



**Planning Commission Meeting  
June 25, 2020 City Hall  
102 Butler Street, Saugatuck, MI  
7:00 PM**

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1. **Call to Order/Roll Call:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
4. **Public Comment on Agenda Items:** Limit 3 minutes
5. **Old Business:**  
Remove from the table the additional talking points on the downtown permitted and special land use items.
6. **New Business:**
7. **Communications:**
8. **Reports of Officers and Committees:**
9. **Public Comments:** Limit 3 minutes
10. **Adjournment**

**\*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

**PROPOSED Minutes**  
**Saugatuck Planning Commission Meeting**  
**Saugatuck, Michigan, May 15, 2020**

The Saugatuck Planning Commission met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Chairperson Vlasity at 7:00 p.m.

**Attendance:**

Present: Vlasity

Absent: McPolin, Peterson, Crawford, Fox, Caspar & VanMeter

Others Present: Zoning Administrator Osman

**NO QUORUM MEETING POSTPONED TO MAY 21, 2020**

2. **Approval of Agenda:**
3. **Approval of Minutes:**
4. **Public Comments** (*agenda items only*): None
5. **Old Business:** None
  - A. **Permitted Uses in Commercial Zone Districts:**
6. **New Business:**
  - A. **Tree Board:**
7. **Communications:**
8. **Reports of Officers and Committees:**
  - A. **2019 Planning Commission Activities** – *Accepted as information*
9. **Public Comments:** None
10. **Adjournment:** Chairperson Vlasity adjourned the meeting at 7:02 p.m.

Respectfully Submitted,  
Monica Nagel, CMC  
City Clerk

**Proposed Minutes**  
**Saugatuck Planning Commission Meeting**  
**Saugatuck, Michigan, May 21, 2020**

The Saugatuck Planning Commission met in regular session at 7:00 p.m. at City Hall, via Zoom due to the current Covid-19 pandemic.

1. **Call to Order** by Chairperson Vlasity at 7:00 p.m.

**Attendance:**

Present: McPolin, Peterson, VanMeter, Vlasity, Fox, & Caspar

Absent: Crawford

Others Present: Zoning Administrator Osman

2. **Approval of Minutes:**

Motion by Peterson 2<sup>nd</sup> McPolin, the minutes of the February 20, 2020 meeting were unanimously approved by roll call vote.

3. **Public Comments** (*agenda items only*): None

4. **Old Business:**

Uses in the commercial zone districts Public hearing. Chair Vlasity opened the Public Hearing at 7:23. There were no comments from the public, so the hearing was closed at 7:25. Osman reviewed the proposed amendments which were discussed at length. After discussion, the Board determined that addressing Business, Professional Offices was time sensitive and so separated from the rest of the amendments. Upon Motion by Fox, supported by Van Meter, the following motion was approved unanimously with Peterson abstaining, by roll call vote: to amend the definition of Personal Service establishments and Business, Professional Office as submitted with the inclusion of medical offices to the definition, approve the amendment of the definition of Personal Service Establishments, that limits Business, Professional Offices to second and third floor by right in the WWS, WWE, WWN, and CC zone districts.

Upon motion by McPolin, supported by Caspar, to table the remaining amendments to the next meeting.

5. **Communications:** None

6. **Reports of Officers and Committees:** None

7. **Public Comments:** None

8. **Adjournment:** Chairperson Caspar supported by Fox the meeting was adjourned by roll call vote, at 8:24 p.m.

Respectfully Submitted,

Cindy Osman  
Interim City Clerk

**§ 154.024 C-1 CITY CENTER COMMERCIAL DISTRICT (CC). [red]**

(A) *Generally.*

- (1) This district is designed to promote and preserve the Central Business District character of the city.
- (2) The district permits intense retail and commercial uses.
- (3) Residential uses are encouraged on the second and third floors of buildings in the district.
- (4) Utilization of existing undeveloped land in the district is encouraged when done in a manner consistent with the character of the district.

