



**Planning Commission Meeting
May 21, 2020, City Hall
102 Butler Street, Saugatuck, MI
7:00 PM**

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to the COVID-19 restrictions currently in place.

Join online by visiting:
<https://us02web.zoom.us/j/84456407722>

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

Then enter "Meeting ID":
844 5640 7722

1. **Call to Order/Roll Call:**
2. **Approval of Agenda:**
3. **Approval of Minutes:** February 20, 2020
4. **Staff – Zoom etiquette**
5. **Public Comment on Agenda Items:** Limit 3 minutes
6. **Old Business:**
 - A. Permitted uses in commercial zone districts
7. **New Business:**
 - A. Tree Board
8. **Communications:**
9. **Reports of Officers and Committees:**
10. **Public Comments:** Limit 3 minutes
11. **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, February 20, 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 Vice Chairperson McPolin at 7:00 p.m.

Attendance:

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

Absent: None

Others Present: Zoning Administrator Osman

2. **Approval of Agenda:** A motion was made by Crawford, 2nd by Fox, to add to the agenda item 8. Election of Officers. Upon voice vote the motion carried unanimously.

3. **Approval of Minutes:** A motion was made by Peterson, 2nd by Fox, to approve the December 19, 2019 minutes as presented. Upon voice vote the motion carried unanimously.

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

5. **Old Business:** None

6. **New Business:**

A. Public Hearing – Amendment to R-1 Peninsula South District – Front Yard Setback: A public hearing was scheduled on this date to hear comments regarding amendments to Section 154.035(D) of the city ordinance to include Perryman Street and eliminate Campbell Road in the Manchester Plat from the front setbacks.

Vice Chairperson McPolin opened the hearing at 7:02 p.m.

There being no further comments, Vice Chairperson McPolin closed the hearing at 7:08 p.m.

A motion was made by Fox, 2nd by Vlasity, to approve amendments to Section 154.035(D) as presented. Upon voice vote the motion carried unanimously.

B. Public Hearing - Definition Amendments to Business, Professional Offices and Personal Service Establishment: A public hearing was scheduled on this date to hear comments regarding definition amendments to the following: Business, Professional Offices/ Personal Service Establishments; Domestic and Business Repair Establishments.

Vice Chairperson McPolin opened the hearing at 7:08 p.m.

There being no further comments, Vice Chairperson McPolin closed the hearing at 7:50 p.m.

A motion was made by VanMeter, 2nd by Fox, to table this item to the April 16, 2020 meeting for further review. Upon voice vote the motion carried unanimously.

C. Review General Ordinance on Street and Alley Vacation: Discussion item only, not action taken.

7. **Communications:**

A. Citizen Planner Advanced Academy Training – June 4, 2020 – Accepted as information

8. **Election of Officers:** A motion was made by Peterson, 2nd by McPolin to nominate Steffanie Vlasity as Chairperson. There being no other nominations, upon voice vote the motion passed unanimously.

A motion was made by Peterson, 2nd by Vlasity, to nominate Kate McPolin as Vice Chairperson. There being no other nominations, upon voice vote the motion passed unanimously.

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

A. 2019 Planning Commission Activities – Accepted as information

10. **Public Comments:** None

11. **Adjournment:** Vice Chairperson McPolin adjourned the meeting at 8:17 p.m.

Respectfully Submitted,
Monica Nagel, CMC
City Clerk

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



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

DATE: May 21, 2020

RE: Ordinance Amendment Definitions - Downtown

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.

Comments I have heard from others:

There are a lot of empty store fronts

Rents are too high

Nobody is going to drive from Grand Rapids to walk past offices

Other resort towns have lots of real estate offices downtown and it does not look nice

I like to look in the windows of real estate offices in other resort towns and look at the costs and dream about the potential of living there.



§ 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 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 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).

(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 definitions:

BUSINESS, PROFESSIONAL OFFICES. A building, or portion of a building, occupied by an establishment in which a person or persons offer a service that does not include a tangible product.

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.

