



**Planning Commission Regular Meeting  
January 19, 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 – December 15, 2022
- B. Special Meeting Minutes – December 21, 2022

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

**5. Old Business:**

- A. Public Hearing Signage – Verbal Update

**6. New Business:**

- A. 700 N Maple – Lot Split
- B. 1044 Holland St. – Public Hearing for a Special Land Use  
Request for a dwelling, single-family detached, with a floor area ratio that exceeds 0.3:1
- C. Review of Short-Term Rental Data and Discussion of Holding a Joint Workshop with City Council
- D. 2023 Meeting Schedule and Discussion of Start Time
- E. Training Opportunity – MSU Extension Citizen Planner Program

**7. Communication:**

- a. Report of 2022 Planning Commission Activity
- b. Zoning Administrator Casework Reports

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

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

**10. Adjourn**

**\*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, December 15, at 7:00 p.m. at  
City Hall  
102 Butler St., Saugatuck, MI 49453.

### **Call to Order:**

The meeting was called to order by Chair Manns at 7:03 p.m.

### **Attendance:**

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

Absent: None.

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

### **Approval of agenda:**

*Motion by Manns, second by Gardner to amend the agenda to add item C under New Business. This will be short term rental discussion to build a Tentative Schedule, Calendar Planning and Objectives discussion. Upon voice vote, the motion carried unanimously.*

*Motion by Gaunt, second by LaChey to approve the amended agenda. Upon voice vote, the motion carried unanimously.*

### **Approval of Minutes:**

*Motion by LaChey, second by Broeker to approve the minutes as presented for October 26, 2022. Upon voice vote, the motion carried unanimously.*

### **Public Comment on Agenda Items:**

Barry Johnson (resident) proposed tabling Item 6A on the agenda regarding the site plan review due to non-compliant issues that need to be answered.

**Old Business:** None.

**New Business:**

**A. 383 Dunegrass Cir. – Site Plan Review (Roll call)**

The applicant has applied to construct a three-level single-family residential dwelling within a previously approved Planned Unit Development (PUD). While it is not common for the Planning Commission to review a site plan for a single-family dwelling, it is required per Resolution No. 150610-A (Resolution approving a planned unit development for the property commonly known as 631 Perryman).

The proposed home is three levels. The lower level includes the garage, storage areas, and utility space, while the main and upper levels are the primary living spaces. The total conditioned floor area is 3,584 square feet. A driveway is proposed to provide access to Dunegrass Circle, and it is a sweeping design that allows access to a side-loaded garage.

Zoning Administrator Cummins provided an overview of the applicant's request and noted concerns with the lot coverage and height being exceeded. He also provided background information on prior approvals in this PUD area.

The applicant provided an overview of their project. The applicant explained prior conversations with the previous zoning administrator related to lot coverage and height. The applicant advised other approved homes in this PUD overlay exceeded 5% lot coverage. The applicant also believed that others exceeded the PUD height requirement.

The Planning Commission discussed the requirements of the PUD and zoning, the prior approvals, and how to administer the regulations for this site plan review.

*Motion by LaChey, to approve the site plan for 383 Dunegrass subject to the conditions that it secures the fire department approval, and they secure the EGLE critical dune permitting requirements. They must also secure staff approval of landscaping in accordance with section 1504.027 and site restoration for resolution #1506.110A. The motion received no second, and the discussion continued.*

*Motion by Broeker to deny the site plan on the basis that it does not meet the lot coverage requirement and height requirements as set forth in the PUD. The motion received no second, and the discussion continued.*

*Motion by LaChey, second by Gaunt, to table the current consideration of the submitted site plan and return it to the city zoning administrator for determination of whether the previously approved site plans in this PUD did use average grade as in our zoning ordinance as the determinant of a compliant height or residence in this PUD. The commission will hold a Special Meeting on December 21, 2022 to continue the conversation after collecting more information and to better analyze the PUD. Upon voice vote, motion carried unanimously.*

**B. Public Hearing Signage (Roll call)**

*Motion by Gardner, second by Anderson to move Agenda item B, underneath New Business, Public Hearing Signage and item C, Short-Term Rental discussion for Tentative Scheduling, Calendar Planning and Objectives to their special meeting on Wednesday, December 21, 2022.*

*Via voice vote, motion passed 6-1.*

*Commission member yeas: Anderson, Bagierek, Broeker, Gardner, Gaunt, and Chairman Manns*

*Commission member nays: LaChey*

**Communications:**

- A. Zoning Administrator Casework Reports
- B. E-mail from Craig Baldwin

Per Chairman Manns, the email is regarding Mr. Baldwin's research on Short-Term Rentals. The commission will discuss this at the special meeting December 21, 2022.

**Reports of Officers and Committees: None.**

**Public Comments:**

Gary Medler (resident): Mr. Medler explained his opposition to the application for a site plan review at 383 Dunegrass.

Jim Bouck (resident): Mr. Bouck voiced his opposition that the PUD is clear and straightforward, the administration of the PUD is the problem for 383 Dunegrass.

**Adjournment:**

*Motion by Gaunt, second by Gardner, to approve adjournment of the meeting. Upon voice vote, motion carried unanimously. Chair Manns adjourned at 9:45 PM.*

Respectfully Submitted,

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Sara Williams, City Deputy Clerk & DPW Administrative Assistant



## **Planning Commission Special Meeting Minutes *Proposed***

The Planning Commission met for a Special Committee Meeting, December 21, at 7:00 p.m. at  
City Hall  
102 Butler St., Saugatuck, MI 49453.

### **Call to Order:**

The meeting was called to order by Chairman Manns at 7:00 p.m.

### **Attendance:**

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

Absent: Commission member Gaunt.

Others Present: Director of Planning, Zoning, and Project Management Ryan Cummins

### **Approval of agenda:**

*Motion by LaChey, second by Gardner to approve the agenda. Via voice vote, motion passed 6-0.*

**Approval of Minutes:** None.

**Public Comment on Agenda Items:** None

**Old Business:** None.

### **New Business:**

#### **A. 383 Dunegrass Cir. – Continued Site Plan Review (Roll call)**

The applicant has applied to construct a three-level single-family residential dwelling within a previously approved Planned Unit Development (PUD). While it is not common for the Planning Commission to review a site plan for a single-family dwelling, it is required per Resolution No. 150610-A (Resolution approving a planned unit development for the property commonly known as 631 Perryman).

The proposed home is three levels. The lower level includes the garage, storage areas, and utility space, while the main and upper levels are the primary living spaces. The total conditioned floor area is 3,584 square feet. A driveway is proposed to provide access to Dunegrass Circle, and it is a sweeping design that allows access to a side-loaded garage.

Zoning Administrator Cummins provided updated information regarding height that was in question during the December 15<sup>th</sup>, 2022 Planning Commission meeting. He also provided background information, that the Commission members requested, on prior approvals in this PUD area.

The applicant reiterated their concerns for their project. The applicant explained prior conversations with the previous zoning administrator related to lot coverage and height. The applicant advised other approved homes in this PUD overlay exceeded 5% lot coverage and believed that others exceeded the PUD height requirement as well.

The Planning Commission discussed the requirements of the PUD and zoning, the prior approvals, and how to administer the regulations for this site plan review.

*Motion by LaChey, second by Bagierek to approve the site plan for 383 Dunegrass, noting that the site plan complies with the 5% lot coverage requirement as measured against the 1.6-acre average lot area as noted in the general notes of the PUD, with the following conditions to be confirmed administratively:*

- 1. Update the building plan to comply with PUD height requirements.*
- 2. Provide a landscaping plan in accordance with Section 154.027 and site restoration per Resolution No. 150610-A.*
- 3. Secure Fire Department approval of access and sprinkling system.*
- 4. Secure EGLE Critical Dune permitting requirements, as applicable.*

*Via roll call vote, motion passed 4-2.*

*Commission member yeas: Bagierek, Gardner, LaChey, and Manns*

*Commission member nays: Anderson and Broeker*

## **B. Public Hearing Signage Discussion:**

Zoning Administrator Cummins gave an overview of the new Public Hearing Signage that will be placed at locations that are subject to a zoning hearing. He explained that the signage will be in addition to the public notices that are published in the Commercial Record.



**C. Short Term Rental Discussion to Build a Tentative Schedule, Calendar Planning and**

**Objectives:**

The Commission discussed Short-term Rentals due to the community survey results notating that his is a high priority for the City. The Commission stated that the first step is collecting and analyzing data received regarding Short-Term Rentals and figure out the issues that people are concerned about in the City. They discussed laying the framework for a task force or ad-hoc committee to be formed with members from other Boards, Committees, and Commissions along with members of the community with different viewpoints so everyone’s voice in the community is heard and taken into consideration before any action is taken.

**Communications:** None.

**Reports of Officers and Committees:** None.

**Public Comments:** None.

**Adjournment:**

*Motion by Broeker, second by Gardner, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Chair Manns adjourned at 9:07 PM.*

Respectfully Submitted,

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Sara Williams, City Deputy Clerk & DPW Administrative Assistant



## MEMORANDUM

### City of Saugatuck Planning Commission

<b>Memo Date:</b>	<b>December 8, 2022</b>	<b>Meeting Date:</b>	<b>December 15, 2022</b>
<b>Request:</b>	<b>Land Division</b>	<b>Applicant:</b>	<b>Ashlee Andersen</b>
<b>Address:</b>	<b>700 N Maple</b>	<b>Project Name:</b>	<b>N/A</b>
<b>Parcel:</b>	<b>57-009-001-40</b>	<b>Plan Date:</b>	<b>August 8, 2022</b>
<b>Acreage:</b>	<b>3.5</b>	<b>Zoning District:</b>	<b>R-1 Maple Street District (MS)</b>
<b>Staff:</b>	<b>Ryan Cummins</b>	<b>Consultant:</b>	<b>David M. Jirousek, AICP</b>

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### Overview

The applicant has applied for a land division of the subject property to create two resulting parcels (see Figure 1). After several compliance reviews and discussions with the applicant, we request that the Planning Commission provide a decision on this matter and direct the Zoning Administrator to take final action on the land division application.

The primary questions and issues are as follows:

1. Is the application an attempt to further divide a flag lot? Or is the proposed lot fronting an existing “private street,” thus avoiding the issue?
2. Is the existing shared gravel drive considered a “private street?”

On a side note, the plans also show an accessory building that will be divided from the existing principal dwelling. An accessory building may not be established on a lot without a principal building. This must be addressed but can be handled administratively.

### Proposal

Lot A is proposed to be split out to have frontage on a 66-foot access easement used to gain access to multiple developed and undeveloped parcels (the 66-foot easement is wider than the narrow 54-foot portion of the lot extending to North Maple Street). There is an existing gravel driveway, and a 20-foot “fire lane” is proposed. The applicant argues that the fire lane within the easement is an existing private street, thus, should comply with street frontage requirements.