**§ 154.039 C-2 WATER STREET EAST DISTRICT (WSE). [green]**

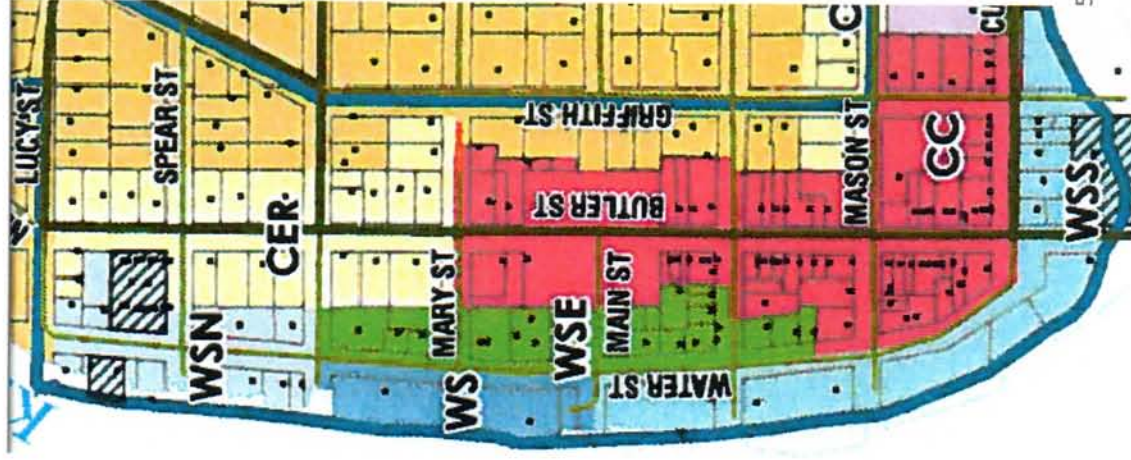
(A) *Generally.* The Water Street East District is designed to preserve the residential flavor of the area while promoting commercial land use and development. The district is designed for an intermediate intensity and density of structures and land use. Commercial development is desired in this district.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

**§ 154.040 C-1 WATER STREET NORTH DISTRICT (WSN). [periwinkle]**

(A) *Generally.* Water Street North District is designed to promote high intensity commercial uses that compliment its waterfront setting. This district will promote visual access to the Kalamazoo River and Lake to coordinate with the commercial uses of the district. The purpose of the district is to promote a more intense commercial use and encourage development of similar businesses and land uses in the district.

**§ 154.041 C-2 WATER STREET SOUTH DISTRICT (WSS). Includes WS [blues]**

(A) *Generally.* This district will provide an area for waterfront retail and commercial land use. The Water Street South District will provide for a less intense commercial use than the City Center District and promote visual access to the Kalamazoo River. The intent of the district is to coordinate the aspects of a central business district with that of waterfront property and blend commercial uses that compliment and enhance the waterfront.

