



**Planning Commission Regular Meeting  
June 15, 2023 7:00PM  
City Hall  
102 Butler Street, Saugatuck, MI**

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**1. Call to Order/Roll Call:**

**2. Approval of Agenda:** (Voice Vote)

**3. Approval of Minutes:** (Voice Vote)

A. Regular Meeting Minutes – May 18, 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. Waterfront Development Zoning Ordinance Review – Public Engagement Discussion (pg. 10)

**7. Communication:**

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

a. Zoning Administrator Activity Report (pg. 14)

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

**10. Commissioner Comments:**

**11. Adjourn** (Voice Vote)

<p><b>NOTICE:</b> Join online by visiting: <a href="https://us02web.zoom.us/j/2698572603">https://us02web.zoom.us/j/2698572603</a></p> <p>Join by phone by dialing: <b>(312) 626-6799 -or- (646) 518-9805</b></p> <p>Then enter "Meeting ID": <b>2698572603</b></p> <p>Please send questions or comments regarding meeting agenda items prior to meeting to: <a href="mailto:rcummins@saugatuckcity.com">rcummins@saugatuckcity.com</a></p>
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### **\*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, May 18, 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 7:00 p.m.

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

Absent: None.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins, City Attorney Chris Patterson, and Deputy Clerk Sara Williams.

### **2. Approval of Agenda:**

*Motion by Gaunt, second by LaChey to approve the agenda as presented for May 18, 2023. Upon voice vote, motion carried unanimously.*

### **3. Approval of Minutes:**

*Motion by Gardner, second by Anderson to approve the minutes as presented for regular meeting April 20, 2023. Upon voice vote, motion carried unanimously.*

### **4. Public Comment on Agenda Items: None.**

### **5. Old Business:**

#### **A. 245 Spear St – Special Land Use Request for a Rented Accessory Dwelling Unit and Site Plan Review**

Chair Manns wanted to remind everyone that was in the room and online that the Commission did hold a Public Hearing at the April Planning Commission Meeting regarding this property. They heard from the applicant, they had two comments in support of the ADU, and there were no opposing comments, so the Public Hearing was closed. They began their deliberations and determined that they needed more information, or at least requested it so it was tabled until the May 18, 2023, meeting.

Commissioner Gardner wanted to indicate that he is one of the co-applicants and recused himself from the conversation and joined his wife Jennifer in the audience.

Zoning Administrator Cummins gave a brief update. The applicants were in front of the Commission this evening to present additional information that the Planning Commission was looking for. There were some questions about the size of the principal dwelling as far as its gross floor area to determine the size that was going to be allowable for the accessory dwelling unit. Further planning as far as if the size of the accessory dwelling needed to be produced how that space was going to be reduced or separated. There were also some questions about the parking area and the applicant has submitted additional materials in the packet for the commissioners to review.

Jennifer Rees provided an update to the application as they had some open areas from the last meeting. She submitted three additional pages and said that she answered them sufficiently and would be happy to walk the commission through the updates or answer any additional questions.

*Motion by Bagierek, second by Gaunt to approve the application with contingency based upon it being a one-bedroom request and that a permanent wall in the space in between the studio and the living area is added instead of a locked door.*

*A roll call vote was taken:*

*Yes: Commission Chair Manns, Commissioners Anderson, Bagierek, Broeker, Gaunt.*

*No: Commissioner LaChey.*

*Excluded from vote: Commissioner Gardner.*

*Motion carried 5-1*

## **B. Short-Term Rental Task Force – Verbal Update**

Short-Term Rental Taskforce Chairwoman Anderson gave an update on the STR Rental Task Force. She thinks that they are making good progress. The second meeting was held this afternoon and the McKenna folks joined them again to look at some high-level data on comparable cities in a good discussion around the grounding information. Zoning Administrator Cummins walked them through what the Saugatuck current ordinances are. McKenna walked through and gave their perspective. They talked about what cities are comparable. It was a good discussion; they had a lot of comments. Both people were very supportive, as they'd heard in these meetings, and were raising the importance of their investments in the city. They also had a number of people comment on the pain of having a lot of short-term rental neighbors. Looking forward, each of the taskforce members are going to send Zoning Administrator Cummins the positives and negatives, and the opportunities, and they can start collecting that information that will create a living document. As they learn more, they can add to that. As they get data from the community, they can add that as well. They are going to talk about engagement plans, so at the next meeting they can really dig into how they'll engage their different stakeholders and the kinds of information they want to get. And then importantly, what other data they want McKenna to dig into, especially looking at some economic impact, because they didn't, that's not part of what they initially agreed to with them. But they know that there's a need for that. She

thinks that it will be an interesting ride for all of them. She feels that everyone is very open-minded and respectful.

