

Planning Commission Regular Meeting May 16, 2024 7:00PM City Hall 102 Butler Street, Saugatuck, MI

- 1. Call to Order/Roll Call:
- 2. Approval of Agenda: (Voice Vote)
- 3. Approval of Minutes: (Voice Vote)
 - A. Regular Meeting Minutes April 18, 2024
- 4. Guest Speaker
 - A. Michigan Coastal Management Program
- 5. Public Comments on Agenda Items: (Limit 3 minutes)
- 6. Old Business:
 - A. Short-Term Rentals Verbal Update Discussion
- 7. New Business:
 - **A.** 322 Culver Street Public Hearing and Site Plan Review for a restaurant with outdoor seating and expanded outdoor dining area.
 - **B.** 201 Culver Street Public Hearing and Site Plan Review for a restaurant with outdoor seating and expanded outdoor dining area.
 - C. 350 Mason Signage for Bed and Breakfast
- 8. Communication:
- 9. Reports of Officers and Committees:
 - A. Zoning Administrator Activity Report

Join online by visiting:

https://us02web.zoom.us/j/2698

572603

NOTICE:

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

Then enter "Meeting ID": **2698572603**

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

- **10. Public Comment:** (Limit 3 minutes)
- 11. Commissioner Comments:
- 12. Adjourn (Voice Vote)

*Public Hearing Procedure

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



Planning Commission Meeting Minutes - Proposed

The Planning Commission met for a Regular Committee Meeting, April 18, 2024, 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 Vice-Chair Broeker at 7:00 p.m.

Present: Vice-Chair Broeker, Commission members: Anderson, Bagierek, Clark, Gaunt, & LaChey.

Absent: Chair Manns.

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

Sara Williams

2. Approval of Agenda:

Motion by Gaunt, second by Clark, to approve the agenda as presented for April 18, 2024. Upon voice vote, motion carried 6-0.

3. Approval of Minutes:

Motion by Anderson, second by Bagierek, to approve the minutes for the regular meeting March 21, 2024. Upon voice vote, motion carried 6-0.

- 4. Public Comment on Agenda Items: None.
- 5. Old Business: None.

6. New Business:

A. <u>831 Holland Street</u>: Public Hearing and Site Plan review for a rented accessory dwelling unit. (Roll Call Vote)

Public Hearing Information

A. Hearing is called to order by Vice-Chair Broeker at 7:02 pm.

B. <u>Summary by the Zoning Administrator:</u>

The applicant has applied for special land use approval to rent an existing accessory dwelling unit (ADU) in accordance with Section 154.026 (C)(3) of the Zoning

Ordinance. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the rental of ADUs.

A garage with a second floor ADU living space was approved in 2019 and constructed soon thereafter. The square footage of the second floor living space provided by the applicant is 638 square feet. The unit is accessed by an exterior staircase and includes an open living area with a kitchen, bathroom, and bedroom. The dwelling also has access to a second-floor open-air porch which is covered by an extension of the gable end roof.

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 and the City of Saugatuck's Short-Term Rental Ordinance.

C. <u>Presentation by the Applicant:</u>

The applicant, John Jenkins, said that he went through the process with the Historic District Commission and got approval in 2018. Due to a new process, he needed to bring it to the Planning Commission for approval. Next, he explained the changes made to the building design, including the use of a Flex Plan and options for stairs and floor plans. He provided measurements of the building's gross internal area at 599 square feet and net internal area totaling 563 square feet of living space. Jenkins explained the difference between gross internal area and finished living space, clarifying that building codes affect the latter.

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. <u>Public comment portion closed by the Chair at 7:14 pm.</u>

F. Commission deliberation:

The applicant has applied for special land use approval to rent an existing accessory dwelling unit (ADU) in accordance with Section 154.026 (C)(3) of the Zoning Ordinance. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with

developing findings related to special land use and site plan standards and specific requirements for the rental of ADUs.

G. Commission action:

Motion by LaChey, second by Bagierek that the application for special land use at 831 Holland Street in the City of Saugatuck be approved allowing the rental of an existing accessory dwelling unit ADU in accordance with section 154.026 (C)(3) of the Zoning Ordinance. Upon roll call vote, motion carried 6-0.

B. <u>132 Mason Street</u>: Public Hearing and Site Plan Review for a restaurant with outdoor seating and expanded outdoor dining area. (Roll Call Vote)

Public Hearing Information

A. Hearing is called to order by Vice-Chair Broeker at 7:18 pm.

B. Summary by the Zoning Administrator:

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way and within an existing patio area outside of the right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the proposed business use.

The expanded outdoor seating area was approved by the Historic District Commission on April 4. The current proposal is the same as carried out in four previous seasons, and it includes tables and chairs in front of the building and within one parallel parking space. The special land use request includes the following:

- 1. Three tables with three chairs each are proposed in the existing patio area in front of the building.
- 2. Three tables with three chairs each are planned to be placed within one public parking space within the City's right-of-way The tables and chairs will be the same as those provided in previous seasons, as shown in the pictures in the application and as evident in street-view online imagery. Although dimensions are described, no images of the benches, trash container, or market-style string lights were provided.

No significant exterior changes or site improvements are proposed as part of the project. All exterior furniture will be temporary in nature.

C. Presentation by the Applicant:

The applicant Brian Barnhill presented the application on behalf of he and his wife Lisa Barnhill. They are seeking approval for a restaurant with outdoor seating and expanded outdoor dining area. Barnhill explained that they haven't been at the location

long enough to make any changes and would be doing exact same set-up as previous owners using a couple of benches and tables.

D. <u>Public comment regarding the application:</u>

- 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 7:21 pm.

F. Commission deliberation:

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way and within an existing patio area outside of the right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the proposed business use.

G. Commission action:

Motion by Anderson, second by Gaunt to approve the special land use and site plan request for expanded outdoor dining at 132 Mason Street, contingent upon the following:

- 1. Secure all other applicable approvals from City departments, the fire department and applicable outside agencies.
- 2. Provide all Expanded Outdoor Dining Area checklist items in accordance with Section 154.092 (O)(2)b (license agreement, fee, insurance, food licenses, attestation concerning lighting and reflectors, and attestation concerning tax payments.

Upon roll call vote, motion carried 6-0.

B. <u>128 Hoffman Street</u>: Public Hearing and Site Plan Review for a restaurant with outdoor seating and expanded outdoor dining area. (Roll Call Vote)

Public Hearing Information

A. Hearing is called to order by Vice-Chair Broeker at 7:25 pm.

B. Summary by the Zoning Administrator:

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the use.

The expanded outdoor seating area was approved by the Historic District Commission on April 4. The current proposal is the same as previous seasons, and it includes tables and chairs on the sidewalk area and within two parallel parking spaces. The special land use request includes the following:

- 1. Four square tables with four chairs each are proposed along the sidewalk and tree lawn area.
- 2. Two square tables with four chairs and three round tables with barstools are proposed within the public parking spaces in front of the building.

Previously approved outdoor seating is located outside of the right-of-way directly in front of the building.

The applicant has provided images of the outdoor seating area from previous years, although images show lounge chairs with blue cushions to the west side of the parking spaces. The proposed barriers are black metal with attached LED string lots. The chairs, barstools, and round tables are black, while the square tables have white tops with black legs. A black garbage can is placed in the central area. However, specifications on the sanitation station were not provided.

No significant exterior changes or site improvements are proposed as part of the project. All exterior furniture, planters, stations, and containers will be temporary in nature.

C. Presentation by the Applicant:

The applicant, Tom Arnold, presented the application. He explained the parking situation for the restaurant, clarifying that there are only two parking spots in front of the building and said that the updated site plan shows it taking up 40 feet of space being taken up by fencing, not 50-80 feet. He also mentioned that he has reflectors on the outdoor dining area, with green rectangles noted on the plan indicating their location for safety purposes. This is the same plan used in previous years.

D. <u>Public comment regarding the application:</u>

- 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. <u>Public comment portion closed by the Chair at 7:33 pm.</u>

F. Commission deliberation:

The board went into deliberation and discussed the applicants request for a special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the use.

G. Commission action:

Motion by Gaunt, second by Clark to approve the special land use and revised site plan request for expanded outdoor dining contingent upon the following:

- 1. Demonstrate the compliant placement of electrical cords.
- 2. Secure all other applicable approvals from City departments, the fire department, and applicable outside agencies.
- 3. Provide all Expanded Outdoor Dining Area checklist items in accordance with Section 154.092 (O)(2)b (license agreement and food license).

Upon roll call vote, motion carried 6-0.

7. Communications:

- A. Craig Baldwin
- B. Diane Decker
- C. Ethan Barde
- D. Gary Medler

8. Reports of Officers and Committees:

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

9. Public Comments: None.

10. Commission Comments:

• <u>Bagierek</u>: He had questions regarding outdoor seating areas and if they go to the Zoning Administrator automatically to update their license agreement or do they have concerns about them not getting in on time or if they had a deadline. Cummins explained that the deadline is

- when the business wants to get their seating in place. He said that they also send emails and letters to business owners to let them know the process.
- Anderson: She and Mayor Pro Tem Baldwin attended a public hearing in Lansing on 4/17/24 for Representative Joey Andrews proposed bill on short term rental. There is a bill for short term rental regulations in Michigan, that includes an excise tax that would come back to the cities that they could spend in any way, whether it is on parks or infrastructure, since short term rentals don't pay some of the same taxes as hotels and bed & breakfasts. She thought it was a very interesting experience with the Mayor of New Buffalo, Mayor of Traverse City, a representative of the real estate industry, and travel and lodging, Airbnb, and Expedia all in attendance. Anderson thinks that the bill will probably still be tweaked a bit, and it was hard to gauge when it makes it out of committee. She said that it was great to hear that one of the people who represents an association for Michigan short term rental owners, compliment Saugatuck on their approach to short-term rental.

11. Adjournment:

Motion by Gaunt, second by Bagierek, to approve adjournment of the meeting. Upon voice vote, motion carried 6-0. Vice-chair Broeker adjourned the meeting at 7:41 pm.

Respectfully Submitted,		



MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	May 9, 2024	Meeting Date:	May 16, 2024
Request:	Special Land Use	Applicant:	El Burrito Feliz, Inc.
Address:	322 Culver	Project Name:	El Burrito Feliz
Parcel:	57-300-195-00	Plan Date:	N/A
Lot Size:	0.13 acres	Zoning District:	City Center C-1
Complete:	Yes	Recommendation:	Conditional
Staff:	Ryan Cummins	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the use.

Background

The expanded outdoor seating area was approved by the Historic District Commission on May 2. The applicant provided specifications for the proposed tables, chairs, planters, barrier materials, and lighting.

Four tables with four chairs each are proposed along the sidewalk against the curb, two two-seat tables against the building, and four tables with four chairs each within the on-street parking spaces. The chairs will be steel and have a rounded back with a black powder-coated finish. The tables will be steel-framed and round with a black finish. Umbrellas are not proposed.

Each barrier post will include a solar light fixture and LED rope lighting, which is colorchanging or white. The Menards specification sheet states that the barrier will be green pressuretreated preassembled railing.

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

We were not provided with information about garbage cans and sanitation stations, as well as the location and number of planters. However, no significant exterior changes or site improvements are proposed as part of the project. All exterior furniture, barriers, and accessory items will be temporary in nature.

Review Process and Standards

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 in accordance with Section 154.092 O(2)
- Design standards in accordance with Section 154.092 P

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 building is in existence, and the site is already developed. The overall existing design is harmonious and compatible with nearby properties and land uses. The operation is not anticipated to cause external impacts to neighboring property.

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: This standard is not applicable as the site has already been developed.

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: This standard is not applicable as the site has already been developed.

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: This standard is not applicable as the site has already been developed.

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. Sidewalks are present within the adjacent public right-of-way.

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.

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

Comment: This standard is not applicable.

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: This standard is not applicable as the site has already been developed.

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 as the site has already been developed.

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: Solar lights are incorporated into each barrier post, and LED string lights along the barrier are proposed to illuminate the expanded outdoor dining areas.

K. In approving the site plan, the Planning Commission may recommend that a bond or other financial guarantee of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like (see § 154.173).

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

Special Land Use Standards of Approval

In accordance with Section 154.080, before any special land use permit is granted, the Planning Commission shall make findings of fact based upon competent evidence certifying compliance with the specific regulations governing individual special land uses and, in addition, ensure that the following general standards have been met. Findings related to each standard are provided for consideration by the Planning Commission.

1. In location, size, height and intensity of the principal and/or accessory operations, be compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property;

Comment: As stated earlier, the building is already in existence, and the site is already developed. The proposed outdoor dining areas are not anticipated to cause external impacts to neighboring property. The number, style, and location of tables, chairs, barriers, and lighting do not detract from the overall character of the property and other lots in the vicinity.

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

Comment: Outdoor dining options are consistent with the City's vision and the intent and purpose of the zoning ordinance.

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

Comment: This standard is not applicable as the site has already been developed.

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

Comment: The expanded outdoor seating area is not anticipated to impact public services and facilities.

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 outdoor dining areas are not anticipated to affect neighboring property and will not have an additional impact on public health, safety, and welfare, as well as the social and economic well-being of the community.

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

Comment: Not applicable.

- 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 placement of furniture and materials within the right-of-way will not impact pedestrian traffic routes as long as a sufficient clear area is maintained.

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: This standard is not applicable as the site has already been developed.

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: The use will add to the vibrancy of the downtown area, and the overall existing design is harmonious and compatible with nearby properties and land uses.

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: The operation is not anticipated to cause objectional impacts.

Expanded Outdoor Dining Areas- Section 154.092 (O)(2)

Any lawfully permitted restaurant may utilize an Outdoor Dining Area in a public property or right-of-way (hereafter, "Expanded Outdoor Dining Areas") upon receipt of special land use approval and site plan review pursuant to this Section, regardless of the zoning district. Expanded Outdoor Dining Areas shall be permitted within public rights-of-way or public sidewalks notwithstanding any setback requirements in this chapter to the contrary, provided the standards of this subsection are satisfied.

- a. Standards: Expanded Outdoor Dining Areas shall comply with the following supplemental special use standards:
 - i. The restaurant seeking to utilize the Expanded Outdoor Dining Area shall be in full compliance with this chapter.

Comment: The restaurant complies with the zoning ordinance.