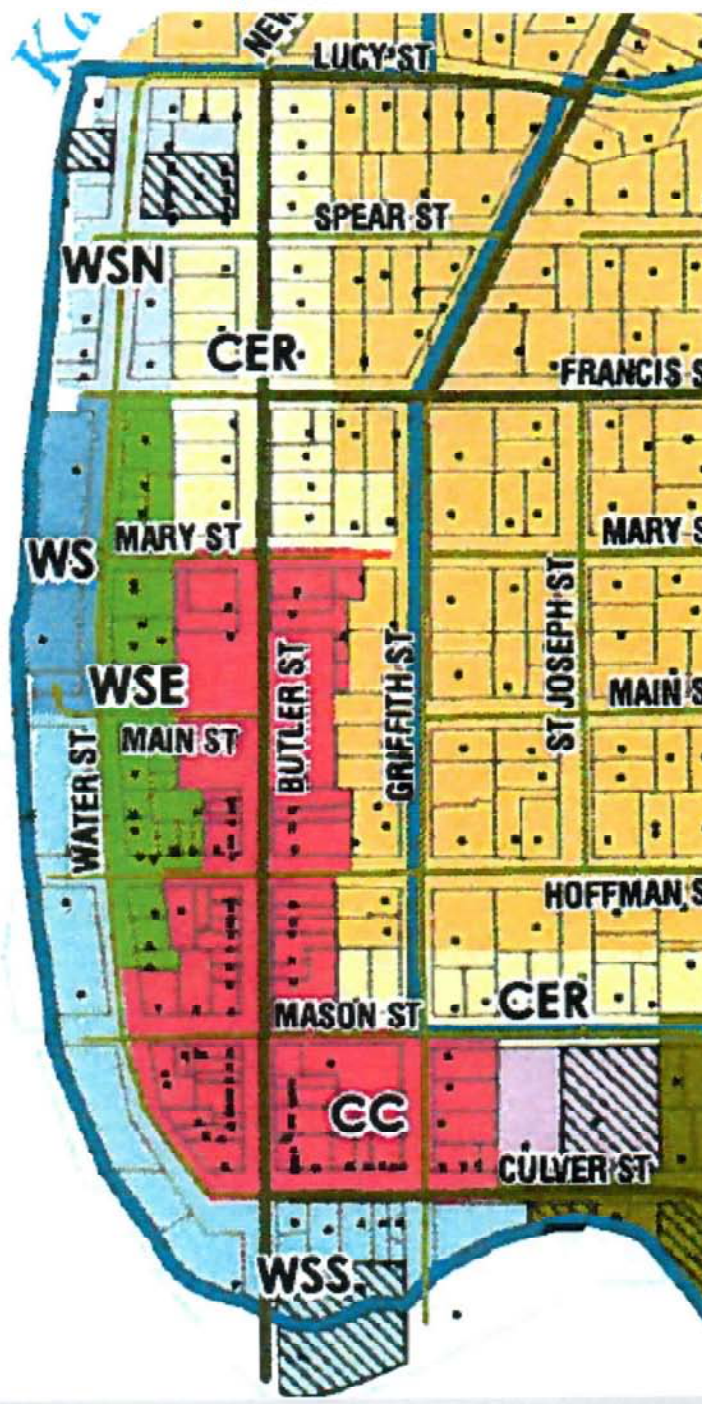


## Current

	CC CI	East C2WSE	North C1WSN	South C2WSS
Essential public services	right	right	right	right
Retail Stores	right	right	right	right
Domestic and Business repairs	right	right	right	right
Personal service establishment	right	right	right	right
Art Gallery	right	right	right	right
Single-family 2 family multiple family dwelling units on 2nd or 3rd floors	right	right	right	right
Home occupations	right	NP	right	right
Short term rentals on 2nd or 3rd floors	right	right	right	right
B&B	SLU	NP	SLU	right
Hotel/inn	SLU	SLU	SLU	SLU
Motel/motor court	SLU	SLU	SLU	SLU
Parking facility	SLU	SLU	SLU	SLU
Motion picture facility	SLU	SLU	NP	SLU
Restaurants	SLU	right	SLU	right
Rental of ADUs	SLU	NP	NP	NP
Recreational transportation rental facility	SLU	SLU	SLU	SLU
Brewery, distillery, winery	SLU	NP	NP	NP
Business and professional office	NP	NP	NP	right
Clubs and fraternal Organizations	NP	NP	NP	SLU
Community Center	NP	NP	NP	SLU
Amusement arcade	NP	NP	NP	NP
Marinas/commercial boats	NP	NP	right	SLU
single family dwelling detached	NP	right	right	right
Amusement and recreation services	NP	SLU	NP	SLU
Charter Fishing tours	NP	NP	right	NP
Parks	NP	NP	NP	right