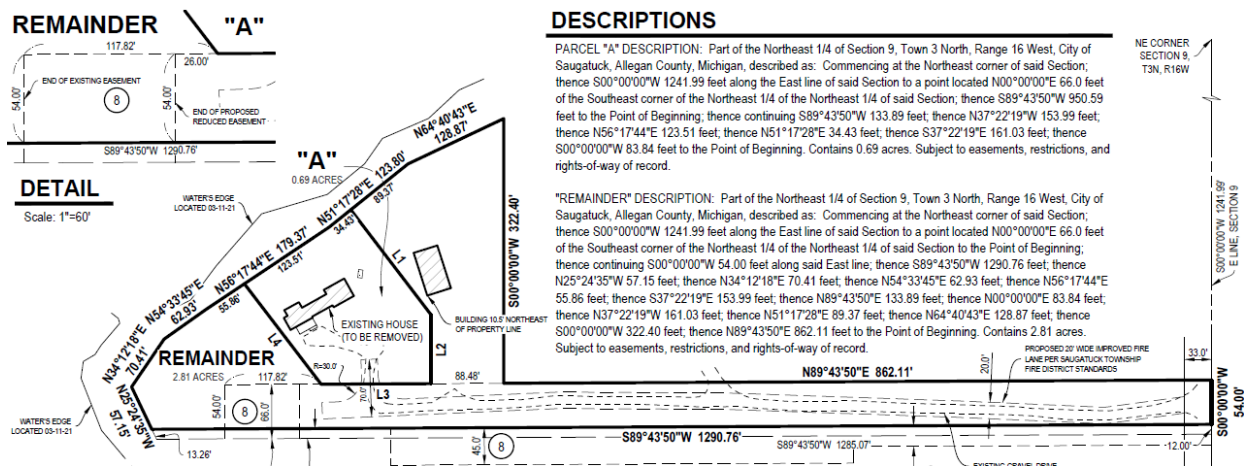


Figure 1 Proposed Land Division

## Flag Lot

Our original thought was that the dirt drive was not a “private street,” so the current flag lot could not be further divided. While there is a flag lot allowance, the “pole” of a flag lot is not intended to provide access to multiple lots, nor is it considered a private street (please note that the term “right-of-way” in the passage below seems to be inappropriately used). A pole of a flag lot is not a right-of-way but a narrow extension to a street to ensure the frontage requirement is met.

*Flag lots. Where there is no other way to gain access to undeveloped land due to limited street frontage, new flag lots may be permitted to be used, provided that the flag lot has at least 20 feet of frontage on a public street, **that this right-of-way serves only one lot**, and that there is at least a distance equivalent to the lot width of a conforming lot between flag lots. The minimum front, side and rear yard requirements of the district in which a flag lot is located must be met on the portion of the lot excluding the right-of-way (§ 154.022 F.5).*

## Private Street

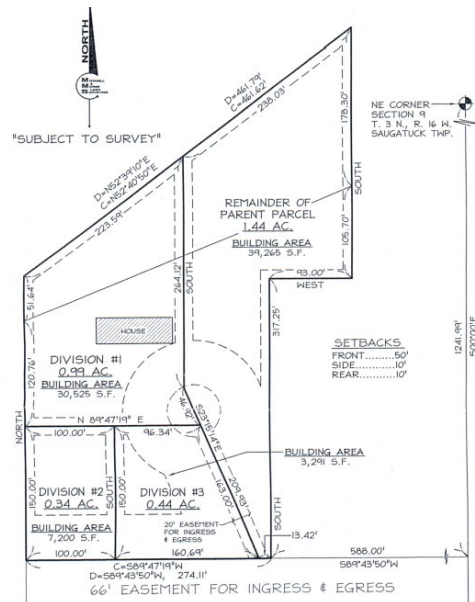
The complication that City officials and the applicant have called out is that the current conditions are what is described above. However, the ordinance may allow one to circumvent the flag lot restrictions if there is an access easement and shared dirt driveway within the “pole.” What causes further issues is that the City has no minimum standard for private streets within the Zoning Ordinance (width, construction specs, cross-section, easement, maintenance agreement, etc.) but must rely on fire code and engineering recommendations.

There are two related definitions, which are very general:

*PRIVATE ROAD (PRIVATE STREET). A street or drive which provides access to two or more adjacent properties which is constructed and maintained by the owner or owners, which is not dedicated for the general public use.*

*STREET. A public thoroughfare which affords the principal means of access to abutting property.*

It should be noted that 2004 files indicate splits were approved to have access from the same easement along with an extension to gain additional frontage for the two northernmost parcels (see Figure 2). While the City may have recognized the dirt driveway as a “street” 18 years ago, the current state may not be sufficient for additional lots.



**Figure 2 2004 Land Division**

Concerning the current state of the travel surface, the City’s Engineer stated:

*If there are plans to construct additional homes in the area of 700/720, I would recommend extension of an 8-inch public water main with hydrant at the end, extension of a public 8-inch gravity main, and a private road with the minimum specifications listed by the fire department, including a navigable cul-de-sac. A public main would have the additional benefit of eliminating the need to reconfigure the existing water service for 720.*

### **Recommendation**

It is our opinion that the land division could be approved if the dirt surface within the 66-foot easement is upgraded to meet applicable fire codes and engineering recommendations provided by the City's Engineer. In our opinion, compliance with those requirements and the establishment of a maintenance agreement for those parties using the new street should be conditions of approval that would be enforced prior to building permitting or occupancy of any new dwelling.

FEE: \$100.00



DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

**LAND DIVISION / LOT LINE ADJUSTMENT APPLICATION**

*Failure to answer all pertinent questions and to supply all of the requested information could delay processing of this application*

PROPERTY OWNER \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS / PO BOX \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS / PO BOX \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

PROJECT DESCRIPTION: LAND DIVISION \_\_\_\_\_ LOT LINE ADJUSTMENT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST**

REGISTERED SURVEY

LEGAL DESCRIPTIONS OF THE PROPOSED PARENT AND EACH RESULTING PARCEL

### Application from 8/22/2022

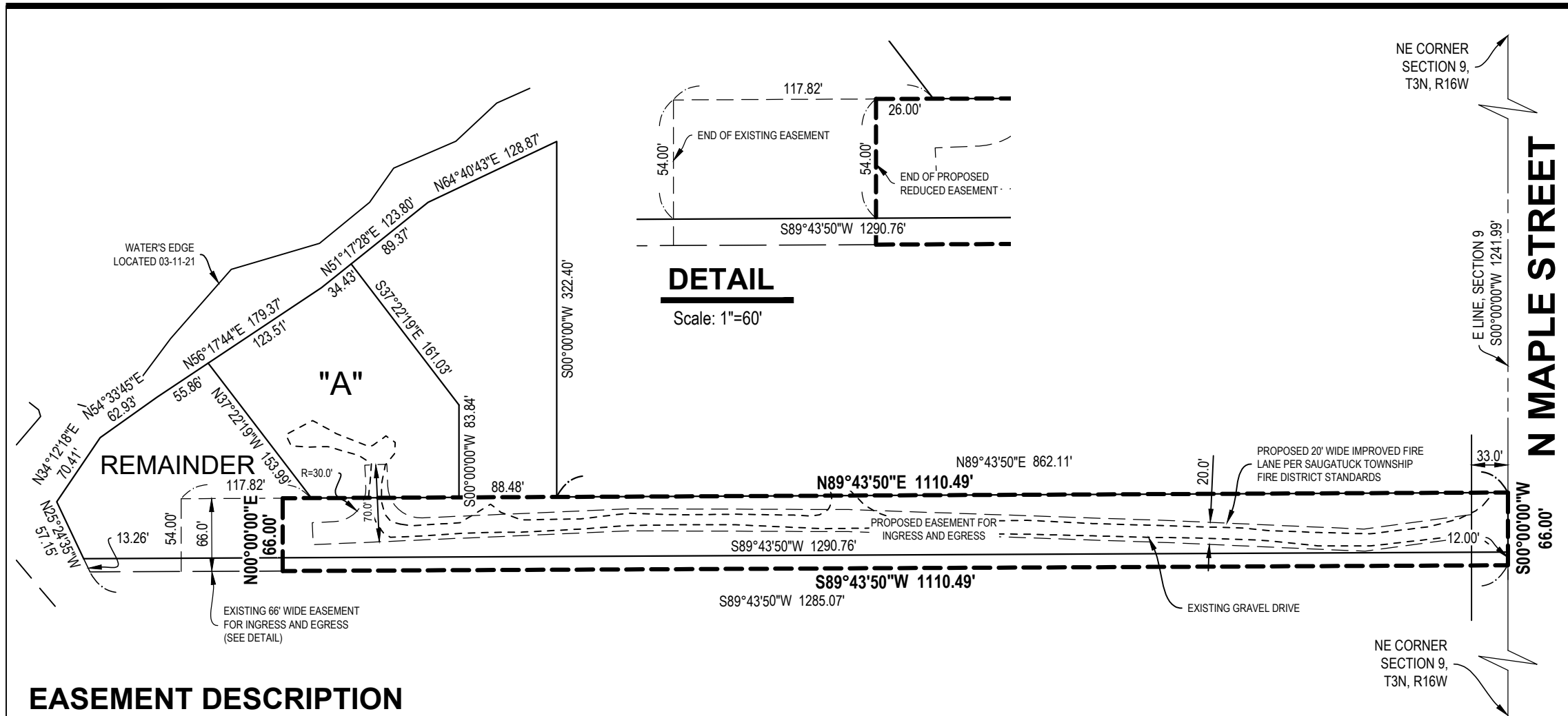
“The property at 700 N Maple is in a family trust so I am unable to get a construction loan. We are doing a land split so we can put the smaller piece (parcel A) in my name (Ashlee Andersen) and I can get a loan to demo the existing home and build a new one.”

### Application from 10/3/2022

We are requesting another review of our application for two reasons.