- ii. The Expanded Outdoor Dining Area shall not pose any safety or health concerns and shall be consistent with the general character of the surrounding area.
 - **Comment:** The front dining areas are proposed in appropriate locations. The number, style, and location of tables, chairs, barriers, and lighting will not detract from the overall character of the property and other lots in the vicinity.
- iii. The Expanded Outdoor Dining Area shall only be located in the areas of the public property or public right-of-way authorized by the City (the "Permitted Space"). The Expanded Outdoor Dining Area shall not extend past the building frontage of the Applicant's business.
 - **Comment:** The outdoor dining areas are directly in front of the building, on the edge of the sidewalk, and within the street area. The dining areas do not expand past the tenant's building frontage.
- iv. The Expanded Outdoor Dining Area shall be aesthetically pleasing and consistent with the general character of the surrounding area. Planters, plants, and organic materials are required parts of the Expanded Outdoor Dining Area.
 - **Comment:** The proposed furniture and planters are aesthetically pleasing and consistent with the general character of the surrounding area.
- v. The Expanded Outdoor Dining Area shall be adequately lit by electrical lighting 24 hours per day. Overhead and underground electrical cords are permitted.

Electrical cords may not run along the ground and onto the sidewalk. All llumination shall be appropriately shielded and directed so as to not disturb adjacent uses or vehicular traffic.

Comment: Solar lights are incorporated into each barrier post, and LED string lights along the barrier are proposed to illuminate the expanded outdoor dining areas. The applicant should confirm the compliant placement of electrical cords.

vi. Expanded Outdoor Dining Areas occupying public streets or parking spaces shall be marked with traffic reflectors to promote visibility for traffic.

Comment: The supplemental information states that reflectors will be installed, but no details were provided.

vii. The Expanded Outdoor Dining Area shall be on a fully improved surface of concrete, paver brick, or other solid material. No carpeting or ground coverings of any kind are permitted.

Comment: The dining area is proposed on existing concrete and asphalt surfaces.

viii. The Expanded Outdoor Dining Area shall not interfere with required fire access or any fire department equipment. Fire lanes, fire hydrants, and other fire department connections will not be blocked by the Expanded Outdoor Dining Area.

Comment: Fire department approval is required.

ix. The Expanded Outdoor Dining Area shall not disrupt street or sidewalk drainage or impound water.

Comment: The tables, chairs, and service area will have no impact on drainage.

x. The Expanded Outdoor Dining Area shall be arranged to not interfere with pedestrian travel or the opening of car doors, and the Expanded Outdoor Dining Area shall not unreasonably interfere with the flow of pedestrian or vehicular traffic or the use of adjacent parking spaces.

Comment: The dining area will have no impact on nearby parked vehicles, and sufficient clear area will be preserved.

xi. For all Expanded Outdoor Dining Areas, a five-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction.

Comment: A five-foot clear area is proposed to be maintained and is shown on supplemental materials.

xii. Expanded Outdoor Dining Areas occupying public streets or parking spaces shall have a barrier which clearly defines the perimeter of the area to prevent pedestrians from entering or exiting from the street. Barriers must be made of non-flexible materials, including wood, plastic or metal, but excluding concrete or cinder blocks. Flexible materials, such as rope and canvas, are not permitted.

Comment: Menards railing panels are proposed to surround the dining area within the parking spaces.

xiii. Expanded Outdoor Dining Areas within parallel parking spaces shall not extend more than 8 feet from the face of the curb or exceed 40 feet in length.

Comment: The street dining area is proposed to be eight feet from the face of the curb and 36 feet wide.

xiv. Expanded Outdoor Dining Areas within angled street parking zones shall not extend more than 15 feet from the face of the curb or exceed 40 feet in length.

Comment: Not applicable.

xv. No tents or enclosures are permitted within the Expanded Outdoor Dining Area.

Comment: Ongoing requirement.

xvi. If alcohol is served, the area shall meet all additional applicable local, state, and federal regulations.

Comment: Ongoing requirement.

xvii. No Expanded Outdoor Dining Area shall operate between November 1 and April 1 of each year. All items used in the Expanded Outdoor Dining Area shall be removed from the Permitted Space no later than November 10 of each year and may not be reinstalled until March 20 of each year.

Comment: Ongoing requirement.

xviii. Expanded Outdoor Dining Areas shall comply with all additional applicable local and county ordinances, applicable State laws, applicable building, electrical, and mechanical codes, COVID limitations, and City policies.

Comment: Ongoing requirement.

xix. The City's Department of Public Works shall be allowed access to the Expanded Outdoor Dining Area for any maintenance purposes.

Comment: Ongoing requirement.

xx. The Expanded Outdoor Dining Area shall be kept free of debris and in a neat, clean, safe, reasonable, and orderly condition, and all objects and items located thereon shall be kept in good and safe maintenance and repair.

Comment: Ongoing requirement.

xxi. The Expanded Outdoor Dining Area shall not create a nuisance of any kind.

Comment: Ongoing requirement. Additionally, based on special land use findings, nuisance impacts are not anticipated.

- b. Application Requirements: In addition to the standards set forth in Section 154.083(B), an application for an Expanded Outdoor Dining Area shall include the following:
 - i. A site plan.
 - ii. An executed Revocable License Agreement between the City and Applicant.
 - iii. A one-time application fee and annual fee.
 - iv. Current photos of the front of the business, including the curb strip and parking area.
 - v. Description or photos of proposed barriers, tables, or chairs to be used in the Expanded Outdoor Dining Area.
 - vi. Certificate of Insurance, demonstrating general and product liability coverage in the amount of \$500,000 per person/\$500,000 per incident with the City listed as a named insured.
 - vii. Certificate of umbrella insurance with policy limits of at least \$1,000,000, with the City listed as a named insured.
 - viii. Michigan Liquor Control Commission License (if appliable).
 - ix. Health Department Food Service License (if applicable).
 - x. Attestation form from Applicant, indicating that the Outdoor Dining Area will be lit 24 hours per day by both electrical lighting and traffic reflectors.
 - xi. Written approval from the Fire Department for heating equipment (if applicable).
 - xii. Attestation from Applicant that all property taxes, including personal property taxes, are current.

Comment: The applicant has provided sufficient site plan and operational information for the Planning Commission to make an informed decision. It is recommended that the remaining items on this list be confirmed administratively as a condition of approval.

c. Site Plan.

Comment: The applicant provided a comprehensive site plan showing all necessary and applicable information.

Service of Alcoholic Beverages Standards (Section 154.092 P)

- 1. Any new establishment seeking a license for the sale and consumption of beer, wine, or alcoholic beverages on-premises shall require special land use approval and site plan review in accordance with this division.
- 2. The applicant shall provide a copy of any licensing materials submitted to the Michigan Liquor Control Commission.
- 3. The applicant shall provide a site plan illustrating the proposed location where the alcohol sales would occur, as well as all other locations where on-premises sales presently exist within a one thousand-foot radius of the closest lot lines of the subject site.
- 4. The proposed establishment must promote the city's economic development goals and objectives, and must be consistent with the city's master plan and zoning ordinance.
- 5. Given the character, location, development trends and other aspects of the area in which the proposed use or change in use is requested, the applicant shall demonstrate that the use will: rejuvenate an underutilized property or an identifiable area within the city; provide a unique business model, service, product, or function; add to the diversity of the to the city or to an identifiable area within the city; or, that the addition of the use or proposed change in use will be otherwise a benefit or asset to the city or identifiable area.
- 6. The applicant must demonstrate that the use or change in use as constructed and operated is compatible with the area in which it will be located, and will not have appreciable negative secondary effects on the area, such as:
 - a. Vehicular and pedestrian traffic, particularly during late night or early morning hours that might disturb area residents;
 - b. Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings;
 - c. Excessive numbers of persons gathering outside the establishment; or
 - d. Peak hours of use that add to congestion or other negative effects in the neighborhood.

Comments: The applicant is aware of local and state permitting requirements and has provided a copy of their MLCC approval.

Recommendation

I recommend approval of the special land use and site plan request for expanded outdoor dining contingent upon the following:

- 1. Demonstrate the compliant placement of electrical cords.
- 2. Provide information concerning the type and placement of barrier reflectors.

- 3. Secure all other applicable approvals from City departments, the fire department, and applicable outside agencies.
- 4. Provide all Expanded Outdoor Dining Area checklist items in accordance with Section 154.092 (O)(2)b (license agreement, fees, certificate of insurance, non-expired MLCC license, lighting attestation, and tax attestation).

Application Fee: \$1,000 Escrow Deposit: \$2,000



Special Land Use Application

City of Saugatuck Zoning Code: https://codelibrary.amlegal.com/codes/saugatuck/latest/saugatuck_mi/0-0-0-4355

LOCATION INFORMATION	
Address 322 Culver Street, Unit 2	Parcel Number 03-57-300-195-00
APPLICANTS INFORMATION	
Name_El Burrito Feliz, Inc. #2 f/k/a Loco Burrito, Inc. #5Address / PO	Box 322 Culver Street, Unit 2
	Zip 49453 Phone (616) 510-6131
Interest In Project Lessee	E-Mail mari.mele0114@gmail.com
I agree the statements made in this application and sur zoning permit that may be issued may be void. Further provided with any permit that may be issued. I underst deemed complete and the required fees and escrow de that may be issued is with the understanding all application and all other applicable laws, ordinances and regulation zoning permit application (not a permit) and that a zoning or conveyance of rights in any other statute, building consignature	r, I agree to comply with the conditions and regulations tand that this application will not be processed until it is eposit (if applicable) are paid. Further, I agree the permiable sections of the City of Saugatuck Zoning Ordinance ons will be complied with. Finally, I understand this is ang permit, if issued, does not include any representation
OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)	Date
	ess / PO Box PO Box 189
City Douglas State MI	Zip 49406 Phone (561) 889-3255
E-Mail FredGerigery@gmail.com	ZIPITIONS ()
the statements made in this application and submitted permit that may be issued may be void. Further, I agree with any permit that may be issued. Further, I agree the applicable sections of the City of Saugatuck Zoning O regulations will be complied with. I additionally grant thereof access to the property to inspect conditions, be Finally, I understand this is a zoning permit application not include any representation or conveyance of right restriction or other property rights.	this application for proposed work as my agent. I agree a plans are true, and if found not to be true, any zoning to comply with the conditions and regulations provided a permit that may be issued is with the understanding all ordinance and all other applicable laws, ordinances and city of Saugatuck staff or authorized representatives afore, during, and after the proposed work is completed in (not a permit) and that a zoning permit, if issued, does not a not other statute, building code, fire code, deed not only the proposed work is completed at the proposed work is completed in (not a permit) and that a zoning permit, if issued, does not only the proposed work is code, deed not only the proposed work is completed in (not a permit) and that a zoning permit, if issued, does not only the proposed work is code, deed not only the proposed work is completed in (not a permit) and that a zoning permit, if issued, does not only the proposed work is completed in (not a permit) and that a zoning permit, if issued, does not only the proposed work is completed in (not a permit) and that a zoning permit, if issued, does not only the proposed work is completed in (not a permit) and that a zoning permit is sued.
CONTRACTORS/ DEVELOPERS INFORMATION (UNLESS PROPO	OSED WORK IS TO BE DONE BY THE PROPERTY OWNER)
NameConta	act Name
Address / PO BoxCity_	
StatePhone	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	_
PRO IECT DESCRIPTION (ATTACH MODE SHEETS IE NECESSARY)					

SITE PLAN REQUIREMENTS (SECTION 154.061)

the	Zon	ing Ad	lministrator.
Υ	Ν	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
Zor	ning	Admin	s for final site plan approval shall consist of the following information unless waived by the istrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) t 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;

A) Applications for preliminary site plan approval shall consist of the following information unless waived by

23

Special Land Use Application 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: Front, side and rear views; 1. 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: П 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 SPECIAL LAND USE APPROVAL (SECTION 154.082) Please respond to how the request will meet each of the following standards for special land use: How will the location, size, height and intensity of the principal and/or accessory operations, (1) compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property? (2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter? How will the proposed request compatible with the natural environment and will it conserve natural (3)resources and energy? How will the proposed request consistent with existing and future capabilities of public services and (4)facilities? How will the proposed request protect the public health, safety and welfare as well as the social and (5)

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?

Special Land Use Application

(6)	How will the proposed request create any hazards arising from storage and use of inflammable fluids?
(7)	How will the proposed request 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) Will the property be easily accessible to fire and police?
	(b) Will measures 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?

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:

*Note: Not all questions will apply for all requests.

(1)	How will the elements of the site plan 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? Will the site be so developed as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this chapter?
(2)	How will the landscape 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?
(3)	How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as appropriate, be used to accomplish these purposes?
(4)	How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department?
(5)	How will there 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.)
(6)	How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development 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?
(7)	How will all streets be developed in accordance with city specifications, unless developed as a private road?



Special Land Use Application

(8)	How will appropriate measures be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system? Will provisions 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.
(9)	How will 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).
(10)	How will exterior lighting 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.



Supplemental Expanded Outdoor Dining Area Checklist

☐ Site plan (must include the following):
☐ Bird's eye view map depicting in detail the seating layout ☐ Street level view map depicting in detail the seating layout ☐ Location of trash container and sanitation station ☐ Location of any manhole covers within the space ☐ Barriers used to separate diners from the right-of-way ☐ Heating equipment (if applicable) ☐ Any and all lighting (shall be lit by both electrical lighting and marked with traffic reflectors) ☐ Location of planters, plants, and organic materials ☐ Location of any fire hydrants, lanes, or other fire department connections ☐ Location of any handicapped parking spaces ☐ Other related facilities or appurtenances.
☐ Current photos of the front of the business, including the curb strip and parking area.
\square Certificate of Insurance, demonstrating general and product liability coverage in the amount of \$500,000 per person/\$500,000 per incident with the City listed as a named insured.
\square Certificate of umbrella insurance with policy limits of at least \$1,000,000, with the City listed as a named insured.
☐ Michigan Liquor Control Commission License (if appliable).
☐ Health Department Food Service License (if applicable).
\square Written approval from the Fire Department for heating equipment (if applicable).
☐ Attestation form from Applicant, indicating that the Outdoor Dining Area will be lit 24 hours per day by both electrical lighting and traffic reflectors.
\square Attestation from Applicant that all property taxes, including personal property taxes, are current.



Supplemental Expanded Outdoor Dining Area Narratives

Please respond to how the request will meet each of the following standards for an expanded outdoor dining area:

(1)	The Expanded Outdoor Dining Area shall not pose any safety or health concerns and shall be consistent with the general character of the surrounding area.
(2)	The Expanded Outdoor Dining Area shall only be located in the areas of the public property or public right-of-way authorized by the City (the "Permitted Space"). The Expanded Outdoor Dining Area shall not extend past the building frontage of the Applicant's business.
(3)	The Expanded Outdoor Dining Area shall be aesthetically pleasing and consistent with the general character of the surrounding area. Planters, plants, and organic materials are required parts of the Expanded Outdoor Dining Area.
(4)	The Expanded Outdoor Dining Area shall be adequately lit by both electrical lighting and marked with traffic reflectors 24 hours per day to promote visibility for traffic. Overhead and underground electrical cords are permitted. Electrical cords may not run along the ground and onto the sidewalk. All illumination shall be appropriately shielded and directed so as to not disturb adjacent uses or vehicular traffic.
(5)	The Expanded Outdoor Dining Area shall be on a fully improved surface of concrete, paver brick, or other solid material. No carpeting or ground coverings of any kind are permitted.



