



**Planning Commission Meeting
July 28, 2016 - City Hall
102 Butler Street, Saugatuck, MI
7:00 PM**

1. **Call to Order/Roll Call:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
 - a. **Minutes from June 16, 2016**
4. **Public Comment on Agenda Items:** Limit 3 minutes
5. **Old Business:**
 - a. 248 Mason Street, remove from table application to rezone from R-4 to C-1
 - b. Park Street near Bliss, remove from table for minor waterfront construction
 - c. 360 North Maple, Home occupation, remove from table
6. **New Business:**
 - a. 655 Spear Street, special land use to rent an accessory dwelling unit, Public Hearing
 - b. 836 Park Street, Site plan review for construction in critical dunes, Public Hearing
 - c. Ordinance amendment to prohibit "windfeather" type signs, Public Hearing
7. **Communications:**
 - a. **250 Dunegrass** – revised drawing for accessory dwelling unit.
8. **Reports of Officers and Committees:**
9. **Public Comments:** Limit 3 minutes
10. **Adjournment**

***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 five 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

Proposed Minutes
Saugatuck Planning Commission Meeting
Saugatuck, Michigan, June 16, 2016

The Saugatuck Planning Commission met in regular session at 7:00 p.m. at City Hall, 102 Butler Street, Saugatuck, Michigan.

1. **Call to Order** by Chairperson Muir at 7:00 p.m.

Attendance:

Present: McPolin, Schmidt, Crawford, Muir, Hess, Lewis & Fox

Absent: None

Others Present: Zoning Administrator Osman

2. **Approval of Agenda:** A motion was made by Schmidt, 2nd by Hess, to approve the agenda as presented. Upon voice vote the motion carried unanimously.

3. **Approval of Minutes:** A motion was made by McPolin, 2nd by Lewis, to approve the May 19, 2016 regular meeting minutes as amended. Upon voice vote the motion carried unanimously.

4. **Public Comments** (*agenda items only*): None

5. **Old Business:**

A. Rezoning 248 Mason Street – Remove From Table: The Planning Commission tabled this item at their May 19, 2016 meeting for further information.

A motion was made by Lewis, 2nd by McPolin, to retable this item to July 28, 2016, noting date change from regularly scheduled July 21, 2016 meeting to July 28, 2016. Upon voice vote the motion carried.

B. Special Land Use – Docks on Park Street: A motion was made by McPolin, 2nd by Hess, to table this item for further information to the July 28, 2016 meeting. Upon voice vote the motion carried unanimously.

6. **New Business:**

A. Application 16-025 / 250 Dunegrass Ridge – Final Site Plan Review / New Residential Dwelling: A public hearing was held on this date for the request to construct a new single family residential dwelling and accessory structure at 631 Perryman Street.

Chairperson Muir opened the hearing at 7:08 p.m.

Matt Zimmerman, Dunegrass representative, addressed the standards in the application. He reiterated that the site is very large, over five acres, and for the most part, it will be secluded from all other structures. The DEQ permit has been issued, helping to assure that any damage to the vegetation or environment will be minimal. There are curbs for pedestrians and rolled curbs for drainage. The remainder will sheet drain into the sand.

Chairperson Muir closed the public hearing at 7:35 p.m.

Mr. Zimmerman answered some questions about the property. Initially this area defined as Unit 1 of a condominium included area was reserved for 2+ lots shown on the original site plan.

It was determined that the carriage house exceeds the size limit for an accessory dwelling unit, and Mr. Zimmerman agreed to proceed with his application for approval of the house without the Carriage House dwelling unit.

A motion was made by Fox, 2nd by Lewis, to approve Application 16-025 / 250 Dunegrass Ridge for the construction of a 3,924 square-foot detached single family dwelling unit and garage, excluding the request for an the carriage house as an accessory dwelling unit. The commission finds the standards found in Section 154.064 of the Zoning Code have been met, per the staff report dated May 15, 2016 and conditioned upon the following.

- The property owner receive all other approvals from the County Health Department regarding the installation of the onsite septic system before a building permit is issued;
- The property owner receive all required approves from the DEQ before a building permit is issued;

- The property owner submit a detailed tree inventory showing the trees to be removed to the City for administrative review before a building permit is issued;
- Only the foundation of the structure be installed before the full water system, including fire hydrants, is pressurized and active;
- Other conditions as deemed necessary by the Planning Commission to assure that the proposed structure will conform to the zoning regulations pertaining to detached single family residential structures.

Upon roll call the motion carried unanimously.

B. Application 16-020 / 360 N Maple Street – Special Land Use: A public hearing was held on this date for a Special Land Use permit for a home based business.

Chairperson Muir opened the hearing at 7:50 p.m.

Richard Mead presented his request for a home business, stating he has been living in the home for 10 years, and has been a self-employed carpenter during all of those 10 years.

Sherry Tedaldi (*resident*) spoke in favor of the application.

Letter of communication was received from John Newland and Doug McIntosh opposed to applicants request.

John Newland then spoke to the condition of the yard. He does not object to the business itself, but rather the storage of material and equipment. Specifically trailers, lumber, ladders, etc.

Chairperson Muir closed the public hearing at 8:57 p.m.

Mr. Mead then answered some questions regarding the operation of the business. He stated that over the years, the equipment and materials stored in the yard have increased in volume. There is scaffolding, ladders and planks. Generally he goes to the lumber yard and then to the job site. There are tools, and other items in the existing garage. He would like to build a barn, but that is some time out in the future yet. He has in the past used off-site storage units.

A motion was made by Hess, 2nd by Lewis, to table Application 16-020 / 360 N. Maple Street to the July 28, 2016 meeting. Upon voice vote the motion carried unanimously.

C. Reduction in the Number of Parking Spaces Required for Bed and Breakfast Establishments: A public hearing was held on this date for a change to the parking requirements for bed and breakfast establishments from 1 parking space for each room to 1 parking space for every three rooms.

Chairperson Muir opened the hearing at 8:15p.m.

No comments to be heard Chairperson Muir closed the public hearing at 8:16 p.m.

A motion was made by Schmidt, 2nd by Lewis, to refer this item to City Council for approval. Upon voice vote the motion carried unanimously.

D. Use of Public Right-of-Way: A motion was made by Lewis, 2nd by Crawford, to schedule a public hearing for a text amendment prohibiting the use of wind feather signs, or feather flag signs for July 28, 2016. Upon voice vote the motion carried unanimously.

There was some discussion about the other uses in the ROW that City Council asked the Planning Commission to take a deeper look at, including uses in the right of way, and parking in the ROW.

7. Communications:

A. Discussion of Short Term Rentals of a Room within an Owner Occupied Dwelling: Discussion item only, no action taken.

8. Reports of Officers and Committees: Change date of regularly scheduled July 21, 2016 to July 28, 2016 to accommodate member schedules.

9. Public Comments: Robert Boyce (*resident*) commented that his grandma was delighted at the onset of the automobile age because there won't be any more parking problems with the end of the horse and buggy days.

Sherry Tedaldi (*resident*) expressed concern with the operation of the of late of the American Legion Lodge. While she supports the vets, over the past year or so the operations have not gone smoothly. She is also concerned that the person who appears to be in charge has been involved in some questionable activities including the Pioneer Club in Holland.

10. Adjournment: Chairperson Muir adjourned the meeting at 9:05 p.m.

Respectfully Submitted,

Monica Nagel, CMC
City Clerk



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman
Planning Director

DATE: July 28, 2016

RE: Final Addendum to report on Application 15-004; 248 Mason Street, (03-57-300-151-00) Request to Rezone

Clubs and Lodges are permitted in only three zone districts; Industrial, C-2 Water Street South and C-2 Water Street. Rezoning to C-1 will not resolve the problem of the American Legion, as clubs and lodges are not permitted in the C-1 zone district, so they will still be non-conforming as a Lodge.

We have heard from the applicant that there is NO desire to have anything but the American Legion Lodge on this site. They do not foresee selling the property, they want to protect their right to continue to operate in this location as they have for the past 80 years.

History:

1. Original application for rezoning from R-4 to C-1 submitted February 9, 2015
2. March 19, 2015 - Removed from PC agenda pending outcome of the Tri-communities Master Plan
3. April 21, 2016, - AL made a request for a new public hearing – set for May 19
4. May 19, 2016 – Public hearing held, application tabled to June 16 to explore options
5. June 16, 2016 – application tabled to July 28 to allow for discussion between city and applicant's attorney.
6. July 28, 2016 – remove from table.

Suggested motion: Move to remove from the table. Voice vote

Brief Staff report
Comments from the public
Discussion
Review potential text amendment

Options:

Deny rezoning.

Motion to deny applicant's request to forward the proposed rezoning to City Council.

Approve rezoning.

Motion to approve applicant's request to forward the proposed rezoning to City Council for approval and final action.

Deny rezoning and set public hearing for a possible text amendment.

I recommend the planning commission deny the request for rezoning and set a public hearing to change the definition of "Clubs and Lodges" and allow existing clubs or lodges a permitted use in an R-4 zone district.

CLUB, LODGE, CHARITABLE OR CIVIC ORGANIZATION or ~~FRATERNITY~~. An organization of persons for special purposes or for the promulgation of sports, arts, science, literature, politics or the like, but not for profit, and without payment of dividends to members. Activities associated with these entities include traditional civic activities such as but limited to: meetings, hall rental for private parties, fund raising sales, social events, educational activities, puppet shows and movies, veteran support, exhibitions, and other activities, excluding the sale or distribution of alcohol, and excluding gambling or playing at any game of chance for money or other stakes.

And to amend the permitted uses in R-4 to the following:

154.025 R-4 CITY CENTER TRANSITIONAL RESIDENTIAL DISTRICT (CER).

(A) *Generally.*

(1) The purpose of the Transitional Residential Zone is to create a buffer zone from the high intensity City Center Commercial Zone to the low intensity Community Residential Zone.

(2) This zone will permit a limited number of mixed uses but intentions are to promote residential land uses.

(3) As a transitional zone its character shall be reviewed more frequently to assess the needs of the adjoining zones.

(4) This zone is not intended to be static but rather to adjust with the development needs of the community.

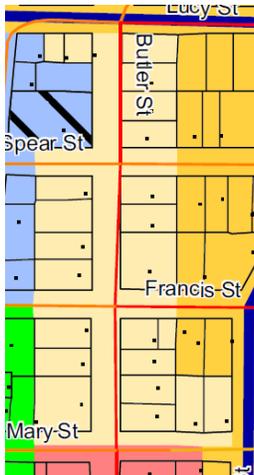
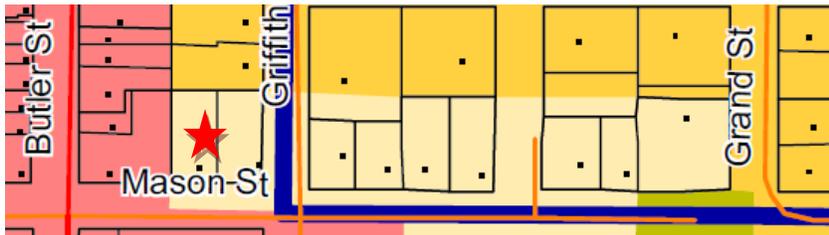
(B) *Permitted uses:*

- (1) Dwelling, single-family detached;
- (2) Dwelling, two-family;
- (3) Essential public services;

- (4) Bed and breakfasts;
- (5) Home occupations; ~~and~~
- (6) Short-term rental unit; ~~and,-~~
- (7) Clubs, lodges, civic or charitable organizations existing in their current locations prior to July 1, 2016.