- 1) Would the split be a new flag lot?
  - a. No. The parent parcel is an existing flag lot but splitting that lot would not create a new flag lot or worsen a nonconformity as defined in the zoning ordinance. Rather, it would create a new lot with frontage on a private road. The zoning ordinance expressly allows a lot to have access by a private road. Zoning Ordinance 154.022(F)(1). The zoning ordinance defines a private road as a street or drive providing access to multiple parcels which is constructed and maintained by the owners of those parcels. Zoning Ordinance 154.005. The zoning ordinance does define road frontage to be on a public road but also defines the front lot line as the line separating the parcel from “any street right-of-way, private road or other access easement”. Creating an additional parcel served by the private road in the flag lot does not worsen the nonconformity as defined in the zoning ordinance. The land division provision of the zoning ordinance says that one cannot create or increase nonconformity *with the minimum area or dimensions*. Zoning Ordinance 154.022(F)(6)(a). The number of lots served by a private road in a flag “pole” is neither an area nor dimension.
  - b. In addition, we can assure the City of Saugatuck that the condition of the private road has always been maintained and will be in the future. The construction of the new home would require even further improvements dictated by the fire department. Thus the result of this land division will be a better private road serving the land the existing private road already serves.
- 2) Accessory Building
  - a. We are requesting a grace period of one year to either erect a new principle building on the remainder of the land or remove the accessory building.
  - b. We did receive this email from Cindy on 8/5/22 - “You will need to start the new house within one year or remove the storage building within one year, and that year starts the date the land division is approved.”
  - c. Would the City of Saugatuck be willing to approve the division with such a condition?
- 3) Fire Department Approval
  - a. Lastly, we are attaching an email that shows the Fire Districts initial approval of the split.
  - b. Nederveld detailed the width of the drive and the size of the turn arounds to meet the Fire Departments requirements.

# EXHIBIT "A"



## EASEMENT DESCRIPTION

Part of the Northeast 1/4 of Section 9, Town 3 North, Range 16 West, City of Saugatuck, Allegan County, Michigan, described as: Commencing at the Northeast corner of said Section; thence S00°00'00"W 1241.99 feet along the East line of said Section to the Point of Beginning, being a point located N00°00'00"E 66.0 feet from the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of said Section; thence continuing S00°00'00"W 66.00 feet along said East line; thence S89°43'50"W 1110.49 feet; thence N00°00'00"E 66.00 feet; thence N89°43'50"E 1110.49 feet to the Point of Beginning.

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

SCALE: 1" = 120'

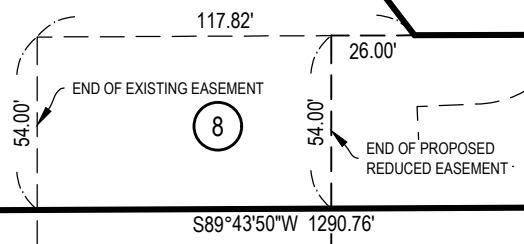


Ashlee Andersen 2905 16th Street Boulder, CO 80304		 www.nederveld.com • 800.222.1868 Holland 347 Hoover Blvd. Holland, MI 49423 Ann Arbor, Chicago, Columbus, Grand Rapids, Indianapolis, St. Louis
700 N. Maple Street		
DRAWN BY: JV REV. BY: REV.:	DATE: 08-25-2022 REV. DATE:	PRJ #: 22201045XA <hr/> 1 OF 1



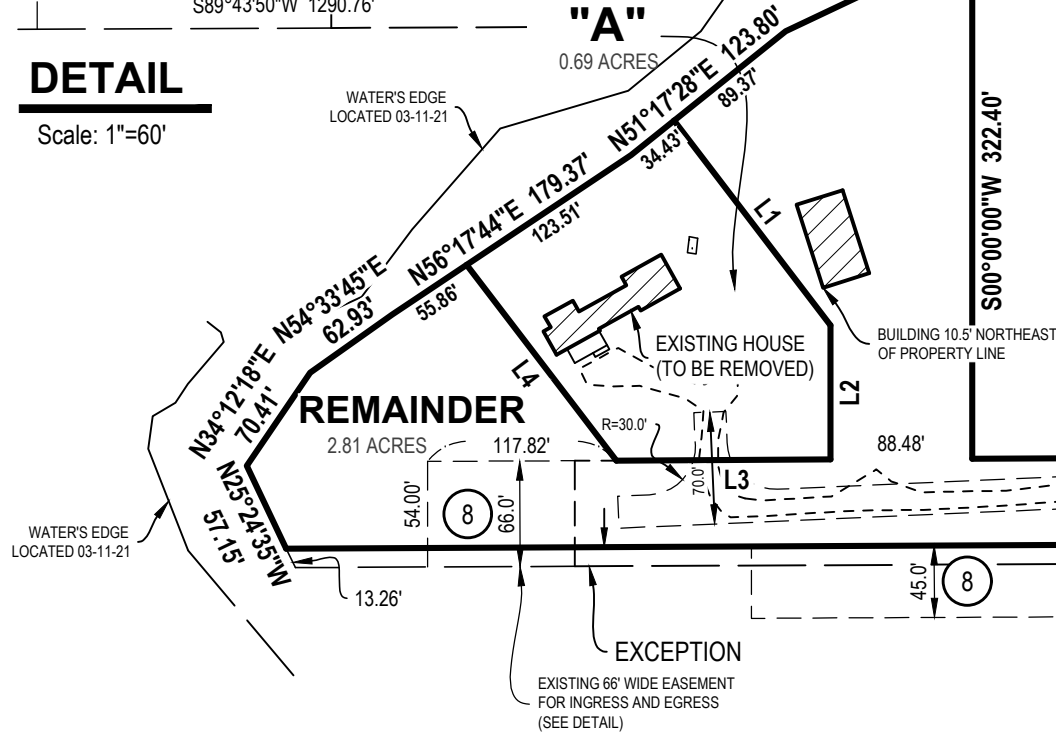
# REMAINDER

"A"



## DETAIL

Scale: 1"=60'



## PARTIAL DESCRIPTION

Part of the Northeast 1/4 of Section 9, Town 3 North, Range 16 West, City of Saugatuck, Allegan County, Michigan.

NE CORNER SECTION 9, T3N, R16W

## SCHEDULE B - SECTION II NOTES

- 8 Terms, conditions and provisions which are recited in Easement Agreement recorded 8. in Liber 1255, Page 802. (THE EASEMENTS DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- 9 Terms, conditions and provisions which are recited in Easement and Right of Way recorded in Liber 1213, Page 651. (THE LOCATION OF THE EASEMENT CANNOT BE DETERMINED FROM THE RECORD DOCUMENT, AND IS NOT SHOWN ON THIS SURVEY.)

This sketch was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

## LEGEND

- Concrete
- Existing Building

## TENTATIVE PARCEL MAP

SCALE: 1" = 120' 0' 60' 120' NORTH

Ashlee Andersen 2905 16th Street Boulder, CO 80304		 www.nederveld.com • 800.222.1868 Holland 347 Hoover Blvd. Holland, MI 49423 Ann Arbor, Chicago, Columbus, Grand Rapids, Indianapolis, St. Louis
Andersen - 700 N. Maple Street 700 N. Maple Street		
DRAWN BY: JV REV. BY: JV REV.: EASEMENT DETAIL	DATE: 07-05-2022 REV. DATE: 07-27-22	PRJ #: 22201045TPM.2 1 OF 1

N MAPLE STREET

## Ryan Cummins

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**From:** Chris Mantels <cmantels@saugatuckfire.org>  
**Sent:** Thursday, August 18, 2022 2:57 PM  
**To:** Cindy Osman; Ryan Heise  
**Cc:** Ashlee Andersen  
**Subject:** FW: Tentative Parcel Map - 700 N. Maple St  
**Attachments:** Nederveld 8.4.22.pdf

Hi Cindy and/or Ryan,

The Fire District is okay with this split moving forward as it only results in two total parcels, thus negating the water supply requirements. The engineer has left sufficient room for the required fire apparatus access, and that review will take place prior to issuance of building permits.

Thank you,

### *Chris Mantels*

Deputy Chief / Fire Inspector  
Saugatuck Township Fire District  
3342 Blue Star Highway  
Saugatuck, MI 49453  
Office # 269-857-3000  
Mobile # 269-355-2451

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**From:** Ashlee Andersen <ashlee.andersen@gmail.com>  
**Sent:** Monday, August 8, 2022 11:09 AM  
**To:** Chris Mantels <cmantels@saugatuckfire.org>  
**Subject:** Tentative Parcel Map

Hi Chris,

Resending this incase it got buried.

Nederveld has finalized a Tentative Parcel Map for the division at 700 N Maple. See attached.

They wanted me to get your preliminary review to see if there are any questions, comments, adjustments needed or does it look acceptable.

Thanks for your help!

Ashlee

## Ryan Cummins

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**From:** Chris Mantels <cmantels@saugatuckfire.org>  
**Sent:** Friday, November 11, 2022 4:29 PM  
**To:** Ryan Cummins  
**Cc:** Ryan Heise; Greg Janik  
**Subject:** RE: Private Steets/Drives - 700 N. Maple Street

RC,

Thank you for reaching out to the fire district for additional information and comments. The approach that the project was presented by Ms. Ashlee Anderson, comprises taking one parcel and splitting it to two, which does not automatically trigger a water supply requirement by current policy and standards.

I was unaware of the previous history of the immediate surrounding parcels, including the previous Clark and Peterson splits. Between the Peterson, Clark, and Anderson splits, it appears there could be nine (9) total parcels serviced on this private driveway/roadway. In the historical documents you provided it appears that all lots would be connected to municipal sewer/water before building permits are issued.

Will the City/KLSWA allow 9 (nine) individual "spaghetti" connections to transit the private driveway all the way back to Maple Street? If allowed, there would be no water supply for fire protection. If not, then someone needs to extend the municipal water main infrastructure +/-920 feet for all the nine (9) parcels to connect within a utility easement. It does appear to be mentioned in the minutes that the water/sewer installation was deferred until structures were to be built, however, 18 years later this requirement would still apply.

Knowing the bigger picture now, including Saugatuck City minutes, the historical recommendations in 2004 by Fire Chief John Blok (Ret.) and that it was not just the two splits proposed by Ms. Anderson, I believe it would be unwise if the city does not require a water supply for fire protection and sewer as it appears was intended when approved in 2004 by City Council. It would be up to the City and the parcel owners to determine how to establish a municipal water main infrastructure installation to service the nine (9) parcels.

As far as the private road goes, the fire code requires a minimum of 20 feet in width with a 13'6" vertical clearance across the entire 20 feet in width. The 20 feet width would need to be an improved surface of gravel, crushed concrete, crushed asphalt, concrete, asphalt, etc. capable of supporting 80,000lbs, with a grade of less than 10%. If the road/driveway exceeds 150 feet in length, then an approved turnaround would be required in accordance with Appendix D of the IFC. In the original submission from Ms. Anderson, the engineers did leave adequate room and depicted the turnaround.

Please let me know if I can be of further assistance!

