



**Planning Commission Meeting
August 18, 2022 City Hall
102 Butler Street, Saugatuck, MI
7:00 PM**

1. **Call to Order/Roll Call:**
2. **Approval of Agenda:** (Voice Vote)
3. **Approval of Minutes:** (Voice Vote)
 - A. Regular Meeting Minutes – July 21, 2022
4. **Public Comments on Agenda Items:** (Limit 3 minutes)
5. **Old Business:** None
6. **New Business:**
 - A. **665 Spear Street FAR > .3:1 Public Hearing (open and close) (Roll call)**
7. **Communication:** Letter from Jim Sellman
8. **Reports of Officers and Committees:**
9. **Public Comment:** (Limit 3 minutes)
10. **Adjourn**

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

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

Then enter "Meeting ID":
2698572603

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

***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



Minutes Planning Commission Meeting *Proposed*

**July 21, 2022, City Hall
102 Butler Street, Saugatuck, MI
7:00 PM**

Call to Order:

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

Attendance:

Present: Broeker, Fox, Gardner, Gaunt, Heriford and Manns.

Absent: LaChey

Others Present: Zoning Administrator Osman.

Approval of agenda:

A motion was made by Fox, 2nd by Gaunt to Cancel the public hearing on the agenda as 6(A). Motion carried 6-0.

Approval of Minutes:

A motion was made by Manns, 2nd by Gardner to approve the minutes as presented for June 16, 2022. Motion carried 6-0.

Public Comment on Agenda Items: James Bouck supported the postponement of the ordinance amendments.

Old Business: None

New Business:

~~A. Public hearing for various amendments to the Zoning Ordinance.~~

Reports of Officers and Committees: All of the member expressed pleasure getting to our goals and request a status report on getting a consultant.

Public Comments: None

Board Comments: There was discussion regarding short term rentals and need to have that early on in Tri-communities master plan discussion. Also discussed was the apparent or perceived lack of communication between the Planning Commission and the City Council.

Osman answered questions and described the land division process.

Adjournment: the meeting was adjourned at 8:15 PM.

Respectfully Submitted,

Jamie Wolters, Saugatuck City Clerk



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

DATE: August 18, 2022

RE: 665 SPEAR ST– Site reconfiguration and additions that will exceed .3:1 floor area ratio.

Lynn Flowers and Nicholas Betts have applied for site reconfiguration and additions that will exceed .3:1 floor area ratio at 665 Spear Street. This property is located in the CR-COMM RES R-1 Zone District. The purpose of this memo is to provide a review of the standards for this site plan review, and how the ordinance relates to this application.

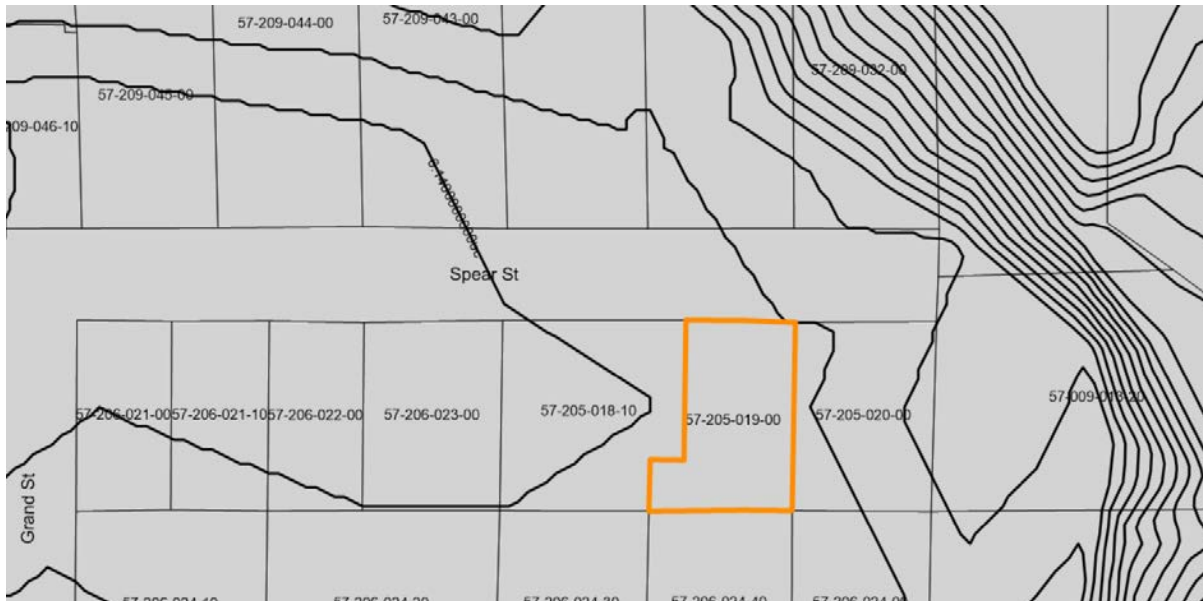
Background: The City of Saugatuck requires a public hearing, site plan review, and a special land use permit, for all residential infill projects exceeding the .3:1 floor area ratio. (154.026(C)(1))

Project Description: The applicant proposes to relocate an existing structure, leave one non-conforming structure, and add two additions.

Standards for Approval: The standards of Section 154.064 regarding **Site Plan Review** will apply. These standards are as follows:

(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 property is relatively flat and rectangular, the size of the lot 76 feet of frontage on Spear Street, 132 feet deep, with an additional area of 35.5 by 23 feet at the rear, resulting in total square feet of 10,872 square feet. The home is positioned to protect the privacy of the house to the east and faces the garage of the property to the west, it will not impede the normal and orderly development and improvement of the surrounding property, therefore, the Planning Commission may find that this standard is met.



(B) *The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this chapter.*

Comment: The applicant has consulted with an arborist to determine which trees need be removed because of their condition or location, the material excavated for the basement will be retained on site and be used to assure there are no water issues for the structure, therefore planning commission may find that this standard is met.

(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: There are no additional dwelling located there in, therefore planning commission may find that this standard is not applicable.

(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 application is being sent to the Fire Department for their comments, I do not anticipate any issues. therefore, the Planning Commission may find that this standard is met.

(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: The Planning Commission may find that this standard is not applicable.

(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: The Planning Commission may find that this standard is not applicable.

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

Comment: The Planning Commission may find that 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: the applicants plan on draining surface water to the city storm drain therefore, the Planning Commission may find that this standard is met.

(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: The Planning Commission may find that this standard is not applicable.

(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: The applicant agrees to have the lighting deflected, and the house is carefully sited to protect the privacy of the neighbors to the east and the west side faces the garage of the neighbor to the west, therefore Planning Commission may find that this standard is met.

(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: The project is small enough in nature and not likely to create adverse impacts on the neighboring properties. Therefore, staff does not recommend a bond requirement for this project.

§ 154.082 Standards for a special land use permit.

(A) 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. Each proposed special land use shall:

- (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: These are all single family dwelling units within 200 feet of the property. The data is from the assessors files, and from GIS when available, otherwise they are close estimates.