## 6. New Business:

### A. 703 Pleasant Street – Public Hearing for a Special Land Use Request for a Rented Accessory Dwelling Unit and Site Plan Review

#### Public Hearing Information

A. Hearing is called to order by Chair Manns at 7:42 PM.

B. Summary by the Zoning Administrator:

The applicant has applied for special land use approval to rent an existing accessory dwelling unit (ADU) at 703 Pleasant Street (Community Residential R-1) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. Staff provided a memo for the purpose of 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.

A garage with a second floor ADU living space was approved in 2013. The square footage of the second floor living space provided by the applicant is 575 square feet. A detailed drawing with measurements was not initially provided, but Director Cummins provided an updated drawing to the Commissioners during the meeting. 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.

C. Presentation by the Applicant:

Applicant Bruce Hager presented the application to the Commission. He stated that he and his wife purchased the home in October of last year. While they purchased the space and plan to use the space for friends and family to visit, they would also like to have the opportunity to rent it out. It is a one-bedroom studio so there would be no more than three people. They aren't interested in having a large party house or anything of that sort. They will be looking to work with Jaqua Realtors to help them manage the property. The property will also go through all of the inspections from the fire department and make sure it is up to code.

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 & letters): Brian Schipper, resident (email).
  2. Opposing Comments (audience & letters): None.
  3. General Comments (audience & letters): None.

4. Repeat Comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by the Chair at 7:53 pm.

F. Commission deliberation:

Commissioner Bagierek disclosed that he lives three houses West and down the hill from this property. He said that they talked about it and don't feel that he has a financial interest. He is not a bordering property.

Chair Manns said that one of the things that they discussed in the training they just had earlier this afternoon is that, although he believes that the Zoning Commissioner will also attest that there's nothing in our ordinance as far as that being an actual conflict. It was noted that from a legal standpoint that they could vote as a commission to recognize that and they have the ability to say that they agree that he's not in conflict and can remain and vote on this issue, or they can vote that he needs to recuse himself. He personally doesn't think that he has a conflict given where Commissioner Bagierek's home is and where the home is on Pleasant Street. He asked the Commission if they wanted to make a motion if they feel he does not have a conflict.

*Motion by Gardner, second by Manns that the Planning Commissioner Bagierek does not have a conflict with this application. Upon voice vote, motion carried unanimously that Commissioner Bagierek has no conflict.*

The board went into deliberation and discussed the standards for the requested special land use approval to rent an existing accessory dwelling unit (ADU) at 703 Pleasant Street (Community Residential R-1) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. The Planning Commission reviewed all applicable zoning standards and requirements in the staff memo to assist with developing findings related to special land use and site plan standards and specific requirements for the rental of ADUs.

G. Commission action:

*Motion by Gardner, second by Gaunt, that the application for special land use permit for a short-term rental for 703 Pleasant Street as presented be approved. There was no vote as the Commission clarified that the request was for a rented accessory dwelling unit.*

*Commissioner Gardner amended the motion to approve the application for 703 Pleasant Street for a special land use permit for a rented accessory dwelling unit. Upon roll call vote, motion carried unanimously.*

**B. Proposed Zoning Ordinance Amendment Public Hearing – Temporary Waterfront Commercial Development and Construction Moratorium.**

**Public Hearing Information**

A. Hearing is called to order by Chair Manns at 8:04 PM.

B. Summary by the Zoning Administrator:

On March 27, the City Council adopted a police powers ordinance that established a temporary waterfront commercial development and construction moratorium, which was a moratorium on permitting approval and consideration of new building construction, existing building expansion and site development, including parking and site improvements, in all waterfront locations in the Water Street North, Water Street South, Water Street Commercial, and Resort zoning districts. Now that the City Council has adopted that police powers ordinance and as we discussed at your last meeting based on some recent court decisions, staff and legal counsel recommended the planning commission review and consider a corresponding zoning ordinance amendment to make a recommendation to the Council on whether or not to adapt a corresponding zoning ordinance amendment along those same lines. Before you this evening, is that proposed corresponding zoning ordinance amendment.