(C) *Special land uses.* Special land uses are subject to review and approval by the Planning Commission in accordance with §§ [154.060](#) through [154.068](#) and §§ [154.080](#) through [154.092](#):

- (1) Home businesses; and
- (2) Rented accessory dwelling units in accordance with § [154.092](#)(J).





MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman
Zoning Administrator

DATE: July 28, 2016 Planning Commission Meeting

RE: Application 15-073; Park Street SLU and Minor Waterfront Construction
This is the same report you saw in November 2015, changes in CAPITAL LETTERS.

Proposed Use: The applicant is proposing 6 boat slips and a bath house to be used by adjacent property owners. All DEQ permits for the proposed development are included in your packet.

Completeness of Submittal: All requested materials have been submitted.

A COMPLETED PARKING STUDY WILL BE SUBMITTED BEFORE THE MEETING.

§ 154.082 SLU STANDARDS.

(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: The use is consistent with uses on the Kalamazoo River/Kalamazoo lake frontage.

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

Comment: The proposed use is consistent with the intent and purpose of this chapter.

- (3) Be compatible with the natural environment and conserve natural resources and energy;

Comment: The proposed use will be compatible to the natural environment.

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

Comment: The proposed use will be consistent with existing public services.

- (5) Protect the public health, safety and welfare as well as the social and economic well-being of those who will use the land use or activity, residents, businesses and landowners immediately adjacent and the city as a whole;**

Comment: The PC should take a close look at parking and ingress and egress of the project as it will essentially be on the shoulder of a road that is highly traveled during peak tourist seasons.

- (6) Not create any hazards arising from storage and use of inflammable fluids;**

Comment: No fluids are proposed to be stored on the site and I feel the PC should make a motion that no flammable liquids are stored on site as a condition of approval.

(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**

Comment: The parcel will be easily accessed by fire and police due to its close proximity to Park St.

- (b) Not create or add to any hazardous traffic condition.**

Comment: The applicant has provided a parking plan. Addition of the small traffic island should be discussed at the meeting. THE APPLICANT HAS ALSO PROVIDED A NEW ALTERNATE PARKING PLAN (MAY 2016).

(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 met.

(9) That in the nature, location, size and site layout of the use, be a harmonious part of the district in which it is situated taking into account, among other things, prevailing shopping habits, convenience of access by prospective patrons, the physical and economic relationship of one type of use to another and characteristic groupings of uses of the district; and

Comment: This standard is met.

(10) That in the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located.

Comment: This is a private facility; I feel it will be harmonious with the surrounding uses.

Section 154.092

(D) *Marinas.*

(2) *Minor construction.*

(a) Pier construction shall comply with all appropriate local, state and federal regulations and §§ [154.200](#) through 154.207 of this chapter.

(b) Site uses may include:

1. Facilities for the berthing, launching, and handling of recreational boats and commercial boats.

2. Accessory structures for storage, shower and lavatory facilities and refuse containers. Screening of latter from the roadway shall be required pursuant to the requirements of § [154.142](#).

3. Parking in compliance with § [154.130](#) *et seq.*

4. Recreation facilities such as picnic areas, playgrounds, intended for use by the boating public only.

(c) Maximum site size shall be 17,423 square feet with a maximum 131 feet of road frontage.

(d) Buildings shall be set back at least 20 feet from the roadway and ten feet from property lines.

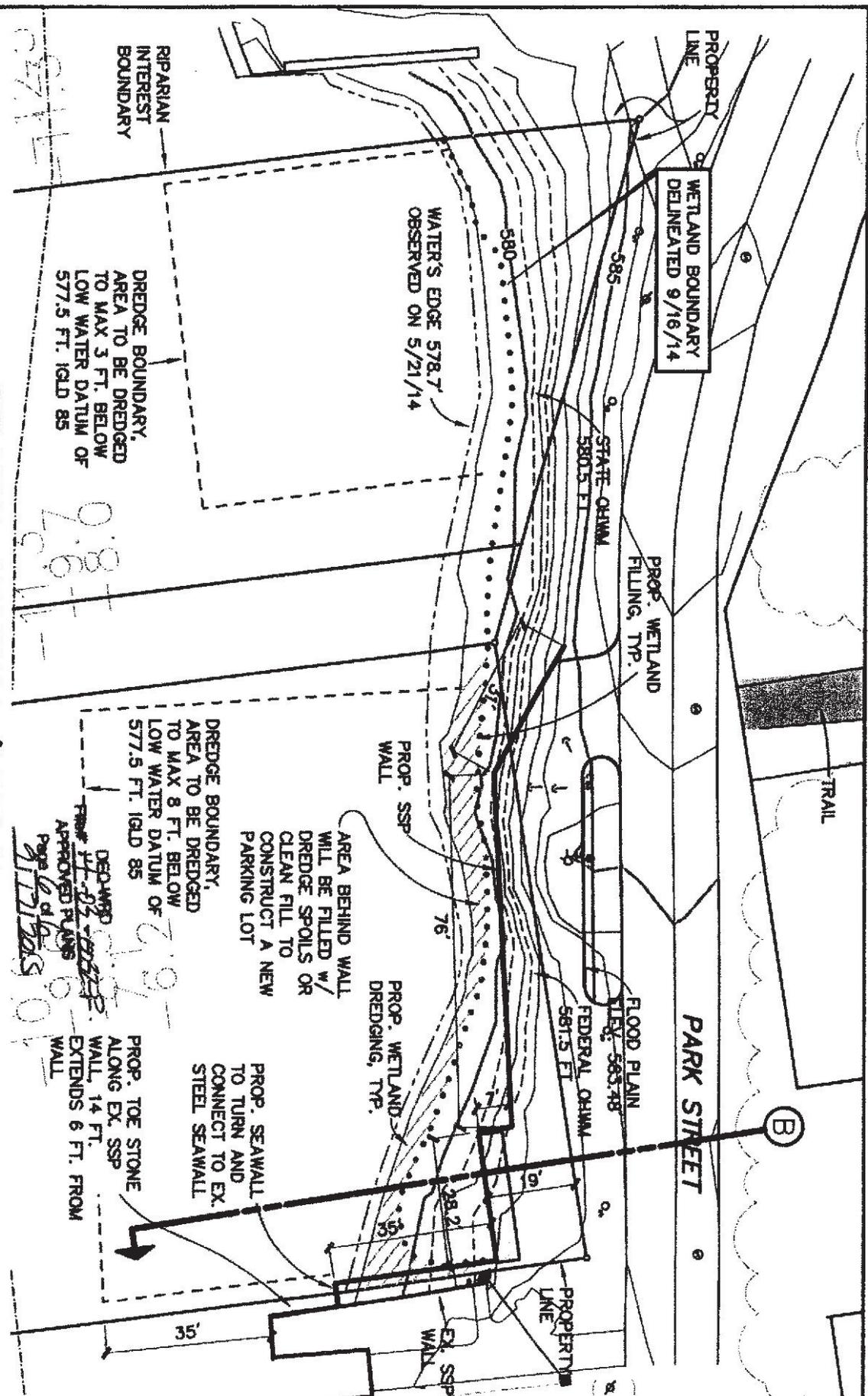
(e) Shorelines shall be stabilized with an approved suitable material to prevent erosion.

(f) This district shall not include retail or commercial uses other than the berthing of boats.

Comment: SINCE THE ORIGINAL APPLICATION WE HAVE RECEIVED A WRITTEN LEGAL OPINION THAT THE PROPOSED DEVELOPMENT IS A MINOR WATERFRONT CONSTRUCTION.

Recommendation: I hereby move to (*approve/deny*) the special land use and MINOR Waterfront Construction request for application 15-073 for Park St. to construct 6 boat slips and a boat house, finding that the request (*meets/ does not*) meet the standards listed in Section 154.082 (Special Land Use) and Section 154.092 Minor Waterfront Construction), and the C-4 Resort District zoning regulations as listed in Section 154.037 of the Zoning Code, conditioned upon the following:

List conditions/no conditions:



REVISED SEAWALL/DREDGING PLAN

0' 15' 30'
SCALE : 1" = 30'



SHEET 4R of 9
SEPTEMBER 15, 2015
2140111

DUNEGRASS
WATERWAY : KALAMAZOO RIVER
LOCATION : CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN
SECTION 9, T. 3 N., R. 16 W.

APPLICANT :
DUNE RIDGE SA LP
PAUL HEULE - MANAGER
231 FULTON STREET WEST
GRAND RAPIDS, MI 49503

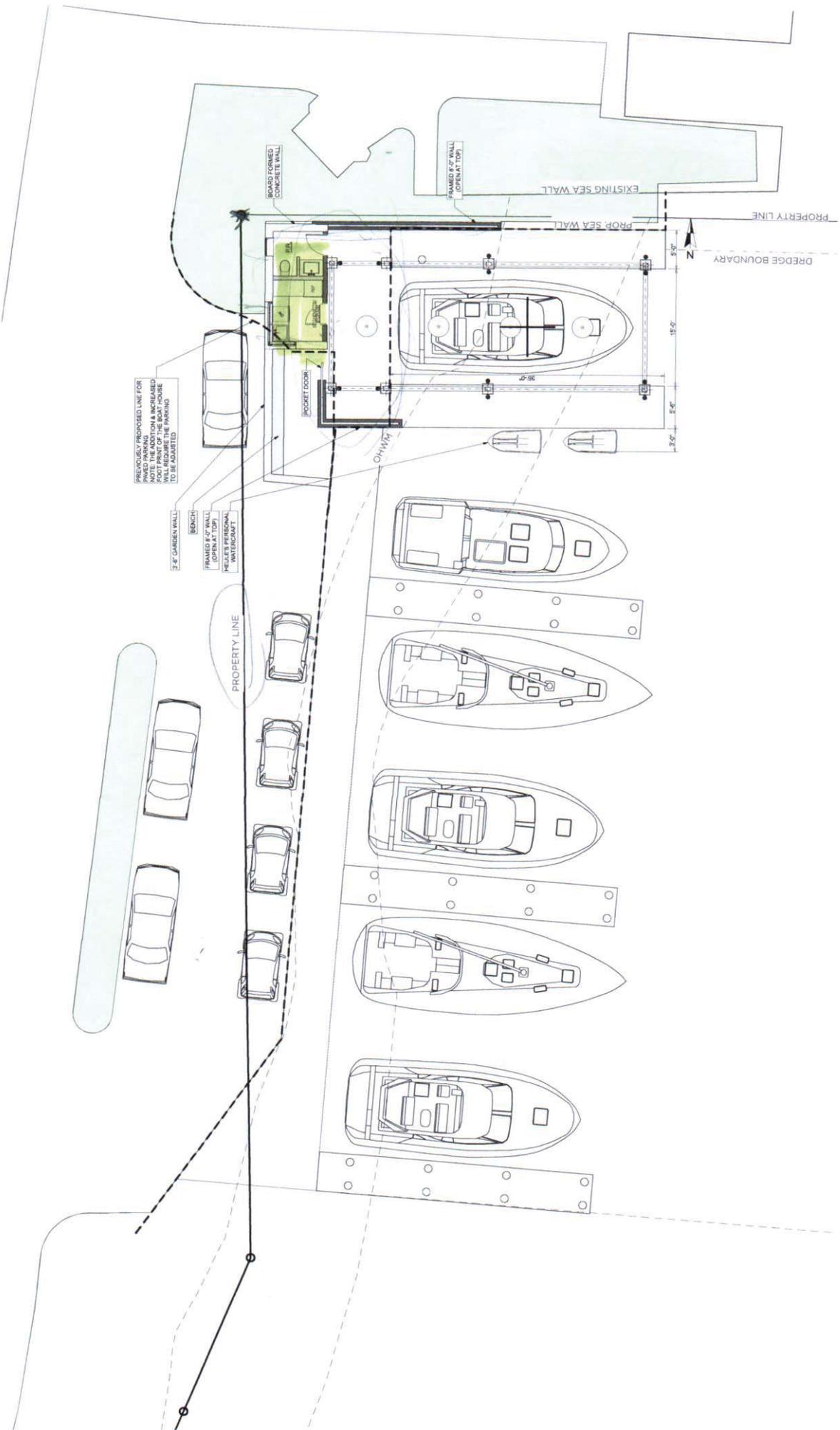
RECEIVED
PREPARED BY :

