



**Planning Commission Regular Meeting
April 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 – March 16, 2023 (**Pg. 3**)

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

5. Old Business:

A. Short-Term Rental Task Force – Verbal Update

6. New Business:

A. 245 Spear St. – Public Hearing for a Special Land Use Request for a Rented Accessory Dwelling Unit and Site Plan Review (**Pg. 6**)

B. Zoning Ordinance Amendment - Temporary Waterfront Commercial Development and Construction Moratorium (**Pg. 32**)

C. Plan and Timeline for Waterfront Development Zoning Ordinance Review (**Pg. 38**)

7. Communication:

8. Reports of Officers and Committees:

a. Zoning Administrator Activity Report (**Pg. 43**)

b. ZBA Training – May 18

NOTICE:
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":
2698572603

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

9. **Public Comment:** (Limit 3 minutes)

10. **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, March 16, 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 7:01 p.m.

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

Absent: Commission member LaChey.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, City Attorney Kyle O'Meara, and Deputy Clerk Sara Williams.

2. Approval of agenda:

Motion by Gaunt, second by Gardner to approve the agenda as presented for March 16, 2023.

Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Gaunt, second by Anderson to approve the minutes as presented for regular meeting February 16, 2023. Upon voice vote, motion carried 6-0.

4. Public Comment on Agenda Items:

- Jane Underwood – Resident in favor of the STR Moratorium.
- Gregory Muncey – Resident & Council member, not for or against STR Moratorium.
- Elizabeth Estes – Resident, not in favor of the STR Moratorium.
- Catherine Simon – Resident, not for or against STR Moratorium.
- Elizabeth Lentz – Resident, not in favor of the STR Moratorium.
- Mark Klungle – Resident, not in favor of the STR Moratorium
- Mark Kongrecki – Resident, not in favor of the STR Moratorium.
- Laura Godfrey – Resident, in favor of the STR Moratorium.
- Kimberly Bagierek – Resident, not in favor of the STR Moratorium.
- Terry Leshuk – Resident, not in favor of the STR Moratorium.
- Nico Leo – Resident & HDC member, not in favor of the STR Moratorium.
- Rob Smarsch – Resident, not in favor of the STR Moratorium.

5. Old Business:

A. Short-Term Rental Task Force – Verbal Update

Director of Planning, Zoning, and Project Management Ryan Cummins and Chair Manns gave a brief update on the STR Rental Task Force process.

6. New Business:

A. ZBA Report to Planning Commission: ZBA Board Chair Kubasiak gave an update on the applications and actions that were before the ZBA in 2022.

B. Temporary Waterfront Commercial Development and Construction Moratorium

There is a recent increase in the demand to develop or expand structures and buildings along the waterfront. An increase in waterfront commercial development could pose significant environmental risks, due to the close proximity of the Kalamazoo River and Kalamazoo Lake. It is important to ensure that future waterfront commercial development is harmonious with the City by ensuring that existing zoning regulations protect the City's waterways, natural resources, economic land uses, health, safety, and general welfare.

The City Council listed a long-term vision for commercial and residential waterfront development as a desirable priority in their recent strategic planning meeting. In October, the Planning Commission raised concern about waterfront development patterns. The Planning Commission established updates to the zoning ordinance regarding waterfront development as a priority for 2023.

City Council is responsible for passing the police power ordinance. However, the Planning Commission is being asked to make a recommendation to City Council on whether to adopt the temporary waterfront commercial development and construction moratorium.

Motion by Anderson, second by Gaunt to recommend adoption of an ordinance establishing a temporary waterfront commercial development and construction moratorium.

A roll call vote was taken:

Yes: Anderson, Broeker, Gardner, Gaunt, Manns

No: Bagierek

Motion carried.

C. Temporary Moratorium for Short-Term Rentals

There has been a steadily increasing number of applications for short-term rental certificates in the City and the City already has a large number of approved short-term rentals. These uses, if left unchecked, have the potential to impact housing availability, create land use conflicts, and alter the character of the City's residential neighborhoods.

The City Council established short-term rental regulations, including minimizing damage with loss of housing stock, as an essential priority for 2023. The Planning Commission established updates to the zoning ordinance regarding short-term rentals as a priority for 2023. The City Council recently approved a recommendation by the Planning Commission to authorize

the creation of a Short-Term Rental Task Force to serve as an advisory committee to research and discuss the issue of short-term rentals.

City Council is responsible for passing the police power ordinance. However, the Planning Commission is being asked to make a recommendation to City Council on whether to adopt the temporary moratorium for short-term rentals.

Motion by Broeker, second by Anderson to recommend approval of a Temporary Moratorium for Short-Term Rentals, with the exception of the March 9, 2023, date to be replaced with the date that the ordinance is adopted by Council.

A roll call vote was taken:

Yes: Anderson, Broeker, Gardner, Gaunt, Manns

No: Bagierek

Motion carried.

7. Communications: None.

8. Reports of Officers and Committees: None.

9. Public Comments:

- Diana Decker, Resident, questioned if STR Task Force meetings will be public.
- Gregory Muncey, Resident & Council member, thanked Chair Manns & the Planning Commission. He appreciates the process and time it takes to do this work. He says that this is one example where transparency and communication can be improved.
- Mark Klungle, Resident, thanked everyone for their time. He wishes that someone could explain the numbers that are being talked about, he does not think that they are true. He thinks that is one of the things that is important to paint a fair picture for the community.

10. Adjournment:

Motion by Gaunt, second by Gardner, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned at 9:19 PM.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	April 12, 2023	Meeting Date:	April 20, 2023
Request:	Special Land Use	Applicant:	R. Gardner & J. Rees
Address:	245 Spear Street	Project Name:	ADU Rental Proposal
Parcel:	03-57-300-021-50	Plan Date:	August 20, 2020
Lot Size:	7,392 s.f.	Zoning District:	CR R-1 & HD
Complete:	Yes	Recommendation:	Approval
Staff:	Ryan Cummins	Consultant:	David M. Jirousek, AICP

Overview

The applicant has applied for special land use approval to rent an existing accessory dwelling unit (ADU) at 245 Spear Street (Community Residential R-1) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. 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 related to special land use and site plan standards and specific requirements for the rental of ADUs.

Background

The HDC approved a garage renovation and conversion of the 768-square-foot building on September 3, 2020. The building was also approved as an ADU administratively. While initially intended for family occupancy, the owner now wishes to manage the rental of the ADU. If a short-term rental, the ADU rental must also be permitted administratively in accordance with Section 154.022 V.

Review Process and Standards

The application requires review in accordance with the following sections of the City of Saugatuck Zoning Ordinance:

- Compliance with Section 154.092 J- Rental of an Accessory Dwelling Unit

- Compliance with Section 154.022 W- Accessory Dwelling Unit
- Site Plan approval in accordance with Section 151.060
- Special Land Use approval in accordance with Section 154.080

Rental of an Accessory Dwelling Unit

In accordance with Section 154.092 J, a rental accessory dwelling unit shall conform to all regulations in Section 154.022(W) and the following requirements.

Comment: As proposed, the ADU is shown at 768 feet, which does not comply with Section 154.022(W)(3). See commentary on page 3.

1. *A rented accessory dwelling unit shall only be permitted on a parcel that contains an owner occupied detached single-family dwelling unit;*

Comment: The owners intend to remain occupants of the principal detached single-family dwelling, an ongoing requirement.

2. *An accessory dwelling unit to be rented is subject to inspection by a city official before occupancy and must meet all applicable health, fire, and safety codes; and*

Comment: The ADU was inspected as part of the original building permit. However, additional inspections may be necessary if determined by the Zoning Administrator and Building Official.

3. *Signage shall be per the regulations for short-term rentals.*

Comment: A sign was not proposed. Any future sign must receive administrative approval.

Accessory Dwelling Unit

In accordance with Section 154.022 W, an accessory dwelling unit shall meet the following criteria:

1. *Occupancy shall be limited to invited guests;*

Comment: Until it is approved for renters, the ADU is limited to guests or family members of the owner-occupants.

2. *Rental of an accessory dwelling, separate from a detached single-family dwelling, shall be prohibited without receiving special land use approval from the Planning Commission as authorized in § 154.092(J);*

Comment: The applicant is currently seeking approval to rent the ADU.

- 3. An accessory dwelling unit shall have a minimum of 375 square feet of gross floor area and shall not exceed the lesser of 30% of the gross floor area contained within the detached single-family dwelling unit or 600 square feet of gross floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total finished floor area intended for living, sleeping, bathing, eating and cooking.*

Comment: The existing building is 768 square feet in size. The size of the principal building is unknown, so it is unknown if the required maximum size of the ADU is the lesser of 30% of the gross floor area of the principal building or 600 square feet.

The plans provided with the application are those which were approved in 2020. It is assumed that the “studio/office” area was not included in the ADU gross floor area measurement, as a 768-square-foot ADU is not permissible. Square footage not dedicated to the ADU does not count against the maximum square footage requirement.

If the applicant intends to rent the studio/office area as a second bedroom within the ADU, it will not comply with this section, as 768 square feet is beyond what is allowable for the unit. To address this issue, the applicant has three options:

1. Close off or lock the studio/office so it is not accessible and rentable to future tenants, or determine another way to limit square footage to the zoning requirement.
 2. Apply for a variance to exceed the allowable square footage for ADUs.
 3. Request a Zoning Ordinance text amendment to increase the square footage for converted and/or new ADUs.
- 4. An accessory dwelling, which is not located within the detached single-family residential dwelling, shall not be located between the front door of the detached single-family dwelling and the public right-of-way, unless located above an existing detached accessory structure;*

Comment: The ADU is located to the rear of the principal detached single-family dwelling.

- 5. An accessory dwelling shall be subject to all applicable setback and lot coverage requirements of a detached single-family dwelling in the district if which it is located;*

6. **Comment:** The existing ADU building does not conform to setback requirements, but the lot coverage requirement appears to be satisfied. However, this project does not involve expanding a nonconforming building, just renting an existing ADU.
7. *An accessory dwelling unit shall only be permitted on a lot where the principle use is an existing detached single-family dwelling unit;*

Comment: The existing ADU is an accessory to an existing detached single-family dwelling.

