



CITY COUNCIL MEETING AGENDA

February 23, 2026

The meeting will start at 6:30 p.m.

This is an in-person meeting at Saugatuck City Hall

102 Butler St, Saugatuck, MI 49453.

The meeting will also be available live, virtually on Zoom.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Mayor's Comments**
- 5. City Manager Comments**
- 6. Agenda Changes (Additions/Deletions)**
- 7. Guest Speakers**
 - A.** Allegan County Sheriff's Office – Annual Report.
 - B.** Historic District Commission – Annual Report. *Pg.3*
 - C.** Planning Commission – Annual Report. *Pg.7*
 - D.** Zoning Board of Appeals – Annual Report. *Pg.15*
- 8. Public Comment on Agenda Items Only (Limit 3 minutes)**
- 9. Consent Agenda: (Roll Call)**
 - A.** Approval of City Council Workshop Minutes from February 18, 2026. *Pg.16*
 - B.** Approval of City Council Closed Session Minutes from February 18, 2026.
 - C.** Special Event - No Kings III. *Pg.19*
 - D.** Special Event - Saugatuck Farmers Market - The Market at SCA. *Pg.25*
 - E.** Special Event - Art in the Park. *Pg.33*
 - F.** Updates to City Council Rules of Procedure – Agenda Order. *Pg.43*
 - G.** Board and Commission Appointments. *Pg.45*
 - Kathleen Quick – Board of Review – Regular – Term Ending 1/1/29.
 - David Isljamovski – Board of Review – Regular – Term Ending 1/1/29.

NOTICE:

Join online by visiting:

<https://us02web.zoom.us/j/2698572603>

Join by phone by dialing:

**(312) 626-6799 -or-
(646) 518-9805**

Then enter "Meeting ID":

2698572603

Please send questions or comments regarding meeting agenda items prior to meeting to:

rcummins@saugatuckcity.com

Requests for accommodations or interpretive services must be made 48 hours prior to this meeting.

Please contact Saugatuck City Clerk at 269-857-2603 or

jwolters@saugatuckcity.com for further information.

10. Staff Reports, Boards, Commissions & Committees:

A. Staff Report:

1. City Manager. *Pg.51*

B. Boards, Commissions & Committees:

1. Fire District Administration Board
2. Interurban Board
3. Kalamazoo Lake Sewer & Water Authority
4. Kalamazoo Lake Harbor Authority
5. Zoning Board of Appeals
6. Historic District Commission
7. Planning Commission
8. Parks & Public Works Committee
9. Tri-Community Non-Motorized Trail Study Committee
10. Water System Operations Contract Advisory Committee
11. Parking Improvements Task Force

11. Approval of Accounts Payable:

- A. Accounts Payable in the amount of \$1,372,478.16. *(Roll Call) Pg.54*

12. Public Hearings

13. Unfinished Business

14. New Business

- A. Resolution No. 260223-A -Temporary Polling Location Change from City Hall to Saugatuck Woman's. *(Roll Call) Pg.56*

15. Public Comments

16. Correspondence

17. Council Comments

18. Adjourn *(Voice Vote)*

Permit Number	Address Display String	Review Type	Historic District	Work Description	Date Issued
P-HIS-24028	120 MARY ST	Board Review	Contributing	Comprehensive project including the renovation of the principal dwelling (including a fireplace), conversion of an accessory building into a pool house, and installation of a pool and hot tub. Landscape improvements are also proposed as part of the project. Per application and plans	2/27/2025
P-HIS-24032	149 LUCY ST	Board Review	Non-Contributing	Application for 2nd story addition.	1/2/2025
P-HIS-24036	333 CULVER ST	Board Review	Non-Contributing	Replacement of 6 Garage doors.	1/9/2025
P-HIS-24037	611 LAKE ST	Board Review	Non-Contributing	Addition of inground swimming pool per plans	1/9/2025
P-HIS-25001	115 BUTLER ST	Board Review	Non-Contributing	Replacing window per plans.	2/7/2025
P-HIS-25002	40 BUTLER ST	Board Review	Non-Contributing	Replacing fence per plans	2/7/2025
P-HIS-25003	234 BUTLER ST	Board Review	Non-Contributing	Replacing front door per plans	2/7/2025
P-HIS-25004	340 WATER ST	Board Review	Non-Contributing	Exterior changes to commercial structure per plans.	2/7/2025
P-HIS-25005	31 BUTLER ST	Board Review	N/A	Residing of commercial building	3/6/2025
P-HIS-25005	BOAT SLIP-SERGEANT	Board Review	N/A	Residing existing structure per plans.	3/7/2025
P-HIS-25007	102 BUTLER ST	Board Review	Contributing	Application for bike racks to be added at various locations throughout the city.	3/7/2025
P-HIS-25009	234 BUTLER ST	Board Review	Non-Contributing	Applicant replacing roof per plans.	3/7/2025
P-HIS-25012	102 BUTLER ST	Board Review	Contributing	Application for Art Installation in Cook Park.	4/3/2025
P-HIS-25013	673 LAKE ST	Board Review	Non-Contributing	Addition of pool and pool house.	6/12/2025
P-HIS-25014	131 GRIFFITH ST	Board Review	Contributing	Applicant replacing roof per plans	4/2/2025
P-HIS-25015	120 MARY ST	Board Review	Contributing	amendments to previously approved Spa dimensions.	4/4/2025
P-HIS-25016	807 LAKE ST 9	Board Review	Non-Contributing	Applicant is replacing front door like for like due to mechanical issues with current door.	3/31/2025
P-HIS-25017	149 GRIFFITH ST	Administrative Review	Contributing	Applicant is replacing pea stone gravel patio in rear yard with concrete. Footprint of patio is not changing, patio is completely screened by fencing.	3/27/2025
P-HIS-25018	102 BUTLER ST	Administrative Review	Contributing	Addition of single Power Pedestal.	4/1/2025
P-HIS-25019	131 MASON ST	Administrative Review	Non-Contributing	Applicant is removing 4' section of panel fencing to create egress.	4/7/2025

P-HIS-25020	439 BUTLER ST	Board Review	Contributing	Applicant to repair area surrounding display window due to general deterioration.	5/2/2025
P-HIS-25021	152 BUTLER ST	Board Review	Contributing	Applicant to replace section of mosaic tile in entryway with concrete per plans.	5/2/2025
P-HIS-25022	302 CULVER ST THUR 322	Administrative Review	Contributing	Applicant replacing trim per plans, no change to dimension, color, or material.	4/10/2025
P-HIS-25023	303 CULVER	Board Review	Non-Contributing	Coghlin Park Historic Marker	5/2/2025
P-HIS-25024	102 BUTLER ST	Administrative Review	Contributing	Replacing decking at chain ferry landing with Like for Like material.	4/17/2025
P-HIS-25025	611 LAKE ST	Board Review	Non-Contributing	Sauna accessory structure in rear yard per plans.	6/6/2025
P-HIS-25026	660 LAKE ST	Administrative Review	Contributing	Removing and replacing driveway and patio with no change to footprint.	4/30/2025
P-HIS-25027	302 CULVER ST THUR 322	Administrative Review	Contributing	Applicant performing minor masonry repairs due to deterioration.	5/2/2025
P-HIS-25028	329 WATER ST	Administrative Review	Contributing	Applicant is replacing concrete driveway due to deterioration. footprint will remain the same. material will remain the same. Grade will remain the same.	5/8/2025
P-HIS-25029	102 BUTLER ST	Administrative Review	Contributing	Replace Chain Ferry Arbor with Like for Like Materials. Amendments to structure listed below.	5/8/2025
P-HIS-25030	134 BUTLER ST	Administrative Review	Contributing	Applicant to install window sign per plans.	5/15/2025
P-HIS-25031	660 LAKE ST	Board Review	Contributing	Applicants to build garage in rear yard per plans.	6/6/2025
P-HIS-25032	660 LAKE ST	Administrative Review	Contributing	Fixing damage caused by tree limb and replacing materials when necessary. damaged areas include Soffit, fascia, roof and rear door.	5/30/2025
P-HIS-25033	145 GRANT ST	Board Review	Non-Contributing	The applicant proposes landscaping improvements within the rear yard and relocation of an existing 10'x12' shed towards the rear of the lot. All work per plans.	9/4/2025
P-HIS-25034	951 HOLLAND ST	Administrative Review	Non-Contributing	Applicant to place firepit in backyard per plans.	6/26/2025
P-HIS-25035	133 MASON ST	Board Review	Contributing	Applicant to replace windows per plans.	7/11/2025
P-HIS-25036	234 SPEAR ST	Board Review	Non-Contributing	Applicant to construct addition connecting existing SF res to existing garage per plans.	8/1/2025

P-HIS-25037	820 HOLLAND ST	Administrative Review	Contributing	Applicant is adding Generators to the rear of house per plans.	10/27/2025
P-HIS-25038	611 LAKE ST	Administrative Review	Non-Contributing	Applicant erecting wood fence and wood gates in side and rear yard.	8/20/2025
P-HIS-25039	303 BUTLER ST	Administrative Review	Contributing	Remove and replace shingles and flashing on roof over outside basement stairs. Repair or replace sheeting and framing if needed. Remove porch decking to expose and work on roofing. Install new pressure treated deck boards on porch. If needed, adjust step height to meet code.	8/8/2025
P-HIS-25040	730 WATER ST	Administrative Review	Non-Contributing	Install temporary seasonal shade sails each May to October with supporting 4x4 frame. All work per plans.	9/2/2025
P-HIS-25041	142 BUTLER	Board Review	Contributing	East storefront elevation revisions including the replacement of the previously approved single-pane window with a four-pane aluminum framed set, demolition of the first and second floor rear portions of the building , reconstruction of the first floor rear addition and construction of a second floor bedroom addition and roof deck.	9/5/2025
P-HIS-25042	233 CULVER ST	Administrative Review	Contributing	Repaint existing cedar shakes, same color, front of building.	8/28/2025
P-HIS-25043	302 CULVER ST THUR 322	Administrative Review	Contributing	Replacement of three exterior security light fixtures.	9/2/2025
P-HIS-25045	439 BUTLER ST	Board Review	Contributing	Refurbish roof with existing material	10/28/2025
P-HIS-25046	220 WATER ST	Administrative Review	Contributing	Parking lot construction - no change to design or materials	10/8/2025
P-HIS-25047	256 SPEAR ST	Administrative Review	Contributing	New roof with tear off. Shingles - Owens corning - chateau green - architectural roofing model #DU43	10/16/2025
P-HIS-25048	103 BUTLER ST	Administrative Review	Non-Contributing	Repair and reface facade work done in 2012-2013.	10/29/2025
P-HIS-25049	546 BUTLER ST	Board Review	Contributing	Replace French door facing Butler St. (entrance to Dune Gallery) with a double door each side single pane.	12/8/2025
PSIGN 25 001	220 CULVER	Administrative Review	Non-Contributing	Applicant placing 27" x 27" projecting sign per plans.	4/29/2025

PSIGN 25 002	129 GRIFFITH ST 102	Administrative Review	Non-Contributing	Applicant to install 48" by 32" attached wall sign 8ft from grade.	4/29/2025
PSIGN 25 004	129 GRIFFITH ST 102	Administrative Review	Non-Contributing	Applicant proposes new Sandwich Board sign per plans.	5/22/2025
PSIGN 25 005	421 WATER	Administrative Review	Contributing	Applicant to attach 2 permanent signs per plans.	5/29/2025
PSIGN 25 006	233 BUTLER	Administrative Review	Non-Contributing	Applicant to add attached sign per plans.	6/12/2025
PSIGN 25 007	248 CULVER	Administrative Review	Contributing	Applicant to install multiple attached signs and projecting sign per plans.	6/12/2025
PSIGN 25 010	132 BUTLER	Administrative Review	Contributing	Applicant to install attached projecting sign per plans.	7/17/2025
PSIGN 25 011	403 WATER ST 3	Administrative Review	Non-Contributing	Signage for a licensed massage therapy business. Adhesive applique signage on existing windows. Carved wood hanging sign to be placed on existing bracket as noted.	9/25/2025
PZ-24070	880 HOLLAND	Board Review	Non-Contributing	Addition at building south side (bar area) fencing and outdoor space upgrades.	1/9/2025
PZ-25008	201 BUTLER ST	Administrative Review	Contributing	Applicant is updated existing directional/bulletin wall sign.	4/14/2025



To: City of Saugatuck, Planning Commission
From: Grayson Moore, Director of Planning & Zoning
Meeting Date: February, 23 2026
RE: 2025 Planning Commission Activity Report

Members of the Planning Commission,

The purpose of this memo is to provide an overview of planning & zoning related activities for the 2025 calendar year.

