C-1 Water Street North district (C-1 WSN), C-2 Water Street South district (C-2 WSS), and C-4 Resort district.

Zoning District Comparison- Dimensional Requirements				
Requirement		C-1 WSN	C-2 WSS	C-4 Resort
General				
Min. Lot Area (sq. ft.)		4,560 ¹	6,660 ²	15,000
Min. Lot Width (ft.)		66	66 ³	66
Max. Lot Depth (ft.)		--	100 ⁴	--
Max. Lot Coverage (%)		100	45	50
Max. Building Height (ft.)		28	28	28
Min. Setbacks (ft.)	Front	0	0	15
	Side	0	10	10
	Rear	0	15	10
	Water	25	25	25
Single-Family Residential (and Two-Family in C-1 WSN only)				
Min. Lot Area (sq. ft.)		6,600	--	8,712
Min. Lot Width (ft.)		66	--	66
Max. Lot Coverage (%)		50	--	25
Max. Building Height (ft.)		28	--	28
Min. Setbacks (ft.)	Front	15	--	15
	Side	5	--	7 ⁵
	Rear	10	--	10
	Water	25	--	25

¹ 8,712 square feet required for bed and breakfast, hotel/inn, and motel/motor court.

² 13,200 square feet required for hotel/inn, motel/motor court, motion picture facility, and marina commercial/private.

³ 132-foot minimum lot width required for hotel/inn, motel/motor court, motion picture facility, and marina commercial/private.

⁴ 100-foot minimum lot depth required for hotel/inn, motel/motor court, motion picture facility, and marina commercial/private.

⁵ For lots less than 66-feet wide, the side setbacks on each side shall be 10% of the lot width.

Land Use Regulation Comparison				
Land Use	C-1 WSN	C-2 WSS	C-4 Resort	Comments
Accessory				
Home businesses	S	--	--	
Home occupation	P	P	--	
Swimming pools, tennis courts or other recreational facilities oriented to the clientele of the motel or hotel	--	--	S	
Rented accessory dwelling units	--	--	S	
Residential				
Apartments, second and third floors	P	P	--	
Dwelling, single-family detached	P	P	S	Is this feasible, likely, or appropriate for WSN and WSS?
Dwelling unit, two-family	P	--	--	Is this feasible, likely, or appropriate for WSN?
Accommodations, Entertainment, Recreation, and Hospitality				
Amusement and recreational services	--	S	--	Consider removal of this use.
Amusement arcades	--	S	--	Consider removal of this use.
Bed and breakfasts	S	P	P	Is there a reason why this is a special land use in C-1 WSN?
Charter fishing/tours	P	--	--	Why not permitted in WSS?
Club and fraternal organization	--	S	--	Why not a special land use in WSN? Is this use needed at all?
Community Center	--	S	--	Why not a special land use in WSN?
Hotel/inn	S	S	S	
Motel/motor court	S	S	S	A "motor court" would seem out of place in WSN and WSS.
Motion picture facilities	--	S	--	Is this feasible, likely, or appropriate for WSS?
Parks	--	P	--	Why not allow in all districts?
Recreational transportation rental facilities	S	S	--	
Restaurants	S	S	--	
Restaurant in a motel or hotel	S	S	S	
Short-term rental unit	P	--	P	Why not permitted in WSS?
Short-term rental unit on second or third floors	--	P	--	Why not permitted in WSN?
Infrastructure				
Essential public services	P	P	P	
Parking facilities	S	S	S	Does this mean accessory on-site parking for a use or principal use parking lots with no building?

Land Use Regulation Comparison				
Land Use	C-1 WSN	C-2 WSS	C-4 Resort	Comments
Retail and Services				
Art gallery	P	P	--	
Domestic business repairs	S	--	--	This is an antiquated term. Uses typically fall under personal service establishments.
Marina commercial/private	--	S	--	Unsure of the distinction between marina uses and why they are regulated differently between all three districts.
Marinas/commercial boats	P	--	S	
Personal service establishments	P	P	--	
Retail stores	P	P	--	