## Potential

	CC CI	East C2WSE	North C1WSN	South C2WSS
Essential public services	right	right	right	right
Retail Stores	right	right	right	right
Domestic and Business repairs	right	right	right	right
Personal service establishment	right	right	right	right
Art Gallery	right	right	right	right
Single-family 2 family multiple family dwelling units on 2nd or 3rd floors	right	right	right	right
Home occupations	right	NP to right	right	right
Short term rentals on 2nd or 3rd floors	right	right	right	right
B&B	SLU	NP	SLU	right
Hotel/inn	SLU	SLU	SLU	SLU
Motel/motor court	SLU	SLU	SLU	SLU
Parking facility	SLU	SLU	SLU	SLU
Motion picture facility	SLU	SLU	NP	SLU
Restaurants	SLU	right	SLU	right
Rental of ADUs	SLU	NP	NP	NP
Recreational transportation rental facility	SLU	SLU	SLU	SLU
Brewery, distillery, winery	SLU	NP	NP	NP
Business and professional office	NP	NP	NP	right
Clubs and fraternal Organizations	NP	NP	NP	SLU
Community Center	NP	NP	NP	SLU
Amusement arcade	NP	NP	NP	NP
Marinas/commercial boats	NP	NP	right	SLU
single family dwelling detached	NP	right	right	right
Amusement and recreation services	NP	SLU	NP	SLU
Charter Fishing tours	NP	NP	right	NP
Parks	NP	NP	NP	right



**ZONING**

- BLUE STAR DISTRICT - LI-1
- CENTER RESIDENTIAL - R-4
- CITY CENTER - C-1
- COMMUNITY RESIDENTIAL - R-1
- CONSERVATION, RECREATION & CAMP
- CULTURAL COMMUNITY
- LAKE STREET - R-2
- MAPLE STREET - R-1
- MULTI-FAMILY RESIDENTIAL - MR
- NEIGHBORHOOD MARINE - NHM
- PENINSULA NORTH (DUNESIDE) - R-1
- PENINSULA NORTH (RIVERSIDE) - R-1
- PENINSULA SOUTH - R-1
- PENINSULA WEST - R-1
- RESORT DISTRICT - C-4
- SUMMER RESORT & PARK ASSOCIATION
- WATER (RIVERS/LAKES) - W
- WATER STREET COMMERCIAL - C-2
- WATER STREET EAST - C-2
- WATER STREET NORTH - C-1
- WATER STREET SOUTH - C-2



## MEMORANDUM

**TO:** Planning Commission  
City of Saugatuck

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

**DATE:** June 25, 2020

**RE:** The rest of the Ordinance Amendment

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In looking into the question of whether the City wants to allow offices in the CC City Center zone district, several archaic and impractical uses were discovered. Discrepancies between zone districts are not explained and perhaps were not intended when a new zone district was defined.



**§ 154.024 C-1 CITY CENTER COMMERCIAL DISTRICT (CC).**

(A) *Generally.*

- (1) This district is designed to promote and preserve the Central Business District character of the city.
- (2) The district permits intense retail and commercial uses.
- (3) Residential uses and businesses and professional offices are encouraged on the second and third floors of buildings in the district.
- (4) Utilization of existing undeveloped land in the district is encouraged when done in a manner consistent with the character of the district.

**§ 154.039 C-2 WATER STREET EAST DISTRICT (WSE).**

(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.

**§ 154.040 C-1 WATER STREET NORTH DISTRICT (WSN).**

(A) *Generally.* Water Street North District is designed to promote high intensity commercial uses that ~~complement~~complement its waterfront setting. This district will promote visual access to the Kalamazoo River and Lake to coordinate with the commercial uses of the district. The purpose of the district is to promote a more intense commercial use and encourage development of similar businesses and land uses in the district.

**§ 154.041 C-2 WATER STREET SOUTH DISTRICT (WSS).**

(A) *Generally.* This district will provide an area for waterfront retail and commercial land use. The Water Street South District will provide for a less intense commercial use than the City Center District and promote visual access to the Kalamazoo River. The intent of the district is to coordinate the aspects of a central business district with that of waterfront property and blend commercial uses that ~~complement~~complement and enhance the waterfront.

**Current definition:**

***DOMESTIC AND BUSINESS REPAIR ESTABLISHMENTS.*** A building, or portion of a building, occupied by an establishment in which a person, or persons, repair and/or restore equipment or similar items, which are not intended for resale on the premises. Domestic and business repair establishments shall not include the repair of automobile or motorized vehicles.