Zoning Permit Activity

Year	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Permits*	80	57	95	68	75	52	98	107	108	89	77

* Includes permits issued administratively including zoning and sign permits. This does not include short-term rental certificates, historic district permits, street cut permits, water and sewer permits, temporary ROW, or other miscellaneous permits.

Enforcement Activity

Enforcement Type	2025 Cases
Garbage Out Day After	41
Nuisances	9
Other	2
Short-Term Rental	23
Streets and Sidewalk	25
Zoning	15
Total	115

Year	2025	2024	2023	2022	2021	2020	2019
Total Cases	115	87	86	35	39	19	71

Short Term Rental Activity

A total of 179 Short Term Rental Licenses were issued in 2025 including ADUs.

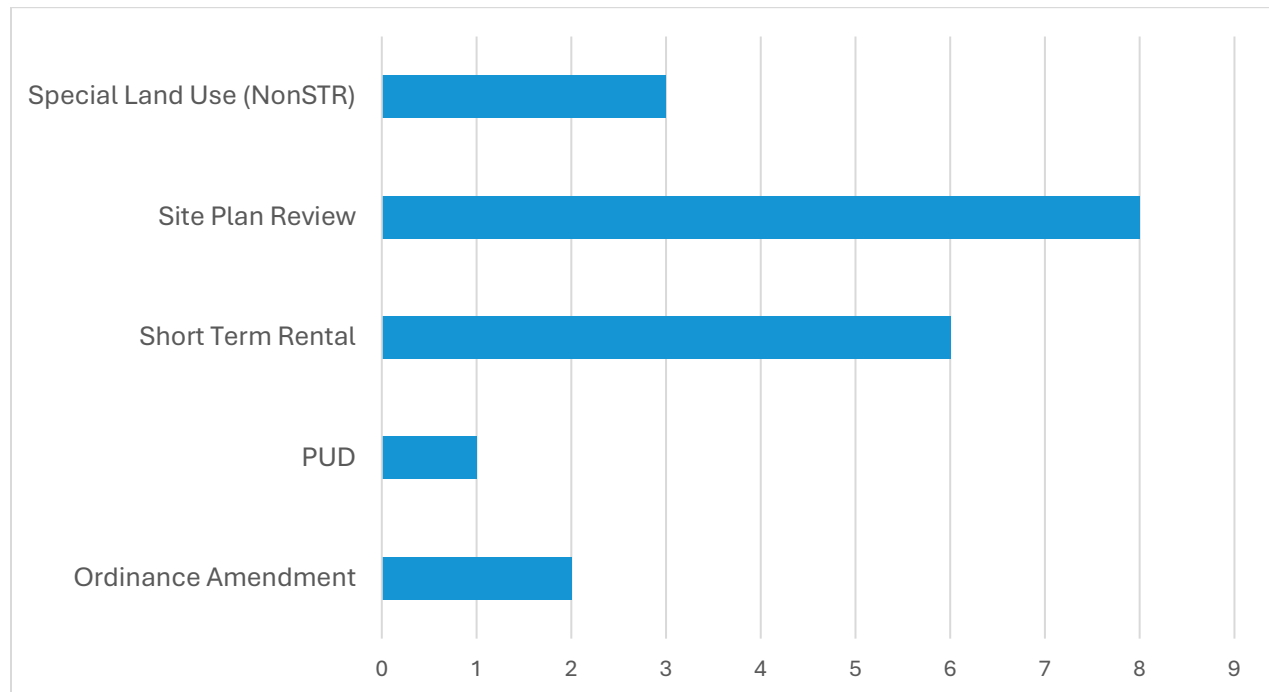
License counts declined across all R-1 zoning districts. Both Peninsula North (Riverside) and Peninsula South (PS) remain below their respective caps, and public notice has been issued regarding the availability of additional licenses in those areas.

City Council is currently evaluating potential amendments to the Short-Term Rental Ordinance. Concepts under discussion include establishing a defined application window and a fixed license expiration date that would no longer shift annually. Council is also considering a limited exception for license holders who lost their licenses in the prior year due to confusion surrounding expiration dates. At the time of this review, no ordinance amendments have been adopted; all items remain in the discussion phase only.

Planning Commission Activity

The Planning Commission met 13 times and approved a total of 20 agenda items in 2025. A summary of the approved items and corresponding motions is attached to this report.

Planning Commission Approval Activity 2025

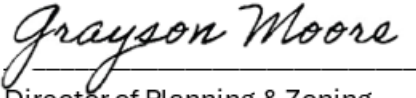


2025 Priorities

The Planning Commission had set the following priorities for 2025:

1. Master Plan Update
2. Consolidation of Zoning Districts
3. Sign Ordinance Updates

Respectfully submitted,



Director of Planning & Zoning

Meeting Date	Item	Address	Motion	Type
1/16/2025	ADU Ordinance Amendment	-	Motion by Clark, second by Gaunt, to adopt an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck, to amend Section 154.022 (W)(3) to revise the required minimum gross finished floor area for accessory dwelling units and to amend Section 154092 (J) to allow existing accessory dwelling units that do not conform to the requirements of 154.022 (W) to qualify for rental if all other applicable requirements are satisfied. Upon roll call vote, motion carried 6-0.	Ordinance Amendment
1/16/2025	Site Plan Review for Addition to Commercial Building in NHM District	880 Holland	Motion by Gaunt, second by Marineau, to approve the site plan amendment contingent upon approval from the Fire Department and all applicable City Departments. Upon roll call vote, motion carried 6-0.	Ordinance Amendment
1/16/2025	Site Plan Review for Addition to Multi Family Building in C-4 Resort District	405 Park	Motion by Clark, second by Marineau, to approve the site plan for 405 Park Street subject to the approval from all applicable City Departments and compliance with Section 151.04 of Chapter 151, Flood Damage Prevention. Upon roll call vote, motion carried 6-0.	PUD
2/20/2025	Bed & Breakfast Ordinance Amendment	-	Motion by LaChey, second by Gaunt, to recommend approval of an ordinance to amend Title XV, Chapter 154, of the Code of the City of Saugatuck to amend Section 154.005 to revise the definition of Bed and Breakfast Establishment; to amend Section 154.022(H)(7) to expand on the habitation options of accessory structures; to amend 154.022(R) to allow Bed and Breakfast establishments to host guests in Accessory Guest Buildings in the R-4 City Center Transitional Residential (CER) Zoning District if certain conditions are satisfied; to amend 154.025(B)(4) to allow Bed and Breakfast establishments as permitted uses when guest rooms are in the principal building; and to amend Section 154.025(C) to allow Bed and Breakfast establishments with Accessory Guest Buildings as Special Land Uses as presented to us with the change in the definition of Bed and Breakfast as proposed to change “from under certain circumstances” to “within certain districts”. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 7:18pm.	Short Term Rental
2/20/2025	Special Land Use Request for Rental of an ADU	911 Ridgeview Lane	Motion by Marineau, second by Baldwin, to approve the special land use request to allow the rental of the attached ADU at 991 Ridgeview Lane based on compliance with the ADU requirements of Section 154.022(W), compliance with the ADU rental requirements of Section 154.092(J), satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section	Short Term Rental

			154.080 that are documented in the staff memo dated February 14, 2025. Upon roll call vote, motion carried unanimously.	
3/20/2025	Special Land Use Request for Rental of an ADU	515 St. Joseph	Motion by Clark, second by Bagierek, to approve the application for 515 St. Joseph Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:36pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	306 Mary	Motion by Marineau, second by LaChey, to approve the application for 306 Mary Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:38pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	450 Spear	Motion by LaChey, second by Gaunt, to approve the special land use request to allow the rental of the detached ADU at 450 Spear Street based on compliance with the ADU Rental Requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and positive findings related to the special land use standards of approval as stated in Section 154.080. Upon roll call vote, motion carried unanimously. The Public Hearing was closed at 6:35pm.	Short Term Rental
3/20/2025	Special Land Use Request for Rental of an ADU	825 Bridge	Motion by Gaunt, second by Baldwin, to approve the special land use request to allow the rental of the detached ADU at 825 Bridge Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of the site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated March 14, 2025. Upon roll call vote, motion carried unanimously.	Short Term Rental
5/15/2025	Retroactive Site Plan for Vegetation Removal and New Driveway	550 Dunegrass	Motion LaChey, second by Bagierek, to approve the vegetation removal and restoration plan and the driveway site plan for 550 Dunegrass Circle Drive based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated May 9, 2025. Approval is contingent upon the following: 1) All proposed vegetation is installed during the 2025 planting season. 2) an easement is established on 500 Dunegrass Circle Drive for access from Dunegrass Circle Dive to 550 Dunegrass Circle Drive. 3) All applicable approvals are granted, including but not limited to: a) Fire Department b) City Engineer c) EGLE	Site Plan

6/19/2025	Site Plan Review for Deck	249 Mason	Motion by LaChey, second by Marineau to approve the conversion of an existing drivethrough lane and covered service area with outdoor amenity space at 249 Mason Street based on satisfaction of the site plan approval standards of Section 151.060 documented in the staff memo dated June 13, 2025. Approval is contingent upon the following: 1) All applicable approvals are granted, including but not limited to: a) Fire Department b) City Engineer	Site Plan
6/19/2025	Special Land Use for Expanded Outdoor Dining	202 Butler	Motion by Gaunt, second by Baldwin to conditionally approve the special land use and site plan amendment for an expanded outdoor dining area with alcohol service at 202 Butler Street based on a review against sections 154.092 O(2) and 154.092 P, satisfaction of the site plan approval standards Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated June 13, 2025. Approval is contingent upon the following: 1) Provide reflector specifications for the parking space dining area fencing. 2) Provide all expanded outdoor dining area checklist items in accordance with Section 154.092 (O)(2)B (license agreement, fees, certificates of insurance, MLCC license, food service license, lighting/reflector attestation, and tax attestation). 3) Secure all other applicable approvals from city departments, the fire department, and the applicable outside agencies.	Site Plan
8/21/2025	Site Plan Review for Major Waterfront Construction	405 Park	Motion by Bagierek, second by Gaunt, to approve the application for 405 Park Street with the following contingencies: 1) Lighting information is provided for Administrative Approval. 2) Documentation that an EGLE permit is not required, provided to staff. Upon roll call vote, motion carried unanimously.	Site Plan
8/21/2025	Site Plan Amendment	615 Park	Motion by LaChey, second by Gaunt to approve the site plan amendment, including the concrete dock and a change to the shape and configuration of the foundation supporting Unit 12, with the following conditions: 1) The change to the shape and configuration of the foundation supporting Unit 12 is contingent upon the applicant obtaining a waterfront setback variance for the expansion of a nonconforming structure into the required 25' waterfront setback area and documentation of original or demonstrating zoning compliance to the satisfaction of the zoning administrator. 2) Installation of a concrete dock is approved and allowable, independently from the conditionally approved changes related to unit 12. 3) All changes are subject to approval by all applicable city departments and EGLE. Motion carried 6-0	Site Plan

8/21/2025	Special Land Use Request for Rental of an ADU	204 Grand	Motion by LaChey, second by Marineau, to approve the special land use request to allow the rental of the attached lower-level ADU at 204 Grand Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 151.060, and the positive findings related to the special land use standards of approval in Section 154.080 that are documented in the staff memo dated August 15, 2025. Upon roll call vote, motion carried 6-0.	Site Plan
9/18/2025	Site Plan Review for Major Waterfront Construction	405 Park	Motion by Bagierek, second by Gaunt, to approve this project based upon the nonconformance not being any further and with deconstructed being brought back to the lot line not having a nonconformance. Contingencies are as follows and will all be delivered administratively: 1) Provide lighting specifications. 2) Provide their trash bin storage information. 3) The applicant must get fire department and engineering approval for these modifications. Upon roll call vote, motion carried 6-0.	Site Plan
9/18/2025	Site Plan Review for Single Family Residence	195 Dunegrass	Motion by Gaunt, second by Baldwin, to recommend conditional approval of the site plan, the vegetative removal plan, and vegetation assurance plan with the following conditions: 1) Reduce the front yard trash bin screening fence to three feet in height. 2) Confirm compliance with pool location requirements (no front yard placement). 3) Satisfy all engineering review comments. 4) Secure public water service approval. 5) Provide compliant residential exterior light fixture specifications. Upon roll call vote, motion carried 6-0.	Site Plan
10/16/2025	Special Land Use & Site Plan Review for Bed & Breakfast	510 Butler	Motion by LaChey, second by Bagierek, to conditionally approve the special land use and site plan request to allow the expansion of the Wickwood Inn B&B by incorporating two existing structures as accessory guest accommodations and including the lot and buildings at 120 Mary into the principal facility at 510 Butler. This motion is based on compliance with the B&B requirements of Section 154.022(R), satisfaction of site plan approval standards of Section 154.063, and the positive findings related to the special land use standards of approval in Section 154.082 that are documented in the staff memo dated October 10, 2025. The following conditions apply to this approval: 1) Installation of all required smoke detectors and fire extinguishers shall be completed before occupancy, in accordance with Section 154.022(R)(1). 2) The lots at 510 Butler and 120 Mary shall be combined. 3) The proposal shall be approved by all other City Departments as applicable. Upon roll call vote, motion carried 6-0.	Special Land Use

