



**Planning Commission Meeting  
August 19, 2021 City Hall  
102 Butler Street, Saugatuck, MI  
7:00 PM**

**PLEASE NOTE THAT THIS WILL BE AN IN-PERSON MEETING AT CITY HALL**

- 1. Call to Order/Roll Call:**
- 2. Approval of Agenda:**
- 3. Approval of Minutes:**
  - a. July 15, 2021
- 4. Public Comment on Agenda Items:** Limit 3 minutes
- 5. Old Business:**
- 6. New Business:**
  - a. 900 Lake Street Conversion
  - b. Potential Zoning Amendment Consideration
- 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**  
**Planning Commission Meeting**  
**July 15, 2021, City Hall**  
**102 Butler St., Saugatuck, MI**  
**7:00 pm**

Due to Covid-19 precautions currently in place, the meeting was held virtually via Zoom.

1. **Call to Order/Roll Call:** Chairperson Caspar called the meeting to order at 7:00 pm  
**Present:** Manns, VanMeter, Crawford, Fox, Caspar, Gardner, Peterson.  
**Absent:**  
**Others Present:** Zoning Administrator Osman, City Manager Heise.
2. **Approval of Agenda:** A motion was made by Gardner, 2nd by Manns, to approve the agenda to as with the zoning ordinance separated from the regulatory ordinance. Upon roll call the motion carried unanimously.
3. **Approval of Minutes – January 21, 2021:** A motion was made by Casper, 2nd by VanMeter. Upon roll call vote the motion carried unanimously.
4. **Public Comment:** None
5. **Old Business:**
  - A. **Election of Chairperson:** Upon motion by VanMeter, 2<sup>nd</sup> by Peterson, Fox was nominated as Chairperson. Upon roll call the motion carried 6-0 with Fox abstaining.
6. **New Business:**
  - A. **Public Hearing on Floating Homes Zoning Ordinance amendment:**

Caspar opened the public hearing at 7:12 PM. Zoning administrator introduced the two ordinances. The first is the Zoning Ordinance amendment which the Planning Commission is required to provide a recommendation to City Council. The second is a regulatory ordinance that Council asked them to review and make comments.

There were no comments from the public.

There were several questions on the definition, and the planning commission expressed concern that there was no width dimension for the floating homes. After discussion, it was determined that the proposed ordinance would only allow for floating homes in full service marinas located in the Neighborhood Marine district (NH) and the width would be limited by the width of the facilities.

The public hearing was closed at 7:35 PM.

A motion was made by Caspar, 2<sup>nd</sup> by Gardener to approve the zoning ordinance amendment 210715 as presented with a correction to the parking section. Upon roll call vote, the motion carried 6-0 with Peterson abstaining.
7. **Other business: Review of regulatory ordinance new chapter 99:**

B. The regulatory ordinance was reviewed in depth to assure that it was compatible with the zoning ordinance and to the intent that the regulatory meets the intent of the Planning Commission and the City Council. The Planning Commission had several comments and concerns that were incorporated into the regulatory ordinance. Removed laundry facility requirement, corrected some typos, and affirmed that a license is required before the floating home hits the water. Open space changed to allow connection to a dock, and floating home length changed to 27 feet.

8. **Communications:** None

9. **Reports of Officers and Committees:** Gardner - Response to questions in email, yes to the first two questions, and no to short term rentals. He also questioned the three day gap between the expiration of the moratorium and effective date of this ordinance.

Fox – thanks to Board for vote of confidence.

10. **Public Comment:** Jane Underwood thanks planning commission for their very hard.

11. **Adjournment:** A motion was made by VanMeter, 2nd by Peterson, to adjourn the meeting at 9:24 pm. Upon roll call vote the motion passed unanimously.

Respectfully Submitted,

Padley Gallagher  
City of Saugatuck Clerk



## MEMORANDUM

**TO:** Planning Commission  
City of Saugatuck

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

**DATE:** August 19, 2021

**RE:** 900 LAKE ST– convert garage to conference space down, and office up

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H2 HOSPITALITY, INC has applied for to convert the existing garage to conference space down, and office up at 900 LAKE ST. This property is located in the R-RESORTDIST C4 Zone District. The purpose of this memo is to provide a review of the standards for this review, and how the ordinance relates to this application.

### **154.037 C-4 RESORT DISTRICT.**

#### *(A) Generally.*

- (1) The purpose of this district is to provide compatible zoning for existing and future hotels, motels, and bed and breakfasts.
- (2) The zone is intended to eliminate a number of nonconforming uses and preserve the historic character of the structures in the district.
- (3) It is designed to compliment the waterfront property and permit lodging facilities that are associated and coordinate with the waterfront.
- (4) Land use in this district is intensive but limited to provide a specific zone for the use.

#### *(B) Permitted uses:*

- (1) Bed and breakfasts;
- (2) Essential public services; and
- (3) 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) Marinas/commercial boats;
- (2) Parking facilities;
- (3) Restaurant, where such facilities are designed, constructed and managed as an integral part of an overall motel or hotel operation;
- (4) Planned unit developments;
- (5) Hotels/inns;
- (6) Motels/motor courts;
- (7) Swimming pools, tennis courts or other recreational facilities oriented to the clientele of the motel or hotel;

- (8) Other uses deemed by the Planning Commission to be accessory to a motel or hotel use;
- (9) Dwellings, single-family, regardless of the floor area ratio; and
- (10) Rented accessory dwelling units in accordance with §154.092(J).