**2007 Definition:**

***DOMESTIC AND BUSINESS REPAIR ESTABLISHMENTS.*** A building, or portion of a building, occupied by an establishment in which a person, or persons, practice a vocation that primarily performs a type of labor, act or work that results in the fixing and repair of an article of merchandise or a piece of equipment intended for and directly incidental to the customer's business or domestic use normally for a fee or charge and not for resale. The type of fixing and repair provided by a domestic and business repair establishment includes but is not limited to the following: small electrical appliances, radios and television repairs; re-upholstery and furniture





repairs, bicycle, leather goods, locks, guns, and musical instrument repairs; business machine and typewriter repair; and similar specialized repair services.

~~—DOMESTIC AND BUSINESS REPAIR ESTABLISHMENTS. A building, or portion of a building, occupied by an establishment in which a person, or persons, repair and/or restore equipment or similar items, which are not intended for resale on the premises. Domestic and business repair establishments shall not include the repair of automobile or motorized vehicles.~~

### § 154.024 C-1 CITY CENTER COMMERCIAL DISTRICT (CC).

(A) *Generally.*

(1) This district is designed to promote and preserve the Central Business District character of the city.

(2) The district permits intense retail and commercial uses.

(3) Residential uses and business and professional offices are encouraged on the second and third floors of buildings in the district.

(4) Utilization of existing undeveloped land in the district is encouraged when done in a manner consistent with the character of the district.

(B) *Permitted uses:*

(1) Essential public services;

(2) Retail stores;

(3) Domestic and Business repairs

(4) Personal service establishment;

(5) Art gallery;

(6) Single-family, two-family, multiple-family dwelling units on second or third floors;

(7) Home occupations; and

(8) Short-term rental unit on second or third floors.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

(1) Bed and breakfast;

(2) Hotel/inn;

(3) Motel/motor court;

(4) ~~Motion picture facility~~ Theater;

(5) Parking facility;

(6) Restaurants;

(7) Rental of accessory dwellings;

(8) Recreational transportation rental facilities; ~~and~~

(9) Brewery, distillery, and winery; ~~and,-~~

(10) Business, Professional Offices

(D) *Dimension and area regulations.*



(1) Permitted uses and special uses: 4. ~~Motion picture facility~~ Theater, 5. Parking facility, 6. Restaurants, 8. Recreational transportation rental facilities, and 9. Brewery, distillery, and winery.

Front setback	0 feet
Side setback	0 feet*
Rear setback	0 feet*
Minimum lot area	4,356 square feet
Minimum lot width	33 feet of street frontage
Maximum lot coverage	100%*
* Subject to Fire Code Regulations	

(2) Special uses: 1. Bed and breakfast, 2. Hotel/inn, 3. Motel/motor court, and 7. Rental of accessory dwellings.

Front setback	0 feet
Side setback	0 feet *
Rear setback	0 feet *
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	100%
* Subject to Fire Code Regulations	

**§ 154.039 C-2 WATER STREET EAST DISTRICT (WSE).**

(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.

(B) *Permitted uses:*

- (1) Essential public services;
- (2) Retail stores;
- (3) Domestic Business Repairs;
- (4) Personal service establishment;
- (5) Art gallery;
- ~~(6) Restaurants;~~
- (87) Dwelling, single-family detached;



- (98) Second- and third-floor apartments; and
- (9) Short-term rental unit on second and third floors.

(C) *Special uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

- (1) Hotel/inn;
- (2) Motel/motor court;
- (3) ~~Motion picture facilities~~Theater;
- (4) Amusement and recreation services;
- (5) Recreational transportation rental facilities; ~~and~~
- (6) Parking facilities;-
- (7) Business, Professional Offices; and,
- (8) Restaurants.

(D) *Dimension and area regulations:*

(1) Permitted uses (except as noted) and special uses: 4. Amusement and recreation services and 5. Recreational transportation rental facilities.

Front setback	0 feet
Side setbacks	10 feet
Rear setback	10 feet
Minimum lot area	4,356 square feet
Maximum lot coverage	65%

(2) Special uses: 1. Hotel/inn, 2. Motel/motor court, 3. ~~Motion picture facilities~~Theater, and 8. Dwelling unit, single-family detached.