11/20/2025	Special Land Use Request for Rental of an ADU	610 Lake	Motion by Baldwin, second by Marineau, to approve the special land use request to allow the rental of detached upper-level ADU at 610 Lake Street based on compliance with the ADU rental requirements of Section 154.092 J, satisfaction of site plan approval standards of Section 154.080 that are documented in the staff memo dated November 14, 2025. Upon roll call vote, motion carried 6-0 (Bagierek recused himself from vote & deliberation)	Special Land Use
12/18/2025	PUD for Mixed-Use Commercial Building	640 Water	Motion by Bagierek, second by Gaunt, to approve the PUD rezoning overlay, contingent on several conditions: 1) Adoption of both the original (11/18/25) and revised (12/18/25) site plans for the application. 2) Approval of 3 zoning modifications: a) Front yard setback at zero feet b) Waterfront setback at 15 feet (including provision of an easement for public access). c) Parking lot setback at five feet. 3) Public access must be maintained with signage that: a) Meets Saugatuck's wayfinding/signage standards. b) Is readily visible from Water Street. 4) Submission and administrative review of the following legal documents: a) Proof of single ownership or control of the property. b) A specific schedule/timeline for intended development and structure details, including phasing and timing of improvements. i) Deed of ownership and warranty ii) List of all covenants, conditions and restrictions iii) associated bylaws as described in the staff report iv) Required easement agreement(s) - especially for public access and shared driveway/parking. 5) All outstanding conditions, signage, and easement details must be reviewed and approved administratively (by Grayson Moore and staff) before the project proceeds to final City Council consideration. Upon roll call vote, motion carried 5-1.	Special Land Use

Meeting Date	Zoning District	Property Address	Variance #	Parcel #	Description	Decision
4/10/2025	Downtown Waterfront Preservation	40 Butler St.	V250001	57-300-214-00	Variance to replace an existing pool fence. The style of fencing required would not meet the state building code and EGLE requirements.	Granted
12/11/2025	R-1 Peninsula West	Frederick Street	V250002	57-850-010-00	A variance to allow the façade of an accessory dwelling unit to be located closer to the public street right-of-way than the front door for the principal dwelling unit.	Denied



CITY COUNCIL WORKSHOP MEETING MINUTES
February 18, 2026

The City Council met for a Workshop Meeting at 4:00 p.m.
City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Mayor Anderson at 4:00 p.m.

Attendance:

Present: Mayor Anderson, Mayor Pro Tem Clark and Councilmembers Dean, Gardner, Muncey, Stanton and Peterson. Gardner left meeting at 5:28 p.m. and Muncey left meeting at 6:22 p.m.

Absent: None.

Others Present: City Manager Cummins, Attorney Witte, Engineer Moxey, Planning and Zoning Director Moore, Treasurer Bredeweg, DPW Superintendent Herbert and Clerk Wolters.

Agenda Changes: None.

Public Comment on Agenda Items Only: None.

Approval of Minutes:

Regular City Council Meeting Minutes – February 9, 2026:

Motion by Peterson, second by Muncey to approve the regular city council meeting minutes as sent for February 9, 2026. Via roll call vote, motion carried unanimously.

Discussion Items:

Updated Capital Improvement Plan and Asset Management Plan Inventory:

DPW Superintendent Scott Herbert and Fleis & VandenBrink engineer Jon Moxey presented the annual update of the City's Capital Improvement Plan (CIP) and introduced its relationship to a longer-term Asset Management Plan (AMP). Staff explained that the CIP provides a short- to mid-term (approximately seven-year) outlook focused on specific capital projects, asset conditions, and order-of-magnitude cost estimates, while the AMP will take a broader 10+ year view of full life-cycle asset management, service levels, and long-term replacement strategies. Costs in the CIP are generally shown in current dollars and are trending upward due to inflation, though not all line items include annual inflation adjustments. Council discussion included estimates for the Park Street project, clarification that its \$1.42 million estimate is preliminary and does not include water main replacement, and comparison to the more extensive Maple Street project. Gravel and unimproved roads such as Newnham Street were also discussed, including historical context, maintenance approaches using asphalt millings, and the need for a systematic, data-driven prioritization strategy. Council emphasized the importance of using Paser road ratings and underground infrastructure data to guide project priorities and improve public communication.

Staff noted that the AMP will expand the City's asset inventory and help inform long-term budgeting and policy decisions. The CIP remains a living document.

Ordinance No. 260223-A - Zoning Ordinance Amendment to Update Signage Regulations to Regulate Signs in a Content-Neutral Manner:

Council reviewed the draft comprehensive overhaul of the City's sign regulations presented by Attorney Jake Witte and Zoning Director Grayson Moore, which is primarily intended to ensure First Amendment compliance by creating content-neutral standards. The draft, developed by the Planning Commission with legal review, would require permits for signs placed in the public right-of-way, including sandwich board signs, and would repeal the existing police-power ordinance governing A-frames. Council raised concerns about requiring permits and fees for temporary signs such as garage sale, political, and contractor signs in the right-of-way, noting practical enforcement challenges and potential public backlash. Discussion also focused on distinctions between on-premises and off-premises signs and commercial versus non-commercial speech. Council expressed strong support for protecting free expression, particularly non-commercial speech on private property, and suggested simplifying temporary sign rules. Additional discussion addressed flag regulations and clarification of how murals and artwork—especially in the historic district—are defined and regulated. Council agreed the ordinance is necessary but requires further refinement and directed that it be returned to the Planning Commission with feedback, along with preparation of a clear public summary outlining key changes before bringing a revised draft back for consideration.

Resolution No. 260223-A - Temporary Polling Location Change from City Hall to the Saugatuck Woman's Club:

Council discussed the proposal to temporarily relocate all 2026 elections from City Hall to the Saugatuck Women's Club due to the ongoing inoperability of the City Hall elevator. Clerk Wolters confirmed that the Women's Club is available for all 2026 election dates and meets all election law requirements, including accessibility and proper marking of the 100-foot electioneering boundary. Wolters informed Council that that the location was used successfully in a recent election with positive voter feedback and agreed that maintaining one consistent polling place throughout the year would reduce voter confusion, particularly given the anticipated higher turnout in the August and November elections. It was also clarified that new state requirements regarding ballot box cameras apply to equipment at City Hall and not to the off-site polling location. A prior parking concern was addressed, with the Clerk noting that "No Parking" signs are posted to reserve spaces for voter parking and that any previous issue was likely due to overstaying vehicles rather than insufficient designated parking.

Special Event – Indivisibles No Kings Three:

Council held a discussion regarding the proposed special event, "No Kings III" scheduled for March 28 at Coughlin Park. As a new event, it was brought forward for initial review prior to formal approval. Clerk Wolters reported that a safety meeting had been conducted with the Fire Department, Police Department, and DPW, and that a safety plan addressing traffic control, emergency access, and operational logistics has been reviewed and coordinated with those departments. Event organizers were present virtually to respond to any questions from Council. The application will move to the regular meeting for approval.

Updates to City Council Rules of Procedure:

City Manager Ryan Cummins presented Council proposed changes to its meeting structure aimed at improving efficiency, reducing overall meeting length, and maintaining focus on core City business. Key agenda modifications include moving New Business earlier in meetings so major decisions are addressed while Council is fresh, limiting Board and Commission reports to once per month, and continuing the existing practice of providing staff reports once per month. Council agreed that questions for clarification during the City Manager's report are appropriate, but broader policy debates or new initiatives should be provided during Council comments or to newly established quarterly strategic priority workshops. The

Mayor will help manage repetitive or off-track discussions to keep meetings productive. Council also agreed to hold quarterly discussion at workshops to review strategic priorities, assess progress, consider reprioritization, and incorporate a financial check-in component.

Public Comments: None.

Closed Session:

Motion by Muncey supported by Peterson, to move into a closed session pursuant to MCL 15.268(h) to discuss a confidential written legal opinion from the City Attorney. Via roll call vote, motion carried 6-0. Council entered closed session at 5:44 p.m.

Motion by Stanton, second by Peterson to go back into open session. Via roll call vote, motion carried 5-0. Council entered open session at 6:33 p.m.

Council Comments:

Councilmember Stanton saved her comments for the regular meeting.

Councilmember Dean noted the really good conversation and appreciated hearing from other councilmembers. They are not easy, but very complicated topics and appreciate everyone's attention and viewpoints.

Mayor Pro Tem Clark noted the talent in the room, and he learns a lot and appreciates everyone's input and will save other comments for the regular meeting.

Councilmember Peterson saved her comments for the regular meeting.

Adjournment:

Motion by Peterson, second by Dean to adjourn the meeting. Upon voice vote, motion carried 5-0. Mayor Anderson adjourned the meeting at 6:35 p.m.

Respectfully Submitted

Jamie Wolters, City Clerk



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 23, 2026

SUBJECT: Special Event-No Kings III

DESCRIPTION:

The Saugatuck Douglas Area Indivisibles is proposing a new event titled No Kings III, scheduled for March 28, as a pro-democracy and voting rally. The attached application and event details are provided for your review.

City staff, Police, and the event organizer met on February 12 to conduct a safety planning meeting. All departments have indicated they are prepared to support the event, subject to Council approval.

BREAKDOWN OF EVENT:

Name: No Kings III

Dates: March 28, 2026

Time: 2pm – 4pm (set up 12pm & clean up 5pm)

Location: Coghlin Park

Attendees: 50-500

Volunteers: 10-15

Live Music: 2pm – 3:30pm

Signage: 4 yard signs
Banner under Palette sign

Vendor Parking: Culver Street & Griffith Street parking along Coghlin Park.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

City Council Discussion.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Discussion Only.

**Council Action** Approved Denied2-23-26 Date

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

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Saugatuck Douglas Area IndivisiblesTELEPHONE: 616-990-1817MAILING ADDRESS: PO Box 434, Douglas, MI 49406CONTACT NAME: Erin WilkinsonTELEPHONE: 616-990-1817E-MAIL ADDRESS: sdaindivisibles@gmail.comCELL PHONE: 616-990-1817**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Erin WilkinsonTELEPHONE: 616-990-1817E-MAIL ADDRESS: sdaindivisibles@gmail.comCELL PHONE: 616-990-1817**EVENT INFORMATION**NAME OF EVENT: No Kings IIIDATE(S) OF EVENT: March 28thPURPOSE OF EVENT: Pro-Democracy/Voting RallyRAIN DATE: N/A

☒ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☐ Festival/Fair ☐ Video/Film Production ☐ Other

EVENT LOCATION: Coghlin ParkEVENT HOURS: 2-4:00 pmESTIMATED NUMBER OF ATTENDEES: 50-500ESTIMATED NUMBER OF VOLUNTEERS: 10-15ESTIMATE DATE / TIME FOR SET-UP: 3/28/2026 12:00 ☐ A.M. ☒ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 3/28/2026 5:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes ☐ No

TYPE OF MUSIC PROPOSED: ☒ Live ☒ Amplification ☒ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 2:00pm END: 3:30pm

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☒ Yes ☐ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

☒ **“YARD” SIGNS** - Number requested: 4 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

☒ **SIGNAGE AT EVENT SITE** - Location(s): Banner under the Coghlin Park sign

Description of signs:



(Signs at event site cannot be displayed prior to day of the event and must be removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under “Rental Service Stores” that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☐ **BOOTHS – QUANTITY** 10 ☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____

☒ **PORTABLE TOILETS – QUANTITY** 1

VENDOR PARKING: Have you made arrangement for vendor parking? ☐ Yes ☒ No

If yes, where do you propose your vendors park? _____

Will the Interurban be utilized? ☐ Yes ☒ No Time(s) _____

DEPARTMENT OF PUBLIC WORKS☒ APPROVED☐ DENIED

City staff, Police, and the event organizer met on February 12 to coordinate safety protocols