C. Presentation by the Applicant: None.

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 & letters): None.
  2. Opposing Comments (audience & letters): None.
  3. General Comments (audience & letters): None.
  4. Repeat Comment opportunity (Supporting, Opposing, General): None.

E. Public comment portion closed by the Chair at 8:08 pm.

F. Commission deliberation: None.

G. Commission action:

*Motion by Anderson, second by LaChey to recommend the adoption of an amendment to the zoning ordinance establishing a temporary waterfront commercial development and construction moratorium.*

*A roll call vote was taken:*

*Yes: Commission Chair Manns, Commissioners Anderson, Bagierek, Broecker, Gardner, Gaunt, LaChey*

*No: None.*

*Motion carried unanimously.*

### **C. Waterfront Development Zoning Ordinance Review:**

Zoning Administrator Cummins explained that the City's consultant David Jirousek unfortunately, wasn't able to make it to the meeting as expected. He has been hard at work, kind of going through the ordinances and is on track as part of that review. He anticipated during this meeting he would have some additional discussion about public engagement and surveys. The short-term rental task force had some homework that was given to them. Mr. Jirousek has asked that the planning commissioners be assigned some homework as well. What he's done is written a memo that was put on your desk, just prior to your meeting that essentially outlines the potential questions that you could ask as part of a visual preference survey and provide some more detail on that. So, what he would prefer is that in the next two weeks that each of you review those questions, and then provide him (Zoning Administrator Cummins) with some feedback on what you like, what you don't like, additions or subtractions, or any thoughts you have. Zoning Administrator Cummins will compile all of that information and provide it to Dave. He said that at your next meeting, you can have a little bit of a deeper dive into what the maybe the final survey looks like next steps with public engagement, and then some further discussion about where we're at with the review.

**7. Communications:** None.

### **8. Reports of Officers and Committees:**

**A. Zoning Administrator Activity Report:** Director of Planning, Zoning, and Project Management Cummins gave brief update on his report.

### **9. Public Comments:**

- Jennifer Rees, Resident, says that she loves the fact that the Commission is moving in the realm of doing the listening campaign for the community. What she has noticed is that she may be closer to the City stuff than she ever thought she would be. She said that 80% of the people in this town don't know what is going on, but 100% are affected by it. She thinks the listening campaign is very important and the Commission is also getting into an explainer campaign, which is equally important. She would like to emphasize that where the Commission is going with the zones and the table and what is what because if she's a layman and she talks to someone, she would say that 80% don't actually know what's going on. She really appreciates all the work to get this going. She thinks that it is great that it is being addressed. She would also like to say to the Planning Commission that she thinks that there is an opportunity to unify standards across the board as far as measurements go, what parking is for in what part of town, how things are

measured, and how they are enforced. She thinks that there is a huge opportunity for the Commission to do that.

**10. Commission Comments:**

- Commissioner Gardner: He questioned the home at 633 Butler Street regarding the fact that it was sold last summer, and they have an ADU. He is not sure if it is two rentals or not. He thinks that it is something that the Commission should look at because it changed ownership. He isn't sure if they are renting the ADU and the house separately, or if they are renting as one. It has been brought to his attention by neighbors. Commissioner Gardner also stated that there are a couple of homes on Park Street and one of them is literally falling in on itself, which is essentially a derelict property. He is unsure of the address but will get it. He said that it definitely needs to be addressed because it is a public safety issue. Commissioner Gardner also asked if the city is subject to the Zoning ordinance. He said that the reason he asked is that there are going to be proposals coming up for different projects in their parks and the parks are zoned. He is curious if the City is subject to the Zoning ordinance.
- Chairman Manns: He thinks that it has been a positive meeting and a positive day. As always, he thanks the Zoning Administrator and their staff that is here, putting in all the additional time to make all these things come together. He said that he thanks the members of the community for their consistent participation.