Address	Lot size	First floor area	Stories	Street frontage	Approximate setback	Other	
665 Spear	10,896	3,195	2	75	Proposed 15		
655 Spear	12,896	1,116 + 60	2	99	12	Plus carriage house over garage	
555 Spear	15,154	3,195	1	122	20		
671 Spear		1,871	3	33	32	Daylight basement Cul-de-sac lot	
662 Spear	19,602	2,160	2	66	35	Flag lot	
545 Spear	13,068	12,58	1.75	95	3		
668 Spear	93,218	3,470	2	33	55	Most of lot in swamp	
648 Francis	79,676	2,522	2	66	45	Walkout	
535 Spear	8,712	1,634	1	66	12		
602 Francis	12,372	1,128	2	99	29.8		
540 Francis	21,780	3,014	1.5	198	25	Three lots	
550 Francis	13,068	1,992	1.5	99	25		
540 Francis	13,068	1,972	2	99	45		
638 Spear	29,403	1,800	1.25	66	60	Deep lot steep slope	
550 Spear	29,403	3,664**	All	66	Too new	House at rear of lot	
548 Spear	58,806	4,684	1.5	99	20	Big house, big lot	

- (2) Be consistent with and promote the intent and purpose of this chapter;

Comment: 154.003(B) The chapter is expressly adopted for the following purposes:

- (1) To protect and promote the public health, safety and welfare of the city;
- (2) To promote and implement the policies, objectives and strategies of the city land use plan;

- (3) To prevent land use conflicts through the appropriate location of compatible land uses;
- (4) To protect sensitive natural resources, including but not limited to wetlands, sand dunes, woodlands and floodplains;
- (5) To protect land values; and
- (6) To promote and provide for orderly growth.

(3) Be compatible with the natural environment and conserve natural resources and energy;
Comment: New construction is required to meet the Michigan Residential Code for energy efficiency.

(4) Be consistent with existing and future capabilities of public services and facilities affected by the proposed use;
Comment: The proposed construction will not substantially effect the capabilities of public services.

(5) Protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole;
Comment: Rely on adjacent property owners concerns or approval, and as to the City as a whole, it will increase taxable value.

(6) Not create any hazards arising from storage and use of inflammable fluids;
Comment: This standard is not applicable to this proposal for a single family dwelling.

(7) Not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development. In particular:
Comment: The accessibility to fire and police will not change, or to hazardous traffic conditions. The property is on a cul-de-sac.

- (a) The property shall be easily accessible to fire and police; and
- (b) Not create or add to any hazardous traffic condition.

(8) Be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site shall not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof;
Comment: The proposed additions and building relocation will not hinder or discourage development.

(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

(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: Not really applicable, but no, no noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights not typical of a single family dwelling.

(B) The Planning Commission shall consult the city land use plan to determine if the proposed special land use is compatible with the future planned use of surrounding property and may limit the permit so as not to conflict with future planned land use. The duration of the permit may be limited only if such use is clearly temporary in nature.

Comment: It is compatible with the Master Plan.

154.092(N) Design standards for selected special land uses.

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

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

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

Comment: As seen in the chart above there is a wide variety of lot sizes, house sizes, lot coverage, and setbacks within 200 feet.

Lot sizes range from 8,712 square feet (.2 acres) to 93,212 square feet (2.14 acres).

House sizes (footprint) range from 1,128 to 4,684 square feet.

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

Comment: Immediately adjacent are 665 Spear Street set back at 11.2 feet, and the house at 555 Spear Street is setback at 25 feet. Other front yard setbacks are listed in the chart and are estimated from GIS surveys.

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

Comment: The separation between houses also varies, the property at 555 Spear has a garage that is 7 feet from the property line, and the house at 655 Spear has a carriage house that is also about 7 feet from the property line. The proposed addition will be 7 feet from the property line.



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

Comment: In this block of Spear Street the elevations are similar however, there have been water issues here and it is proposed to use the soil removed for excavation of the basement will be used slightly raise the structure to protect from water infiltration to the basement.

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

Comment: The elevations in the application are for the house that is to be moved.

Recommendation: Staff can recommend approval site reconfiguration and additions that will exceed .3:1 floor area ratio. If the Planning Commission finds that the standards are met, the following motion may be used:

I hereby move to (approve/deny) the application to install two decks at 638 Park Street as shown on the attached application. The above comments as discussed are to be incorporated into the record and are adopted as part of our findings of fact.

300



665 Spear

Site Plan Review Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 665 Spear St. Saugatuck Parcel Number _____

APPLICANTS INFORMATION

Name Mary Lynne Flowers Address / PO Box 665 Spear St
City Saugatuck State Mi Zip 49453 Phone 310 403 5297
Interest In Project _____ E-Mail lfmalibugirl@aol.com
Signature Mary Lynne Flowers Date 7-12-22

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City Same State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

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

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

PROPERTY INFORMATION

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

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



Site Plan Review Application

Application # _____ - _____

SITE PLAN REQUIREMENTS (SECTION 154.061)

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

Y N NA

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

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) digital copy, at a scale of not less than one inch equals ten feet, shall include:

Y N NA

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



Site Plan Review Application

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:
 1. Front, side and rear views;
 2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
 3. Exterior materials and colors to be used.
- Location, if any, of any views from public places to public places across the property;
- Location, height and type of fencing; and
- The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.062)

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 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? Will 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? I think it will be compatible, its residential

(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? Arborist was consulted.

(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? made sure neighbors had their privacy

(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.) N/A



Site Plan Review Application

Application # _____ - _____

(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?

N/A

(7) How will all streets be developed in accordance with city specifications, unless developed as a private road?

N/A

(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.

drainage plan in progress

(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).

N/A

(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.

lighting will be deflected

OFFICE USE ONLY:

Application Complete _____ Paid _____ Date Paid _____

Notice Sent _____ Resident Notification _____ Hearing Date _____

Notes: _____



Special Land Use Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 665 Spear Parcel Number _____

APPLICANTS INFORMATION

Name Mary Lynne Flowers Address / PO Box 665 Spear Saugatuck
City Saugatuck State Mi Zip 49453 Phone 310 403 5297
Interest In Project _____ E-Mail lfmalibugirl@aol.com
Signature Mary Lynne Flowers Date 7-12-22

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____
City same State _____ Zip _____ Phone _____
E-Mail _____

I hereby authorize that the applicant as listed above is authorized to make this application for proposed work as my agent and we agree to conform to all applicable laws and regulations of the City of Saugatuck. I additionally grant City of Saugatuck staff or authorized representatives thereof access to the property to inspect conditions, before, during, and after the proposed work is completed.

Signature _____ Date _____

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

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

PROPERTY INFORMATION

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

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)



SITE PLAN REQUIREMENTS (SECTION 154.061)

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

Y N NA

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

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. One (1) paper copy of a final site plan (no greater than 11" x 17") and one (1) digital copy, at a scale of not less than one inch equals ten feet, shall include:

Y N NA

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



Special Land Use Application

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:
 1. Front, side and rear views;
 2. Heights at street level, basement floor level, top of main floor, top of building, and if applicable, height above water level; and
 3. Exterior materials and colors to be used.
- Location, if any, of any views from public places to public places across the property;
- Location, height and type of fencing; and
- The name and address of the person and firm who drafted the plan, the seal of the professional responsible for the accuracy of the plan (licensed in the state) and the date on which the plan was prepared.

STANDARDS FOR APPROVAL (SECTION 154.082)

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

- (1) How will the location, size, height and intensity of the principal and/or accessory operations, compatible with the size, type and kind of buildings, uses and structures in the vicinity and on adjacent property?
I think it will be compatible - its residential
- (2) How will the proposed request consistent with, and will promote the intent and purpose of this chapter?
single family residential
- (3) How will the proposed request compatible with the natural environment and will it conserve natural resources and energy?
consulted arborist
- (4) How will the proposed request consistent with existing and future capabilities of public services and facilities?
N/A
- (5) How will the proposed request protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole?
N/A



Special Land Use Application

Application # _____ - _____

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

(7) How will the proposed request will be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows, intersections and general character and intensity of development? In particular:

(a) Will the property be easily accessible to fire and police?
N/A

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

(8) How will the proposed request be of such a design and impact that the location and height of buildings, the location, nature and height of walls, fences and the nature and extent of landscaping on the site not hinder or discourage the appropriate development and use of adjacent land and buildings or impair the value thereof?