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: ☐ Yes ☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☐ PARKING SIGNS – QUANTITY _____

☐ FENCING ☐ WATER ☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT☒ APPROVED☐ DENIED

City staff, Police, and the event organizer met on February 12 to coordinate safety protocols

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT☒ APPROVED☐ DENIED

City staff, Police, and the event organizer met on February 12 to coordinate safety protocols

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☐ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

☒ Completed Application

☒ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)

☒ Road/Sidewalk/Parking Lot Closure Map

☐ Certificate of Insurance (listing the City of Saugatuck as additionally insured)

☐ ~~Fireworks Permit (if applicable)~~

☐ ~~Michigan Liquor Control Commission Special Event License (if applicable)~~

☒ Health Department Food Service License (if applicable)

If document is missing, please explain: Insurance and food license to be provided closer to event date

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

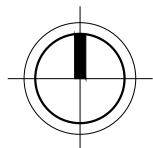
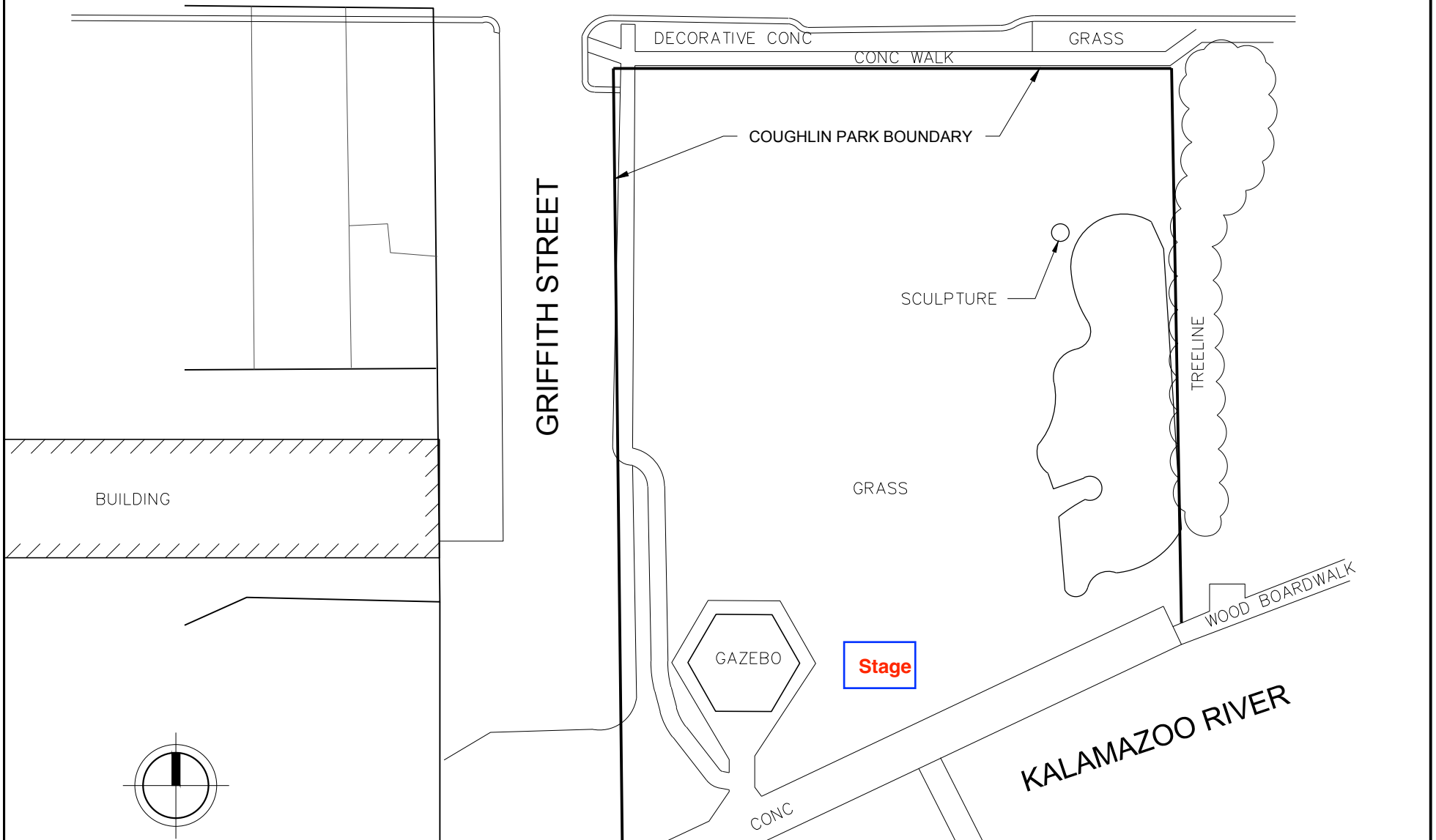


Applicant Signature

2/3/2026

Date

CULVER STREET



NORTH



SCALE IN FEET

APPLICANT TO SKETCH LOCATION OF PROPOSED
TEMPORARY STRUCTURES, TENTS, STAGES,
EQUIPMENT, TRAILERS, PORTA POTTY'S, ETC...

CITY OF SAUGATUCK
ALLEGAN COUNTY, MICHIGAN

COUGHLIN PARK
PARK USE PERMIT APPLICATION

2011

3187



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 23, 2026

SUBJECT: Special Event-Saugatuck Farmers Market - The Market at SCA

DESCRIPTION:

The SCA has submitted a Special Event Application for the Saugatuck Farmers Market – The Market at SCA. As in prior years, they are requesting closure of the entire City-owned Culver Street parking lot. Historically, this has been a two-day event; however, this year they are requesting approval for a one-day event.

Please see the attached application and event details below. A safety meeting was conducted, and the Fire Department, Police Department, and DPW have reviewed the request and provided departmental approval.

BREAKDOWN OF EVENT:

Event Dates:	July 31, 2026
Event location:	Culver Street Parking Lot & SCA
Event Hours:	9:00am-2:00pm
Set up/Clean up times:	7:00am & 3:00pm
Estimated number of attendees:	800
Tents:	Maximum of 41 (10x10) see attached map
Volunteers:	4
Music:	None
Alcohol:	None
Fireworks:	None
Signage:	12 Yard Signs, see attached map
Vendor Parking:	Saugatuck Church via Interurban

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Saugatuck Farmers Market - The Market at SCA to take place on July 31, 2026.

**Council Action**

____ Approved

____ Denied

2-23-26 _____ Date

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

RECEIVED**DEC 08 2025****SPECIAL EVENT & PARADE APPLICATION**

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: Saugatuck Center for the ArtsMAILING ADDRESS: 400 Culver St, Saugatuck, MI 49453CONTACT NAME: Kristin Armstrong, Executive DirectorE-MAIL ADDRESS: kristin@sc4a.org**CITY OF SAUGATUCK**TELEPHONE: (269) 857-2399TELEPHONE: (269) 857-2399CELL PHONE: (269) 857-2399**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Susan PoolmanE-MAIL ADDRESS: market@sc4a.orgTELEPHONE: (269) 857-2399CELL PHONE: (269) 227-3448**EVENT INFORMATION**NAME OF EVENT: Saugatuck Farmers Market | The Market at :DATE(S) OF EVENT: 07/31/2026PURPOSE OF EVENT: Farmer & Artisan MarketRAIN DATE: none

- | | | | |
|--|--|--|---------------------------------------|
| ☒ Non-Profit | ☐ For-Profit | ☐ City Operated/Sponsored | ☐ Co-Sponsored |
| ☐ Marathon/Race | ☐ Festival/Fair | ☐ Video/Film Production | ☐ Other _____ |

EVENT LOCATION: Saugatuck Center for the ArtsEVENT HOURS: 9am-2pmESTIMATED NUMBER OF ATTENDEES: 800+ GuestsESTIMATED NUMBER OF VOLUNTEERS: 4ESTIMATE DATE / TIME FOR SET-UP: 07/31/20267:00 _____ ☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 07/31/20263:00 _____ ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☐ Yes ☒ No

TYPE OF MUSIC PROPOSED: ☐ Live ☐ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: _____ END: _____

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☐ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

- ☒ **"YARD" SIGNS** - Number requested: 12 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)
- ☐ **SIGNAGE AT EVENT SITE** - Location(s): _____
Description of signs: _____
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☐ **BOOTHS – QUANTITY** _____ ☒ **TENTS – QUANTITY** Max 41 (10' x 10')
☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____
☐ **PORTABLE TOILETS – QUANTITY** _____

VENDOR PARKING: Have you made arrangement for vendor parking? ☒ Yes ☐ No

If yes, where do you propose your vendors park? Saugatuck Church

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7am-8:45am & 2pm-3:15pm

DEPARTMENT OF PUBLIC WORKS

☒ APPROVED

☐ DENIED

via safety meeting held on 2-19-26

Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment:

☒ Yes

☐ No

☐ TRASH RECEPTACLES – QUANTITY _____

☒ BARRICADES – QUANTITY 2 (see notes)

☐ TRAFFIC CONES – QUANTITY _____

☒ PARKING SIGNS – QUANTITY 2 (see notes)

☐ FENCING

☐ WATER

☐ ELECTRIC

☐ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☒ APPROVED

☐ DENIED

via safety meeting held on 2-19-26

Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes

☐ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☒ APPROVED

☐ DENIED

via safety meeting held on 2-19-26

Authorized Personnel Signature

STREET CLOSURES: ☐ Yes

☒ No (use attached map to outline proposed closures)

Street closure date/time: _____

☐ A.M. ☐ P.M.

Street re-open date/time: _____

☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes

☐ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____

☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____

☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☒ Yes

☐ No (use attached map to outline proposed closures)

Parking Lot Location: Culver City Parkgin Lot (partial closure, see attached map)

Sidewalk closure date/time: _____

☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____

☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☒ Completed Application
- ☒ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☒ Road/Sidewalk/Parking Lot Closure Map
- ☒ Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ☐ ~~Fireworks Permit (if applicable)~~
- ☐ ~~Michigan Liquor Control Commission Special Event License (if applicable)~~
- ☐ ~~Health Department Food Service License (if applicable)~~

If document is missing, please explain: see attached note

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

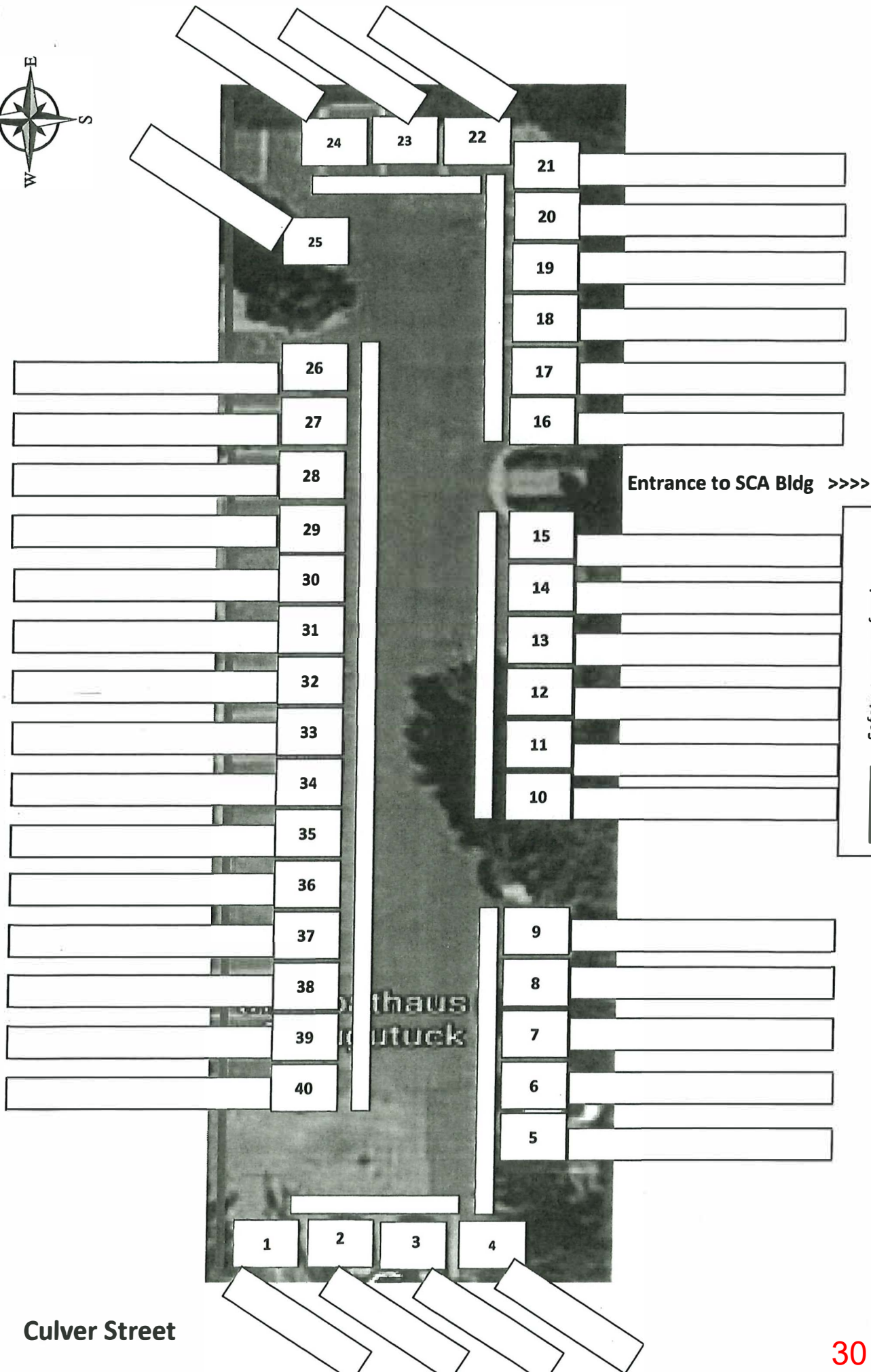
Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.