PERSONAL SERVICE ESTABLISHMENTS. A building, or portion of a building, occupied by an establishment in which a person, or persons, practices a vocation that performs a type of labor, act or work that results primarily in a specialized aid or assistance directly to the personal needs of ultimate consumers normally served on the premises for a fee or charge. The type of specialized aid or assistance provided by a personal service establishment includes the following: beauty and barber services, garment mending, alteration and related minor pressing services, shoe shining, shoe repair and hat cleaning services; watch, clock and other personal services of a



similar nature. **PERSONAL SERVICE ESTABLISHMENTS** do not include laundry and dry-cleaning plants.

This is how it looked in 2007:

BUSINESS, PROFESSIONAL AND NON-PROFIT ORGANIZATION OFFICES. A building, or portion of a building, occupied by an establishment in which a person or persons, practice a particular kind of occupation requiring specialized knowledge and often a long and intensive preparation, that primarily results in a specialized aid, assistance or action directly or indirectly to the needs of individuals, clients or persons engaged in commerce or industry normally for a fee or a charge. The type of specialized aid, assistance or action provided by a business, professional or non-profit organization office includes the following: finance, insurance and real estate functions, medical and other health out-patient functions, legal functions, engineering, architectural and planning functions, accounting, auditing and bookkeeping functions, welfare and charitable administration and executive functions, business, professional, political, labor, civic, social and fraternal associations, organizations and union administrative and executive, advertising, employment, protective, business and management

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.

PERSONAL SERVICE ESTABLISHMENTS. A building, or portion of a building, occupied by an establishment in which a person, or persons, practices a vocation that performs a type of labor, act or work that results primarily in a specialized aid or assistance directly to the personal needs of ultimate consumers normally served on the premises for a fee or charge. The type of specialized aid or assistance provided by a personal service establishment includes the following: beauty and barber services, garment mending, alteration and related minor pressing services, shoe shining, shoe repair and hat cleaning services; watch, clock and other personal services of a similar nature. **PERSONAL SERVICE ESTABLISHMENTS** do not include laundry and dry-cleaning plants.



Proposed changes:

BUSINESS, PROFESSIONAL OFFICES. A building, or portion of a building, occupied by an establishment in which a person or persons offer a professional service that does not include a tangible product for a fee or charge including but not limited to: offices for finance, insurance and real estate functions, legal services, engineering, architectural and planning services, accounting, auditing and bookkeeping services.

BUSINESS, PROFESSIONAL OFFICES. A building, or portion of a building, occupied by an establishment in which a person or persons offer a professional service for a fee or charge including but not limited to: offices for finance, insurance and real estate functions, legal services, engineering, architectural and planning services, accounting, auditing and bookkeeping 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.~~

PERSONAL SERVICE ESTABLISHMENTS. A building, or portion of a building, occupied by an establishment in which a person, or persons, practices offers a vocation service that performs a type of labor, act or work that results primarily in a specialized aid or assistance directly to the personal needs of ultimate consumers normally served on the premises for a fee or charge. The type of specialized aid or assistance provided by a personal service establishment includes but is not limited to the following: beauty and barber services, spa services, dance and yoga classes, and tattoo parlors. Personal service establishments do not include professional offices, garment mending, alteration and related minor pressing services, shoe shining, shoe repair and hat cleaning services; watch, clock and other personal services of a similar nature. ~~***PERSONAL SERVICE ESTABLISHMENTS*** do not include laundry and dry-cleaning plants.~~

PERSONAL SERVICE ESTABLISHMENTS. A building, or portion of a building, occupied by an establishment in which a person, or persons, offers a service directly to the personal needs of consumers normally served on the premises for a fee or charge. The type of specialized aid or assistance provided by a personal service establishment includes but is not limited to the following: beauty and barber services, spa services, dance and yoga classes, and tattoo parlors. Personal service establishments do not include professional offices.

§ 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 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.

(6) Restaurants;

(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;
- (5) Parking facility;
- ~~(6) Restaurants;~~
- (7) Rental of accessory dwellings;
- (8) Recreational transportation rental facilities; and
- (9) Brewery, distillery, and winery.