*will not hinder staying wli
required height limits*

(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?
N/A

(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?
N/A its residential

OFFICE USE ONLY:
 Application Complete _____ Date _____ Fee Paid _____ Date Paid _____
 Notice Sent _____ Resident Notification _____ Hearing Date _____
 Notes: _____

FEE: \$50.00



DATE 7-11-22

PROPERTY ADDRESS 665 Spear St
Saugatuck, MI
49453

ZONING PERMIT APPLICATION

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

PROPERTY OWNER Mary Lynne Flowers EMAIL lfmalibugirl@aol.com

ADDRESS / PO BOX 665 Spear St. Saugatuck, MI 49453

SIGNATURE Mary Lynne Flowers PHONE 310 403-5297

APPLICANT NAME _____ EMAIL _____

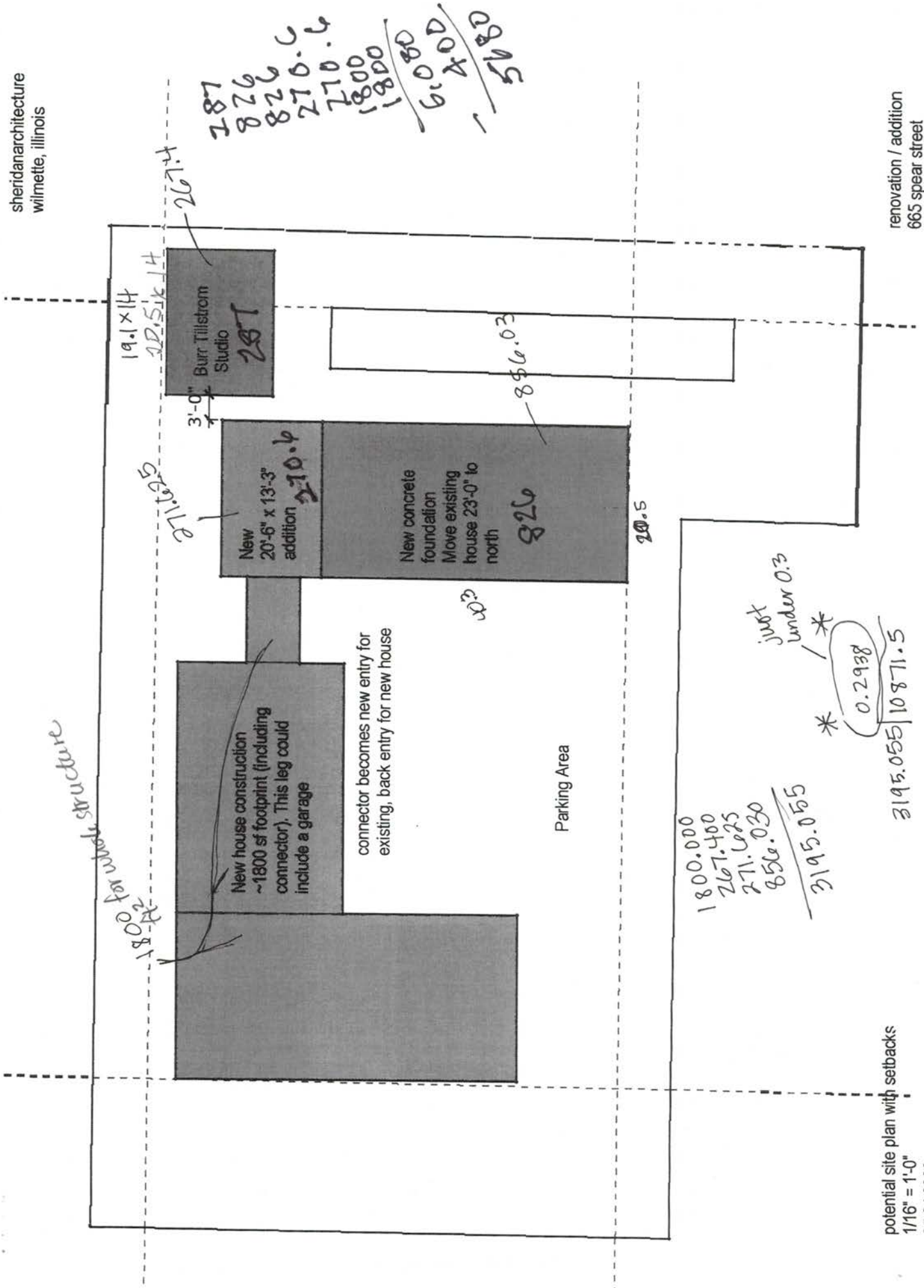
ADDRESS / PO BOX _____

SIGNATURE _____ PHONE _____

PROJECT DESCRIPTION relocate building, new attachment per
attached drawings

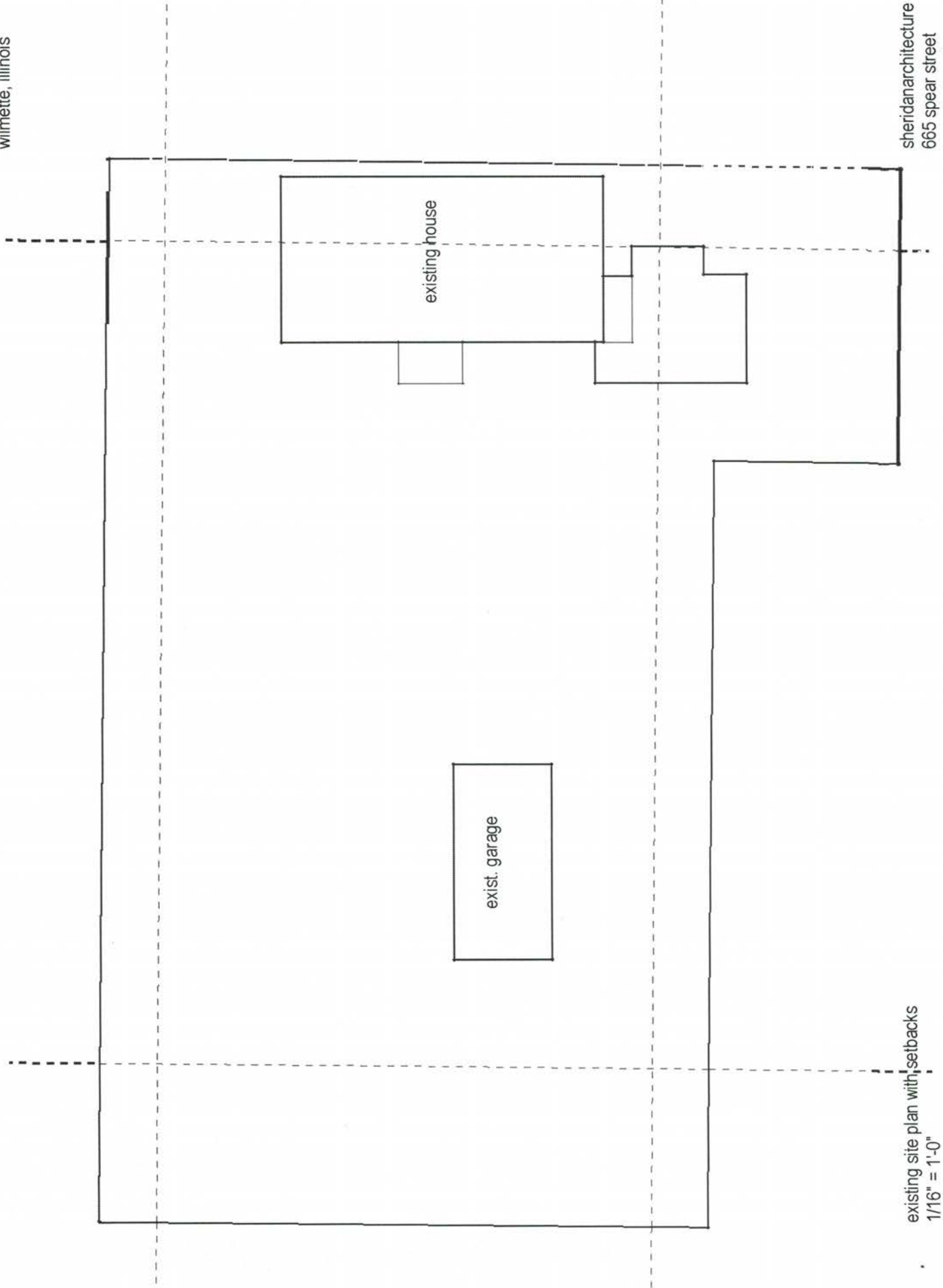
CHECKLIST

- SURVEY
- CURRENT SITE IMPROVEMENTS (include structures, sidewalks, decks, streets, fences, etc)
- PROPOSED IMPROVEMENTS & DISTANCES FROM OTHER IMPROVEMENTS/PROPERTY LINES
- LOCATION OF FLOOD PLAINS, WATERSHED, WETLANDS, EASEMENTS, CRITICAL DUNES
- DESCRIPTION OF PROPOSED USE INCLUDING ACTIVITIES _____