(6)	The Expanded Outdoor Dining Area shall not interfere with required fire access or any fire department equipment. Fire lanes, fire hydrants, and other fire department connections will not be blocked by the Expanded Outdoor Dining Area.
(7)	The Expanded Outdoor Dining Area shall not disrupt street or sidewalk drainage or impound water.
(8)	The Expanded Outdoor Dining Area shall be arranged to not interfere with pedestrian travel or the opening of car doors, and the Expanded Outdoor Dining Area shall not unreasonably interfere with the flow of pedestrian or vehicular traffic or the use of adjacent parking spaces.
(9)	For all Expanded Outdoor Dining Areas, a five-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction.
(10	A barrier must be placed around the Expanded Outdoor Dining Area, which clearly defines the perimeter of the area to prevent pedestrians from entering or exiting from the street. Barriers must be made of non-flexible materials, including wood, plastic or metal, but excluding concrete or cinder blocks. Flexible materials, such as rope and canvas, are not permitted.
(11	Expanded Outdoor Dining Areas within parallel parking spaces shall not extend more than 8 feet from the face of the curb or exceed 40 feet in length.



(12) m	Expanded Outdoor Dining Areas within angled street parking zones shall not extend ore than 15 feet from the face of the curb or exceed 40 feet in length.
— (13) —	No tents or enclosures are permitted within the Expanded Outdoor Dining Area.
(14) re	If alcohol is served, the area shall meet all additional applicable local, state, and federal gulations.
Pe	No Expanded Outdoor Dining Area shall operate between November 1 and April 1 of och year. All items used in the Expanded Outdoor Dining Area shall be removed from the ermitted Space no later than November 10 of each year and may not be reinstalled until arch 20 of each year.
	Expanded Outdoor Dining Areas shall comply with all additional applicable local and unty ordinances, applicable State laws, applicable building, electrical, and mechanical des, COVID limitations, and City policies.
 (17) Di	The City's Department of Public Works shall be allowed access to the Expanded Outdoor ning Area for any maintenance purposes.
	The Expanded Outdoor Dining Area shall be kept free of debris and in a neat, clean, safe, asonable, and orderly condition, and all objects and items located thereon shall be kept in od and safe maintenance and repair.

LIOU DE MICHIGAN NO OS CONTROL COMMISSION CONTROL C

Department of Licensing and Regulatory Affairs

STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

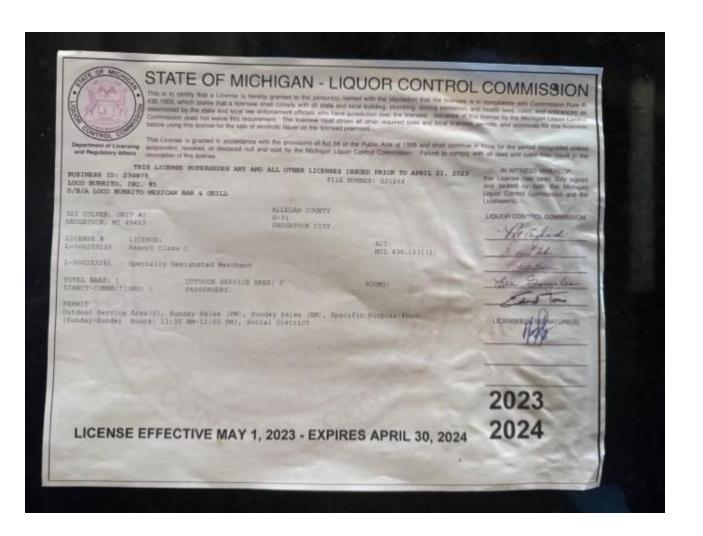
This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

THIS LICENSE SUI BUSINESS ID: 239875 LOCO BURRITO, INC. #5 D/B/A LOCO BURRITO MEXICAN BAR	PERSEDES ANY AND ALL OTHER	LICENSES ISSUED PRIOR TO FILE NUMBER:		IN WITNESS WHEREOF, this License has been duly signed and sealed by both the Michigan Liquor Control Commission and the Licensee(s).
		ALLEGAN COUNTY		LIQUOR CONTROL COMMISSION
322 CULVER, UNIT #2 SAUGATUCK, MI 49453		G-31 SAUGATUCK CITY		
LICENSE # LICENSE: L-000253240 Resort Clas	s C	ACT MCL	: 436.1531(2)	- Kristin Beltzer
L-000253241 Specially D	esignated Merchant			Las to
TOTAL BARS: DIRECT-CONNECTIONS:	OUTDOOR SERVICE AREA: 2 PASSENGERS:	ROOMS	:	- Copen
PERMIT Outdoor Service Area(2), Sunday (AM), Specific Purpose(Food) [S				LICENSEE(S) SIGNATURE(S)

LICENSE EFFECTIVE MAY 1, 2024 - EXPIRES APRIL 30, 2025

20242025





CERTIFICATE OF LIABILITY INSURANCE

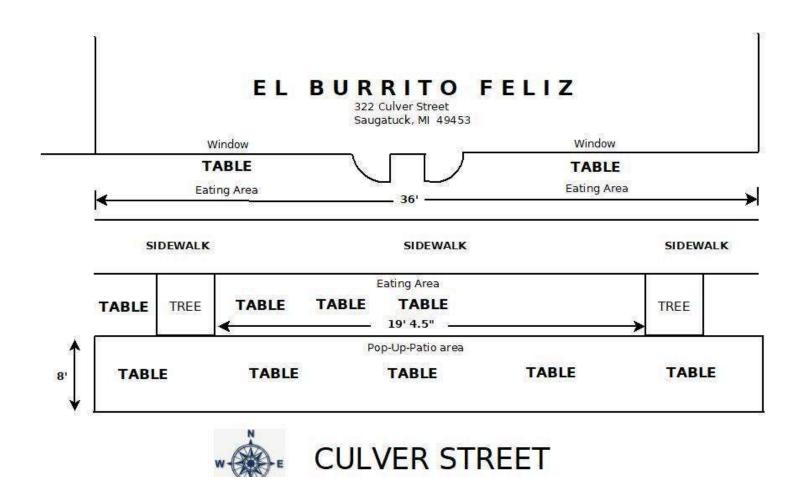
DATE (MM/DD/YYYY) 3/19/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

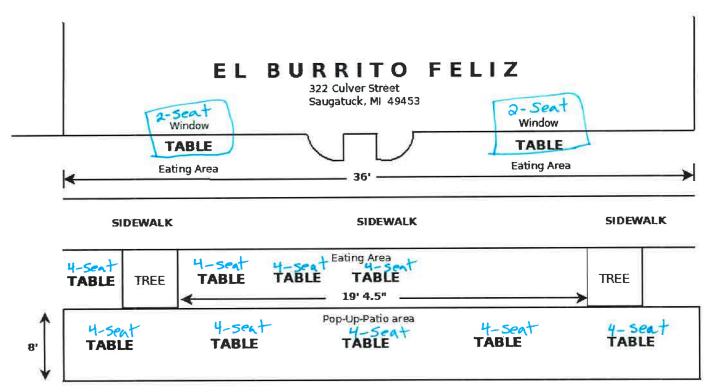
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the noticy(les) must have ADDITIONAL INSURED provisions or be endorsed

If	SUBROGATION IS WAIVED, subject is certificate does not confer rights to	to ti	ne ter	rms and conditions of th	e polic	y, certain po	olicies may r		rsement	. A sta	atement on	
PRODUCER				CONTACT John McAdams								
Willis Murphy Advantage Insurance Agency					PHONE (A/C, No, Ext): 513-867-4808 (A/C, No): 219-924-8770							
300 High Street Suite 101					(A/C, No, Ext): 513-507-4608 (A/C, No): 219-924-6770 E-MAIL ADDRESS: mcadams@wm-advantage.com							
	milton OH 45011											
110					INSURER(S) AFFORDING COVERAGE						NAIC#	
INSU	BED.			LOCOBUR-04	INSURER A: Liberty Mutual							
	Burrito Feliz 2 Inc.			2000201101	INSURER B:							
	2 Culver St #2				INSURE							
Saugatuck MI 49453						INSURER D:						
						INSURER E :						
					INSURER F:							
				NUMBER: 1050092337				REVISION NUM				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. INST POLICY EFF POLICY EXP												
INSR LTR	TYPE OF INSURANCE	INSD	WVD	POLICY NUMBER		(MM/DD/YYYY)	(MM/DD/YYYY)		LIMIT	s		
Α	X COMMERCIAL GENERAL LIABILITY	Υ		BKA58767581		5/20/2023	5/20/2024	EACH OCCURRENCE		\$ 1,000	,000	
	CLAIMS-MADE X OCCUR							DAMAGE TO RENT PREMISES (Ea occu	LD urrence)	\$ 300,0	00	
								MED EXP (Any one	person)	\$ 15,000		
								PERSONAL & ADV	INJURY	\$1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREC	SATE	\$2,000	,000	
	X POLICY PRO- JECT LOC							PRODUCTS - COM	P/OP AGG	\$2,000	,000	
	OTHER:									\$		
Α	AUTOMOBILE LIABILITY			BAA58767581		5/20/2023	5/20/2024	COMBINED SINGLE (Ea accident)	LIMIT	\$1,000	,000	
	ANY AUTO	ANY AUTO							Y INJURY (Per person) \$			
	OWNED SCHEDULED						BODILY INJURY (Per accident) \$		\$			
	X HIRED X NON-OWNED							PROPERTY DAMAG (Per accident)		\$		
	AUTOS ONLY AUTOS ONLY							(Per accident)		\$		
Α	X UMBRELLA LIAB X OCCUR			USO58767581		5/20/2023	5/20/2024	EAGU COOLIDDEN	25	\$ 1,000	000	
	X OCCUR EXCESS LIAB CLAIMS-MADE			00000707001		0,20,2020	0/20/2021	AGGREGATE		\$ 1,000	,000	
	CEATIVIS-IVIADE							AGGREGATE		\$		
Α	DED RETENTION \$ 0			XWS58767581		5/20/2023	5/20/2024	PER STATUTE	OTH- ER	Đ		
, ,	AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE		AW336707361		3/20/2023	3/20/2024			\$1,000	000		
	OFFICER/MEMBER EXCLUDED?	N/A						E.L. EACH ACCIDENT		\$ 1,000		
	(Mandatory in NH) If yes, describe under							E.L. DISEASE - EA E				
Α	DÉSCRIPTION OF OPERATIONS below Liquor Liability			BKA58767581		5/20/2023	5/20/2024	E.L. DISEASE - POLICY LIMIT			1,000,000	
^	Liquoi Liability			BNA30707301		3/20/2023	3/20/2024			1,000	,000	
	CRIPTION OF OPERATIONS / LOCATIONS / VEHICL of Saugatuck is an Additional Insured v				le, may be	e attached if more	e space is require	ed)				
CERTIFICATE HOLDER					CANCELLATION							
City of Saugatuck 102 Butler Street					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.							
PO Box 86 Saugatuck MI 49453					AUTHORIZED REPRESENTATIVE Chew CM-64							

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TABLE

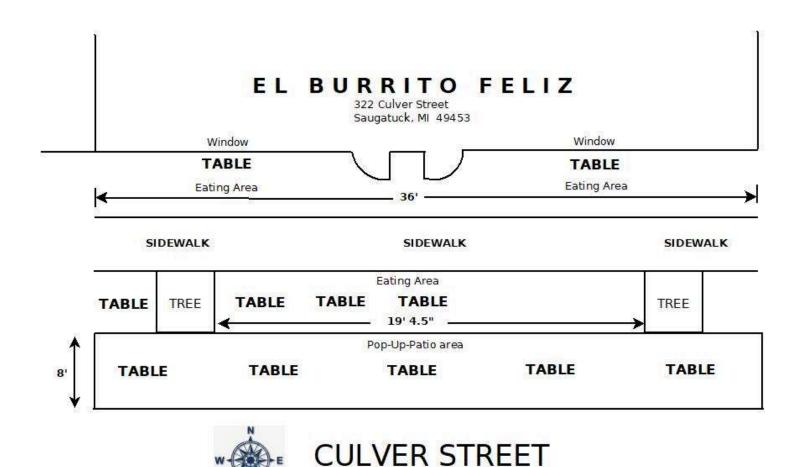




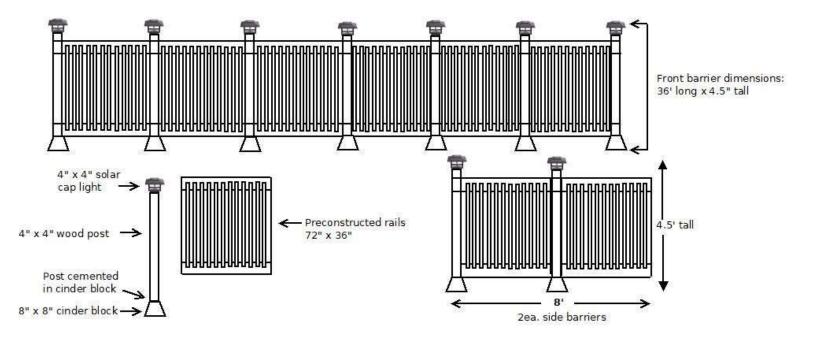
CULVER STREET

All tables are 4 seats, except the two tables against the building, they are 2 seats.