Thank you,

*Chris Mantels*

Deputy Chief / Fire Inspector  
Saugatuck Township Fire District  
3342 Blue Star Highway  
Saugatuck, MI 49453  
Office # 269-857-3000  
Mobile # 269-355-2451

**CONFIDENTIALITY NOTICE:** The information contained in this e-mail message and any attachment(s) may contain confidential information that is legally privileged and exempt from disclosure under applicable law, and is intended only for the confidential use of the intended recipient(s). If the reader of this e-mail message is not the intended



**MEMORANDUM**

**City of Saugatuck Planning Commission**

<b>Memo Date:</b>	<b>January 13, 2023</b>	<b>Meeting Date:</b>	<b>January 19, 2023</b>
<b>Request:</b>	<b>Special Land Use</b>	<b>Applicant:</b>	<b>Mike Schaap Builders</b>
<b>Address:</b>	<b>1044 Holland</b>	<b>Project Name:</b>	<b>River Haus</b>
<b>Parcel:</b>	<b>03-57-100-004-00</b>	<b>Plan Date:</b>	<b>December 20, 2022</b>
<b>Acreage:</b>	<b>0.4 acres</b>	<b>Zoning District:</b>	<b>R-1 Comm. Residential CR</b>
<b>Complete:</b>	<b>Yes</b>	<b>Recommendation:</b>	<b>Approval</b>
<b>Staff:</b>	<b>Ryan Cummins</b>	<b>Consultant:</b>	<b>David M. Jirousek, AICP</b>

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**Overview**

The applicant has applied for special land use approval for a single-family home that will exceed the 0.3:1 maximum floor area ratio (FAR). Section 154.026 (C)(4) of the Zoning Ordinance allows a dwelling to exceed the ratio if approved by the Planning Commission through this process. 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 of fact related to the FAR request.

**Background**

The subject lot is approximately 50 feet wide and 270 feet deep, and the total area is 17,305 square feet. The lot eventually widens to a rear building site. The proposed home includes a lower level walk-out, main level, and upper level. The main level consists of an attached garage, and a detached garage is also proposed on the site.

In 2022, the Zoning Board of Appeals granted a height variance. The reason for the request was that the dwelling is proposed with a walk-out lower level built within the hillside. Based on the City's height measurement requirement, the walk-out lower level counts against the total height, which exceeds the maximum height for all buildings in the City.

FAR a zoning tool that controls development intensity and limits a building's floor area in a way that corresponds to the size of the subject lot. The requirement controls building intensity by limiting the bulk or mass of building volume on a development site. In addition to setback

**102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453**  
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requirements and height restrictions, dimensional requirements intend to preserve the character of the community.

The FAR calculation includes the gross floor area (GFA) of the home but excludes some building elements that would otherwise be counted in the GFA. Additionally, GFA does not count uncovered and unenclosed porches, meaning that a covered porch that is not enclosed with walls is counted. Applicable definitions are included below:

*FLOOR AREA RATIO. A quantitative relation between the total gross floor area of a structure (minus the square footage of areas such as basements, unfinished attics, or garages) and the lot area.*

*FLOOR AREA, GROSS. The sum of all horizontal areas of all floors of a building or buildings, measured from the outside dimensions of the outside face of the outside wall. Unenclosed and uncovered porches, court yards or patios shall not be considered as part of the gross area except where they are utilized for commercial purposes such as the outdoor sale of merchandise.*

On the FAR diagram provided by the applicant, they have accurately calculated the qualifying square footage as follows:

- Upper level- entire area: 2,308 square feet
- Main level- entire area except for the attached garage, detached garage, and unenclosed and uncovered deck: 2,033 square feet
- Lower level- entire area plus the patio space that is covered by the main level finished area and decks: 1,531 square feet

Based on 5,871 square feet and a total lot area of 17,305 square feet, the FAR is 0.339, exceeding the 0.3 FAR requirement. The difference is 679.5 square feet, but the applicant has rounded the request to 700 square feet, likely to account for any unexpected circumstances. As the applicant mentioned, the covered lower level walk-out patio space necessitated the request.

### **Review Process and Standard**

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

- Site Plan approval in accordance with Section 151.060
- Special Land Use approval in accordance with Section 154.080
- Design Standards for In-Fill Dwelling Unit Projects that Exceed a Floor Area Ratio of 0.3:1, Section 154.092 N

## 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 proposed home and its FAR are planned in a harmonious and compatible manner which will not impede the use of adjacent properties nor negatively impact them.

- 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 lot is narrow, and the building site is limited by the topography and configuration of the property. The building footprint is reasonable in relation to the lot size, and no unnecessary clearing will occur.

- 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 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:** The driveway access to the site requires Fire Department approval, which will be confirmed during the administrative approval process.

- 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 residential dwelling.

*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 residential dwelling.

*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 residential dwelling.

*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:** Site impact and stormwater management will be reviewed in the same manner as other single-family residential dwellings. The FAR request does not relate to this standard.

*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 residential dwelling.

*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 residential dwelling.

*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:** As a single-family dwelling, a financial guarantee is not necessary to ensure that site improvements are completed.

## 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 proposed home and its FAR are planned in a harmonious and compatible manner, which will neither impede the use of adjacent properties nor negatively impact them.

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

**Comment:** All other standards and zoning requirements have been met, and the FAR request is minor.

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

**Comment:** The building footprint is reasonable in relation to the lot size, and no unnecessary clearing will occur. Site impact and stormwater management will be reviewed in the same manner as other single-family residential dwellings. The FAR request does not relate to this standard.

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

**Comment:** The proposed single-family dwelling will have minimal 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 FAR request is minor in nature and will have no impact on public health, safety, and welfare.



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

**Comment:** This standard is not applicable to a single residential dwelling.

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 FAR request is minor and will have no impact on the traffic conditions.

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 proposed home, landscaping, site improvements, and FAR are planned in an appropriate manner that will not impede the use of adjacent properties nor impact them in a negative manner.

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 residential dwelling.

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 residential dwelling.

## **Design Standards**

1. *This division is intended to promote quality development and eliminate conditions of gross design incompatibility having the potential for adverse long-term impacts on adjacent properties. It is not intended to stifle individuality or compel rigid conformity but, instead, recognizes that great diversity of style, often between homes side by side, is one of the city's traditional neighborhood strengths, and is premised upon a desire to facilitate compatibility.*

2. *Standards. Notwithstanding the other provisions of this chapter, for dwelling unit in-fill projects that exceed a floor area ratio of 0.3:1, it is essential that residential structures be compatible with the placement, height, scale, and proportion of adjacent residential properties or with the general neighborhood within 200 feet in all directions. Such projects shall comply with the following standards.*

- a. *Front yard. The front yard setback shall be consistent with immediately adjacent residential properties or, when the immediately adjacent properties are non-residential structures, residential structures that exceed the minimum front yard setbacks by two times, vacant lots, or otherwise inadequate for a determination, then the average established setback of the frontage on the same side of the street, between two intersecting streets, shall prevail. Nothing in this division shall be construed to permit any new dwelling unit to be located closer than five feet to the front property line.*

**Comment:** The front yard setback is significantly deeper than the homes at 1050 Holland and 1022 Holland. These homes appear to be 25-30 feet from the Holland Street right-of-way, while the proposed house is set back approximately 150 feet. However, the subject property is approximately 50 feet wide at the right-of-way and does not widen into a reasonable building site until 150 feet from the right-of-way.

While it would be difficult to argue that a 150-foot setback is consistent with neighboring property, the building site is further back regardless of whether the FAR was compliant or 700 feet over compliance.

- b. *Separation. Side yard setbacks shall be established by considering the other side yard setbacks in the general neighborhood, but shall not be less than the required side yard setbacks for the zoning district.*

**Comment:** This standard states that existing setbacks in the neighborhood must be measured to justify the proposed setbacks. While that information was not provided, the proposed setbacks comply with zoning requirements. The side setbacks are not anticipated to impact adjacent properties.

This site could be built with a compliant two-story home with a similar width building footprint and comparable side setbacks. As such, the FAR request of 700 extra square feet has no relation to side setbacks in this case.

- c. *Elevations. Finished floor elevations, the height of exposed basement walls, and front yard grade elevations shall be substantially similar to those of immediately adjacent dwellings or, when the immediately adjacent properties are non-residential structures, vacant lots, or are otherwise inadequate to make a*

*determination, the elevations shall be determined by the average of elevations in the general neighborhood.*

**Comment:** The finished floor elevation and front yard grade elevation are consistent with the neighboring properties. Exposed basement walls are not consistent with neighboring property, but only because the building site is 150 feet from the right-of-way and the home is designed with a walk-out lower level.

- d. Size and mass. Overall height, width, scale, footprint, and general proportions shall be similar to and compatible with the general character of the neighborhood. In determining compatibility, greater weight will be given to the overall height, width, scale, footprint, and general proportions to the immediately adjacent residential properties.*

**Comment:** From the front, the proposed house appears as two stories and does not appear to have a significant or bulky presence. Only to the rear of the house are the three levels evident. Additionally, the square footage of the building footprint appears to be similar to the neighboring homes.

### **Recommendation**

Based on the findings in this report, the FAR request appears to meet all standards of approval. We recommend approval of a .339:1 FAR, which is 700 square feet over the maximum requirement for the lot.



# Special Land Use Application

**LOCATION INFORMATION** **APPLICATION NUMBER** \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Parcel Number \_\_\_\_\_

**APPLICANTS INFORMATION**

Name \_\_\_\_\_ Address / PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Interest In Project \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature *Amel SchenD* Date \_\_\_\_\_

**OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)**

Name \_\_\_\_\_ 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 *[Signature]* Date \_\_\_\_\_

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

Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address / PO Box \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_  
License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

**PROPERTY INFORMATION**

Depth \_\_\_\_\_ Width \_\_\_\_\_ Size \_\_\_\_\_ Zoning District \_\_\_\_\_ Current Use \_\_\_\_\_  
Check all that apply:  
Waterfront \_\_\_\_\_ Historic District \_\_\_\_\_ Dunes \_\_\_\_\_ Vacant \_\_\_\_\_

**PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)**

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**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

- Property dimensions
- Significant vegetation
- Water courses and water bodies, including human-made surface drainage ways
- Existing public right-of-way, pavements and/or private easements
- Existing and proposed uses, buildings, structures and parking areas
- Zoning classification of abutting properties
- The name, address and telephone number of the person and firm who prepared the site plan, and the date on which it was prepared
- 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

- Dimensions of property of the total site area,
- Contours at 2-foot intervals
- Locations of all buildings
- Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property
- Parking areas
- Driveways
- Required and proposed building setbacks
- Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;
- Location, screening, dimensions and heights of proposed buildings and structures, such as trash receptacles, utility pads and the like, including accessory buildings and uses, and the intended uses thereof. Rooftop or outdoor appurtenances should also be indicated, including proposed methods of screening the equipment, where appropriate;
- Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
- Proposed water supply and wastewater systems locations and sizes;
- Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
- Proposed common open spaces and recreational facilities, if applicable;
- Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
- Signs, including type, locations and sizes;



- Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- 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?

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

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

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

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(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?

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(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids?