Applicant Signature

01/08/2026
Date



= Safety cones or fencing

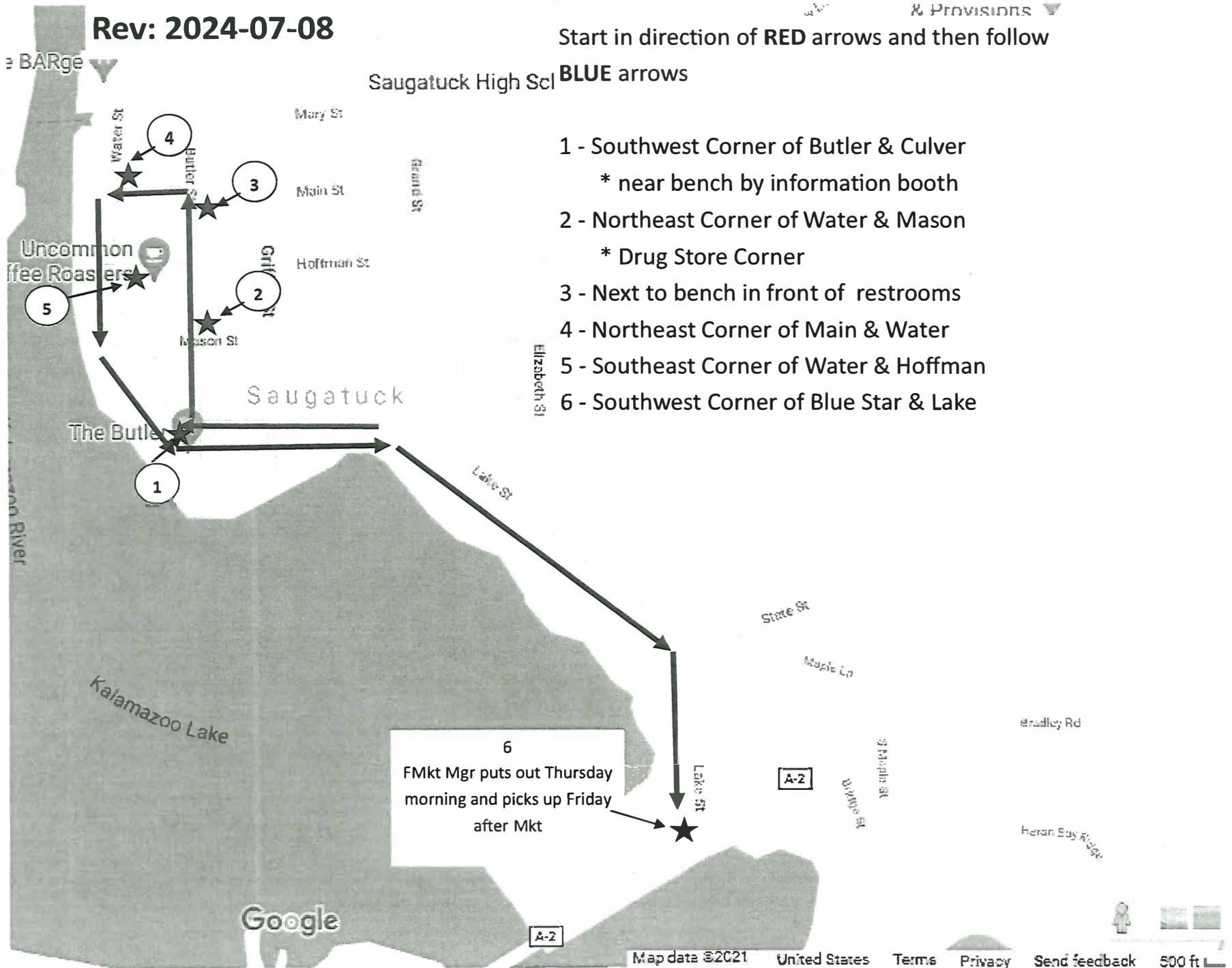
Spots marked would be Friends
Tents/Booths.

Culver Street

Rev: 2024-07-08

Start in direction of RED arrows and then follow
BLUE arrows

- 1 - Southwest Corner of Butler & Culver
* near bench by information booth
- 2 - Northeast Corner of Water & Mason
* Drug Store Corner
- 3 - Next to bench in front of restrooms
- 4 - Northeast Corner of Main & Water
- 5 - Southeast Corner of Water & Hoffman
- 6 - Southwest Corner of Blue Star & Lake



The Saugatuck Center for the Arts will need the use of the City Parking Lot for our weekly Market at SCA on the following dates:

- Jul 31, 2026

See attached layout for the use of the city parking lot

Last year the city used barricades to keep overnight parking from happening along with no parking signs. We would certainly be grateful if you could do the same for 2026 and thank you.

Certificate of insurance should be on file

All food vendors that we have will have their food license (unless cottage food law), insurance paperwork and MI Sales Tax ID just as they do for our market.



City Council Agenda Item Report

FROM: Jamie Wolters

MEETING DATE: February 23, 2026

SUBJECT: Annual Special Event-Art in the Park Saugatuck

DESCRIPTION:

SWMI Artisan Markets is proposing Art in the Park Saugatuck to be held on September 12, 2026. Please see the attached application and event details below. A safety meeting was conducted, and the Fire Department, Police Department, and DPW have reviewed the request and provided departmental approval.

BREAKDOWN OF EVENT:

Event Dates:	September 12, 2026
Event location:	Wicks Park
Event Hours:	10:00am-5:00pm
Set up/Clean up times:	7:30am & 5:00pm
Est. number of attendees:	1,500 – 2,000
Tents:	Maximum of 40-50 see attached map
Volunteers:	Yet to be determined
Music:	Band with no amplification
Alcohol:	None
Fireworks:	None
Signage:	Palette Sign, Wicks Park Gazebo Banner and 6 yard signs-(not 16 as stated on application)
Vendor Parking:	High School via Interurban

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

N/A

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to approve/deny the Art in the Park Saugatuck to take place on September 12th, 2026, organized by SWMI Artisan Markets.

October 22, 2025

City of Saugatuck
PO Box 86
Saugatuck, MI 49453

Dear City of Saugatuck and Members,

We are excited to share some wonderful news!

Art in the Park is entering a new chapter with a thoughtful transition of management from Anna Donahue to **SWMI Artisan Markets**. We are deeply grateful that Anna has entrusted us with this beloved event.

As we take on this new role, we do so with renewed purpose and enthusiasm, committed to celebrating fine arts throughout our region. **Art in the Park** is an exclusive, juried showcase of fine, handcrafted creations from the region's most talented artisans. Our carefully curated selection promises a discerning and elevated shopping experience, a celebration of true craftsmanship and creative excellence.

As part of SWMI Artisan Markets commitment to giving back to the community, we're proud to announce that 20% of our net earnings will be donated to the **Art à Loan program at Saugatuck Public Schools**. This remarkable program has been a cherished tradition for nearly 30 years, and it holds a special place in my heart. During her school years, my daughter, Lauren Messing, was selected three times with her artwork, an experience that left a lasting impact on her.

Thank you for taking the time to review our application for *Art in the Park Saugatuck*. We look forward to working collaboratively with you to ensure a successful event and to help draw visitors to Downtown Saugatuck.

Kind regards,



Susan L. Poolman
Marie Kappenman
SWMI Artisan Markets

We're currently developing a strategic social media marketing plan, which will include featured vendor spotlights to help promote participation and engagement. Additionally, we'll provide a booth layout once we've re-measured the area to ensure the space is used as efficiently as possible.

Our application rules and regulations:

1. Original Work Requirement

All items must be **original, handcrafted, and created by the approved artist/vendor**.

Buy-sell items, kits, imports, commercial, and mass-produced products are **not permitted**.

This policy will be strictly enforced to maintain the integrity and quality of our market.

***** 3-D printed media will not be considered for this event**

2. Exhibitor Selection & Category Limitations

To ensure a diverse and balanced marketplace, we limit the number of exhibitors within each category or with similar product offerings. All applications are juried simultaneously, and selections are made to provide a varied representation within each category.

This is **not** a first-come, first-served process.

3. Application Review Process

All applications will be reviewed and screened for completeness before the jury process. If your application is incomplete, you will be notified and given the opportunity to resubmit once all required information is provided.

4. Cancellation Policy

Please notify us as soon as possible if you need to cancel your participation.

Cancellation refunds may be considered on a case by case basis. No refunds after May 1st.

5. Returned Check Policy / Venmo

A \$50.00 bank fee will be charged for all returned checks. To secure your acceptance into the Market, payment must then include the original amount **plus** the \$50.00 bank fee

Venmo is highly encouraged for payment and details will be in your acceptance email.

6. Photo Submission and Usage Policy

You must submit a minimum of **3 high-quality digital photos** of your items and **2 photos of your display**. Photos should comprehensively represent **all wares** you plan to exhibit at Art In the Park.

Please ensure photos are clear and well-lit. Additionally, work-in-progress photos must be available on the day of the market if questions arise about your items' craftsmanship.

By submitting photos, you agree that images taken by Committee members or their designees—whether at the market or provided by you—may be used for promotional purposes, including news releases, the event website, social media, and other advertising.

7. **Booth Content Policy**

If you display any crafts or wares in your booth that differ from those listed in your application or that have not received prior approval from the Market Committee, you may be asked to remove those items or risk expulsion from the event.

8. **Sales Tax Responsibility**

You are responsible for researching, collecting, and reporting all applicable local and state sales taxes to the appropriate revenue departments. We **will not** accept a **concessionaire's sales tax license** from out of state residents.

9. **Booth Set-Up Information**

Set-up time is on **Saturday from 7:30 a.m. to 9:45 a.m.** Please unload your vehicle and move it to the designated parking area **before** beginning to set up your display.

If you have not arrived or contacted us regarding a late arrival by **8:15 a.m.**, you will be considered a **no-show**, and your space may be reassigned without a refund.

10. **Market Hours & Breakdown Policy**

The market officially closes at **5 p.m.**

Please **do not begin packing up or dismantling your display before this time.**

Failure to comply with this rule **will affect** your eligibility for participation in future markets.

11. **We are a community-focused event** that thrives on support, positivity, and collaboration. If you feel unable to encourage fellow vendors, engage positively with shoppers, or maintain an uplifting attitude, this may not be the right market for you.

12. **Digital Presence**

Your digital presence matters. Having an up-to-date website and active social media allows us to effectively promote and showcase your work for this event.

13. **Right of Withdrawal**

The SWMI Artisan Market Committee reserves the sole discretion to require an exhibitor to withdraw from the market due to misrepresentation or unacceptable behavior. In such cases, any fees paid directly to the Market by the exhibitor will be refunded, less \$65 due to planning and advertisement of the event.

The exhibitor agrees that they have no further recourse, and the SWMI Artisan Market shall not be liable for any direct, indirect, consequential damages, lost profits, or any other losses incurred.