renovation / addition
665 spear street
saugatuck, mi

potential site plan with setbacks
1/16" = 1'-0"
05.24.2022

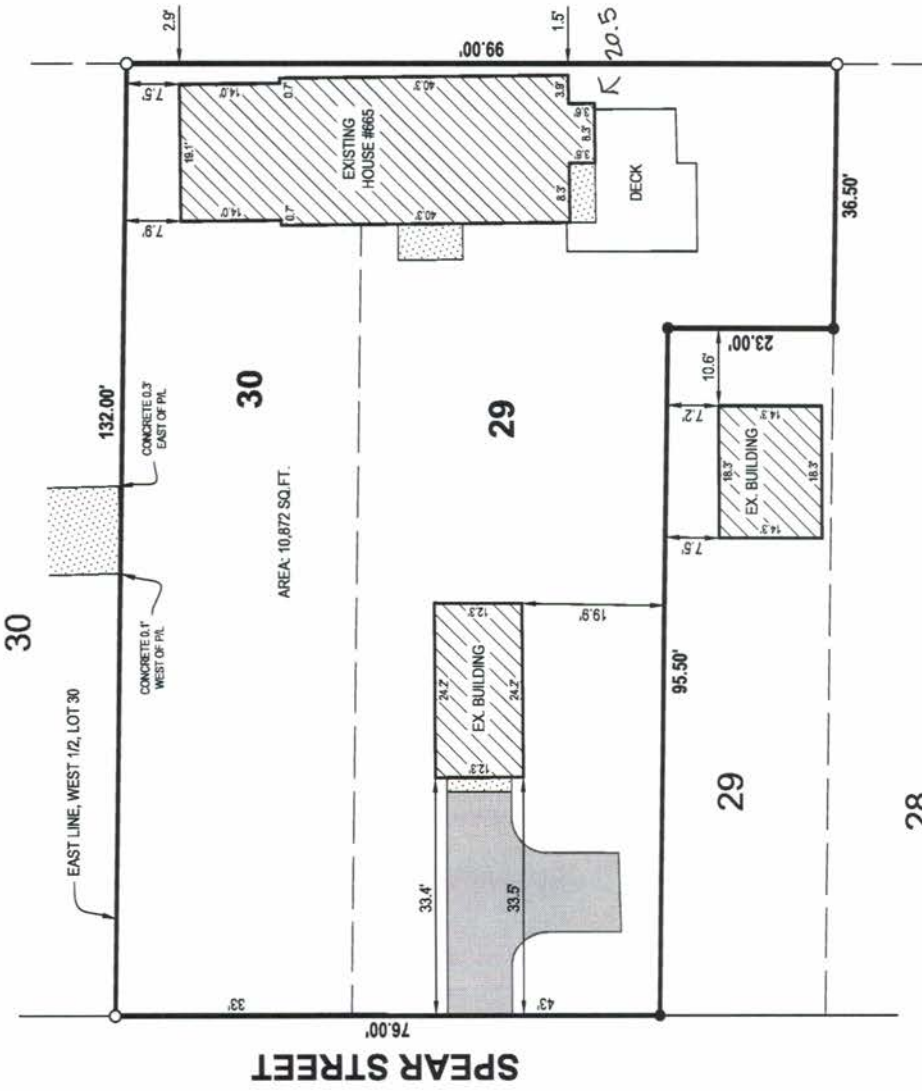


DESCRIPTION

The land referred to in this commitment is situated in the City of Saugatuck, County of Allegan, State of Michigan, as follows:

Lot 29, except the North 95.5 feet of the West 23.0 feet thereof, and the West 1/2 of Lot 30, Block 5, Judson's Addition to the Village (now City) of Saugatuck, according to the recorded plat thereof in Liber 43 of Plats, page 19, Allegan County Records, Michigan

(ATA National Title Commitment No. 03-19675626-NRC, dated October 21, 2019)



LEGEND

- Iron - Set
- Iron - Found
- Asphalt
- ▨ Concrete
- ▩ Existing Building

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon. This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.



By: *Scott A. Hendges*
Scott A. Hendges, Licensed Professional Surveyor No. 47953

SCALE: 1" = 20' 0' 10' 20' NORTH

NEDERVELD
www.nederveld.com • 800.222.1866
317 Hoover Blvd
Holland
Holland, MI 49423

Mill Pond Realty
Laura Durham
P.O. Box 1093
Saugatuck, MI 49463

Mary Lynne Flowers
665 Spear Street

DRAWN BY: DTP DATE: 11/17/2019
REV. BY: REV. DATE:
REV.

PRJ #: 15201862
1 OF 1

132.00'

76.00'

95.50'

23.00'

36.50'

99.00'

$$\begin{array}{r} 267.4 \\ 826.08 \\ 29.88 \\ \hline 1125.00 \\ - 1802.328 \\ \hline 676.672 \end{array}$$

$$\begin{array}{r} 19032 \\ 839.5 \\ \hline 10871.5 \end{array}$$

existing 1-story
frame addition
to receive new
slab 267.4

4226
existing 2-story
frame house to
be relocated

demolish
concrete stoop

demolish
concrete stoop

demolish
deck
and stairs

demolish existing
frame garage

flowers/betts residence
addition / renovation
665 spear street
caugatuck, michigan
49453