**11. Adjournment:**

*Motion by Gaunt, second by Bagierek, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned at 8:34 pm.*

Respectfully Submitted,

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Sara Williams, City Deputy Clerk & DPW Administrative Assistant

## Memorandum

**To:** City of Saugatuck Planning Commission  
**Date:** June 12, 2023  
**From:** David M. Jirousek, AICP  
**RE:** Waterfront Regulation Survey

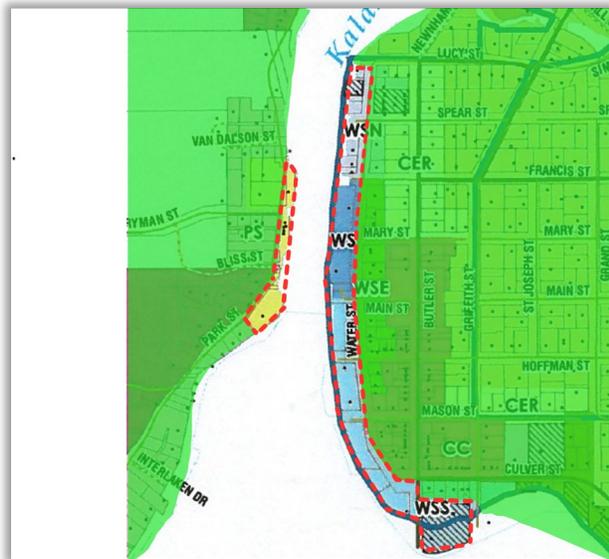
### Waterfront Development Community Survey

The draft community survey was updated based on your input for your review and approval.

#### Introduction

*Waterfront development concerns in the City of Saugatuck within the waterfront locations of the Water Street North, Water Street South, Water Street Commercial, and Resort zoning districts led to the initiation of a waterfront regulation assessment project. The City's objective is to assess land use regulations applicable to this area and update the Zoning Ordinance to ensure adequate riverfront protection related to development and redevelopment, open space, public access, environmental issues, parking, and traffic.*

*As part of the study and assessment, this survey was created to ask questions regarding waterfront development priorities, concerns, and preferences. Your input is essential to a successful project and to developing effective and meaningful land development regulations.*



1. Are you a full-time or part-time resident of the City of Saugatuck? (choose one)
  - a. Full-time/primary home resident
  - b. Part-time/second home
  - c. Not a resident

2. If a full-time or part-time resident, where do you live? (choose one)
  - a. Downtown
  - b. On the "Hill"
  - c. North/east side of the river
  - d. Peninsula/west of the river
3. If not a resident, are you: (choose one)
  - a. A resident of Douglas
  - b. A resident of Saugatuck Township
  - c. A resident outside of Saugatuck, Douglas, or Saugatuck Township but within Allegan County
  - d. A resident outside of Allegan County
4. How do you currently use the waterfront area? (choose all that apply)
  - a. Dog walking
  - b. Dining
  - c. Entertainment, i.e. Concerts in the Park, Star of Saugatuck, Art Shows, etc.
  - d. Employment
  - e. Fishing
  - f. Marina use, slip holder, or boat rentals
  - g. Park use
  - h. Residence
  - i. Shopping
  - j. Sightseeing
  - k. Walking/running/biking/exercise
  - l. Other.\_\_\_\_\_.
5. Which waterfront development features are most important to you? (pick top 3)
  - a. Access to boardwalks and waterfront pathways
  - b. Fishing areas
  - c. Historic building preservation
  - d. Hotels
  - e. Housing
  - f. Outdoor dining
  - g. Parking availability
  - h. Parks and open space