TABLE



TABLE



El Burrito Feliz -- PuP front and side barriers

- * Construction materials and dimensions
- * Lighting plan for 24 hrs./day useage



Store# 3520 HOLL 572 E. 16th Street

05/07/23

Holland, MI 49423 FAX: (616) 396-5916

EMAIL: HOLLBuildingMaterials@menards.com

Sold By: Online Sale Purchase Date: 05/05/23

Location:

GUEST NAME - ADDRESS - PHONE

Karns, Diane PO Box 92 DOUGLAS, MI 49406 Ph#(616) 437-3803

EMAIL: dkarns@ccmichigan.com

JOB DESC:



GATE PASS COPY - PICKING TICKET

PAGE 1 OF 1

QTY SOLD	DESCRIPT	ION			SKU NUMBER	UNIT PRICE	EXTENDED PRICE	QTY PICKED-UP	QTY NOT PICKED-UP
9 EACH		RAILING	TRTD-W/O	BRKTS	111-3845	50.55	454.95	0	9

Size: 72 W x 34 H

Color: NA

72" x 34" Green Pressure Treated Preassembled Railing

SUB-TOTAL

454.95







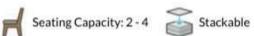


Features

- Simple seating solution for patios and outdoor dining areas
- Durable, powder coated steel construction
- Mesh tabletop allows for easy cleaning
- Incorporated umbrella hole makes it easy to shade your customers from the sun
- Chairs can be stacked for easy, space-saving storage

Certifications





Lancaster Table & Seating Harbor Black 36" Square Outdoor Standard Height Table with Ornate Legs and 4 Arm Chairs

#427SO3636B4A

Item#: 427SO3636B4A	Qty:
Project:	
Approval:	Date:





Technical Data	
Length	36 Inches
Width	36 Inches
Height	30 Inches
Chair Width	17 Inches
Chair Depth	23 Inches
Chair Height	34 Inches
Height Style	Standard Height
Seat Height	17 1/2 Inches 4.2

Umbrella Hole Diameter	2 Inches	
Arms	With Arms	
Arms	WILLI ATINS	

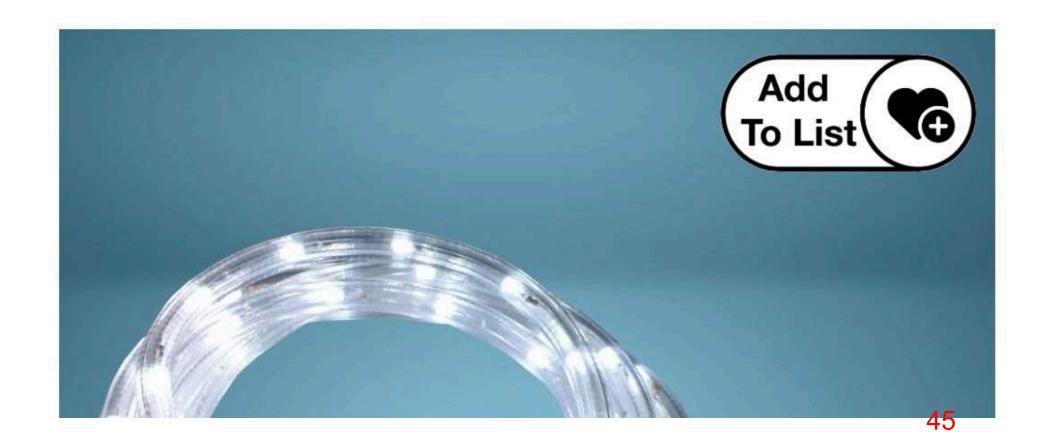
© 2024 Lancaster Table & Seating

Assembled	Assembly Required	
Back	With Back	
Chair Weight Capacity	300 lb.	
Color	Black	
Features	Stackable Umbrella Hole	
Finish	Powder-Coated	
Frame Color	Black	
Frame Material	Steel	
Included Chaire	A Chaire	43

Included Chairs	H CHalls
Installation Type	Freestanding
Padded Seat	Without Padded Seat
Seat Color	Black
Seat Material	Steel
Seat Type	Mesh
Shape	Square
Style	Arm Chair
Table Seating Capacity	2 - 4 Chairs
Tabletop Material	Mesh
Туре	Table / Chair Sets

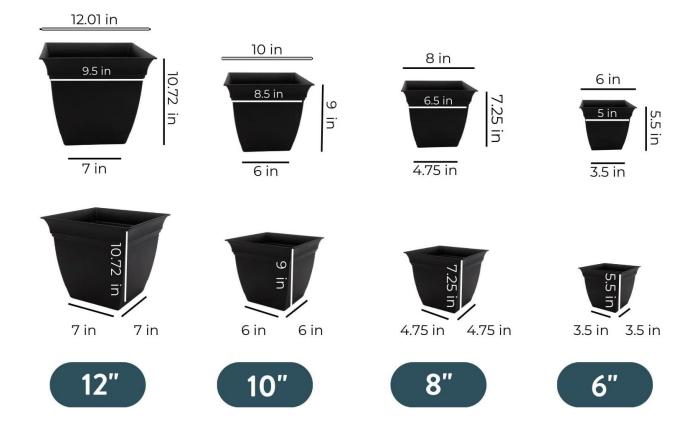
Patriot Lighting® 12' Color Changing LED Chasing Rope Light

Model Number: CL-TRL12RGB | Menards ® SKU: 3462241





ECLIPSE PRODUCT SIZES











MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	May 9, 2024	Meeting Date:	May 16, 2024
Request:	Special Land Use	Applicant:	Rebecca Fuller
Address:	201 Culver	Project Name:	New Holland Brewing Co.
Parcel:	57-170-003-00	Plan Date:	N/A
Lot Size:	0.10 acres	Zoning District:	Water Street South C-2
Complete:	Yes	Recommendation:	Conditional
Staff:	Ryan Cummins	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests special land use and site plan approval for a restaurant with expanded outdoor seating within the sidewalk area of the public right-of-way. The purpose of this memo is to provide a compliance review related to all applicable zoning standards and requirements and to assist the Planning Commission with developing findings related to special land use and site plan standards and specific requirements for the use.

Background

The expanded outdoor seating area was approved by the Historic District Commission on May 2. The applicant provided specifications for the proposed tables, chairs, barrier materials, and lighting.

Two six-seat tables are proposed within an on-street dining area. The proposed tables have a grey metal top with black posts, and grey metal chairs are proposed. The barrier is constructed of horizontal rough-cut timbers with black metal posts, and it is the same as used for three previous seasons. String lighting with white bulbs is proposed around the perimeter.

A small hand sanitizer station is proposed, and an existing garbage can is shown to the corner of the dining area along the sidewalk. No significant exterior changes or site improvements are proposed as part of the project. All exterior furniture, barriers, and accessory items will be temporary in nature.

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

Review Process and Standards

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 in accordance with Section 154.092 O(2)
- Design standards in accordance with Section 154.092 P

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 building is in existence, and the site is already developed. The overall existing design is harmonious and compatible with nearby properties and land uses. The operation is not anticipated to cause external impacts to neighboring property.

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: This standard is not applicable as the site has already been developed.

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: This standard is not applicable as the site has already been developed.

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: This standard is not applicable as the site has already been developed.

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. Sidewalks are present within the adjacent public right-of-way.

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.

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

Comment: This standard is not applicable.

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: This standard is not applicable as the site has already been developed.

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 as the site has already been developed.

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: String lighting with white bulbs is proposed around the perimeter of the barrier to illuminate the expanded outdoor dining area.

K. In approving the site plan, the Planning Commission may recommend that a bond or other financial guarantee of ample sum be furnished by the developer to ensure compliance for such requirements as drives, walks, utilities, parking, landscaping and the like (see § 154.173).

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

Special Land Use Standards of Approval

In accordance with Section 154.080, before any special land use permit is granted, the Planning Commission shall make findings of fact based upon competent evidence certifying compliance with the specific regulations governing individual special land uses and, in addition, ensure that the following general standards have been met. Findings related to each standard are provided for consideration by the Planning Commission.

1. In location, size, height and intensity of the principal and/or accessory operations, be compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property;

Comment: As stated earlier, the building is already in existence, and the site is already developed. The proposed outdoor dining area is not anticipated to cause external impacts to neighboring property. The number, style, and location of tables, chairs, barriers, and lighting do not detract from the overall character of the property and other lots in the vicinity.

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

Comment: Outdoor dining options are consistent with the City's vision and the intent and purpose of the zoning ordinance.

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

Comment: This standard is not applicable as the site has already been developed.

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

Comment: The expanded outdoor seating area is not anticipated to impact public services and facilities.

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 outdoor dining area is not anticipated to affect neighboring property and will not have an additional impact on public health, safety, and welfare, as well as the social and economic well-being of the community.

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

Comment: Not applicable.

- 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 placement of tables, chairs, and barriers will not impact pedestrian traffic routes because they will be limited to the street area and not the sidewalk.

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: This standard is not applicable as the site has already been developed.

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: The use will add to the vibrancy of the downtown area, and the overall existing design is harmonious and compatible with nearby properties and land uses.

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: The operation is not anticipated to cause objectional impacts.

Expanded Outdoor Dining Areas- Section 154.092 (O)(2)

Any lawfully permitted restaurant may utilize an Outdoor Dining Area in a public property or right-of-way (hereafter, "Expanded Outdoor Dining Areas") upon receipt of special land use approval and site plan review pursuant to this Section, regardless of the zoning district. Expanded Outdoor Dining Areas shall be permitted within public rights-of-way or public sidewalks notwithstanding any setback requirements in this chapter to the contrary, provided the standards of this subsection are satisfied.

- a. Standards: Expanded Outdoor Dining Areas shall comply with the following supplemental special use standards:
 - i. The restaurant seeking to utilize the Expanded Outdoor Dining Area shall be in full compliance with this chapter.

Comment: The restaurant complies with the zoning ordinance.

ii. The Expanded Outdoor Dining Area shall not pose any safety or health concerns and shall be consistent with the general character of the surrounding area.

Comment: The front dining area is proposed in an appropriate location. The number, style, and location of tables, chairs, barriers, and lighting will not detract from the overall character of the property and other lots in the vicinity.

iii. The Expanded Outdoor Dining Area shall only be located in the areas of the public property or public right-of-way authorized by the City (the "Permitted Space"). The Expanded Outdoor Dining Area shall not extend past the building frontage of the Applicant's business.

Comment: The outdoor dining area is directly in front of the building within the street area. The dining area does not expand past the tenant's building frontage.

iv. The Expanded Outdoor Dining Area shall be aesthetically pleasing and consistent with the general character of the surrounding area. Planters, plants, and organic materials are required parts of the Expanded Outdoor Dining Area.

Comment: The proposed furniture and planters are aesthetically pleasing and consistent with the general character of the surrounding area.

v. The Expanded Outdoor Dining Area shall be adequately lit by electrical lighting 24 hours per day. Overhead and underground electrical cords are permitted. Electrical cords may not run along the ground and onto the sidewalk. All llumination shall be appropriately shielded and directed so as to not disturb adjacent uses or vehicular traffic.

Comment: String lighting with white bulbs is proposed around the perimeter to illuminate the expanded outdoor dining area. The applicant stated that the power cords would be run overhead.

vi. Expanded Outdoor Dining Areas occupying public streets or parking spaces shall be marked with traffic reflectors to promote visibility for traffic.

Comment: Reflectors are shown on the images provided of the barriers.

vii. The Expanded Outdoor Dining Area shall be on a fully improved surface of concrete, paver brick, or other solid material. No carpeting or ground coverings of any kind are permitted.

Comment: The dining area is proposed on the existing street surface.

viii. The Expanded Outdoor Dining Area shall not interfere with required fire access or any fire department equipment. Fire lanes, fire hydrants, and other fire department connections will not be blocked by the Expanded Outdoor Dining Area.

Comment: Fire department approval is required.

ix. The Expanded Outdoor Dining Area shall not disrupt street or sidewalk drainage or impound water.

Comment: The tables, chairs, and barriers will have no impact on drainage.

x. The Expanded Outdoor Dining Area shall be arranged to not interfere with pedestrian travel or the opening of car doors, and the Expanded Outdoor Dining Area shall not unreasonably interfere with the flow of pedestrian or vehicular traffic or the use of adjacent parking spaces.

Comment: The dining area will have no impact on nearby parked vehicles, and sufficient clear area will be preserved.

xi. For all Expanded Outdoor Dining Areas, a five-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction.

Comment: Since the service area will be within the street, the sidewalk will not be affected.

xii. Expanded Outdoor Dining Areas occupying public streets or parking spaces shall have a barrier which clearly defines the perimeter of the area to prevent

pedestrians from entering or exiting from the street. Barriers must be made of non-flexible materials, including wood, plastic or metal, but excluding concrete or cinder blocks. Flexible materials, such as rope and canvas, are not permitted.

Comment: The barrier to surround the dining area is constructed of horizontal rough-cut timbers with black metal posts. It is the same as used for the previous three seasons.

xiii. Expanded Outdoor Dining Areas within parallel parking spaces shall not extend more than 8 feet from the face of the curb or exceed 40 feet in length.

Comment: The street dining area is proposed to be eight feet from the face of the curb and 18 feet wide.

xiv. Expanded Outdoor Dining Areas within angled street parking zones shall not extend more than 15 feet from the face of the curb or exceed 40 feet in length.

Comment: Not applicable.

xv. No tents or enclosures are permitted within the Expanded Outdoor Dining Area.

Comment: Ongoing requirement.

xvi. If alcohol is served, the area shall meet all additional applicable local, state, and federal regulations.

Comment: Ongoing requirement.

xvii. No Expanded Outdoor Dining Area shall operate between November 1 and April 1 of each year. All items used in the Expanded Outdoor Dining Area shall be removed from the Permitted Space no later than November 10 of each year and may not be reinstalled until March 20 of each year.

Comment: Ongoing requirement.

xviii. Expanded Outdoor Dining Areas shall comply with all additional applicable local and county ordinances, applicable State laws, applicable building, electrical, and mechanical codes, COVID limitations, and City policies.

Comment: Ongoing requirement.

xix. The City's Department of Public Works shall be allowed access to the Expanded Outdoor Dining Area for any maintenance purposes.

Comment: Ongoing requirement.

xx. The Expanded Outdoor Dining Area shall be kept free of debris and in a neat, clean, safe, reasonable, and orderly condition, and all objects and items located thereon shall be kept in good and safe maintenance and repair.

Comment: Ongoing requirement.

xxi. The Expanded Outdoor Dining Area shall not create a nuisance of any kind.

Comment: Ongoing requirement. Additionally, based on special land use findings, nuisance impacts are not anticipated.

- b. Application Requirements: In addition to the standards set forth in Section 154.083(B), an application for an Expanded Outdoor Dining Area shall include the following:
 - i. A site plan.
 - ii. An executed Revocable License Agreement between the City and Applicant.
 - iii. A one-time application fee and annual fee.
 - iv. Current photos of the front of the business, including the curb strip and parking area.
 - v. Description or photos of proposed barriers, tables, or chairs to be used in the Expanded Outdoor Dining Area.
 - vi. Certificate of Insurance, demonstrating general and product liability coverage in the amount of \$500,000 per person/\$500,000 per incident with the City listed as a named insured.
 - vii. Certificate of umbrella insurance with policy limits of at least \$1,000,000, with the City listed as a named insured.
 - viii. Michigan Liquor Control Commission License (if appliable).
 - ix. Health Department Food Service License (if applicable).
 - x. Attestation form from Applicant, indicating that the Outdoor Dining Area will be lit 24 hours per day by both electrical lighting and traffic reflectors.
 - xi. Written approval from the Fire Department for heating equipment (if applicable).
 - xii. Attestation from Applicant that all property taxes, including personal property taxes, are current.