**Background:** The City of Saugatuck requires a public hearing, site plan review by the Planning Commission and a Special Land use permit for “other uses deemed by the Planning Commission to be accessory to a motel or hotel use.”

**Question 1:** Does the Planning Commission consider a conference room and office as accessory to a motel or hotel use?

**Question 2:** Does the conversion meet the standards of 154.063 through 154.68?

**Question 3:** Does the conversion meet the standards of 154.80 through 154.92?

**Standards for Approval:** The standards of Section 154.063 will apply. These standards are as follows:

#### **154.063 STANDARDS FOR FORMAL SITE PLAN APPROVAL.**

**Comment:** since there is literally no change to the site, the Planning Commission may conclude that this section does not apply however, each standard should be reviewed.

- (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 developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter.

**Comment:** No change other than use

- (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:** No change

- (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:** No change

- (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:** No change

- (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: No change**

- (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: No change**

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

**Comment: No change**

- (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: No change**

- (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: No change**

- (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: No change**

- (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: No change**

- (L) The Planning Commission may require a five year development plan for any remaining undeveloped property if the total parcel is greater than ten acres and a ten year development plan for any remaining undeveloped area of the parcel if the total parcel is greater than 20 acres.

**Comment: No change**

- (M) The Planning Commission may require a market feasibility study, prepared by a qualified professional as determined by the city, for any mixed use development or residential development greater than ten acres.

**Comment: No change**

### **154.082 STANDARDS.**

(A) Before any special land use permit is granted, the Planning Commission shall make findings of fact based upon competent evidence certifying compliance with the specific regulations governing individual special land uses and, in addition, ensure that the following general standards have been met. Each proposed special land use shall:

- (1) In location, size, height and intensity of the principal and/or accessory operations, be compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property;
- (2) Be consistent with and promote the intent and purpose of this chapter;
- (3) Be compatible with the natural environment and conserve natural resources and energy;
- (4) Be consistent with existing and future capabilities of public services and facilities affected by the proposed use;
- (5) Protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole;
- (6) Not create any hazards arising from storage and use of inflammable fluids;
- (7) Not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development. In particular:
  - (a) The property shall be easily accessible to fire and police; and
  - (b) Not create or add to any hazardous traffic condition.
- (8) Be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site shall not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;
- (9) That in the nature, location, size and site layout of the use, be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district; and

- (10) That in the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located.

(B) The Planning Commission shall consult the city land use plan to determine if the proposed special land use is compatible with the future planned use of surrounding property and may limit the permit so as not to conflict with future planned land use. The duration of the permit may be limited only if such use is clearly temporary in nature.

**Comment: Is compatible.**

### **DESIGN STANDARDS:**

(C) *Hotels/inns.* All of the following requirements shall be met:

(1) There shall be open space which shall be in conformance with the district requirements in each zoning district. Screening shall be as required by the general screening requirements of § [154.142](#). Off-street parking in front yard areas shall not be permitted;

**Comment: No change**

(2) In addition to the rental rooms allowed, a hotel/inn shall have a managers quarters consisting of one or more rooms, and which quarters shall have a minimum total square footage of 300 square feet; provided, however, each of the rooms making up the managers quarters shall be at least the minimum size for the particular room as required in the State Construction Code;

**Comment: No change**

(3) Additions to a structure for the purpose of providing additional rental rooms shall not be allowed except on those parcels of property which adjoin or are contiguous to the Center Commercial Zone District. In addition to other criteria, the Planning Commission shall verify that no addition will result in providing less than 1,900 square feet of lot area for each rental room; and

(4) The following accessory uses may be permitted:

(a) One house or apartment for the use of the manager or caretaker and his or her family;

(b) One restaurant and/or coffee shop or cafeteria providing food and drink;

(c) Amusements and sports facilities for the exclusive use of guests, including:

1. Swimming pool;
2. Children's playground;
3. Tennis and other game courts; and
4. Game or recreation rooms.

**(d) Meeting and/or conference rooms.**



City of Saugatuck Planning Commission  
900 Lake St  
August 19, 2021  
Page 6

Possible Motion:

Motion to approve/deny the site plan and special land use permit to allow the conversion of the garage to a conference center and office as described in the application at 900 Lake Street application number PZ21049. (Optional – add conditions)



# Special Land Use Application

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

Address 900 Lake St. Parcel Number \_\_\_\_\_

## APPLICANTS INFORMATION

Name Pete Shashagway Address / PO Box 5658 Old Allegan Rd.  
City Fennville State MI Zip 49408 Phone 616-889-0832  
Interest In Project Builder E-Mail joyhouse.dad@gmail.com  
Signature P. Shashagway Date June 28, 2021

## OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Al Heminger Address / PO Box 7400 Dartmoor Ct.  
City Kalamazoo State MI Zip 49009 Phone 434-546-1231

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

Signature A. Heminger Date June 28, 2021

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

Name Pete Shashagway Contact Name \_\_\_\_\_  
Address / PO Box 5658 Old Allegan Rd City Fennville  
State MI Zip 49408 Phone 616-889-0832 Fax \_\_\_\_\_  
License Number #210 115 6257 Expiration Date 2023

## PROPERTY INFORMATION

Depth 214' Width 228' Size 1 acre Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_

Check all that apply:

Waterfront \_\_\_\_\_ Historic District  Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

## PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

change of use from storage facility to meeting facility. For use as conference area with restroom.