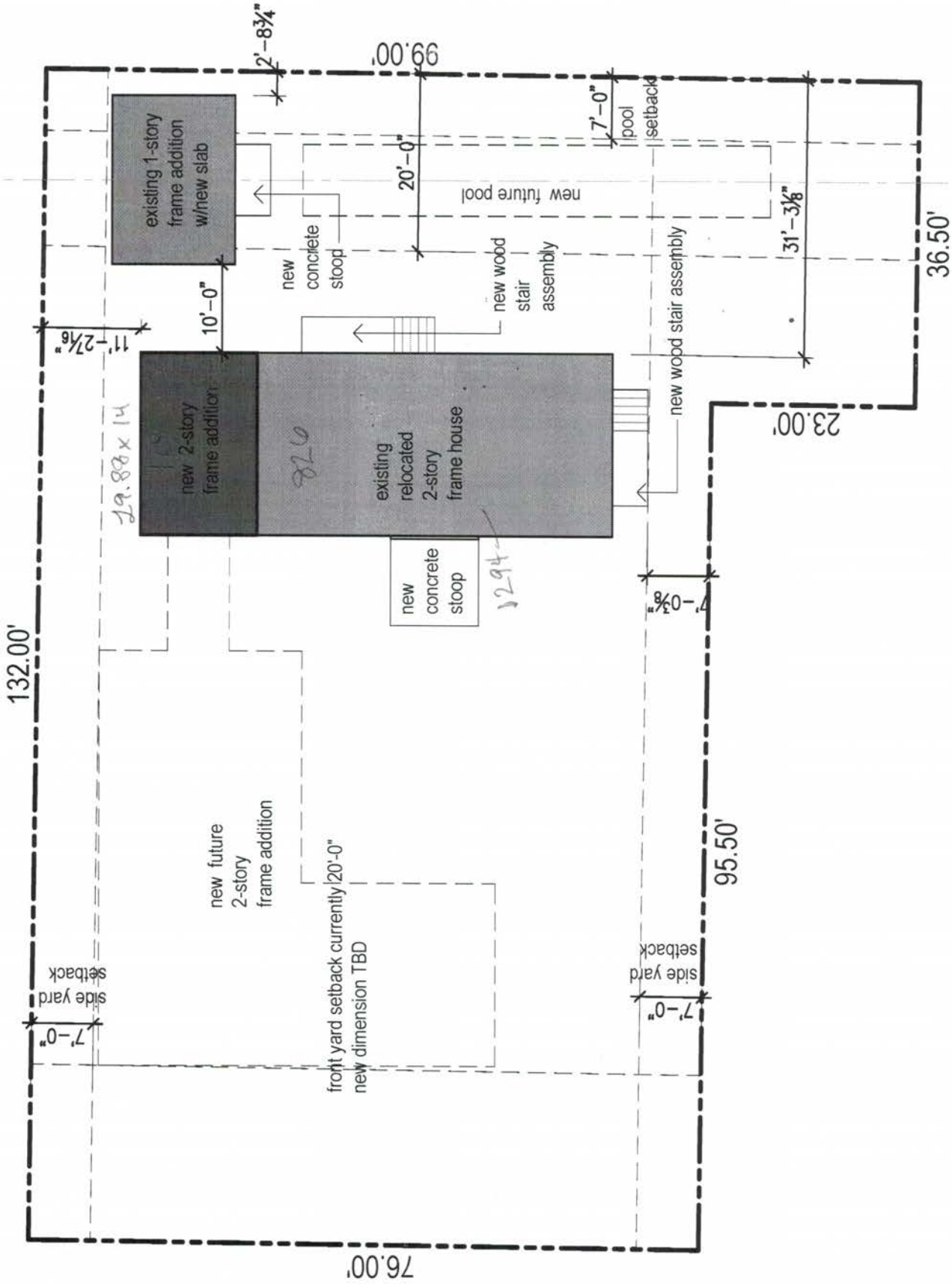
ISSUED FOR:
review -
zoning -
06.28.2022
06.30.2022



sheridanarchitecture
1351 Ashland Avenue | Wilmette, Illinois | 60091
224.213.6791 T.

existing conditions site plan
SCALE: 1/16" = 1'-0"

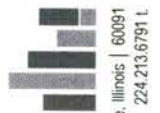
sk.20
sketch



sk.21
sketch

© sheridanarchitecture, inc.

proposed site plan
SCALE: 1/16" = 1'-0"



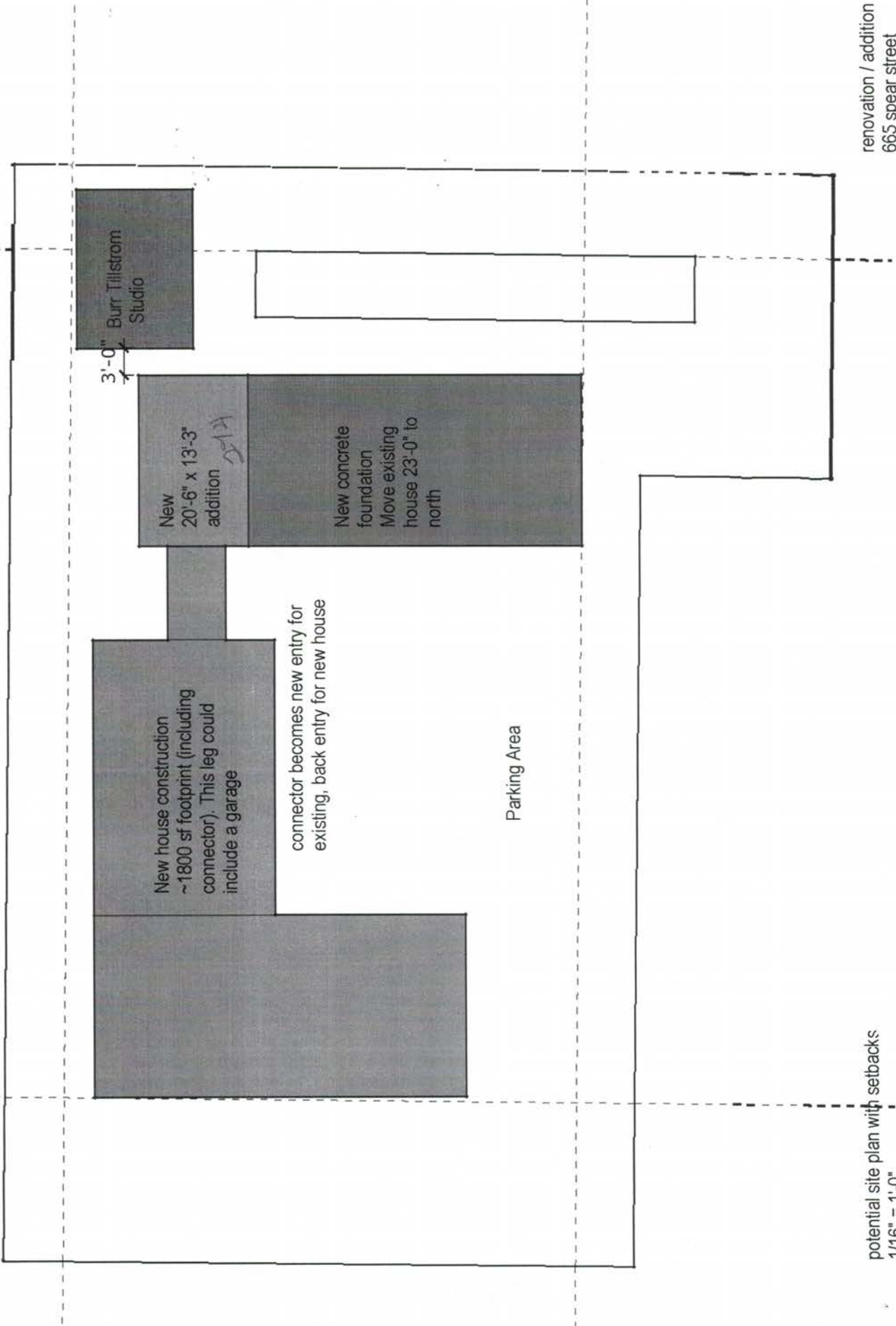
sheridanarchitecture

1351 Ashland Avenue | Wilmette, Illinois | 60091
224.213.6791

ISSUED FOR:
review -
zoning -

06.28.2022
06.30.2022

flowers/betts residence
addition / renovation
665 spear street
caugatuck, michigan
49453



potential site plan with setbacks
1/16" = 1'-0"
05.24.2022

665 spear street saugatuck michigan 49453	Property Information:	
Zoning District:	R-1	
Lot size: (estimated)	irregular	76 x 132 x 99 x 36.5 x 23 x 95.5
Lot SF: (estimated)	10,871.50	
Zoning Information		
Minimum Lot Area		8,712.00 sf
Minimum Lot Width		66.00 ft
Minimum Front Yard		20.00 ft
Minimum Side Yard	= 7.00 /	14.00 ft
Minimum Rear Yard	=	10.00 ft
Maximum / Average Building Ht.	=	28.00 ft
Maximum Accessory Structure Ht.	=	15.00
Maximum Height of a Garage	=	15.00
Maximum Lot Coverage:	0.30 x lot area	= 3,261.45 sf
Actual Lot Coverage		
Basement:		N/A
Relocated existing house:		918.29 sf
House addition:	20.50 x 13.25	271.63
Existing studio	19.09 x 14.00	267.26
Total:		1,457.18 sf
You have	1804.28	sf remaining on your maximum

* *Height limit.* In the case of a principal building, the vertical distance measured from the average grade to the highest point of flat roofs, to the deck line of mansard roofs, and the average height between eaves and the ridge of gable, hip and gambrel roofs, shall not exceed 28 feet unless otherwise specified in this chapter. In no case shall the overall peak building height be greater than 32 feet when measured from the natural average grade.