\_\_\_\_\_  
\_\_\_\_\_

(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?

\_\_\_\_\_

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

\_\_\_\_\_

(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?

\_\_\_\_\_  
\_\_\_\_\_

(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?

\_\_\_\_\_  
\_\_\_\_\_

(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?

\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

Application Complete \_\_\_\_\_ Date \_\_\_\_\_ Fee Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

Notice Sent \_\_\_\_\_ Resident Notification \_\_\_\_\_ Hearing Date \_\_\_\_\_

Notes: \_\_\_\_\_

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## **1044 Holland Street - Supplemental documentation for Special Land Use Application**

ZONING ORDINANCE SECTION 154.092 DESIGN STANDARDS FOR SELECTED SPECIAL LAND USES.

(N) In-fill dwelling unit projects that exceed a floor area ratio of 0.3:1.

(1) Purpose. This division is intended to promote quality development and eliminate conditions of gross design incompatibility having the potential for adverse long-term impacts on adjacent properties. It is not intended to stifle individuality or compel rigid conformity but, instead, recognizes that great diversity of style, often between homes side by side, is one of the city's traditional neighborhood strengths, and is premised upon a desire to facilitate compatibility.

(2) Standards. Notwithstanding the other provisions of this chapter, for dwelling unit in-fill projects that exceed a floor area ratio of 0.3:1, it is essential that residential structures be compatible with the placement, height, scale, and proportion of adjacent residential properties or with the general neighborhood within 200 feet in all directions. Such projects shall comply with the following standards.

(a) Front yard. The front yard setback shall be consistent with immediately adjacent residential properties or, when the immediately adjacent properties are non-residential structures, residential structures that exceed the minimum front yard setbacks by two times, vacant lots, or otherwise inadequate for a determination, then the average established setback of the frontage on the same side of the street, between two intersecting streets, shall prevail. Nothing in this division shall be construed to permit any new dwelling unit to be located closer than five feet to the front property line.

[The proposed building front yard setback is consistent with adjacent properties - See page 3](#)

(b) Separation. Side yard setbacks shall be established by considering the other side yard setbacks in the general neighborhood, but shall not be less than the required side yard setbacks for the zoning district.

[The proposed building side yard setback is not less than the required side yard setback for the zoning district - See page 3](#)

(c) Elevations. Finished floor elevations, the height of exposed basement walls, and front yard grade elevations shall be substantially similar to those of immediate

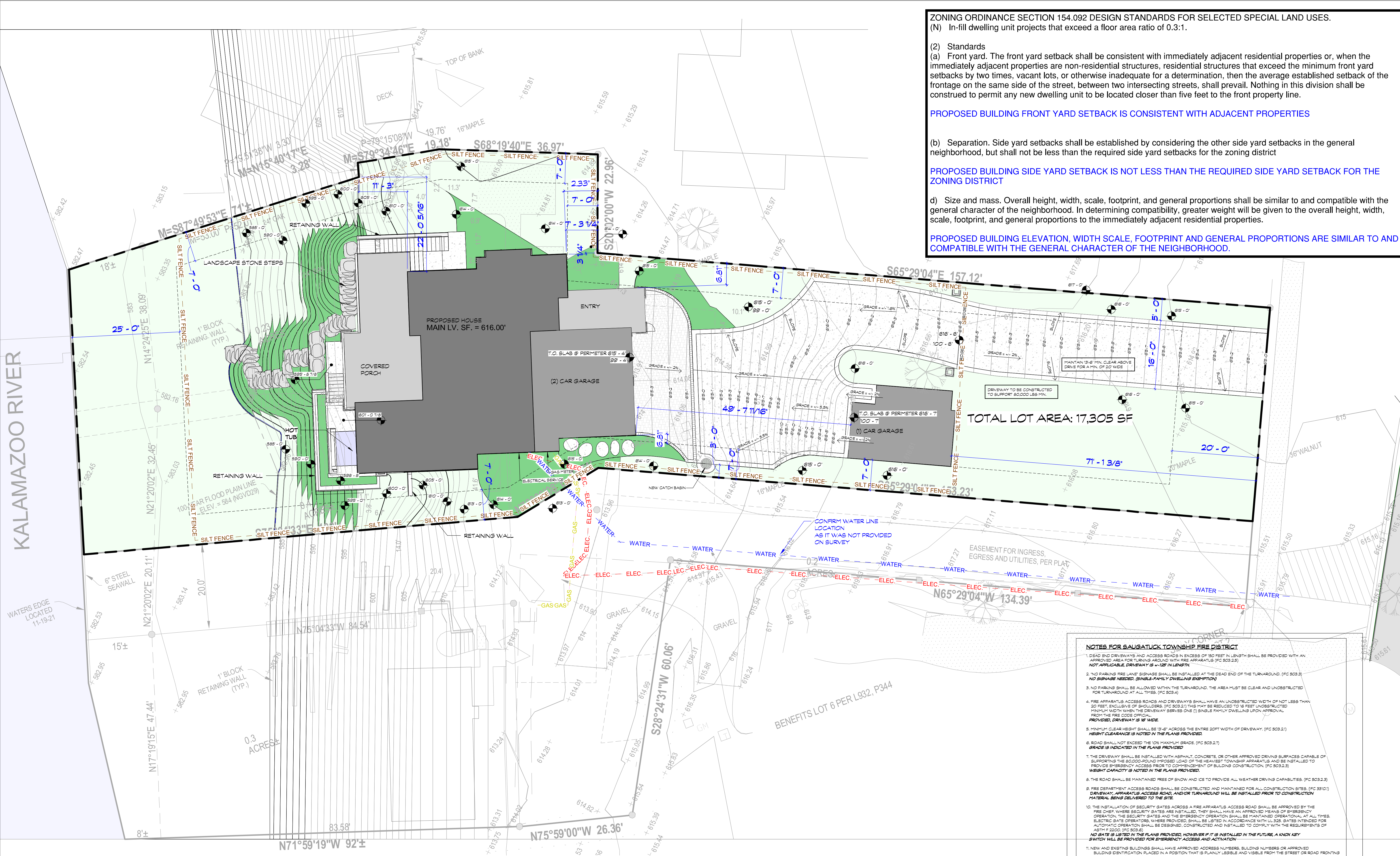
[The proposed building elevation, height of exposed basement walls and front yard grade are similar to those of the adjacent dwellings - See pages 5, 6 and 7](#)

(d) Size and mass. Overall height, width, scale, footprint, and general proportions shall be similar to and compatible with the general character of the neighborhood. In determining compatibility, greater weight will be given to the overall height, width, scale, footprint, and general proportions to the immediately adjacent residential properties

[The proposed building elevation, width scale, footprint and general proportions are similar to and compatible with the general character of the neighborhood. - See pages 3, 5, 6 and 7](#)



KALAMAZOO RIVER



ZONING ORDINANCE SECTION 154.092 DESIGN STANDARDS FOR SELECTED SPECIAL LAND USES.  
 (N) In-fill dwelling unit projects that exceed a floor area ratio of 0.3:1.

(2) Standards  
 (a) Front yard. The front yard setback shall be consistent with immediately adjacent residential properties or, when the immediately adjacent properties are non-residential structures, residential structures that exceed the minimum front yard setbacks by two times, vacant lots, or otherwise inadequate for a determination, then the average established setback of the frontage on the same side of the street, between two intersecting streets, shall prevail. Nothing in this division shall be construed to permit any new dwelling unit to be located closer than five feet to the front property line.

**PROPOSED BUILDING FRONT YARD SETBACK IS CONSISTENT WITH ADJACENT PROPERTIES**

(b) Separation. Side yard setbacks shall be established by considering the other side yard setbacks in the general neighborhood, but shall not be less than the required side yard setbacks for the zoning district

**PROPOSED BUILDING SIDE YARD SETBACK IS NOT LESS THAN THE REQUIRED SIDE YARD SETBACK FOR THE ZONING DISTRICT**

(d) Size and mass. Overall height, width, scale, footprint, and general proportions shall be similar to and compatible with the general character of the neighborhood. In determining compatibility, greater weight will be given to the overall height, width, scale, footprint, and general proportions to the immediately adjacent residential properties.

**PROPOSED BUILDING ELEVATION, WIDTH SCALE, FOOTPRINT AND GENERAL PROPORTIONS ARE SIMILAR TO AND COMPATIBLE WITH THE GENERAL CHARACTER OF THE NEIGHBORHOOD.**

**BENCHMARK**  
design studio

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**MIKE SCHAAP**  
BUILDERS INC.

12969 Greenly St.  
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www.mikeschaapbuilders.com

Engineer:  
**Prein & Newhof**  
Registered Surveyors • Earth Consultants • Laboratories

Project:  
**RIVER HAUS**

1044 Holland st.  
Saugatuck, MI

Date	Description
09/14/22	FOR SESC PERMIT
11/04/22	FOR BUILDING PERMIT
11/29/22	FOR EARTHWORK BUDGETING
12/07/22	REVISED SITE FOR PERMIT

Drawn By: AJW  
 Reviewed By: Checker

Scale:  
As indicated

SITE PLAN  
**C1.0**

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- SETBACK REQUIREMENTS**
- (A) FRONT YARD: 20'
  - (B) SIDE YARD: 1'
  - (C) WATERFRONT SIDE: 25'
- SEE CODE SECTION ON SHEET A0.0 FOR WHAT IS PERMITTED TO ENCRACH INTO THE SETBACKS
- LOT COVERAGE**
- 154.026 R-1 COMMUNITY RESIDENTIAL DISTRICT (CR)
  - MAXIMUM LOT COVERAGE: 30%
  - LOT SIZE: 17,305 SF
  - SIZE OF DWELLING AND ALL OTHER BUILDING AND STRUCTURES: 3,302 SF
  - PERCENT OF COVERAGE BY DWELLING AND ALL OTHER BUILDING AND STRUCTURES: 19%
  - LOT COVERAGE SHALL BE MEASURED FROM THE WALL OR FOUNDATION OF THE BUILDING OR STRUCTURE.
- SEE CODE SECTION ON SHEET A0.0 FOR FURTHER DEFINITION OF WHAT IS INCLUDED AND EXCLUDED FROM THE LOT COVERAGE CALCULATION