(10) Business, Professional Offices

(D) *Dimension and area regulations.*

(1) Permitted uses and special uses: 4. Motion picture facility, 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;
- (7) Dwelling, single-family detached;
- (8) Second- and third-floor apartments; and
- (9) Short-term rental unit on second and third floors.

(10) Home Occupations

(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;
- (4) Amusement and recreation services;
- (5) Recreational transportation rental facilities; and
- (6) Parking facilities.

(7) Business, Professional Offices

(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, 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 ~~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.

(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.



(13) Restaurants

(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.

(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 and business repairs;~~
- (5) Personal service establishments;
- (6) Art gallery;
- (7) Restaurants;
- (8) Business, professional offices;
- (9) Parks;
- (10) Dwelling, single-family detached;
- (11) Second- and third-floor apartments;
- (12) Home occupations; and
- (13) 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;
- (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.

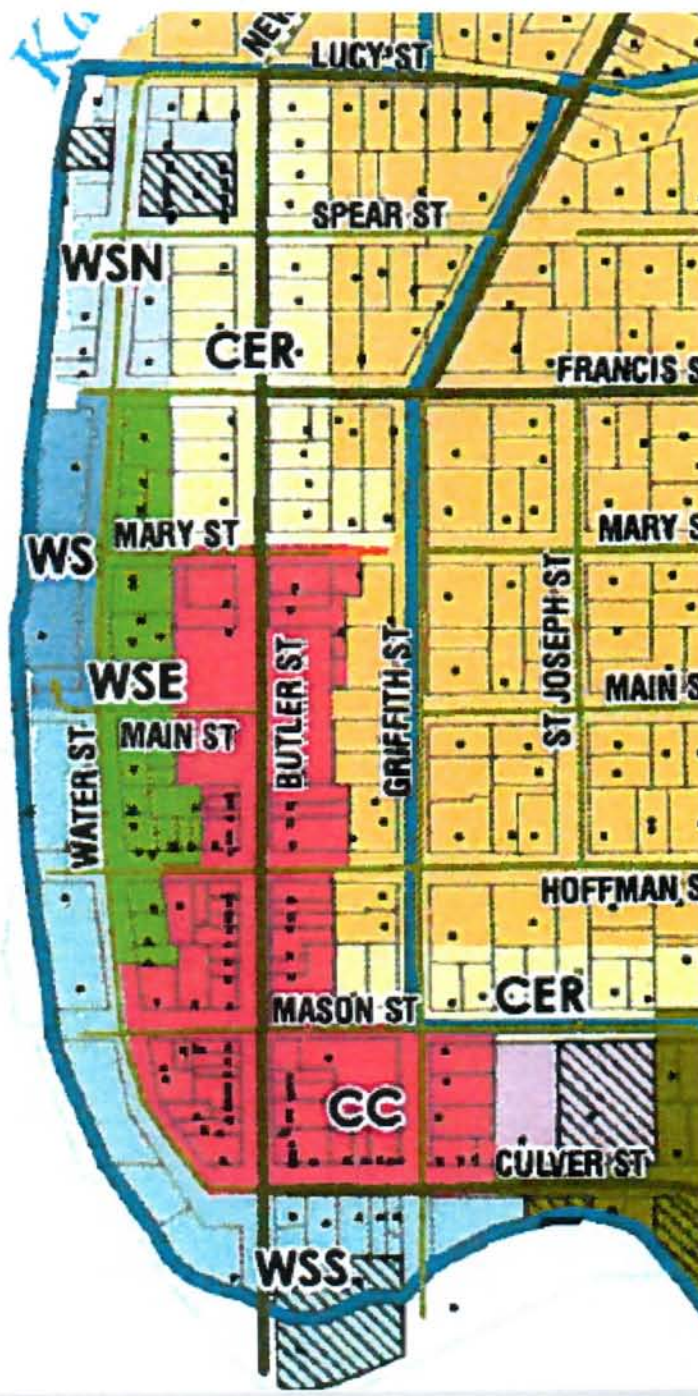
(D) *Dimension and area regulations:*

(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, 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%



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