8. *No more than one accessory dwelling unit is permitted on any lot;*

Comment: Only one ADU exists on the site. No other ADUs are proposed.

9. *Accessory dwellings shall not be permitted to have independent electric, gas, or water meters from the detached single-family dwelling unit;*

Comment: The ADU was previously approved by the City, and it is assumed this requirement is satisfied.

10. *An accessory dwelling unit located within a detached single-family dwelling unit shall have a separate entrance from the exterior of the structure and shall not have interior access to the detached single-family dwelling unit;*

Comment: Not applicable.

11. *A lot with an accessory dwelling unit shall provide one additional parking space on a fully improved surface of concrete, asphalt, or brick, gravel, stone, or other surface approved by the city; and*

Comment: Sufficient parking exists on the driveway, which can accommodate at least four vehicles.

12. *Accessory dwelling units may be included with the rental of a detached single-family dwelling on the same property if it is done so under a single contract.*

Comment: Not applicable.

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 ADU already exists, and the site is developed. The overall existing design is harmonious and compatible with nearby properties and land uses.

- 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 existing building footprints are reasonable in relation to the lot size.

- 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: As a single residential dwelling with an existing ADU in an established residential area, screening is not necessary or recommended.

- 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: Site improvements were previously approved by all applicable City departments.

- 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: This standard is not applicable to a single-family residential dwelling with an ADU.

- 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: This standard is not applicable to a single-family residential dwelling with an ADU.

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

Comment: This standard is not applicable to a single-family residential dwelling with an ADU.

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: Not applicable. The ADU was a conversion of an existing garage.

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: This standard is not applicable to a single-family residential dwelling with an ADU.

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: This standard is not applicable to a single-family residential dwelling with an ADU.

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: A financial guarantee is not necessary. The site is already developed.

Special Land Use Standards of Approval

In accordance with Section 154.080, 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. Findings related to each standard are provided for consideration by the Planning Commission.

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;*

Comment: As stated earlier, the existing principal dwelling and ADU are compatible with nearby properties and land uses.

2. *Be consistent with and promote the intent and purpose of this chapter;*

Comment: Aside from the ADU square footage issue noted on page 3, all other standards and zoning requirements have been met for the ADU and the rental of the ADU.

3. *Be compatible with the natural environment and conserve natural resources and energy;*

Comment: The site is already developed, and building coverage appears to comply. An ample yard and green space exist on the site.

4. *Be consistent with existing and future capabilities of public services and facilities affected by the proposed use;*

Comment: The rental of the existing ADU will have no additional impact on public services.

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;*

Comment: The rental of the existing ADU will have no additional impact on public health, safety, and welfare, as well as the social and economic well-being of the community.

6. *Not create any hazards arising from storage and use of inflammable fluids;*

Comment: This standard is not applicable to a single-family residential dwelling with an ADU.

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.*

Comment: The rental of the existing ADU will have a negligible impact on traffic conditions. Sufficient parking exists in the driveway.

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;*

Comment: The rental of the existing ADU will not impede the use of adjacent properties or negatively impact them.

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*

Comment: This standard is not applicable to a single-family residential dwelling with an ADU.

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.*

Comment: This standard is not applicable to a single-family residential dwelling with an ADU.

Recommendation

Based on the findings in this report, all standards of approval have been satisfied aside from the ADU square footage requirement. The applicant should demonstrate compliance by providing the square footage of the principal building and indicating the gross floor area dedicated to the ADU.

The applicant may wish to subtract the studio/office or other space from the rentable ADU gross floor area. In that case, the Planning Commission should decide whether the door should remain locked at all times so the area is inaccessible to renters or if the opening should be closed off by a wall for permanent separation.

As long as compliance can be demonstrated during the Planning Commission meeting or as a condition of approval, we recommend approval of the special land use application. As stated earlier, the applicant may also wish to seek a variance or text amendment. In those cases, consideration can be postponed, or the application can be withdrawn and resubmitted.

Exhibit: Google Street View Image Prior to Renovation





Special Land Use Application

LOCATION INFORMATION	APPLICATION NUMBER _____ - _____
Address <u>245 Spear St.</u>	Parcel Number <u>57-300-021-50</u>

APPLICANTS INFORMATION	
Name <u>Russ Gardner & Jennifer Rees</u>	Address / PO Box <u>245 Spear St/PO Box 1077</u>
City <u>Saugatuck</u>	State <u>MI</u> Zip <u>49453</u> Phone <u>616-218-6545</u>
Interest In Project <u>Short Term Rental</u>	E-Mail <u>russ_gardner@hotmail.com</u>
Signature <u><i>Russell Gardner</i></u>	Date <u>3/12/23</u>

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)	
Name <u>N/A</u>	Address / PO Box _____
City _____	State _____ Zip _____ Phone _____
E-Mail _____	

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 _____ Date _____

CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)	
Name <u>N/A</u>	Contact Name _____
Address / PO Box _____	City _____
State _____ Zip _____	Phone _____ Fax _____
E-Mail _____	
License Number _____	Expiration Date _____

PROPERTY INFORMATION	
Depth <u>132'</u> Width <u>56'</u>	Size _____ Zoning District <u>CR-1</u> Current Use <u>Residential</u>
Check all that apply:	
Waterfront _____	Historic District <input checked="" type="checkbox"/> Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)
<u>We are requesting a special land use for our detached accessory dwelling unit (ADU). We live full-time in the single-family home on the same lot as the ADU. We will manage the rental on our own. Renters will only have access to the ADU.</u>
<u>There will be a clearly marked path for renters to enter and exit the ADU. There will also be one dedicated off-street parking space for the renters.</u>
<u>This will allow us to come and go freely from the house without causing issues to our neighbors or the renters.</u>
<u>The ADU has 2 bedrooms and rentals which will generally limited occupancy to single families or couples that would comfortably fit in this environ. Our vision is to rent in a manner that not only fits the tone and spirit of the neighborhood, but to fit with our day-to-day living. It should be noted that there are 3 full time single family home rentals and 1 ADU rental on our street alone, plus several comprable on Mary and Butler Street and this ADU will be consistent to the established renting norms on Spear Street.</u>
<u>Our family have been residents of the Saugatuck area since the late '800's and have owned this home where the ADU is located on Spear St. for close to 100 years (non consecutive family ownership).</u>
<small>Being long-time residents of downtown Saugatuck, we care deeply about the property, our neighbors and the town. Our Aunt and Uncle own the property across the street from us. We are also proud that with other neighbors we have resurrected the Spear Street Block Party started in the 70s.</small>

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com



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 | |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Property dimensions |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Significant vegetation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Water courses and water bodies, including human-made surface drainage ways |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Existing public right-of-way, pavements and/or private easements |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Existing and proposed uses, buildings, structures and parking areas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Zoning classification of abutting properties |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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 | |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Dimensions of property of the total site area, |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Contours at 2-foot intervals |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Locations of all buildings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Parking areas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Driveways |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Required and proposed building setbacks |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Proposed water supply and wastewater systems locations and sizes; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Proposed common open spaces and recreational facilities, if applicable; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Signs, including type, locations and sizes; |



Special Land Use Application

Application # _____ - _____

- N/A* 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 154.082)

Please respond to how the request will meet each of the following standards for special land use:

- (1) How will the location, size, height and intensity of the principal and/or accessory operations, compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property?

This is a remodeled pole barn that was originally built in 1978 and converted to an ADU in 2021-22. The remodeled unit is smaller in size and footprint than the main house, and is set back significantly from the main house as well.
The ADU is fully compliant with the city's zoning code and standards of the historic district. The requested SLU and building exterior design is compatible with surrounding properties.

- (2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter?

We live on the same lot as the ADU. While we now live in the main house full time, we have had prior experience renting the main house for seasonal and annual rentals.
Our vision for renting the ADU is to rent in a manner that is consistent to the neighborhood and we will ensure the ADU is used as stated in the rental contract, further enforced by the fact that we live on the property.

- (3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy?

The ADU is not separately metered from our home. Landscaping will include native plants that do not require pesticides or fertilizers. It will be designed to attract pollinators and provide food to local birds insects. We feel strongly about using native plants that don't need unnecessary water, and are moving away from grass.
We have also installed energy star appliances in the unit and LED lighting both inside and out, the HVAC appliances are very efficient as well (on demand water heating and wall installed minisplits with zoned temperature controls)

- (4) How will the proposed request consistent with existing and future capabilities of public services and facilities?

All city zoning and historic district codes were followed and met in regards to services and facilities. All inspections have been passed.

- (5) How will the proposed request 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?

Our full-time family living home is on the same lot as the ADU. It is in our interest (and our neighbors) to maintain the rental to the highest standards.
Parties or loud gatherings will not be allowed. Thoughts of parking constraints have been considered as well for our, renter and neighbors comfort.
The ADU is easily accessible to special services and emergency personnel. Additionally due to the set-back from the main street and future envisioned landscaping it will not be a prominent aspect to the overall scape.



Special Land Use Application

Application # _____ - _____

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids?
No flammables or hazardous materials will be allowed.

(7) How will the proposed request will 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) Will the property be easily accessible to fire and police?

Yes

(b) Will measure be taken as to not create or add to any hazardous traffic condition?

There is ample access to the ADU from the street and the requested SLU will not create any hazardous traffic conditions.

(8) How will the proposed request 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 not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof?

The ADU is converted from the original pole barn, the size, height and footprint is exact from the original build. There have not been, nor will there be any installed fences at this time. I.e. no installed fence to 'wall off' the ADU

There will be handscaping and landscaping, natural ways to denote the space from the main building. The pole barn as it has been a part of the neighborhood since the early 70's has been part of the neighborhood sites for over 50 years

The value to other properties is not impaired.

(9) How will the nature, location, size and site layout of proposed request 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?