- i. Public docks
  - j. Restaurants
  - k. Shopping
  - l. Sidewalks along the street
  - m. Views of the river from Water Street and Park Street
  - n. Wayfinding and historical area signage
  - o. Other \_\_\_\_\_.
6. What are the most important topics to study? (pick top 3)
- a. Building frontages such as entries, porches, overhangs, and amount of window visibility
  - b. Building materials
  - c. Green spaces for natural infiltration and treatment of stormwater
  - d. Land use- retail, office, services, residential, mixed-use, etc.
  - e. Parking
  - f. Pathways, pocket parks, and public space, and incentives to provide them
  - g. Rooflines and roof types
  - h. Scale, height, and width of buildings
  - i. Sidewalks and outdoor seating within the public realm (right-of-way)
  - j. Other \_\_\_\_\_.
7. To what extent do you agree or disagree with the following statements? (strongly agree, agree, neither agree or disagree, disagree, strongly disagree)
- a. Building bulk, mass, and scale should be limited along the waterfront.
  - b. Buildings should be designed and placed to preserve views of the water.
  - c. I am concerned with the character and scale of new buildings along the waterfront.
  - d. I do not mind seeing parking lots in front of waterfront buildings or on waterfront sites.
  - e. I would support development incentives, such as building height increases, if a boardwalk or waterfront access was provided for public use.
  - f. I would support development incentives, such as building setback reductions, if a boardwalk or waterfront access was provided for public use.
  - g. It is safe to walk along the sidewalks or bike on the street along Water Street.
  - h. It is safe to walk or bike along Park Street.
  - i. On-site parking along waterfront properties is not attractive and does not add to the character of waterfront development.
  - j. Outdoor dining along sidewalks, such as café seating, is desirable.

8. What building height do you believe is best for the community on the downtown side of the river? (choose one)
  - a. Buildings up to one story
  - b. Buildings up to two or two and a half stories
  - c. Buildings up to three stories
  - d. Buildings up to four stories
9. What building height do you believe is best for the community on the Peninsula (west) side of the river? (choose one)
  - a. Buildings up to one story
  - b. Buildings up to two or two and a half stories
  - c. Buildings up to three stories
  - d. Buildings up to four stories
10. What waterfront communities have developed in a way that you would like to see in Saugatuck, and what aspects do you like about them? (open-ended)
11. Tell us your “big ideas” for the waterfront. For instance, a playground, commercial development opportunity, fishing pier, boat launch improvement, park benches, bike racks, patio, mixed-use project, housing, etc. (open-ended)
12. What are your most significant concerns related to the waterfront? (open-ended)



## **Planning, Zoning and Project Report**

June 12, 2023

### **Planning and Zoning**

- Prepared for and attended Short Term Rental Task Force meeting.
- Worked with McKenna to gather further data and information for the STR Task Force.
- Met with the STR Task Force Chair.
- Prepared for and attended ZBA meeting.
- Prepared for and attended Historic District Commission meeting.
- Reviewed City Attorney opinions regarding pending litigation with Dune Ridge.
- Followed up on numerous complaints of code violations throughout the City.
- Met and talked with numerous property owners and applicants to answer questions and provide resources.
- Completed planning and zoning casework as outlined in the chart below.

## Planning and Zoning Casework

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.
320 Mason	Enforcement	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. STR options sent to applicant. Property still being advertised contrary to options presented. Sent agent and owner an e-mail. Met with owner and agent to answer questions and discuss options.
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 reviewed. Approval was denied due to the setback not being met. Owner submitted revised plans that are under review. Fire Department requested additional information. Owner provided additional information to Fire Department. Awaiting final Fire Department 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. Reviewed with legal and consultant. Advised applicants of issues related to substantial improvements in a floodplain, zoning, and current moratorium. Discussed further with applicant. Discussed market value questions with FEMA. Met in person with HOA president and applicant to discuss findings and options. Answered questions from independent appraiser.

## Planning and Zoning Casework Continued

412 Mason	Short Term Rental	STR application. Renewing. Sent to Fire Department for inspection. Fire Department advised inspection is scheduled.
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. Owner provided updated application. Sent to Fire Department for inspection.
402 Elizabeth St	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Pending 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. Applicant applied for SLU approval. Planning Commission approved. Pending Fire Department inspection.
237 Francis Apt B	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Fire Department advised inspection scheduled but owner now wants additional time. Requested delay reason from owner.
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. HDC approved work with conditions. Discussed additional work the applicant is considering and issues with a front window. A second HDC app was submitted to replace fence, modify window, add new patio space and freezer, and remove a rear door and infill. HDC approved with conditions. Applicant working on submitting for zoning approvals next.