- NOTES FOR SAUGATUCK TOWNSHIP FIRE DISTRICT**
1. DEAD END DRIVEWAYS AND ACCESS ROADS IN EXCESS OF 150 FEET IN LENGTH SHALL BE PROVIDED WITH AN APPROVED AREA FOR TURNING AROUND WITH FIRE APPARATUS (FC 503.2.5) NOT APPLICABLE, DRIVEWAY IS 128' IN LENGTH.
  2. NO PARKING FIRE LANE SIGNAGE SHALL BE INSTALLED AT THE DEAD END OF THE TURNAROUND. (FC 503.3) NO SIGNAGE NEEDED. (SINGLE-FAMILY DWELLING EXEMPTION)
  3. NO PARKING SHALL BE ALLOWED WITHIN THE TURNAROUND. THE AREA MUST BE CLEAR AND UNOBSTRUCTED FOR TURNAROUND AT ALL TIMES (FC 503.4)
  4. FIRE APPARATUS ACCESS ROADS AND DRIVEWAYS SHALL HAVE AN UNOBSTRUCTED WIDTH OF NOT LESS THAN 20 FEET, EXCLUSIVE OF SHOULDERS. (FC 503.2) THIS MAY BE REDUCED TO 18 FEET UNOBSTRUCTED MINIMUM WIDTH WHEN THE DRIVEWAY SERVES ONE (1) SINGLE-FAMILY DWELLING UPON APPROVAL FROM THE FIRE CODE OFFICIAL. PROVIDED, DRIVEWAY IS 18' WIDE.
  5. MINIMUM CLEAR HEIGHT SHALL BE 13'-6" ACROSS THE ENTIRE 20FT WIDTH OF DRIVEWAY. (FC 503.2) HEIGHT CLEARANCE IS NOTED IN THE PLANS PROVIDED.
  6. ROAD SHALL NOT EXCEED THE OR MAXIMUM GRADE. (FC 503.2) GRADE IS INDICATED IN THE PLANS PROVIDED.
  7. THE DRIVEWAY SHALL BE INSTALLED WITH ASPHALT, CONCRETE, OR OTHER APPROVED DRIVING SURFACES CAPABLE OF SUPPORTING THE 80,000 LBS IMPOSED LOAD OF THE HEAVIEST TOWNSHIP APPARATUS AND BE INSTALLED TO PROVIDE SHERBORNE ACCESS PRIOR TO COMMENCEMENT OF BUILDING CONSTRUCTION. (FC 503.3) WEIGHT CAPACITY IS NOTED IN THE PLANS PROVIDED.
  8. THE ROAD SHALL BE MAINTAINED FREE OF SNOW AND ICE TO PROVIDE ALL WEATHER DRIVING CAPABILITIES. (FC 503.2.5)
  9. FIRE DEPARTMENT ACCESS ROADS SHALL BE CONSTRUCTED AND MAINTAINED FOR ALL CONSTRUCTION SITES. (FC 591.0) DRIVEWAY, APPARATUS ACCESS ROAD, AND/OR TURNAROUND WILL BE INSTALLED PRIOR TO CONSTRUCTION MATERIAL BEING DELIVERED TO THE SITE.
  10. THE INSTALLATION OF SECURITY GATES ACROSS A FIRE APPARATUS ACCESS ROAD SHALL BE APPROVED BY THE FIRE CHIEF WHERE SECURITY GATES ARE INSTALLED. THEY SHALL HAVE AN APPROVED MEANS OF EMERGENCY OPERATION. THE SECURITY GATES AND THE EMERGENCY OPERATION SHALL BE MAINTAINED OPERATIONAL AT ALL TIMES. EMERGENCY OPERATIONS, WHERE PROVIDED, SHALL BE LISTED IN ACCORDANCE WITH L.265. GATES INTENDED FOR AUTOMATIC OPERATION SHALL BE DESIGNED, CONSTRUCTED AND INSTALLED TO COMPLY WITH THE REQUIREMENTS OF SECTION 2200. (FC 503.8) NO GATE IS LISTED IN THE PLANS PROVIDED, HOWEVER IF IT IS INSTALLED IN THE FUTURE, A KNOCK KEY SWITCH WILL BE PROVIDED FOR EMERGENCY ACCESS AND ACTIVATION.
  11. NEW AND EXISTING BUILDINGS SHALL HAVE APPROVED ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION PLACED IN A POSITION THAT IS PLAINLY LEGIBLE AND VISIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY. (FC 503.4) ADDRESS SIGNAGE WILL BE POSTED PRIOR TO COMMENCEMENT OF CONSTRUCTION.
  12. WHERE ACCESS TO OR WITHIN A STRUCTURE OR AN AREA IS RESTRICTED BECAUSE OF SECURED OPERATIONS OR WHERE IMMEDIATE ACCESS IS NECESSARY FOR LIFE-SAVING OR FIRE-FIGHTING PURPOSES, THE FIRE CODE OFFICIAL IS AUTHORIZED TO REQUIRE A KEY BOX TO BE INSTALLED IN AN APPROVED LOCATION. THE KEY BOX SHALL BE OF AN APPROVED TYPE LISTED IN ACCORDANCE WITH L.1027, AND SHALL CONTAIN KEYS TO GAIN NECESSARY ACCESS AS REQUIRED BY THE FIRE CODE OFFICIAL. (FC 503.7) NOT APPLICABLE (SINGLE-FAMILY DWELLING EXEMPTION).
  13. AN APPROVED WATER SUPPLY CAPABLE OF SUPPLYING THE REQUIRED FLOW FOR FIRE PROTECTION SHALL BE PROVIDED TO PREMISES UPON WHICH FACILITIES, BUILDINGS, OR PORTIONS OF BUILDINGS ARE HEREAFTER CONSTRUCTED OR PROVIDED INTO OR WITHIN THE JURISDICTION. (FC 507) APPROVED, EXISTING WATER MAIN.
  14. THE FIRE CODE OFFICIAL SHALL BE NOTIFIED PRIOR TO THE WATER SUPPLY TEST. WATER SUPPLY TESTS SHALL BE WITNESSED BY THE FIRE CODE OFFICIAL, OR APPROVED DOCUMENTATION OF THE TEST SHALL BE PROVIDED TO THE FIRE CODE OFFICIAL PRIOR TO FINAL APPROVAL OF THE WATER SUPPLY SYSTEM. (FC 507.4) NOT APPLICABLE, EXISTING WATER MAIN.
  15. A HYDRANT IS REQUIRED WITHIN 400 FT. OF ANY EXTERIOR PORTION OF A NON-SPRINKLERED BUILDING OR 800 FT. FOR AN R-3 OCCUPANCY OR SPRINKLERED BUILDING. (FC 507.3) EXISTING HYDRANT SHOWN ON SUBMITTED DOCUMENTS.
  16. AN APPROVED WATER SUPPLY FOR FIRE PROTECTION, EITHER TEMPORARY OR PERMANENT, SHALL BE MADE AVAILABLE AS SOON AS COMBUSTIBLE MATERIAL ARRIVES ON THE SITE. (FC 332.1) APPROVED, EXISTING INFRASTRUCTURE.
  17. UPON COMPLETION OF CONSTRUCTION, PHYSICAL TESTING WITH APPARATUS WILL BE REQUIRED. IF THE APPARATUS IS UNABLE TO NAVIGATE THE COMPLETED ROAD AND DRIVEWAY IN A SAFE AND EFFICIENT MANNER, MODIFICATIONS MAY BE REQUIRED.
  18. ANYTHING OMITTED IN THIS PLAN REVIEW IS SUBJECT TO FIELD INSPECTION. (FC 105.4.4)

**SITE PLAN**  
1" = 10'-0"







Builder:

**MIKE SCHAAP**  
BUILDERS INC.

12969 Greenly St. ph: 616.399.9925  
Holland, MI 49424 fx: 616.399.9924  
www.mikeschaapbuilders.com

Engineer:

**Prein & Newhof**  
Engineering - Surveying - Earth Construction - Laboratory

Project:

**RIVER HAUS**

1044 Holland St.  
Saugatuck, MI

**ZONING ORDINANCE SECTION 154.092 DESIGN STANDARDS FOR SELECTED SPECIAL LAND USES.**  
(N) In-fill dwelling unit projects that exceed a floor area ratio of 0.3:1.  
(2) Standards  
d) Size and mass. Overall height, width, scale, footprint, and general proportions shall be similar to and compatible with the general character of the neighborhood. In determining compatibility, greater weight will be given to the overall height, width, scale, footprint, and general proportions to the immediately adjacent residential properties.

**PROPOSED BUILDING ELEVATION, WIDTH SCALE, FOOTPRINT AND GENERAL PROPORTIONS ARE SIMILAR TO AND COMPATIBLE WITH THE GENERAL CHARACTER OF THE NEIGHBORHOOD.**