SEP 15 2015

Prein&Newhof
Engineers & Surveyors - Environmental Laboratory

4910 STARHA DRIVE
MUSKEGON, MICHIGAN 49441 / (231-798-0101)

WRD Kalamazoo



PROPERTY LINE
DREDGE BOUNDARY



EXISTING SEA WALL
PROP SEA WALL

FRAMED 8" WALL
(OPEN AT TOP)

BOARD FORMED
CONCRETE WALL



PRECISELY PROPOSED LINE FOR
PAVED PARKING
WITH 4" CURB AND 1" GROUND
FOOT PRINT OF THE BAY HOUSE
WILL REQUIRE THE PARKING
TO BE ADJUSTED

3" GARDEN WALL

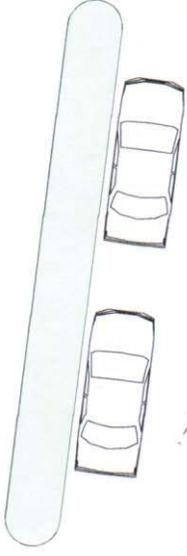
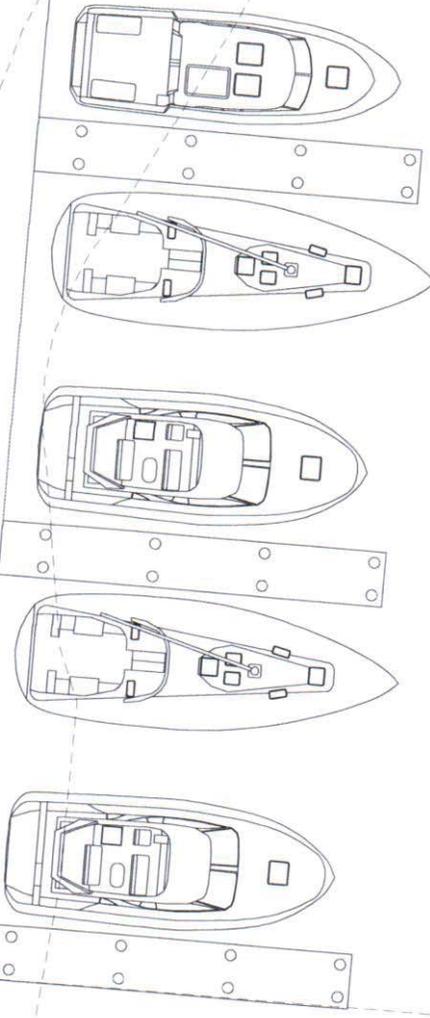
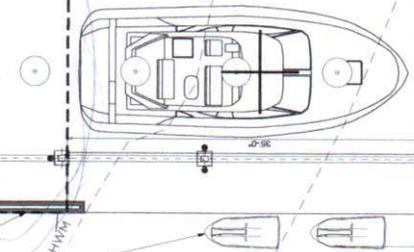
BENCH

FRAMED 8" WALL
(OPEN AT TOP)
HELIX'S PERSONAL
WATERCRAFT

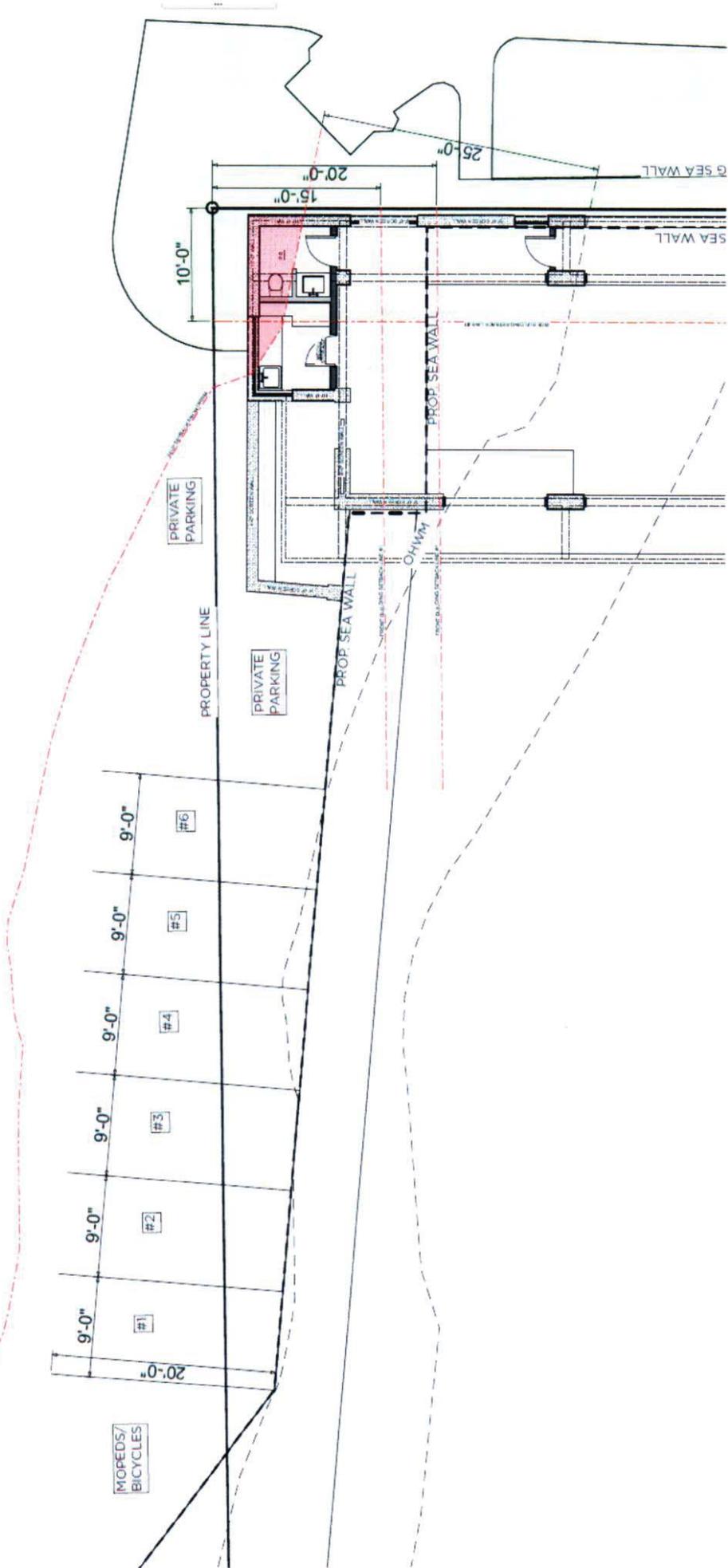
POCKET DOOR

OPHWT

PROPERTY LINE



Alternate



Memorandum

| | |
|------------|---------------------------------------|
| Date: | July 7, 2016 |
| To: | Mr. Ed Pynnonen |
| Company: | REAlliance |
| From: | Ariana Jeske, PE, PTOE |
| CC: | |
| Project #: | 2160319 |
| Re: | Dunegrass Marina Traffic Safety Study |

Contained in this memorandum is a summary of the pedestrian and traffic safety analysis for the proposed Dunegrass Marina located along the Kalamazoo River approximately 265 feet south of the intersection of Park Street and Perryman Street on the east side of Park Street. The proposed marina will consist of six berths, a small building, and parking, with a driveway off of Park Street.

Crash Analysis

Crash reports for a 500 foot radius around the proposed marina site were obtained from the Michigan Traffic Crash Facts Database. The last five available years, 2011 to 2015 were queried for crashes near the study site. The crash data includes vehicle, bicycle, and pedestrian crashes. Two vehicular crashes were reported in that search area. One crash was a sideswipe between a recreational vehicle and a passenger vehicle on Park Street north of Perryman Street where the roadway reduces to 16 feet wide and is unmarked. The other reported crash was related to a vehicle towing a trailer attempting a U-turn at the intersection of Park Street and Perryman Street and backing into a parked vehicle. Neither crash was related to the existing conditions around the proposed marina site. No bicycle or pedestrian crashes were reported in the area.

Site Evaluation

The speed limit for Park Street is 25 miles per hour (mph) in the area of the proposed marina. Sight distance for several turning movements was evaluated during a site visit on June 9, 2016. The maneuvers evaluated were left turns in, left turns out, and right turns out. Right turns into a driveway from the traveled roadway are generally not evaluated as they are not dependent on the clearance of other vehicles from the turning path.

The American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets was consulted to determine the minimum sight distance needed to enter and exit the proposed marina sight. This is the national standard of practice for highway and street design and geometrics. The sight distance at the proposed marina site was evaluated by placing a marker with flagging at 3.5 feet above existing finished grade, the presumed eye height of a driver, at the proposed driveway locations and then finding and measuring the distance to the location along the roadway where that marker was no longer visible. The turning movements and their required sight distance for 25 mph and available sight distance are listed in the table below:

| Turning Movement | Required Sight Distance (ft) | Available Sight Distance (ft) |
|------------------|------------------------------|-------------------------------|
| Left Turn In | 205 | 200 |
| Left Turn Out | 280 | 478 |
| Right Turn Out | 240 | 251 |

Required sight distances are met for left and right turns out by the existing conditions. For left turns in the recommended sight distance is 205 feet; 200 feet was measured in the field. The difference of five feet is minimal and should not affect safety in the area. A vehicle traveling the speed limit of 25 miles per hour would traverse five feet in 0.13 seconds, a negligible amount of time when considering human reaction speed.

Stopping sight distance was also evaluated. Stopping sight distance refers to the distance needed for a driver traveling on Park Street to see a hazard, react, and then stop. The stopping sight distance for 25 mph is 155 feet. Both directions of Park Street have that sight distance available at the proposed marina site.