Comment: The applicant has provided sufficient site plan and operational information for the Planning Commission to make an informed decision. It is recommended that the remaining items on this list be confirmed administratively as a condition of approval.

c. Site Plan.

Comment: The applicant provided a comprehensive site plan showing all necessary and applicable information.

Service of Alcoholic Beverages Standards (Section 154.092 P)

- 1. Any new establishment seeking a license for the sale and consumption of beer, wine, or alcoholic beverages on-premises shall require special land use approval and site plan review in accordance with this division.
- 2. The applicant shall provide a copy of any licensing materials submitted to the Michigan Liquor Control Commission.
- 3. The applicant shall provide a site plan illustrating the proposed location where the alcohol sales would occur, as well as all other locations where on-premises sales presently exist within a one thousand-foot radius of the closest lot lines of the subject site.
- 4. The proposed establishment must promote the city's economic development goals and objectives, and must be consistent with the city's master plan and zoning ordinance.
- 5. Given the character, location, development trends and other aspects of the area in which the proposed use or change in use is requested, the applicant shall demonstrate that the use will: rejuvenate an underutilized property or an identifiable area within the city; provide a unique business model, service, product, or function; add to the diversity of the to the city or to an identifiable area within the city; or, that the addition of the use or proposed change in use will be otherwise a benefit or asset to the city or identifiable area.
- 6. The applicant must demonstrate that the use or change in use as constructed and operated is compatible with the area in which it will be located, and will not have appreciable negative secondary effects on the area, such as:
 - a. Vehicular and pedestrian traffic, particularly during late night or early morning hours that might disturb area residents;
 - b. Noise, odors, or lights that emanate beyond the site's boundaries onto property in the area on which there are residential dwellings;
 - c. Excessive numbers of persons gathering outside the establishment; or
 - d. Peak hours of use that add to congestion or other negative effects in the neighborhood.

Comments: The applicant is aware of local and state permitting requirements and has provided a copy of their MLCC approval.

Recommendation

I recommend approval of the special land use and site plan request for expanded outdoor dining contingent upon the following:

- 1. Secure all other applicable approvals from City departments, the fire department, and applicable outside agencies.
- 2. Provide all Expanded Outdoor Dining Area checklist items in accordance with Section 154.092 (O)(2)b (license agreement, fees, non-expired MLCC license, non-expired food license).

Application Fee: \$1,000 Escrow Deposit: \$2,000



Special Land Use Application

City of Saugatuck Zoning Code: https://code@very.amlegal.com/codes/saugatuck/tatest/saugatuck/esto-0-0-0355

LOCATION INFORMATION
Address 201 (UNUF St. Saugatick Parcel Number
APPLICANTS INFORMATION
Name Replace Fuller Address I PO Box 1844 Commerce Ct City Holland Some MI Top 49424 Phone 440.227.1854 Interest in Project Tristing Roem Manager E-Mail Viruler @ nowhilland brew.com
I agree the statements made in this application and submitted plans are true, and if found not to be true, any zoning permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provided with any permit that may be issued. I understand that this application will not be processed until it is deemed complete and the required fees and escrow deposit (if applicable) are paid. Further, I agree the permit that may be issued is with the understanding all applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable taws, ordinances and regulations will be complied with. Finally, I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, does not include any representation or conveyance for inguts in any other statute, building code, line code, deed restriction or other property rights. Signature Date 3.13.24
OWNERS INFORMATION (# DIFFERENT FROM APPLICANTS)
Name Diane Cenner Properties Lec MIZP 49442 Phone 810.240.8017 E-Mail
I hereby authorize the applicant listed above to make this application for proposed work as my agent. I agree the statements made in this application and submitted plans are true, and if found not to be true, any zonic permit that may be issued may be void. Further, I agree to comply with the conditions and regulations provide with any permit that may be issued. Further, I agree the permit that may be issued is with the understanding applicable sections of the City of Saugatuck Zoning Ordinance and all other applicable laws, ordinances a regulations will be complied with. I additionally grant City of Saugatuck staff or authorized representative thereof access to the property to inspect conditions, before, during, and after the proposed work is complete thereof access to the property to inspect conditions, before, during, and that a zoning permit, if issued, definally. I understand this is a zoning permit application (not a permit) and that a zoning permit, if issued, definition or other property rights.
Signature Date 3/27/24
ONTRACTORS/ DEVELOPERS INFORMATION (JULIES PROPOSED WORK IS TO BE DONE BY THE PROPERTY OWNER)
OMITEUR CHORAGO DE LA
Name New Holland Bruwing Co. Contact Name Dave White Address I PO Box 1867 Control Control Offing Holland Address I PO Box 1867 Control Offing Holland
Address / PO Box 199 / Address / Address / Po Box 199 / Address / Po



Special Land Use Application

Waterfront ____ Historic District ___ Dunes ____ Vacant ____

PROPERTY INFORMATION

Depth 59ff Width 20ff Size 1,100Sqff Zoning District WSS C-2Current Use Business 7

Check all that apply:

Waterfront Historic District Dunes Vacant

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

SITE PLAN REQUIREMENTS (SECTION 154.061)

	A) A	App	licati	One for any it
	the	Żor	ning /	Ons for preliminary site plan approval shall consist of the following information unless waived by Administrator.
	1	N	NA	
			0/	Property dimensions
			D	Significant vegetation
			D	Water courses and water bodies, including human-made surface drainage ways
			D	Existing public right-of-way, pavements and/or private easements
1			D	Existing and proposed uses, buildings, structures and parking areas
			Ø	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
			Ø	A north arrow
_	III IO.	ig A	Admi	ns for final site plan approval shall consist of the following information unless waived by the nistrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) at a scale of not less than one inch equals ten feet, shall include:
Y	1 1	V	NA	Dimensions of sure sets of the total site sure
_			d d	Dimensions of property of the total site area,
_			d d	Contours at 2-foot intervals
			1	Locations of all buildings
	,	,	Ø	Other structures on adjacent properties within 100 feet of the property, including those located across the street from the property
0		1 1		Parking areas
		1)	d	Driveways
		J	d	Required and proposed building setbacks
		Ţ	2	Location of abutting streets and proposed alignment of streets, drives and easements serving the development, including existing rights-of-way and pavement widths;
		E	1	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;
		E	1	Location and dimensions of parking areas, including computations of parking requirements, typical parking space dimensions, including handicapped spaces, and aisle widths;
П		E	1	Proposed water supply and wastewater systems locations and sizes;
	0	e	1	Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
7	П			Proposed common open spaces and recreational facilities, if applicable:
			(Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
]		Ø		Signs, including type, locations and sizes;

Sau	gatuck	Sp	ecial Land Use Application
0 00			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:
		a	 Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and 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.
TAND	ARDS	For	SPECIAL LAND USE APPROVAL (SECTION 154.082)
(1) $-\frac{1}{4}(2)$ $-\frac{1}{4}(3)$ $-\frac{1}{4}$	Hor pro Ny Horac Hove Hove Hove Hove Hove Hove Hove Hove	w will apter?	The pop up patio takes up one parking spot arrecting to the taking from the proposed request consistent with, and will promote the intent and purpose of this aguest will help the New Holland taking from the new hours and help promote increased towns in a the proposed request compatible with the natural environment and will it conserve natural and energy? The proposed request consistent with existing and future capabilities of public services and the proposed request consistent with existing and future capabilities of public services and
(4) Det (5)	faci Hov	v will to	the proposed request protect the public health, safety and welfare as well as the social and covell-being of those who will use the land use or activity, residents, businesses and
世	ne	Lin	ers immediately adjacent and the city as a whole? HO WILL Bring More fourist down our road and bring more business to surrounding businesses

Special Land Use Application (6)How will the proposed request create any hazards arising from storage and use of inflammable fluids? (7)How will the proposed request 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: Will the property be easily accessible to fire and police? Will measures be taken as to not create or add to any hazardous traffic condition? is, we have the exact measurements from How will the proposed request be of such a design and impact that the location and height of (8)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? much smaller than Surrounding How will the nature, location, size and site layout of proposed request be a harmonious part (9)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? tourists to take a break while

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

(10)

located?

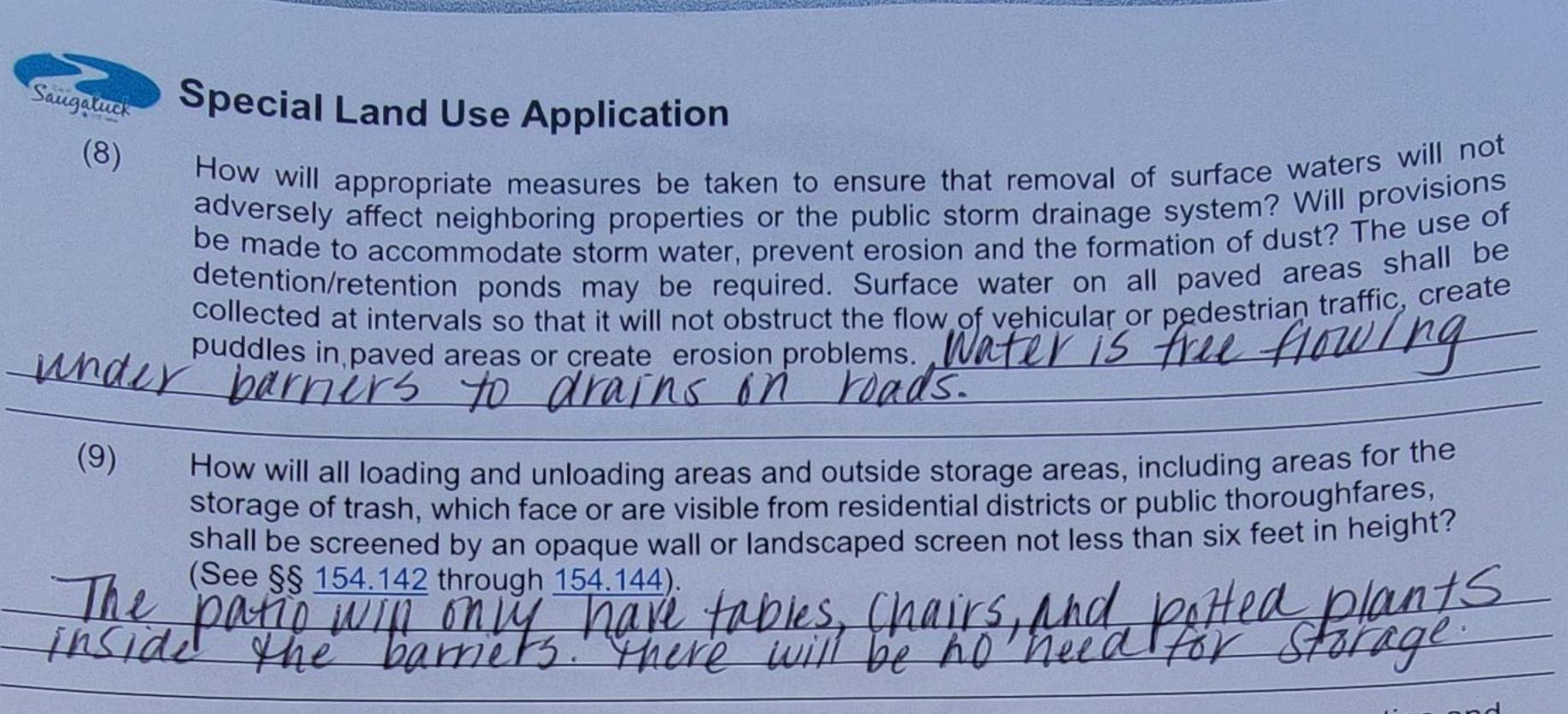
00023

STANDARDS FOR SITE PLAN APPROVAL (SECTION 154.063)

Please respond to each of the following questions by explaining how the proposed development will meet the standards for site plan approval:

*Note: Not all questions will apply for all requests.

(1)	How will the elements of the site plan 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? Will the site be so developed as not to impede the normal and orderly
The Lpark	development or improvement of surrounding property for uses permitted in this chapter? P patio is the a non-permanent structure that takes up ng space with onwelv liated steel Ganchions with fine bands
(2)	those areas of vegetation or making those alterations to the topography which are reasonably
10 Y	ng Will be changed in landscaping. We are adding
(3)	How will the site plan provide reasonable visual and sound privacy for all dwelling units located therein? How will fences, walks, barriers and landscaping shall be used, as
provi	appropriate, be used to accomplish these purposes? The Steel and pine barner des 48 in tall usual barrier for quests sitting at
tables	
(4)	How will all buildings or groups of buildings be arranged so as to permit necessary emergency vehicle access as required by the Fire Department? The potto 15 open
and	directly in front of the tasting room.
(5) Cirque	How will there 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.) We are particularly on a partitude pedestrian traffic? (All federal, state and local barrier free requirements shall be met.) In the particularly of pedestrian traffic? (All federal, state and local barrier free requirements shall be met.)
(6)	How will the arrangement of public or common ways for vehicular and pedestrian circulation be connected to existing or planned streets and pedestrian or bicycle pathways in the area? Will streets and drives which are part of an existing or planned street pattern serving adjacent development 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?
(7) NO	How will all streets be developed in accordance with city specifications, unless developed as a private road? Street Mudifications necessary



How will exterior lighting 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.

The lights will be in at all times amund outside barner into lights will avoid electron to the form.



Supplemental Expanded Outdoor Dining Area Checklist

Site plan (must include the following):
Bird's eye view map depicting in detail the seating layout Street level view map depicting in detail the seating layout Location of trash container and sanitation station Location of any manhole covers within the space N/H Barriers used to separate diners from the right-of-way Heating equipment (if applicable) N/H Any and all lighting (shall be lit by both electrical lighting and marked with traffic reflectors) Location of planters, plants, and organic materials Location of any fire hydrants, lanes, or other fire department connections N/H Location of any handicapped parking spaces N/M Other related facilities or appurtenances.
Current photos of the front of the business, including the curb strip and parking area.
Certificate of Insurance, demonstrating general and product liability coverage in the amount of \$500,000 per person/\$500,000 per incident with the City listed as a named insured.
Certificate of umbrella insurance with policy limits of at least \$1,000,000, with the City listed as a named insured. N/A
Michigan Liquor Control Commission License (if appliable).
Health Department Food Service License (if applicable).
Written approval from the Fire Department for heating equipment (if applicable). N/A
Attestation form from Applicant, indicating that the Outdoor Dining Area will be lit 24 hours per day by both electrical lighting and traffic reflectors.
Attestation from Applicant that all property taxes, including personal property taxes, are current.