Our ADU is located 3 blocks from the central part of town and renters can easily walk to all shops and restaurants which will in a small way reduce the need

for parking in the downtown district. We will also have bikes available for people to use as well which will limit car usage to nearby points of interest. Kayaks as well will be available, easily launched from the city boat launch at the end of Spear Street.

We will also encourage renters to use the chain ferry to reach Oval Beach and to make use of the Interurban for trips to other areas of the community.

(10) How will 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?

Being long-time residents of downtown Saugatuck, we care deeply about the property, our neighbors and the town. We are experienced vacation rental owners and understand the importance of strict rental guidelines to minimize the impact their activities will have on the property, nearby dwellings and our neighbors. By living on the property, this greatly reduces the effects

rental dwellings can have on a neighborhood: noise pollution, garbage / refuse. There are no additional lights that have been added, but is well-lighted enough for safety. Additionally, the ADU is 75% surrounded by homes that are full-time STR, that are not owner-occupied.

OFFICE USE ONLY:

Application Complete _____ Date _____ Fee Paid _____ Date Paid _____

Notice Sent _____ Resident Notification _____ Hearing Date _____

Notes: _____







Historic District Permit Application

LOCATION INFORMATION APPLICATION NUMBER _____

Address 245 Spear Street Parcel Number _____

APPLICANTS INFORMATION

Name Charles Bullman Address / PO Box PO Box 3469
City Ann Arbor State MI Zip 48106 Phone 734 223 1358
Interest In Project architect E-Mail cbullman@flash.net
Signature Date 20 August 2020

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Jennifer Rees & Russell Gardner Address / PO Box PO Box 1077
City Saugatuck State MI Zip 49453 Phone 773 842.3687

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 Date 20 August 2020

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

Name Innovations Custom Homes & Remodeling LLC Contact Name Kyle Hondorp
Address / PO Box 9354 Hanna Lake Road SE City Caledonia
State MI Zip 49316 Phone 616.204 2459 Fax _____
License Number 2102216871 Expiration Date 31 May 2023

PROPERTY INFORMATION

Depth 132' Width 56' Size 7,392 sf Zoning District CR Current Use single-family
Check all that apply: Waterfront _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

See the attached project description



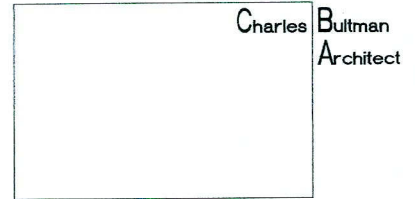
HISTORIC DISTRICT REQUIREMENTS (SECTION 152.07)

Pursuant to Section 152.07, please attach the following supporting documents when applying for historic district approval if applicable:

Y N NA

- Photographs of the structure and its relationship to adjacent structures.
- A plot plan with the placement of the proposed addition, or location of fencing to be constructed.
- Elevation drawings of the exterior of the structure or improvements.
- Samples of all proposed exterior finishes and materials. *TO BE PROVIDED @ MEETING*
- Photographs showing, in detail, the problem areas to be addressed during the proposed repair or alteration.
- A scale drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s).
- If an application for signage is made by tenants of a building located within a historic district, the tenants must obtain written permission from the building owner to install or alter the proposed sign(s).
- Plot plan showing the following:
 - Current location, shape, area and dimension of the lot.
 - Current site improvements (including structures, sidewalks, decks, streets, fences, etc).
 - Proposed improvements and distances from other improvements or property lines.
 - Proposed and/or current yard, open space and parking space dimensions and calculations. *NO CHANGES*
 - Location of any flood plains, watersheds, wetlands, easements, critical dunes, or other applicable features.
- Description of proposed use and of the building (dwelling, structure, barn, garage and the like) or improvements.
- Detailed written description of the activities related to the proposed use and/or improvements.

OFFICE USE ONLY:
 Application Complete _____ Fee Paid _____ Date Paid _____
 Notes: _____



cbultman • flashnet

734 223 1358
P. O. box 3469 - ann arbor, mi 48106

20 August 2020

Historic District Commissioners
City of Saugatuck

Background – 245 Spear Street

The house at 245 Spears Street is historic; based on the simple fact that it is more than 50 years old. The City of Saugatuck has deemed the house to be a non-contributing (NC) part of the historic district.

Behind the house, in the southeast corner of the lot, is a pole structure that is not historic. This building may be 20 years old. And because it is a pole structure it would be all too generous to also describe it as non-contributing, but we have not come up with an appropriate term yet.

Project Description for proposed renovations to pole structure at 245 Spear Street

The pole structure is a 24-foot by 32-foot run-of-the-mill pole building. It has a shallow 4:12 roof pitch and is clad with green(ish), ribbed metal siding. It is the kind of building you could easily ignore; except for its color.

Our project is to convert this building to be habitable as a studio apartment for Ms. Rees' father. Mr. Rees is moving from Chicago to be near his daughter and his granddaughter.

Exterior materials

The pole structure will not change in size, or shape, or location. We will add new windows and doors per the attached drawings. We will clad it with new wood siding that will be dark in color. And we will add a modest overhang on the gable end to help shed the rain.

The roof will have either dark asphalt shingles or a ribbed metal roofing in a neutral gray color.

SURVEY FOR: First Michigan Bank
 Attn: Dyon Hubbard
 115 Clover Avenue
 Holland, MI 49423

RE: Russel R. & Amy Gardner
 245 Spear Street

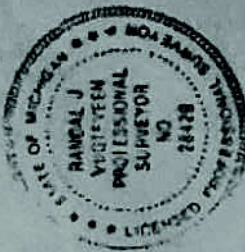
This parcel is situated in the City of Saugatuck,
 Allegan County, Michigan, and is described as follows:

The West 56 feet of Lot 21 of Kalamazoo Plat, according
 to the recorded plat thereof, as recorded in Liber 111
 of Plats, Page 551, Allegan County, Michigan.

We hereby certify to First Michigan Bank that we have
 surveyed the property herein described; and that the
 buildings and improvements are located entirely thereon
 as shown and that there are no encroachments either way
 across the property lines except as shown hereon.

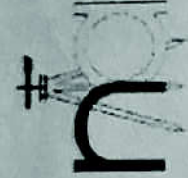
NATIONAL FLOOD INSURANCE PROGRAM

I have examined the National Flood Insurance Program
 rate maps (Community Panel #250305 0001 C, Feb 1,
 1980) and have found that the herein described parcel
 is not located within Zone "A" (the area of 100 year
 flood), but is located in Zone "C" (area of minimal
 flooding).



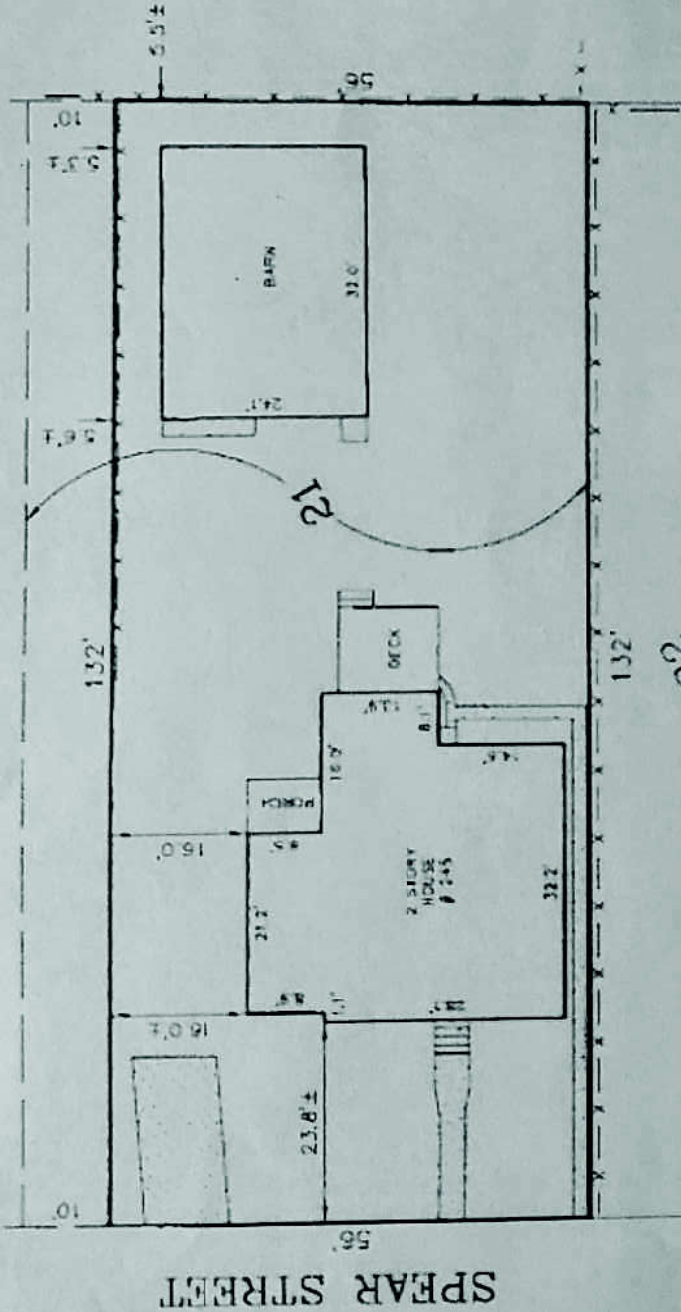
By *Randall J. Vugliaven*

Randall J. Vugliaven Licensed Professional Surveyor No 28428



nederveld associates, inc.
 engineering • surveying

Grand Rapids Location: Ph. (616) 662-4130 Fax 669-6689
 P.O. Box 13, 3570 32nd Ave NW, Grand Rapids, Michigan 49508
 Holland Location: Ph. (616) 393-0443 Fax 392-2440
 575 E. 16th Street, Holland, Michigan 49423
 File No. 9660581 Date: 8-15-96 10



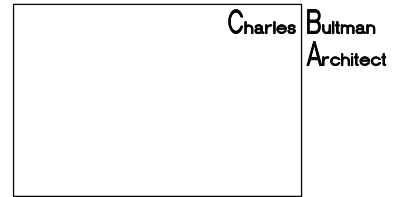
I certify that we have examined the premises herein described, that the buildings and
 improvements thereon are as shown, and that there are no apparent encroachments, except as

shown on this plan. This survey was made for mortgage purposes only, does not represent a property line survey and should
 not be used for the establishment of any fence, building, or other improvement thereon. The
 surveyor is not responsible for any occupancy along or near boundary lines are
 shown on this plan.