Parking Evaluation

Two parking options for the proposed marina were presented and evaluated for safety, a perpendicular and parallel layout.

Perpendicular

The advantages of the perpendicular parking options include the provision of more spaces and expansion of the available sight distance for lefts turning in. The point at which a driver turns left into a parking space from Park Street is variable; the sight distance measured above was taken at the southernmost point as minimum available sight distance. As you move north, the sight distance increases. The disadvantages of the perpendicular parking option include potential conflict points with pedestrians when backing out of a space if pedestrians are close to the rear of the parking stalls, a lack of defined pedestrian space alongside the roadway, and the requirement that vehicles exiting the parking must first back up, then evaluate their available gaps in passing traffic, continuing backing up, stop, and then move forward to join the traffic flow. This maneuvering may have negative impacts to traffic flow. The impacts the backing vehicles may to traffic flow is not readily quantifiable with nationally accepted methods of practice. These backups from parking would impact higher speed roadways more than the lower speed of Park Street. In the summer months in peak traffic volumes, average operating speeds are much lower than the posted 25 mph, potential impacts to traffic flow would also be reduced with the lower speeds. Many of these disadvantages can easily be mitigate with a defined crosswalk area offset from the back of the parking spaces to the maximum extent, warning signs to both parked vehicles and pedestrians, and advance warning signing on Park Street for approaching motorists. The dimensions of the proposed perpendicular parking do provide an adequately large buffer space for drivers to back up, evaluate traffic flow (due to adequate sight distance), and then proceed into the roadway.

Parallel

The advantages to the parallel parking option include two defined driveways which minimizes conflict points for pedestrians and better sight distance for vehicles exiting the parking area. The disadvantage to the parallel parking is that the sight distance for lefts into the south driveway starts to approach the minimum required sight distance. As evaluated during the sight distance evaluation the available sight distance is adequate for the posted speed.

Either of the parking options, perpendicular or parallel are appropriate for the proposed marina site and have similar safety impacts, with proper mitigation. Neither option is substantially anticipated to be safer than the other.

Pedestrian Safety Evaluation

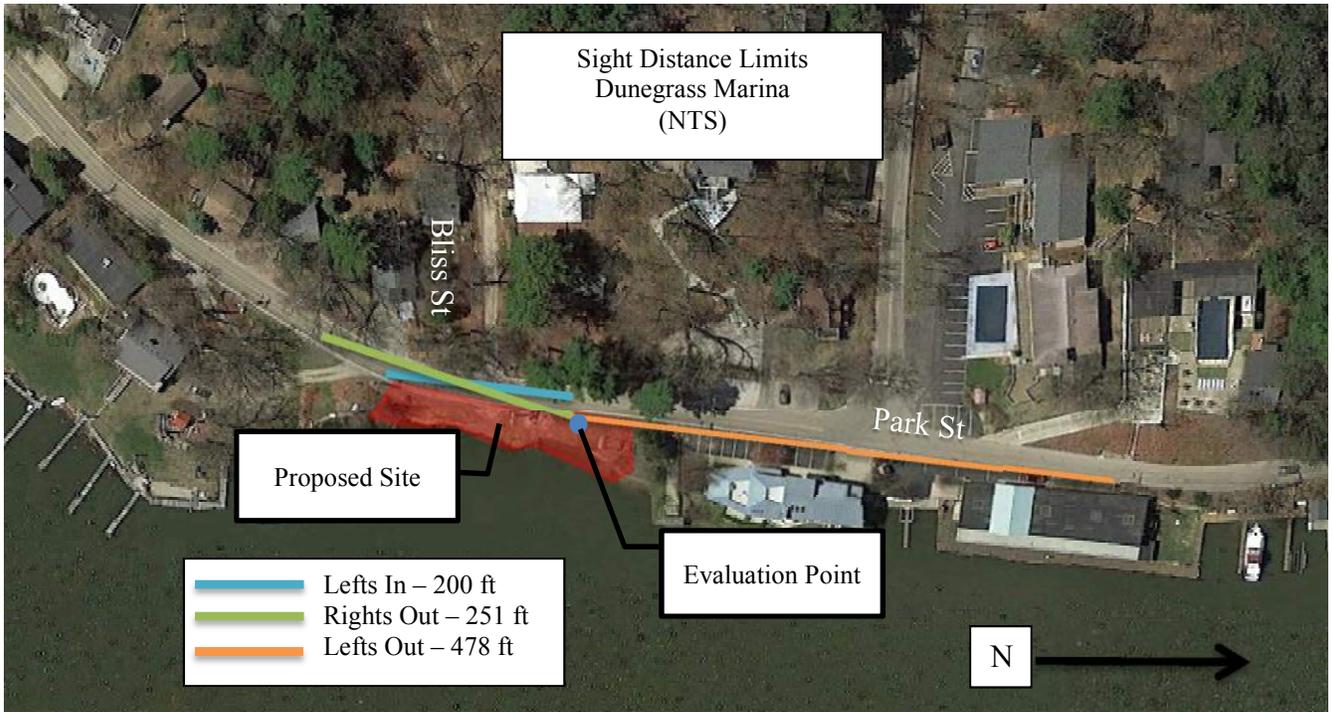
Pedestrian routing from the chain ferry landing to the north of the marina site to the proposed pedestrian path at Bliss Street was evaluated. The best option would be to route pedestrians south from the landing on the east side of Park Street and provide a crossing opposite Bliss Street. The parallel parking option would minimize conflict points with this pedestrian path and provide an area in the island to construct a pedestrian pathway. Additionally, the east side does not have established parking adjacent to the roadway.

The stopping sight distance for motorists on Park Street is adequate for a crossing at Bliss Street. The sight distance for pedestrians to evaluate traffic and then cross is adequate. Pedestrian sight distance is not specifically defined in typical traffic engineering practice. For the purposes of this analysis, pedestrian sight distance for pedestrians crossing Park Street can be calculated by determining the distance a vehicle traveling the speed limit would travel in the time it takes a pedestrian to cross. In this situation, 252 feet would be required to cross the 24 foot wide Park Street. That sight distance is available in both directions and sides of Park Street.

Conclusions and Recommendations

No history of crashes related to roadway conditions in the area of the proposed marina site exists for the past five years. The sight distance is adequate for all proposed turning maneuvers into and out of the proposed marina for the posted speed limit. Either parking option, with appropriate signing and other mitigation measures, is appropriate for proposed usage and pedestrian routing on the east side of Park Street and a proposed crossing opposite Bliss Street. The sight distance at the proposed crossing at Bliss Street is adequate for both pedestrians to evaluate traffic and travel across Park Street and for approaching motorists to react to pedestrians in the roadway.

It is not anticipated that the traffic traveling to and from the marina will pose a safety hazard to vehicles traveling on Park Street or to pedestrians accessing the future path at Bliss Street.



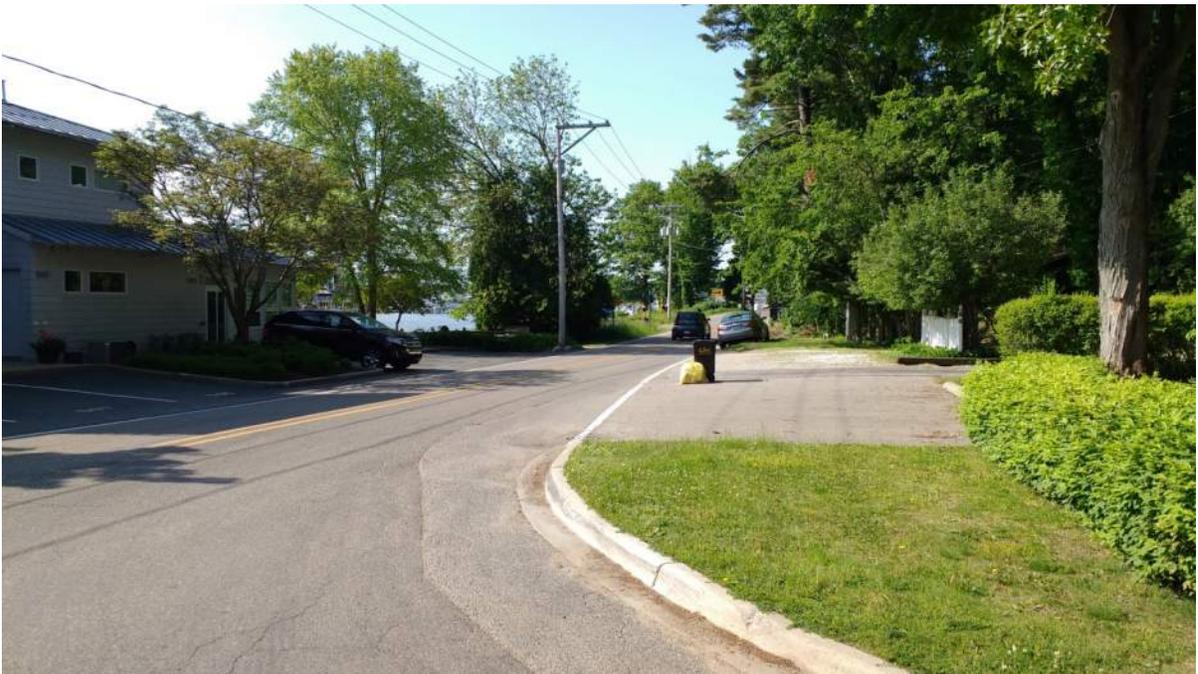
Site Photos



Looking south from the site



Looking north from the site



Looking South from Perryman Street Stop Sign



Looking south from the southbound lane (location of left turns into the site)



Looking south towards the site (extent of available sight distance)



Looking south to the site, extent of available sight distance



Special Land Use Application

LOCATION INFORMATION

APPLICATION NUMBER _____ - _____

Address 360 N MAPLE ST

Parcel Number _____

APPLICANTS INFORMATION

Name RICHARD MEAD Address / PO Box _____City SAUGATUCK State MI Zip 49453 Phone 616 566 4015Interest In Project OWNER E-Mail xantipodan@gmail.comSignature Richard Mead Date 5/2/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name same Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

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 Richard Mead Date _____

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

Name _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 300 Width 110 Size 3/4 acre Zoning District R-1 Current Use _____

Check all that apply:

Waterfront _____ Historic District _____ Dunes _____ Vacant _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Home business. General Contractor



SITE PLAN REQUIREMENTS (SECTION 154.061)

B) Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. Twelve reproducible copies of a final site plan, 24" by 36" or larger, at a scale of not less than one inch equals ten feet, and a PDF of the plan set shall include:

Y N NA

- 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;
- Dimensions of property of the total site area;
- A north arrow;
- Contours at 2-foot intervals;
- Zoning classification of the subject property and abutting properties;
- Required and proposed building setbacks;
- Location of structure on the subject property and structures on adjacent properties within 100 feet of the property, including those located across the street from the property;
- Existing and proposed driveways, parking areas, walk ways, curb cuts, and other hardscape features;
- Existing water courses, water bodies, including human-made surface drainage ways, floodplain, and wetlands;
- 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 fire suppression system, including details of fixtures, supply lines, hydrant locations, and/or other required features;
- Proposed floor plan with applicable features including but not limited to the location of furniture, utility rooms, restrooms, kitchens, storage area, and display areas;
- 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;
- Existing significant vegetation;
- Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
- Signs, including type, locations and sizes;
- Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;



Special Land Use Application

Application # -

- 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; and
- Location, height and type of fencing;

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?