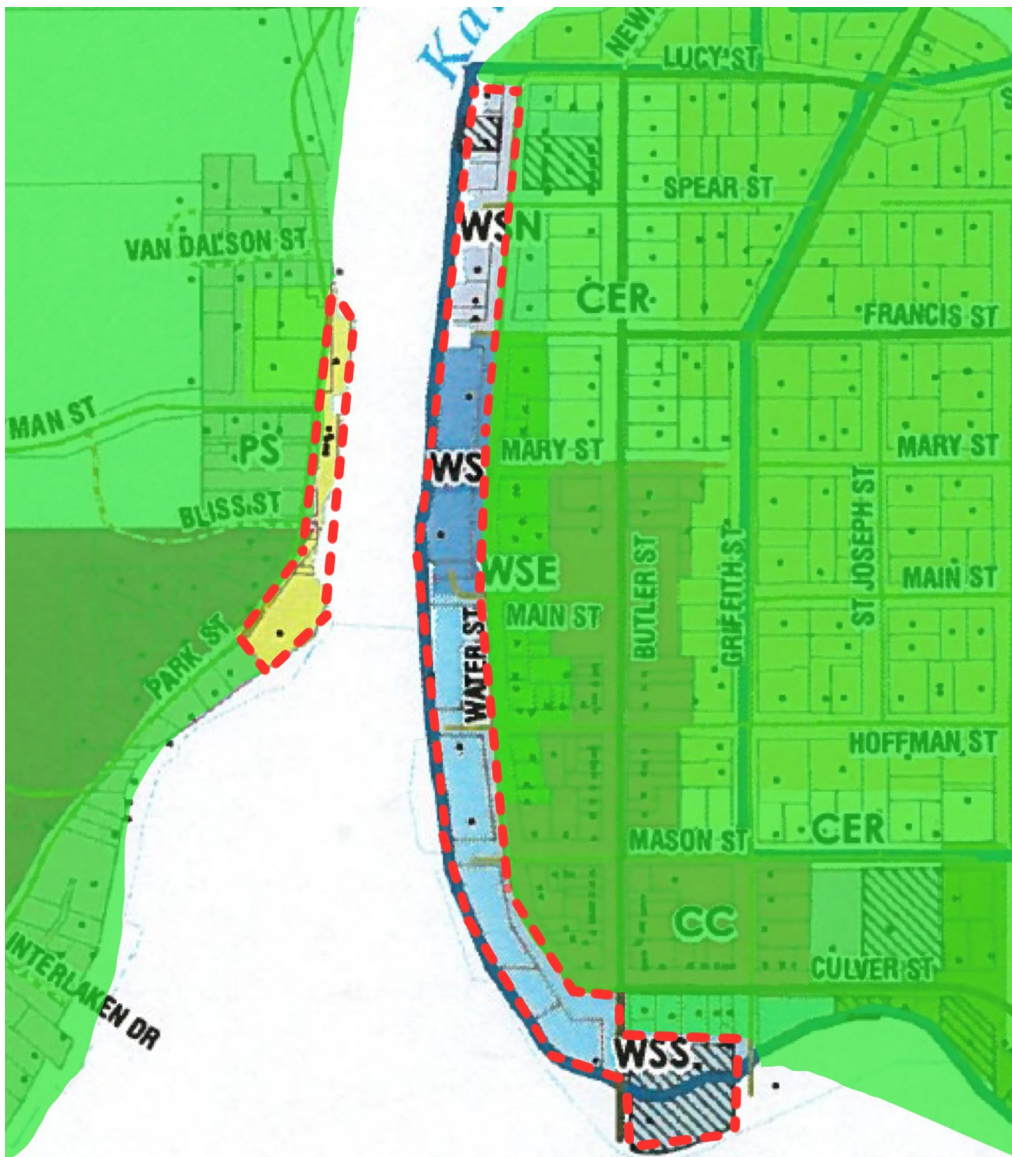
Summary

The final report will include a summary of public input from the surveys and events. Additionally, it will include a final assessment of the zoning ordinance, best practices, and zoning recommendations.

In the meantime, the Planning Commission should discuss:

1. The characteristics of the study area and the most important elements to encourage or require.
2. The implications of the redevelopment of the higher-potential properties.
3. Dimensional requirements and their appropriateness between districts.
4. Land use regulation and comparison between districts.
5. Initial public input from local events.