Date	Description
09/23/22	FOR REVIEW
10/18/22	FOR WINDOW PRICING
11/04/22	FOR BUILDING PERMIT
12/08/22	FOR CONSTRUCTION

Drawn By: LB

Reviewed By: JS

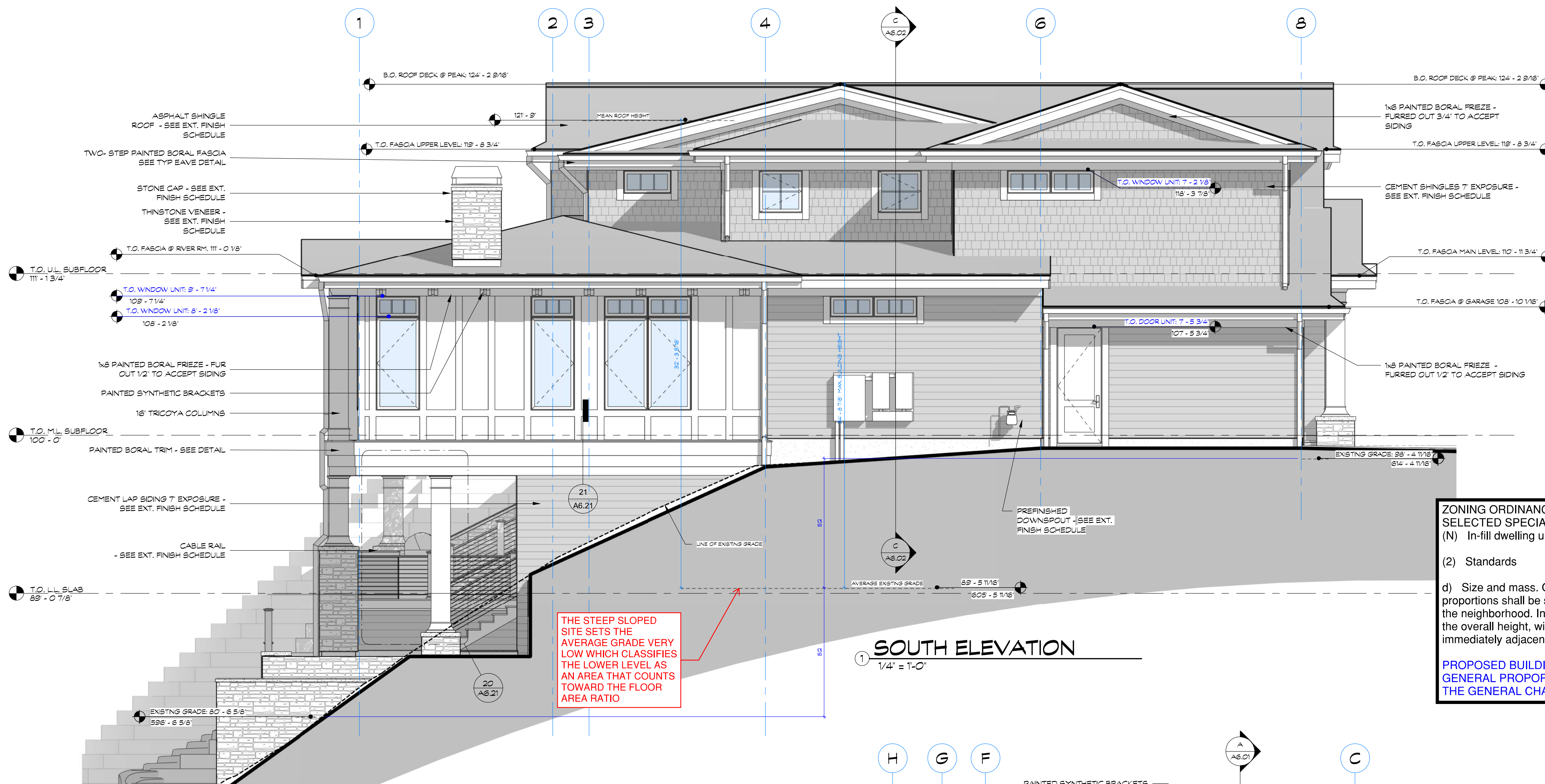
Scale:  
As indicated

ELEVATIONS

**A2.01**

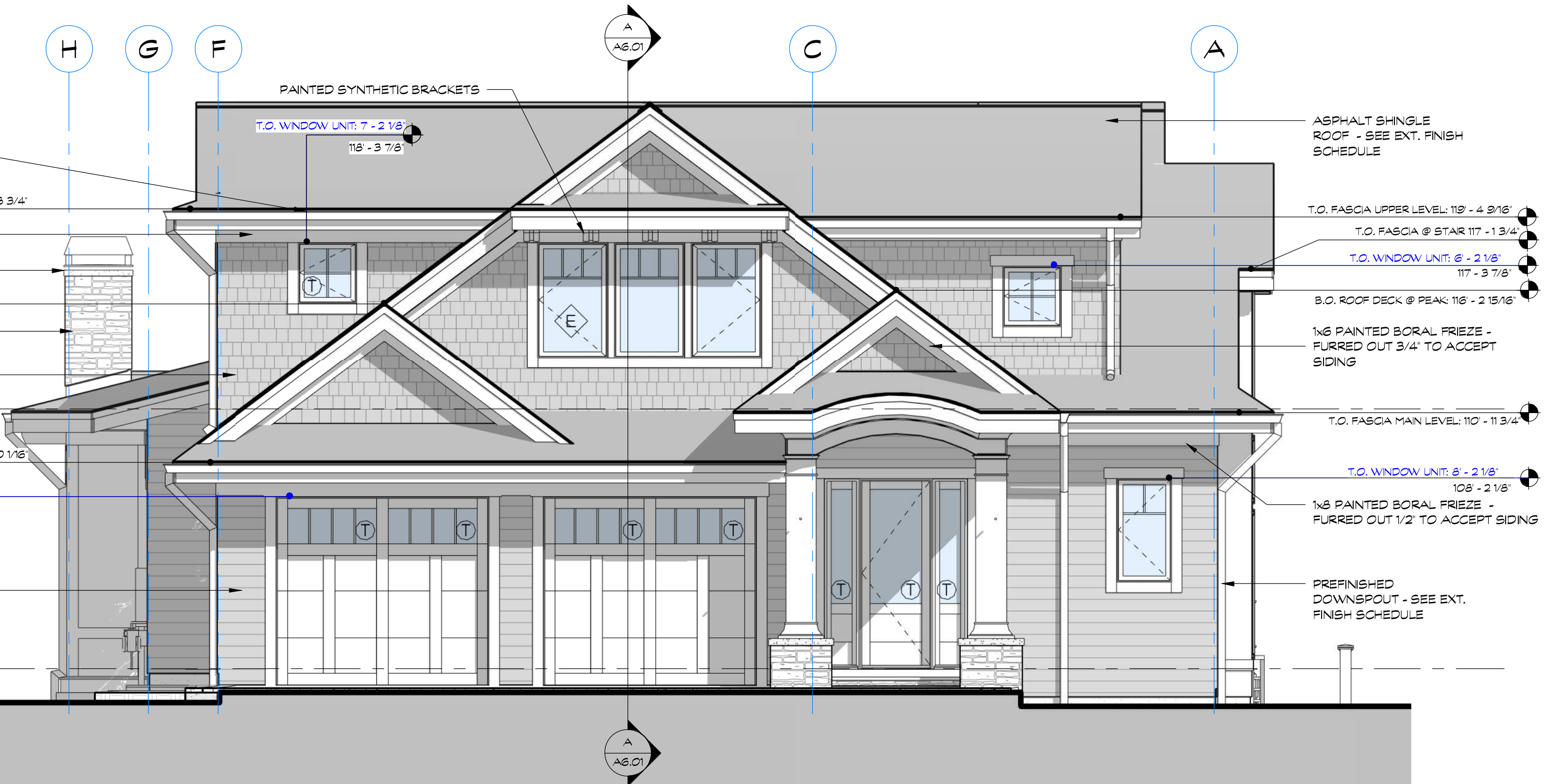
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**SOUTH ELEVATION**  
1/4" = 1'-0"

THE STEEP SLOPED SITE SETS THE AVERAGE GRADE VERY LOW WHICH CLASSIFIES THE LOWER LEVEL AS AN AREA THAT COUNTS TOWARD THE FLOOR AREA RATIO



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

**HEIGHT RESTRICTION:**  
154.022 GENERAL REGULATIONS  
HEIGHT LIMIT: 25 FEET  
MEASURED FROM:  
• THE AVERAGE GRADE  
• MEASURED TO:  
• THE AVERAGE HEIGHT BETWEEN EAVES AND THE RIDGE OF GABLE, HIP AND GAMBREL ROOFS  
IN NO CASE SHALL THE OVERALL PEAK BUILDING HEIGHT BE GREATER THAN 32 FEET WHEN MEASURED FROM THE NATURAL AVERAGE GRADE.  
BUILDING DOES NOT COMPLY

**VARIANCE GRANTED FOR HEIGHT**  
VARIANCE DATE: 02/11/2022  
VARIANCE NUMBER: V220006  
APPROVED AVERAGE HEIGHT: 32.5'  
APPROVED MAXIMUM HEIGHT: 34.75'

**AVERAGE GRADE DEFINITION:**  
THE ARITHMETIC AVERAGE OF THE LOWEST AND HIGHEST NATURAL GRADE ELEVATIONS IN AN AREA WITHIN FIVE FEET OF THE FOUNDATION LINE OF A BUILDING OR STRUCTURE







## Planning Commission Agenda Item Report

**FROM:** Ryan Cummins

**MEETING DATE:** January 19, 2023

**SUBJECT:**

Review of Short-Term Rental Data and Discussion of Holding a Joint Workshop with City Council

**BACKGROUND:**

At a special meeting of the Planning Commission held on December 21, the Planning Commission requested short term rental data, a staff recommendation on forming an ad hoc committee, and proposed timeline.

**DATA:**

Staff evaluated the internal short-term rental and assessing data available through our BS&A software system and found the following:

Total City Parcels:

1,353

Total City Parcels with a Residential or Residential Condominium Classification:

901

Total Certified Short Term Rental Units:

213

Potential Short-Term Rentals with Hold Status:

34

- Any new applications are placed in a hold status until a Fire Authority inspection is complete and fees are paid.

Short Term Rental Units by Zoning District:

Zoning District	Certified Short-Term Rentals	Total Parcels
City Center (CC)	16	90
Center Transitional Residential District (CER)	19	39
Community Residential (CR)	84	391
Lake Street (LS)	14	129
Maple Street (MS)	6	59
Multi-Family Residential (MFR)	4	7
Neighborhood Marine (NHM)	3	9
Peninsula South (PS)	9	61
Peninsula West (PW)	12	87
Peninsula North Duneside (PN-A)	2	14
Resort (R)	15	60
Water Street East (WSE)	14	37
Water Street North (WSN)	8	23
Water Street South (WSS)	4	96

**MAP:**

Staff mapped out the short-term rental units on hold as well as those with a certified status. This map is interactive and can be viewed at this link:

<https://www.google.com/maps/d/edit?mid=16A9mWgNGBt967Zn - Ne5y4ohrn25gVs&usp=sharing>

**FURTHER INFORMATION:**

The City Council recently conducted a community wide survey to identify priorities for 2023. Comments related to short-short rentals were received and are attached for your information.

**RECOMMENDED NEXT STEPS:**

Both the City Council and Planning Commission have established reviewing short-term rentals as a priority for 2023.

Staff is recommending that the City Council and Planning Commission conduct a joint workshop to hear information about the legal landscape from the City Attorney and discuss potentially forming an advisory committee in accordance with Section 4.28 of the City Charter. During the workshop meeting, the City Council and Planning Commission should discuss the priorities for the advisory committee and what the makeup of the committee should be. Selection of actual members to serve on such a committee would follow the City Council’s Boards and Commissions selection policy. All meetings of the committee would comply with the Open Meetings Act requirements which includes providing public notice and gathering public comments.

# • Strategic Planning Community Input Survey

## Short Term Rental Responses

### General Information

Total Overall Responses: 115

Total Short Term Rental Responses: 11

#1. I would like to see more accomodations for short term rentals in the city and provision of workable rules to maintain the calm and quiet of the city.

#2. Addressing short term home rentals...Parking and noise controls

#3. Guidelines and controls for short term rentals

#4. We need to address the buying of homes for rental purposes only.

It has gotten out of hand. I believe Park Township has already addressed this issue.

There are many reasons to pursue a plan to address.

#5. The rising number of short term rentals is a huge concern.

#6. Cap short term rentals. Focus on increased full time residents the goal to support business and schools.

#7. Bring back families so they can actually buy houses and live in our town!!!! It seems every house that sells, becomes a short term rental. It has become a make MANY buck town.



And, it is so rampant that there is no one who can really keep tabs on the comings and goings on in these seasonal rentals. Please don't give us the," but we are a tourist town, that keep economy vibrant & alive." (but only for 4 months out of the year) Tourists don't live in Disneyworld. Limit the short term rental properties. Although, it may already be too late. So many businesses can't get help, in part, because working class folks can't afford to live here. And, commuting from Holland, GR or any other surrounding area isn't always cost effective. Please save our small town, make the lights in the houses stay shining all 4 seasons. Instead of the darkness that overshadows this glow from all of the seasonal rentals. Wishing everyone a joyful small town holiday season & maybe a town full of glowing houses for all 12 months.