Negligible

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

Yes

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

completely: yes

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

completely

(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?

no effect

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

It will not create hazards.



Special Land Use Application

Application # ___ - ___

(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?

no conflict. yes

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

no impact

(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?

no impact

(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?

already harmonious.

(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?

No impact.

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



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

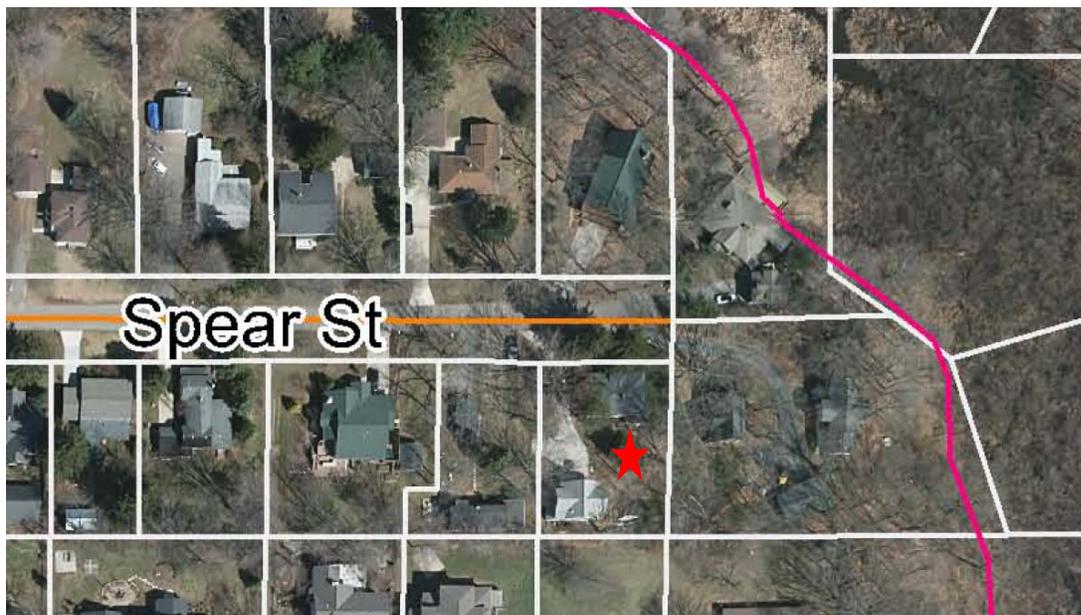
DATE: July 28, 2016

RE: Application 655 Spear, Special Land Use, Rental of Accessory Dwelling Unit

Dan Sheridan has applied a Special Land Use Permit to rent an Accessory Dwelling Unit at 655 Spear Street. This property is located in the R-1 Community Residential District. The purpose of this memo is to provide a review of the standards for this special land use, and how the ordinance relates to this application.

Background: The City of Saugatuck requires a public hearing and review by the Planning Commission on all rented ADUs in any zone district. (154.092, J)

Project Description: The project involves converting the upstairs of an existing garage, previously approved as a home office to an ADU. The applicant then proposes to rent the ADU as a short term rental, or, alternately, live in the ADU and rent the principle structure.



Completeness of Submittal: All requested materials have been submitted.

Standards for Approval: The standards of Section 154.082 and 154.092,J will apply. These standards are as follows:

(A) *In location, size, height and intensity of the principal and/or accessory operations, be compatible with the size, type and kind of building, uses and structures in the vicinity and adjacent property;*

Comment: The structure is existing, and will be similar in height, and size of structures in the vicinity. Therefore the Planning Commission may find this standard is met.

(B) *be consistent with and promote the intent and purpose of this chapter;*

Comment: the proposed project is consistent with the city land use plan, is compatible with surrounding land uses, Therefore the Planning Commission may find this standard is met.

(C) *be compatible with the natural environment and conserve natural resources and energy;*

Comment: The proposed residence is reuse of an existing building. Therefore the Planning Commission may find this standard is met.

(D) *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 landowner immediate adjacent and the city as a whole.*

Comment: The home will have adequate access for Fire Department vehicles, and be connected to public water and sewer. The home is a private residence and will have no additional impact of public health, safety and welfare. The Planning Commission may find this standard is still met.

(E) *Not create any hazards arising from the storage and use of inflammable fluids.*

Comment: This standard is met.

(F) *Not be in conflict with convenient, safe and normal vehicular and pedestrian traffic routes, flows intersections and general character and intensity development, in particular:*

the property shall be easily accessible to fire and police;

Not create on add to any hazardous traffic condition.

Comment: The proposed rented ADU will not have an impact on the vehicular or pedestrian circulation system. Therefore the Planning Commission may find this standard is met.

(G) *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 use as a rented ADU will not change any of the configuration of any development existing on the ground. Therefore, the Planning Commission may find this standard is met.

(H) 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 conversion of the garage to an ADU is a permitted use. The request for a special land use is a permitted use is required because the applicant proposes to rent it. Therefore the planning commission may find this standard met.

(I) That in the location, size, intensity and site layout be such that operations will not be objectionable to nearby dwellings, by reason of noise, fumes, pollution, vibration, litter, refuse, glare or flash of lights to an extent which is greater than would be operations of any use permitted by right for that district within which the special land use is proposed to be located.

Comment: This standard is not applicable in this request; therefore the Planning Commission may find this standard is met.

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

Comment: The applicant has indicated that the property will be owner occupied. A condition that failure to comply with this requirement will make the permit null and void is recommended.

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

Comment: A condition to fulfill this requirement would be appropriate.

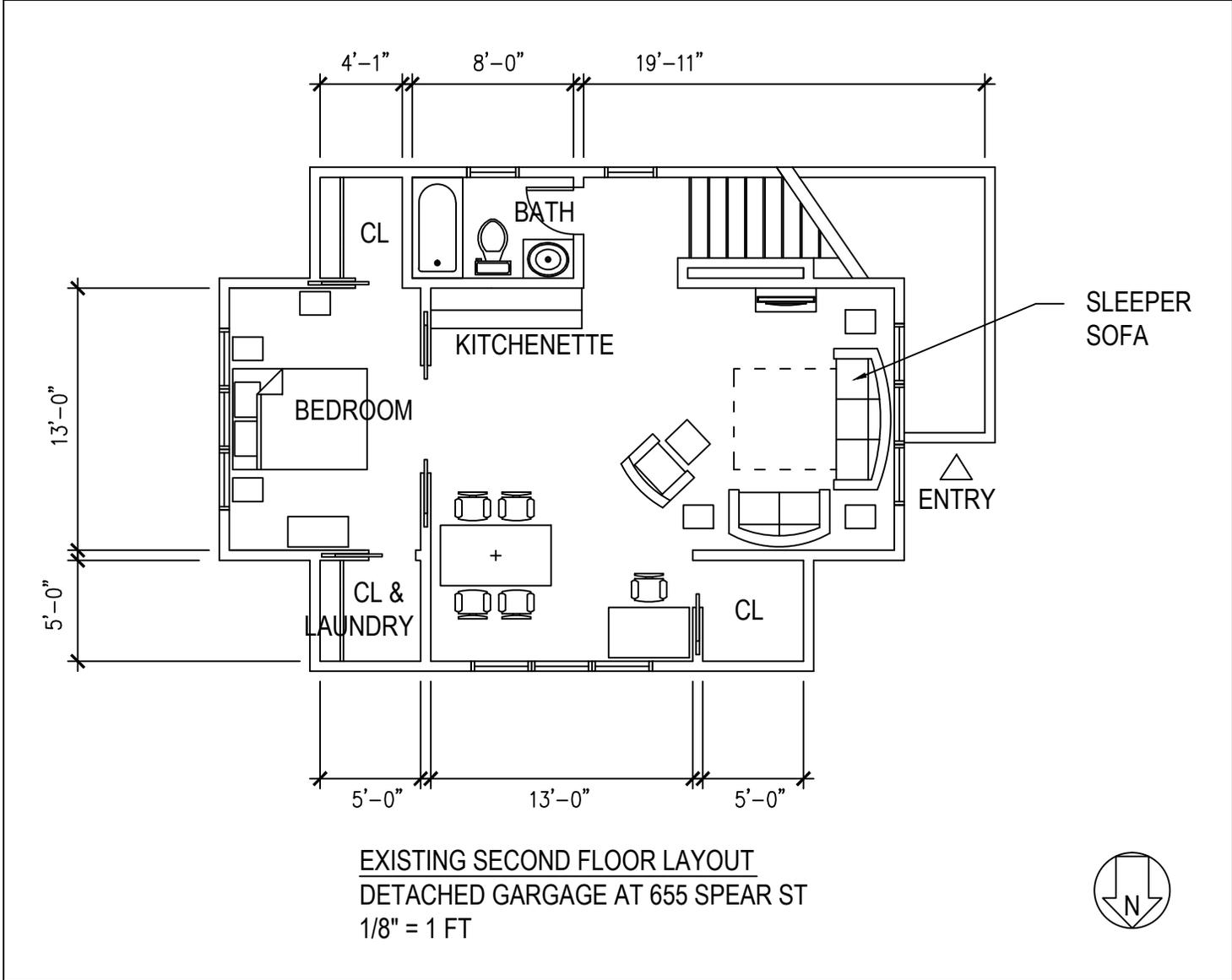
(3) Signage shall be per the regulations for short-term rentals.