Supplemental Expanded Outdoor Dining Area Narratives

Please respond to how the request will meet each of the following standards for an expanded outdoor dining area:

(1) The Expanded Outdoor Dining Area shall not pose any safety or health concerns and shall be consistent with the general character of the surrounding area.
The barriers around the patro are made from pine and Steel to ensure safety of guests seated inside.
(2) The Expanded Outdoor Dining Area shall only be located in the areas of the public property or public right-of-way authorized by the City (the "Permitted Space"). The Expanded Outdoor Dining Area shall not extend past the building frontage of the Applicant's business.
Our patio 15 located in the one parking space in front of our business.
(3) The Expanded Outdoor Dining Area shall be aesthetically pleasing and consistent with the general character of the surrounding area. Planters, plants, and organic materials are required parts of the Expanded Outdoor Dining Area.
The pop up patio is the same materials and layout as our previous 3 years. Norming outlandish but assthetian pleasing with pottled plants. The Expanded Outdoor Dining Area shall be adequately lit by both electrical lighting and
marked with traffic reflectors 24 hours per day to promote visibility for traffic. Overhead and underground electrical cords are permitted. Electrical cords may not run along the ground and onto the sidewalk. All illumination shall be appropriately shielded and directed so as to not disturb adjacent uses or vehicular traffic.
All lighting will be on 24 hours, a day and plugged into an overhead cord not on the ground. Plugged
) The Expanded Outdoor Dining Area shall be on a fully improved surface of concrete, paver brick, or other solid material. No carpeting or ground coverings of any kind are permitted.
No ground ower. Only asphalt from the parking



→ FST 1868
(6) The Expanded Outdoor Dining Area shall not interfere with required fire access or any fire department equipment. Fire lanes, fire hydrants, and other fire department connections will not be blocked by the Expanded Outdoor Dining Area.
Patio Will not interfere with fire access or fire department equipment
(7) The Expanded Outdoor Dining Area shall not disrupt street or sidewalk drainage or impound water.
The barrier allows water to drain down road into Sewer.
(8) The Expanded Outdoor Dining Area shall be arranged to not interfere with pedestrian travel or the opening of car doors, and the Expanded Outdoor Dining Area shall not unreasonably interfere with the flow of pedestrian or vehicular traffic or the use of adjacent parking spaces.
The patro is the exact size of one parking space directly in front of our building. No interference
(9) For all Expanded Outdoor Dining Areas, a five-foot wide, unobstructed space must be maintained on the sidewalk at all times to prevent pedestrian traffic obstruction.
the patio is at least that footage and does not obstruct sidewark.
(10) A barrier must be placed around the Expanded Outdoor Dining Area, which clearly defines the perimeter of the area to prevent pedestrians from entering or exiting from the street. Barriers must be made of non-flexible materials, including wood, plastic or metal, but excluding concrete or cinder blocks. Flexible materials, such as rope and canvas, are not permitted.
Dur parnier is made of powder conted steel Stanchions with pine pourds
(11) Expanded Outdoor Dining Areas within parallel parking spaces shall not extend more than 8 feet from the face of the curb or exceed 40 feet in length.
Our parto is 95.9 in by 211e in, Within the parameters



(12) Expanded Outdoor Dining Areas within angled street parking zones shall not extend more than 15 feet from the face of the curb or exceed 40 feet in length.
(13) No tents or enclosures are permitted within the Expanded Outdoor Dining Area.
(14) If alcohol is served, the area shall most all additions to the served of the area shall most all additions to the served of the area shall most all additions to the served of the area shall most all additions to the served of the area shall most all additions to the served of the area shall most all additions to the area shall most all a
(14) If alcohol is served, the area shall meet all additional applicable local, state, and federal regulations. Regulations met Mucc licensing attaned
(15) No Expanded Outdoor Dining Area shall operate between November 1 and April 1 of each year. All items used in the Expanded Outdoor Dining Area shall be removed from the Permitted Space no later than November 10 of each year and may not be reinstalled until March 20 of each year. Patro will be up from June to October
(16) Expanded Outdoor Dining Areas shall comply with all additional applicable local and county ordinances, applicable State laws, applicable building, electrical, and mechanical codes, COVID limitations, and City policies. Compliance followed.
The City's Department of Public Works shall be allowed access to the Expanded Outdoor Dining Area for any maintenance purposes. At any time. It is wide open from Sidewalls
The Expanded Outdoor Dining Area shall be kept free of debris and in a neat, clean, safe, reasonable, and orderly condition, and all objects and items located thereon shall be kept in good and safe maintenance and repair.
Our team Will Keep netdoor space Clean at all times.



NEWHOLL-01

CIVESON

DATE (MM/DD/YYYY)

CERTIFICATE OF LIABILITY INSURANCE

4/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CONTACT BHS Insurance - Holland PHONE (A/C, No, Ext): (616) 396-2000 2822 Westshore Drive FAX (A/C, No): (616) 574-3317 Holland, MI 49424 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Cincinnati Insurance Company 10677 INSURED INSURER B : Eastern Alliance Ins Group 10724 **New Holland Brewing Company** INSURER C: 684 Commerce Ct. INSURER D: Holland, MI 49424 INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADDL SU		POLICY EFF	POLICY EXP	LIMIT	•
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	X	ETD 0549894	(MACOITTY)	9/1/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person)	\$ 1,000,000 \$ 500,000 \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROLICY LOC					PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	\$ 1,000,000 \$ 2,000,000 \$ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY X AUTOS ONLY X AUTOS ONLY X AUTOS ONLY		ETD 0549894	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ 1,000,000 \$ \$ \$
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION \$ 0		ETD 0549894	9/1/2022	9/1/2023	EACH OCCURRENCE AGGREGATE	\$ 10,000,000 \$ 10,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	0000137221	1/1/2023	1/1/2024	X PER OTH- ER EL EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L DISEASE - POLICY LIMIT	1 000 000
A	Hired Auto Phys Dmg Liquor Liability		ETD 0549894 ETD 0549894	9/1/2022 9/1/2022		Max Vehicle Value Limit	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) City of Saugatuck is listed as additional insured relative to general liability per the insured's policy form.

The second second second second			
OFDI	IFICA	TE U	OLDER
CERI	IFICA		OLDEN

CANCELLATION

City of Saugatuck 102 Butler St Saugatuck, MI 49453 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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To whom it may concern:

My name is Rebecca Fuller, and I am writing to attest for New Holland Brewing Company's expanded outdoor dining area checklist.

- A. Our Outdoor patio area will be lit 24 hours a day by both electrical lights around the top of the barrier and by traffic reflectors on the side of the barrier. The electrical lights will be supplied by an overhead cord.
- B. All our property taxes are paid and current.

Expires: 04/30/2024

Responsible Party and Address:

DAVE WHITE

684 COMMERCE CT

HOLLAND MI 49424-2913

Issued To: NEW HOLLAND SPIRITS
201 CULVER ST UNIT 3
SAUGATUCK MI 49453-5106

State of Michigan

Department of Agriculture & Rural Development
Food and Dairy Division

SFE-0303-237963

FOOD SERVICE - FIXED ESTABLISHMENT

Display for Public View

MICHICALY COLUMN ON THE RESIDENCE OF THE PARTY OF THE PAR

Kathleen Angerer Acting Director Issued by the Michigan Department of Agriculture and Rural Development to operate a Food Service Establishment in accordance with provisions of Act 92, P.A. of 2000, as amended,

This license is not transferrable.

Fallure to post in a conspicuous place is a misdemeanor, (See Section 4119)

Notify the Local Health Department before a change of ownership. (See Section 4123)

Direct Inquiries to the Allegan County Health Department

Expires: 04/30/2024

Issued To: NEW HOLLAND SPIRITS
201 CULVER ST UNIT 3
SAUGATUCK MI 49453-5106

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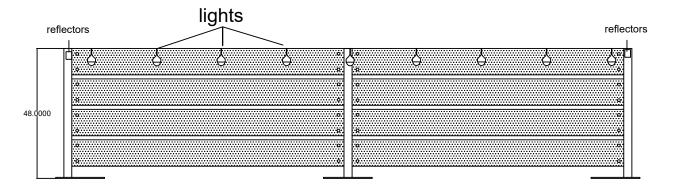
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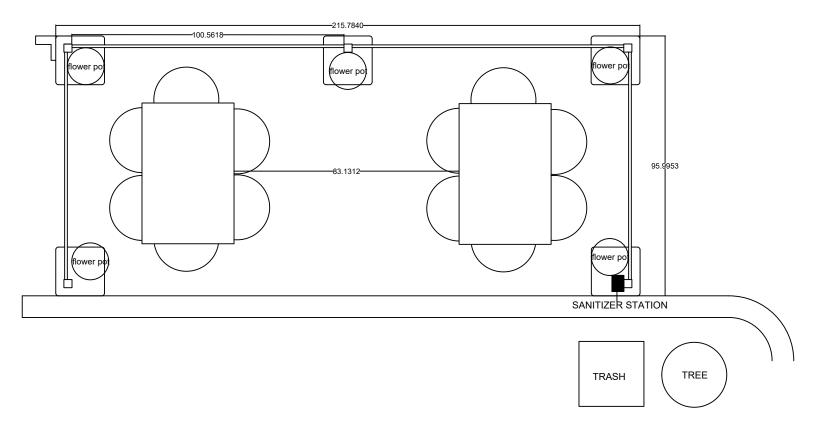
Responsible Party and Address:

DAVE WHITE 684 COMMERCE CT HOLLAND MI 49424-2913

STREET VIEW



TOP VIEW















STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission Rule R 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

Department of Licensing and Regulatory Affairs

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated unless suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

THIS	LICENSE	SUPERSEDES	ANY	AND	ALL	OTHER	LICENSES	ISSUED	PRIOR	TO	APRIL	7.	2023

BUSINESS ID: 0265063

201 CULVER ST, UNIT 3

FILE NUMBER:

NEW HOLLAND BREWING COMPANY, L.L.C.

D/B/A NEW HOLLAND SAUGATUCK

ALLEGAN COUNTY

G-31

SAUGATUCK CITY

LICENSE # LICENSE:

SAUGATUCK, MI 49453-5106

accented.

ACT:

L-000422032 Off-Premises Tasting Room

TOTAL BARS: 0

OUTDOOR SERVICE AREA: 1

ROOMS:

DIRECT-CONNECTIONS: 0

PASSENGERS:

PERMIT

Sunday Sales (AM), Sunday Sales (PM), Outdoor Service Area(1), Social District

IN WITNESS WHEREOF, this License has been duly signed

and sealed by both the Michigan Liquor Control Commission and the Licensee(s).

LIQUOR CONTROL COMMISSION

Demolohu

See Dongales

LICENSEE(S) SIGNATURE(S)

20232024

LICENSE EFFECTIVE MAY 1, 2023 - EXPIRES APRIL 30, 2024

NEW HOLLAND BREWING COMPANY, L.L.C.
NEW HOLLAND SAUGATUCK
684 &
690 COMMERCE CT,
HOLLAND, MI 49424-2913





MEMORANDUM

City of Saugatuck Planning Commission

Memo Date:	May 9, 2024	Meeting Date:	May 16, 2024
Request:	B&B Sign	Applicant:	Mark Lodenstein
Address:	350 Mason Street	Project Name:	Porches on Mason Sign
Parcel:	57-300-156-00	Plan Date:	April 4, 2024
Lot Size:	.31 acres	Zoning District:	Center Residential R-4
Complete:	Yes	Recommendation:	Approval
Staff:	Ryan Cummins	Consultant:	David M. Jirousek, AICP

Overview

The applicant requests a freestanding sign for a proposed bed and breakfast establishment. Section 154.022 (R) of the Zoning Ordinance requires Planning Commission approval.

Background

A bed and breakfast establishment is a permitted land use in the Center Residential R-4 zoning district. The overall project did not trigger a formal site plan review by the Planning Commission, and the building received zoning and building permit approval for construction. Work is underway, and the applicant wishes to install a small freestanding sign in the front yard.

Bed and Breakfast Freestanding Signs

Section 154.022 (R) includes regulations for bed and breakfast establishments, and paragraph (5) includes a sign allowance:

The B&B operation may include a wall sign, attached flat against the front face of the dwelling, not to exceed two square feet in area. The sign shall be non-illuminated and designed and constructed consistent with the architectural and aesthetic character of the dwelling to which the sign shall be affixed. In lieu of a wall sign, the Planning Commission may permit a free-standing sign, not to exceed four square feet. (See § 154.141 and Chapter 152).

102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453 Phone: 269-857-2603 • Website: <u>www.saugatuckcity.com</u> City of Saugatuck Planning Commission 350 Mason May 9, 2024 Page 2

Comment: The applicant has proposed a freestanding sign that will be placed parallel to the road. The sign is proposed to be four square feet and four feet in height overall. It is not proposed to be illuminated. The sign face and posts are white, and the coloring is neutral. The sign design, size, appearance, and scale are consistent with the architectural and aesthetic character of the building. The proposed sign is not anticipated to negatively affect the neighborhood and surroundings.

Freestanding Sign Requirements

Section 154.141 D, paragraphs 2-5, includes additional general freestanding sign requirements.

2. Freestanding signs shall not exceed 12 feet in height from the grade of the sidewalk to the upper most point of the sign. If no sidewalk is present, then the measurement shall be taken to the grade of the nearest public or private road;

Comment: The sign is proposed to be four feet in height.

3. Freestanding signs shall be located at least five feet from any property line;

Comment: The sign is proposed to be constructed five feet from the public right-of-way.

4. Freestanding signs shall be located at least 25 feet from any other freestanding sign;

Comment: There appear to be no other freestanding signs within 25 feet of the proposed sign location.

5. Freestanding signs shall be placed in a manner as to not create a traffic vision obstruction;

Comment: The sign is sufficiently separated from the driveway and is not anticipated to create a traffic vision obstruction when entering or exiting the driveway.

Recommendation

The proposed sign complies with all applicable sign requirements, and I recommend approval of the freestanding sign for the Porches on Mason.