This description should be made from the legal description shown above. The description should be
 made from the Abstract of Title or Title Policy for accuracy, easements and encroachments

24

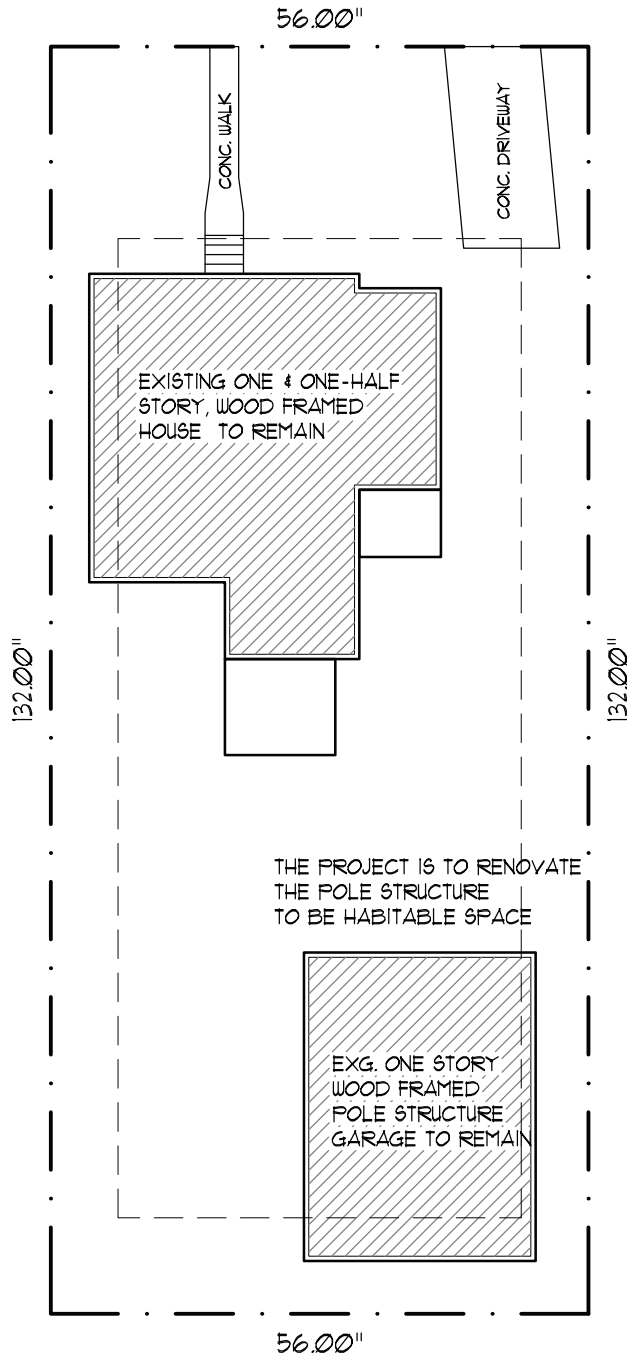
RENOVATIONS FOR: REES / GARDNER RESIDENCE



Charles Bultman
Architect

cbultman • flash.net

734 223 1358
P. O. Box 3469 • ann arbor, mi 48106



DRAWING INDEX

- 1 COVER SHEET & SITE PLAN
- 2 POLE STRUCTURE - PHOTO
- 3 FIRST FLOOR PLAN
- 4 BUILDING SECTION
- 5 TYPICAL WALL SECTION
- 6 BUILDING ELEVATIONS - NORTH and SOUTH
- 7 BUILDING ELEVATIONS - EAST and WEST

DESIGN CRITERIA

BUILDING CODE - 2015 INTERNATIONAL
RESIDENTIAL CODE & MICHIGAN
REHABILITATION SUBCODE

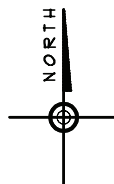
OCCUPANCY - RESIDENTIAL GROUP R-4

CONSTRUCTION TYPE - TYPE 5B

FIRE PROTECTION - NO SPRINKLER

SITE DIAGRAM

JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN



DATE 20 AUGUST 2020

SCALE 1" = 20'-0"