**Council Action**

____ Approved

____ Denied

2-23-26 Date

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

SPECIAL EVENT & PARADE APPLICATION

Must be filled out in its entirety & returned to the City Clerk's Office 60 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATIONLEGAL BUSINESS NAME: SWMI Artisan MarketsTELEPHONE: 269.227.3448MAILING ADDRESS: PO Box 286, Glenn, MI 49416CONTACT NAME: Susan PoolmanTELEPHONE: 269.227.3448E-MAIL ADDRESS: swmiartisanmarkets@gmail.comCELL PHONE: 269.227.3448**CONTACT PERSON ON DAY OF EVENT**CONTACT NAME: Emily BerezowskyTELEPHONE: 248.342.3541E-MAIL ADDRESS: emilyberezowsky@gmail.comCELL PHONE: 248.342.3541**EVENT INFORMATION**NAME OF EVENT: Art In the Park SaugatuckDATE(S) OF EVENT: 09/12/2026PURPOSE OF EVENT: Art FestivalRAIN DATE: n/a

☐ Non-Profit ☐ For-Profit ☐ City Operated/Sponsored ☐ Co-Sponsored
☐ Marathon/Race ☒ Festival/Fair ☐ Video/Film Production ☐ Other _____

EVENT LOCATION: Wicks ParkEVENT HOURS: 10am-5pmESTIMATED NUMBER OF ATTENDEES: 1,500 - 2,000 GuestsESTIMATED NUMBER OF VOLUNTEERS: Not sure at this pointESTIMATE DATE / TIME FOR SET-UP: 09/12/2026 7:30 ☒ A.M. ☐ P.M.ESTIMATE DATE / TIME FOR CLEAN-UP: 09/12/2026 5:00 ☐ A.M. ☒ P.M.

EVENT DETAILS

WILL MUSIC BE PROVIDED DURING THIS EVENT: ☒ Yes ☐ No

TYPE OF MUSIC PROPOSED: ☒ Live ☒ Amplification ☐ Recorded ☐ Loudspeakers

PROPOSED TIME MUSIC WILL BEGIN: 11:00am END: 5:00pm

FOOD VENDORS/CONCESSIONS: (Contact Allegan County Health Department) ☐ Yes ☒ No
☐ Provide Copy of Health Department Food Service License

WILL ALCOHOL BE SERVED AT THIS EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liquor Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Michigan Liquor Control License

If yes, describe measures to be taken to prohibit the sale of alcohol to minors: _____

WILL FIREWORKS BE APART OF EVENT: ☐ Yes ☒ No
☐ Provide Copy of Liability Insurance (listing the City as additionally insured)
☐ Provide Copy of Fireworks Permit

EVENT SIGNAGE: City Council approval is required for any temporary signing in the public right-of-way, across a street or on City property. Which of the following signs are requested for this event:

 **"YARD" SIGNS** - Number requested: 16 (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

 **BANNER UNDER SAUGATUCK PALETTE SIGN** - (Size cannot be greater than 14' x 4'). Cannot be displayed more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

 **SIGNAGE AT EVENT SITE** - Location(s): Gazebo banner and yard signs near sidewalks
Description of signs: Will submit images once we have them finalized, similiar to the past event
(Signs at event site cannot be displayed prior to day of the event and must removed at the end of the event.)

TENTS/CANOPIES/MISC: The City of Saugatuck does not have tents, stage, tables or chairs available for rental. There are a number of businesses listed in the yellow pages under "Rental Service Stores" that specialize in the rental of event supplies. Will the following be constructed or located in the event area:

☒ **BOOTHS – QUANTITY** 40 - 50 ☐ **TENTS – QUANTITY** _____

☐ **AWNINGS – QUANTITY** _____ ☐ **TABLES – QUANTITY** _____

☐ **PORTABLE TOILETS – QUANTITY** _____

VENDOR PARKING: Have you made arrangement for vendor parking? ☒ Yes ☐ No

If yes, where do you propose your vendors park? We will be in contact with the HS & Churches

Will the Interurban be utilized? ☒ Yes ☐ No Time(s) 7:30am - 10am & 4pm-6pm

DEPARTMENT OF PUBLIC WORKS

☒ APPROVED

☐ DENIED

approved via safety meeting on 2-19-26
Authorized Personnel Signature

Will this event require the use of any of the following municipal equipment: ☒ Yes ☐ No

☒ TRASH RECEPTACLES – QUANTITY 6

☐ BARRICADES – QUANTITY _____

☐ TRAFFIC CONES – QUANTITY _____

☒ PARKING SIGNS – QUANTITY 2

☐ FENCING

☐ WATER

☒ ELECTRIC

☒ RESTROOM CLEANING

☐ OTHER _____

POLICE DEPARTMENT

☒ APPROVED

☐ DENIED

approved via safety meeting on 2-19-26
Authorized Personnel Signature

ADDITIONAL OFFICERS REQUIRED? ☐ Yes ☒ No

If yes please describe & include times _____

Other (describe): _____

SAUGATUCK TOWNSHIP FIRE DISTRICT

☒ APPROVED

☐ DENIED

approved via safety meeting on 2-19-26
Authorized Personnel Signature

STREET CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Street closure date/time: _____ ☐ A.M. ☐ P.M.

Street re-open date/time: _____ ☐ A.M. ☐ P.M.

SIDEWALK CLOSURES: ☐ Yes ☒ No (use attached map to outline proposed closures)

Describe Sidewalk Use: _____

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

PARKING LOT CLOSURES: ☒ Yes ☐ No (use attached map to outline proposed closures)

Parking Lot Location: Next to Wicks Park

Sidewalk closure date/time: _____ ☐ A.M. ☐ P.M.

Sidewalk re-open date/time: _____ ☐ A.M. ☐ P.M.

What parking arrangements are proposed to accommodate potential attendance: _____

APPLICATION CHECK LIST

- ☒ Completed Application
- ☒ Event Map (includes detailed event layout for vendors, booths, porta potties, etc.)
- ☐ Road/Sidewalk/Parking Lot Closure Map
- ☒ Certificate of Insurance (listing the City of Saugatuck as additionally insured)
- ☐ Fireworks Permit (if applicable)
- ☐ Michigan Liquor Control Commission Special Event License (if applicable)
- ☐ Health Department Food Service License (if applicable)

If document is missing, please explain: _____

The applicant and sponsoring organization understand and agrees to:

Provide a certificate of insurance with all coverages deemed necessary for the event, name the City of Saugatuck as an additional insured on all applicable policies and submit the certificate to the City Clerk's Office no later than one (1) week following notice of the event approval.

Comply with all City and County Ordinances and applicable State laws, City policies and acknowledges that the special events permit does not relieve the applicant or organization from meeting any application requirements of law or other public bodies or agencies.

Applicant and sponsoring organization further understands the approval of this special event may include additional requirements and/or limitations based on the City's review of this application. The applicant and sponsoring organization understands that it may be necessary to meet with City staff during the review of this application and that City Council approval is necessary.

Applicant understands that he/she is responsible for contacting the Michigan Liquor Control Commission and/or Allegan County Health Department to secure all permits required for this event.

Applicant agrees to defend, indemnify and hold harmless the City of Saugatuck, Michigan from any claim, demand, suit, loss, cost of expense or any damage which may be asserted, claimed or recovered against or from this Special Event by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the City of Saugatuck or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.



Applicant Signature



Date

Augatuck Chain Ferry
Temporarily closed

* Booths spaced between permanent part benches *

Andean Otavalos
Handworks

Ship Building
Historical Marker

Rose + Huck Sal

Water St

Booth Sizes
10' x 10'
15' x 10'

Bath
room
21' x 30'

Park



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/27/2025

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

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

PRODUCER Saugatuck Harbor Insurance Agency 102 S. Blue Star Hwy, Ste. 118 PO Box 730 Douglas MI 49406	CONTACT NAME: Mark Bekken PHONE (A/C, No, Ext): (269) 857-1751 FAX (A/C, No): (269) 857-1838 E-MAIL ADDRESS: markb@shinsurance.com
INSURED Susan Poolman 7021 114Th Ave 7021 114th Ave Fennville MI 49408-9756	INSURER(S) AFFORDING COVERAGE INSURER A: Auto-Owners Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL25102706158**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		16878019	05/23/2025	05/23/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
	MED EXP (Any one person) \$ 10,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 1,000,000
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						PRODUCTS - COMP/OP AGG \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						Insurer Adjustment \$
							COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							PER STATUTE ☐ OTH-ER ☐
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**City of Saugatuck
102 Butler St.

Saugatuck

MI 49453

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 23, 2026

SUBJECT: Council Rules of Procedure – Proposed Change to Order of Agenda

DESCRIPTION:

The City Council's Rules of Procedure contains an agenda order of business under conduct of meetings.

In January 2023, there was a change to move board, commission and committee reports up to be after the consent agenda. Prior to that, minutes going back until at least 2006 had board, commission and committee reports towards the end of the meetings.

Mayor Anderson and I have discussed ways to make regular meetings more efficient. To do so, I recommend the following:

- Moving reports from staff, boards, commissions and committees to be after new business.

Based on the feedback from the workshop, staff reports will be on the first regular meeting of the month, and board, commission, and committee reports will be on the second regular meeting of the month.

With the addition of the logo and branding advisory committee, I also recommend adding them to the list:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes *(Additions/Deletions)*
7. Guest Speakers
8. Public Comment on Agenda Items Only *(Limit 3 minutes)*
9. Consent Agenda: *(Roll Call)*
10. Staff Reports, Boards, Commissions & Committees:
 - A. Staff Reports:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning & Zoning
 5. Department of Public Works
 6. Police
 7. Engineer
 - B. Boards, Commissions & Committees:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals
 6. Historic District Commission
 7. Planning Commission
 8. Parks & Public Works Committee
 9. Tri-Community Non-Motorized Trail Study Committee
 10. Water System Operations Contract Advisory Committee
 11. Parking Improvements Task Force
11. Approval of Accounts Payable: *(Roll Call)*
12. Public Hearings
13. Unfinished Business
14. New Business
15. Public Comments
16. Correspondence
17. Council Comments
18. Adjourn *(Voice Vote)*

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Comments
5. City Manager Comments
6. Agenda Changes *(Additions/Deletions)*
7. Guest Speakers
8. Public Comment on Agenda Items Only *(Limit 3 minutes)*
9. Consent Agenda: *(Roll Call)*
10. Approval of Accounts Payable: *(Roll Call)*
11. Public Hearings
12. Unfinished Business
13. New Business
14. Reports from Staff, Boards, Commissions & Committees:
 - A. Staff Reports *(First Regular Meeting of Month)*:
 1. City Manager
 2. Treasurer
 3. Clerk
 4. Planning & Zoning
 5. Department of Public Works
 6. Police
 7. Engineer
 - B. Boards, Commissions & Committees *(Second Regular Meeting of Month)*:
 1. Fire District Administration Board
 2. Interurban Board
 3. Kalamazoo Lake Sewer & Water Authority
 4. Kalamazoo Lake Harbor Authority
 5. Zoning Board of Appeals
 6. Historic District Commission
 7. Planning Commission
 8. Parks & Public Works Committee
 9. Tri-Community Non-Motorized Trail Study Committee
 10. Water System Operations Contract Advisory Committee
 11. Logo and Branding Advisory Committee
 12. Parking Improvements Task Force
15. Public Comments *(Limit 3 minutes)*
16. Correspondence
17. Council Comments
18. Adjourn *(Voice Vote)*

LEGAL REVIEW:

N/A. Legal will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to amend the Council Rules of Procedure to change the agenda order of business under conduct of meetings as presented.



City Council Agenda Item Report

FROM: Jamie Wolters, City Clerk

MEETING DATE: February 23, 2026

SUBJECT: Boards/Commission/Committee Appointments

DESCRIPTION:

I provided notice on January 26, 2026 that the city is accepting applications for the Board of Review. Per City Ordinance Section 152.06, appointments shall be made by the Mayor subject to the confirmation/approval of the City Council. Copies of the applications are in your meeting packet. David Isljamovski and Kathleen Quick have applied for re-appointment.

BUDGET ACTION REQUIRED:

N/A

COMMITTEE/COMMISSION REVIEW:

Yes

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to re-appoint the following:

- Kathleen Quick – Board of Review – Regular – Term Ending 1/1/29.
- David Isljamovski – Board of Review – Regular – Term Ending 1/1/29.