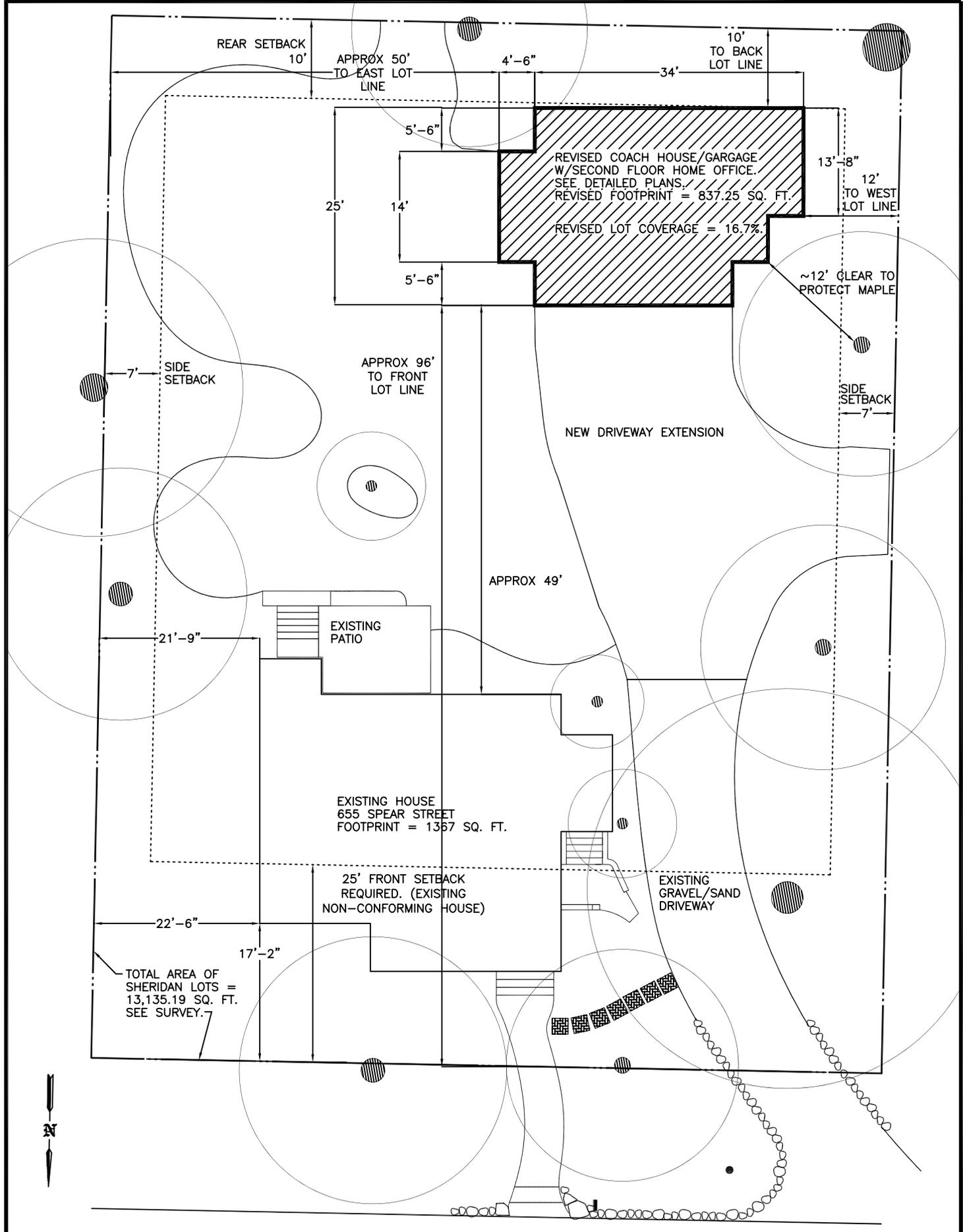
Comment: A condition that failure to comply with this requirement will make the permit null and void is recommended.

The following motion may be used if the Planning Commission finds that the standards are met:

I hereby make a motion to (approve/deny) application for an rented ADU at 655 Spear Street, (as submitted/ as amended) finding the standards found in Section 154.064 of the Zoning Code (have/have not) been met, per the staff report, and conditioned upon the following:

(Insert Conditions Here) - Owner occupied / Inspection / Signage





FRONT SETBACK OF EXISTING HOUSE IS NON-CONFORMING (LESS THAN 25'). ALL OTHER ASPECTS OF THE PROJECT CONFORM.
 REVISION 6: FIXED MATH ERROR ON REVISED AREA AND PERCENT.
 REVISION 5: REVISED BARN FOOTPRINT (DECREASED)
 REVISION 4: MOVED BARN EAST TO PROTECT MAPLE

OWNERS: DAN & KAREN SHERIDAN
 DWG BY: DJS
 PLOT SCALE: 1/16" = 1'-0"
 DATE: 02/07/07
 REVISION NO. 6

THE SHERIDAN RESIDENCE
 655 SPEAR STREET
 SAUGATUCK, MICHIGAN 49453
NEW GARAGE PROJECT
PLOT PLAN



Special Land Use Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 655 SPEAR ST

Parcel Number 57-205-020-00

APPLICANTS INFORMATION

Name DAN SHERIDAN Address / PO Box 655 SPEAR ST.

City SAUGATUCK State MI Zip 49453 Phone 616 405 8110

Interest In Project OWNER E-Mail DAN.SHERIDAN@EGL.NET

Signature [Signature] Date 6/16/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name _____ Address / PO Box _____

City _____ State _____ Zip _____ Phone _____

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 _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

License Number _____ Expiration Date _____

PROPERTY INFORMATION

Depth 132' Width 99' Size 0.30 Acres Zoning District R-1 Current Use Single Family

Check all that apply:

Waterfront _____ Historic District _____ Dunes _____ Vacant _____

Community Residential
(per 8-05-14 Map)

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

We would like permission to use the space above our detached garage as a Short-Term Rental Unit. The garage was formerly used as my home office. Zoning now allows the Short-Term Rental Use.

We have plenty of off-street parking on our concrete driveway. We would not anticipate impacts to neighborhood because this use is consistent with numerous others in our area.

At our option we would like permission to occupy the above-garage space; while renting the house instead to short-term vacationers (a larger group, perhaps).
102 Butler Street • P.O. Box 86 • Saugatuck, MI 49453
Phone: 269-857-2603 • Website: www.saugatuckcity.com
Thank you.



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.

(Existing Site Plan is attached)

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. Twelve reproducible copies of a final site plan, 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?

No impacts expected. (Consistent with our typical use of the property for owners and guests.)

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

Allowed Use (Short Term Rental Unit).

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

No change. (existing)

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

No change. (existing)

- (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?

No adverse impacts expected.



Special Land Use Application

Application # ____ - ____

(6) How will the proposed request create any hazards arising from storage and use of inflammable fluids?
None. No change (existing).

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

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

Yes - No change (existing).

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

Yes. No changes expected, but any unforeseen problems can be corrected.

(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?

No change. (existing)

(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?

No change (existing)

(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?

None anticipated

OFFICE USE ONLY:

Application Complete _____ Date _____ Fee Paid _____ Date Paid _____

Notice Sent _____ Resident Notification _____ Hearing Date _____

Notes: _____

Bill Kaye
548 Spear Street
Saugatuck, MI 49453

Monica Nagel, CMC
City Clerk
City Of Saugatuck
102 Butler Street
Saugatuck, MI 49453

July 18, 2016

RE: Special Land Use Permit, 655 Spear Street

Sirs/Madams:

I am writing to express my concerns regarding allowing a Special Land Use Permit for the rental of the accessory structure at subject location. My concerns are as follows:

1. The property owners are not full-time residents. Being here only during the summer months, what assurances are there that their rental tenants will occupy their property in an acceptable and responsible manner 52 weeks of the year? If there are problems with the tenants when the property owners are not on-site, how will said problems be addressed, and by whom?
2. Renters, by the very nature of the situation, have no equity or vested interest in the neighborhood. We have had renters on the block in years past that were not good neighbors (putting it politely), and there were problems.
3. Population density on this one-block dead-end street should be considered. How much is too much when considering vehicular traffic of residents, contractors, etc.

While I do not want to stand in the way of a property owner making use of their property as they see fit, it is important to understand and address the downside as well as the upside of this request. If the concerns expressed here can be addressed to the satisfaction of all affected parties I would not have objection the Special Land Use exception.

Sincerely,

A handwritten signature in cursive script that reads "Bill Kaye". The signature is written in black ink and is underlined with a single horizontal stroke.



Site Plan Review Application

| | |
|-----------------------------|---|
| LOCATION INFORMATION | APPLICATION NUMBER _____ - _____ |
|-----------------------------|---|

Address 036 Park St

Parcel Number 035700904100

| |
|-------------------------------|
| APPLICANTS INFORMATION |
|-------------------------------|

Name Nicholas Leo Address / PO Box 419 St Joseph St

City Saugatuck State MI Zip 49453 Phone 6166020564

Interest In Project Purchaser E-Mail Nico.Leo@cbgreatlakes.com

Signature _____ Date 7/1/16

| |
|--|
| OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS) |
|--|

Name Estate of Mary Petro Address / PO Box 1533 121 St

City Whiting State IL Zip 46394 Phone _____

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 _____ Contact Name _____

Address / PO Box _____ City _____

State _____ Zip _____ Phone _____ Fax _____

License Number _____ Expiration Date _____

| |
|-----------------------------|
| PROPERTY INFORMATION |
|-----------------------------|

Depth 432 Width 39+ Size _____ Zoning District PN-A Current Use _____

Check all that apply:

Waterfront _____ Historic District _____ Dunes Vacant _____

| |
|--|
| PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY) |
|--|

ADD 2 decks - one in front of house AND one at the
RIVER - EXISTING CONCRETE STEPS TO REMAIN



Site Plan Review Application



SITE PLAN REQUIREMENTS (SECTION 154.081)

Applications for final site plan approval shall consist of the following information unless waived by the Zoning Administrator. Twelve reproducible copies of a final site plan at 24" by 36" or larger, at a scale of not less than one inch equals ten feet, and one PDF electronic copy shall include:

Y N NA

- Dimensions of property of the total site area;
- A north arrow;
- Zoning classification of abutting properties;
- Required and proposed building setbacks;
- Structures on the subject property and structures adjacent properties within 100 feet of the property, including those located across the street from the property;
- Water courses and water bodies, including human-made surface drainage ways;
- Existing public right-of-way, pavements and/or private easements;
- Existing and proposed driveways, parking areas, curb cuts;
- Contours at 2-foot intervals;
- Proposed finished grades and site drainage patterns, including necessary drainage structure. Where applicable, indicate the location and elevation of the 100-year floodplain;
- Significant vegetation and proposed landscape plan;
- 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 fire suppression system, including details of fixtures, supply lines, hydrant locations, and/or other required features;
- Proposed floor plan with applicable features including but not limited to the location of furniture, utility rooms, restrooms, kitchens, storage area, and display areas;
- Proposed common open spaces and recreational facilities, if applicable;
- Proposed landscaping, including quantity, size at planting and botanical and common names of plant materials;
- Signs, including type, locations and sizes;
- Location and dimensions of all access drives, including driveway dimensions, pavement markings, traffic-control signs or devices, and service drives;
- Exterior lighting showing area of illumination and indicating the type of fixture to be used.
- Elevations of proposed buildings drawn to an appropriate scale shall include:
 1. Front, side and rear views;