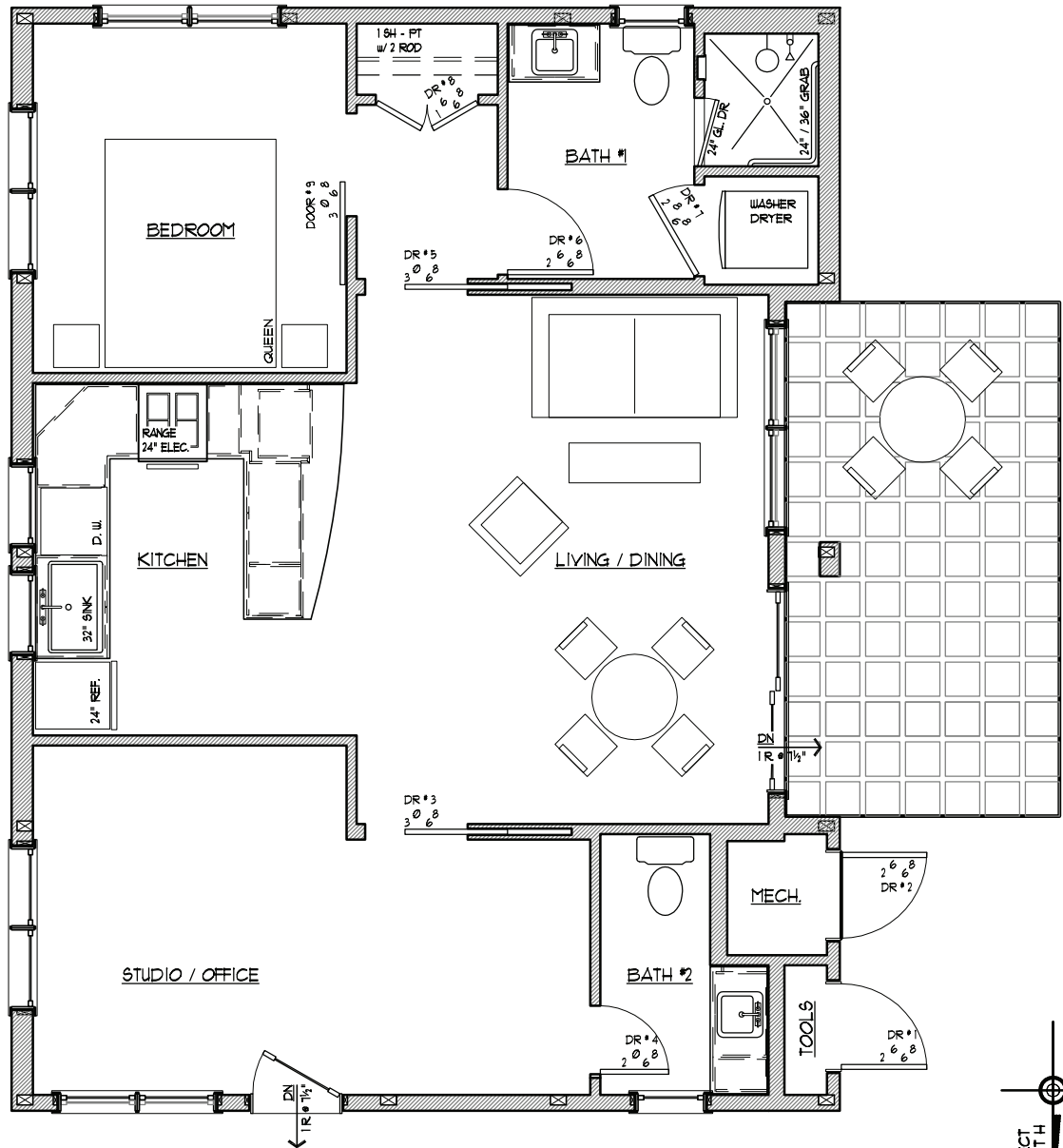


POLE STRUCTURE - PHOTO

JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN

DATE 20 AUGUST 2020

SCALE NONE

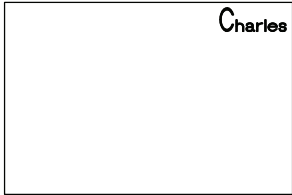


FIRST FLOOR PLAN

JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN

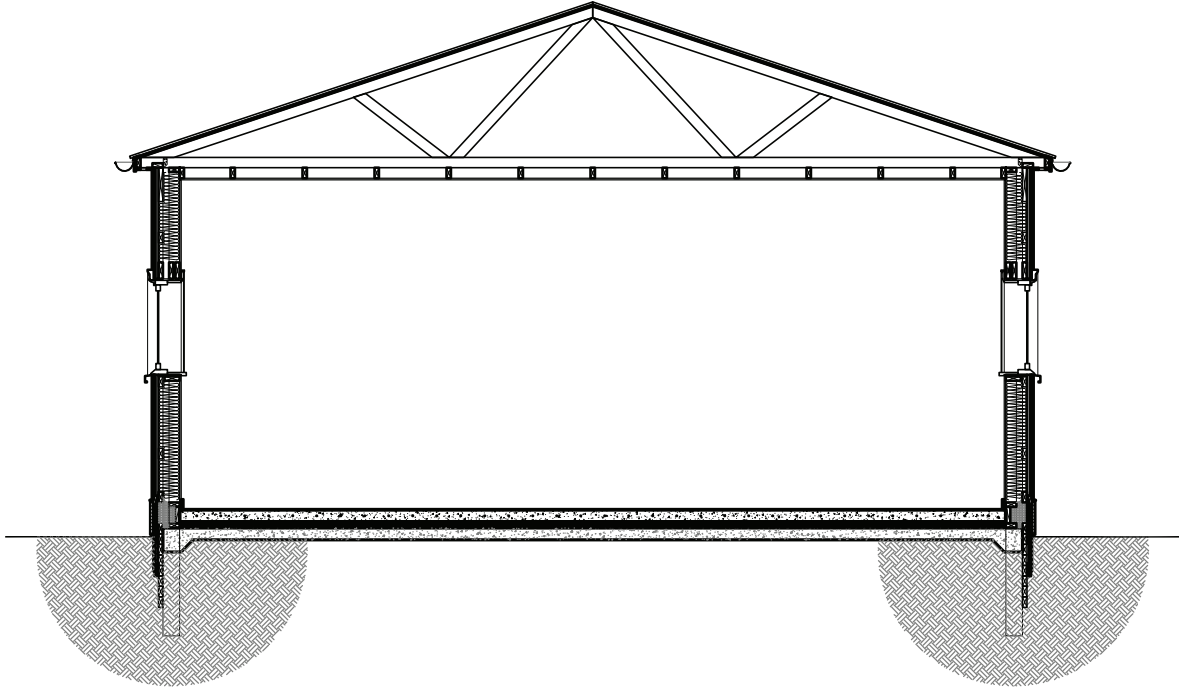
DATE 20 AUGUST 2020

SCALE 3/16" = 1'-0"



Charles Bultman
Architect

cbultman • flash.net
734 223 1358
P. O. Box 3469 • ann arbor, mi 48106



BUILDING SECTION

JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN

DATE 20 AUGUST 2020

SCALE 3/16" = 1'-0"

STANDING SEAM METAL ROOF
AS SELECTED BY OWNER ON
30# ASPHALTIC PAPER
ON 5/8" PLYWOOD

METAL DRIP EDGE

6" HALF ϕ GUTTERS w/
4" ϕ LEADERS

WOOD TRIM & SOFFIT

CONT. 2" VENT
@ EAVES - TYPICAL

PROVIDE SIMPSON H2.5A
HURRICANE TIE @ EACH TRUSS

EXISTING TRUSS @ 48" o. c.

2 x 4 CEILING FURRING
@ 24" o. c. - MAX.

5/8" GYPSUM WALL BOARD
ON FURRING

ANDERSEN 200 SERIES WINDOWS
SEE WINDOW SCHEDULE

NEW VERTICAL WOOD SIDING
RECLAIMED WOOD?

HUBER'S 1/2" THICK 'ZIP SYSTEM'
PLYWD. / INSULATION SHEATHING BDS.
TAPE ALL JOINTS w/ 'ZIP SYSTEM' TAPE.

NEW 2 x 4 BLOCKING @ PLYWOOD SEAM

1/2" P. T. PLYWOOD FOR BOTTOM
16" OF WALL - ALL WALLS

METAL FLASHING ABOVE SKIRT BOARD

1" x 1 1/4" AZEK SKIRT BOARD - PT'D

2'-8" ROUGH OPENING

2'-9 1/2"

9'-2 1/2"

6'-5" CONCRETE TO HEADER

10'-0" VERIFY

1/2" GYPSUM WALL BOARD ON 2 x 4's

R-19 FIBERGLASS w/ KRAFT FACING

2 x 4 WOOD FRAMING @ 24" o. c.
FLUSH w/ INSIDE OF EXG. POSTS

PROVIDE EXPANDING FOAM @
BOTTOM OF WALL - TYP.

4" THICK CONCRETE SLAB w/
6 x 6 - W1.4 x W1.4 WWF
ON VAPOR BARRIER ON
2" THICK RIGID INSULATION
PROVIDE SATIM / MATTE FINISH
(400 GRIT) & FINE AGGREGATE
EXPOSURE (1/16" CUT)

RADIANT HEAT TUBES
IN NEW SLAB

1" THICK RIGID INSULATION
24" WIDE TO INSULATE
EDGE OF SLAB - VERIFY
SUB-CONDITION BELOW GRADE

SHEET METAL 'SKIRT' TO
PROTECT / COVER INSULATION
COLOR - BROWN or BLACK

2" RIGID INSULATION

EXISTING CONCRETE SLAB

EXISTING WOOD 'RAT' WALL

EXISTING 4 x 6 WOOD POST

TYPICAL WALL SECTION

JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN

DATE 20 AUGUST 2020

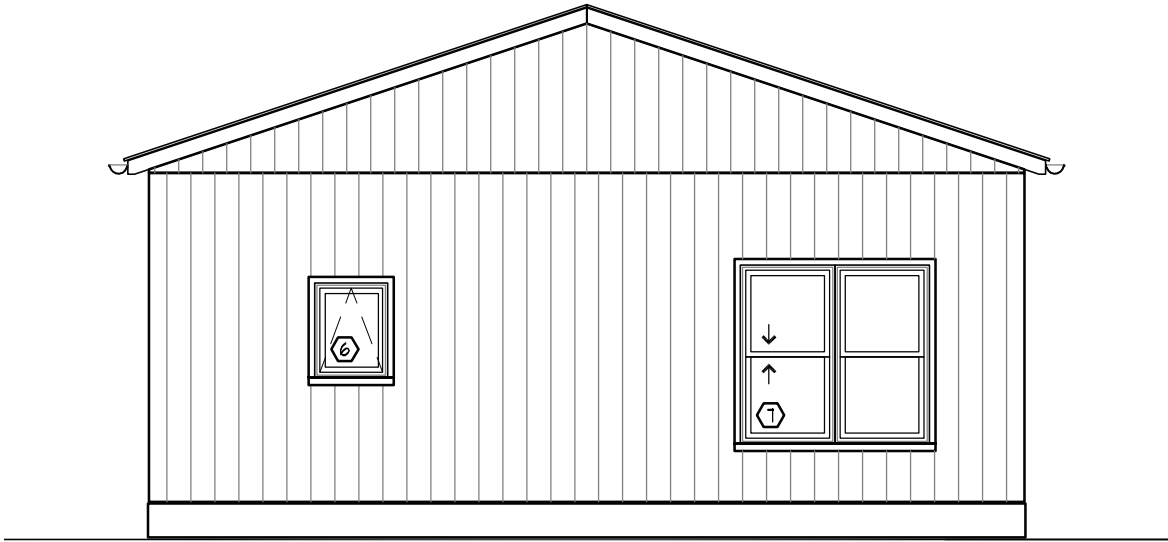
SCALE 3/4" = 1'-0"

Charles Bultman
Architect

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P. O. Box 3469 • ann arbor, mi 48106



NORTH ELEVATION



SOUTH ELEVATION

BUILDING ELEVATIONS - NORTH and SOUTH

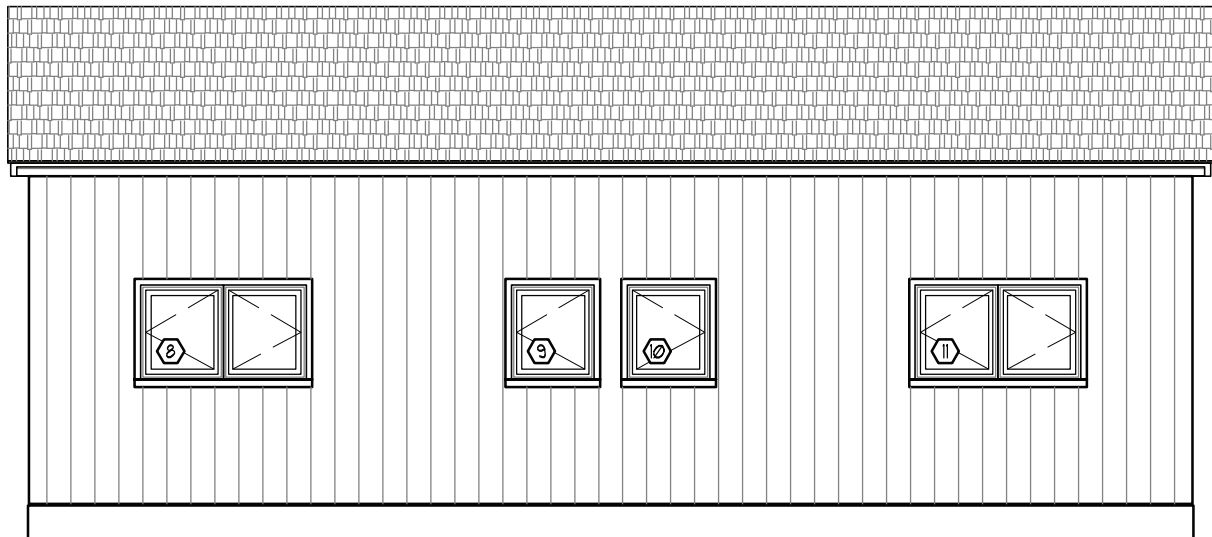
JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN

DATE 20 AUGUST 2020

SCALE 3/16" = 1'-0"



WEST ELEVATION



EAST ELEVATION

BUILDING ELEVATIONS - EAST and WEST

JENNIFER REES and RUSSELL GARDNER
245 SPEAR STREET
SAUGATUCK, MICHIGAN

DATE 20 AUGUST 2020

SCALE 3/16" = 1'-0"



Planning Commission Agenda Item Report

FROM: Ryan Cummins, Director of Planning and Zoning

MEETING DATE: April 20, 2023

SUBJECT: Zoning Ordinance Amendment - Temporary Waterfront Commercial Development and Construction Moratorium

DESCRIPTION:

On March 16, the Planning Commission reviewed a proposed police power ordinance to enact a temporary moratorium on permitting, approval, and consideration of new building construction, existing building expansion, and site development (parking and site improvements) in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. The Planning Commission voted 5-1 to recommend to City Council that they adopt a police power ordinance establishing a temporary waterfront commercial development and construction moratorium.

