



**Planning Commission Meeting
August 18, 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: July 28, 2016**
4. **Public Comment on Agenda Items: Limit 3 minutes**
5. **Old Business:**
 - a. **248 Mason, request to rezone – request to withdraw application**
 - b. **Dunegrass docks – request to table**
6. **New Business:**
 - a. **Lot line adjustment 510 S Maple Street – Public Hearing**
 - b. **Land Division, 260 Brook Street – Public Hearing**
 - c. **Ordinance amendment – Club definition and R-4 amendment – set public hearing**
7. **Communications:**
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

August 2, 2016

Saugatuck City Planning Commission
102 Butler Street, P.O. Box
Saugatuck MI 49453

RE: Re-zoning request for 248 Mason Street

Dear Planning Commission,

Please accept this request to WITHDRAW our application 15-004
request for re-zoning at 248 Mason Street.

We understand that our application fee of \$300.00 will be refunded.

We understand that we do not need to be rezoned because we have
established our non-conforming privileges as a club or Lodge, and can
continue to operate as we have in the past.

We also encourage the Planning Commission to amend the ordinance as
proposed in a July 28, 2016 report to Planning Commission with a
clarification on gambling and alcohol.

Sincerely,



Robert Boyce
Robert Boyce of the Bruner Frehse Post #137 of the American Legion

Its Committee: American Legion Post #137

From: Zimmerman, Matt [<mailto:mdzimmerman@varnumlaw.com>]
Sent: Thursday, August 11, 2016 10:33 AM
To: Jeff Sluggett; Cindy@saugatuckcity.com
Cc: Ed Pynnonen (epynnonen@eenhoorn.com)
Subject: RE: Saugatuck

Jeff and Cindy: Dune Ridge would like to table its request for a special land use for a marina on its property on Park Street until the ZBA appeal is completed. Thus we will not be attending the Planning Commission meeting next Thursday. Let me know if you have any questions on this. Thanks.

Matthew D. Zimmerman
Attorney
Direct: 616 / 336-6536



Varnum
333 Bridge Street NW
Grand Rapids, Michigan 49504

Main: 616 / 336-6000
Fax: 616 / 336-7000
www.varnumlaw.com



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

DATE: August 18, 2016

RE: Application 510 S Maple, Lot line adjustment

Charles Anagnostopoulos has applied for a lot line adjustment at 510 S Maple between parcels 57-016-003 and 57-016-003-20. 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 lot line adjustment, and how the application relates to the ordinance. Both lots are under common ownership.

Background: The City of Saugatuck requires a public hearing and review by the Planning Commission on lot line adjustments.

Project Description: The property consists of two contiguous parcels. The parcel to the north is vacant, and has approximately 6,420 square feet, and the south parcel has a single family home and is approximately 16,708 square feet in area. The applicant proposes to move the property line south 28 feet to increase the size of the northern lot as a potential building site. The resulting lot areas would be 9,415 square feet and 14,385 square feet.

Completeness of Submittal: All requested materials have been submitted.

Standards of review:

	Required	North lot	South lot
Front setback	20 feet		
Side setback	7 feet		10 feet
Rear setback	10 feet		
Minimum lot area	8,712 square feet	9,416 square feet	14,385 square feet
Minimum lot width	66 feet	120 feet	90 feet +
Maximum lot coverage	30%		< 20%



Standards for Approval: Section 153.01(D) states: *Where a separate building site is being created by division of a lot in a recorded plat, no building permit shall be issued or any building construction commenced until the suitability of the land for safe installation of public water and sewer service has been approved by the Kalamazoo Lake, Sewer and Water Authority.*

Comment: Public water and sewer is currently available along South Maple Street. The applicant would need to further work with Kal-Lake to finalize the connection procedure.

Section 153.01(E) states: *No lot in a recorded plat shall be divided into more than four parcels and the resulting building lots shall not be less in area than permitted by the Zoning Code (Chapter 154) in the applicable zoning district.*

Comment: The proposed land division would meet the applicable dimensional requirements of the Zoning Code.

Therefore the Planning Commission may find this standard is met.

Section 154.022(F)(6) , Lot division States:

(a) The division of a lot as a recorded plat in the city is prohibited, unless approved by the following procedure: The application for lot division shall be filed with the Zoning Administrator and shall state the reasons for the proposed division. The Zoning Administrator shall forward the application and supporting data to the Planning Commission. The Planning Commission shall review the proposed lot division as presented in the application. The Planning Commission shall hold a public hearing or hearings. The Planning Commission shall forward the application and supporting data and recommendation of the City Planning Commission to the City Council. The lot division, to be approved by the City Council shall have the suitability of the land for building purposes approved by the County or District Health Department. No building permit shall be issued, nor any building construction commenced, prior to the approval of the City Council. No lot in a recorded plat shall be divided into more than four parts and the resulting lot shall not be less in area than permitted by the Zoning Code for the district in which it is located. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and be in affidavit form.