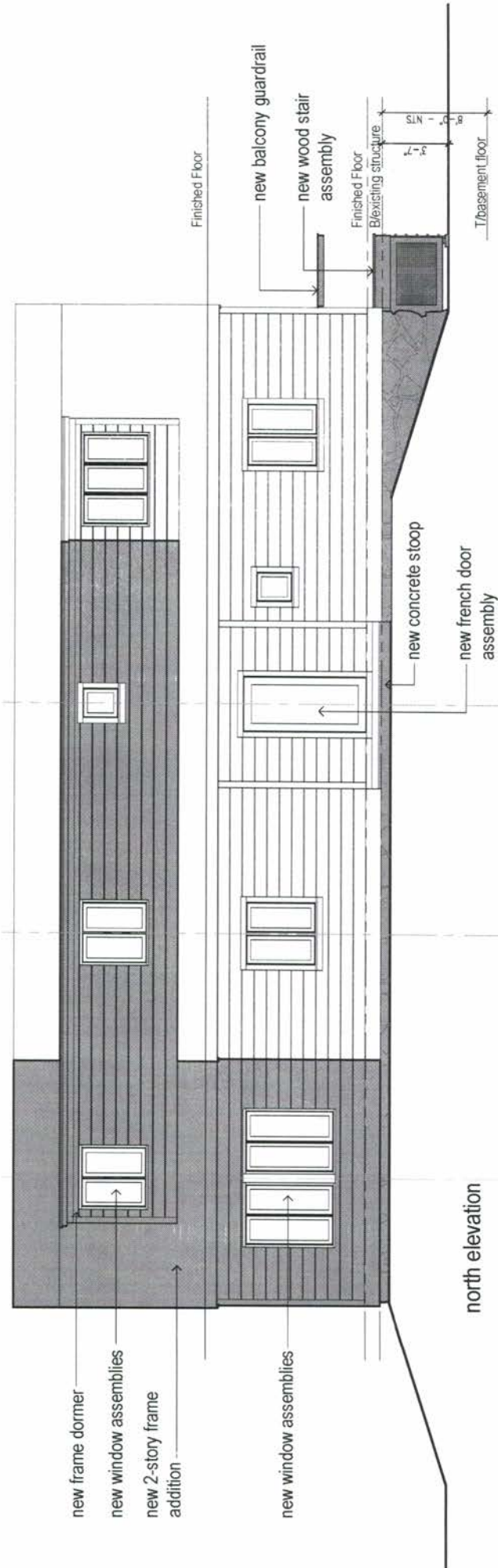
Sec. 154.022 GENERAL REGULATIONS.

- (H) *Accessory buildings and structures.* All new accessory buildings and structures shall conform with all of the following requirements.
- (1) *Accessory buildings shall not be erected within ten feet of any other building.*
 - (2) *Maximum area, maximum lot coverage and minimum setback standards for accessory buildings and structures are as listed below.*
 - (a) *Maximum area shall not exceed the ground floor area of the main building.*
 - (b) *Maximum lot coverage shall not exceed the lot coverage requirements as shown in district regulations.*
 - (c) *Minimum setback shall meet the schedule of regulations for the district.*
 - (3) *Accessory buildings and structures shall not be erected on a lot or parcel prior to the establishment of a principal structure. Where two or more abutting lots are held under one ownership, the owner may erect an accessory building on a lot separate from that on which the principal building is located.*
 - (4) *Accessory buildings and structures shall not occupy any portion of the required setback area.*
 - (5) *Accessory buildings and structures that are portable in nature shall comply with the regulations herein, including the minimum setback requirements for principal buildings specified in the dimension and area regulations for the zoning district in which they are located. This shall include, but not be limited to, buildings and structures constructed on skids and/or frames, and those without attachment to a foundation. All accessory buildings shall be required to obtain a zoning permit prior to installation.*
 - (6) *Accessory buildings and structures that do not fall into any of the categories specified herein shall meet the minimum setback requirements for principal buildings specified in the dimension and area regulations for the zoning district in which they are located.*
 - (7) *Habitatation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M) or (W).*
- (M) *Temporary buildings, structures and uses.* N/A
- (W) *Accessory dwelling unit. An accessory dwelling unit, as defined in § 154.005 of this chapter shall meet the following criteria:*
- (1) *Occupancy shall be limited to invited guests;*
 - (2) *Rental of an accessory dwelling, separate from a detached single-family dwelling, shall be prohibited without receiving special land use approval from the Planning Commission as authorized in § 154.092(J);*
 - (3) *An accessory dwelling unit shall have a minimum of 375 square feet of gross floor area and shall not exceed the lesser of 30% of the gross floor area contained within the detached single-family dwelling unit or 600 square feet of gross floor area; except, in the CRC zone district when the parcel on which the accessory dwelling unit is located is two or more acres in area, the floor area of an accessory dwelling unit shall not exceed the lesser of 30% of the gross floor area of the principal residence or 1,500 square feet. For purposes of this section, the floor area of an accessory dwelling unit is the total finished floor area intended for living, sleeping, bathing, eating and cooking.*
 - (4) *An accessory dwelling, which is not located within the detached single-family residential dwelling, shall not be located between the front door of the detached single-family dwelling and the public right-of-way, unless located above an existing detached accessory structure;*

- (5) An accessory dwelling shall be subject to all applicable setback and lot coverage requirements of a detached single-family dwelling in the district if which it is located;
- (6) An accessory dwelling unit shall only be permitted on a lot where the principle use is an existing detached single-family dwelling unit;
- (7) No more than one accessory dwelling unit is permitted on any lot;
- (8) Accessory dwellings shall not be permitted to have independent electric, gas, or water meters from the detached single-family dwelling unit;
- (9) An accessory dwelling unit located within a detached single-family dwelling unit shall have a separate entrance from the exterior of the structure and shall not have interior access to the detached single-family dwelling unit;
- (10) A lot with an accessory dwelling unit shall provide one additional parking space on a fully improved surface of concrete, asphalt, or brick, gravel, stone, or other surface approved by the city; and
- (11) Accessory dwelling units may be included with the rental of a detached single-family dwelling on the same property if it is done so under a single contract.