On March 27, the City Council adopted a police power ordinance (Ordinance No. 230322-B) that established a temporary waterfront commercial development and construction moratorium. This was published on April 6.

Now that the City Council has adopted a police powers ordinance and based on recent court decisions, staff and legal counsel are recommending that the Planning Commission also review and consider a corresponding zoning ordinance amendment and make a recommendation of whether or not to adopt that amendment to the City Council.

A draft of the corresponding zoning ordinance amendment is attached. Before making a recommendation on a zoning ordinance amendment, the Planning Commission is required to hold a public hearing.

LEGAL REVIEW:

The City Attorney prepared the draft zoning ordinance amendment. The City Attorney will be at your meeting to answer any questions you may have.

SAMPLE MOTIONS:

Motion to set a public hearing on May 18 for a zoning ordinance amendment for a temporary waterfront commercial development and construction moratorium.

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

**TEMPORARY WATERFRONT COMMERCIAL DEVELOPMENT AND
CONSTRUCTION MORATORIUM**

**ZONING ORDINANCE AMENDMENT
ORDINANCE NO. _____**

At a meeting of the City Council of the City of Saugatuck, Allegan County, Michigan, held at the City of Saugatuck Hall on _____, 2023 at _____ p.m., City Council Member _____ moved to adopt the following ordinance, which motion was seconded by City Council Member _____.

An ordinance to enact a temporary moratorium until September 30, 2023 or an earlier time in which the City adopts new regulations governing the activities regulated in this ordinance and rescinds this ordinance, on permitting, approval, and consideration of new building construction, existing building expansion, and site development (parking and site improvements) in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. This temporary moratorium does not apply to any interior upfits, interior alterations, or changes in land use that do not require expansions to existing buildings or structures.

CITY OF SAUGATUCK, ALLEGAN COUNTY, ORDAINS:

SECTION 1. FINDINGS: The City Council of the City of Saugatuck finds that:

- a. The City of Saugatuck (“City”) has duly adopted a zoning ordinance (“Zoning Ordinance”) under the Michigan Zoning Enabling Act to, among other things, provide for the regulation of land development by creating zoning districts. See MCL 125.3201(1). The Zoning Ordinance intends to appropriately regulate land use and development by zoning districts to, among other reasons, ensure that use of land is situated in appropriate locations and relationships and to generally promote public health, safety, and welfare.
- b. The Zoning Ordinance includes the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts.
- c. There has been increased interest in continued waterfront development in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. Further new development in the zoning districts, if not appropriately regulated, could result in adverse effects such as increased traffic and congestion, stormwater impacts, environmental impacts due to the waterfront locations, inappropriate land use locations, and other adverse impacts that could negatively impact the public health, safety, and welfare.

- d. Accordingly, the City including its City Council, Planning Commission, Staff, and potentially retained consultants desire to review land use regulations for waterfront development in the Water Street North, Water Street South, Water Street Commercial, and Resort Zoning Districts. It specifically desires to forestall certain development in the area as detailed below to avoid negative impacts caused by potentially inappropriate current land use regulations in the Zoning Ordinance.

SECTION 2. AMENDMENT TO ZONING ORDINANCE: The City of Saugatuck Zoning Ordinance is amended to add Section 154-MISC that contains the following content below.

**TEMPORARY WATERFRONT COMMERCIAL DEVELOPMENT AND
CONSTRUCTION MORATORIUM**

The City enacts a temporary moratorium on permitting, accepting applications, approvals, and consideration of new site development including parking and site improvements, new building construction, and existing building expansion in the “Waterfront Commercial Temporary Moratorium Area” (an area of lands that: (1) are waterfront parcels on the Kalamazoo River or Kalamazoo Lake; and (2) are located in either the Water Street North, Water Street South, Water Street Commercial, or Resort Zoning Districts) under Michigan law until September 30, 2023 or an earlier time in which the City adopts new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area and rescinds this ordinance. This temporary moratorium shall not apply to any building interior upfits, building interior alterations, or changes in land use that do not require expansions to existing buildings, structures, or additional site development (parking and other site improvements) in the Waterfront Commercial Temporary Moratorium Area. The City Council may extend this temporary moratorium by resolution from time-to-time to finish adopting new regulations governing uses in the Waterfront Commercial Temporary Moratorium Area.

This temporary moratorium shall have the effect of prohibiting consideration, acceptance of zoning applications, and any action on the land uses in the “Waterfront Commercial Temporary Moratorium Area” as specified above until the expiration of the temporary moratorium and shall supersede and take effect over all other contrary language in the Zoning Ordinance. If the City does not either extend this temporary moratorium or adopt new regulations governing land uses in the Waterfront Commercial Temporary Moratorium Area before its expiration, then the current language in the Zoning Ordinance shall resume to have full force and effect as before this temporary moratorium.

Waiver: In the event that a landowner will suffer immediate and irreparable harm for the short duration of this ordinance, or this ordinance otherwise violates applicable provisions of the state or federal constitution or other applicable law, a landowner may apply in writing for a waiver of the moratorium from the City Council. At a public hearing held on such an application, the landowner must bear the burden of demonstrating immediate and irreparable harm as a result of the moratorium. The City Council, upon a sufficient showing, may grant a waiver of the moratorium to the degree necessary to avoid the demonstrated immediate and irreparable harm.

SECTION 3. SEVERABILITY: Should a court of competent jurisdiction find any provision, clause, or portion of this ordinance amendment to be invalid, the balance or remainder of this ordinance amendment shall remain valid and in full force and effect and shall be deemed “severable” from the portion, clause, or provision deemed to be invalid by the court.

SECTION 4. REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 5. EFFECTIVE DATE: This Ordinance shall take effect seven days after publication of a notice of adoption of this Ordinance, unless referendum procedures are initiated under MCL 125.3402. If referendum procedures are initiated, this Ordinance will take effect in accordance with MCL 125.3402.

YEAS: _____

NAYS: _____

ABSENT/ABSTAIN: _____

ORDINANCE DECLARED ADOPTED.

Scott Dean
City of Saugatuck, Mayor

CERTIFICATION

I hereby certify that:

1. The above is a true copy of an ordinance adopted by the City of Saugatuck at a duly scheduled and noticed meeting of the City Council held on _____, _____ 2023, pursuant to the required statutory procedures.
2. A summary of the above ordinance was duly published in the _____ newspaper, a newspaper that circulates within the City of Saugatuck, on _____, 2023.
3. Within 1 week after such publication, I recorded the above ordinance in a book of ordinances kept by me for that purpose, including the date of passage of the ordinance, the names of the members of the City Council voting, and how each member voted.
4. I filed an attested copy of the above ordinance with the Allegan County Clerk on _____, 2023.

ATTESTED:

Jamie Wolters
City of Saugatuck, Clerk

NOTICE OF ADOPTION
ZONING ORDINANCE AMENDMENT
City of Saugatuck
Allegan County, Michigan
ORDINANCE NO. ____

Please take notice that on _____, 2023, the City Council of City of Saugatuck adopted Ordinance No. ____, which amends the City of Saugatuck Zoning Ordinance (“Zoning Ordinance”) to enact a temporary moratorium until September 30, 2023 or an earlier time in which the City adopts new regulations governing the activities regulated in the ordinance (and rescinds the ordinance) on permitting, approval, and consideration of new building construction, existing building expansion, and site development (parking and site improvements) in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, or Resort Zoning Districts. The temporary moratorium does not apply to any interior upfits, interior alterations, or changes in land use that do not require expansions to existing buildings or structures. Copies of the ordinance may be obtained from Jamie Wolters, City of Saugatuck Clerk, at 102 Butler Street, P.O. Box 86, Saugatuck, Michigan 49453 during regular business hours.

The Zoning Ordinance Amendment has the following sections, which are summarized below: Section 1: Findings; Section 2: Amendment to Zoning Ordinance; Section 3: Severability; Section 4: Repeal; and Section 5: Effective Date which is seven days after publication of this notice of adoption unless referendum procedures are initiated under MCL 125.3402

Jamie Wolters
City of Saugatuck, Clerk
(269) 857-2603
JWolters@saugatuckcity.com

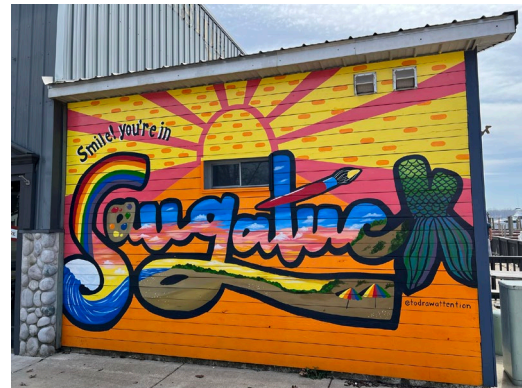
Publication Date: _____, 2023

Memorandum

To: City of Saugatuck Planning Commission
Date: April 13, 2023
From: David M. Jirousek, AICP
RE: Waterfront Regulation Project

Overview

Waterfront development concerns in the City of Saugatuck (“City”) led to a recent development moratorium on site development and construction in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, and Resort zoning districts (Exhibit #1 “Area of Study”). The moratorium will expire on September 30, 2023, or an earlier date if this project is finished earlier than anticipated (extensions are also possible). During this time, the City’s objective is to assess land use regulations applicable to the Area of Study and update the Zoning Ordinance to ensure adequate riverfront protection related to development and redevelopment, open space, public access, environmental issues, parking, and traffic.



Within the next five and half months, a comprehensive assessment is recommended before developing new regulations. It is essential to study the area and current regulations, assess best practices, solicit community input, and then finally, develop zoning language. The Area of Study boundaries could be the basis for a new waterfront zoning district or an overlay district if City officials feel the subareas within the Area of Study are unique enough to retain their individual zoning designations.

The following section outlines a proposed project scope, milestones, and objectives to complete the project within the desired timeframe (Exhibit #2 Tentative Schedule).