Site Plan Review Application



- 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? YES

- (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? N/A

- (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? N/A

- (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? N/A

- (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



(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*

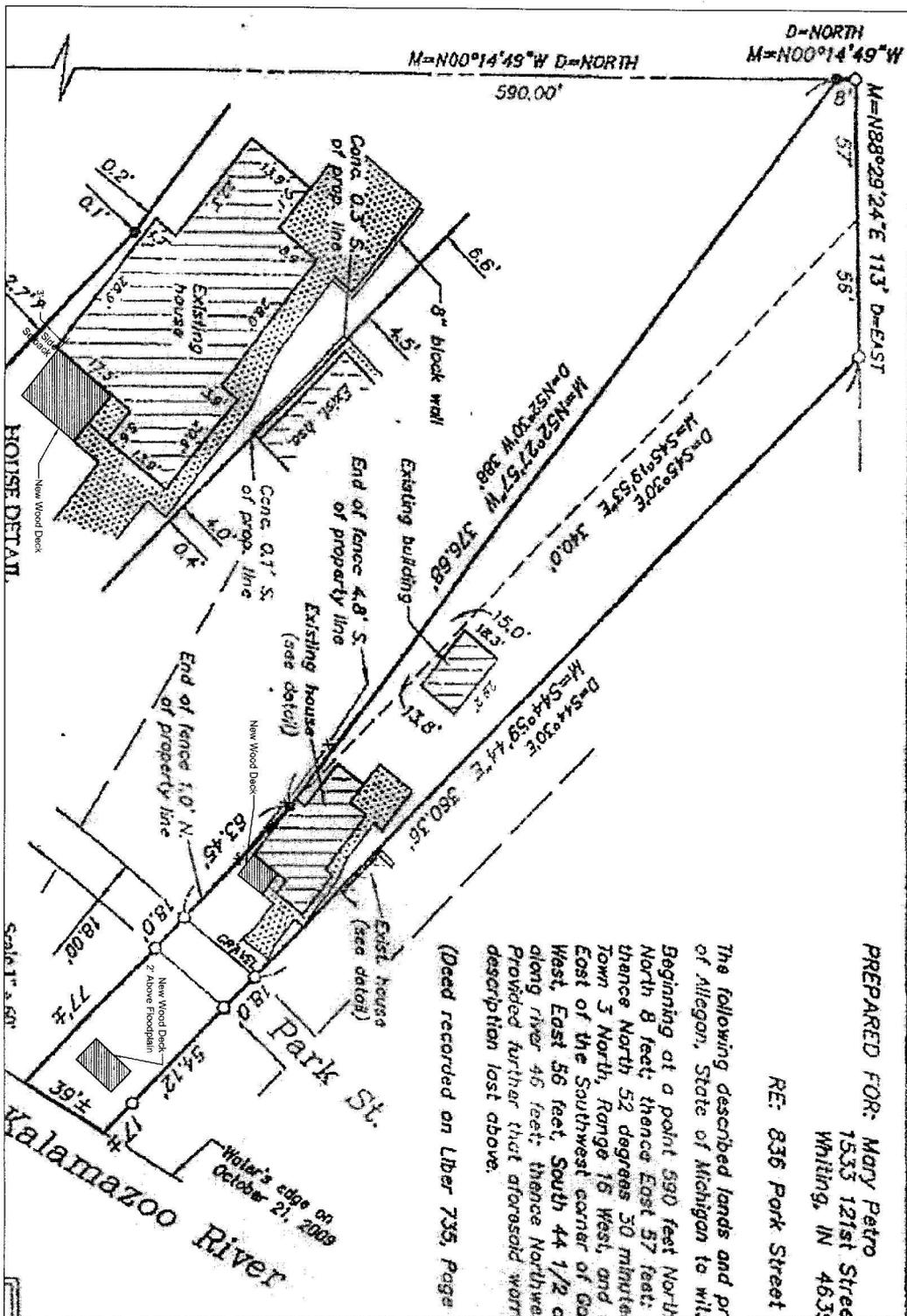
(7) How will all streets be developed in accordance with city specifications, unless developed as a private road? *N/A*

(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. *N/A*

(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. *N/A*

| | | | |
|-------------------------|-----------------------|--------------|--|
| OFFICE USE ONLY: | | | |
| Application Complete | Paid | Date Paid | |
| Notice Sent | Resident Notification | Hearing Date | |
| Notes: | | | |



D-NORTH
M=N00°14'49\"/>

M=N00°14'49\"/>

590.00'

M=N88°29'24\"/>

D=S45°30'E
M=S45°19'55\"/>

M=N52°27'57\"/>

D=S44°30'E
M=S44°39'44\"/>

PREPARED FOR: Mary Petro
1535 121st Street
Whiting, IN 46384

RE: 836 Park Street

The following described lands and part of Allegan, State of Michigan to wit:
Beginning at a point 590 feet North-North 8 feet; thence East 57 feet; thence North 52 degrees 50 minutes Town 3 North, Range 16 West, and East of the Southwest corner of 600 West, East 56 feet; South 44 1/2 degrees along river 46 feet; thence Northward provided further that aforesaid words description lost above.

(Deed recorded on Liber 735, Page

HOUSE DETAIL

Solar 1" = 50'

Kalamazoo River

Water's edge on
October 21, 2009

Park St.

New Wood Deck
2' Above Floorplan

End of fence 10' N.
of property line

Existing house
(see detail)

End of fence 4.8' S.
of property line

Existing building

8" block wall

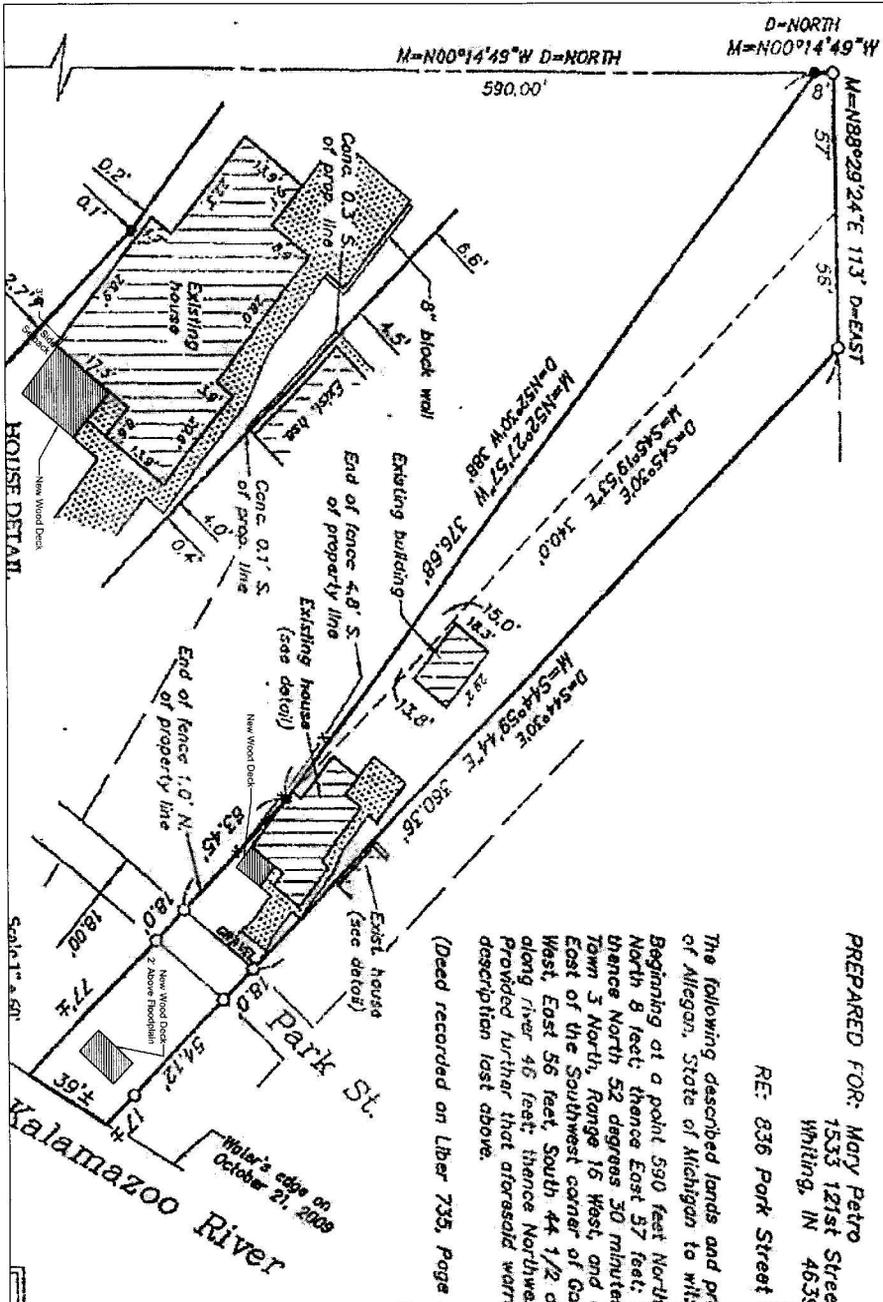
Conc. 0.3' S.
of prop. line

Existing house

Conc. 0.2' S.
of prop. line

New Wood Deck

Slab



PREPARED FOR: Mary Petro

1533 121st Street
Whiting, IN 4638

RE: 636 Park Street

The following described lands and part of Allegan, State of Michigan to wit: Beginning at a point 590 feet North North 8 feet; thence East 37 feet; thence North 52 degrees 30 minutes Town 3 North, Range 16 West, and East of the Southwest corner of 66 West, East 56 feet, South 44 1/2 degrees along river 46 feet; thence Northward provided further that aforesaid want description last above.

(Deed recorded on Liber 735, Page

Miller's edge on
October 21, 2008

Kalamazoo River



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

DATE: July 28, 2016

RE: 836 Park Street – Decks in the critical dune and flood plain

Nicholas Leo has applied for the construction of two decks in the critical dunes and in the flood plain at 638 Park Street. This property is located in the R-1 PN-A 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 and site plan review by the Planning Commission on all construction in the critical dunes and flood plain. (154.060)

Project Description: The applicant proposes to construct two decks, one attached to the house, and the across Park Street adjacent to the River. Although the maps have vague boundaries, it appears as if the upper deck in the critical dunes and the lower deck is in the flood plain.

Completeness of Submittal: All requested materials have been submitted, applicant will submit a new survey with the limits of the flood plain detail at the meeting.

Standards for Approval: The standards of Section 154.064 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 proposed decks as located in the attached application are small and low. 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 decks as proposed will have little or no impact on the environment. 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: 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: The proposed decks will not have any impacts on the vehicle access by the fire department or other emergency services. 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 proposed decks do not require any additional pedestrian circulation system. Therefore, the Planning Commission may find that this standard 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 applicant is not proposing the installation of any additional roads or pedestrian paths. Therefore, 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 applicant is not proposing any additional roads. Therefore, 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 proposed decks will not result in little if any additional storm water run-off. 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 applicant is not proposing the installation of any loading or unloading areas. Therefore, 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 is not proposing the installation of any additional lighting. Therefore, the Planning Commission may find that this standard is not applicable.

(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.

Recommendation: Staff can recommend approval of the proposed decks. 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.



