



**Planning Commission Meeting
December 16, 2021, City Hall
102 Butler Street, Saugatuck, MI 7:00 PM**

Virtual Meeting via Zoom

1. **Call to Order/Roll Call:**
2. **Approval of Agenda: (Roll Call)**
3. **Approval of Minutes: October 21, 2021 (Roll Call)**
4. **Public Comment on Agenda Items:** Limit 5 minutes
5. **Old Business:** None
6. **New Business:**
 - a. **R-1 Community Residential zone district front yard setbacks. Public Hearing (Roll Call)**
 - b. **Planning Commission: 2022 Discussion**
 - c. **2022 Meeting dates**
7. **Communications:** None
8. **Reports of Officers and Committees:**
9. **Public Comments:** Limit 3 minutes
10. **Adjournment (Roll call)**

***Public Hearing Procedure**

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

NOTICE:

This public meeting will be held using Zoom video/audio conference technology due to COVID-19 concerns.

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

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

Then enter "Meeting ID":
269 857 2603

Please send questions or comments regarding meeting agenda items prior to meeting to: cindy@saugatuckcity.com

G. Commission action



**PROPOSED PLANNING COMMISSION MEETING MINUTES
SAUGATUCK, MICHIGAN, OCTOBER 21, 2021**

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

1. Call to Order:

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

2. Attendance:

Present: Manns, VanMeter, Peterson, Crawford, Gardner & Fox

Absent: None

Others Present: Zoning Administrator Osman, Consultant Jirousek, City Manager Heise.

3. Approval of Agenda:

A motion was made by Gardner, 2nd by Manns, to approve the agenda. Upon voice vote, the motion carried unanimously.

4. Approval of Minutes:

A motion was made by Peterson, 2nd by Gardner, to approve the Planning Commission Meeting Minutes from September 16, 2021. Upon voice vote, the motion carried unanimously.

5. Public Comment:

None

6. New Business:

A. Public Hearing - Create Condominiums of Existing Tenant Spaces at 133 Butler Street:

The public hearing opened at 7:05 p.m. The building owner, Shimon Nissim, at 133 Butler commented that there would be one parking space per unit, after inquiries from the Planning Commission. Nissim also noted that the plan to create condominium units within the property at 133 Butler Street. This will change the ownership structure but will not change the exterior or the floor plan or the use. The public hearing closed at 7:10 p.m.

A motion was made by Peterson, 2nd by VanMeter, to conditionally approve the site plan, including the plans and supplemental materials provided by the applicant for property located at 133 Butler Street conditioned upon no exterior change, and no change to the floor plans. Upon roll call vote, the motion carried unanimously.

B. Public Hearing – Two Story Patio at 40 Butler Street:

The public hearing opened at 7:20 p.m. Jack Barr, Project Manager for The Butler restaurant, presented and fielded questions from the Planning Commission. The Planning Commission asked about the current hours of operation for The Butler restaurant, which run from 11:00 a.m. to 11:00 p.m. Barr was also asked by the Commission on when the new patio would be open and whether the new patio construction would meet ADA requirements. Barr stated that they plan on having the patio open by spring 2022 and that the new construction will be ADA compliant. Mike Economos (*resident*) noted his concern about the additional traffic pressure that this new patio could bring to the City of Saugatuck.

A motion was made by Peterson, 2nd by Manns, to conditionally approve the special land use and site plan (last revised September 23, 2021), including the plans and supplemental materials provided by the applicant for The Butler restaurant located at 40 Butler Street. This motion conditionally approves an approximately 5,320 square-foot two-storage open-air restaurant building expansion (2,660 square foot footprint). This motion is based on the documented findings included within the staff report dated October 15, 2021, provided by the City Zoning Administrator as well as the following findings. These comments are to be incorporated into the record and are adopted as part of the Planning Commission’s findings of fact.

Additionally, approval is conditioned on the following, with items 1-3 to be completed prior to the issuance of building permits and the remaining items as ongoing conditions of approval.

1. Secure a Historic District Commission Certificate of Appropriateness for any applicable change to building materials and site lighting.
2. Secure Fire Department approval of the site plan for access and emergency service response.
3. Record an easement, subject to approval by the City Attorney, which allows for the continued unrestricted public access along the waterfront walkway, including the construction, maintenance, and alteration of the same with an easement area as described consistent with the current walkway’s size, plus reasonable area for the construction and maintenance of the same.
4. Loading and deliveries shall only occur off the Butler Street “street end” on the west side of the street.
5. Hours open to the public shall be from 9:00 AM to 11:00 PM.
6. Compliance with all other zoning requirements shall be maintained.
7. Construction-related staging for the improvements and building(s) shown on the site plan shall only occur on-site and not within the City’s right-of-way so as to prevent

impeding traffic and construction shall not prevent public access to the boardwalk or sidewalks on or adjoining the property.

Upon roll call vote, the motion carried 6-1.

Yes: Manns, VanMeter, Peterson, Crawford, Fox & Gaunt

No: Gardner

C. Election of Vice-Chair:

A motion was made by VanMeter, 2nd by Peterson, to elect Manns to the position of Vice-Chair for the Planning Commission. Upon roll call vote, the motion carried unanimously.

8. Old Business:

None

7. Communications:

None

8. Reports of Officers and Committees:

None

9. Public Comments:

None

10. Adjournment: A motion was made by Gardner 2nd by VanMeter, to adjourn at 8:12 p.m. Upon voice vote, the motion carried unanimously.