**SITE PLAN REQUIREMENTS (SECTION 154.061)**

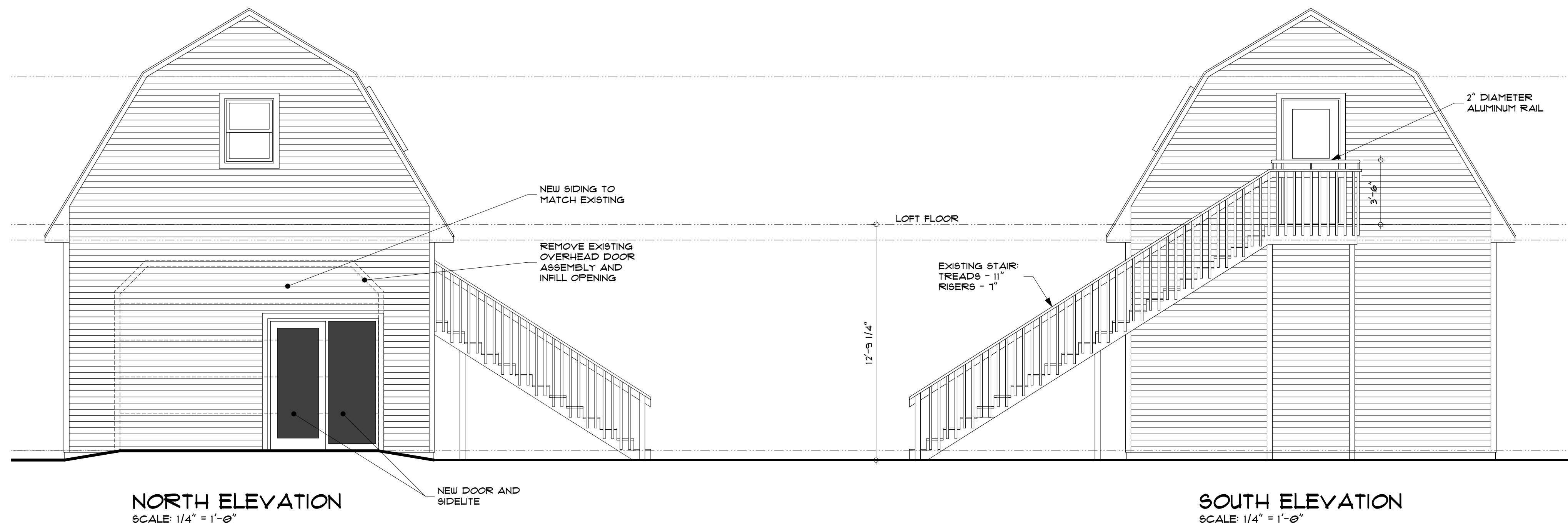
B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. Twelve reproducible copies of a final site plan, 24" by 36" or larger, at a scale of not less than one inch equals ten feet, and a PDF of the plan set shall include:

Y N NA

- 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;
- Dimensions of property of the total site area;
- A north arrow;
- Contours at 2-foot intervals;
- Zoning classification of the subject property and abutting properties;
- Required and proposed building setbacks;
- Location of structure on the subject property and structures on adjacent properties within 100 feet of the property, including those located across the street from the property;
- Existing and proposed driveways, parking areas, walk ways, curb cuts, and other hardscape features;
- Existing water courses, water bodies, including human-made surface drainage ways, floodplain, and wetlands;
- 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 fire suppression system, including details of fixtures, supply lines, hydrant locations, and/or other required features;
- Proposed floor plan with applicable features including but not limited to the location of furniture, utility rooms, restrooms, kitchens, storage area, and display areas;
- 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;
- Existing significant vegetation;
- Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
- Signs, including type, locations and sizes;
- Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;