## Planning and Zoning Casework Continued

560 Mill	Enforcement	Written request to extend fence onto City property. Also received a complaint of hardscape in right of way and lack of parking along Simonson Dr. 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. Discussed with City Manager, City Attorney, City Engineer and insurance carrier. Homeowner asked to remove hardscape items from right of way. Met with homeowner and landscaper. Discussed options. Applicant and neighbor planned to approach City Council. Still have not done so. Will be following up.
860 Mill	Enforcement	Complaint of hardscaping in the right of way along Simonson Dr and parking issues in area. Observed site. Found stone wall in the City right of way. Work occurred sometime after 2019. Was not permitted or licensed. Sent owner e-mail requesting hardscaping to be removed. Owner requested an in person meeting. Met with owner to discuss options. Owner plans to work with neighbor to approach City Council. Still have not done so. Will be following up.
727 Butler	Historic District Application	Historic District application to replace windows, siding, and concrete steps, enclose porch, replace roof above back porch, and move kitchen window. Additional information requested from applicant. Scheduled for June HDC meeting but applicant requested to be heard at July HDC meeting.
312 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice.

## Planning and Zoning Casework Continued

405 Park	Enforcement	<p>Complaint of possible retaining wall, gravel fill, and window/door additions without permits. Researched history and investigated concerns. Asked EGLE whether gravel was allowed without a permit. Asked MTS whether doors and windows require permit. No permits found for retaining wall which is in city ROW. Previous discussion of work but no final plans. Sent email to property owner. MTS advised permits are needed. They sent a letter. EGLE logged a complaint and advised work appears to be a violation of Part 31 and may not be permittable "after-the-fact". They stated they will process accordingly. Additional complaint of new dumpster without screening. Discussed with legal. Sent letter to owner to remove dumpster and apply for appropriate permits when moratorium is no longer in place.</p>
842 Lake #4	Short Term Rental	<p>STR application. Previous STR, new owner. Needed copy of property transfer affidavit and additional \$100. E-mailed new owner. Owner provided documents and paid additional fee. Sent to Fire Department for inspection. Still pending inspection.</p>
184 Park	Setback Variance	<p>ZBA application for front setback variance. Scheduled for June 8 ZBA meeting.</p>
322 Culver	Enforcement	<p>Scooters Pizzeria has seating on sidewalk but no revocable license agreement. Some prior zoning approvals for seating outside CALA building. Sent e-mail and application to owner. Corresponded with owner via e-mail and in person. Application received. Scheduled for Council review of revocable license agreement.</p>
775 Manchester	Enforcement	<p>Expired STR certificate. Unsuccessful response to letters. Was able to reach owner by phone and discussed the expired certificate. STR app and fee received. Sent to Fire Department for inspection.</p>
201 Butler	New ATM	<p>Request for an ATM outside the Drug Store. Applicant is proposing a different location than the original request. HDC again denied request.</p>

## Planning and Zoning Casework Continued

129 Griffith #101	Enforcement and Sign Permit	Call that the Cigar Shoppe has a sign in the city right of way at corner of Griffith/Culver. Also observed sandwich board sign outside business. Only one allowed. No permits and permits are required for sandwich board signage. Sent owner an e-mail to remove sign at Griffith/Culver and apply for a permit for the other. Talked to owners wife twice on phone. Sign app received to place sign in right of way across street from business along Griffith. Denied request as sandwich board sign on plan was taller than allowed and not in right of way adjacent to business. Observed sign placed in right of way after denial on both 6/5 and 6/6. Civil infraction notice issued. Owner paid civil infraction fine and submitted revised app to have sandwich board sign on private property outside business. Permit issued.
901 Allegan	Addition, Pool, Deck and Hot Tub	Zoning app for addition, pool, pool equipment house and deck. Additional information requested and provided by applicant. Under review.
418 Park	Dangerous Building	Complaint that roof is caving in and home is abandoned. Reported to previous Zoning Administrator (ZA) who sent a letter on 7/29/22. Taxpayer contact e-mailed prior ZA on 8/8/22 but ZA was retired. Followed up with the contact on the status of having an engineer and/or architect evaluate the structure. No response via e-mail. Sent written letter.
120 East	Enforcement	Complaint of trailer and other equipment in front yard. Refuse containers also improperly screened. Numerous prior complaints over several years. Sent owner a letter with 10 days to correct.
246 Culver	Signage and Flower Planters	HDC app to install flower boxes and add signage. Flower boxes will encroach into ROW and will need revocable license agreement. Need fees paid and property transfer affidavit to further process.
555 Mason	Short Term Rental	STR app. New. Sent to Fire Department for inspection.