Permanent Sign Fee: \$75



Sign Application

LOCATION INFORMATION	and the desired of the second	APF	PLICATION NUMBER
Address 350 Mason Street		Parcel Numb	oer 500-300-156-00
APPLICANTS INFORMATION	A SHOP BOOK AND A SHE		The Company of the Residence of the Company of the
Name Mark Lodenstein	Address / Po	O Box 940 Mo	nroe Avenue NW, #458
City Grand Rapids	State_MI	Zip_49503	Phone 616-293-5036
Interest In Project Owner Signature Mach June		E-Mail _mloo	denstein@gmail.com
Signature Mach June			Date <u>4/15/24</u>
OWNERS INFORMATION (IF DIFFERENT FRO			
Name Porches On Mason LLC	Addı	ress / PO Box	940 Monroe Avenue NW, #458
City Grand Rapids	State_MI	_ _{Zip_} 49503	Phone 616-293-5036
E-Mail host@porchesonmason.c	om		
all applicable laws and regulations of the City of Sau the property to inspect conditions, by fore, during, an	igatuck. I additionally g	rant City of Saugatuck ork is completed.	posed work as my agent and we agree to conform to staff or authorized representatives thereof access to DateDate
PROPERTY INFORMATION			
Building Width 45' Propert	y Width	Currer	nt Use Bed & Breakfast
Historic District No			
SIGN DESCRIPTION (ATTACH MORE SHEE	TS IF NECESSARY)		
Type: Permanent_XTempo	orary	Attached	Detached X
Proposed Size(s) > 4sq ft Illumin	ation No	Dates to be	displayed
Further Comments: See attached drawings			

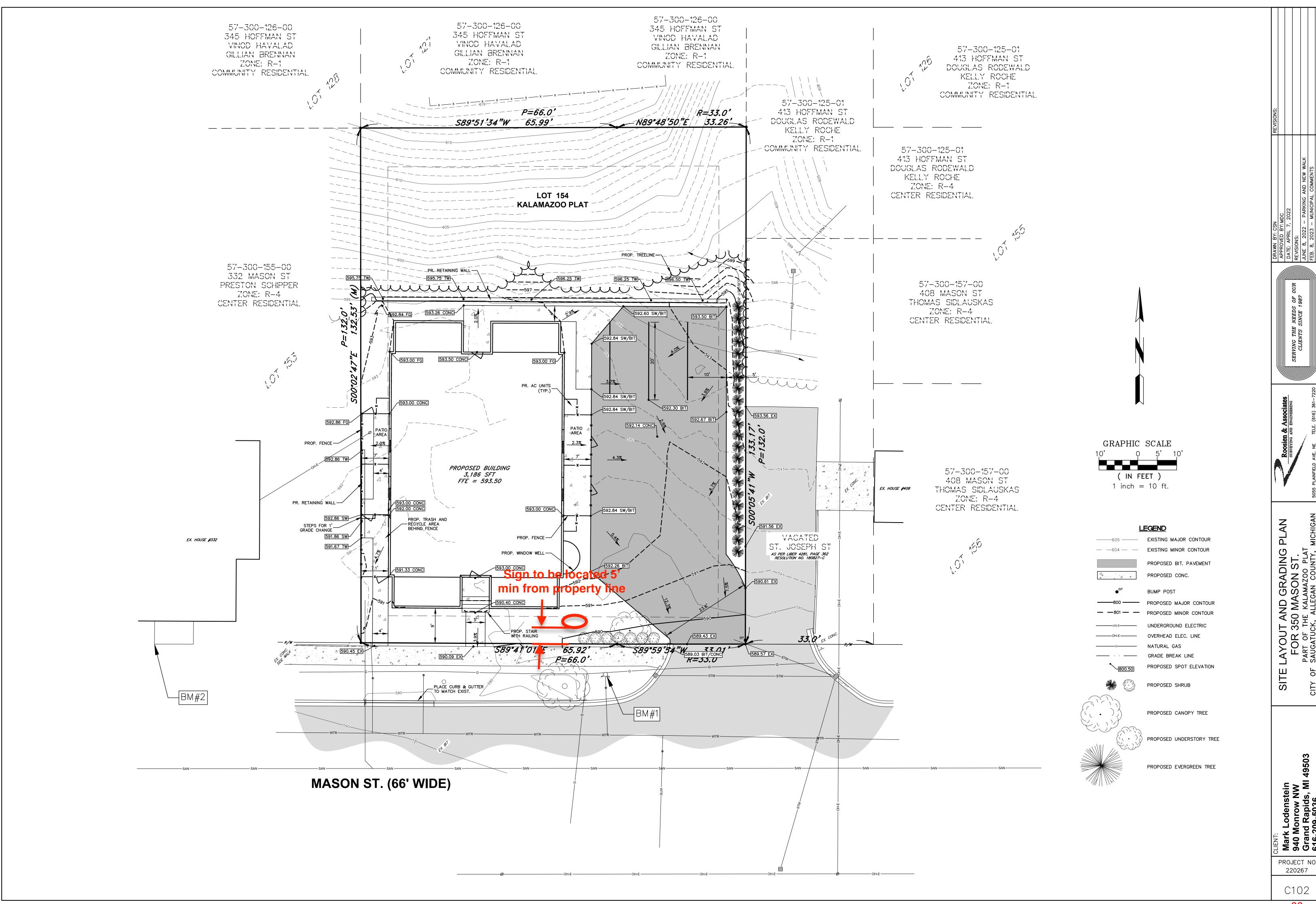


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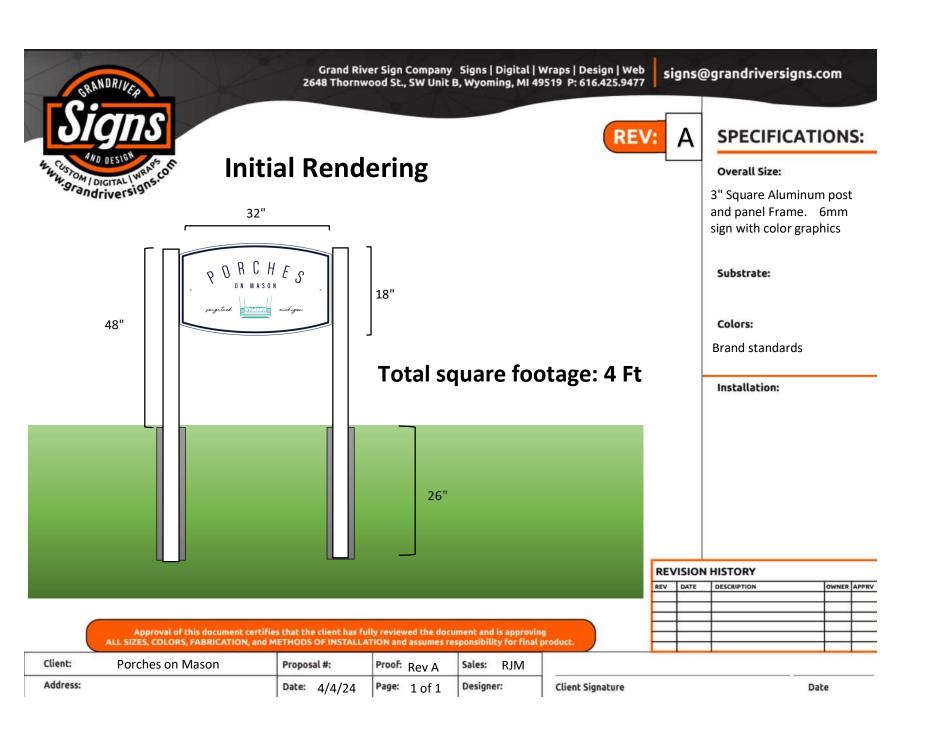
PLEASE INCLUDE THE FOLLOWING INFORMATION

Pursuant to Section 154.141, please attach the following supporting documents when applying for sign approval N NA Photographs of the structure including any signage to remain Dimensions of any signs on the property to remain Plot plan showing the following: Location, shape, area and dimension of the lot 0 Current site improvements (including structures, sidewalks, decks, streets, fences, etc) Location of any proposed and existing detached signs Samples of all proposed exterior finishes and materials (if located within Historic District) Ø A scaled drawing of all proposed signage, including design, lettering style, type of illumination (if any), placement or location on the lot or building, and the type of support(s) for the sign(s)

OFFICE USE ONLY Date Application Notes:			Date F	ee Paid		
		- Calletter		Here was the last of		
			Carrier Continues of the Assessment			
Tares Total Committee Sunday					 arkoner teknologi ordrini disabili	









City Manager, Planning, Zoning and Project Report May 13, 2024

Interim City Manager

Dredging

- The Army Corps of Engineers provided the following update:
 - "The contractor slated for Saugatuck is currently dredging in Muskegon. We added some quantity to that contract which pushed them out slightly. The most recent schedule update we have gotten from the contractor has them mobilizing to Saugatuck in mid-late May and competing towards the end of June. I will provide an update to you when we get closer to the contractor demobilizing from Muskegon and we can set up a time to meet at the placement site to go over logistics."

Roundabout Construction

- Construction of the new roundabout at Blue Star/Old Allegan is ongoing. Work is expected to continue until late July.
- The City and Township continue to be responsive to concerns.
- The CVB designed and installed signage to help locals and visitors know that businesses along Blue Star remain open and accessible.
- The Sheriff's Office has been able to evaluate the first set of radar sign data. The vast majority of vehicles are going at or near the speed limit. The Sheriff's Office will continue their presence and enforcement efforts in the area.
- Staff is evaluating signage and options to restrict semi-traffic.

Village Square Playground

- Staking by a surveyor was requested per the settlement agreement. Coordinated Nederveld staking the previous playground footprint. They previously staked the playground features.
- The community build was held May 6-8 and went fantastic! The volunteers were able to finish their portion ahead of schedule. A huge thank you to each volunteer for their many hours of time and hard work that will serve many for years to come.
- The Historic District Commission (HDC) re-approved the additional features and movement of the canoe. Due to concerns with tree impacts, the spinner feature was removed from the HDC request and is being evaluated further.

- Sinclair Recreation will be working on installing the remaining features and checking for safety.
- DPW will be working to install sand, mulch, restore the lawn, and irrigation. An opening date will be announced when it is ready.

Blue Star Trail

- C2AE continues their design work and is working through the necessary MDOT approvals.
- Plans for the pallet sign and traffic signal at the Lake/Blue Star intersection were reviewed by Council at the May 8 workshop. A vote on the plans, renderings, and traffic signal grant opportunity is scheduled for May 13.

AT&T

- State Historic Preservation Office (SHPO) approvals remain pending. AT&T submitted alternate analysis documentation to SHPO to review.
- The Pokagon Band of Potawatomi Indians provided comments.
- The Match-E-Be-Nash-She-Wish Band of Pottawatomi Indians recently provided comments as well.
- SHPO has responded with additional questions and comments for AT&T to consider and respond to. I talked with the project manager for AT&T to discuss some of the comments and questions. I will be meeting with AT&T next week to discuss further so their consultants can prepare a response.
- AT&T's decision on the City's agreement request remains pending resolution of SHPO approval.

Updated Water/Sewer Agreements

- A framework for an updated water agreement has been prepared and sent to KLSWA for consideration. Still awaiting KLSWA to send the draft of the updated water agreement for further review.
- The KLSWA board is planning on a special meeting on May 17 at 10a to discuss.

Airport Property and Old Landfill

- At the March 20 workshop, Council discussed a potential donor for airport property improvements and a request for evaluation of cross-country trails at the landfill property.
- Based on Council feedback:
 - Staff met with the donor to discuss expectations they have in making a donation for airport property improvements. Conservation of portions of the property is important to them.
 - Staff met with the Outdoor Discovery Center to discuss conservation easement options. Staff also evaluated the amount of Public Works time and ongoing maintenance costs that may be needed.

- Staff and the Township met to discuss an agreement to conduct due diligence required to install cross country trails at the landfill property. An engineering proposal has been requested from Fleis and Vandenbrink.
- Council discussed the Outdoor Discovery Center proposal further at the May 8 workshop.

Budget and Capital Improvements

- The proposed budget for 2024-2025 was presented at the April 17 workshop meeting. A
 copy of the presentation and draft budget is on the City website:
 https://www.saugatuckcity.com/treasurer.html
- Staff is requesting that Council set a public hearing on the budget on June 10.

Miscellaneous

- Met with Saugatuck Township Manager to discuss items of mutual interest.
- Met with the CVB to discuss insurance for July 5 fireworks.
- Attended a networking dinner at Wickwood Inn.
- Attended Phyllis Yff's retirement party. Congratulations to Phyllis!
- Held a Department Head team meeting.

Planning and Zoning

- Prepared for and attended Historic District regular and special meetings.
- STR Enforcement Plan Implementation
 - Granicus is making good progress on setting up the address identification and compliance module. Training on the system will take place soon.
 - Created a "Good Neighbor Guide". Attached is a copy.
- Met and talked with several property owners and applicants to answer questions and provide resources.
- Continued follow-up on complaints of code violations throughout the City.
- While serving in dual roles, I plan to provide the detailed list of casework on a monthly basis at the first regular meeting of each month.

	Pla	nning and Zoning Casework
		Enforcement was pending of hardscaping in ROW. Report back to City Council for further policy direction occurred at September 20 workshop meeting. Formal policy and ordinance amendments were approved by
560 Mill and 860 Simonson	Enforcement	Council on January 22. Forwarded amended ordinance, formal policy, and application to both property owners to apply for approval. 860 Simonson applied and Council discussed at May 8 workshop. Corresponded with 560 Mill who is still working on submitting.
665 Spear	Relocate home and addition.	Met with concerned neighbor. Discussed project plans and status. MTS recently did rough in inspections. Allegan County is inspecting monthly for soil and erosion compliance. Forwarded concerns to Allegan County. Asked engineer to inspect site for any stormwater concerns.
640 Water	Inquiry	Met with contractor and HDC Chair to discuss historic and zoning questions as they evaluate options for property.
439 Butler	Enforcement	Sent inquiry to owner to find out status of removing mural. Property manager is waiting on temperatures to stay consistently warmer to avoid brick damage.
1050 Holland	Enforcement	Curb cut still not closed as condition of permit. Talked with owner. Owner is working on obtaining contractor to close.
940 Pleasant	New Home	Met with owner to review updated new home plans. Answered questions.
449 Water	Enforcement	Picnic tables placed on Mary. Condition of special land use approval is that pavers are required. Revocable license agreement for tables in this area still needed as well. E-mailed owner to remove.
415 Lake St	Short Term Rental	STR app. Renewing. Owner did not sign making application incomplete. E-mailed agent to have owner sign as required by the ordinance. Owner signed. Sent to Fire Department for inspection. Failed. Reinspection invoice sent and paid. Still pending.
660 Lake	Short Term Rental	STR app. New. Lake Street district. Sent to Fire Department for inspection. Failed. Reinspection invoice sent.
132 Mason	Outdoor Seating	Special land use and historic district app for outdoor dining on private property and the street. PC and HDC approved. Pending Council approval of revocable license agreement.
383 Dunegrass	Water Connection	Water connection application. Sent to Fire Department and engineer to review. Need plans revised based on feedback.
650 Campbell	Land Use Determination	Formal request for land use determination. Reviewed submittal and historical records. Drafted response and sent to legal to review. Working on further updates to the draft.
245 Spear	Short Term Rental	STR license app for ADU. New. Community Residential district. SLU approval already obtained. Sent to Fire Department for inspection. Failed. Sent reinspection invoice. Paid. Pending reinspection.
1035 Holland	Short Term Rental	STR license app. Existing STR. Need local agent within 25 miles. Local agent info received. Sent to Fire Department for inspection.
821 Allegan	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.