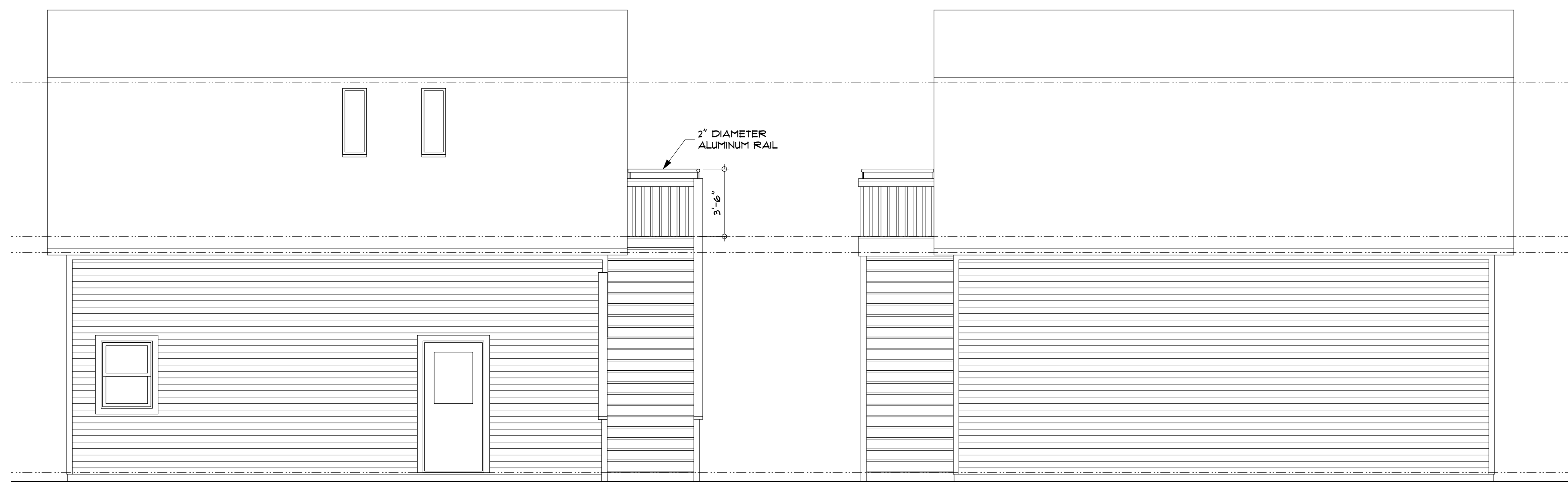
All drawings, specifications, plans, ideas, arrangements and designs represented or referred to are the property of and owned by Collaborative Architects Studio, whether the project for which they are prepared is executed or not. They are created, evolved, developed and produced solely for use on and in connection with this project and none of the above may be disclosed or given to or used by any person, firm or corporation for any use or purpose whatsoever, except upon written permission and direction of Collaborative Architects Studio.

NO.	DATE	DESCRIPTION
1	04-04-2021	REVISED FLOOR PLAN ADDED KITCHENETTE



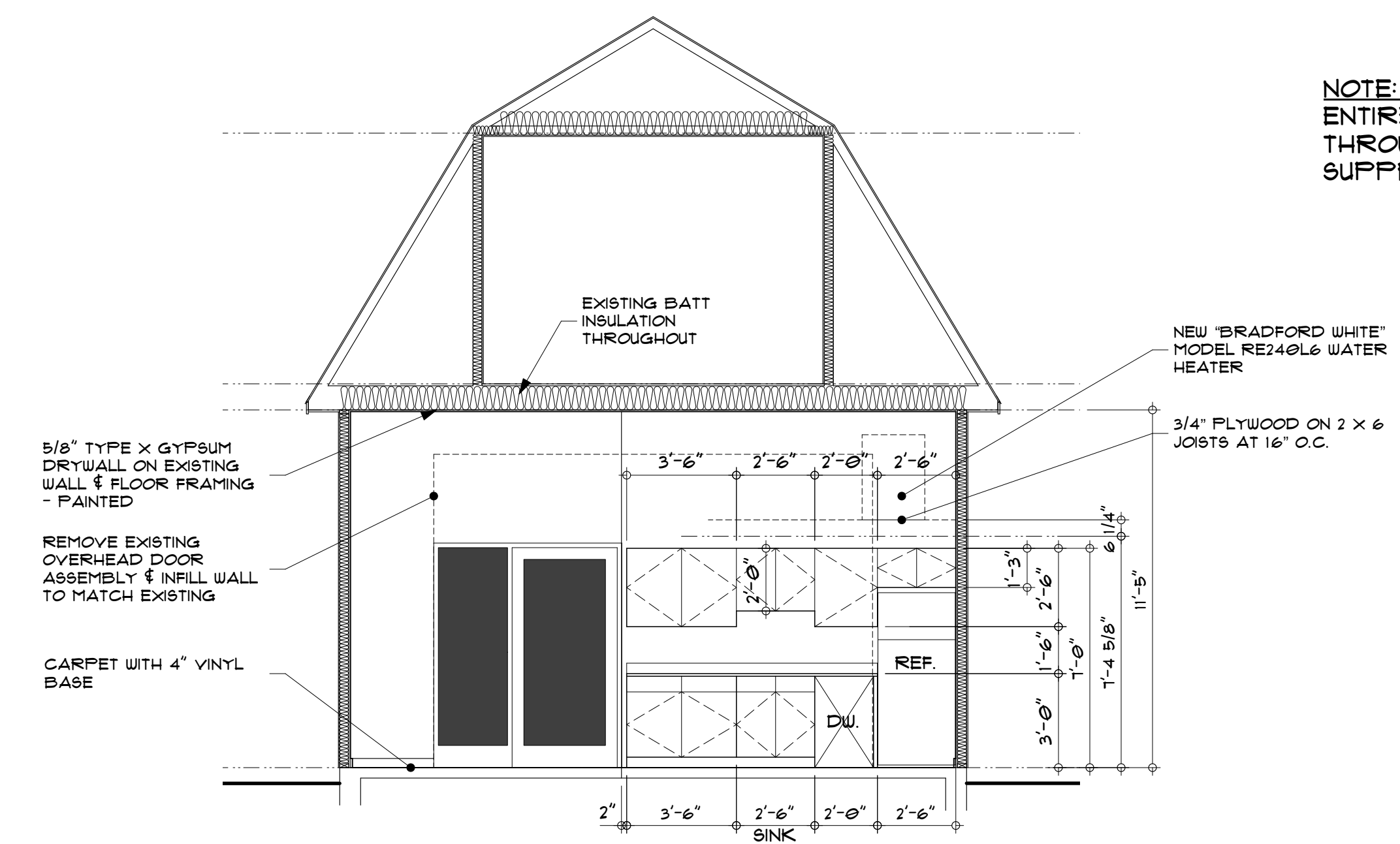
**NORTH ELEVATION**  
SCALE: 1/4" = 1'-0"

**SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"



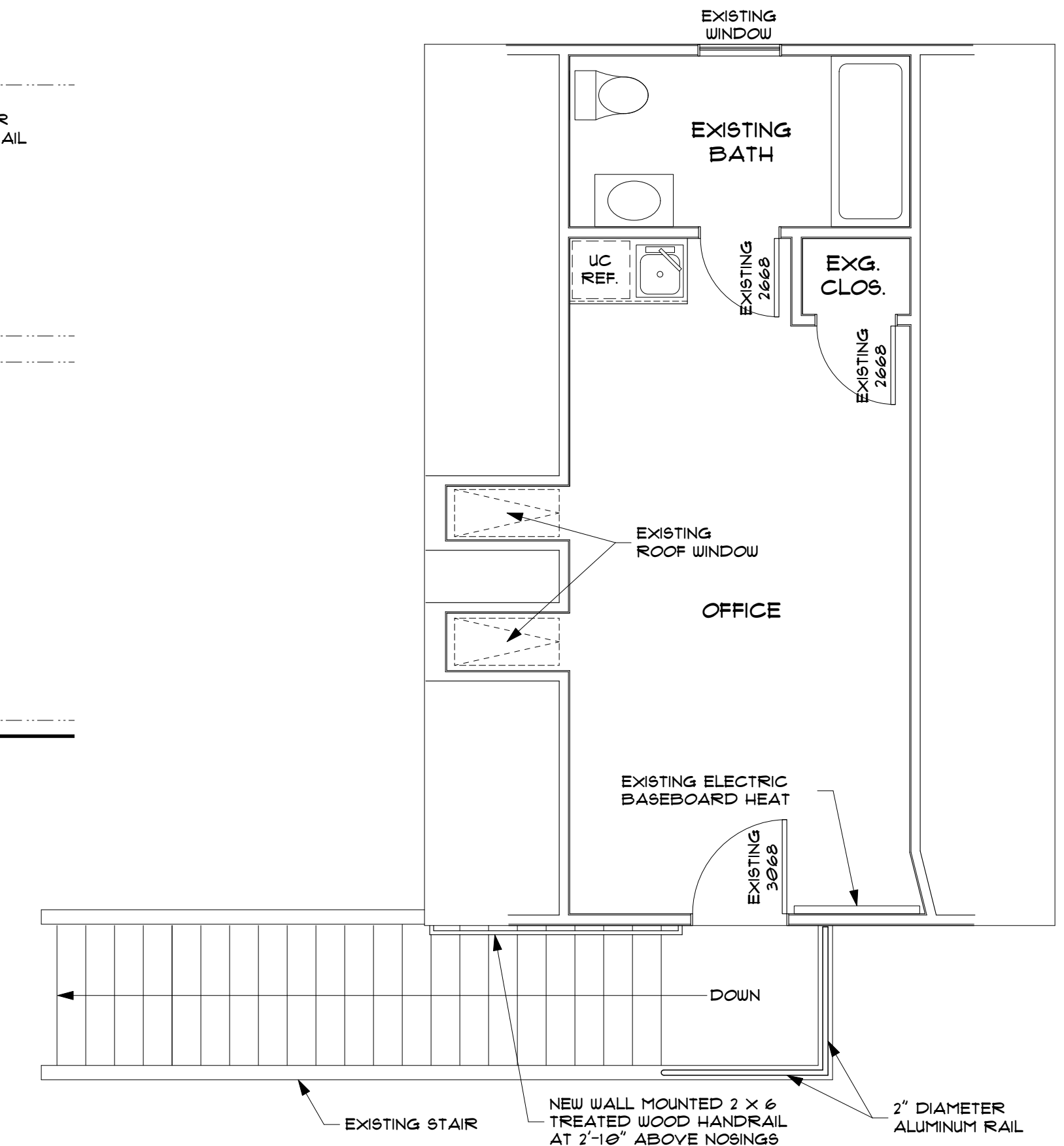
**WEST ELEVATION**  
SCALE: 1/4" = 1'-0"