## Planning and Zoning Casework Continued

547 Water St #4	Short Term Rental	Observed STR being advertised for rental. Certificate expired several years ago. Contacted owner. Owner advised she was working with City during COVID to renew but didn't. STR app received. Sent to Fire Department for inspection.
129 Hoffman	Enforcement	Uncommon Coffee has seating on sidewalk but no revocable license agreement. Contacted owner. Owner advised his staff will apply.
202 Butler	Enforcement	Pumpenickels has seating on sidewalk but no revocable license agreement for 2023 season. Sent e-mail and application. App received. Scheduled for Council meeting.
Sugar Hill	Land Division	Land Division application for lots 1, 2 and 7. Under review.
1044 Holland	New Home	Revised zoning app and plans for a new home. Water/sewer connection app. Under review.
790 Lake	Short Term Rental	STR app. Renewing. Under review.
339 Lucy	Short Term Rental	STR app for ADU. ADU and main home will be rented under a single contract. Sent to Fire Department for inspection.
345 Mary St.	Enforcement	Expired STR certificate. Did not respond to reminder letter prior to expiration. Sent first notice letter.
445 St. Joseph	Enforcement	STR shows suspended. No Fire Department inspection listed after app in 2021. No notes. E-mailed Fire Department on status of any inspections. Fire Department advised inspection was scheduled in 2021 but no record of it occurring. Asked agent to work with owner to submit new app.
Vacant Lot - Lake St.	Enforcement	Complaints of a tree down, overgrown vegetation and damaged fence. E-mailed owners. Owner working with a contractor to clean up property. Delays due to labor shortage. Owner will provide updated timeline.
321 Water St	Inquiry	Questions about installing a fence. Discussed issue with fence height being over 6'. Discussed options. Owner also had questions about items that are damaged that she believes are in the city right of way. Passed along concerns to DPW Superintendent.

## Planning and Zoning Casework Continued

898 Holland St	Inquiry	Questions about setbacks. Answered questions.
331 Grand	Accessible Ramp	Zoning permit application to add an accessible ramp to front of structure. Permit issued.
349 St. Joseph	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice. Now paid. Passed reinspection. STR certificate issued.
143 Van Dalson	Short Term Rental	STR application. Previous STR. Re-applying after previous fire. Sent to Fire Department for inspection. Failed inspection. Passed reinspection. STR certificate issued.
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. Reinspection passed. STR certificates issued.
245 Spear	Rental of ADU	Special land use application for a rented accessory dwelling unit. Planning Commission reviewed. The PC tabled the request to their next meeting and asked the applicant to provide additional information. Applicant provided additional information. PC approved with conditions. Permit issued with noted conditions. Advised applicants inspection will be needed to ensure compliance and before certificate of occupancy can be issued. Advised STR certificate will be needed for STR
500 Block S Maple	Inquiry	Questions about parking regulations and concerns with rental units. Advised east side of the street is the Township who may have different regulations. Provided resources and options for parking concerns.
1044 Holland St	Enforcement	Complaint of construction signage in the city right of way. Construction signs cannot be placed in the city right of way. E-mailed owner asking them to remove the sign. Sign has been moved to private property.
640/650 Water St	Inquiry	Questions about temporary food trailers and zoning options. Reviewed with consultant and legal. Food trailers are not an allowed temporary use or temporary structure and are therefore prohibited by the zoning ordinance. Advised inquirer.