Exhibit 1: Area of Study





Planning, Zoning and Project Report

July 10, 2023

Planning and Zoning

- Prepared for and attended Short Term Rental Task Force meeting.
- Prepared for and attended Historic District Commission meeting.
- Reviewed and discussed STR data analysis and draft survey questions with McKenna Associates.
- Reviewed survey questions for Waterfront Development Regulation Assessment Project. The Waterfront Development Survey and Visual Preference Survey are now available! We ask that **both** be completed by July 31:
 - Waterfront Development Survey – <https://www.surveymonkey.com/r/waterfront-zoning>
 - Visual Preference Survey - <https://www.surveymonkey.com/r/waterfront-visual>
- Attended Dune Ridge motion hearing.
- Attended staff team meeting.
- Attended meetings, submitted permit, and assisted with July 4 music, fireworks and laser show.
- Continued follow-up on complaints of code violations throughout the City.
- Met and talked with property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Inspection pending.
		STR application. Previous STR under new ownership. Applicant did not provide contact information of a local representative within 45 miles of the City. Requested update of application. Owner provided updated application. Sent to Fire Department for inspection. Passed inspection. Awaiting payment of no show reinspection invoice before certificate issuance. Owner advised he will stop in to pay on July 6.
129 Griffith #12	Short Term Rental	
		Historic District application for various work. Replacing siding, decks, fencing, windows, and doors. Repair and modify existing roof. Remove existing chimney, basement hatch, walk-in cooler, steps, shrubs and ivy. Add new deck and steps. HDC approved work with conditions. Discussed additional work the applicant is considering and issues with a front window. A second HDC app was submitted to replace fence, modify window, add new patio space and freezer, and remove a rear door and infill. HDC approved with conditions. Applicant submitted site plan application and materials requested by HDC. Initial materials were not what was approved by HDC. Applicant revised plans. Applicant submitted site plan application. Scheduled for July Planning Commission meeting.
149 Griffith	HDC and Zoning	
		Written request to extend fence onto City property. Also received a complaint of hardscape in right of way and lack of parking along Simonson Dr. Reviewed history. Sent to legal for review. Discussed with City Manager, City Attorney, City Engineer and insurance carrier. Homeowner asked to remove hardscape items from right of way. Met with homeowner and landscaper. Discussed options. Applicant and neighbor planned to approach City Council. Due to no change in direction as of 6/20, advised owner items need to be removed within 30 days.
560 Mill	Enforcement	

Planning and Zoning Casework Continued

860 Simonson	Enforcement	Complaint of hardscaping in the right of way along Simonson Dr and parking issues in area. Observed site. Found stone wall in the City right of way. Work occurred sometime after 2019. Was not permitted or licensed. Sent owner e-mail requesting hardscaping to be removed. Owner requested an in person meeting. Met with owner to discuss options. Owner plans to work with neighbor to approach City Council. Due to no change in direction as of 6/20, advised owner items need to be removed within 30 days.
727 Butler	Historic District Application	Historic District application to replace windows, siding, and concrete steps, enclose porch, replace roof above back porch, and move kitchen window. Additional information requested from applicant and provided. Scheduled for June HDC meeting but applicant requested to be heard at July HDC meeting.
405 Park	Enforcement	Complaint of possible retaining wall, gravel fill, and window/door additions without permits. Researched history and investigated concerns. Asked EGLE whether gravel was allowed without a permit. Asked MTS whether doors and windows require permit. No permits found for retaining wall which is in city ROW. Previous discussion of work but no final plans. Sent email to property owner. MTS advised permits are needed. They sent a letter. EGLE logged a complaint and advised work appears to be a violation of Part 31 and may not be permittable "after-the-fact". They stated they will process accordingly. Additional complaint of new dumpster without screening. Discussed with legal. Sent letter to owner to remove dumpster and apply for appropriate permits when moratorium is no longer in place. Dumpster has been removed. No EGLE updates at this time. Fire Department recently responded to a gas line struck. Trench work was being conducted to replace sewage line on private property. Viewed on site with engineer. Also observed retaining wall removal and vegetation removal. Following up with homeowner regarding engineer's recommendations.