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman
Planning Director

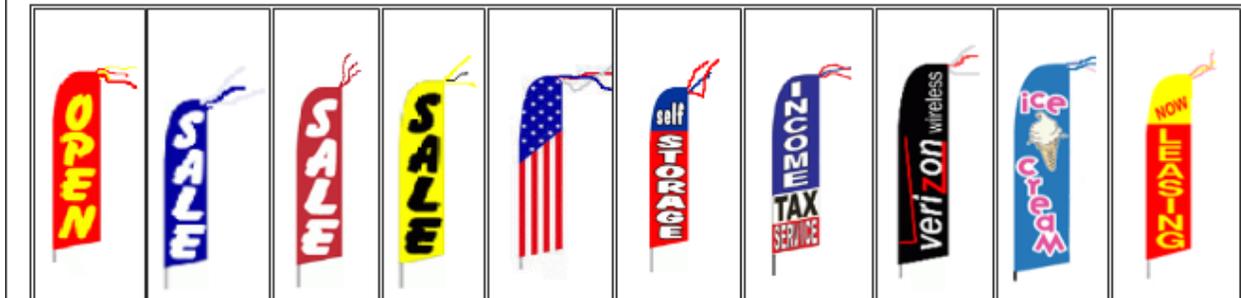
DATE: May 19, 2016

RE: Reduction in the number of parking spaces required for Bed and Breakfast Establishments

Windfeather flags (signs)

The windfeather signs in the ROW are of varying heights, most over 6 feet – some typical designs:

***Preprinted ADVERTISING FLAG SETS Include:
Flag, 15' Aluminum pole, and ground spike.***



When considering a text amendment, the Planning Commission should consider the following questions:

1. Does the proposed rule, change, or addition help reinforce the master plan?

COMMENT: The master plan states in Chapter 5: Downtown Saugatuck:
“Businesses include bed and Breakfasts, small and large restaurants, clothing stores, art galleries and numerous specialty shops, with boat service and marina facilities located along the waterfront. This commercial district has a unique historic character worth preserving and further enhancing and represents a great asset to the Tri-Community areas as well as to the region and state.”

Windfeather signs will detract from the unique historic character of downtown Saugatuck. Downtown traffic in the City is intensely pedestrian and congested at certain items of the year; windfeather signs are used to attract vehicular traffic along higher speed roads and highways. They are not permitted in the ROW nor are they appropriate on private property downtown as the conflict with the historic character of the City, would exacerbate congestion, would in no manner enhance the pedestrian experience and are unnecessary as other forms of advertising are readily available.

2. Is the proposed rule, change or addition in keeping with the spirit and intent of the ordinance, and with the objectives of valid public purposes?

COMMENT: It is in keeping with the spirit and intent of both the zoning ordinance and historic district. This type of advertising media was never intended for a downtown/pedestrian intensive area.

3. What is the problem or issue the change is intended to address? Can this be accomplished in another more appropriate fashion? Is it a new response to a new problem not addressed in the zoning ordinance?

COMMENT: This is new response to a new problem not addressed or not adequately addressed in the zoning ordinance.

4. Is the proposed text change easily understood, administered, and enforced?

COMMENT: Yes, the challenge will be to adequately describe “windfeather sign.”

RECOMMENDATION: Amend section 154.140 Definitions,

BANNER. A flexible sign directly mounted to a building, or a support on a building, or between two poles made of natural or synthetic material that is used to call attention to a business, product, service, or activity, not including flags as defined in this section.

FEATHER FLAG SIGN, WINDFEATHER SIGN. A flexible sign made of natural or synthetic material typically fastened on one long side to a flexible or non-flexible pole mounted on the ground, intended to move with the wind to call attention to a business, product, service or activity, not including flags as defined in this section.

TEMPORARY SIGN, to read as follows:

Any sign that is not constructed or intended for long term use or is not permanently attached to a building, window, or structure, including but not limited to banners, pennants, feather flag signs, windfeather signs, real estate signs, garage sale signs, directional signs for special events, or signs to advertise short term sales.

No change to Section I of 154.141 (I) It states, “*Temporary signs.* Temporary signs shall be regulated by § 150.30.” (This section addresses all temporary signs.)

Amend section 150.30 to read: (This is a general powers ordinance section that does not require PC recommendation but is included here so you can see the consequences of the zoning amendment.)

(G) *Further regulations pertaining to all temporary signs.* Unless permitted elsewhere within this section, temporary signs shall meet the following standards:

- (1) Temporary signs shall not be installed within the public right-of-way;
- (2) Pennants, feather flag signs, windfeather signs, and portable signs as defined in § [154.140](#) of the Zoning Ordinance shall be prohibited;
- (3) Temporary signs shall not create a traffic vision obstruction; and
- (4) Temporary signs shall not exceed 28 feet in height from grade.

(H) *Exceptions.* City Council or a designee shall have the authority to waive any of the requirements of this section subject to the following:

- (1) The sign does not create a traffic vision obstruction;
- (2) The sign does not create a pedestrian traffic obstruction;
- (3) The sign (typo) is compatible with the surroundings and is not uniquely out of character for the community; and
- (4) The sign does not create a situation which could be detrimental to health, safety, or welfare.

Recommendation: Motion to forward to City Council attached ordinance amendments with a recommendation to approve/deny the prohibition on windfeather signs.

RECOMMENDATION: Amend section 154.140 Definitions,

BANNER. A flexible sign directly mounted to a building, or a support on a building, or between two poles made of natural or synthetic material that is used to call attention to a business, product, service, or activity, not including flags as defined in this section.

FEATHER FLAG-SIGN, WINDFEATHER SIGN. A flexible sign made of natural or synthetic material typically fastened on one long side to a flexible pole mounted on the ground, intended to move with the wind to call attention to a business, product, service or activity, not including flags as defined in this section.

TEMPORARY SIGN, to read as follows:

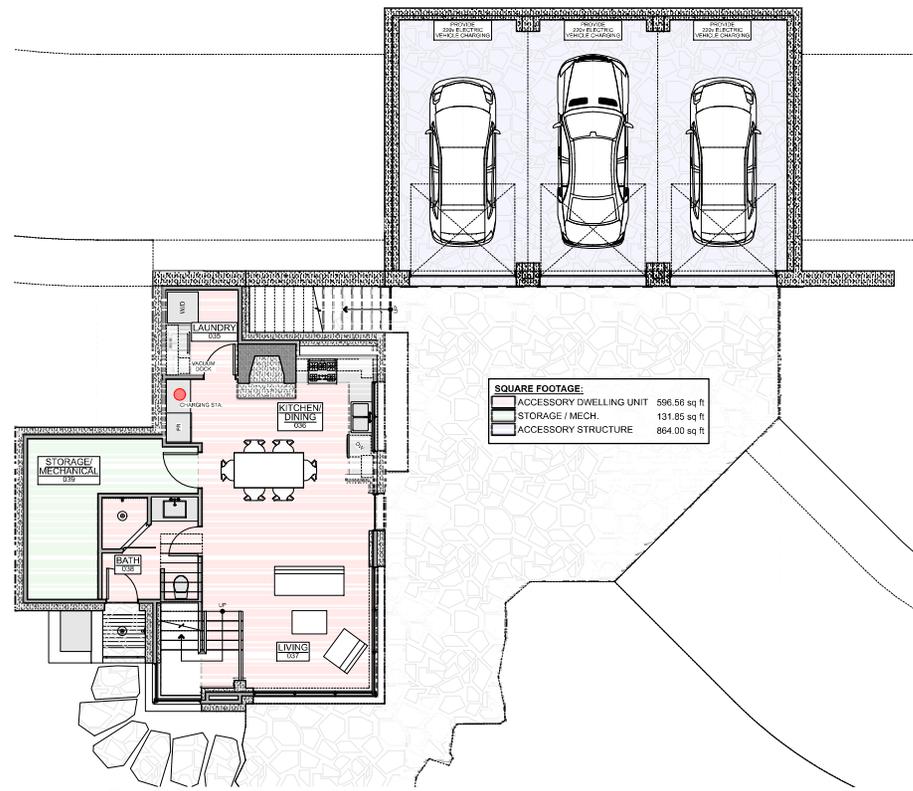
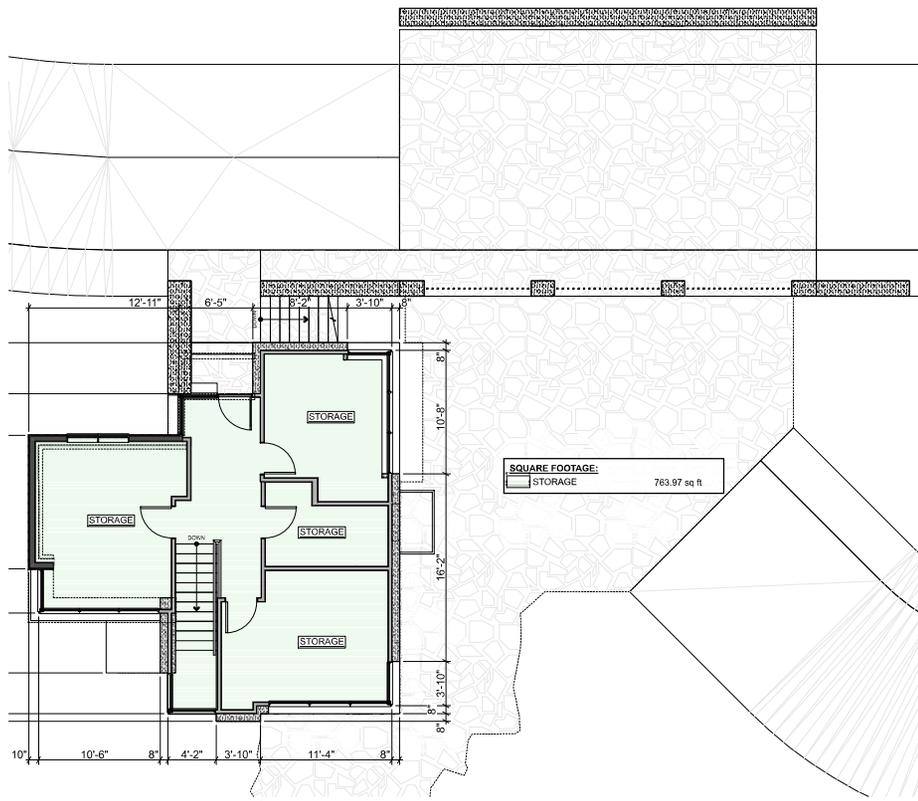
Any sign that is not constructed or intended for long term use or is not permanently attached to a building, window, or structure, including but not limited to banners, pennants, feather flag signs, windfeather signs, real estate signs, garage sale signs, directional signs for special events, or signs to advertise short term sales.

No change to Section I of 154.141 (I) It states, "*Temporary signs.* Temporary signs shall be regulated by § 150.30." (This section addresses all temporary signs.)

Also amend section 150.30 to read: (This is a general powers ordinance section that does not require PC recommendation but is included here so you can see the consequences of the zoning amendment.

(G) *Further regulations pertaining to all temporary signs.* Unless permitted elsewhere within this section, temporary signs shall meet the following standards:

- (1) Temporary signs shall not be installed within the public right-of-way;
- (2) Pennants and portable signs as defined in § 154.140 of the Zoning Ordinance shall be prohibited;
- (3) Temporary signs shall not create a traffic vision obstruction; and
- (4) Temporary signs shall not exceed 28 feet in height from grade.
- (5) Feather flag signs, and windfeather signs are not permitted.



1 MAIN LEVEL PLAN

SCALE: 3/32" = 1'-0"



2 LOWER LEVEL PLAN

SCALE: 3/32" = 1'-0"



LORENZ

& CO

616.389.9763
www.LORENZANDCOMPANY.com

ENGINEER :

SURVEYOR :

PROJECT NAME :

Lot #1 of the
Dunegrass Development
Saugatuck, MI

DATE :

6/17/16

ISSUE DESCRIPTION :

FOR REVIEW ONLY
-NOT FOR CONSTRUCTION-

SHEET TITLE :
Carriage House Plans

SHEET NO. :

A2.4
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