Scope

Phase 1: Assessment- 2 Months

During the initial phase of the project, it will be essential to conduct a comprehensive assessment of the Area of Study and existing zoning regulations. The assessment will include a review of the character of existing buildings and land uses within the Area of Study. A character assessment will identify the range of uses, building siting and placement, building design and architecture, building frontage type, parking availability, and pedestrian accommodations.

This phase will also assess the development and redevelopment potential of properties. For instance, recently developed properties 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

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. The questions we will ask will be:

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?*

Lastly, a review of regulations for similarly-situated riverfront or lakefront communities will occur to summarize best practices or zoning concepts that could be adapted and applied to the Area of Study. Ideally, we will assess riverfront communities with marinas, water access, public boardwalks, and open space. This review is not exclusive to cities in Michigan, as we may find best practices and ideas from out-of-state communities. If Planning Commissioners have specific communities in mind that best reflect the characteristics desired for the waterfront, they should be mentioned on April 20.

During the review of similar communities, we will seek best practices and requirements that involve:

1. *Scale, height, and proportion of building width to lot width*
2. *Rooflines and roof types*
3. *Building frontage (fenestration, entries, porches, overhangs, etc.) and building materials*
4. *Pathways, pocket parks, and public space, and incentives to provide them*
5. *Land use- retail, office, services, residential, mixed-use, etc.*
6. *Parking*
7. *Sidewalks and outdoor seating within the public realm (right-of-way)*
8. *Green spaces for natural infiltration and treatment of stormwater*

Phase #1 is anticipated to occur over the next two months, with a summary report provided by the June Planning Commission meeting.

A summary of Phase #1 is as follows:

1. *Area of Study Character Assessment*
2. *Development and Redevelopment Assessment*
3. *Master Plan and Zoning Assessment*
4. *Best Practices Review*

Phase 2: Public Involvement- 1 Month

It is anticipated that the Planning Commission will discuss the project monthly, and there will be opportunities for public comment at all meetings. During the May meeting, discussing the public involvement process will be critical so that planning may occur in late May and June.

The City may wish to initiate an online community survey regarding waterfront development priorities, concerns, and preferences during this project. As a part of an online exercise or public workshop, a visual preference survey may be developed to compare development options and building types to better understand the perspectives of City residents, landowners, and business owners.

The City may also wish to host a workshop with various topic area stations to encourage input with officials posted at each location. Stations could include boards and maps concerning priorities, visual preferences, and areas to preserve, enhance, or transform. This effort would take a commitment from Planning Commission members and other City officials to assist with each station, collect comments and input, and encourage participation.

While planning for Phase 2 should occur in May and June, the phase should be finalized in July.



Phase 3: Recommendations and Zoning Updates- 2-3 Months

The final phase will include a report of zoning recommendations, working draft language, a formal draft review by the Planning Commission, a public hearing, and then the final review process by the City Council.

Summary

The objective of the April 20 Planning Commission conversation is to achieve a general consensus regarding the proposed scope and timeline. Any additional discussion concerning the public input effort or the Planning Commission's general thoughts on priorities and concerns will also provide valuable context for developing the initial Assessment Report.

Exhibit 1: Area of Study

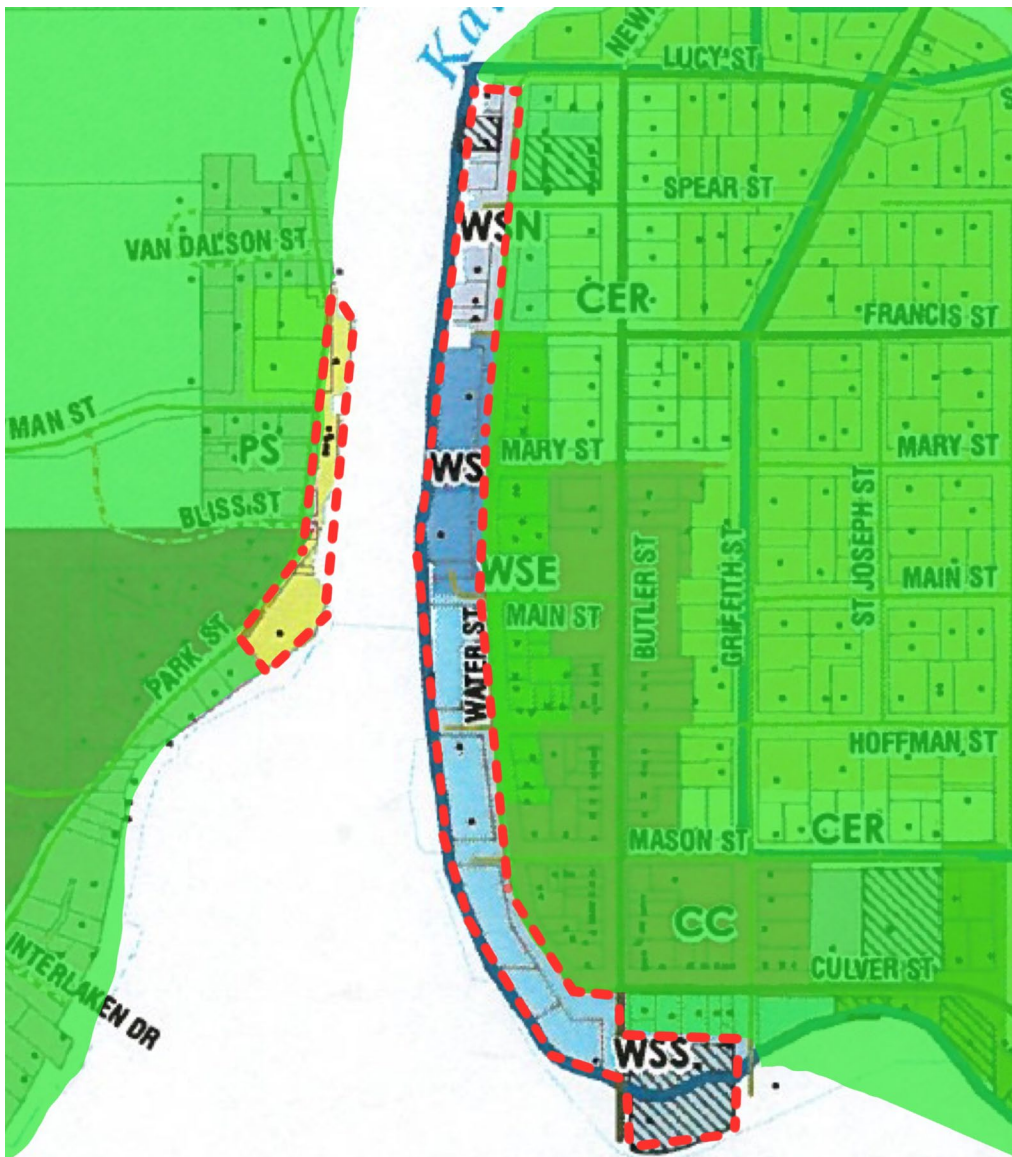


Exhibit 2: Tentative Schedule

Title	Apr	May	Jun	Jul	Aug	Sept
Review of Scope						
General Discussions and Public Input Strategy						
Assessment Report						
Review of Assessment Report and Finalize Public Input Strategy						
Public Input Process						
General Discussion of Recommendations						
Working Draft						
Public Hearing						
City Council Review/Approval Process						



Planning, Zoning and Project Report

April 10, 2023

Planning and Zoning

- Prepared for ZBA meeting.
- City Manager Heise, STR Task Force Chair Anderson and I interviewed McKenna Associates to assist and facilitate the STR Task Force work. Also reviewed supplemental information they provided.
- Met with Planning Consultant, David Jirousek, and Historic District Chair Straker to discuss Historic District staff reports, past decisions, guidelines, and ordinances.
- Met with Planning Consultant, David Jirousek, and Planning Commission Chair Manns to discuss next steps in reviewing waterfront zoning ordinances.
- Met with Short-Term Rental Task Force Chair Anderson to discuss next steps in starting task force meetings.
- E-mailed and mailed the City Council approved expanded outdoor dining letter to area restaurants.
- Updated various zoning application forms.
- Updated fees in the BS&A building department software system.
- Met with Michigan Township Services and EGLE to discuss floodplain management processes and requirements.
- Began working with legal counsel on drafting updates to the floodplain management ordinance as the flood insurance study and flood insurance rate maps have been updated for the area.
- Attended Parks and Public Works meeting.
- Completed planning and zoning casework as outlined in the chart below.

Planning and Zoning Casework

831 Holland St	Enforcement	Previous complaint about condition of the fence. Followed up again with owners about bringing fence into compliance this spring.
383 Dunegrass Circle	New Home	Claim of Appeal remains pending. Applicant submitted updated plans to EGLE for approval.
726 Water St	Short Term Rental	Existing STR units. Renewing. Sent to Fire Department for inspection. Unit 2 failed. Sent reinspection invoice. Reviewed PUD history. Awaiting results of re-inspection for Unit 2 and initial inspection for Unit 1.
350 Mason St	New Bed and Breakfast	Applicant updated plans to meeting zoning requirements. Zoning permit issued. Applicant is seeking variances from the ZBA to have a different parking layout and screening. Will be heard at the April ZBA meeting.
181 Park St	New Garage	Zoning permit received for new garage. Received variance from ZBA for lot coverage. Front setback is not met. Discussed with applicant and owner the need for a survey and verification of actual right of way and easements. Applicant advised locations were confirmed and they desire to seek a setback variance. ZBA application received. Will be heard at April ZBA meeting.
520 S. Maple St	Short Term Rental	Working on cleaning up old STR holds prior to my start date. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application to conduct inspection. Failed inspection. Sent re-inspection invoice. Still pending re-inspection.
1050 and 1052 Elizabeth St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. New owner in 2020. Sent letter to complete app or advise if no longer used as a short term rental. Applications received for both 1050 and 1052 Elizabeth. Worked with legal on identified non-conformity. Units are eligible to be rented separately. Sent to Fire Authority for inspection. Applicant initially advised units are being renovated and not ready for inspection. Applicant then advised one unit is ready for inspection. Inspection still pending.