	Plann	ing and Zoning Casework Cont.
		SLU and HDC app for street dining. HDC approved. Scheduled for PC
322 Culver	Outdoor Seating	meeting.
582 Campbell	Inquiry	Answered questions regarding PUDs and zoning.
720 Butler #13	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.
868 Holland	Sign	Sign app for attached wall sign. Need frontage and illumination details. Too large. Revised sign plan received and sent to Chair to review.
344 Francis	Short Term Rental	STR license app. Existing STR. Sent to Fire Department for inspection.
201 Culver	Outdoor Seating	SLU and HDC app for street dining. HDC approved. Scheduled for PC meeting.
350 Mason	Sign	Sign app for freestanding sign for bed and breakfast. Ordinance requires PC approval as it is now a wall sign. Scheduling for May PC meeting.
421 Water	Short Term Rental	STR license app. Existing STR. Rear unit behind retail. Need fee paid. Paid. Sent to Fire Department for inspection.
408 Mason	Short Term Rental	STR license app. New STR. City Center Transitional Residential district. Sent to Fire Department for inspection.
295 Park St	Short Term Rental	STR license app for STR with expired certificate. Sent to Fire Department for inspection.
336 Park	Short Term Rental	STR license app for STR with expired certificate. Sent to Fire Department for inspection.
340 Park	Short Term Rental	STR license app for STR with expired certificate. Also included accessory building on app. Corresponded with owner. Separate ADU app provided. Will be rented under single contract. Sent to Fire Department for inspection.
807 Lake #10	Short Term Rental	STR license application. New STR. Resort district. Need attestation signed and local agent details clarified. Also need fee.
203 Grand	New Garage/ADU	Zoning app to demolish current garage and build new with living space above. Need full lot coverage, gross floor area of living space, proof of independent cooking and bathing facilities.
403 Water	Enforcement	Complaint of sandwich board sign in ROW, not in front of business. Found no permit. Also found attached sign installed without permit. E-mailed business with regulations and sign app. Business owner expressed displeasure with regulations and not being able to place signs down the street and continued to place signs without application or permit. Issued civil infraction notice. Business also removed no parking signs placed by DPW for community build. Law enforcement made contact with business and addressed.
215 Butler	Exterior Work	HDC app to modify screening and replace front door. Per Chair, scheduled for June HDC meeting.
109 Park	New Deck/Pavilion	Zoning app to construct a lake side pavilion. Need lot area, lot coverage, setbacks shown, and possibly floor area ratio. Portion possibly in floodplain. E-mailed applicant for additional items.

	Plann	ing and Zoning Casework Cont.
109 Butler	Enforcement	New business installed signs without permits. E-mailed owner to apply.
200 20.0.0.		Tables and chairs in right of way without permit. No current revocable
		license agreement. Sent letters and e-mails advising of regulations last
		year and this year. E-mailed owner to remove tables and chairs and apply
202 Butler	Enforcement	for required permits.
120 Mary	Exterior Work	Historic District and Zoning app for renovations, conversion of accessory building to pool house, installation of pool and hot tub. HDC denied due to work not meeting guidelines.
329-339 Culver	Lift Gate	HDC app for barrier lift gate near entrance to parking lot. Permits issued.
	Enforcement/New	Complaint about interior and exterior work without permits. Sent interior concerns to MTS. They had building inspector check site and left note. Sent letter regarding exterior work without historic district permit and to apply. Received HDC app for exterior doors and interior work. Request did not include exterior work noted in letter. Application not signed by owner. Use listed is not allowable on first floor fronting the street. Sent correspondence to applicant with concerns and needed information. Applicant revised application and advised they will keep use retail. Received a second complaint about broken glass on doors. Advised owner and application. Applicant installed a board over broken glass area pending
246 Butler	Doors	HDC decision regarding doors. HDC approved. Permit issued.
985 Singapore	Inquiry	Questions about regulations for sheds. Provided resources.
149 Griffith	Inquiry	Questions about landscaping. Provided resources.
		HDC app for new home. HDC tabled until January and requested renderings to assist with evaluating siting and massing. Questions about lot coverage. Answered questions. Zoning app also received. Height noted as concern. Revised elevations and renderings received. Height lowered to be compliant. HDC approved with conditions. Zoning permit issued with conditions to protect mature oak tree. Water-Sewer connection and right of way permits also issued with conditions. Received complaint about lack
254 Francis	New Home	of sidewalk closed signs. Signs now installed.
650 Water	Inquiry	Questions about monitoring well sampling. Engineer reviewed. Engineer no objections. Provided engineer feedback.
245 Specif	Now Poof	HDC app for roof replacement. Chair agreed admin approval. Permit
245 Spear	New Roof	Oversteen about outdoor dining regulations. Provided resources
220 Culver	Inquiry	Question about outdoor dining regulations. Provided resources.
15 Park	Inquiry	Met to discuss questions about possible land division and zoning options.
450 Spear	Patio	Zoning app to rebuild and extend patio. Permit issued.
350 Mason	Fencing	Fence permit app for fence in side and rear yard. Permit issued.
111 Park	Inquiry	Question about water-sewer connection locations. Provided engineer feedback.
448 Frederick	Inquiry	Questions about street parking. Answered questions.
311 Water	Inquiry	Inquiry about whether signage is approved. Signage was approved 3/9/18.

	Plann	ing and Zoning Casework Cont.
650 Water	New Restaurant	SLU and site plan app for a restaurant with an expanded outdoor dining area and service of alcoholic beverages. PC approved with conditions. SLU permit issued with conditions. HDC app received. Approved by HDC with conditions. ZBA app received for setback variances for equipment. ZBA approved variances. HDC approved revised plan and Council approved encroachment. Permits issued.
540 Mason	Enforcement/Deck	Complaint of a rear yard deck being replaced without permits. E-mailed owner. Owner applied. Permit issued.
345 Griffith	New Roof	Question about re-shingle and any permits. Not in historic district. No structure changes, no permit needed.
N/A	Inquiry	Question about pool requirements. Answered question.
594 Campbell	Fencing	Zoning permit app for rear yard fence. Permit issued.
312 St. Joseph	Dumpster	ROW app for dumpster in ROW. Need insurance. Received. Permit issued.
N/A	Inquiry	Accessory dwelling unit questions. Answered questions and provided resources.
295 Park, 340 Park, 336 Park	Short Term Rental	STR certificates expired. Sent owner e-mail to apply for STR licenses.
534 St. Joseph	Short Term Rental	STR certificate expired. Sent owner e-mail to apply for STR license.
140 Van Dalson 840 Lake	Short Term Rental Short Term Rental	STR certificate expired. Sent owner e-mail to apply for STR license. STR certificate expired. Sent owner e-mail to apply for STR license. Talked to owner. They are no longer short-term renting. Closed certificate. They understand if they wish to STR in future, a license is required.
727 Butler	New Roof	HDC app to replace shingles on second story. Asked for spec sheets which were provided. Sent to Chair. Chair agreed admin approval. Permit issued. Updated water-sewer connect plan received based on tap locations
184 Park	Water Connection	outside of road being discovered on Vine. Engineer reviewed. Amended permit issued.
320 Mason	Inquiry	Met with STR agent to answer questions.
997 Singapore	Inquiry	Questions about STR regulations. Provided resources.
421 Water	New Roof	HDC app to replace roof over porch with same material. Sent to Chair to review. Chair agreed admin approval. Permit issued.
70 Park	New Single Family Dwelling / Water- Sewer Connections	Zoning app and water-sewer connection app for new single family dwelling. Previous address of 100 Park. Requested revisions to plans based on engineer and planner feedback. Zoning permit issued. Water-Sewer connection and right of way apps reviewed, plans revised, and permits issued.
3388 Blue Star	Short Term Rental	STR app. Renewing. Sent to Fire Department for inspection. Passed. STR certificate issued.
143 Elizabeth	Short Term Rental	STR app. New. Community Residential district. Sent to Fire Department for inspection. Passed. STR certificate issued.

	Plann	ing and Zoning Casework Cont.
582 Campbell	Short Term Rental	STR app. New. ADU is also on property. Peninsula West district. Asked owner about whether he is apply for ADU to be rented and advised of ADU requirements. Owner isn't currently planning on renting ADU but is considering an application. Sent app for single family dwelling to Fire Department for inspection. Fire Department advised owner cancelled inspection and has not responded to voicemails to reschedule. Application denied. Advised owner of denial and option to apply for STR license if they wish to use home as STR.
		Two STR apps. Renewing. Asked for clarification from applicant/owner on whether this is for the single family dwelling and ADU and whether the ADU is being rented under a single contract or separately as online listings suggest. Met with owner. Conducted research. Spoke with legal. Sent documents to legal for review. Discussed with legal. Property is not legally non-conforming. Has single family dwelling with ADU above. Sent property owners decision and options. Owner advised they will be renting entire property under single contract. Sent apps to Fire Department for inspection. Owner then submitted special land use application to just rent ADU. PC approved after plans clarified. STR certificate and SLU permit
831 Holland	Short Term Rental	issued.
471 Grand	Short Term Rental	STR app. Renewing. Need fee paid. Paid. Sent to Fire Department for inspection. Passed. STR certificate issued.
Village Square	Complaint	Complaints related to historic district and zoning ordinance violations regarding the playground. Playground was also subject to separate litigation. Legal reviewed and filed a brief with the court indicating there were no violations.
405 Park	Enforcement and Deck	Previous enforcement and civil infraction notices for work without permits. Discovered additional work occurred without permit. Issued second zoning violation civil infraction notice. Owner paid fine. Met with owner. Received zoning app to install decks received. Permit issued.
220 Culver 546 Butler	Sign Inquiry	Sign app for attached projecting sign. Further details and revised sign rendering received. Chair agreed admin approval. Council approved revocable license agreement. Permit issued. Questions about property. Provided resources.
1034 State	Inquiry	Fence questions. Provided resources.
237 Butler	Inquiry	Questions about sale of items in alley on Mother's Day weekend. Provided resources.
326 Butler	Inquiry	Various questions about dwellings and retail space. Provided resources.
592 Campbell	Inquiry Outdoor Seating	Zoning permit for additional rear yard fence replacement. Permit issued. Special land use app for expanded outdoor dining on the street and sidewalk. PC and HDC approved. Permits issued. Council approved
128 Hoffman 120 Butler	Outdoor Seating Inquiry	revocable license agreement. Questions about signs. Provided resources and business license link.
120 Bullel	I iliquii y	Questions about signs. Frovided resources and business license link.

	Dlonn	ing and Zaning Casawark Cont
	Piann	ing and Zoning Casework Cont.
		Tree removal app. One tree from right of way. Sent to DPW
422 Dowle	Tuo	Superintendent. Permit denied as it did not meet removal criteria. Advised
432 Park	Tree	applicant and advised they can appeal.
Coral Cables Slip	Inquiry	Question about whether a boat is required to have a STR license.
Coral Gables Slip	Inquiry	Answered question. Complaint of noncompliance with approved plans with grading and site
		development that is occurring. Grading concerns relate to settlement
		agreement over stormwater with the neighbor at 816 State. Connection to
		stormwater permitted under 816 State Street. Engineer and legal
		reviewed. Legal discussed with complainant's attorney. Sent letter to
		owners advising of complaint and asking for response. Owner responded.
		Checked with Allegan County regarding soil and erosion permits. Received
790 Lake	Complaint	fence permit app. Chair reviewed. Agreed admin approval. Permits issued.
	•	Questions about business, professional office for real estate. Provided
N/A	Inquiry	resources.
		STR app. Renewing. Sent to Fire Department for inspection. Passed. STR
720 Butler #14	Short Term Rental	certificate issued.
		STR license app. Previous STR. Sent to Fire Department for inspection.
819 Bridge	Short Term Rental	Passed. STR license issued.
		STR license app. Existing STR. Owner advised she lives within distance and
		will be local agent. Sent to Fire Department for inspection. Passed. STR
110 Butler	Short Term Rental	license issued.
		STR license app. New owner of existing STR. Sent to Fire Department for
129 Griffith #12	Short Term Rental	inspection. Passed. STR license issued.
		STR app. New. Maple Street district. Sent to Fire Department for
000 014	Charles Barrel	inspection. Failed. Sent reinspection invoice. Paid. Passed reinspection.
990 Ridgeview	Short Term Rental	STR certificate issued.
		STR License app. Existing STR. Needed proof of ownership, address of local agent, and agent signature. Required info provided. Sent to Fire
128D Elizabeth		Department for inspection. Failed. Reinspection fee paid. Passed
St	Short Term Rental	reinspection. STR license issued.
30	Short renn Kentar	STR app. Renewing. Sent to Fire Department for inspection. Failed. Sent
743 Allegan	Short Term Rental	reinspection invoice. Paid. Passed reinspection. STR certificate issued.
		Zoning app for addition of garage, screen room, and decks. Asked for
275 North	Addition	clarification on driveway which was provided. Permit issued.
		HDC app for dumpster enclosure, cracking room, and cooling equipment.
248 Culver	Exterior Work	HDC approved. Permit issued.
		ROW app for stormwater connection. Needed fee paid and plan. Fee and
		plan received. Plan revised based on engineer review. Permit issued. Also
		received inquiry about project and concerns about sand erosion. Answered
	Stormwater	questions and passed along erosion concerns to Allegan County. Allegan
568 Mason	Connection	County recently cited property for violation found.
		Tables and chairs in right of way without permit. E-mailed new business
220 Culver	Enforcement	that permits needed. Removed from right of way.

	Planni	ing and Zoning Casework Cont.
		HDC app to repair siding and replace gutters. Sent to Chair. Need fee. Chair
237 Butler	Exterior Work	agreed admin approval. Fee paid. Permit issued.