P.O. Box 86, Saugatuck, MI 49453
Phone: 269.857.2603 Fax: 269.857-4408
Website: www.saugatuckcity.com

**APPLICATION FOR APPOINTMENT TO
BOARDS/COMMISSIONS/COMMITTEES**

Name: Kathleen Quick Home Phone:

Home/Mailing Address: 312 Hoffman St

E-mail Address: @yahoo.com

Employer: Occupation/Position:

Business Phone: Business Reference:

Are you a Saugatuck City resident? ☒ Are you a registered Saugatuck City voter? No

Do you or your employer have any business dealings with the City which might present a conflict of interest? No If yes, explain

Serving on a Board or Commission can be time-consuming. Are you committed to attending all regularly scheduled meetings? Yes

On which Boards and/or Commissions would you be willing to serve?

Board of Review Kalamazoo Lake Harbor Authority Planning Commission

Fire District Board Kalamazoo Lake Sewer & Water Tri-Community Non-Motorized
Trail Committee

Historic District Commission Library Board Tri-Community Wildlife
Committee

Interurban Board Parks & Public Works Committee

Compensation Commission Zoning Board of Appeals

Please describe any qualifications, expertise or special interests that relate to your possible appointment:

You may wish to submit a cover letter with your application. Please return the original to the City Clerk's office at the above address for processing. The City of Saugatuck recognizes and supports the concept of balanced representation in regard to filling vacancies on Boards and Commissions. To this end, every effort is made to appoint members who represent Saugatuck's diverse community, including citizens of all ethnic groups as well as people with disabilities. Reasonable accommodations and equal access to communication are provided upon request.

Signature: K. T. Quick Date: Feb 16, 2026

****Disclaimer:** Per the City of Saugatuck's retention schedule this application will be kept on file for twelve months, unless you are chosen to serve on a board, then this application is kept on file for the duration of your term.

COPY: Mayor City Council City Clerk

KATHLEEN THOMPSON QUICK – Board of Review Conversation

@gmail.com

A **consultative person** with a unique combination of industry skills, community awareness, and a deep commitment and love of Michigan's talented art community and natural gifts.

Will find new roles which well leverage my **background in planning, marketing, research**, quality, executive level strategy, and international Asian (China, Japan & India), European and Mexican experience

A leader who **loves being on a team** and wants to see Nth American based manufacturing and our Michigan communities thrive...

Kathleen understands the **tools and networks required for data gathering**, combined with the leadership skills to develop and implement "the plan."

For developing and maintaining desirable communities a key is understanding our collective needs from child-rearing to retirement life stage with the related community options/facilities/infrastructure for arts and entertainment, education, physical fitness, transportation, with access for all ages.

Homes owned in the following towns:

- Farmington Hills - Oakland County 4 years
- Novi - Oakland County 5 years
- Plymouth Township – Wayne County 16 years
- Plymouth City – 2 homes – Wayne County 10 years
- Saugatuck - Allegan County 2.5 years

Thrice requested and received a tax adjustment. Also received increases and decreases without change requests.

We have a town with unique historical older homes. I am in one built in 1863 - here since the Civil War. Honoring and maintaining historic charm is an topic/skill I want to better understand.

I retired January 25 ' and enjoyed participating on the board of review last year.

I've become more familiar with the needs of 'aging in place' in this region over the last two years. Am looking to engage more in our community in 2026.

I highlighted areas where I think my background and experience can be leveraged for a board of review role.

KATHLEEN THOMPSON QUICK

[@gmail.com](#)

GLOBAL MARKETING & APPLICATIONS DEVELOPMENT EXECUTIVE

Inspiring teams. Synthesizing concepts into cohesive actionable strategy.

Application Development | Consumer Ideation & Futuring | Product Marketing & Strategy | Research | Competitive Analysis

A consultative Application Development Director with a unique combination of high-performance materials, automotive planning, marketing, research, quality, executive level strategy, and international Asian (China, Japan & India), European and Mexican experience. A leader who loves being on a team and wants to see Nih American based manufacturing thrive.

Kathleen understands the tools and networks required for consumer and product development, intelligence gathering, supply management, combined with the leadership skills to develop and implement "the plan."

Daikin America Inc., Wixom, MI

2019 – early 2026

Senior Automotive Director, Applications Development

Tasked with and built an automotive practice that expands Daikin America's high performance plastic materials awareness and opportunities within the automotive and ESS industries. Effectively hired and expanded the teams' engagements within the industry and with specific OEM's and Tier's in the EV battery, refrigerant, motor and electrical (Single Pair Ethernet) materials applications. Successfully engaged with numerous OEM's. Hired at the Director level and promoted to Senior Director. Established the local office space. NAATBatt board member and actively engaged with leading SAE engineers / Automotive industry leaders.

Ford Motor Company, Dearborn, MI

1988 - 2017

Manager, Global Marketing Consumer Ideation and Futuring

2016 – 2017

Led the senior level Advanced Marketing Team in developing first-ever process for culling "global expert" autonomous futuring insight.

- Designed the pilot and launched worldwide "Future Consumer Mindset" Immersion Experience for core teams and employees. Leveraged experts (Futurists, Gov't, Economist, Anthropologist, Scientists) and globally utilized social science tools (observational, ethnographic) to understand future consumers.
- Developed and delivered 15 one-day senior level immersion workshops / events that places teams (~20 leaders) into a future consumer mindset critical for new programs and functional teams (ex: Finance).

Manager, Advanced Product Marketing & Strategy, Lincoln, & Global User Experience (UX)

2013 – 2016

UX – Established the first ever FMC Global UX Marketing team

- Delivered the UX research plan and team for defining the "Marketing Consumer Experience" for the 1st Autonomous Vehicles, the Truck, and the Luxury teams (this is the initial or "Discover" UX phase).
- Hired and leveraged Palo Alto team members.
- Developed a cross-functional Ideation and Co/Creation process used by all "new" product program teams. Including hosting the first 'Mustang' event.
- Defined and rolled out the Global User Experience marketing training materials, roles and responsibilities.

Lincoln - Delivered all 'Program Start' marketing milestone deliverables

- Defined Lincoln brand target customer, vehicle nomenclature, features and options, series mix and take rates.
- Established the showroom positioning/pricing strategy for Navigator, Nautilus/MKX, MKC and Aviator.
- Co-Lead the "Lincoln Design & Engineering Product Attributes Leadership (PAL) Strategy". These are the unique brand/product values distinguishing Ford from Lincoln brand and vs. competitors.

Director, Asian Market Research (Shanghai, China)

2010 - 2013

Established and led the Asian research team (14 internal direct team members in China/India/Taiwan/Australia).

KATHLEEN THOMPSON QUICK

k@gmail.com

- Managed ~\$20mil annual budget delivering respected product, communications, target customer and advertising insight. Identified and built a diverse and competitive China research supply base. Promoted while in this role.
- Developed China JV Research Agreements (Changan & JMC), which enabled annual alignment on budget, projects, roles & responsibilities. Lead all program research events (from 15 to 40 global attendees)
- Exceeded regional objectives. Designed and delivered new processes enabling improved decision making for Ford and Lincoln Car, SUV and Truck product development and communications launch planning.
- Designed and developed the Lincoln 'China' Brand, Product, Dealership, Communications, Tracking studies research. Defined the 'China' Lincoln customer archetype via archetypal and ethnographic research.

Product Marketing, Planning & Strategy

2000 - 2010

Product Marketing Large Car Manager 10MY, Ford Taurus & Lincoln MKS '05-'10

- Defined and selected the target customer, features and options, series mix and take rates. Established the showroom positioning/pricing strategy. Increased revenue ~\$15mil with a new pricing and features strategy.
- Identified and delivered ~\$30 per unit platform material cost savings.

Advanced Market Strategy Manager, North America (NA) Competitive Intelligence & Volumes Planning '04-'05

- Recruited to interject competitive business intelligence implications into the Nth American cycle plan process.

Competitive Analysis / Corporate Strategy Manager (WHQ) '01-'04

- Developed & delivered a weekly competitive intelligence assessment to the executive team – it continued into '20.
- Designed, delivered and managed three competitive War Rooms (in Ford Headquarters) at the request of the CEO.
- Envisioned and launched the Competitive Intelligence Business web site, web maintenance process and archive.
- Promoted to work for the CEO team. Developed downturn scenario analysis and post recovery plan for CEO team.

Strategic Planning Supervisor '00-'01

- Recruited to weekly gather and distill the global 'Quality' inputs for the CEO's Business Intelligence Council.

Market Research Manager

(Ford Division)

1999 - 2000

- Led advertising research for Ford Div., FMC Corporate and Ford owned dealerships. Designed and delivered TV and Radio Copy Testing on >80 TV commercials. Saved ~\$100K transferring Ford Div. Adv. research (~\$2.2mil).

Marketing Planning | Purchasing

(Exterior Division)

1995 - 1999

Senior Business/Mktg Planner - Bumper, Lighting & Wiper (\$1Bil/Rev. annually). Lead for RFQ's valued at \$300mil.

Advanced Subsystem Engineering Planner – Assessed a new type of vehicle in India, saving >\$1mil.

Printed Circuit Board Buyer / Integrated Circuit Buyer - \$120 mil global circuits buy. Delivered savings of 6%.

Engineering & Quality & Manufacturing

(Electronic & Climate Control Systems)

1988 - 1995

Powertrain Supplier Technical Assistance (STA) Program Engineer

China Manufacturing Engineer - Analyzed >50 suppliers in China delivered localization requirement.

Global Quality Analyst and Coordinator - Developed division-wide statistical self-auditing system in MX, FR, UK.

Manufacturing Supervisor – Denso (Battlecreek, MI) and General Motors (Tarrytown, NY)

1985 - 1988

Education and Affiliations:

- **Master of Business Administration**, Lawrence Technological University, Michigan
- **Bachelor of Science in Economics**, Summa Cum Laude, State University of New York
- **University of Georgia**, Principles of Market Research Certification.
- **Duke University**, Marketing Training Program. Knowledge of French, Spanish, Mandarin
- **NAATBatt Board member 2023-2025**. NAATBatt promotes electrochemical energy storage technology and the revitalization of advanced battery manufacturing in NA.
- **SAE member** – active in 2026.
- Previously - **Inforum Board Member & Vice Chair** (<http://www.inforummichigan.org>). Inforum Auto Show Breakfast Chair. Society of Competitive Intelligence Professionals (SCIP) S.E. Michigan Chapter Coordinator.



City Manager Report

February 23, 2026

Prioritization Process for Capital Improvements

- Thank you for the feedback on the Capital Improvement Plan (CIP).
- Engineering, Public Works and I are working on the adjustments before bringing it back for your approval.
- A question was asked about what goes into the prioritization process. Here is some feedback from engineering. I hope it helps you as you talk with your constituents. We will work on sharing this information with the broader community.
 - Asphalt condition (PASER rating).
 - Utility needs: Sanitary sewer, water main, water service replacement needs.
 - Traffic volume: Dead end vs. corridor used by entire community and visitors.
 - Traffic type: Primarily residential vs. commercial/trucks.
 - Non-motorized facilities: Does the corridor already have appropriate sidewalks, trail, shoulders, etc.
 - Drainage issues, storm system condition and size.
 - Maintenance cost/effort vs. project cost.
 - Outside funding availability/opportunities.

Maple Street and Other Infrastructure Improvements

- A preconstruction meeting is set with Schippers Excavating.
- They are planning for an early to mid-April start on the repairs around town and late-April to early May start on Maple Street. They have been working on a detailed schedule, and we hope to learn more at the preconstruction meeting.

Updates to the Community

- Last year, I began sharing a community update every 2–3 weeks through our social media channels and email list. These updates summarize items approved at recent meetings, provide project updates, and address common questions we’re receiving from the community.
- At your most recent regular meeting, the agenda was particularly full, and Council approved several projects along with updates to the City’s short-term rental (STR) regulations.
- As artificial intelligence (AI) tools continue to advance, I recently used a new tool I learned about at the Michigan Municipal Executives (MME) Winter Institute to create a [short informational video](#) summarizing what occurred at that meeting. I included the video alongside my regular written report, and it was a big success. The video

received 3,334 views, which goes a long way toward keeping the community informed.

- We will continue to be innovative and experiment with these really neat, low-cost tools.

Mt. Baldhead Restroom

- The new restroom is largely complete. Here is an update from Midwest Construction:
 - Exciting news! The permanent doors for the restrooms have been installed. Caulk and paint touchups are lined up this week to finish them up.
 - Remaining items for project completion: Drinking fountain, north concrete sidewalk, and landscaping.