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#8. Parking!! It's a real problem from spring till fall. Power line poles on Park Street are in dire need of replacing. Limiting the number of rentals. Seems like the town is being bought up just for renting. This causes a problem with parking, lower school enrollment and no one to work since there's less full time residents.

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#9. The short term rental problem.

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#10. Potential to set limits on STR in residential neighborhoods.

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#11. Limit on new building of short-term rentals. Affordable housing for families.



## Planning Commission Agenda Item Report

**FROM:** Ryan Cummins

**MEETING DATE:** 1/19/23

**SUBJECT:** 2023 Meeting Dates and Discussion of Start Time

**DESCRIPTION:**

The 2023 meeting dates for the Planning Commission are attached.

The City Council is currently reviewing whether to change their start time to 6pm or 6:30pm instead of 7pm. An electronic poll of the community is underway to gather feedback. The start time for the Planning Commission is established in your bylaws (attached). I am seeking feedback on whether the Planning Commission wishes to continue with a 7pm start time or wishes to meet at some other time.



## **Saugatuck Planning Commission Schedule of Meetings 2023**

Saugatuck Planning Commission meetings are held at Saugatuck City Hall, 102 Butler Street, Saugatuck, MI 49453 at 7:00 p.m. on the 3<sup>rd</sup> Thursday of each month unless otherwise noted.

January 19, 2023  
February 16, 2023  
March 16, 2023  
April 20, 2023  
May 18, 2023  
June 15, 2023  
July 20, 2023  
August 17, 2023  
September 21, 2023  
October 19, 2023  
November 16, 2023  
December 21, 2023



## Planning Commission Agenda Item Report

**FROM:** Ryan Cummins

**MEETING DATE:** January 19, 2023

**SUBJECT:** Planning Commission Activity Report for 2022

**DESCRIPTION:**

The purpose of this memo is to provide an overview on the activities for the Planning Commission for the 2022 calendar year. Permit activity is as follows:

Year	2022	2021	2020	2019	2018	2017	2016	2015	2014
Permits*	68	75	52	98	107	108	89	77	62

\*Includes permits issued administratively including zoning permits, historic district permits, and sign permits. This does not include street cut permits, water and sewer permits, permits for dumpsters in the ROW, or other miscellaneous permits.

In 2022, the Planning Commission met 12 times for regular and special meetings. Public hearings regarding the following projects and ordinance amendments were held this year:

- A public hearing to expand the bar/restaurant at 449 Water St.
- A second public hearing to amend the conditions to extend the bar/restaurant at 449 Water St.
- A public hearing for potential amendments to the Zoning Ordinance to correct errors, grammar, improve clarity, eliminate redundancies and contradictory language, and consolidate duplications.
- A public hearing for a site reconfiguration and addition resulting in a single family dwelling that exceeds a .3:1 floor area ratio.

The Planning Commission discussed the following as being priorities for 2023:

- a. Updating the Tri-Community Master plan
- b. Short-term Rentals

- c. Improvement of the Zoning Ordinance
  - i. The Planning Commission advised they wish to focus updates to the zoning ordinance to key areas such as:
    - 1. Waterfront Development
    - 2. Consolidation of Zoning Districts
    - 3. Short-Term Rentals
- d. Fee in Lieu of Parking
- e. Park Street sidewalks and widening
- f. Continued Planning Commission Education and Training

If you should have any questions, please contact me.



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

January 9, 2023

### **Planning and Zoning**

- Set up Historic District Commission Member interviews.
- Attended Planning Commission Member interviews.
- Attended Zoning Board of Appeals Member interviews.
- Continued researching 631 Perryman PUD history and prior approvals.
- Prepared for and attended regular and special Planning Commission meetings.
- Prepared for and attended Historic District Commission meeting.
- Attended Strategic Planning meeting.
- Began gathering Short Term Rental data requested by the Planning Commission.
- Completed planning and zoning casework as outlined in the chart below.

### **Projects**

- Continued organizing new Council Member orientation for January 11.
- Attended City Hall exterior repair bid opening.
- Reviewed final list of 2023 strategic priorities.
- Met with City Manager and Saugatuck Township to review substation locations and requirements

## Planning and Zoning Casework

640/650 Water Street	Inquiry	Worked with legal and consultant to review non-conformity questions by the property owner and provided owner with interpretations.
700 Maple Street	Lot Split Request	After extensive review and research, application was referred to the Planning Commission. Applicant advised they did not wish for their application to be heard in January. Set for January PC meeting.
383 Dunegrass Circle	New Home	Planning Commission approved the site plan with conditions. Met with consultant and architect to discuss height options.
647 Butler	Historic District Review and Zoning Permit Application	Historic District application received for various work including new windows, roof, doors, lights, fence and new deck and porch addition. HDC approved roof and lights, denied remainder. Applicant advised some zoning permit requests would require ZBA variance.
1044 Holland (1034 Holland)	New Home	Reviewed zoning ordinance definitions related to floor area ratios. Floor area ratio exceeds .3:1. Applicant submitted special land use application. Set for January PC meeting.
233 Lucy St	Home Alteration and Addition	Zoning permit application received for a front porch demolition and rebuild. HDC previously approved. Setbacks not met. Applicant applied for dimensional variance. Set for January ZBA meeting.
311 Water St	Short Term Rental Application	Existing STR renewing. Failed inspection. Sent re-inspection invoice.
726 Water St	Short Term Rental Application	Existing STR units renewing. Still pending Fire Department for inspection.
255 Spear St	Short Term Rental Application	Existing STR units renewing. Still pending Fire Department for inspection.
807 Lake #7	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection. Failed. Sent letter/invoice for re-inspection fee.
712 Lake St	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection. Failed inspection. Sent invoice for re-inspection fee.

## Planning and Zoning Casework Continued

435 Mason St	Short Term Rental Application	Existing STR unit renewing. Sent to Fire Department for inspection.
555 Grand St	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection.
710 Butler St	Short Term Rental Application	Existing STR renewing. Sent to Fire Department for inspection.
350 Mason St	New Bed and Breakfast	Amended bed and breakfast plans received. Sent to consultant for review.
764 Mason St	Short Term Rental Application	New STR. Sent to fire department for inspection.
526 Butler St	Short Term Rental Application	Existing STR changed ownership and submitted application. Also received application for guest house. Researched history regarding prior approvals. Reviewing whether guest house needs special land use approval to rent the accessory dwelling unit.
820 Holland St	New Garage with ADU Above	Applicant submitted cut sheet for proposed garage door and lights. Approved at 9/1 HDC meeting with conditions. HDC permit issued. Owners submitted curb cut permit to widen driveway. Zoning permit still needed.
555 Shorewood Dr	Home Addition	Zoning permit application received for cantilevered addition. Sent to consultant for review.
633 Butler	Short Term Rental Inquiry	Agent requested copy of STR certificate. Was never issued. Shows hold. Investigating cottage history and approvals and whether special land use approval is needed for rented accessory dwelling unit.
Unknown	Inquiry	Call about short term rental regulations and whether there are limitations on how many or days of operation. Answered questions.
252 Butler	Inquiry	Questions about allowed uses in the zoning district of this property. Provided info.



## Planning and Zoning Casework Continued

582 Campbell	Inquiry	Questions about options for the property and rental of the ADU. Provided zoning ordinance information and review process for lot splits (if splits are still allowed). Also advised EGLE and other state reviews may also be necessary.
233 Culver	Inquiry	Questions about placing a dumpster in the right of way for carpet removal. Advised a dumpster in ROW permit will be needed.
455 Mason St	Inquiry	Questions about rented ADUs. Provided zoning ordinance information.
111 Park St	Inquiry	Questions about setbacks and nonconformity. Provided zoning ordinance information.
647 Butler	Enforcement	Complaint about water discharge from dumpster. Warning sent at suggestion of City Engineer.
15 Park St	Tennis Court Replacement	Zoning permit application to replace tennis courts. Consultant reviewed. Zoning permit issued.
125 Mason St	Short Term Rental Application	Existing STR renewing. Passed inspection. STR certificate issued.
602 Francis	Short Term Rental Application	Existing STR. New Owner. Sent to Fire Department for inspection. Passed. STR certificate issued.
N/A	Inquiry	Call requesting information about STR discussions and next meeting. Provided meeting date.
135 Van Dalson St	New Porch and Deck Addition	Zoning permit application received. Reviewed ZBA approvals. Consulted with legal. Zoning permit issued.
700 N Maple	Inquiry	Questions about the drive that serves this property and whether it's a public or private drive. Provided history and info related to these questions at upcoming Planning Commission meeting.
1050 Holland St	Final Inspections	Final inspections requested for new home. Viewed on site against approved plans. Advised MTS.

## Planning and Zoning Casework Continued

649 Pleasant St	Enforcement	Complaint of recycling totes being left out for multiple days. Warning sent. Property owner made arrangements, so issue doesn't continue.
Unknown	Inquiry	Question about roof overhangs and setbacks. Provided zoning ordinance requirements.
985 Park St	New Fence	Fence permit app previously submitted. App was not complete. Fence was too high in waterfront. Application withdrawn.
449 Water St	Enforcement	Complaint of dumpsters being left out for three days. Checked regulations and commercial pickup days. Couldn't ask to remove on day of complaint. Warning sent. Property owner advised they had issues with non-pickup by trash hauler.
324 N Maple	Final Inspection/Rented ADU	Final inspections on accessory dwelling unit above garage requested/completed. Home owner wishes to rent ADU. Provided special land use application and zoning ordinance requirements.
720 Park St.	New Dock Request	Lessee requests to build a new 45 ft dock on city owned property at 735 Park St. Reviewed historical information, license agreement and minor waterfront construction regulations. Updated Ryan H on findings.
439 Butler	Short Term Rentals	New owner. Existing STR. Apps for three units. Sent to fire department for inspections. Loft unit failed. Reinspection invoice sent. Other two units approved. Loft passed re-inspection. Certificate issued.
423 Grand St	New Home and Water/Sewer Connection	Zoning permit app for new home. Not in historic district. Sent to consultant for review. Water/sewer app received. Sent water/sewer connection to engineering for review and provided feedback to applicant. Sent to MTS and KLSWA. Issued zoning permit.
312 St. Joseph	Inquiry	Questions about fence regulations. Provided requested information.
201 Butler	Inquiry	Questions about permitting and requirements to add a "lobby ATM with enclosure" outside the drug store. Reviewed with consultant. Provided regulations and feedback that city staff would not be supportive if portion is on city right of way.