**EAST ELEVATION**  
SCALE: 1/4" = 1'-0"

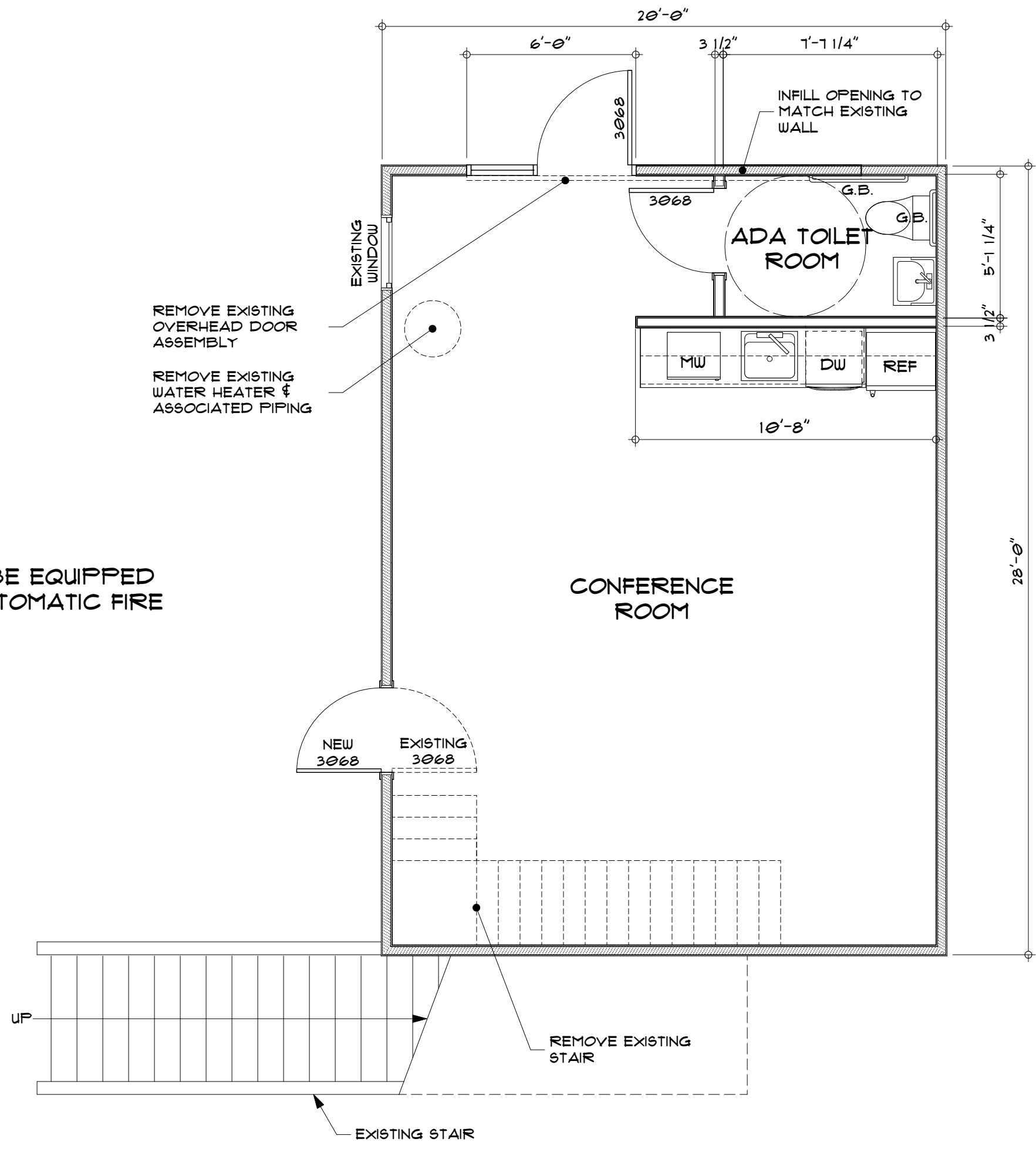


**BUILDING SECTION**  
SCALE: 1/4" = 1'-0"

**NOTE:**  
ENTIRE BUILDING SHALL BE EQUIPPED THROUGHOUT WITH AN AUTOMATIC FIRE SUPPRESSION SYSTEM



**SECOND FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



**FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



Collaborative Architects Studio  
2922 Hall Street Southeast  
East Grand Rapids, Michigan 49506  
mobile: 516.254.9710  
jherrickarchitect@gmail.com

**CONFERENCE CENTER  
THE HOTEL SAUGATUCK**  
SAUGATUCK, MI

PROJECT NO.: 10816

**FLOOR PLANS, SECTION  
AND ELEVATIONS**

DATE: 09-12-16

DRAWN BY: JLH

SHEET NO.:

**A1.1**



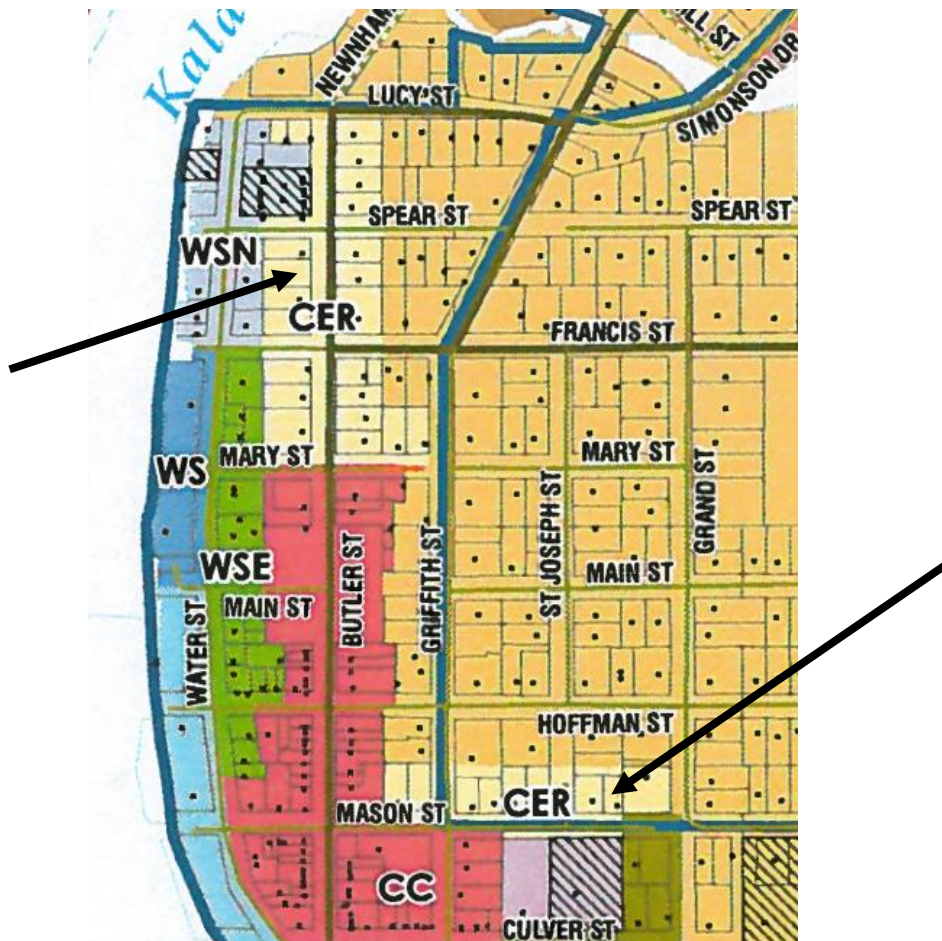




**TO:** Planning Commission  
**FROM:** Cindy Osman Planning and Zoning  
**MEETING DATE:** August 19, 2021  
**SUBJECT:** Potential zoning ordinance amendment R-4  
**DESCRIPTION:** Reduce front yard setbacks in the R-4 Zone district

Mark Lodenstein of 350 Mason has pointed out to me that the front yard setback in the R-4 zone district is 20 feet while the actual setbacks in the area are often 10 feet or less.

This zoning map shows the two areas in the R-4.



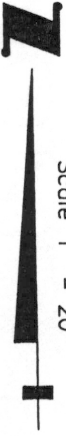
If you think we could consider changing the front yard setbacks, we could set a public hearing for next month.

This is to certify to Lakeland Mortgage Corporation that we have examined the premises herein described, that the buildings are located entirely thereon as shown, and that they do not encroach except as shown hereon. This report, prepared for mortgage purposes only, does not represent a property line survey, and no property corners were set. This report is not to be used for the establishment of any fence, building, or other improvements. The locations of fences, walls, or other indications of occupancy along or near boundary lines are not shown. This report was made from the legal description shown below. The description should be compared with the abstract of title or title policy for accuracy, easements, and exceptions. This examination was prepared for the mortgagee in connection with a new mortgage, and no responsibility is extended herein to the present or future land owner. The Surveyor's liability for any and all claims, including but not limited to those arising out of the Surveyor's professional services, negligence, gross misconduct, warranties or misrepresentations shall be deemed limited to an amount no greater than the service fee.

LEGAL DESCRIPTION  
 Lot 154, Kalamazoo Plat, City of Saugatuck, Allegan County, Michigan, according to the recorded plat thereof.

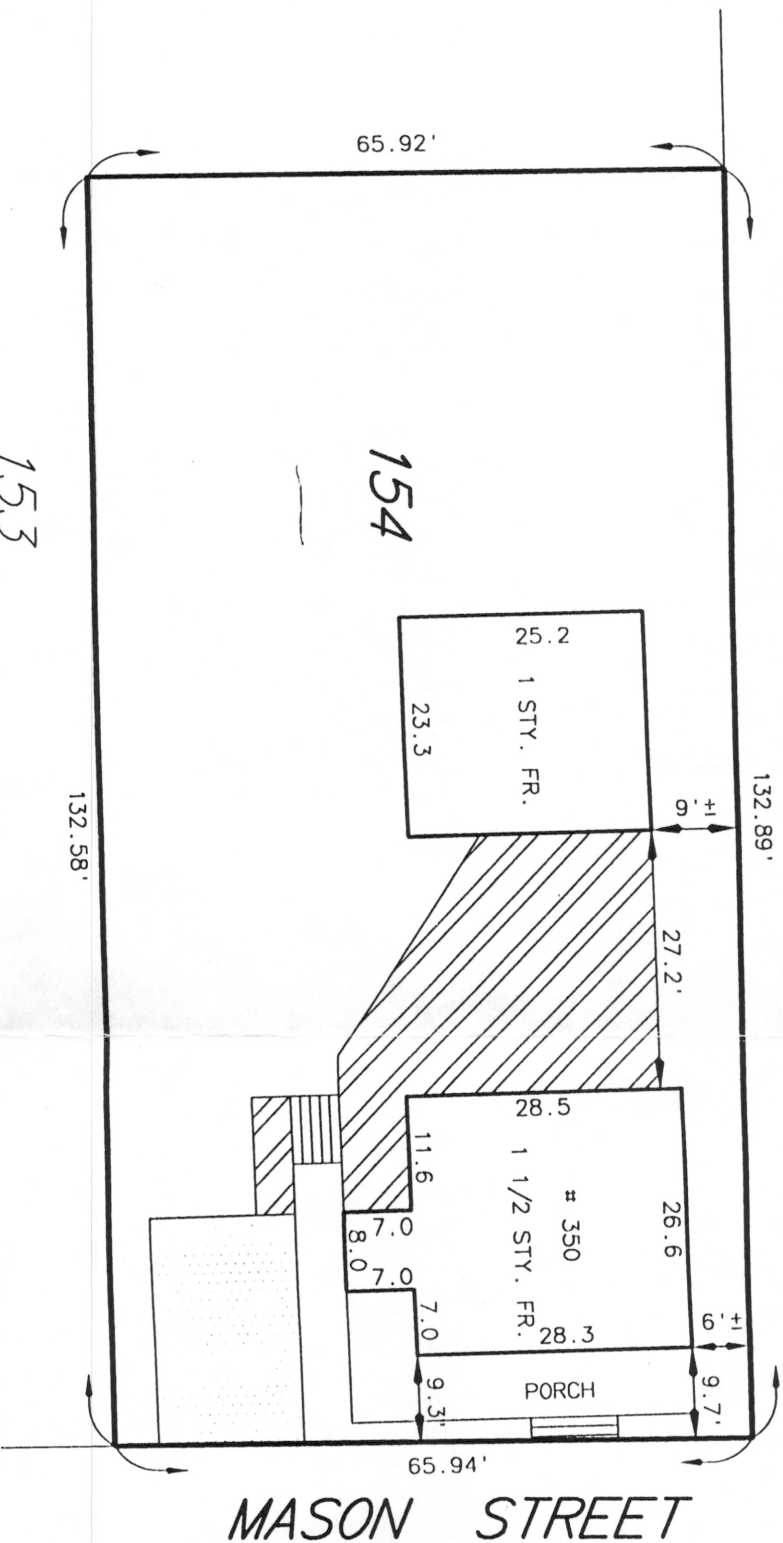
TAX ID #: 357-300-156-00  
 350 MASON STREET