Ever wonder where your curbside plastic recycling goes?

- I recently met with the Republic Municipal Services Manager. Part of our discussion involved the value of recycled material and where our plastics go.
- Much of the plastic collected in our area is processed through the Indianapolis Polymer Center, a state-of-the-art Republic Services facility that manages plastics from curbside collection all the way to high-quality recycled resin used in new packaging.
- Here's how it works:
 - Collected from your recycling cart
 - Sorted and baled by material
 - Processed into recycled PET flake and other resins
 - Manufactured into new consumer packaging
- The center produces approximately 160 million pounds of recycled resins per year, helping create a more circular economy where items like water bottles can be remade into new bottles. Learn more here: <https://tinyurl.com/yn94fptm>

- Last year, the City increased residential recycling pickup to twice per month to make participation easier and expand our community's impact. The continued effort to recycle properly truly makes a difference.

Parking Survey

- The parking survey is still live. The short survey aims to help us better understand travel and parking experiences in Saugatuck.
- So far, we have had over 500 responses! Here is the list of what we have done to get the survey out:
 - Posted on City website.
 - Shared on City social media and local informed pages.
 - E-mailed to the City's eNews list.
 - Shared in the City Manager report to the community.
 - E-mailed to businesses on our business registration list.
 - E-mailed to our Convention and Visitors Bureau who e-mailed it to their members.
 - Sent a press release. Both local papers (Holland Sentinel and Commercial Record) covered the survey being available.
 - E-mailed the link to the Task Force Members and City Council asking for their help in spreading the word.
 - The Chair of the Task Force hosts a weekly radio show and has mentioned it there.
 - Printed flyers for Task Force Members to share.
 - Paper copies available at City Hall.
- The survey closes Wednesday, February 25, 2026.
- Survey Link: <https://www.surveymonkey.com/r/SaugatuckParking>

Miscellaneous

- Held Department Head team meeting.
- Held one on one meeting with Director of Planning and Zoning.
- Held one on one meeting with Treasurer/Finance Officer.
- Held one on one meeting with City Clerk.
- Met with Director of Saugatuck Douglas History Center.
- Prepared for and attended joint advisory utility committee meeting.
- Attended Election Commission meeting.
- Prepared for and attended Parking Improvements Task Force meeting.
- Attended Convention and Visitors Bureau Board meeting.
- Attending City Hall remodel options meeting.

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF SAUGATUCK
EXP CHECK RUN DATES 07/01/2025 - 02/27/2026
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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Vendor Name	Description	Amount
1. ALLEGAN COUNTY TREASURER	PROPERTY TAXES COLLECTION 02/05 - 02/19	173,049.41
2. AMK HOLDINGS LLC	REFUND BOND FOR DECOMMISSIONED WELL	4,000.00
3. CAPITAL ONE	JAN '26 STATEMENT BALANCE	1,541.19
4. COMCAST-DPW	02/15- 03/14 INTERNET-DPW	276.42
5. COMMERCIAL RECORD	STR LICENSES, PDU	343.00
6. D & L TRUCK & TRAILER LLC	BRASS FITTING	23.98
	TRUCK 13 REPAIR	1,421.99
	TOTAL	1,445.97
7. DIVERSIFIED WELDING & FAB LLC	REPLICATE AND REBUILD CHAIN FERRY ARBORS	17,000.00
8. DTR SIGN COMPANY	PALLET SIGN NEON	642.50
9. FAHEY SCHULTZ BURZYCH RHODES	JAN '26 ZONING	3,015.00
	JAN '26 ORDINANCES	877.50
	JAN '26 CITY COUNCIL	2,251.50
	JAN '26 MANAGER	414.00
	JAN '26 DUNE RIDGE V (ORIGINAL ACTION)	446.36
	JAN '26 2023 STR LEGAL ISSUES/TASK FORCE	1,197.00
	JAN '26 GENERAL	1,787.00
	TOTAL	9,988.36
10. FLEIS & VANDENBRINK ENGINEERING INC	01/01 - 01/31 ENGINEERING FEES - GEN CONSULT	1,145.00
11. FRONTIER	12/20 - 01/19 SERVICE - OVAL BEACH	114.64
12. IHLE AUTO PARTS	JAN '26 MOTOR PURCHASES	532.41
13. INTERURBAN TRANSIT AUTHORITY	PROPERTY TAXES COLLECTION 02/05 - 02/19	44,978.89
14. KENDALL ELECTRIC INC	GARAGE STOCK	150.82
15. LINDA SCHOENROCK	REFUND PERMIT FEE	1,000.00
16. MERCHANTS BANCARD NETWORK	JAN '26 CC PROCESSING - PLANNING AND ZONING AN	297.79
17. MICHIGAN GAS UTILITIES	12/23 - 01/25 SERVICE - 345 BUTLER	240.24
	12/24 - 01/26 SERVICE - 102 BUTLER	229.48
	12/26 - 01/26 SERVICE - 3338 BLUE STAR	666.63
	TOTAL	1,136.35
18. MICHIGAN STATE UNIVERSITY	WEBINAR - LAND DIVISION ACT	25.00
19. NET2PHONE INC	FEB '26 PHONE SERVICE	233.01
20. OTTAWA AREA INTERMEDIATE SCHOOL DIS	PROPERTY TAXES COLLECTION 02/05 - 02/19	1,946.98
21. POMP'S TIRE SERVICE INC	TRUCK 13 REPAIRS AND SERVICE	629.58
22. RB MARINE SERVICES	CHRISTMAS TREE SHRINK WRAP	540.00
23. RICOH USA INC	COPIER USAGE	391.25

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Page: 2/2

Vendor Name	Description	Amount
24. SAUGATUCK DOUGLAS LIBRARY	PROPERTY TAXES COLLECTION 02/05 - 02/19	62,479.75
25. SAUGATUCK FIRE	PROPERTY TAXES COLLECTION 02/05 - 02/19	270,290.88
	RENTAL HOME INSPECTIONS	2,400.00
	TOTAL	272,690.88
26. SAUGATUCK PUBLIC SCHOOLS	PROPERTY TAXES COLLECTION 02/05 - 02/19	751,715.05
27. STANDARD INSURANCE COMPANY	MAR '26 INSURANCE	502.47
28. STAR OF SAUGATUCK LLC	SPEAR LAUNCH HALF	755.50
29. ULINE	MOUNT BALDHEAD RESTROOM	531.57
30. VALLEY CITY LINEN INC	SHOP TOWELS	88.72
31. VAN DER KOLK PLUMBING LLC	WATER SERVICE REPLACEMENT - 630 PLEASANT	4,200.00
32. WALKER CONSULTANTS INC	PARKING STUDY	15,043.25
33. WEST MICHIGAN CDL INC.	CDL CLASS B TRAINING - BROWN	3,000.00
34. ZEIGLER GMC OF HOLLAND	PARTS	62.40
TOTAL - ALL VENDORS		1,372,478.16
FUND TOTALS:		
Fund 101 - GENERAL FUND		59,827.40
Fund 202 - MAJOR STREETS		83.45
Fund 203 - LOCAL STREETS		100.12
Fund 497 - WATER CAPITAL PROJECTS FUND		4,405.00
Fund 661 - MOTOR POOL FUND		3,601.23
Fund 701 - CURRENT TAX FUND		1,304,460.96



City Council Agenda Item Report

From: Jamie Wolters
Date: February 23, 2026
Subject: Resolution 260223-A Temporary Polling Location Change for 2026 Elections

Description:

Enclosed for your review and consideration is Resolution 260223-A regarding the designation of a temporary change of polling location from the City of Saugatuck City Hall to the Saugatuck Woman's Club for the May 5, 2026, Special Election, the August 4, 2026, State Primary Election, and the November 3, 2026, State General Election.

As outlined in the Michigan Election Law, municipalities are required to provide suitable and accessible polling places for all precincts. The established location for Precinct 001 is City Hall at 102 Butler Street. City Hall may be unavailable for the May 5, 2026, Special Election due to possible inaccessibility of the second floor during repairs and improvements to the building's elevator system. Additionally, City Hall is anticipated to be insufficient in size to accommodate the expected voter turnout for the August 4, 2026, State Primary Election and the November 3, 2026, State General Election.

Additionally, during the November 2025 election, the polling location at the Saugatuck Woman's Club was well received. Both election workers and residents provided positive feedback regarding the accessibility, layout, and overall functionality of the facility. The experience demonstrated that the Woman's Club serves as an effective and accommodating alternative polling location.

The enclosed resolution formally designates the Saugatuck Woman's Club as the polling place for Precinct 001 for all 2026 elections. It also authorizes the City Clerk to execute the necessary agreement with the Woman's Club, coordinate delivery of election materials, and provide notification of the change to all registered voters in the precinct.

Budget Action Required:

A budget amendment will be presented to account for the additional expenses associated with use of the facility and required public notices, as well as the anticipated reimbursement revenue from the school district for the May election.

Legal Review:

Yes

Election Commission Review:

Yes

Sample Motion:

Motion to approve/deny Resolution 260223-A as presented.

**COUNTY OF ALLEGAN
STATE OF MICHIGAN**

RESOLUTION FOR TEMPORARY POLLING LOCATION CHANGE FROM CITY
HALL TO THE SAUGATUCK WOMAN’S CLUB AT 303 BUTLER STREET,
SAUGATUCK, MI 49453, FOR MAY 5, 2026, SPECIAL ELECTION, AUGUST 4,
2026, STATE PRIMARY ELECTION AND NOVEMBER 3, 2026, STATE GENERAL
ELECTION.

RESOLUTION NO. 260223-A

Council Member_____, offered the following resolution and
moved for its adoption, seconded by Council Member_____:

RECITALS

WHEREAS, the Michigan Election Law, Act 116 of 1954, MCL 168.641 *et seq.*, requires a city to designate and prescribe the place or places of holding an election, and provide a suitable polling place in or for each precinct located therein for use at each election;

WHEREAS, the established polling place for Precinct 001 is the City of Saugatuck City Hall, located at 102 Butler Street, Saugatuck, Michigan 49453; and

WHEREAS, City Hall may be unavailable for the May 5, 2026, Special Election due to possible inaccessibility of the second floor during repairs and improvements to the building’s elevator system; and

WHEREAS, City Hall is anticipated to be insufficient in size to accommodate the expected voter turnout for August 4, 2026, State Primary Election and November 3, 2026, State General Election; and

WHEREAS, the Saugatuck Woman’s Club located at 303 Butler Street, Saugatuck, Michigan 49453, is available for May 5, 2026, Special Election,

August 4, 2026, State Primary Election and November 3, 2026, State General Election and the entity owning or controlling the building will grant the City authorization to use it for a polling place in a manner consistent with the Michigan Bureau of Election's rules pertaining to polling places;

WHEREAS, the temporary change of polling location from the City of Saugatuck City Hall to the Saugatuck Woman's Club for the May 5, 2026, Special Election, the August 4, 2026, State Primary Election, and the November 3, 2026, State General Election is necessary due to the City Hall facility being unusable or unsuitable for the reasons set forth herein;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Saugatuck, Allegan County, Michigan, as follows:

- (1) Effective immediately, the City Council of the City of Saugatuck hereby moves Precinct 001's polling location from the City of Saugatuck City Hall to the Saugatuck Woman's Club for May 5, 2026, Special Election, August 4, 2026, State Primary Election and November 3, 2026, State General Election, and until such time as modified in the manner prescribed by law.
- (2) The City Council hereby authorizes the City Clerk, Jamie Wolters, to complete an agreement with the Saugatuck Woman's Club for the City of Saugatuck to conduct the May 5, 2026, Special Election, August 4, 2026, State Primary Election and November 3, 2026, State General Election, State General Election at the Saugatuck Woman's Club, which will require the delivery of election equipment and supplies shall be delivered to the Saugatuck Woman's Club on the day preceding each of the above-referenced elections.
- (3) The City Clerk shall notify the registered electors in Precinct 001 of the polling location change and take any other steps required by law to effectuate the change.

Yeas: _____

Nays: _____

Absent/Abstain: _____

RESOLUTION DECLARED ADOPTED.

Holly Anderson, Mayor

Jamie Wolters, City Clerk

STATE OF MICHIGAN)
) ss
COUNTY OF ALLEGAN)

I, Jamie Wolters, City Clerk of the City of Saugatuck, hereby certify this to be a true and complete copy of Resolution No. 260223-A, duly adopted at a regular meeting of the City of Saugatuck City Council held on _____, 2026.

Jamie Wolters, City Clerk
City of Saugatuck