Front setback	0 feet
Side setback	10 feet
Rear setback	10 feet
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	65%
*Front setback shall be 10 feet for single-family dwellings	

**§ 154.040 C-1 WATER STREET NORTH DISTRICT (WSN).**



(A) *Generally.* Water Street North District is designed to promote high intensity commercial uses that ~~compliment~~complement its waterfront setting. This district will promote visual access to the Kalamazoo River and Lake to coordinate with the commercial uses of the district. The purpose of the district is to promote a more intense commercial use and encourage development of similar businesses and land uses in the district.

(B) *Permitted uses:*

- (1) Dwelling, single-family detached;
- (2) Dwelling unit, two-family;
- (3) Essential public services;
- (4) Retail stores;
- (5) Domestic business repairs;
- (6) Personal service establishments;
- (7) Art gallery;
- (8) Marinas/commercial boats;
- (9) Second- and third-floor apartments;
- (10) Charter fishing/tours;
- (11) Home occupations; and
- (12) Short-term rental unit.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

- (1) Bed and breakfasts;
- (2) Hotel/inn;
- (3) Motel/motor court;
- (4) Restaurants
- (5) Home businesses;
- (6) Recreational transportation rental facilities; ~~and~~
- (7) Parking facilities; and.
- (8) Business, Professional Offices.

(D) *Dimension and area regulations:*

(1) Permitted non-residential uses and special uses: 4. Restaurants and 6. Recreational transportation rental facilities.

Front setback	0 feet
Side setbacks	0 feet*
Rear setback	0 feet*
Minimum lot	4,560 square feet
Minimum lot width	66 feet
Maximum lot coverage	100%*
* Subject to Fire Code Regulations	



(2) Single-family dwellings, two-family dwellings, and special use: 5. Home businesses.

Front setback	15 feet
Side setbacks	5 feet
Rear setback	10 feet
Minimum lot area	6,600 square feet
Minimum lot width	66 feet
Maximum lot coverage	50%

(3) Special uses: 1. Bed and breakfast, 2. Hotel/inn, and 3. Motel/motor court.

Front setback	0 feet
Side setback	0 feet*
Rear setback	0 feet*
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	50%
* Subject to Fire Code Regulations	

**§ 154.041 C-2 WATER STREET SOUTH DISTRICT (WSS).**

(A) *Generally.* This district will provide an area for waterfront retail and commercial land use. The Water Street South District will provide for a less intense commercial use than the City Center District and promote visual access to the Kalamazoo River. The intent of the district is to coordinate the aspects of a central business district with that of waterfront property and blend commercial uses that ~~complement~~complement and enhance the waterfront.

(B) *Permitted uses:*

- (1) Essential public services;
- (2) Retail stores;
- (3) Bed and breakfasts;
- (4) Domestic Business repairs;
- (5) Personal service establishments;
- (6) Art gallery;

~~(7) Restaurants;~~



- (78) Business, professional offices;
- (89) Parks;
- (910) Dwelling, single-family detached;
- (110) Second- and third-floor apartments;
- (112) Home occupations; and
- (123) Short-term rental unit on second or third floors.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

- (1) Hotel/inn;
- (2) Motel/motor court;
- (3) ~~Motion picture facilities;~~Theater
- (4) Marina commercial/private;
- (5) Community center;
- (6) Club and fraternal organization;
- (7) Amusement and recreational services;
- (8) Recreational transportation rental facilities; ~~and~~
- (9) Parking facilities;
- (10) Business, Professional Office; and,
- (11) Restaurants.

(D) *Dimension and area regulations:*

(1) Permitted uses and special uses: 5. Community center, 6. Club and fraternal organization, 7. Amusement and recreational services, and 8. Recreational transportation rental facilities.

Front setback	0 feet
Side setback	10 feet
Rear setback	15 feet
Minimum lot area	6,600 square feet
Minimum lot width	66 feet of street frontage
Maximum lot depth	100 feet
Maximum lot coverage	45%

(2) Special uses: 1. Hotel/inn, 2. Motel/motor court, 3. ~~Motion picture facility~~Theater, and 4. Marina commercial/private:

Front setback	0 feet
Side setback	10 feet



Rear setback	15 feet
Minimum lot area	13,200 square feet
Minimum lot width	132 feet
Minimum lot depth	100 feet
Maximum lot coverage	45%