## Planning and Zoning Casework Continued

220 Water	Enforcement	Complaint of trash cans overflowing along Coral Gables docks. E-mailed owner.
132 Mason St	Expanded Outdoor Dining	Expanded outdoor dining area application for Round the Corner Ice Cream Shop. Permit issued.
201 Culver	Enforcement	Tree of Life Juice had picnic tables on the sidewalk but no revocable license agreement. Sent e-mail and application to owner. Application received. Council approved revocable license.
142 Butler	Enforcement	Complaint of a damaged sign. Talked with business contact. Sign is now repaired.
350 Mason	Revised Bed and Breakfast Plans	Revisions to bed and breakfast plans. Amended permit issued.
220 Culver	New Sign	Sign app for a projecting sign into the city right of way. City Council approved a revocable license agreement. Permit issued.
339 Lucy	Inquiry	Questions about zoning for an in ground hot tub. Provided resources.
759 Mason	Complaint	Complaint of a dumpster and renovations sign on the property but no visible building permit. No zoning permits. Sent MTS an e-mail inquiring about any building permits. MTS advised permit was issued for kitchen remodel.
214 Butler	New Roof/Dumpster in ROW	HDC app for roof replacement with same type of shingles. Also received a request for a dumpster right of way. Permits issued for both.
842 Lake #5	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
141 North	Short Term Rental	STR application. Previous STR. New owner. Sent to Fire Department for inspection. Owner called and updated rental rep. Passed inspection. STR certificate issued.
312 Hoffman	Enforcement	Complaint of unkept lawn. No prior complaints for long grass. New owners as of October 2022. Observed site and measured grass. Over 16". Sent owner e-mail on 5/25. Owner had grass cut on 5/27.

## Planning and Zoning Casework Continued

649 Pleasant	Enforcement	Complaint of trash receptacles being left out. Second complaint this year. Owner previously advised they hired someone to take care of the trash receptacles. Sent owner e-mail advising of second complaint. Owner advised they still have someone hired to take care of this and will follow up to make sure the issue is addressed.
302 Culver	Enforcement	GROW Café had seating on sidewalk but no revocable license agreement. Some prior zoning approvals for seating outside CALA building. Sent e-mail and application. Sidewalk seating app received. Council approved license agreement. Permit issued.
Shorewood	Inquiry	Questions about setbacks and lot coverage. Provided resources. Also discussed variance options.
400 Culver	Inquiry	Questions about right of way signage for Farmers Market. Advised right of way signage was approved by the City Council. Also provided requested Farmers Market definitions.
1010 Holland	Inquiry	Questions about STR regulations. Returned call answering questions.
901 Allegan	Inquiry	Questions about setbacks for pools and accessory structures. Answered questions.
350 N Maple	Water Line Replacement	Galvanized water line being replaced on private property. Owner's plumber asking if City would like City side repaired by their plumber at same time. Previous review by City Engineer related to lead and copper rule. City Manager approved. Permits issued. Contractor found line in right of way was proper material and did not need to be replaced.
646 Francis	Inquiry	Questions about dimensional requirements. Provided resources. Advised of storm sewer easement along this property.
435 Water St	Enforcement	Merchandise displayed in the public right of way. Business not registered. Sent owner e-mail to remove right of way items and register business. Items removed from ROW. Business now registered.
731 Pleasant	Inquiry	Questions about kitchens and ADUs. Provided resources.

## Planning and Zoning Casework Continued

647 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Passed inspection. STR certificate issued.
546 Butler	Inquiry	Questions about use of property and history. Provided resources.
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. Owner advised home not ready for inspection. Application denied. Owner can reapply when home meets requirements for inspection.
727 Butler	Short Term Rental	STR application. New STR. Sent to Fire Department for inspection. Failed inspection. Sent reinspection invoice. Passed reinspection. STR certificate issued.
N/A	Inquiry	Questions about STR regulations and application process. Provided resources.
345 Hoffman	Inquiry	Request for contact information of STR agent for noise concerns. Info provided.
985 Singpaore	Egress Window	Zoning permit app to add an egress window well. Zoning permit issued.
134 Butler	Enforcement	Observed Brass Anchor continue to place clothing rack on city sidewalk. Business not registered. Obtained owner contact. Talked with owner and advised of ordinance. She will work to get business registered and not place rack on sidewalk.
31 Butler	New Power Pedestal	Sergeant Marina inquired about permits and approvals to add electrical pedestals on public property at street end. Street end license agreement requires written approval of work on City property. Advised inquirer of agreement language. Reviewed zoning requirements with legal. Moratorium in place on accepting applications for site improvements. Advised applicant and returned app and check.
895 Holland	Inquiry	Questions about fence replacement, both discretionary and to repair damage. Provided resources.
727 Butler	Inquiry	Questions about setbacks for decks and patios and applying for permits. Provided resources.