Planning and Zoning Casework Continued

184 Park	Setback Variance / New Home	ZBA application for front setback variance. ZBA granted variance. Zoning app and water/sewer connection app received for new home received. Engineer and planning consultant reviewed. Provided feedback from both. Awaiting updated plans.
120 East	Enforcement	Complaint of trailer and other equipment in front yard. Refuse containers also improperly screened. Numerous prior complaints over several years. Sent owner a letter with 10 days to correct. Checked site and issued remained after 10 day period. Issued civil infraction notice. Owner acknowledged the notice and attempted to pay but fine there was a credit card issue. Advised owner to contact Treasurer again to pay fine. Checked site and issue has been corrected.
790 Lake	Short Term Rental	STR app. Renewing. Three STRs on this property. Researched history and files. Home has a multiple family dwelling use variance. Advised owner STR app needed for each dwelling unit. Owner submitted additional STR apps. All sent to Fire Department for inspection.
345 Mary St.	Enforcement	Expired STR certificate. Did not respond to reminder letter prior to expiration. Sent first notice letter. STR app received and sent to Fire Department. Failed inspection. Sent reinspection invoice.
990 Ridgeview	Enforcement	Complaint about stormwater drainage from new home site. Reviewed approved plans. Sent plans and complaint to City Engineer to review/advise. Another call received indicating trenching was occurring on site. City Engineer reviewed stormwater infrastructure for area. Met on site with Engineer. Water is being directed to a swale. City Engineer provided recommendation to connect to storm sewer. Advised applicant of concerns and recommendation. Applicant response received. Working with legal on response.

Planning and Zoning Casework Continued

230 Griffith	Short Term Rental	STR App. Renewing. Sent to Fire Department for inspection.
133 Butler	Enforcement	Observed new retail store, I Am Saugatuck, has attached signage without a permit. E-mailed owner to submit sign app. Sign app received and under review.
241 Culver	Enforcement	Evidence found that home is being rented without a STR certificate. STR application was reviewed with legal and denied back in March due to not meeting zoning ordinance requirements. Discussed enforcement options with legal. Sent violation letter via e-mail and mail with opportunity to voluntarily cease use as STR within 7 days. Response received from owner's attorney under review with legal.
665 Spear St	Drainage Complaint	Concern of drainage issues from project. Over winter similar concerns received. Engineer reviewed and felt issues were soil and erosion related. Notified Allegan County Health Department at that time. Received further information from neighbor. Viewed on site with Engineer and DPW Superintendent. Project still ongoing. Some storm water items on site but not connected. Sandbags on portion of property. Engineer advised stormwater plans should be requested. He advised to notify Allegan County as well to check on soil and erosion control permit. Advised owner of complaint and requested stormwater management plans. Advised Allegan County. Meeting set with owner to discuss.
735 Lake St	Drainage Complaint	Complaint of drainage from gutters coming onto neighboring property. GIS imaging shows encroachments. Neighbor states an easement is in place, but for shared driveway only. Asked complainant for further information and details.
890 Simonson	Right of Way	Revised right of way plans submitted for review. Sent to engineer, legal, planning consultant and City Manager to advise.
321 Water	Variance Request	ZBA app for a dimensional variance for a 6'10" fence where only a 6' fence is allowed. Scheduled for August ZBA meeting.

Planning and Zoning Casework Continued

336 Hoffman	Short Term Rental	STR app. New STR. Needed proof of new ownership. E-mailed owner. Proof provided. Sent to Fire Department for inspection.
421 Water St	Enforcement	Swell Times observed to have merchandise in the right of way. Talked to owner (Scott) and advised of regulations. Advised items cannot be in right of way, including street. Followed up with an e-mail and advised he needs to also register his business.
435 Water	Enforcement	Nautiques observed to have merchandise in the right of way again. Was advised of regulations at end of May and items were removed at that time. Civil infraction notice issued. Payment of fine due by 7/13.
129 Griffith #106	Enforcement	Saugatuck Art Traders placed a feather flag/windfeather sign outside business. Business not registered. Sent e-mail to remove sign and register business.
Area of 810 Allegan	Complaint	Complaint of lawn grass. Owner hasn't lived at property for three years. Left voicemail requesting a call back to obtain address and further information.
345 Griffith	Enforcement	Complaint via website that rocks were placed in the right of way outside address. Complainant submitted photo. E-mailed owner to remove rocks. Answered owner questions.
750 Allegan	Enforcement	Received report of signs placed between sidewalk and street. Drove by location and observed signs placed in the right of way. Letter sent advising of regulations and to remove.
109 Butler	Enforcement	Complaint that 42N Naturals placed a sandwich board sign without a permit. Under review.
202 Butler	Enforcement	Large metal object on sidewalk outside the business. E-mailed owner to remove. Item removed.
117 Perryman	Inquiry	Questions about zoning for a possible addition and renovations. Provided resources.
129 Griffith #101	Enforcement	Stogies placed sandwich board sign in right of way again. Civil infraction notice for second violation issued. Payment due 6/23. Owner advised employee put sign out not knowing about recent enforcement. Paid fine.
1010 Holland	Inquiry	Questions about permits to extend dock beyond 45 feet. Provided resources.