Comment: The proposed land division meets the applicable requirements in terms of number of splits, dimensional requirements of the lots, and procedure. Therefore the Planning Commission may find this standard is met.

Recommendation: Staff can recommend approval of the land division as submitted 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 met.



Land Division/ Lot Line Adjustment Application

LOCATION INFORMATION **APPLICATION NUMBER** _____ - _____

Address 510 S. Maple Saugatuck Parcel Number 0357-016-003-00
0357-016-003-20

APPLICANTS INFORMATION

Name Charles Anagnostis Address / PO Box PO Box 565 Douglas
City Douglas State MI Zip 49406 Phone (230) 297-9478
Interest In Project Owner E-Mail marc.hettler@gmail.com
Signature Charles Anagnostis Date 7/8/16

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 _____ Date _____

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Land Division _____ Lot Line Adjustment

*Note: *If applying for a lot line adjustment both property owners will need to sign the application.*

Description of Division or Lot Line Adjustment The lot without a building is a very small pie shape that is unusable. I would like to make the lot a more typical shape with enough room for a small cottage at some point in the future.



Land Division/ Lot Line Adjustment Application

Application Requirements

Pursuant to Section 153.01, please attach the following supporting documents when applying for land division or lot line adjustment approval

Y N

- Legal descriptions for the proposed parent and each resulting parcel
- A registered survey showing the following:
 - Current Property Lines
 - Proposed Property Lines
 - Location of all existing structures, walls, or other improvements
 - Distances from structures to proposed property lines
 - Location of any flood planes, watersheds, wetlands, easements, or other applicable features

Does All Requirements Apply?

Y N

- Meet the minimum lot area requirements as set forth in the zoning district in which it is located?
- Exceed the 4:1 depth ratio?
- Create or increase any nonconformities including setbacks to existing buildings?
- Create any new building sites?
- Create or result in an unbuildable property?
- Create any new properties? **If for a lot line adjustment, one completed application will be required for each property involved.*

OFFICE USE ONLY

Application Complete: _____ Date: _____ Fee Paid: _____ Date Paid: _____

Notes:



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman, Planning and Zoning

DATE: August 18, 2016

RE: Application 260 Brook Street, Lot split

Liz Engles, on behalf of the property owners, has applied for a land division at 260 Brook 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 lot division, and how the application relates to the ordinance.

Background: The City of Saugatuck requires a public hearing and review by the Planning Commission for lot division in platted subdivisions.

Project Description: The current single parcel consists of two and one half platted lots in Lot 8, Block 4 of Bandle’s Addition to the Village of Saugatuck, (now City). These are Lot 10, Lot 9, and the south ½ of lot 8.

Completeness of Submittal: All requested materials have been submitted. The applicant will provide an accurate drawing of the buildings on site before the meeting.

Standards of review:

	Required	Lot 10 (west)	Lot 9 and part of lot 10 (east)
Front setback	20 feet		
Side setback	7 feet		
Rear setback	10 feet		
Minimum lot area	8,712 square feet	8,712 square feet	8,712 square feet
Minimum lot width	66 feet	66 feet	66 feet
Maximum lot coverage	30%		



Standards for Approval: Section 153.01(D) states: *Where a separate building site is being created by division of a lot in a recorded plat, no building permit shall be issued or any building construction commenced until the suitability of the land for safe installation of public water and sewer service has been approved by the Kalamazoo Lake, Sewer and Water Authority.*

Comment: Public water and sewer is currently available. The applicant would need to further work with Kal-Lake to finalize the connection procedure.

Section 153.01(E) states: *No lot in a recorded plat shall be divided into more than four parcels and the resulting building lots shall not be less in area than permitted by the Zoning Code (Chapter 154) in the applicable zoning district.*

Comment: The proposed land division would meet the applicable dimensional requirements of the Zoning Code.

Therefore the Planning Commission may find this standard is met.