Respectfully Submitted,

Kate White
Deputy Clerk/Intern



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

DATE: December 16, 2021

RE: R-1 Community Residential Zone District, modify front yard setbacks when certain conditions exist.

§ 154.026 R-1 COMMUNITY RESIDENTIAL DISTRICT (CR).

(A) *Generally.*

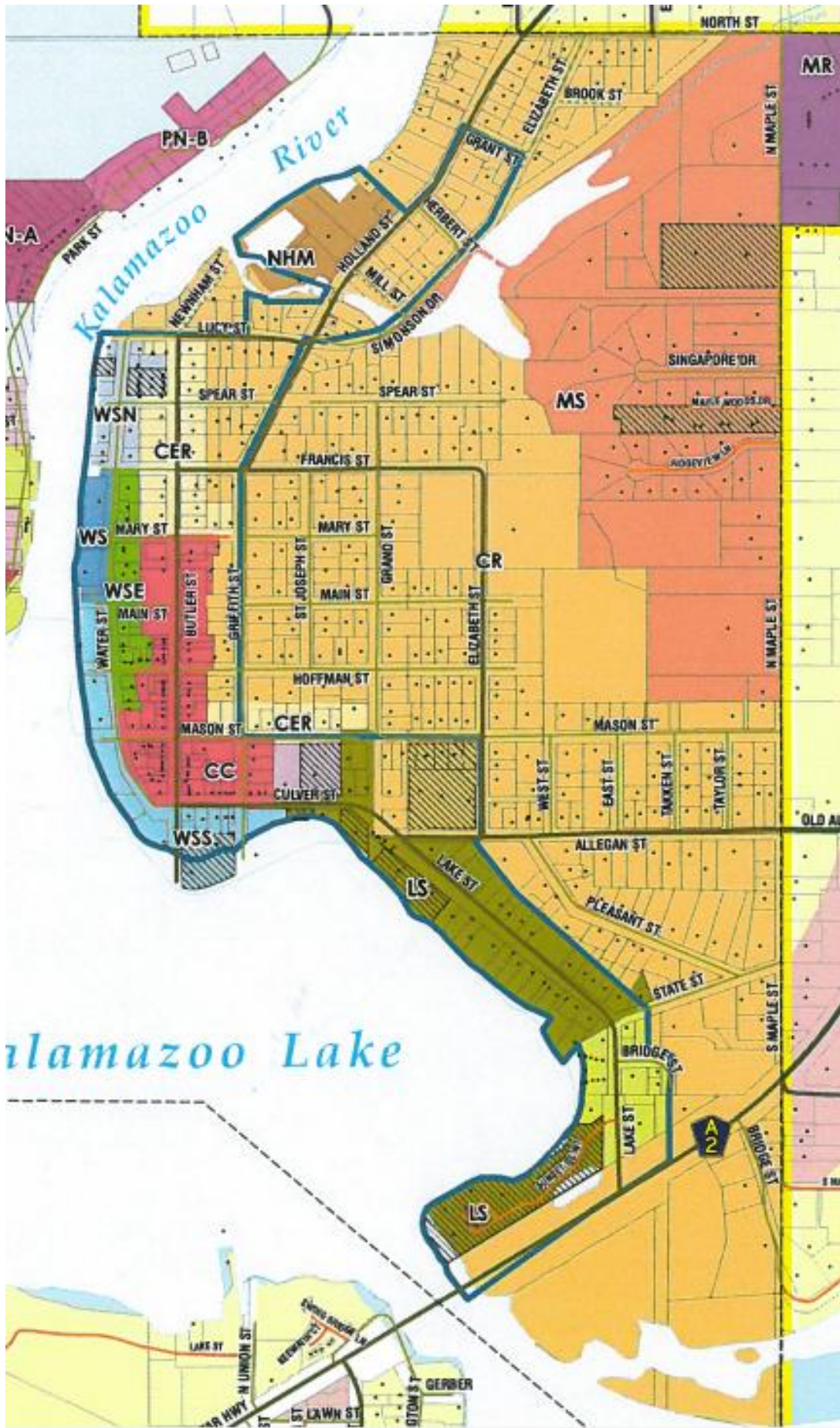
- (1) This district is designed to protect and promote low density single-family residential uses and development in the city.
- (2) The purpose of this district is to preserve the residential character of the district and to provide a mechanism for orderly development in undeveloped areas.
- (3) Residential land use is the only use that will be permitted or encouraged in this district.

(B) *Permitted uses:*

- (1) Dwelling, single-family detached, with a floor area ratio that does not exceed 0.3:1;
- (2) Essential public services;
- (3) Home occupations; and
- (4) 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) Home businesses;
- (2) Religious facilities;
- (3) Rented accessory dwelling units in accordance with § [154.092](#)(J); and
- (4) Dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1.



(D) Dimension and area regulations.

Front setback*	20 feet
Side setback	7 feet
Rear setback	10 feet
Minimum lot area	8,712 square feet
Minimum lot width	66 feet
Maximum lot coverage	30%

* If structures are established on at least 40% of the platted parcels on the same side of the street between two intersecting platted streets and at least half of the established structures are built within the required front yard setback, the front yard setback for new construction may be reduced to the lesser established front yard setback, provided that no new construction may be established closer than seven feet to the front property line. This section shall not require a front yard greater than that required for this zone district.



Planning Commission 2022 Meeting Dates

January 20th
February 17th
March 17th
April 21^{rst}
May 19th
June 16th
July 21^{rst}
August 18th
September 15th
October 20th
November 17th
December 15th