Planning and Zoning Casework Continued

234 Spear	Inquiry	Questions about historic district and zoning requirements. Provided resources.
111 Park	Inquiry	Questions about installing a pool and pool fencing on waterfront. Provided resources.
246 Culver	Inquiry	Met with potential new business to discuss their project. Provided resources.
245 Spear	Inquiry	Questions about patio installation. HDC permit expired. Zoning approval was for one patio. Advised both HDC and zoning approval needed for the patios. Provided applications and resources.
1044 Holland	New Home	Revised zoning app and plans for a new home. Water/sewer connection app. Reviewed. Requested additional items from the applicant based on engineering feedback. Updated plans received. Zoning permit and water/sewer connection permit issued.
246 Culver	Signage and Flower Planters	HDC app to install flower boxes and add signage. Chair reviewed and administrative approval is appropriate. Flower boxes will encroach into ROW and will need revocable license agreement. Revocable license approved by Council.
246 Culver	Inquiry	Questions about a smoothie business temporarily operating in the previous restaurant space. Answered questions and provided resources. Sample of chairs and tables provided. HDC Chair reviewed and advised furniture is owner choice.
133 Butler St	Short Term Rental	STR application, renewing unit B. Application initially incomplete. Owner advised unit A is no longer an STR. Talked with agent and advised of required information in applications to process. Complete application received and sent to Fire Authority for inspection. Passed inspection. STR certificate issued.
339 Lucy	Short Term Rental	STR app for ADU. ADU and main home will be rented under a single contract. Sent to Fire Department for inspection. Passed. STR certificate issued.

Planning and Zoning Casework Continued

449 Water St	Enforcement	Complaint that a large outdoor fireplace was not indicated on approved site plan. Reviewed site plan. No outdoor fireplace shown or mentioned. Reviewed consent judgement. Reviewed zoning regulations for site plans. Reviewed with legal. Sent owner an e-mail requesting amended site plan to review. Owner consulted with her attorney. City Attorney conversed with owner's attorney. Amended site plan application received and reviewed. Initial approval was denied due to the setback not being met. Owner submitted revised plans. Fire Department requested additional information. Owner provided additional information to Fire Department. Fire Department had no concerns. Site plan change met minor change criteria. Permit issued for outdoor fireplace.
445 St. Joseph	Enforcement	STR shows suspended. No Fire Department inspection listed after app in 2021. No notes. E-mailed Fire Department on status of any inspections. Fire Department advised inspection was scheduled in 2021 but no record of it occurring. Asked agent to work with owner to submit new app. New app received and sent to Fire Department for inspection. Passed. STR certificate issued.
547 Water St #4	Short Term Rental	Observed STR being advertised for rental. Certificate expired several years ago. Contacted owner. Owner advised she was working with City during COVID to renew but didn't. STR app received. Sent to Fire Department for inspection. Passed. STR certificate issued.
N/A	Inquiry	Questions about uses and dimensional requirements for city center zoning district. Also requested a copy of master plan. Resources provided.
127 Hoffman	Expanded Outdoor Dining	Expanded outdoor dining in the street application. Same setup as last year. Reviewed. EODA permit issued. Owner withdrew application for expanded outdoor dining on private property. Permit also issued for sidewalk seating.
5 Park	Inquiry	Questions about renting homes and ADUs. Answered questions and provided resources.

Planning and Zoning Casework Continued

747 Water	Enforcement	Rental sign in right of way. Sign was not permitted and doesn't meet criteria for a temporary rental sign. E-mailed owner to remove. Sign removed.
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