east elevation



north elevation

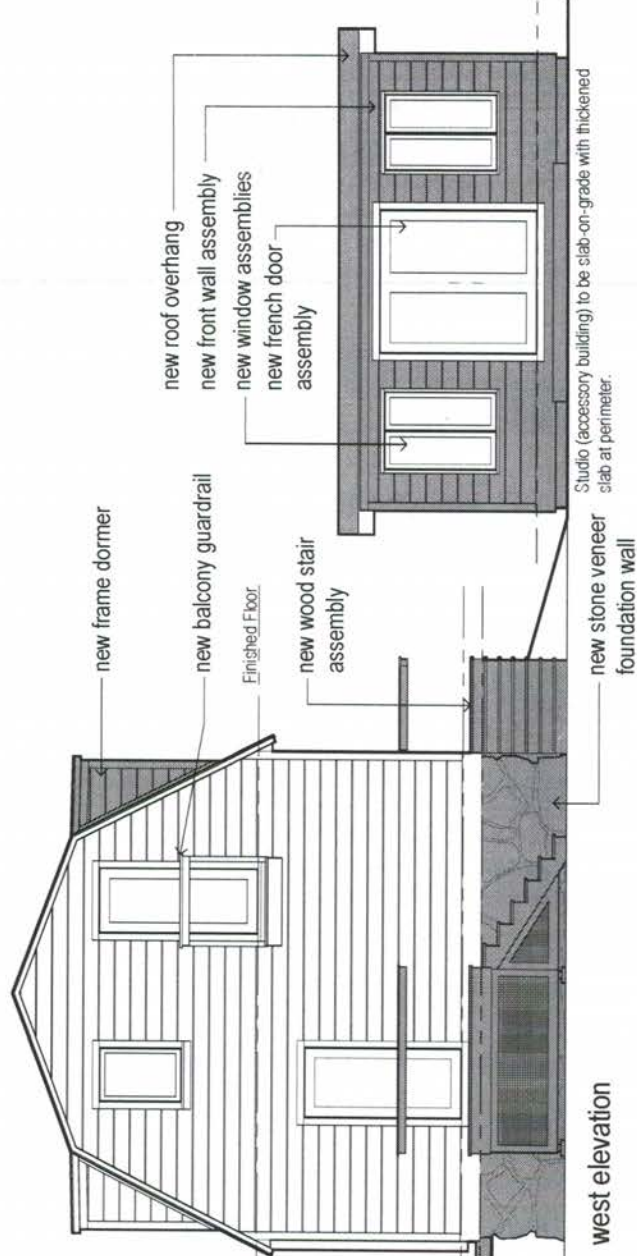
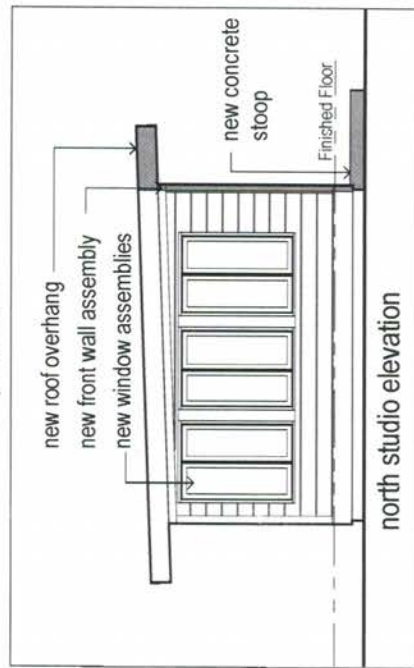
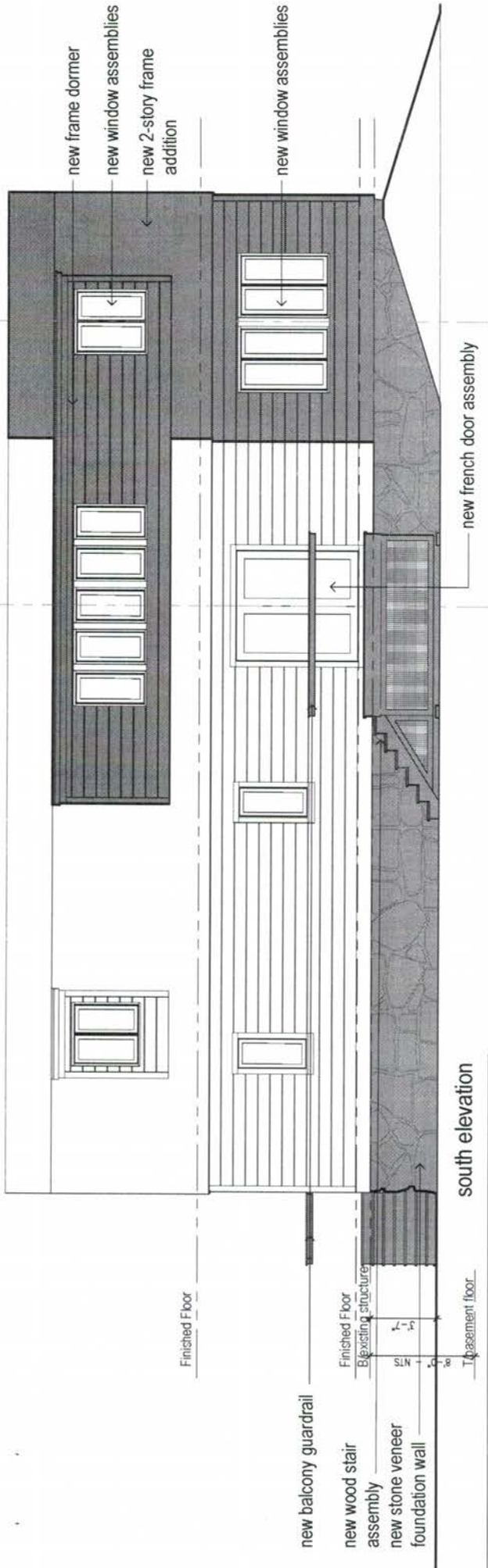
flowers/betts residence
 addition / renovation
 665 spear street
 saugatuck, michigan
 49453

ISSUED FOR:
 review - 06.28.2022
 zoning - 06.30.2022

sheridanarchitecture
 1351 Ashland Avenue | Wilmette, Illinois | 60091
 224.213.6791

proposed elevations
 SCALE: 1/8" = 1'-0"

sk.22b
 sketch
 © sheridanarchitecture, inc



flowers/betts residence
addition / renovation
665 spear street
saugatuck, michigan
49453

ISSUED FOR:
review -
zoning -

06-28-2022
06-30-2022

sheridanarchitecture
1351 Ashland Avenue | Wilmette, Illinois | 60091
224.213.6791 L

sk.22a
sketch

proposed elevations
SCALE: 1/8" = 1'-0"

© sheridanarchitecture, inc

Zoning Analysis

proposed work

sheridanarchitecture
1351 ashlund avenue
wilmotte illinois 60091

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Sec. 154.022 GENERAL REGULATIONS.

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(7) Habitation of accessory structures. No accessory building or structure, including, without limitation, a garage or cellar, whether fixed or portable, may be used or occupied as a dwelling unless permitted in accordance with the provisions of divisions (M) or (N).

(M) Temporary buildings, structures and uses: N/A

(N) Accessory dwelling unit. An accessory dwelling unit, as defined in § 154.005 of this chapter shall meet the following criteria:

(1) Occupancy shall be limited to invited guests;

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

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Zoning Analysis

proposed work

sheridanarchitecture
 1351 ashland avenue
 willmette illinois 60091

665 spear street
 saugatuck michigan
 49453

Property Information:

Zoning District: R-1
 Lot size: (estimated) irregular 76 x 132 x 99 x 36.5 x 23 x 95.5
 Lot SF: (estimated) 10,871.50

Zoning Information

Minimum Lot Area 8,712.00 sf
 Minimum Lot Width 66.00 ft
 Minimum Front Yard 20.00 ft
 Minimum Side Yard 14.00 ft
 Minimum Rear Yard 10.00 ft
 Maximum / Average Building Ht. 28.00 ft
 Maximum Accessory Structure Ht. 15.00 ft
 Maximum Height of a Garage 15.00 ft