Scale 1" = 20'



*Handwritten signature: T. Ford*

ST. JOSEPH STREET



Date revised	By
Date revised	By
Date revised	By

- LEGEND**
- Set steel bar
  - Found iron stake
  - Found concrete monument
  - R Recorded dimension
  - P Plot dimension
  - M Measured dimension
  - D Description dimension
  - C Calculated dimension
  - Power line
  - Fence
  - Concrete
  - Asphalt
  - Wood decking
  - Brick paving



Holland Engineering, Inc.

Civil Engineering,  
 Land Surveying  
 & Mapmaking

418 East 8th St.  
 Holland, MI 49423-3751  
 Ph: 616-392-5938  
 Fax: 616-392-2116  
 email: hei@sirus.com

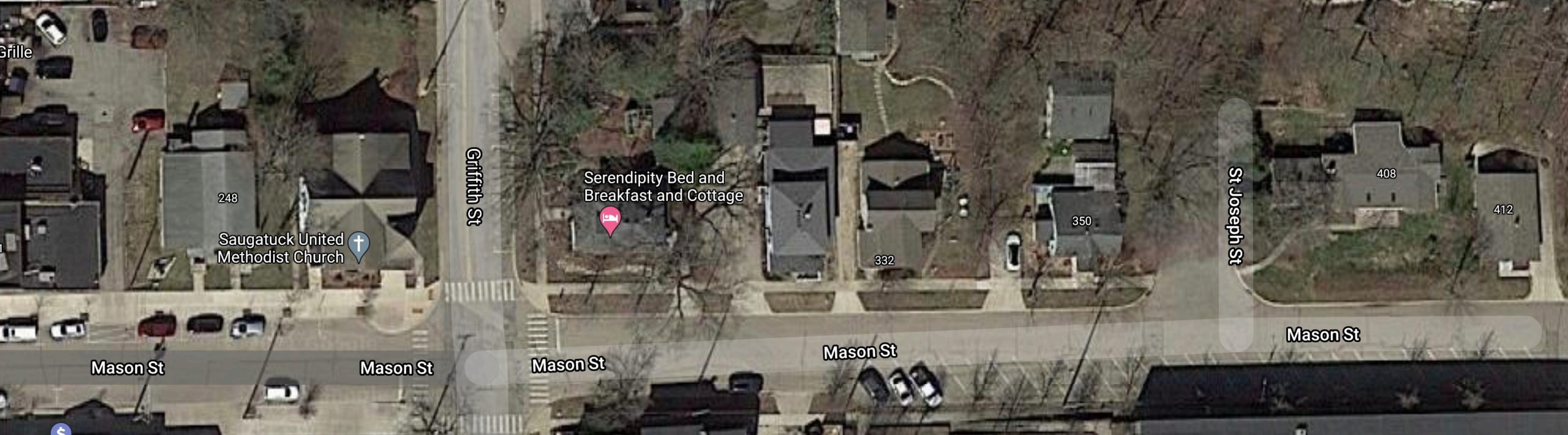
Date	4-28-98	Sheet	1 of 1
Drawn By	EBM	Checked By	GTF
Surveyed By	DF		

For  
 Lakeland Mortgage Corporation  
 Mortgagee  
 Lodenstein  
 Job No. 86-04-178

Professional Land Surveyor  
 No. 33976

If the seal is not violet colored, this drawing is a copy that should be assumed to contain unauthorized alterations. The certifications contained on this document shall not apply to any copies.





Grille

248

Saugatuck United Methodist Church

Griffith St

Serendipity Bed and Breakfast and Cottage



332

350

St Joseph St

408

412

Mason St

Mason St

Mason St

Mason St

Mason St