Planning and Zoning Casework Continued

239 Mary St	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. E-mailed them the application. Still pending. Scheduled for April when de-winterized.
565 Weirich	Short Term Rental	Working on cleaning up old STR holds. System showed Fire inspection was not completed. Fire Authority never received application. No application in the system but payment received. Owner re-submitted application. Sent to Fire Department for inspection.
115 Butler St	Short Term Rental	STR application, renewing. Updated application received. Sent to Fire Authority for inspection.
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. Still pending.
865 Holland St	Addition to Duplex	HDC application received for an addition to duplex. Two family dwellings are not a permitted or special land use in the CR district. Structures with nonconforming uses cannot be enlarged or extended. Advised applicant. Answered applicant questions. Applicant submitted a use variance request. Scheduled for April ZBA meeting. Applicant also re-submitted an HDC application. Scheduling for May due to lack of quorum for April meeting.
Vine Street Cottages	Land Division	Lot split application received. Continued reviewing in coordination with legal, consultant and Fire Authority. Application was deemed incomplete. Applicant was advised and provided further information to review. After review, further information still needed and requested from applicant.
890 Simonson	New Home	HDC and zoning permit application received for a new home. HDC approved. Engineering reviewed plans. Applicant addressed engineering feedback and updated plans accordingly. Zoning review is ongoing. Applicant revised ceiling and floor height related to the lower level/basement. Updated plan being reviewed.

Planning and Zoning Casework Continued

333 Culver St	Deck Replacement	Zoning permit application for a deck replacement. HDC previously approved. Lot coverage is nonconforming. Applicant revised application and received zoning permit to replace decks under the roofs. Applicant submitted ZBA application for a variance for the east and west decks. Scheduled for April ZBA meeting.
201 Butler	New ATM	Request for a Huntington ATM outside drug store. Historic District application received. Scheduled for May meeting due to lack of quorum.
320 Mason	Short Term Rental	New agent checked on status of certificates. Previously a bed and breakfast. Accessory structure also on the property. Reviewed history and gathered further information from new agent. Reviewed with legal and consultant. Options will be sent to applicant soon.
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 under review.
615 Park St	Structural Improvements	Zoning permit application received for exterior wall, deck and foundation work. Some units will also receive interior re-builds due to water damage. Discussed possible floodplain and zoning issues with consultant and MTS. Reviewing with legal.
275 North	Land Division	Land division/lot line adjustment application received. No zoning concerns. Need neighbor to sign off on application due to boundary adjustment and copy of neighbor's tax certification. Requested applicant gather these items.

Planning and Zoning Casework Continued

994 Holland St	New Shed	Zoning permit app received for new shed. Need supporting detail to support lot coverage and FAR. Requested info from applicant, provided definitions and also advised patio may not be within 3 ft of property line.
245 Spear	Rented ADU	Special land use application for a rented accessory dwelling unit. Further documents received from applicant. Scheduled for April Planning Commission meeting.
127 Hoffman	Inquiry and HDC Application	Historic District application received to add a board to the structure to attach the awning too. Historic District permit issued. Owner submitted a request for a 5-minute parking spot outside the business. Listed under Council correspondence.
412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection.
138 West	Short Term Rental	STR application. Previous STR unit closed 5/9/22. New owner applying. Sent to Fire Department for inspection.
651 Holland	Short Term Rental	STR application. Previous STR unit closed 8/20/21. New owner applying. Sent to Fire Department for inspection.
842 Lake #5	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
841 Holland	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
647 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Scheduled for 6/2 due to ongoing renovations.
143 West	Short Term Rental	STR application. New STR. Copy of Property transfer affidavit provided. Sent to Fire Department for inspection.
149 Griffith	Short Term Rental	STR application. Existing STR, new owner. Property transfer affidavit provided. Sent to Fire Department for inspection.
720 Butler #16	Short Term Rental	STR app, new owner renewing. Sent to Fire Authority for inspection. Passed inspection. STR certificate issued.

Planning and Zoning Casework Continued

727 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
129 Griffith #12	Short Term Rental	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.
339 Lucy	Short Term Rental	STR application. New STR. Single family home with two accessory structures. They wish to rent single family home and two accessory structures. Accessory structures don't meet dwelling requirements and accessory structures cannot be inhabited unless an ADU. Advised applicant only main home could be used for rental purposes. Applicant would like to proceed with just renting main house at this time. Sent to Fire Department for inspection.
612 Holland	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection.
402 Elizabeth St	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
143 Van Dalson	Short Term Rental	STR application. Previous STR. Re-applying after previous fire. Sent to Fire Department for inspection.
128C Elizabeth (#12)	Short Term Rental	STR application. Previous STR re-applying. Sent to Fire Department for inspection.
828 Park	Short Term Rental	STR application. New STR. Did not provide contact within 45 miles. Requested update to the application. Applicant provided agent info. Sent to Fire Department for inspection.
186 S. Maple	Short Term Rental	STR application. Existing STR, new owner. New owner. Property transfer affidavit provided. Sent to Fire Department for inspection.
703 Pleasant	Short Term Rental	STR application to rent ADU. Previous STR several years ago. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Sent requirements, application, application deadline and fees. Awaiting response from applicant on how they wish to proceed.

Planning and Zoning Casework Continued

349 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
842 Lake #4	Short Term Rental	STR application. Previous STR unit. Sent to Fire Department for inspection.
237 Francis Apt B	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
237 Francis Apt D	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
128 Van Dalson	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection.
344 Maple	Complaint	Complaint that home is unsightly and detracts from aesthetics of area. No violations observed.
220 Water St	Enforcement	Crushed concrete placed on city property at street end. DPW reports concrete is from removal of a patio. Viewed with City Manager. Appears to be patio replacement. No zoning permit issued. City Manager contacted owner. Advised of required permits.
242 Park St	Short Term Rental	STR application. New STR for ADU above garage. Requested further info from applicant on how they would like to rent ADU and advised of zoning ordinance requirements to rent ADU. Owner advised they wish to rent just the ADU and not the main home. Advised SLU approval required. Sent requirements, application, application deadline and fees. Awaiting response from applicant on how they wish to proceed.
842 Lake St #11	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection.
141 North	Short Term Rental	STR application. Previous STR. New owner. Sent to Fire Department for inspection.
149 Griffith	Historic District Application	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. Some work will also require separate zoning permit. Advised applicant of additional items needed for HDC review. Need fee paid.

Planning and Zoning Casework Continued

145 Grant	Complaint	Complaint about neighbors parking on city ROW. Also concerns about drainage and poor road condition. Advised of capital improvement plan and PACER ratings. He advised DPW of drainage concern with storm sewer being blocked by debris. Advised he can also make comment to City Council about priorities for capital improvements. Will review parking ordinances.
560 Mill	Encroachments/Fence	Written request to extend fence onto City property. Reviewed history. Sent to legal for review as no prior formal approval for landscaping or hardscaping on city property and fencing can't be placed in right of way per zoning ordinance. Options are being reviewed. Also answered questions about what is required for HDC application for a proposed addition.
331 St. Joseph	Inquiry and HDC Application	Answered questions about requirements to install a fence and privacy screen.
807 Lake #7	Short Term Rental	Existing STR renewing. Sent to Fire Department for inspection. Failed. Passed re-inspection. Reinspection payment received. STR certificate issued.
640/650 Water St	Inquiry	Questions about the property and ownership. Answered questions and also advised of a potential commercial waterfront development moratorium.
125 Elizabeth	Inquiry	Questions about ADU above garage requirements. Provided resources.
1044 Holland	Inquiry	Question about fence requirements. Provided resources.
647 Butler	Information	Notified by owner of spray installation blown around the area due to a bag ripping during high winds. Homeowner communicated with neighbors and worked to cleanup the insulation quickly.
441 Frederick	Water/Sewer Connection	Water/Sewer Connection application. Sent to engineering for review. Provided engineer feedback to applicant. Sent approved permit and plans to MTS and KLSWA.
749 Holland St	Inquiry	Existing home being demolished. Not in historic district. Warned that any nonconforming rights, if they exist, will be lost.

Planning and Zoning Casework Continued

931 Holland	Inquiry	Call from owner asking about status of STR certificate. Advised no certificate has ever been issued for the property. Owner plans to apply.
731 Pleasant	Inquiry	Questions about requirements to use home as STR. Provided resources.
233 Butler	Roof Replacement	HDC application received for roof shingle work. Administratively approved. HDC permit issued.
N/A	Inquiry	Request for who was appointed to STR Task Force. List provided.
515 Water St # 4	Short Term Rental	STR app from a new owner to rent out an existing STR. Sent to Fire Authority for inspection. Passed inspection. Issued STR certificate.
237 Francis	Short Term Rental	STR application for new STR in the lower dwelling unit. Property contains multiple separate dwelling units. Discussed use and history with owner's daughter. Sent to Fire Authority for inspection. Passed inspection. Issued STR certificate.
Sunglass Shoppe	Inquiry	Request for sign permit application. Provided application and regulations.
346 Butler	Inquiry	Questions about adding a library box on a post. Discussed historic district requirements. Will evaluate for any zoning requirements.
547 Butler	Roof Replacement	Roof replacement with like materials. Administratively reviewed. HDC permit issued.
417 Spear	Inquiry	Call to check on status of STR certificate. Advised of valid certificate and expiration date.
N/A	Inquiry	Questions about STR application process and inspection time. Answered questions.
Dunegrass Lot 6	Inquiry	Questions about zoning requirements. Provided resources.
Dunegrass Lots 4 and 13	Inquiry	Questions about zoning requirements. Provided resources.
N/A	Inquiry	Questions about where to find STR zoning ordinance regulations. Provided link and resources.
340 Water St	Expanded Outdoor Dining	Expanded Outdoor Dining Area application received. Same as previous year. Applicant advised requesting through September. EODA license issued.