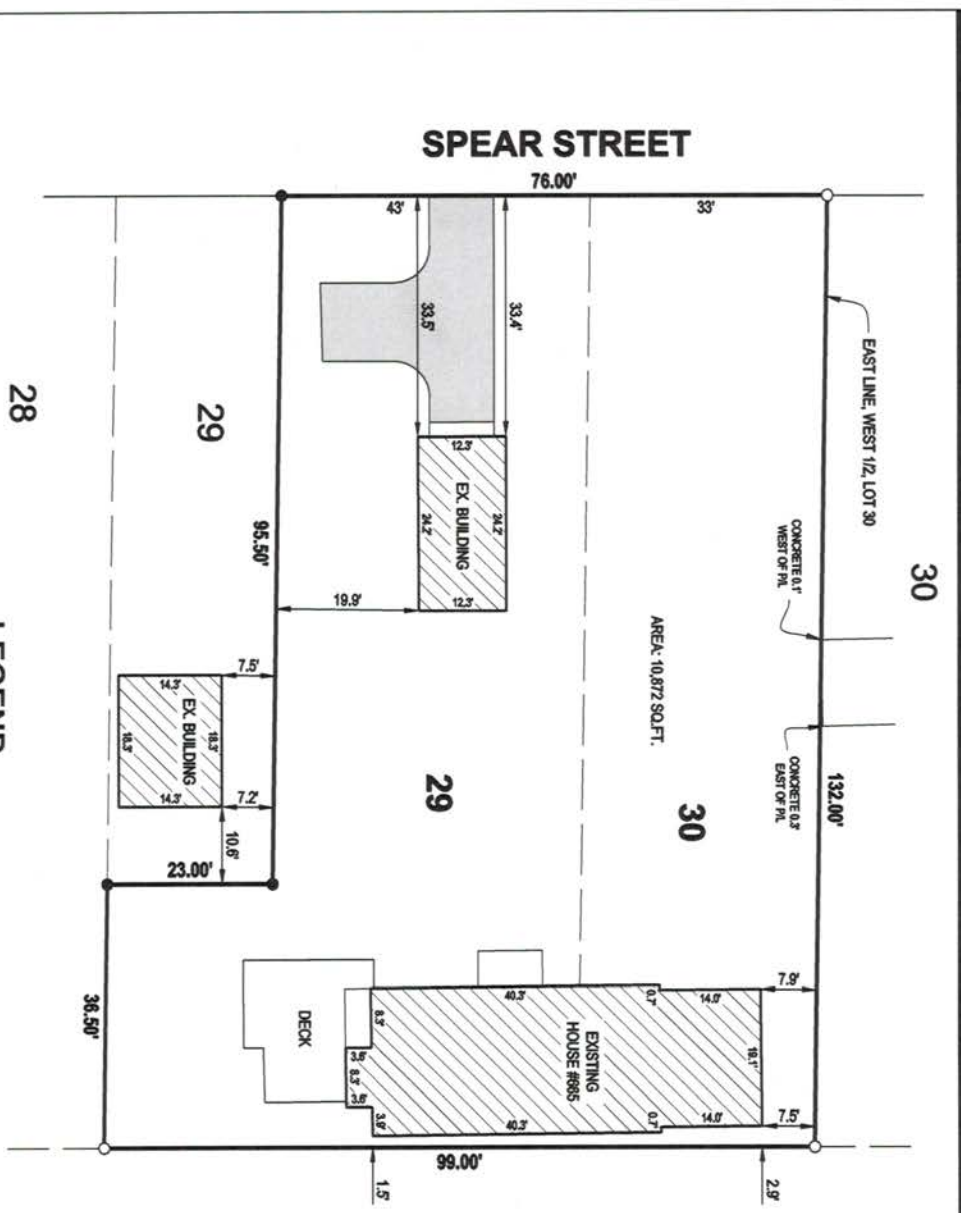
Maximum Lot Coverage: 0.30 x lot area = 3,261.45 sf

Actual Lot Coverage

Basement: = N/A
 First floor: = 918.29 sf
 First floor addition 1: 20.50 x 13.25 = 271.63
 First floor addition 2: = 1,802.00
 Existing studio: 19.09 x 14.00 = 267.26
 Total: = 3,259.18 sf

You have 2.27 sf remaining on your maximum

Handwritten calculations:
 $1800 \times 2 = 3600$
 $1294 \times 2 = 2588$
 $209 \times 1 = 209$
 $\hline 6457$



DESCRIPTION

The land referred to in this commitment is situated in the City of Saugatuck, County of Allegan, State of Michigan, as follows:
 Lot 29, except the North 95.5 feet of the West 23.0 feet thereof, and the West 1/2 of Lot 30, Block 5, Judson's Addition to the Village (now City) of Saugatuck, according to the recorded plat thereof in Liber 43 of Plats, page 19, Allegan County Records, Michigan
 (ATA National Title Commitment No. 03-19675626-NRS, dated October 21, 2019)



By: *Scott A. Hendges*
 Scott A. Hendges Licensed Professional Surveyor No. 47953
 SCALE: 1" = 20'

Mill Pond Realty
 Laura Durham
 P.O. Box 1093
 Saugatuck, MI 49453
 Mary Lynne Flowers
 665 Spear Street
 Saugatuck, MI 49453
 DRAWN BY: DTP DATE: 11/17/2019
 REV. BY: REL. DATE: 1 OF 1
 PLS #: 18201962

NEIDERFELD
 www.neiderfeld.com • 800.222.1666
 Holland
 347 Hoover Blvd.
 Holland, MI 49423
 Ann Arbor, Chicago, Columbus,
 Grand Rapids, Indianapolis, St. Louis

We hereby certify that we have examined the premises herein described, that the improvements are located entirely thereon as shown and that they do not encroach except as shown hereon. This survey was made from the legal description shown above. The description should be compared with the Abstract of Title or Title Policy for accuracy, easements and exceptions.

LEGEND

- Iron - Set
- Iron - Found
- ▨ Concrete
- ▨ Existing Building
- ▨ Asphalt

August 16, 2022

Ryan Heise, Saugatuck City Manager
Planning Commissioner Fox
Planning Commissioner Manns
Planning Commissioner Gaunt
Planning Commissioner Heriford
Planning Commissioner Gardner
Planning Commissioner Broeker
Planning Commissioner LaChey

Dear Members of the Saugatuck Planning Commission and City Manager,

I am writing to you referencing the proposed project at 665 Spear Street that I believe is on the agenda for the Planning Commission meeting of August 18, 2022.

I have received a memorandum from Cindy Osman to the Planning Commission members as well as written information from the applicant. I am not able to attend the meeting on August 18 due to a prior commitment, so I am putting my thoughts on the project in writing.

I do not feel that I have received enough information in order to make an informed decision on the project as it's been presented. If the applicant is desiring to raise the current residence and move it forward on the lot to bring it to the current setback requirements and put a basement under it and complete an addition on the east side of the structure, that is within their rights as a property owner according to the "proposed site plan" location of the newly relocated home. I would like to know how the storm runoff is going to be directed to the street as indicated in Ms. Osman's memorandum. The "proposed site plan" shows a sloped backfill on the new foundation but does not indicate true levels. Given that the soil composition on the south side of Spear Street is clay, this could be problematic for several neighboring properties.

The memorandum also indicates that the project exceeds the 3:1 floor ratio area. It's not clear by how much it exceeds or if this is for the existing residence or if it

includes the addition of another living quarters. The “proposed site plan” shows a future 1800 square foot footprint for a new house. It is unclear as to whether the applicant is seeking approval for this future house construction. The “proposed site plan” shows the new house with a front yard setback at 20 feet while in the memorandum it indicates that a 15-foot front setback. This is conflicting information. I am not in favor of a 15-foot front yard setback even if the project was clearly before you and the neighbors. As presented, no design for the new house is indicated.

There are also several other factors that I find questionable such as why is this project considered a special land use, the future construction of a garage, two residences on the same property and the proposed “pool house” rear setback. I believe that the use of that structure is changing from its current use, therefore it should fall within the 10-foot rear yard setback and not be grandfathered in.

I’m sure that there are many ordinances that should be considered for the project including the need for a variance from the ZBA. In summary, I would like to stress that I am completely in favor of the applicant moving the house forward on the lot and remaining within the setback requirements and placing an addition on the east side of the structure. I would like to see more information on the elevation changes as they pertain to storm drainage.

Thank you all for your consideration and thorough investigation of this project.

Best Regards,



Jim Sellman
555 Spear Street
Saugatuck, MI 49453