Section 154.022(F)(6) , Lot division States:

(a) The division of a lot as a recorded plat in the city is prohibited, unless approved by the following procedure: The application for lot division shall be filed with the Zoning

Administrator and shall state the reasons for the proposed division. The Zoning Administrator shall forward the application and supporting data to the Planning Commission. The Planning Commission shall review the proposed lot division as presented in the application. The Planning Commission shall hold a public hearing or hearings. The Planning Commission shall forward the application and supporting data and recommendation of the City Planning Commission to the City Council. The lot division, to be approved by the City Council shall have the suitability of the land for building purposes approved by the County or District Health Department. No building permit shall be issued, nor any building construction commenced, prior to the approval of the City Council. No lot in a recorded plat shall be divided into more than four parts and the resulting lot shall not be less in area than permitted by the Zoning Code for the district in which it is located. The division of a lot resulting in a smaller area than prescribed herein may be permitted but only for the purpose of adding to the existing building site or sites. The application shall so state and be in affidavit form.

Comment: The proposed land division meets the applicable requirements in terms of number of splits, dimensional requirements of the lots, and procedure. Therefore the Planning Commission may find this standard is met.

Recommendation: Staff can recommend approval of the land division as submitted 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 met.



Land Division/ Lot Line Adjustment Application

LOCATION INFORMATION APPLICATION NUMBER _____ - _____

Address 260 BROOK ST Parcel Number 035705400260

APPLICANTS INFORMATION

Name LIZ ENGEL Address / PO Box PO Box 437
City DOUGLAS State MI Zip 49406 Phone 616 836 7171
Interest In Project Realtor for Sale E-Mail c2isaugatuck@gmail.com
Signature [Signature] Date 7/18/16

OWNERS INFORMATION (IF DIFFERENT FROM APPLICANTS)

Name Chris & Jessica Boyce Address / PO Box 260 BROOK ST
City SAUGATUCK State MI Zip 49453 Phone 616-218-1024

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

Signature [Signature] ^{Jessica} ^{Christopher Boyce} Date 07/18/2016 04:11 PM CDT
07/19/2016 05:36 AM CDT

PROJECT DESCRIPTION (ATTACH MORE SHEETS IF NECESSARY)

Land Division _____ Lot Line Adjustment

Note: *If applying for a lot line adjustment both property owners will need to sign the application.

Description of Division or Lot Line Adjustment split platted Lot 10 of BANGLES ADDITION from its current ownership

PARCEL A-PARCEL B.TXT

PARCEL B

THAT PORTION OF LOT 8, BLOCK 4, BANDLE'S ADDITION TO THE VILLAGE OF SAUGATUCK (NOW CITY) MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 8 FOR THE POINT OF BEGINNING OF THE LAND HEREINAFTER DESCRIBED; THENCE N02°56'23"W ALONG THE WEST LINE OF SAID LOT 8 A DISTANCE OF 63.24 FEET; THENCE N85°05'38"E 66.36 FEET; THENCE S02°55'26"E ALONG THE EAST LINE OF SAID LOT 8 A DISTANCE OF 65.52 FEET; THENCE S87°03'49"W ALONG THE SOUTH LINE OF SAID LOT 8 A DISTANCE OF 66.31 FEET TO THE POINT OF BEGINNING.

PARCEL A

LOT 8, BLOCK 4, BANDLE'S ADDITION TO THE VILLAGE OF SAUGATUCK (NOW CITY)

EXCEPT FOR THE FOLLOWING:

COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 8 FOR THE POINT OF BEGINNING OF THE EXCEPTION HEREINAFTER DESCRIBED; THENCE N02°56'23"W ALONG THE WEST LINE OF SAID LOT 8 A DISTANCE OF 63.24 FEET; THENCE N85°05'38"E 66.36 FEET; THENCE S02°55'26"E ALONG THE EAST LINE OF SAID LOT 8 A DISTANCE OF 65.52 FEET; THENCE S87°03'49"W ALONG THE SOUTH LINE OF SAID LOT 8 A DISTANCE OF 66.31 FEET TO THE POINT OF BEGINNING.

EXPORTED FROM DESCRIPTION IN DGN FILE 12-16-2013



MEMORANDUM

TO: Planning Commission
City of Saugatuck

FROM: Cindy Osman
Planning Director

DATE: July 28, 2016

RE: Ordinance amendment Clubs and Lodges.

Background: Clubs and Lodges are permitted in only three zone districts; Industrial, C-2 Water Street South and C-2 Water Street.

We have heard from the American Legion 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 – Tabled
7. August 2, 2016 – Request to withdraw application.

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; the sale or distribution of alcohol, and gambling or playing at any game of chance for money or other stakes is only permitted with the appropriate state license.

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).

